

GOVERNMENT SANSKRIT COLLEGE

THIRUVANANTHAPURAM. PIN-695034

(Affiliated to the University of Kerala)

Accredited with A+ by NAAC

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CALENDAR 2019 - 2020

XIV. വിദ്യാർത്ഥികളുടെ പ്രത്യേക ശ്രദ്ധയ്ക്ക്

1. വിദ്യാർത്ഥികൾ കോളേജിൽ വരുമ്പോൾ ഐഡന്റിറ്റി കാർഡ് കൊണ്ടു വരേണ്ടതും ആവശ്യപ്പെടുമ്പോൾ അത് കാണിക്കേണ്ടതുമാണ്.
2. വിദ്യാർത്ഥികൾ ഓരോ വിഷയത്തിനും അവർക്ക് നിശ്ചയിച്ചിട്ടുള്ള ക്ലാസ്സുകളിൽ അല്ലാതെ മറ്റു ക്ലാസ്സുകളിൽ പ്രവേശിക്കാൻ പാടില്ല. ഈ നിയമം ലംഘിക്കുന്നവർ ശിക്ഷാർഹരാണ്.
3. ക്ലാസ്സ് മുറികളിലുള്ള ബഞ്ച്, ഡെസ്ക് മുതലായ സാധനങ്ങൾ ഒരു സ്ഥലത്തുനിന്ന് മറ്റൊരു സ്ഥലത്തേക്ക് വിദ്യാർത്ഥികൾ മാറ്റാൻ പാടില്ല.
4. കോളേജുവക സാധനങ്ങൾക്ക് കേടുവരുത്തുന്ന വിദ്യാർത്ഥികളിൽ നിന്നും റവന്യൂ റിക്കവറി നിയമപ്രകാരം നഷ്ടപരിഹാരം ഈടാക്കുന്നതാണ്.
5. ഏതെങ്കിലും കാരണത്താൽ പഠിത്തം നിറുത്തുന്ന വിദ്യാർത്ഥികൾ ആ വിവരം കൃത്യസമയത്ത് രേഖാമൂലം പ്രിൻസിപ്പലിനെ അറിയിക്കേണ്ടതാണ്. അങ്ങനെ ചെയ്യാത്തവർ ഒരു വർഷത്തെ ഫീസ് മുഴുവനും കൊടുക്കേണ്ടി വരും.
6. സ്വഭാവ സർട്ടിഫിക്കറ്റിന് അപേക്ഷിക്കുന്ന ബി.എ., എം.എ. വിദ്യാർത്ഥികൾ പ്രൊഫസ്സറുടെയും മറ്റു വിദ്യാർത്ഥികൾ ഏതെങ്കിലും അധ്യാപകന്റെയും വ്യക്തമായ ശുപാർശയോടുകൂടി അപേക്ഷ സമർപ്പിക്കേണ്ടതാണ്.
7. 75% ഹാജർ ഇല്ലാത്ത വിദ്യാർത്ഥികൾക്ക് ക്ലാസ്സ് കയറ്റം നൽകുന്നതല്ല. അവരെ യൂണിവേഴ്സിറ്റി പരീക്ഷയ്ക്ക് ഇരിക്കാൻ അനുവദിക്കുന്നതല്ല.
8. എല്ലാ വിദ്യാർത്ഥികളും മാർച്ച് 31 നു മുമ്പ് ലൈബ്രറി, N.C.C., N.S.S. Physical Education എന്നിവയിലെ ബാധ്യത തീർക്കേണ്ടതാണ്. അങ്ങനെ ചെയ്യാത്തവർക്ക് യഥാസമയം പരീക്ഷയ്ക്കുള്ള ഹാൾ ടിക്കറ്റ് ലഭിക്കുന്നതിനും ട്രാൻസ്ഫർ സർട്ടിഫിക്കറ്റ് ലഭിക്കുന്നതിനും പ്രയാസം നേരിടാൻ സാധ്യതയുണ്ട്.

APPENDIX B

.....COL-

LEGE.....

Sl. No.....
.....College.....

Counterfoil of Ballot Paper

Election to (here enter the vacancy to which election is being held)

60

Name of voter.....
Class.....
Group/Subject.....
No. of the voter in the electoral roll

Election to (here mention the vacancy to which election is being held)

Ballot Paper Initials of R.O

Sl.No.	Name Class, Group/Subject of the Candidate	Mark showing Voter's Choice
1		
2		
3		
4		

Perfo-.....rated

(Voter's choice to be shown by X mark)

CONTENTS

	Pages
College Calendar for 2019-20	iii—xii
1. History of the College	1
2. Succession list of Principals	3
3. Courses of Studies	4
4. Details of Fees	5
5. Mission Vision	
6. Admission and Withdrawal	6
7. Attendance and Leave of Absence	7
8. College Examinations	9
9. Rules for issue of T. C.	9
10. Revised Rules for Collection and Refund of Fees	10
11. Caution Deposit Rules	16
12. Dress and Behaviour	18
13. The College Library and Reading Room	19
14. College Council	22
15. Tutorial System	23
16. Constitution of P. T. A.	24
17. College Union/Affiliated Associations	28
(a) Rules for the conduct of College Union Election	32
18. List of Teaching Staff	38
19. List of non-teaching staff	39
20. Calendar of dates for the Academic year 2019-2020	40
21. Hostels	40
22. Fee Concession/Prizes/Stipends etc.	41
23. List of Communities eligible for Fee Concession	48
24. Club & Committies	51
25. Forms	54
26. Special Notes for Students	57

iii
COLLEGE CALENDER FOR 2019-2020
JUNE 2019

Date	Days of the week	Particulars	No. of working days
1	Sat.		...
2	Sun.		...
3	Mon.	College re-open after mid summer vacation	1
4	Tue.		2
5	Wed.	Eid-UI-Fitr	
6	Thur.		3
7	Fri.		4
8	Sat.	Second Saturday	...
9	Sun.		...
10	Mon.		5
11	Tue.		6
12	Wed.		7
13	Thur.		8
14	Fri.		9
15	Sat.		...
16	Sun.		...
17	Mon.		10
18	Tue.		11
19	Wed.		12
20	Thur.		13
21	Fri.		14
22	Sat.		...
23	Sun.		...
24	Mon.		15
25	Tue.		16
26	Wed.		17
27	Thur.		18
28	Fri.		19
29	Sat.		...
30	Sun.		...

