

**Issue of the First Statutes of the
The Jawaharlal Nehru Technological University**

G. O. Ms. No. 1191, Edn., (J), dt. 19th December, 1974 with amendments

(Published in A.P. Gazette as Rules Supplement to Part-I Extraordinary dt. 17.01.1975)

In exercise of the powers conferred by sub-section (1) of section 24 of the Jawaharlal Nehru Technological University Act, 1972, (Andhra Pradesh Act No. 16 of 1972) the Governor of Andhra Pradesh hereby makes the following first statutes of the Jawaharlal Nehru Technological University.

STATUTE – I

Definitions

In these Statutes, unless the context other-wise requires-

The Act (a).- “ACT” means the Jawaharlal Nehru Technological University Act, 1972 (A.P. Act No. 16 of 1972).

Appointed and Notified day/date (b) – “APPOINTED DATE OR DAY” means the date appointed by the Government under sub - section (3) of section (1) of the Act and “Notified date” means the date notified in the Andhra Pradesh Gazette for purposes of sections 28 and 43 of the Act, as the case may be.

Interpretation of words not defined in the Statutes (c) - Words and expressions not defined in the Statutes, but used in the Act shall have the same meaning assigned to them in the Act.

STATUTE – II

Meetings

The Executive Council Meetings

1. *Number of meetings, Date, Time and Place -*

There shall be at least three ordinary meetings of the Council in an year on the dates, at the time and at the places to be fixed by the Vice-Chancellor.

2. *Vice-Chancellor to be the Chairman -*

The Vice-Chancellor as the Chairman of the Council shall preside over all the meetings of the Council. In the absence of the Vice-Chancellor at any meeting, for any reason, the members present thereat shall elect one amongst them to preside over the meeting.

3. *Annual meeting of the Council -*

One of the ordinary meetings shall be called the annual meeting at which the annual report, the annual accounts, audit report and the financial estimates of the University for the ensuing year shall be presented.

4. *Urgent Meetings of the Council-*

The Council may also have urgent meeting, on such other dates, at such other times and places as it may determine.

5. *Special Meetings of the Council -*

- a. The Vice-Chancellor may, whenever he thinks fit convene a special meeting of the Council on the dates, at the time and places as may be fixed by him.
- b. The Vice-Chancellor shall also convene a special meeting of the Council, on the dates, at the time and place to be fixed by him, upon a requisition in writing signed by not less than eight members of the Council. A requisition for such a special meeting of the Council must be forwarded to the Registrar with a copy of the proposal to be moved at the meeting and also the name of the proposer of each such proposal.

6. *Notice for Ordinary Meetings -*

- (1) The Registrar shall, under the direction of the Vice-Chancellor, give a notice of an ordinary meeting of the Council of not less than twenty-one days expiring with the date of the meeting and intimating the time and place of the meeting:

Provided that if the date fixed for the meeting is changed, fresh prior notice of twenty one days shall not be necessary.

(2) Notice for special Meetings and communication of agenda -

- a. A notice of not less than ten days shall ordinarily be given of a special meeting convened by the Vice-Chancellor; but, in the case of urgency, he may, at his discretion, convene such a special meeting at the shorter notice. The Registrar shall, along with the notice of such special meeting, send a statement of business to be transacted at the meeting.
- b. Not less than ten days notice of a special meeting, convened by the Vice-Chancellor, upon a requisition shall be given to the members. Along with the notice, the Registrar shall also send to each member a copy of the proposal or proposals to be moved at the meeting alone, with the name/s of the mover/s of the proposal.
- c. The Registrar, shall in the case of a special meeting, give the members such notice of the date, time and place of the meetings as may be fixed by the Vice-Chancellor in each case. He shall issue in each case the agenda along with the notice of the meeting.

7. *Agenda for Ordinary Meetings.* -

The Registrar shall issue, at least ten days before the date of an ordinary meeting, the agenda showing the business to be brought before the meeting, the details of proposal to be moved (of which notice in writing has previously reached him) and the name of the proposer of each proposal.

8. *Proposals from Members for Ordinary Meetings-*

(1) Any member who wishes to move a proposal at an ordinary meeting shall forward a copy of the proposal to the Registrar so as to reach him not later than fifteen days before the date fixed for the meeting.

(2) *Amendments from the Members for proposals on the Agenda.* -

- i. A member who wish to move an amendment to any of the proposals, included in the agenda for, an ordinary meeting shall forward the terms of the amendments to the Registrar so as to reach him not later than seven days before the date fixed for the meeting.

Revised Agenda Papers- Communication of for Ordinary Meetings.-

- ii. The Registrar shall issue, at least five days before the date fixed for an ordinary meeting, the revised agenda, if any, showing all the proposed proposals and amendments.

Amendments to Proposals-Defined.-

- iii. An amendment to a proposal shall be:-
 - a. by leaving out a word or words;
 - b. by leaving out a word or words in order to insert a word or words;
 - c. by inserting a word or words; provided that no amendment shall be proposed which negatives or substantively alters the original proposal.

(3) Withdrawal of Proposal. -

A member, who has forwarded a proposal, may, by giving a written notice, which shall reach the Registrar not less than four clear days before the date fixed for the despatch of the preliminary agenda for the meeting, withdraw his proposal.

(4) Proposals which to be included in the Agenda.. -

The Registrar shall place all such proposals received from the members of the Council for inclusion on the agenda of a meeting before the Vice-Chancellor, who shall direct the Registrar to include in the agenda such proposals as are admissible. No proposal which does not comply with the following conditions shall be admissible:-

- i. It shall deal with only one matter and shall be precise and positive in form;
- ii. It does not deal with any matter, which does not fall within the powers of the Council;
- iii. It shall not contain arguments, inferences Ironical expression or defamatory statements nor shall it refer to the character or conduct of persons except in their official, or public capacity;

- iv. It shall not refer to a matter, which is under adjudication by a Court of Law;
- v. It shall not raise substantially the same question as that raised in a motion moved and decided in the Council during the twelve months preceding the date of meeting, at which it has to be moved. Proposals directed not to be included on the agenda shall be returned to the mover with reason or reasons for its rejection.

9. *Manner of communication of Notices and Agenda Papers,-*

The notices and agenda shall be communicated to the members to such addresses as are recorded by them in the register of members maintained in the Registrar's Office for the purpose. Notices of all meetings of the Council shall be sent by registered post or delivered by hand, and, if the meetings are convened at notices shorter than seven days, under certificate of posting. Non receipt of notice, agenda and other papers connected with any meeting of the Council by any member shall not invalidate the proceedings of the meeting.

10. *Quorum –*

One-third of the total number of members of the Council including the Chairman shall form the quorum of any meeting of the Council. If the quorum is not present within thirty minutes after the appointed time for a meeting, the meeting shall be adjourned. The Registrar shall make a record of the fact which shall be signed by the Chairman or the presiding member.

11. *Notice, Agenda, Quorum etc., for Adjourned Meetings.-*

At all adjourned meetings, no business other than that on the agenda of the original meeting shall be considered. No quorum shall be required for an adjourned meeting. When, however, a meeting is adjourned for fifteen days or more, not less than seven days notice of the adjourned meeting and of the business to be transacted thereat, should be given.

12. *Vice-Chancellor's power to bring any matter before the meeting. -*

The Vice-Chancellor may bring before any meeting of the Council any urgent business with or without placing it on the agenda for the said meeting

13. *Procedural matters-Vice-Chancellor's Ruling final.-*

The ruling of the Chairman in regard to all matters of procedure shall be final.

14. *Authentication of orders and decisions o the Council*

All orders and decisions of the Council shall be authenticated by the signature of the Registrar or any other person authorised by the Council in this behalf.

15. *Minutes of the Meeting - Drawing up and circulation objections thereto. -*

(1) The minutes of the proceedings of a meeting of the council shall be drawn up by the Registrar in consultation with the Chairman and after his approval, shall be circulated to all members of the Council present in India within ten days of the meeting. Amendments in writing to the minutes if any, by a member present at the meeting shall be sent to reach the Registrar within seven days of the despatch of the minutes by the Registrar to the members and the decision of the Chairman on the admissibility or otherwise of the amendments proposed by the members shall be final.

(2) *Confirmation of minutes.-*

The minutes along with any amendment suggested shall be placed for confirmation before the Council at its next meeting. After the minutes are confirmed and signed by the Chairman, they shall be recorded in a minute book which shall be open for inspection by the members of the Council at all times during office hours.

16. *Decisions at meetings - How taken.-*

All questions at the meeting of the Council shall be decided by a majority vote. In case of equality, the Chairman shall exercise a casting vote.

17. *Vice-Chancellor's discretion to admit proposals or amendments, etc., without adequate notice.-*

No proposal, amendment or any other matter of business, of which previous notice has not been given, shall be brought before the Council at its ordinary meeting except with the consent of the Vice- Chancellor.

In respect of such proposals, amendments or any other matters of business brought before the special meeting of the Council, the Vice- Chancellor may at his discretion accept such proposal, amendment or any other, matter of business at a shorter notice.

18. *Proposals moving of by Members. --*

A proposal standing in the name of a member who is absent from the meeting may be moved by any other member present.

STATUTE – III

The Academic Senate

1. *Frequency of meetings. -*

The meetings of the Senate shall be held as often as necessary; but more than thirty days shall lapse between any two meetings of the Senate, provided that the Vice-Chancellor may alter this limit at his discretion. The Chairman shall fix the time, date and venue of the meetings of the Senate.

2. *Convening of meetings,-*

The meetings of the Senate shall be convened by the Registrar, with the approval of the Vice-Chancellor, who shall be its Chairman and shall preside over its meetings. In his absence, the members present shall elect one from among themselves as Chairman. The Registrar, with the approval of the Vice-Chancellor may also convene meetings of the Senate on a requisition signed by any eight members of the Senate.

3. *Quorum.-*

The quorum for the meeting of the Senate shall be one-third of the total number of members of the Senate including the Chairman.

4. *Notices for meetings. -*

A written notice of seven days, of every meeting of the Senate together with the agenda, shall be circulated to the members of the Senate by the Registrar, provided that the Registrar may give such, shorter notice as he thinks fit in the case of an emergent meeting with the approval of the Vice-Chancellor.

5. *Notices of Motions.-*

Notices of motions, if any, from the members, for inclusion of any item on the agenda should reach the Chairman atleast three days before the meeting.

6. *Vice- Chancellor empowered to admit items not on agenda -*

The Chairman, may at his discretion, include on the agenda any item for which due notice could not be given.

7. *Vice-Chancellor empowered to reduce the period of notice of meeting -*

The Vice-Chancellor may convene a meeting to consider matters which in his opinion are urgent, giving a notice shorter than seven days. He may, at his discretion, permit the discussion of motion proposed by a member at such meeting.

8. *Procedural matters - Vice- Chancellor final authority -*

The rulings of the Chairman in regard to all questions of procedure in respect of the meetings of the Senate shall be final.

9. *Recording of Votes -*

It shall rest with the Chairman to decide the matter for which the votes be recorded.

10. *Decision at meeting-How taken -*

Decisions at the meetings of the Senate shall be taken by a majority vote of the members present at the meeting. The Chairman shall be entitled to exercise a casting vote in case votes are equally divided and no decision can be taken.

11. *Recording of proceedings of meetings -*

The proceedings of the Senate shall be recorded by the Registrar who shall be its Secretary. In the absence of the Registrar, the Chairman shall appoint any other person to act as the Secretary.

12. *Circulation of proceedings-objections -*

The proceedings of the Senate shall be circulated among all the members of the Senate for confirmation. Members present at the meeting may within seven days of circulation of the minutes make an objection, or propose an amendment. If no objection is received by the Registrar within the said time, it would be presumed that the members have confirmed them and the Registrar shall then be competent to take necessary action in regard to such matters. The validity or otherwise of objections, if any, received from the members present at the meeting shall be decided by the Vice-Chancellor whose decision shall be final.

13. *Proceedings of Meetings - Communication to members of Senate. -*

The minutes of the meetings of the Senate shall be communicated to the members of the Senate within seven days of the meeting.

14. *Registrar to place minutes of the Senate before the Council. -*

The Registrar shall as soon as possible after the minutes of the meeting of the Senate are confirmed place them before the Council for approval.

15. *Implementation of Senate's recommendations. -*

The recommendations of the Senate shall be implemented only after they receive the approval of the Council.

16. *Decisions taken not to be reopened till six months. -*

Any matter once decided by the Senate shall not be reopened within six months after the meeting at which the decision was taken except with the consent of two-thirds of the members of the Senate.

17. *All notes and Resolutions to be treated confidential. -*

All notes submitted to the Senate and the resolutions adopted thereon shall be confidential and the members shall observe secrecy in all such matters.

18. Confidential resolutions - Circulation of. -

All resolutions which are not marked confidential by the Vice- Chancellor shall be printed or cyclostyled and circulated to the members of the Senate and the Council.

STATUTE – IV

The Finance Committee Meetings

1. *Frequency of Meetings.-*

The Committee shall meet as often as necessary but atleast twice in an year on such dates, at such time and place as may be fixed by the Vice-Chancellor.

2. *Quorum. -*

Three members of the Committee excluding the Chairman shall form the quorum for the meetings of the Committee.

3. *Vice -Chancellor to preside over meetings. -*

The Vice-Chancellor shall preside over the meetings of the Committee. In his absence the members present shall elect one from among themselves to preside over the meeting.

4. *Issue of notices of meetings, agenda, minutes, etc.,- Vice-Chancellor empowered to make rules -*

The Vice-Chancellor shall be competent to make rules in regard to issue of notices for convening the meetings of the Committee, inclusion of the items on the agenda, circulations of agenda and agenda notes, confirmation of the minutes and such other matters as may be necessary for the conduct of the proceedings of the Committee.

5. *Finance Officer to act as Convenor.-*

The Finance Officer shall act as the Convenor of the Committee.

6. *Resolutions -Circulation to members. -*

Copies of the resolutions of the Committee shall be circulated to the members of the Committee within five days of the meeting.

7. *Minutes to be placed before the Executive Council after confirmation. -*

A copy of the minutes of every meeting of the Committee after confirmation shall be placed before the Council at its next meeting.

8. *Resolutions when to implement.-*

The resolutions of the committee shall be implemented after they receive the approval of the Council.

9. *Decisions how taken.. -*

All decisions at the meeting shall be taken by a majority vote of the members present. The Chairman at the meeting shall have a casting vote in the case of equality.

STATUTE – V

The Vice-Chancellor

1. The Vice-Chancellor, in addition to the powers conferred upon him by the Act, shall exercise the following powers, namely: -

- i. He shall be entitled to be present at and address any meeting of any authority of the University, but not to vote thereat, unless he is a member of the authority concerned.
- ii. He shall be responsible for maintenance of discipline among the staff, students, and employees of the University and shall have the powers necessary for the purpose.
- iii. The power of the Vice-Chancellor to interpret any provisions of the Act, Statutes, Ordinances and Regulations in case of dispute shall be subject to an appeal to the Chancellor through the Vice-Chancellor within ninety days of such interpretation or ruling of the Vice-Chancellor. The decision of the Chancellor shall be final.

- iv. Subject to the approval of the Council, he shall have power to constitute such standing and ad-hoc Committee as he may consider necessary to assist him in the performance of his duties as the Principal Academic and Executive Officer of the University.
- v. He shall have power to
 - (1) sanction recurring and non-recurring expenditure chargeable to contingencies within the budget provision.
 - (2) countersign his own T. A, bills and the T. A., bills of the officers of the University subject to the provisions in the statutes;
 - (3) reappropriate funds from one budget head to another, provided that no recurring liability is involved and that the funds earmarked to an institution or unit of the University shall not be diverted to another institution or unit without the approval of the Council;
 - (4) sanction temporary transfer of amounts from one fund to another, provided that such transfers are reported to the Council at its next meeting;
 - (5) sanction all expenditure on buildings for alterations and extensions thereto, the estimates of each of which does not exceed Rs. 10,000;
 - (6) sanction expenditure unto a sum of Rs. 2,000 at any one time on unforeseen items for which no provision has been made in the budget, provided that such expenditure shall be reported to the Council at its next meeting;
 - (7) open accounts on behalf of the University in the treasuries or banks approved by the State Government, subject to the approval of the Council;
 - (8) sanction non-recurring expenditure from savings upto a maximum of Rs.3,000 for any single project;
 - (9) invite persons to deliver extension lectures and to sanction their remuneration and travelling allowance;

- (10) depute employees of the University to attend seminars, discussions, conferences, or for any other purposes related to the object and functions of the University and to sanction their travelling allowance out of the budget grant or from the savings;
- (11) allot funds within the sanctioned grant to the members of the University as assistance towards publication of original works
- (12) decide all matters relating to scholarships, stipends, bursaries and freeships and other financial concessions;
- (13) sanction within the budget provision charges for translation, compilation and the revision of books;
- (14) extend the period of temporary posts upto three months and to sanction disbursement of the salary of the persons holding such posts, subject to the approval of the Council;
- (15) appoint members of teaching staff of the University or others as part-time teachers or for other duties and to sanction their remuneration from the provision of the savings of vacant posts, subject to the approval of the Council;
- (16) subject to the approval of the Council create temporary posts for specific purposes for a period of three months in a year, of categories not higher than the Office Manager or Superintendent of the Ministerial Staff and Lecturer in the teaching staff, subject to a maximum of six posts in all in an year and to sanction disbursement of the salary of the persons holding such posts;

Provided that the expenditure involved does not exceed the budget grant of the establishment in which such posts are sanctioned.