Total number of working days-19

Form of application for Refund of Caution Deposit

1. Name (in block letters) :
2. Class and Group/Subject :
3. Roll No./Class No. :
4. Years of study in the college :
5. Amount of caution deposit :
6. No. and date of receipt, received in token of having made the deposit :
7. Whether T. C. has already been taken, if so, state No. and date of T. C. obtained. :
8. Address (Permanent Home Address) :
- Date of application: _____ Signature of applicant.

Form of Application for the Railway Concession Ticket

- Roll No. :
- Admission No. :
- Name :
- Class and group :
- Age and date of birth :
- Class in which travelling :
- Duration of ticket :
- Destination :
- Home address :

Date:

59

Signature.

XXIV. FORM OF APPLICATION FOR LEAVE

1. Name (in block letters) :
2. Class and Group/Subject :
3. Number in the Nominal Roll :
4. Local address :
5. Period for which leave applied is (Specify here the dates on which the leave is required and the total number of days absence) :
6. Reasons for the leave :
7. Signature of the student with date :
8. Signature of the guardian with date :
9. Recommendation of the tutor or head of the department :
10. Orders of the Principal :

Form of Application for Transfer Certificate

1. Name of Student :
2. Class and Group studied (with year) :
3. Class No. Admission No. :
4. Date of birth, Date of admission :
5. Second Language if any :
6. Examination appeared through the college with year and Register No. of the first appearance and dates of examination :
7. Whether full/half fee concession is enjoyed :
8. Whether any scholarship or any other financial assistance is received. If so, state the nature and source of such assistance :
9. Date of leaving the College :
10. Place :
11. Date of application :

Signature of applicant.

iv
COLLEGE CALENDER FOR 2019-2020
JULY 2019

Date	Days of the week	Particulars	No. of working days
1	Mon		20
2	Tue.		21
3	Wed.		22
4	Thur.		23
5	Fri.		24
6	Sat.		...
7	Sun.		...
8	Mon.		25
9	Tue.		26
10	Wed.		27
11	Thur.		28
12	Fri.		29
13	Sat.	Second Saturday	...
14	Sun.		...
15	Mon.		30
16	Tue.		31
17	Wed.		32
18	Thur.		33
19	Fri.		34
20	Sat.		...
21	Sun.		...
22	Mon.		35
23	Tue.		36
24	Wed..		37
25	Thur.		38
26	Fri.		39
27	Sat.		...
28	Sun.		...
29	Mon.		40
30	Tue.		41
31	Wed.	Karkidaka Vavu

v
COLLEGE CALENDER FOR 2019-2020
AUGUST 2019

Date	Days of the week	Particulars	No. of working days
1	Thur.		42
2	Fri.		43
3	Sat.		...
4	Sun.		...
5	Mon.		44
6	Tue.		45
7	Wed.		46
8	Thur.		47
9	Fri.		48
10	Sat.	Second Saturday	...
11	Sun.		...
12	Mon.		49
13	Tue.		50
14	Wed.		51
15	Thur.	Independence Day	...
16	Fri.		52
17	Sat.		...
18	Sun.		...
19	Mon.		53
20	Tue.		54
21	Wed.		55
22	Thur.		56
23	Fri.	Sreekrishna Jayanti	...
24	Sat.		...
25	Sun.		...
26	Mon.		57
27	Tue		58
28	Wed.	Ayyankali Jayanthi	...
29	Thurs.		59
30	Fri.		60
31	Sat.		...

Total number of working days-19

APPENDIX A

Election to (here mention the vacancy to which election is being conducted)

Nomination Paper

Name of the Candidate

Class of the Candidate

Group/Subject

Number of the Candidate in the electoral roll

Consent of the Candidate I agree, if elected, to serve on the body to which I am proposed as a candidate.
Signature.....
Date.....

Name of the Proposer

Class

Group/Subject

Number of the proposer in the electoral roll

Signature of the Proposer.....

Name of the Seconder

Class Group/Subject

Number of the Seconder in the electoral roll

Signature of the Seconder.....
Date.....

Continuing Education

Continuing Education Sub Centre under Government of Kerala is functioning in our College which extends many courses for the public since 2003. The centre offers Certificate Courses in Jyothisha, Sanskrit, Vasthu Pendulum, Painting, Drawing, Music, Beautician, Diploma in Civil Engineering, Diploma in Hardware and Net Working and Diploma in Computerised Instrumentation Engineering.

Student Support Programmes

Following are the Student Support Programmes in the college run by Government of Kerala.

1. SSP - Scholar Support Programmes.
2. ASAP - Additional Skill Acquisition Programme.
3. WWS - Walk with Scholar.

Clubs, Cells and Other Committees

1. Nature Club
2. Red Ribbon Club
3. Bhumithra Sena
4. Women's Cell
5. Anti Narcotic Cell
6. Anti Ragging Squad
7. Anti Ragging Committee

vi
COLLEGE CALENDER FOR 2019-2020
SEPTEMBER 2019

Date	Days of the week	Particulars	No. of working days
1	Sun.		...
2	Mon.		61
3	Tue.		62
4	Wed.		63
5	Thu.		64
6	Fri.	College closed for onam holidays	...
7	Sat.		...
8	Sun.		...
9	Mon.	Muharrom	...
10	Tue.	First Onam	...
11	Wed.	Thiruvonam	...
12	Thu.	Third Onam	...
13	Fri.	Fourth Onam-Sree Narayana Guru Jayanthi	...
14	Sat.	Second Saturday	...
15	Sun.		...
16	Mon.	College Reopen after onam holidays	65
17	Tue.		66
18	Wed.		67
19	Thu.		68
20	Fri.		69
21	Sat.	Sree Narayana Guru Samadhi Day	...
22	Sun.		...
23	Mon.		70
24	Tue.		71
25	Wed.		72
26	Thu.		73
27	Fri.		74
28	Sat.		...
29	Sun.		...
30	Mon.		75

Total number of working days-15

vii
COLLEGE CALENDER FOR 2019-2020
OCTOBER 2019

Date	Days of the week	Particulars	No. of working days
1	Tue.		76
2	Wed.	Gandhi Jayanti	...
3	Thur.		77
4	Fri.		78
5	Sat.		...
6	Sun.		...
7	Mon.	Mahanavami	...
8	Tue.	Vijayadasami	...
9	Wed.		79
10	Thur.		80
11	Fri.		81
12	Sat.	Second Saturday	...
13	Sun.		...
14	Mon.		82
15	Tue.		83
16	Wed.		84
17	Thur.		85
18	Fri.		86
19	Sat.		...
20	Sun.		...
21	Mon.		87
22	Tue.		88
23	Wed.		89
24	Thur.		90
25	Fri.		91
26	Sat.		...
27	Sun.	Deepavali	...
28	Mon.		92
29	Tue.		93
30	Wed.		94
31	Thurs.		95