- (17) delegate any of his powers and duties or of any officers of the University to a board or a committee or an officer or a member of the staff of the University for a general or limited purpose;

- (18) transfer members of the teaching, administrative and other staff and posts from one College or Institution to another and from the teaching departments to administrative department and vice-versa;
- (19) sanction expenditure for the purchase of furniture, Office equipment such as typewriters, cyclostyling machines, computer, bicycles, steel almirahs, chairs, fans, stationery and forms for printing and installation of telephones and inter-communication apparatus, telephones to officers residences and institutions of the University, subject to availability of funds;
- (20) sanction remission and the writing off of irrecoverable losses and damages of stores, equipment and other property of the University not exceeding Rs. 2,000 in each case;
- (21) sanction in consultation with the Finance Committee, the remission and write off of irrecoverable losses and damages of stores, equipment and other property of the University, exceeding Rs. 2,000 in each case;
- (22) give on rent, buildings, vehicles and other equipment, and accommodation necessary for use in colleges, institutions and offices of the university and to execute rental deeds and sanction payment of rents, subject to availability of funds and in accordance with the assessments made by the University Engineer;
- (23) approve the plans and estimates prepared by the University Engineer/College staff and sanction construction of buildings, additions, alterations and repairs to the buildings of the University and its constituent units, not exceeding Rs. 25,000 in each case subject to availability of funds;
- (24) sanction purchase of machinery, equipment, apparatus and other stores of non-recurring nature, the cost of which at any one time does not exceed Rs. 50,000 per article or more articles of the same kind or class;

- (25) sanction purchase of stores, apparatus and raw materials of a recurring nature the cost of each individual article or more than one article of the same class or kind at any one time does not-exceed Rs. 20,000/-;
- (26) grant or refuse permission to University employee to accept any honorary work outside the University;
- (27) grant or refuse permission, to University employee to accept examinership, membership of other academic bodies in other Universities, institutions and consultation practice, whether remunerative or non-remunerative;
- (28) make incharge arrangements to the extent of the person next below in temporary and permanent vacancies including the heads of departments and institutions;
- (29) permit employees of the University for attending meetings of the Committees appointed by the other State Governments and the Central Government and other public bodies, industries, research organisations and such other bodies and to treat them as being on duty;
- (30) write off irrecoverable revenue to the extent of Rs. 1,000 in each individual case
- (31) appoint, punish, suspend or dismiss employees of the University holding post below the rank of Asst. Professor provided that when he exercises his powers of punishment or dismissal under this statute, the person punished or dismissed shall be entitled to prefer an appeal to the Executive Council within ninety days from the date of serving the order.;
- (32) suspend any teaching or any other employee holding a post in the University and he shall submit within one month a full statement regarding such suspension with his recommendations to the Council whose orders shall be final;
- (33) exercise general control over all the institutions and departments of the University and place all proposals from institutions and departments

which require the sanction of the Council before the Council with his recommendations;

(34) decide as final authority the arrangements of teaching in a college and assigning the number of periods of work to a teacher;

(35) be the final authority with regard to admissions into any Faculty of the University.

2. The Vice-Chancellor shall be paid travelling and halting allowance as per the following schedule of rates when he is away from the headquarter to attend a meeting or conference on official business: -

f. Journeys by Air.--

Single Air Fare plus daily Allowance for days of the journey;

g. Journeys by Rail:-

Single Air-conditioned or first class fare plus daily allowance for the days of the journeys;

h. Road Journeys

Single Re. 0.50 per Km. This will be applicable to all journeys including places connected by rail;

i. Daily Allowance For. Journeys by Air, Rail and Haltings:-

(1) Rs. 25/- per day or part thereof within the State of Andhra Pradesh;

(2) Rs. 60/- per day or part thereof for halts at Delhi, and Rs. 50/- per day or part thereof, for halts at Bombay, Calcutta and Madras; (vide University Order No141/78 dated 05.05.1978).

(3) Rs. 40/- per day or part thereof at all other places outside the state.

(Amended as per Univ. Order No, 141/78, dt. 5-5-1978.)

STATUTE-VI

The Registrar

1. *Registrar s Powers and Duties. -*

In addition to the powers and duties conferred and imposed upon the Registrar under the provisions of the Act, he shall exercise the powers and perform the functions as follows:-

- a. Subject to the provisions of the Act and the Statutes he shall conduct official correspondence on behalf of the University and be responsible for the proper maintenance of all the records of the University.
- b. He shall, under the instructions of the Vice-Chancellor and in exercise of the provisions made in the statutes, ordinances and regulations, issue notices concerning all meetings of the Executive Council, the Academic Senate and any other Committees or bodies constituted under the provisions of the Act.
- c. He shall attend the meetings of the Executive Council and the Academic Senate and the Finance Committee and draw up and maintain the minutes of the proceedings of these meetings.
- d. He shall maintain, if and when required, a register of all registered graduates of the University in the prescribed form.
- e. He shall maintain a register of all Degrees and Diplomas conferred by the University.
- f. All contracts shall be signed by the Registrar on behalf of the University.
- g. He shall be responsible for the general discipline of the University's office and shall have disciplinary control over the employees of the office of the University.
- h. He shall be subject to the immediate direction and control of the Vice-Chancellor and shall generally render to the Vice- Chancellor such assistance as may be desired by him in the performance of his official duties.
- i. He shall arrange, on application previously made for the purpose, for fixing, a convenient hour or hours during which any member of the Council, the Senate or

other committees shall have access to the proceedings of the Council, Senate or Committees respectively and to any documents connected with such proceedings, subject to the approval of the Vice- Chancellor.

- j. He shall have power to countersign the travelling allowance bills and sanction leave of the employees working under himself and the Financial Advisor cum Chief Accounts Officer.
2. The Council may authorise any other officer of the University to exercise any or all of the powers referred to above in the absence of the Registrar.

STATUTE – VII

The Finance Officer

1. The Finance Officer's Powers and Duties. -

In addition to the powers conferred and duties imposed upon him by the provisions of the Act, the Financial Advisor cum Chief Accounts Officer shall;-

- (1) be the custodian of all properties of the University.
- (2) sign all cheques for payment and exercise, with respect to the employees working in the University's office, powers of drawing, disbursing and collection of moneys under relevant statutes and regulations.
- (3) advise in regard to the measures to develop the financial resources of the University.
- (4) purchase materials and properties required by the University and its various units except otherwise provided by the statutes or regulations.
- (5) subject to the acceptance by the Council; receive all contributions, grants, gifts, endowments made in favour of and for the purposes of the University.
- (6) ensure that the accounts of the University including its constituent units are properly kept and audited.
- (7) ensure that the income and fees due to the University are collected and the salaries and other amounts due to the staff and others are paid promptly.

- (8) advise and install a suitable system of accounting and business procedure and keep an Accounts Manual for use in all institutions, Colleges and offices of the University.
 - (9) develop and operate an internal audit system so that the record of all officers and employees responsible for receipt and expenditure of moneys, maintenance of accounts, and custody of property may be verified by the audit.
 - (10) maintain service records of all the members of staff of the University.
 - (11) prescribe financial forms to be used in the University.
 - (12) have powers to pass bills and sign cheques for payments of contingent charges, pay and allowances etc., of all teachers officers and other employees of the University subject to the exceptions if any, provided for in the Statutes.
 - (13) exercise powers of drawing, disbursing and collection of moneys under relevant statutes and regulations with respect to the employees working in the University.
2. The Council may authorise any other officer of the University to exercise any or all of the powers referred to above in the absence of the Finance Officer.

STATUTE – VIII

College Academic Committee

1. *Scope of Committee's Work.-*

The Academic Committee of each College shall subject to the provisions of the Act, consider at its meeting all matters of Academic nature which are within the competence of the Academic Senate.

2. *Principal to be Convenor and Chairman of Meeting. -*

The Principal of the College shall be the Convenor of its Academic Committee, and shall act as the Chairman for all the meetings of the Committee. In his absence the person who for the time being, is discharging the duties of the Principal shall act as Chairman.

3. *Vice- Chancellor empowered to make Rules for Procedures, etc., -*

In respect of all matters, like issue of notices, procedure, quorum and decision making at the meetings of the committee, Academic Senate shall make such regulations as it may consider necessary from time to time.

4. In the absence of regulations referred to in clearly above, on any particular or all the aspects, the Chairman of the Committee may follow such Procedures as he may consider necessary for the time being,

5. *Frequency of Meeting of the Committee.-*

The Committee shall meet as often as necessary.

6. *Communication of Resolution of the Committee to other bodies.-*

The Principal shall communicate copies of the resolutions of the Committee to the Registrar and to any other authority or Officer as may be directed by the Vice-Chancellor from time to time, within seven days of the date on which the resolution was passed. He shall also simultaneously send copies to the Principals of other Colleges and institutions of the University for information.

STATUTE – IX

Boards of Studies of the Faculties of the College

1. Frequency of Meeting.-

There shall be a Board of Studies for each Faculty in each College.

2. The Board shall meet as often as necessary but not more than a month shall elapsed between any two meetings of the Board.

3. *Vice-Chancellor empowered to make Rules of Procedure -*

The Vice-Chancellor may make rules of procedure for the conduct of business of the Board in the manner he thinks necessary may delegate this power to the Principal of the College to be exercised by him either temporarily or permanently.

4. Professor of the Faculty concerned to be the Convenor and Chairman -

The Professor who for the time being is the Head of department for the faculty or the Officer who, for the time being is discharging the duties of such Professor shall be the Convenor of the meetings of the Board and shall act as the Chairman at the meetings of the Board:

Provided that the Principal or his nominee not below the rank of a Professor may also preside over the meetings of the Board in the absence of the Professor or Senior Officer as aforesaid.

5. *Co-option of Experts.-*

Two experts to be co-opted to serve on the Board shall be preferably from the industry, but must be proficient in the affairs of that industry.

6. *Action in Presence o the Recommendations of the Board. -*

All recommendations of the Board shall be communicated to the Principal of the College soon after they are passed and the Principal shall place them, before the College Academic Committee at its next meeting.

7. The action taken by the College Academic Committee on the said recommendations shall also be communicated by the Principal to the Registrar.

STATUTE-X

The Principal

1. *Appointing authority - Conditions and terms of appointing. -*

A Principal of a Constituent College/Institution of the University shall be appointed by the Council, on such terms and conditions, emoluments and according to such procedures as may be determined by the Council from time to time in the statutes.

2. *Principal-Academic and administrative head of the College.-*

The Principal shall be the administrative and academic head of the College/Institution and shall be responsible to implement at the College/Institution level all the decisions, administrative and academic, of the Council, the Vice-Chancellor, the Academic Senate

and other bodies and authorities of the University, in so far as they are concerned to his College/institution.

3. *Powers and duties of Principal defined. -*

- i. The Principal shall be responsible for the supervision and administration of the College/Institution of which he is incharge, in all matters academic, administrative, finance and accounts and student affairs. He shall also be responsible for the discipline of the staff and students and for safe custody and accounting of the properties, movable and immovable of the College/Institution.
- ii. He shall exercise such other powers and discharge such other duties as may be entrusted to him from time to time by the Council.
- iii. He shall be subject to the immediate control of the Vice- Chancellor in all matters relating to the College and be responsible to implement the orders of the Vice-Chancellor.
- iv. He shall continue to exercise the powers, academic, financial and administrative, as were vested in him before the notified date until the said powers are either repealed, amended or replaced by the Council.
- v. He shall be the Chairman of the College Academic Committee and shall be responsible for carrying out all the academic work including research and examinations in the college.
- vi. He shall be entitled to be present and address at any stage of any meeting of any authority, committee, or body of the college but shall not be entitled to vote thereat unless he is himself a member of the said authority, committee or body, as the case may be.
- vii. He shall be the ex-officio warden of the hostels attached to the college and shall be responsible for arranging tutorial work, maintenance of discipline of students, their boarding and lodging, their health and the general administration and accounts of the hostel.
- viii. He shall discharge such other functions as may be entrusted to him by the Vice-Chancellor from time to time by a general or special order.

STATUTE-XI

Faculties of the University

1. *Faculty defined.-*

For the purposes of these statutes, the term 'faculty' shall mean a department dealing with one branch of the studies.

2. *Faculties-list-off.-*

The University may have the following faculties offering courses of study in the University at the Under-graduate and Post-graduate level:-

- (1) Faculty of Civil Engineering
- (2) Faculty of Electrical Engineering
- (3) Faculty of Mechanical Engineering;
- (4) Faculty of Electronics and Communication Engineering;
- (5) Faculty of Metallurgy;
- (6) Faculty of Chemical Engineering;
- (7) Faculty of Architecture;
- (8) *Faculty of Commercial Arts
- (9) *Faculty of Painting;
- (10) *Faculty of Sculpture
- (11) Faculty of Photography;
- (12) Faculty of Mathematics;
- (13) Faculty of Physics
- (14) Faculty of Chemistry;
- (15) Faculty of Social Sciences (which includes Economics, Business Administration, Accountancy, English etc.).

*(Included as per Univ. Order No.284/85 dated 21.11.85)

3. *A Department Primary Unit of Education and Administration. -*

The department of a college shall be the primary unit of education and administration. It shall carry on the, programmes of teaching, research, practical training and

apprenticeship, surveys and such other programmes as may be decided by the Council and other authorities of the University from time to time.

4. *Authority to decide on the set up of the facilities. -*

The organisational and administrative set up of the department or faculty shall be as recommended by the Academic Senate and approved by the Council.

5. *Post graduate Studies.-*

The Faculty of Post-graduate studies shall consist of Post-graduate work by research and/or study,

6. *Authority to establish new Faculties.-*

The Academic Senate shall have the power for establishment of additional faculties, amalgamation, sub-division and abolition of faculties, subject to the approval of the Council.

STATUTE – XII

Institution of Fellowships, Scholarships, Studentships, Bursaries, Medals, Prizes, Etc.

1. *Authorities competent to initiate and decide on the institution of fellowships, etc. -*

The Academic Senate shall initiate action in consultation with the appropriate Faculty of each College and recommend the instituting of fellowships, scholarships, studentships, bursaries, medals, prizes, etc. The recommendations of the Senate shall be considered by the Council and after its approval, provision shall be made to the extent necessary in the budgets of the respective colleges.

2. It shall be the responsibility of the Principal of the College to ensure sufficient provision in the budget of his college for such of the schemes approved by the Council.

3. *Council empowered to make rules for giving awards. -*

The Council shall have full powers to make rules and regulations for the purposes of award, suspension, or cancellation of the fellowships, scholarships, studentships, bursaries and medals, prizes and other approved by it:

Provided that the existing schemes of fellowships, scholarships, studentships, bursaries, medals, prizes, Merit-cum-Means Scholarships, Educational Loans and other concessions shall continue to be in force in respect of each of the constituent colleges until such time as they are replaced, altered or otherwise dealt with by the Council.

4. Fee and other concessions for Scheduled Castes, Scheduled Tribes, Backward Classes, etc.-

a. The Council shall enforce the concessions in respect of the fees payable by the students as prescribed by the orders of the State or Central Governments from time to time for Scheduled Caste, Scheduled Tribes, Backward Classes, Educationally Backward Classes and such other categories of students;

b. It shall be ensured in all such cases that the authority concerned shall make good to the University the, loss of fee income foregone.

STATUTE – XIII

Conferment of Honorary Degrees and Academic Distinctions

1. *Authorities competent to recommend and approve awards. -*

The Council shall have power, on the recommendations of the Academic Senate, and subject to confirmation by the Chancellor, to confer honorary degrees and other academic distinctions on persons by virtue of their eminence and attainments in industry or contributions to the cause of learning in science, engineering, technology, architecture, fine arts or have established position in the industrial/scientific world and who are considered fit and proper to receive such honorary Degrees.

2. *Proposals for Awards-How to be processed. –*

All proposals of the Academic Senate for conferment of honorary degrees and distinctions shall be made to a Committee consisting of the Vice-Chancellor and two other members appointed by the Council. The Council, before approving the proposal of

the Academic Senate and its submission to the Chancellor for the confirmation, shall take the opinion of the said Committee.

3. *Conferment of Awards.* -

The honorary degrees or distinctions shall be conferred at convocation and may be taken in person or in absentia.

4. *Presentation of Awards at Convocation.*-

The presentation at convocation of persons on whom honorary degrees are to be conferred shall be made by the Vice-Chancellor or by any other person nominated by the Council for the purpose.

5. *Council empowered to make Rules for Convocations.* -

The Council shall have the authority to make or alter the rules of procedure to be followed at such convocation

STATUTE – XIV

Services of the University

1. Classification of the members of staff of the University.

Except those paid from “Contingencies” or “Wages to Workmen”, whether on monthly, or time scale basis or on daily rate system and except casual or contract labour, the members of the staff of the University shall be classified as follows:-

a. The academic service which consists of the following categories:-

i. Directors;

ii. Principals;

iii. Professors;

iv. *Associate Professors (deleted as per the Univ. Order No. 853/98 dated 01.08.98;*

v. * Associate Professors;

vi. * Assistant Professors;

- vii. Assistant Lecturers;
- viii. Demonstrators;
- ix. Tutors;
- x. Physical Directors;
- xi. \$ Professor of Library & Information Science
- xii. \$ Associate Professor in Library & Information Science
- xiii. \$ Assistant Professor in Library & Information Science
- xiv. Vice-Principal;
- xv. 1st Grade Art Teachers;
- xvi. 2nd Grade Art teachers;
- xvii. Studio Assistant in Photography;
- xviii. Darkroom Assistant in Photography;

and such other posts as may, from time to time, be decided by the Council.