Total number of working days-20

List of Other Eligible Communities

(A) *Communities eligible for, educational concessions normally allowed to Scheduled Castes*

1. Chakkamar	Throughout the State
2. Peruvannan	do.
3. Pulluvan	do.
4. Thachar (other than Carpenters)	Throughout the State except Malabar Area
5. Vamavar	Throughout the State
6. Madiga	Kasargode Revenue Division
7. Chemman or Chemmar	Throughout the State

(B) *Communities eligible for educational concessions normally allowed to Scheduled Tribes*

1. Allar (Alan)	Throughout the State
2. Malayan (Monga Malayam, Pani Malayan)	Malabar
3. Malavettuvan	Throughout the State
4. Malamuttan	do.

XXIII. N.S.S.

The college has a unit of the National Service Scheme and its sanctioned strength is one hundred. Dr. P. Sobha and Vinodkumar Kattumunda are the programme officers of the NSS unit.

SPORTS

The College provide facilities to students to play various games in the evening. Every effort is made to develop the talent of the students. The students are always helped by the members of the staff of the Physical Education. The College has a Synthetic Tennis Court which is first in its kind in Arts and Science College in Kerala.

II. List of Scheduled Tribes-Kerala

1. Adiyar
2. Arandan
3. Eravallan
4. Hill Pulaya
5. Irular, Irulan
6. Kadar
7. Kammara [In the areas comprising the Malabar District as specified sub-section (2) of section 5 of the States Reorganisation Act, 19 (37 of 1956)]
8. Kanikaran, Kanikkar
9. Kattunayakan
10. Kochu Velan
11. Konda Kapus
12. Kondareddis
13. Koraga
14. Kota
15. Kudia, Melakudi
16. Kurichechan
17. Kurumans
18. Kurumbas
19. Maha Malasar
20. Malai Arayan
21. Malai Vedan
22. Malai Pandaran
23. Malaklcuravan
24. Malasar
25. Malayan [excluding the areas comprising the Malabar District a specified by sub-section (2) of section 5 of the States Reorganisatio Act, 1956 (37 of 1956)]
26. Malayarayar
27. Mannan
28. Marati (In Hosdurg and Kasargod Taluks of Kannur District)
29. Muthuvan, Mudugar, Muduvan
30. Palleyan
31. Palliyan
32. Palliyar
33. Paniyan
34. Ulladan
35. Uraly

viii
COLLEGE CALENDER FOR 2019-2020
NOVEMBER 2019

Date	Days of the week	Particulars	No. of working days
1	Fri.		96
2	Sat.	
3	Sun.	
4	Mon.		97
5	Tue.		98
6	Wed.		99
7	Thur.		100
8	Fri.		101
9	Sat.	Second Saturday, Milad-i-sherif
10	Sun.	
11	Mon.		102
12	Tue.		103
13	Wed.		104
14	Thur.		105
15	Fri.		106
16	Sat.	
17	Sun.	
18	Mon.		107
19	Tue.		108
20	Wed.		109
21	Thur.		110
22	Fri.		111
23	Sat.	
24	Sun	
25	Mon.		112
26	Tue.		113
27	Wed.		114
28	Thur.		115
29	Fri.		116
30	Sat.	

Total number of working days-21

ix
COLLEGE CALENDER FOR 2019-2020
DECEMBER 2019

Date	Days of the week	Particulars	No. of working days
1	Sun.	
2	Mon.		117
3	Tue.		118
4	Wed.		119
5	Thur.		120
6	Fri.		121
7	Sat.	
8	Sun.	
9	Mon.		122
10	Tue.		123
11	Wed.		124
12	Thur.		125
13	Fri.		126
14	Sat.	Second Saturday
15	Sun.	
16	Mon		127
17	Tue.		128
18	Wed.		129
19	Thur.	College closed for x'mas Holidays	130
20	Fri.	
21	Sat.	
22	Sun.	
23	Mon.	
24	Tue.	
25	Wed.	Christmas
26	Thur.	
27	Fri.	
28	Sat.	
29	Sun.	
30	Mon.	Re-open after Xmas Holidays	131
31	Tue.		132

Total number of working days-16

30. Kavara
31. Koosan
32. Kootan, Koodan
33. Kudumban
34. Kuravan, Sidhanar
35. Maila
36. Malayan [In the areas comprising the Malabar District specified by sub-section (2) of section 5 of the States Reorganisation Act, 1956 (37 of 1956)].
37. Marman
38. Mavilan
39. Moger
40. Mundala
41. Nalakeyava
42. Nalkadaya
43. Nayadi
44. Padannan
45. Pallan
46. Palluvan
47. Pambada
48. Panan
49. Panchama
50. Paraiyan, Parayan, Sambhavar
51. Paravan
52. Pathiyan
53. Perumannan
54. Pulayan, Cheramar
55. Pulaya, Vettuvan
56. Puthirai, Vannan
57. Raneyar
58. Samagara
59. Samban
60. Semman
61. Thandan
62. Thoti
63. Vallon
64. Valluvan
65. Vannan
66. Velan
67. Vetan
68. Vettuvan

XXII. LIST OF COMMUNITIES ELIGIBLE FOR EDUCATIONAL
CONCESSION

FROM THE HARIJAN WELFARE DEPARTMENT OF KERALA

(As PER THE SCHEDULED CASTES/SCHEDULED TRIBES

AMENDMENT ACT, 197 6)

I. List of Scheduled Caste-Kerala

1. Adi Andhra
2. Adi Dravida
3. Adi Karnataka
4. Ahila
5. Anmthathiyar
6. Ayyanavar
7. Bain
8. Bakuda
9. Bandi
10. Bathada
11. Bellara
12. Bharatar
13. Boyan [excluding the areas comprising the Malabar District as specified by sub-section (2) of section 5 of the States Reorganisation Act, 1956 (37 of 1956)]
14. Chakkiliyan
15. Chamar, Muchi
16. Chandala
17. Cheruman
18. Domban
19. Govara
20. Godagali
21. Godda
22. Gosangi
23. Hasla
24. Holey a
25. Kadaiyan
26. Kakkalan
27. Kalladi
28. Kanakkan, Padanna
29. Karimpalan