Note: The categories of workshop Superintendents and Associate Lecturers are deleted as the workshop Superintendent post has been redesignated as Assistant Professor and Associate Lecturer has been upgraded as Lecturer.

* (Amended by Univ. Order No. 853/98 dated 01.08.98)

\$ (Amended by Univ. Order No. 1185/03 dated 29.09.03)

b. The Administrative service which consists of the following categories:-

- i. Registrar;
- ii. Financial Advisor cum Chief Accounts Office.,
- iii. Deputy Registrar;
- iv. Assistant Registrar;
- v. Audit Officer;
- vi. Personal Assistants and Hostel Managers;

and such other posts as may, from time to time, be decided by the Council.

Note: If the post of Registrar, Deputy Registrar or Assistant Registrar is held by any member of the academic service like Director, Principal or Professor for a tenure

period, his service conditions, i.e. pay, age of retirement, etc., will be governed by the rules under academic services.

- c. The ministerial service which consists of the categories of-
- i. Office Managers and Superintendents;
 - ii. *Senior Assistant;
 - iii. *Junior Assistant
 - iv. Junior Assistant-cum-Typist
 - v. Typists;
 - vi. Stenographers including Upper Division Stenographers and Lower Division Stenographers;
 - vii. Sargeant;
 - viii. Assistant to Librarian;
 - ix. Telephone Operator/s;

and such other posts as may, from time to time, be decided by the Council.,

- (d) The subordinate service (Technical) which consists of the following categories
- i. Workshop Supervisors;
 - ii. Instructors including Wiring Instructors, Signalling Instructors/ *Senior Instructors;
 - iii. Foreman;
 - iv. Mechanics including Instrument Repairers; Instrument Mechanics. Radio Mechanics;
 - v. Electrician;
 - vi. Wireman;
 - vii. Technical Assistants;
 - viii. Draughtsman;
 - ix. Maistry including Telegraph and Telephone Mechanic/ Sewage Maistry;

- x. Armature Winder;
- xi. Engine Driver/ Power House Engine Driver;
- xii. Pump House Operator;
- xiii. Boiler Attendants;
- xiv. *Junior Instructor/Workshop Helpers/Potters;
- xv. Compounders/Pharmacists;
- xvi. ** Assistant Executive Engineer
- xvii. ** Deputy Executive Engineer

and such other posts for which a technical qualification or experience is specified but not required to take up lecture work, as may, from time to time, be decided by the Council.

* Amended by Univ. Order No. 237/85 dated 04.03.1985

** Included by University Order No. 928/200 dated 20.09.2000 and Univ. Order No. 1073/02 dated 18.12.02 respectively.

(e) The subordinate service (non-technical) which consists of the, following categories:

- i. Bus / Truck / Car Driver
- ii. Attender including Record Assistant/Lab. Attender /Studio Attender;
- iii. Cleaner/ Stocker/ Stocker-cum-Cleaner;
- iv. Dresser;

and such other posts from time to time be decided by the Council.

f. The last grade service (maximum scale of pay not exceeding Rs. 275/- p. m. as defined by the Government in G. O. Ms. No. 363, Fin. & Plg;, dt. 11-12-1975) which consists of the following categories

- i. Peon;
- ii. Helper /Lasears;

- iii. Sweepers
- iv. Mazdoor;
- v. Watchman;
- vi. Cooks;
- vii. Servants/ Kamoti/Aaya/ Daffadar;
- viii. Male Nursing Orderly /Female Nursing Orderly /Ward Attenders.
- ix. Sewage Attender.

(amended as per University Order No. 142 / 78, dt. 5-5-1978.)

2. *Appointment to the service of the University. -*

A person shall be deemed to have been appointed to the service of the University when his appointment is made to a post paid from the general fund of the University by the authority or officer declared to be the authority to make such appointment and in accordance with the provisions made in the statutes, rules and regulations of the University in respect of qualifications, and other requisites for purposes of recruitment, but shall not include staff appointed on deputation or tenure or contract basis.

3. The Whole-time of an employee is at the disposal of the University.-

Every employee of the University shall devote his whole-time to the service of the University and shall not engage himself directly or indirectly in any trade, business or any other work which may interfere with the proper discharge of his duties:

Provided that this provision shall not apply to academic work and consultative practice undertaken with the prior permission of the Vice-Chancellor which may be given by him subject to such conditions as the Council may, from time to time, lay down.

4. *Certificate of Physical Fitness -*

Every appointment to a post in the service of the University shall be subject to the condition that the appointee is certified as being in a sound health and physically fit for service in India by a medical authority, which may be specified by the Council:

Provided that the Vice-Chancellor in respect of employees or group of employees whose basic pay is less than Rs. 400 p.m. and the Council may in respect of other employees for

sufficient reasons, relax or dispense with the medical requirements in any particular case of employee or class of employees, subject to such conditions, if any, as may be laid down by the Council.

5. *Pay and Allowances.* -

The members of the service shall receive such pay and allowances as may, from time to time, be, fixed by the Council;

Provided that the pay scales and allowances shall not be less favorable than those applicable to State Government services of approximately equivalent categories of posts and the decision of the Vice-Chancellor in regard to such equivalence of posts shall be the final.

6. *Probation..-*

a. Except in the case of appointment on tenure or on contract basis or on deputation or on a temporary basis, all appointments to the posts in the University shall ordinarily be made by the appointing authority on probation for period of one year duty within a continuous period of two years.

b. *Commencement of Probation..-*

If a person having been appointed temporarily to a post is subsequently appointed regularly to the said post, he shall commence probation from the date of such subsequent appointing or from such earlier date as the appointing authority may determine.

c. *Extension or Termination of Probation.. -*

If within the period of probation, a probationer fails to acquire the special qualifications or to pass the special tests, if any, laid down in the statutes, rules or regulations or in the order of appointment, the appointing authority may either revert him to his former lower post, if any, or may discharge the probationer from service without notice or extend the period of probation:

Provided that no probationer shall be continued on probation for more than two years;

Provided further that if the appointing authority fails to declare the probation of an appointee within three months from the date on which the appointee became eligible to be declared as an approved probationer, he shall be deemed to have

completed the period of his probation satisfactorily on the date on which he became eligible to become an approved probationer.

d. Discharge and Re-appointment of Probationers. -

Notwithstanding anything contained in this statute or the rules and regulations made thereunder, the appointing authority may at any time before the expiry of the period of probation, suspend the period of probation of a probationer and discharge him for want of vacancy or, at his discretion, extend the period of probation of the probationer in case the probation has not been extended under clause (c) or terminate his probation and discharge him from service after giving one month's notice or paying one month's pay in lieu thereof-

Provided that in the case of a probationer who is reverted to his lower officiating or substantive post, the pay in lieu of one month's notice shall be limited to the difference in pay between the officiating post and of the lower officiating or substantive post to which he is reverted on discharge from probation.

e. Right of Probationers and Approved Probationers to Re- appointment-

A vacancy in the service shall not be filled by the appointment of a person who has not yet commenced his probation when an approved probationer or a probationer therein is available for such appointment.

f. Discharge and Re-appointment of Probationers and approved Probationers -

Probationers and approved probationers shall be discharged for want of vacancies in the following order:-

- i. the probationers in the order of juniority;
- ii. the approved probationers in the order of juniority Provided that approved probationers and probationers who have been discharged for want of vacancies shall be reappointed as and when vacancies arise in the inverse order, laid down in the foregoing paragraph.

g. Service in a higher post counting for probation. -

A probationer in any post shall be eligible to count for probation his service, if any, performed in a higher category otherwise than in a substantive capacity.

h. Temporary Service counting for Probation -

A probationer in a post who is appointed temporarily to another post in the service shall be entitled to count towards his probation in the former category the period of duty performed by him in the latter category during which he would have held the post in the former category but for such temporary appointment.

- i.* If within the period of probation prescribed for a post or within the extended period of probation for a post, the probationer has appeared for any test or for any examinations in connection with the acquisition of any such qualifications and the results of the tests or examinations for which he has so appeared are not known before the expiry of such period, he shall be continued to be on probation until the publication of the results of the tests or examinations for which he has appeared.