X
COLLEGE CALENDER FOR 2019-2020
JANUARY 2020

Date	Days of the week	Particulars	No. of working days
1	Wed.		133
2	Thur.	Mannam Jayanti
3	Fri.		134
4	Sat.	
5	Sun.	
6	Mon.		135
7	Tue.		136
8	Wed.		137
9	Thur.		138
10	Fri.		139
11	Sat.	Second Saturday
12	Sun.	
13	Mon.		140
14	Tue.		141
15	Wed.		142
16	Thur.		143
17	Fri.		144
18	Sat.	
19	Sun.	
20	Mon.		145
21	Tue.		146
22	Wed.		147
23	Thur.		148
24	Fri.		149
25	Sat.	
26	Sun.	Republic Day
27	Mon.		150
28	Tue.		151
29	Wed.		152
30	Thur.		153
31	Fri.		154
Total number of working days-22			

xi
COLLEGE CALENDER FOR 2019-2020
FEBRUARY 2020

Date	Days of the week	Particulars	No. of working days
1	Sat.	
2	Sun.	
3	Mon.		155
4	Tue.		156
5	Wed.		157
6	Thur.		158
7	Fri.		159
8	Sat.	Second Saturday
9	Sun.	
10	Mon.		160
11	Tue.		161
12	Wed.		162
13	Thur.		163
14	Fri.		164
15	Sat.	
16	Sun.	
17	Mon.		165
18	Tue.		166
19	Wed.		167
20	Thur.		168
21	Fri.	Mahasivarathri
22	Sat.	
23	Sun.	
24	Mon.		169
25	Tue.		170
26	Wed.		171
27	Thur.		172
28	Fri.		173
29	Sat.	

Total number of working days-19

10. Educational Concession to the Children of the Disabled Persons.—The educational concession will be granted for collegiate education to the children of the disabled parents who are permanently incapacitated or physically handicapped (Orthopaedically handicapped, deaf and dumb and blind).

The concession will be granted on the basis of the annual parental income and medical certificate to the effect that the parent is physically handicapped of permanently incapacitated obtained from a registered medical practitioner.

The concession will be by way of due exemption from payment of tuition fees and admission fees.

The application forms will be supplied by the Director of Collegiate Education, Thiruvananthapuram on written request.

Educational Concession for Postgraduate Students as per

Kumara Pillai Commission Report*

Postgraduate students belonging to S.E.B.C. will be awarded educational concessions for their studies at the rate shown below: If their annual income below 1 lakh Rupees, they will get fee concern, provided they have to apply for E-grant and PG students will get 200/m as pocket money.

<i>Day Scholar</i>	<i>Hostelier</i>
₹ 30 per month	₹ 50 per month

A lump sum grant of ₹ 100 per year will be granted to scholars of both categories.

Stipend to Scheduled Caste, Scheduled Tribe and Other

Eligible Communities

Students belonging to Scheduled Caste, Scheduled Tribe and Other Eligible Communities are given monthly stipend and full fee concession. If their progress in studies is not satisfactory the above concession will be withheld. No stipend will be paid to those who absent from classes continuously for more than thirty days for any reason.

*Subject to continuance sanction by Government.

The scholarships will be awarded to the students of following categories:

1. Orthopaedically handicapped students
2. Deaf and dumb students
3. Blind students.

Application forms will be supplied by the Director of Collegiate Education, Thiruvananthapuram-14 on written requests.

8. Educational Concession to the Children of Government Servants who die-in-harness.—Full freeship will be granted to the children of Government Servants who die-in-harness for their collegiate education for taking one Bachelor's Degree.

Such students will have to submit application in the prescribed form with a death certificate from the employer of the Government Servant and income certificate to the Principal.

9. Educational Concession to the Children of Political Sufferers.—Definition of the term “Political sufferer”—“Political sufferer” means a person who suffered imprisonment or detention for not less than 6 months, or who died or was killed in action or in detention of awarded capital punishment, or become permanently incapacitated due to firing or lathi charge etc., or lost his job or means of livelihood or a part or whole of his property on account of participation in the national movements for patron of India.

Displaced persons from Pakistan or Bangladesh who are political sufferers and persons who participated in the I. N. A. movement also will be treated as on part with other eligible political sufferers provided their cases also fall within the scope of the prescribed definition of the term “Political sufferer”.

The concession will be by way of exemption from payment of tuition fee only. Provided, the annual parental income does not exceed ₹ 3,000 the concession will be granted by the Principals concerned.

xii
COLLEGE CALENDER FOR 2019-2020
MARCH 2020

Date	Days of the week	Particulars	No. of working days
1	Sun.	
2	Mon.		174
3	Tue,		175
4	Wed.		176
5	Thur.		177
6	Fri.		178
7	Sat.	
8	Sun.	
9	Mon.		179
10	Tue.		180
11	Wed.		181
12	Thur.		182
13	Fri.		183
14	Sat.	Second Saturday
15	Sun.	
16	Mon.		184
17	Tue.		185
18	Wed.		186
19	Thur.		187
20	Fri.		188
21	Sat.	
22	Sun.	
23	Mon.		189
24	Tue.		190
25	Wed.		191
26	Thur.		192
27	Fri.		193
28	Sat.	
29	Sun.	
30	Mon.		194
31	Tue.	Closes for Mid Summer Vacation	195

Total number of working days-22
Grand Total working days - 195 days
Mid summer Holidays from 01-04-2020 to 31-05-2020

A Scholarship awarded to one course will be tenable till the end of the same course. It is renewable from year to year within the same stage of education_

When a scholar fails to obtain promotion to the next class with at least 50% marks, his scholarships will be suspended for one academic year and will be renewed on his attaining the, requisite standard in the following annual examination. This concession will not extend beyond one academic year for any particular e of edu:cation.

5. Merit Scholarship to the Children' of School Teachers.—The children of preprimary, primary, middle and secondary school teachers only are eligible to apply for this scholarship.

Awarded on the basis of the mocks obtained in the S. S. L.C. or Pre-degree Examination, candidates who took Indian School Certificate. Examinations are also eligible to apply Students who secure first class with at least 60% marks in the qualifying examinations only need apply for this scholarship.

Students will have to apply for the scholarship through the institution in which they are studying in the prescribed: forms of application obtained from the Director of Collegiate Education,, Thiruvananthapuram-14 on written request.