In case the probationer fails to pass any of the tests or examinations for which he has so appeared, the appointing authority shall by an order discharge him from service.

Any delay in the issue of an order discharging a probationer or extending the probation under this clause shall not entitle him to be deemed to have satisfactorily completed his probation.

7. Probationer's suitability for full Membership. -

At the end of the prescribed or extended period of probation, as the case may be, the appointing authority shall consider the probationer's suitability for full membership of the post or category for which he was appointed.

If the appointing authority decides that the Probationer is suitable for such membership, it shall, as soon as possible, issue an order declaring the probationer to have satisfactorily completed his probation. On the issue of such orders, the probationer shall be deemed to have satisfactorily completed the probation on the date of expiry of the prescribed or extended period of probation.

8. Employee's Absence from Duty. -

The absence of an employee of the University from duty whether on leave or on foreign service or officiating in a higher post or for any other reason and whether his lien on a

post is suspended or not, shall not render him ineligible, if he is otherwise fit in his turn for probation or re-appointment to a substantive or officiating post in which he may be a probationer or an approved probationer.

9. *Special Representation.. -*

The rule of special representation in respect of the Scheduled Castes and Scheduled Tribes shall be made applicable to such of those categories of posts or group of posts to the extent prescribed from time to time by the Council.

10. *Qualifications -*

i. Every person appointed to a post in the service of the University shall possess such qualifications in respect of age, academic and technical qualifications, experience and the like as may be provided in the statutes in respect of posts for which the appointment is made.

ii. *Tests.-*

Every person appointed to a post on probation shall have passed the prescribed special tests either during the period of probation or before the appointment is made, as the case may be.

11. *Seniority. -*

i. The seniority of an employee in a grade shall, unless he has been reduced to a lower rank as a punishment, be determined by the date of his first appointment on probation to such grade.

ii. The appointing authority may, at the time of passing an order appointing two or more persons simultaneously to a grade, fix the order of preference among them; where such order has been fixed, seniority shall be determined in accordance with the said order.

iii. When a holder of any post is reduced to a lower post he shall be placed at the top of the latter class unless the authority ordering such reduction directs that he shall take rank in such lower post next below any specified member thereto.

12. *Appointments Open Competition, Promotion..-*

- (1) All appointments in the academic and administrative services of the University shall be made by open competition by an advertisement and selection, where at all the in-service personnel who possess the qualifications prescribed shall also be permitted to appear for selection.
- (2) Appointments in respect of the other services of the University, viz., the ministerial service, the supporting service and last grade service, shall be made by open competition, as aforesaid and also by promotion.
- (3)
 - a. All promotions shall be made on grounds of merit and ability. No person in the service of the University shall be eligible for promotion to a higher post unless he has satisfactorily completed his probation in the lower post held by him.
 - b. Temporary promotions when it is necessary in the interest of the University to fill emergently a vacancy in any post by promotion and if the promotion to such post in accordance with the statutes, rules and regulations made thereunder is likely to result in undue delay or extra cost by way of T, A., etc., such post may be filled by promotion temporarily, otherwise than in accordance with the statutes, rules and regulations made therefor:

Provided that every person holding such an appointment temporarily shall be replaced as soon as possible by making an appointment in accordance with the statutes, rules and regulations made therefor.

13. *Temporary appointments.-*

- i. Where it is necessary in the interest of the University to fill emergently a vacancy in any post and if the filling of such post in accordance with the statutes, rules and regulations made thereunder is likely to result in undue delay, the appointing authority may appoint a person temporarily otherwise than in accordance with the statutes, rules and regulations made therefor.
- ii. No appointment under clause (i) shall ordinarily be made of a person who does not possess the qualifications, if any, prescribed for the said post. Every person

who does not possess such qualifications and who has been or is appointed under clause (i) shall be replaced as soon as possible by a person possessing such qualifications.

14. *Increments and Efficiency Bar.-*

- i. Increments shall be granted to the employees of the University by such of those authorities who are empowered in this behalf by the University:

Provided that until the authorities are so empowered the heads of offices in respect of all employees whose starting pay is less than Rs, 1, 100 / - pm. and the Vice-Chancellor in respect of all other employees shall exercise this power..

- ii. An increment shall ordinarily be drawn as a matter of course unless it is withheld.
- iii. Where an efficiency bar is prescribed in a time-scale, the increment next above the bar shall not be given to an employee of the University without the specific sanction of the authority which is empowered to withhold increments in respect of that employee.
- iv. The Council shall have the power to grant premature increments to an employee of the University on a time-scale of pay. The appointing authorities may also exercise this power to the extent they are empowered by the Council in this behalf.
- v. Subject to the provisions made in the statutes, or rules and regulations made thereunder, an increment may be withheld for an employee of the University by an authority to whom the Council may delegate such power, if his conduct has not been good or his work has not been satisfactory. An authority ordering withholding of an increment shall state the period for which it is withheld and whether the postponement shall have the effect of postponing the future increments.

15. *Constitution of Personnel Board for Purposes of Recruitment. -*

There shall be established a Personnel Board, the composition and functions of which shall be, as may be laid down by the Council.

16. *Postings and Transfers.* -

Postings and transfers of personnel of the University and to constituent units shall be ordered by the authorities declared competent for the purpose in the statutes, and the rules and regulations made thereunder:

Provided that the Vice-Chancellor shall also be competent to exercise the powers of any other subordinate authority in this behalf.

17. *Resignation Consequences of:-*

- i. A member of the service of the University shall, if he resigns his appointment loses not only the service rendered by him in the particular post held by him at the time of resignation but also all his previous service under the University. The term the service of the University in this context shall mean the service rendered, in the case of a person transferred from the service of Government or another University, to the control of the Jawaharlal Nehru Technological University, under the Government or other University, as the case may be immediately before such transfer took place.
- ii. The resignation of a member of the service of the University shall come into force from the date on which the appointing authority has, in writing, accepted the resignation and communicated it to the person concerned irrespective of the date of relief effected officially by his immediate controlling officer.
- iii. The reappointment of a person who has resigned from the University's service shall be treated in the same way as the first appointment to the University's service by direct recruitment and all rules governing such appointment, shall apply to him. On such reappointment, he shall not be entitled to count any portion of his previous service for any benefit or concession admissible under any rule or order of the University.
- iv. A permanent employee of the University shall give three months notice in case he desires to be relieved on resignation and in the alternative he shall pay to the University three months salary in lieu of such notice, or the salary for such exempted period of the three months period in case he desires relief within the period of notice.

The Vice-Chancellor in respect of an officer whose basic pay is below Rs. 400/- pm. and the Council in other cases, may relax this condition at his / its discretion.

Salary for the purposes of these statutes shall be the pay and allowances the officer resigning would have drawn had he continued in the service of the University.

- v. An employee of the University before leaving the service of the University shall hand over charge of his post to a duly authorised officer of the University and shall return to the University all books, apparatus, furniture, and other property of the University issued to him for his personal or official use and shall pay in full all charges due from him for occupation of residential quarters and any losses or damages to the property of the University for which he was held responsible. In the event of his failure to do so, the amounts due from him on the above items shall be recovered from his last salary or from any other sums due to him from the University except the Provident Fund.
- vi. An employee of the University on leaving the service of the University shall vacate, the quarters if any, allotted to him by the University immediately on his relief from the University's service.

18. *Relaxation of Rules. -*

The Vice-Chancellor shall be competent to grant relaxation in respect to any particular constitutions of service in respect of any particular person whose basic pay is below Rs. 750/-.

Amended by U.O. No. 197/81 dated 13.11.81.

19. *Termination of service of an Employee of the University.-*

- i. The service of a temporary employee of the University is liable to be terminated at any time without notice and without assigning any reasons therefor.
- ii. The University shall have the right to terminate the appointment of any permanent employee of the University for reasons of want of vacancy, abolition of posts and such other reasons giving a notice of 6 months before the date of termination of

appointment or by paying an amount equal to the salary of six months without giving any notice:

Provided that if termination is effected during the period of notice of six months, the employee shall be paid such pay and allowances as might be admissible to him for the unexpired portion of the notice of 6 months.

- iii. It shall be competent for the appointing authority to terminate the services of any employee of the University, temporary or permanent, if it is satisfied, on the report of (a Medical Board or a Medical Officer, as the case may be, appointed by the appointing authority for the purpose, that the employee is incapacitated or afflicted with an illness and is likely to continue to be so incapacitated or ill to be incapable of discharging his duties by reason of such incapacity or ill health.

20. *Additional charge Allowance.-*

The Appointing authority shall have power to place an employee of the University in additional charge of one or more independent posts at one time for a period of not less than fifteen working days and in such cases, the employee may be paid additional remuneration not exceeding one fifth of the pay drawn by the employee. Drawal of such additional allowances should not be allowed normally for a period exceeding three months.