6. Government of India Scholarship to the student from non-Hindi Speaking State.—Government of India will be awarded scholarship to the students who study Hindi in non-Hindi speaking States every year. These scholarships will be awarded on the basis of the marks obtained by them for Hindi in their qualifying examinations. Parental income will, not be looked into for the award of these scholarships.

Application forms will be supplied by the Director of Collegiate Education, Thiruvananthapuram-14.

7. Government of India Scholarship to the Physically Handicapped Students.—Scholarships will be awarded by the Government of India to the Physically handicapped students, every year on the basis of the marks obtained in the examination ,which determines promotion to the next higher class and on the basis of a medical certificate obtained by a Civil Surgeon.

**H. II THE MAHARAJA'S SANSKRIT COLLEGE,
THERUVANANTHAPURAM**

1. HISTORY OF THE COLLEGE

The institution was founded in 1889 by Sri Mulam Thirunal Rama Varma, one of the most renowned rulers of the State of Travancore. The Maharaja went on a pilgrimage to Banarse and he had occasion to visit the Sanskrit College, there imparting in various Sastras. Being impressed, by the College, he, on his return invited celebrated scholars in Sanskrit from different parts of India to start a new institution on the model of the Sanskrit College at Banarse. Thus in 1889 the Sanskrit College, took shape in a temple at Mitranandapuram, housed within the Fort area and was run under royal patronage. The institution enjoyed the protection of the 'Rajashri' for a long period of 35 years. Sri Chithira Thirunal Balaramavarma who succeeded him took great interest in the promotion and propagation. of Sanskrit Studies a new building with adequate facilities was built for the College by the Government during his regime. He used to invite scholars of repute from different parts of India for the Navaratry Vidvat Sadas and awarded medals and prizes to the deserving pandits. The institution flourished under his patronage. With the attainment of freedom of India in 1947 the Government introduced necessary reforms in the College and raised it to, the status of a full fledged First Grade Degree College. This institution with a glorious past of nine decades can be said the first of its kind in South India.

Sri A. R. Raja Raja Va'rma was appointed the First Principal of the institution by Sri Mulam Tirunal Rama Varma, Mahamahopadyaya Dr. T. Ganapathi Sastri succeeded him as Principal in 1899. On Sri Sastri's retirement, Sri Thuravoor Narayana Sasthri, the celebrated scholar in Sanskrit grammar, became the Principal of the institution. When Sri Narayana Sastri left service Sri Krishna Sasthri became the Principal. He continued as the Head of the institution till 1917. On his retirement, Sri V. Krishnan Thampi was appointed Principal. In 1919 the College which was housed within Fort was shifted to a building at Palkulangara, Thiruvananthapuram.

In 1935 the Vedic section in the College was separated and its management was entrusted to the Department of Devaswoms.

After Sri V. Krishnan Thampi, Sri N. Neelakanta Pillai, M. A., and Dr. K. Godavarma took charge as Principals in 1934 and in 1935 respectively. Dr: K. Godavarma was transferred to the Department of Malayalam. of the University College, Thiruvananthapuram in 1939 and Sri N. Gopala Pillai, M. A., became Principal in 1939. He was the Principal of the institution for a period of 18 years.

2. *University Merit Scholarship for M.A.*—Candidates who have secured first class at the first. appearance in the Bachelor's Degree and who are continuing their studies without any break within the minimum period are eligible to be considered for this award.-

3. Details of the Kerala State Government Merit Scholarship can be had from the College Office (DCE).

4. *National Scholarship Scheme.*—The National Scholarship is awarded strictly on the basis of marks in the S. S. L. C./Degree Examinations. The merit list is prepared and application forms sent direct to the eligible students; by the Commissioner of Government Examinations/University of Kerala/University of Calicut.

The scholarship holder shall not receive any other regular scholarship or stipend. A selected candidate may, however, enjoy fee concession and book allowance on ad hoc basis by the concerned govt. department.

The rates of the scholarships will be as under:—

	<i>Day Scholar</i>	<i>Resident Scholar</i>
1.B. A.	₹ 900 p.m.	₹ 110 pm.
2.M. A.	₹ 900 p.m.	₹ 125 pm.

Scholarships under the scheme for postgraduate study will be paid without any consideration of the income of parents of candidates. In case of other courses, the scholarship will be governed by the following means post:—

- (i) Only those whose parents had an income of ₹ 10,000 or below per year should be eligible for the scholarship.
- (ii) There would be no 'income limit for P. G. Courses.
- (iii) A national prize of ₹ 100 and a certificate of merit should be awarded in lieu of scholarship to eligible student where parent's income exceeded ₹ 500 per month (in case of salaried class basic pay plus income, if any, from other sources and would not include allowance like dearness pay and dearness allowance).

The courses of studies in the College were reorganised in 1917. The College worked in accordance with the recognised scheme till its affiliation to the University of Madras in 1936. Instructions according to the Siromani Course of the University of Madras was provided till 1941.

With the inception of the University of Travancore in 1938, the College was transferred to and placed under the maintenance and control of the University. Arrangements were made for providing instruction for the Mahopadyaya. Title Examination of the Travancore University and provision was made for study of the different Sastras such as Nyaya, Vyakarana, Sahitya, Jyothisha and Vedanta. The Vedanta branch for the Mahopadyaya Examination was opened during 1943.

In 1948 Government constituted a committee to enquire in to the position of Sanskrit Education in the State and to formulate proposals for the reorganisation of Sanskrit Schools and Colleges with a view to the promotion of Sanskrit studies as an integral part of the Scheme of Secondary and Collegiate Education. The Committee submitted its report to the Government and Government approved these recommendations of the committee and accorded sanction to the raising of the status of the Sanskrit College to that of a full Degree College. Special care was taken by the committee for reorganisation to see that the content of the new course envisaged was the same as that of the Mahopadyaya courses prevalent till the reorganisation as far as studies in Sanskrit were concerned. The services of Sri N. Gopala Pillai, M. A., the Principal of the institution deserve special mention in this context.

The College began to function as a full-fledged First Grade Degree College giving instruction up to M. A. Nyaya and Vedanta in 1956. On Sri N. Gopala Pillai's retirement in 1957, Dr. P. K. Narayana Pillai took charge as Principal. M. A. Courses in Vyakarana and Sahitya were started in 1962.

On Dr. P. K. Narayana Pillai being posted as Professor of Malayalam in the University of Kerala, Professor K. Balarama Panicker, M. A., took charge as Principal in 1963.