21. *Leave –*

- i. All the employees of the University shall be governed in respect of earned leave, casual leave, special casual leave, maternity leave and special, disability leave by such rules as are applicable to the employees of the State Government of Andhra Pradesh on and from 2-10-1972.

- ii. *Authorities to Grant Leave.-*

Leave shall be granted to the employees of the University by such of those authorities who are empowered in this behalf by the University:

Provided that until the authorities are so empowered the heads of offices in respect of all employees whose scales of pay start at less than Rs. 400/- p. m. and the Vice-Chancellor in respect of all other employees shall grant leave.

22. *Leave Salary.* -

Leave salary shall be admissible at the following scales:-

During earned leave and commuted leave on half-pay - at the rate of pay drawn for the full calendar month spent on duty before going on leave.

Leave on Medical Certificate, Study Leave, Leave on Private affairs - At half the rate of pay drawn for the full calendar month spent on duty before going on leave.

Extraordinary leave, Maternity leave and all other kinds of leave - As per State Government rules in the Fundamental Rules and the Andhra Pradesh Leave Rules, 1933 in force at the time of taking leave.

23. *Accumulation of leave and availment of leave.* -

The maximum periods of leave which the employees of the University shall earn and accumulate to their credit and avail at a time or during the entire service shall, be the same as may be prescribed from time to time in the rules applicable to the State Government Employees,

24. *Vacations.* -

The Council shall have the right to declare any service or a post or a group of posts of the University as belonging to a vacation department.

Subject to any modifications or other rules the Council may make in this behalf, the rules of the State Government shall apply in all matters relating to vacation, including availment and foregoing of vacation, reduction or accumulation of leave for vacation, vacation salary etc.,.

25. *Pension and Gratuity.* -

- i. An employee of the University belonging to the Academic and the Last Grade Service shall be retired on superannuating when he attains the age of sixty years:

Provided that the University shall have the right to retire an employee who has attained the age of fifty five years for reasons of inefficiency, ill-health and the like.

- ii. An employee of the University belonging to the Administrative service, Ministerial service, Subordinate (Technical) Subordinate (Non-technical) and OTRI Service shall be retired on superannuating when he attains the age of *fifty eight years. (*Amended by U.O. No. 193/81 dt. 03.04.1981)
- iii. All employees of the University except academic service shall be governed by the rules applicable to the employees of the Government of Andhra Pradesh in respect of all kinds of Pension, Family Pension, Death-cum-retirement Gratuity and General Provident Fund:

The following Proviso struck down by the Hon'ble High Court

[Provided that the personnel transferred to the control of the University from the State Government under the provisions of the Jawaharlal Nehru Technological University Act, 1972 shall continue to be governed by the rules which were applicable to them immediately before 2nd October, 1972 until and unless they opt to any other scheme introduced by the University]

26. *Joining Time.-*

Joining time to the employees of the University shall be regulated in accordance with the provisions in the Fundamental Rules of the Government of Andhra Pradesh.

27. *Lien.-*

- (1) An employee of the University when appointed substantively to a permanent post acquires lien on that post and ceases to hold any lien previously acquired on any other post,
- (2) No employee shall be appointed substantively to a post on which another employee holds a lien,
- (3) Not more than one employee shall be appointed substantively to the same permanent post at the same time:

Provided that the Council in respect of an employee in superior service and the Vice-Chancellor in respect of an employee in subordinate service may, at its or his option suspend the lien of an employee on a permanent post which he holds substantively, if he is transferred whether in a substantive or officiating capacity to a post in another cadre and if there is reason to believe that he will remain absent from the post on which he holds a lien for a period of not less than three years.

28. *Declaration of age.-*

An employee appointed by direct recruitment shall make a declaration of age to the appointing authority at the time of his entry into the service of the University based on his S.S L.C. register or such other documentary proof as may be acceptable to the appointing authority upon which the age will be admitted. After the declaration of age and acceptance of the same by the appointing authority it shall be binding on him and no alteration of such age shall be allowed to be made at a later date during his service in the University for any purpose or reason whatsoever.

29. *Record of Service.-*

There shall be a Service Register for every employee giving history of his service from the date of his appointment including increments, promotion, reward, punishment and all other special events in his service. The Service Register shall also contain a Leave Account Form for the employee showing a complete record of all leave (except Casual Leave), earned as well as unearned taken by him.

30. *Miscellaneous provisions.-*

The following rules of the State Government shall apply to the employees of the University:-

- (1). Government servant's application for private employment (Andhra Pradesh services) Rules;
- (2) Andhra Pradesh Civil Services (Conduct) Rules, 1964;
- (3) The Andhra Pradesh Civil Service (Safe-guarding of National Security) Rules,

31. *Conviction on criminal charges.-*

No person who is convicted by a Court of law on criminal charges shall be eligible to hold any appointment in the service of the University. A person in the service of the University who is convicted on a criminal charge shall cease to be the employee of the University and he shall be discharged forthwith and he shall forfeit his right for pension and other terminal benefits.

32. *Plural Marriages.* -

- i. No person who has more than one wife living or who having a spouse living marries in any case in which such marriage is void by reason of its taking place during the life time of such spouse, shall be eligible for appointment to any post in the service of the University.
- ii. No woman whose marriage is void by reason of the husband having a wife living at the time of such marriage, shall be eligible for appointment to any post in the service of the University.

33. *Disciplinary Proceedings.* -

- (1) The following penalties may, for good and sufficient reason and as hereinafter provided, be imposed on any member of the service of the University, namely:-
 - i. censure;
 - ii. withholding of increments or promotion;
 - iii. recovery of the whole or part of any pecuniary loss caused to the University;
 - iv. reduction to a lower service, grade or post or to a lower time scale, or to a lower grade in a time scale;
 - v. compulsory retirement;
 - vi. removal from service which shall not be a disqualification for future employment under the University;
 - vii. dismissal from service which shall ordinarily be a disqualification for future employment in the University.
- (2) No order imposing on any member of the service any of the penalties specified in items (iv) to (vii) above shall be passed by any authority subordinate to that by which he was appointed and except after an enquiry has been hold and the member concerned has been given a reasonable opportunity of showing cause against the action proposed to be taken in regard to him.

- (3) No order imposing on any member of the service any of the penalties specified in items (i) to (iii) above shall be passed by any authority subordinate to that by which he was appointed and unless the member concerned has been given an opportunity to make a representation which he may wish to make against such penalty.
- (4) Notwithstanding the above provisions, it shall not be necessary to follow the procedure mentioned above in the following cases, namely:-
- i. where an employee is dismissed or removed or reduced in rank on the ground of conduct which has led to his conviction on a criminal charge;
 - ii. where the authority empowered to dismiss or remove the person or to reduce him in rank is satisfied that, for reasons to be recorded by that authority in writing, it is not reasonably practicable to give that person an opportunity of showing cause, or
 - iii. where the Chancellor is satisfied that, in the interest of the University it is not expedient to give that person such an opportunity.

If any question arises whether it is reasonably practicable, to give any person an opportunity of showing cause under clause (ii) above, the decision thereon of the authority empowered to dismiss or remove such person or to reduce him in rank, as the case may be, shall be final.

- (5) a. A member of the service aggrieved by any order imposing penalty passed against him by the appointing authority lower than the Vice-Chancellor shall be entitled to prefer an appeal against the said order to the Vice-Chancellor.
- b. A member of the staff shall be entitled to prefer an appeal to the Council, against the order of the Vice-Chancellor, whether on an original order or on an appeal, and there, shall be no further appeal against the decision of the Council.
- c. A member of the service aggrieved by any original order passed by the Council against him inflicting a penalty on him shall be entitled to prefer an appeal to the Chancellor against the order.

- d. No appeal under this clause shall be entertained, unless it is preferred within a period of three months from the date on which a copy of the order appealed against has been communicated to him.

Provided that the appellate authority may entertain the appeal after the expiry of the said period, if it is satisfied that the appellant has sufficient cause for not preferring the appeal in time.

- (6) The authority to whom an appeal against an order imposing penalty lies under clause (5) may, of its own motion or otherwise, call for the records of the case in the disciplinary proceedings, examine any order passed in such a case and pass such orders as it deems fit as if the member of the service concerned had preferred an appeal against such order;

Provided that no action under this clause shall be initiated after the expiry of more than six months from the date of the order to be revised.