On Sri Balarama Panicker's retirement, Sri V. S. V. Guruswami Sastri, Professor of Vedanta was made Professor-in-charge in March, 1965. Sri K. Raghavan, B. A. (Hons.) L. T. took charge as Principal on 20-12-1965. Sri K. Raghavan was deputed as Principal of Guruvayoorappan College, Calicut on 13-8-1968. On his deputation Sri Venkataraja Sarma, Professor of Vyakarana acted as Professor-in-charge till Sri M. G. Purushothaman Nampiathiri, B. A. (Hons.) took charge as Principal. On his retirement on 28-2-1974 Sri N. Radhakrishnan, Professor of Nyaya was put in additional charge of the Principal till Sri V. Venkataraja Sarma assumed charge of Principal on 155-1974.

5.The annual interest accruing on the fund shall be utilised during the succeeding year, for awarding a prize in books (preferably in Sanskrit) to a student of the Sanskrit College, Thiruvananthapuram who has passed the B. A. Degree Examination of the University of Kerala by securing the highest number of marks.

6.If in any year more than one student is found eligible for the prize by securing the same number of marks the amount of that prize shall be equally divided among them.

7.The prize shall be awarded on the occasion of college day celebration or any other occasion in the academic year as decided by the Administrator and thereafter the fact of such award with relevant particulars shall be published in the notice board for the information of the public. The Administrator shall keep proper accounts and vouchers for verification by the controlling authorities.

8.Requisition for payment of annual interest shall be sent by the Administrator at any time not later than two months before the date fixed for the award of the prize and the Treasurer of Charitable Endowments shall thereupon arrange to place the annual interest at the disposal of the Administrator.

9.If in any year the interest is not utilised as provided in clause 5 or clause 6 above or if the prize is not awarded owing to the non-availability of a suitable candidate or for any other reason or any surplus left after awarding the prize such amount shall be added to the corpus of the fund by the Treasurer of Charitable Endowments, unless its payment is allowed in exceptional cases on the specific recommendation of the controlling authority specified in clause .

10.If any doubt or dispute arises regarding the meaning or interpretations of the provisions of the scheme, it shall be referred to the Director of Collegiate Education whose decision thereon shall be final.

Prof. M. G. Pttrushothaman Nampiathiri Memorial Endowment

All students studying in Sanskrit College have been allowed to enjoy half fee concession (Tuition fee alone).

The following scholarships, stipend and concessions are offered:-

1. *Scholarship for the encouragement of Sanskrit Studies.*—A few Scholarships for the encouragement of sanskrit studies will be awarded to students who are admitted to the B. A. and M. A. courses on the strength of marks in the preceding examinations.

Award of University Merit Scholarship for B. A. classes is based on the marks obtained by the students at the Pre-degree Examination. Students studying in the 1st year B. A. Class after passing the Pre-degree Examination at first appearance are eligible to be considered for this award.

RULES OF AWARD

1. The Medal shall be called “Shri V. Krishnan Thampi Memorial Medal”.
2. The value of the medal shall be determined from time to time by the Syndicate, but it shall not exceed the sum realised as annual interest on the corpus of the endowment
3. The medal shall have engraved on its observe the University Coat-of-arms and on the reserve the inscription “Shri V. Krishnan Thampi Memorial Medal” and the year of the award.
4. It shall be awarded by the Syndicate every year in consultation with the Principal, Sanskrit College, Thiruvananthapuram to the candidate who among those qualifying for the B. A. Degree of the University at the first attempt and in the minimum period prescribed for the course from the Sanskrit College, Thiruvananthapuram with Sanskrit as the main subject under Part IV and secures the highest number of marks in the part.
5. An award may not be made if, in the opinion of the Syndicate there is no suitable candidate.
6. Unspent balance of any year shall be added to the corpus of the endowment.
7. The Syndicate shall administer the endowment and shall have the right to revise the rules if circumstances necessitates such revision, provided, however, that the funds shall not be diverted from the object of the endowment.

M. C. Narayana Pillai Memorial Prize THE SCHEME

1. The Endowment shall be called “M. C. Narayana Pillai Memorial Prize Endowment Fund”.
2. The corpus of the Endowment shall consists of ₹ 2,000 (Rupees Two Thousand only) donated by Shri N. R. Pillai and shall be vested with the Treasurer of Charitable Endowments, Kerala.
3. The corpus of the fund shall be invested in any long-term securities of Government of India or Government of Kerala or in any of the securities approved by Government.
4. The Principal, Sanskrit College, Thiruvananthapuram shall be the administrator of the Fund.

The Degree Course in Jyotisastra was inaugurated by H. E. Smt. Jothi Venkidachellum, Governor of Kerala on 24-9-1980. Professor V. Venkataraja Sarma was Principal of the College for a period of 12 years. On his retirement on 31-3-1986 Professor O. Viswanathan Achary, Professor of Nyaya was made Professor-in-charge.

Professor T. A. Dharmapalan assumed charge as Principal on July 2nd, 1986. During his tenure the College was approved as a Research Centre by the University of Kerala. On his retirement on 31-3-1995, Prof. O. Viswanathan Achary took over charge of Principal. Subsequent on his retirement on 31-5-1996, Prof. P. Madhavan Nair took over as Principal. Due to his retirement Dr. K. G. Paulose took over charge as Principal on 13-7-2000. On his Deputation Prof. M. P. Santha Devi was in the charge of the Principal from 1-4-2000 to 30-4-2001. Dr. C. Sivamani Nair was Principal from 1-5-2001 to 31-5-2002. On his retirement Prof. S. Sisupalan assumed charge as Principal from 1-6-2002 to 31-3-2003 from 1-4-2003 to 30-4-2006, Dr. G. Saradamma was the Principal. During her tenure, P. G. Course for Jyothisha has been started. On her retirement Prof. B. Satheendran assumed charge as Principal from 1-5-2006 to 30-4-2008. On 1st May, 2008 Dr. P. Laila appointed as Principal and she continued as Principal till her retirement on 31-3-2013. On 1st April 2013, Dr. N. K. Geetha was appointed as Principal and she retired on 31-3-2014 from 1-4-2014 to 31-3-2014, Dr. C. Krishan Kutty Nair was the Principal. On his retirement Dr. B. Prasanna Kumary took charge of Principal on 1-4-2015 and continued till 14-5-2015 when Dr. L. Sulochana Devi was appointed as Principal on 15-5-2015 and she retired on 31-5-2015. Then Dr. B. Prasanna Kumary appointed as Principal from 1-6-2015:

II. SUCCESSION LIST OF PRINCIPALS

1. Prof. A. R. Raja Raja Varma, M. A. (1889-1899)
2. Dr. T. Ganapathy Sasthrigal (1899-1909)
3. Prof. Thuravoor Narayana Sasthrigal (1909-1911)
4. Prof. Krishna Sasthrigal (1911-1917)
5. Prof. V. Krishnan Thampi, B. A. (1917-1934)
6. Prof. N. Neelakanta Pillai, M. A. (1934-1935)
7. Dr. K. Godavarma, M. A., Ph. D. (Lon.) (1937-1939)
8. Prof. N. Gopala Pillai, M. A. (1939-1957)
9. Dr. P. K. Narayana Pillai, M. A., Ph. D. (1957-1963)
10. Prof. K. Balarama Panicker, M. A. (1963-1965)

11. Prof. V. S. V. Guruswami Sasthriyal, Prof. in-charge (March to October, 1965)
12. Prof. K. Raghavan, B. A. (Hons.), L. T. (1965-1968)
13. Prof. V. Venkataraja Samna, M.A., Professor-in-charge (13-8-1968 to 11-10-1968)
14. Prof. M. G. Pumshotharnan **Nampiathiri, M. A.** from October, 1968 to 1974
15. Prof. Karunakaran, M. A., Professor-in-charge (1971)
16. Prof. N. Radhakrishnan, M. A., Professor-in-charge (1-3-1974 to 14-5-1974)
17. Prof. V. Venkataraja Sarma, 15-5-1974 to 5-10-1974
and from 29-4-1975 to 31-3-1986
18. Prof. O. Viswanathan Achary, Professor-in-charge (from 1-4-1986 to 1-7-1986)
19. Prof. T. A. Dhanapalan from 2-7-1986 to 31-3-1995
20. Prof. O. Viswanathan Achari from 1-4-1995 to 31-5-1996
21. Prof. P. Madhavan Nair (1-6-1996 to 31-3-2000)
22. Dr. K. G. Paulose 13-7-2000 to a deputation
23. Prof. M. P. Santhadevi from 1-4-2000 to 30-4-2001
24. Dr. C. Sivamani Nair from 1-5-2001 to 31-5-2002
25. Prof. S. Sisupalan from 1-6-2002 to 31-3-2003
26. Dr. G. Saradamma from 1-4-2003 to 30-4-2006
27. Prof. B. Satheendran 1-5-2006 to 30-4-2008
28. Dr. P. Laila 1-5-2008 to 31-3-2013.
29. Dr. N. K. Geetha 1-4-2013 to 31-3-2014.
30. Dr. C. Krishnan Kutty Nair 1-4-2014 to 31-3-2015
31. Dr. B. Prasanna Kumary 1-4-2015 to 14-5-2015
32. Dr. L. Sulochana Devi 15-5-2015 to 31-5-2015
33. Dr. B. Prasanna Kumary 1-6-2015 to 31-3-2016
34. Dr. K. B. Rajeev, Principal in-charge 1-4-2016 to 23-9-2016
35. Dr. K. Unnikrishnan, Principal in-Charge 24-09-2016 onwards

XXI. PRIZES, SCHOLARSHIPS, STIPENDS AND FEE CONCESSION

Dewan Rama Rao Prize

1. The fund shall be known as the "Dewan Rama Rao Sanskrit College Prize Fund".
2. The corpus of the Fund shall consist of 918.
3. The Principal, Sanskrit College, Thiruvananthapuram shall be administrator of the Fund.
4. The interest accruing from Fund shall be placed by the Treasurer of Charitable Endowments at the disposal of the Principal, Sanskrit College, Thiruvananthapuram. The Principal shall apply the amount for awarding a prize in the form of suitable books to a candidate of the Sanskrit College, Thiruvananthapuram who stands first in the M.A. Degree Examination in Sanskrit among those presented for that examination from the Thiruvananthapuram Sanskrit College.
5. The prize (with suitable inscription) shall be publically awarded at the annual function of the College.
6. Unspent interest, if any, shall be added on the corpus of the Fund from time to time.
7. If any doubt or dispute arises in regard to the meaning or interpretation of the Scheme it shall be referred to the Director of Collegiate Education, Thiruvananthapuram whose decision shall be final.

Shri V. Krishnan Thampi Memorial Medal

Donors—Smt. N. Bhagavathy Pillai Kochamma, Beach Bangalow, Thiruvananthapuram-7 and her four children. Amount—2,000 (Two Thousand only) Administrators—The Syndicate of the University of Kerala.

XIX. CALENDAR OF DATES FOR THE ACADEMIC YEAR-2019-2020

For All University Teaching and Research Departments and Private
Affiliated Colleges

Onam Holidays from 06-09-2019 to 15-09-2019

June 2019	}	75 days
July 2019		
August 2019		
September 2019		

X'mas Holidays from 20-12-2019 to 29-12-2019

October 2020	}	57 days
November 2020		
December 2020		

January 2021	}	63 days
February 2021		
March 2021		

Grand Total **195 days**

Mid-Summer Holidays from 01-04-2020 to 31-5-2020

XX. HOSTELS

The students of the College who are not residing with their parents
are expected to live in a hostel approved by the College.

III. COURSES OF STUDIES

The College provides instruction for the following Courses of the.

Kerala University

I. B. A. Degree Course :

Part I—English.

Part II—Malayalam, Hindi or Sanskrit.

Part III—Optional Subject—Jyothisha, Nyaya, Sahithya, Vedanta and
Vyakarana.

II. M. A. Degree. Course :

Jyothisha, Nyaya, Sahitya, Vedanta and Vyakarana.

III. M.Phil

IV. Research Course :

IV. CONTINUING EDUCATION

1. Jyothisha

2. Sanskrit

3. Vasthu

4. Pendulam

5. PDCE (Professional Diploma in Civil Engineering)

6. PDHN (Professional Diploma in Hardware of Networking)

7. PDCI (Professional Diploma in Computerised Instrumentation)

8. ADCRM (Advanced Diploma in logistics and Retail Management)

9. DCA (Diploma in Computer Application)

CRITERION VI: GOVERNANCE LEADERSHIP AND MANAGEMENT

6.1. Institutional vision & Leadership

6.2.1. Does the Institution have a formally stated quality policy? How is it developed, driven, deployed and reviewed?

VISION To evolve into a National resource centre of Sanskrit and Indology by assimilating and generating original thinking and research in classical Sanskrit literature.