- (7) Notwithstanding anything contained in this statutes, the Chancellor may, on his own motion or otherwise, after calling for the records of the case, examine any order which is made under this statute or is appealable thereunder, and
 - a. confirm, modify or set aside the order ;
 - b. impose any penalty or set aside, reduce, confirm or enhance the penalty imposed by the order;
 - c. remit the case to the authority which made the order or to any other authority directing such further action or enquiry as he considers proper in the circumstances of the case ; or
 - d. pass such other orders as he deems fit

Provided that: -

- i. an order imposing enhancing a penalty shall not be passed unless the person concerned has been given an opportunity of making any representation which he may wish to make against such imposition or enhancement of penalty
- ii. If the Chancellor proposes to impose any of the penalties specified in items (iv) to (vii) of clause (1) in case where proper enquiry has

not been held, he may pass such order as he deems fit only on consideration of the proceedings of such enquiry and after giving the member of the service concerned an opportunity of making any representation which he may wish to make against such penalty

- (8) The decision of the appellate authority under clause (5) or clause (6) shall, subject to the provisions of clause (7), be final.
- (9) i. When an employee of the University who has been dismissed, removed or suspended is reinstated, the authority competent to order the reinstatement, shall consider and make a specific order,
- a. regarding the pay and allowances to be paid to the employee for the period of his absence from duty and
 - b. whether or not the said period shall be treated as a period spent on duty.
- ii. Where such competent authority holds that the employee has been fully exonerated, or in the case of suspension, that it was wholly unjustified, the employee shall be given the full pay to, which he would have been entitled had he not been dismissed, removed or suspended, as the case may be, together with allowances of which he was in receipt prior to his dismissal, removal or suspension.
- iii. In other cases, the employee shall be given such proportion of such pay and allowances as the competent authority may prescribe:
- Provided that the payment of allowances under sub-clause (ii) or sub-clause (iii) shall be subject to all other conditions under which such allowances are admissible.
- iv. In cases falling under sub clause (ii), the period of absence from duty shall be treated as a period spent on duty for all purposes.
- v. In cases falling under sub-clause (iii), the period of absence from duty shall not be treated as a period spent on duty, unless such competent authority specifically directs that it shall be Credited for any specified purpose.

34. *Suspension of an Employee. -*

- (1) An employee of the University may be kept under suspension,
 - a. where a disciplinary proceedings against him is, contemplated or is pending, or
 - b. where a case against him in respect of any criminal offence is under investigation or trial.
- (2) The power to suspend shall be exercised by the Vice-Chancellor in respect of all the employees of the University, whether he is the appointing authority or not, and by the other officers of the University in respect of holders of posts for which they are the appointing authorities.
- (3) During the first year of suspension, the member of the service concerned shall be entitled to the subsistence allowance at an amount equal to the leave salary which he would have drawn had he been on leave on half average pay and, any period subsequent there to at three quarters of such an amount. In Addition, he may be granted any allowances of which he was in receipt on the date of suspension to such extent and subject to such conditions as the Vice-Chancellor may specify.

35. *Appointment on contracts.-*

- (1) Notwithstanding anything contained in these statutes, the Council may, in special circumstances appoint an eminent person on contract basis for a period not exceeding five years, with a provision for renewal for a further period

Provided that every such appointment and the terms thereof shall be subject to the prior approval of the Chancellor.
- (2) Subject to the provisions contained in the Act, the Council may appoint any person on contract basis on the prescribed scales of pay and on the terms and conditions applicable to the relevant post for a period not exceeding five years with a provision for renewal for a further period. For making such appointments, the Vice-Chancellor may, at his discretion, constitute much ad-hoc Selection Committees, as the circumstances of each case may require.

36. *Benefits incidental to service.-*

Subject to availability of funds, an employee of the University shall be eligible, for the following and such other benefits and concessions as may be applicable to State Government employees from time to time: -

Leave Travel Concessions;

House Building Advances (including purchases of ready built houses, Hire Purchases, repairs and extensions, purchase of land) ;

Advances for purchase of Conveyances including Cars, Motor Cycles, Cycles, etc.;

Festival Advances;

Surrender and Encashment of Earned Leave;

Fee concessions for children of the employees;

Medical facilities and reimbursement of Medical charges;

Hospital charges etc., for themselves and their families:

Provided that the Council may make rules regulating the scale and the manner of admissibility of the aforesaid facilities to the different classes or groups of employees of the University;

Provided further that the rules so made shall not in any respect minimise the benefits enjoyed by the employees of the University while they were in State Government employment.

37. *Matters of Service not specifically covered by the Statutes. -*

The rules applicable to the services of the State Government shall apply to the service of the University in respect of all matters which are specifically or by implication not covered by this statute.

38. *Commencement:-*

The provisions of this Statute and the rules and regulations made there under shall be deemed to have come into force on the 2nd October, 1972.

Provided that they shall not apply to the posts and, employees of the Regional Engineering College, Warangal.

39. *Savings.-*

Nothing in this Statute or in the Statutes, rules and regulations to be made hereafter shall adversely affect the service conditions of the personnel transferred to the control of the

University on the appointed date, viz., 2nd October, 1972 along with the constituent colleges.

STATUTE – XV

Convocations

1. Act, Section 4 (2) (v) and (vi).

The University shall have the following powers and functions, namely

- (i) To confer and grant degrees, diplomas, certificates and other academic distinctions on and to persons who shall have pursued a course of study and shall have passed the examinations or other tests conducted by the Colleges.
- (ii) To confer honorary degrees and other distinctions on persons subject to any provisions made in this behalf in the statutes or regulations of the Council.

2. Act, Section 23 (o) and (p),-

Subject to the provision of the Act, the statutes may provide for the holding of convocations to confer degrees and diplomas and the conferment of honorary degrees and academic distinctions.

3. *Act, Schedule, Paragraphs III 1 (2), (ix):-*

The Academic committee of each college shall have powers to hold examinations and declare results subject to the policy decisions of the Council and the Senate.

4. The academic committees of the colleges shall recommend to the Registrar the list of candidates who have satisfied the requirements of the academic regulations prescribed by the University from time to time for the award of various degrees.
5. The Registrar, after scrutiny, shall place these recommendations of the Academic Committees of the colleges before the Academic Senate for its endorsement.
6. The Registrar shall then place before the Council these recommendations of the academic committees of the colleges with the endorsement of the Academic Senate thereon for its consideration and approval.

7. The degrees shall then be conferred on the candidates approved by the Council at a convocation held in the respective colleges
8. Honorary degrees and academic distinctions shall be conferred at special convocations arranged at the seat of the University as and when necessary.
9. The procedure laid down by rules 10 to 25 below shall be adopted for holding the convocation at the colleges.
10. The convocation for the purpose of conferring degrees shall be held in each of the colleges once in an year which shall be called annual convocation.
11. Not less than four weeks of notice shall be given for the meeting of the annual convocation.
12. The candidates must submit to their Principal, the applications for admission to their respective degrees in the prescribed form with the prescribed fee, at least fifteen days before the date fixed for the convocation.
13. Every candidate shall receive his / her degree at convocation either in person or in absentia in accordance with the application made by him / her.
14. However, the Principal may in special cases award the degrees in advance on payment of the prescribed fee. But all such cases shall be reported at the succeeding convocation.
15. Candidates failing to present themselves at the convocation for receiving their degrees may receive the same "in absentia" at a later date on payment of prescribed fees for receiving the same in absentia.
16. The degree certificates of the University shall be valid only if they bear the seal of the University and the signatures of the Registrar and the concerned Principal.
17. The Principal may invite an eminent person to deliver the convocation address.
18. The Principal, the Heads of the Faculties and the Members of the Faculties shall proceed in a procession to the convocation hall where the degrees are to be conferred wearing the scarfs prescribed.
19. The candidates shall wear the scarfs prescribed for their respective, degrees.

20. On the procession entering the hall, the candidates shall rise and remain standing until the Principal, the Speaker, the Heads of the Faculties and Members of the Faculties have taken their respective seats.
21. The Principal shall then say “This Convocation of the _____ College of the Jawaharlal Nehru Technological University has been called upon to confer the degrees on (persons to whom the Council has decided to confer Honorary Degrees) the candidates who have been declared eligible for the same”.
22. The candidates shall be presented to the Principal by the Heads of the Faculties and the Principal shall then confer the degrees.
23. The new graduates shall, immediately on conferment of degrees, take the following pledge administered by the Principal: -
“We, the graduates and post-graduates of _____ College _____ of Jawaharlal Nehru Technological University pledge. -
That we shall, in thought, word and deed, ever endeavor to be scrupulously honest in the discharge of our duties as engineers, technologists and Scientists
That in all circumstances, we shall uphold the dignity and integrity of our profession and the honour of our institution; and
That we shall devote all our energies to promote the unity and secular idea of our country and utilise our knowledge of engineering, technology and science in the service of our People”
24. The convocation shall be dissolved after the convocation address.
25. The Principal, Speaker, Heads of the Faculties and the Members of the Faculties shall retire in procession, while the graduates remain standing.

M. V. RAJAGOPAL
Secretary to Government.