Mission

- Empower academic and student community with excellent teaching learning.
- To formulate a new system for learning Sanskrit Sastras by combining tradition with modern techniques of education.
- To utilize the possibilities of ICT in learning Sanskrit.
- Encourage new research and original thinking
- Equip students with pragmatic competence
- Enlighten the society through outreach and extension activities
Employ effective pedagogical tools in the transaction of Sanskrit.
- To ensure building up of integrated personality in students.

6.2.2. Does the Institute have a perspective plan for development? If so, give the aspects considered for inclusion in the plan.

- The institution focuses on high quality teaching learning and research. A proposal for research block consisting of mini conference room, researchers hall attached to the general library is submitted to both State Government and University Grants Commission.

(1)	(2)	(3)
DEPARTMENT OF VYAKARANA		
1	Smt.Thahira P. (HOD)	Asso. Professor
2	Dr. Bindhya. K.S	Asst. Professor
3	Sri. Vinod Kumar Kattumunda	do.
4	Dr. Sujith. S	do.
5.	Dr. Renil Dev. M.R	do.
DEPARTMENT OF ENGLISH		
1	Smt.Shyma Sajeev	Asso. Professor
DEPARTMENT OF HINDI		
1	Dr. Manoj N.	Asso. Professor
DEPARTMENT OF MALAYALAM		
1	Sri. M. Ramachandran Pillai	Asst. Professor
DEPARTMENT OF PHYSICAL EDUCATION		
1	Sri. Aji. P.L	Asst. Professor
XVIII. LIST OF NON-TEACHING STAFF		
1	Sri. K.D. Devasya	Senior Superintendent
2	Smt. Bency B.A.	Librarian Gr. IV
3	Smt. Saritha S.	Head Accountant
4	Sri. Ramesh Babu	Clerk Higher Grade
5	Sri. Rajendran. S	L.D. Clerk
6	Smt. Rinku K.S.	L.D. Clerk
7	Sri. Sreenath M.	L.D. Clerk
8	Sri. M. Sreekumar	Attender Hr. Grade
9	Sri. Anilkumar	Attender Hr. Grade
10	Sri. Shibu D.	Office Attendent
11	Sri. Subrahmanyam Nampoothiri	Sen. Gr. Typist
12	Sri. Nizamudheen. M	Office Attendent
13	Sri. R. Rajeev	Office Attendent
14	Smt. Jisha M.S.	Office Attendent
15	Smt. Beena Rose. H.A	Sweeper
16	Smt. Sheeja Rani	Sweeper
17	Smt. Nirmala P.	Sanitation Worker
18	Smt.Mumtaz. J	Sanitation Worker
19	Sri. Rahul S. Nair	Night Watchman
20	Sri. Ajeesh Krishnan	Night Watchman

XVIL TEACHING STAFF

Sl.No.	Name	Designation
(1)	(2)	(3)
*	Dr. Unnikrishnan K.	Principal in-Charge
DEPARTMENT OF JYOTHISHA		
1	Dr. Harinarayanan Mankulathillath (HOD)	Asso. Professor
2	Dr. Sudheesh. O.S	Asst. Professor
3	Dr. Girish. M.P	do.
4	Dr. Jayakrishnan Namboothiri. N.D	do.
5.	Smt. Krishnendra S.	do.
DEPARTMENT OF NYAYA		
1	Dr. Shaniba M.M.(HOD)	Asst. Professor
2	Dr. Lakshmi Vijayan. V.T	do.
3	Dr. Priya M.P.	do.
4.	Dr. Sumangala P.G.	do.
5.	Dr. Jasmine M.M.	do.
DEPARTMENT OF SAHITHYA		
1	Dr. K. Unnikrishnan (HOD)	Asso. Professor
2	Smt. Leena C.P.	Asst. Professor
3	Dr. Sobha. P.	do.
4	Dr. Shyma. K.A.	
DEPARTMENT OF VEDANTA		
1	Dr. P.V. Sreenivasan (HOD)	Asso. Professor
2	Dr. P. Rajeshkumar	do
3	Smt. Manju. T.G	Asst. Professor
4	Dr. Gayathri Devi. G	do
5	Dr. Gayathri Devi. L	do
6	Dr.Smitha Sabu	do

IV. DETAILS OF FEES

Tuition fee for the various classes per year are payable in three instalments: B. A. ₹ 1000, M.A. ₹ 1800, Ph. D. ₹ 1050.

	Special Fees		
	DC	PG	Ph. D.
Admission fee	75	150	
Library fee	100	100	210
Calendar fee	30	30	
Athletic fee	100	100	
Magazine fee	50	50	
Stationery .fee	50	50	
Association fee	50	50	55
Audio visual fee	25	25	
Scout and Guide	10	10	
Students Aid Fund	30/y	10	
University Union fee	50/y	60	55
Medical Inspection	10	10	
Women's Welfare Fund	10/y	10	
Eligibility	200		
Students Affiliation fee	300	400	
Caution Deposit	360	600	1200
Matriculation Fee	100		
Recognition	300		

I. B.A./B. Sc./B. Corn. Degree Examination

(For each of the First, Second and Third Year Examination)

First appearance:

Whole Examination ₹ 11 per paper + ₹ 5 for mark list per part + ₹ 18 for each Practical Examination, if any.

II. M.A. Degree Examination

Whole Examinations

M. A. Previous arid Final

{ Previous ₹ 450 + ₹ 450 + ₹ 25 for mark list.
Final ₹ 450 + ₹ 975 + ₹ 25 for mark list.

V. ADMISSION AND WITHDRAWAL

1. Students are ordinarily admitted only at the beginning of the first term of the first year of the Courses.

2. The Principal reserves the right to refuse admission to any applicant without assigning any reason.

3. All candidates for admission must present, at the time of admission, transfer certificate from the Schools or Colleges they last attended, and also Conduct Certificates and Course Certificates.

4. Students who had their education outside the territorial limits of the University of Kerala seeking admission to the College must produce

(a) a Migration Certificate from the University at which they last studied and

(b) a University Certificate qualifying them for admission to the Course which they wish to undergo.

5. No student will be enrolled or allowed to attend any class until the fees due from him have been paid.

6. Admission to the Three Year Degree Course is given to those who have passed the +2 Examination. Admission to M. A. Course is given to those who have passed the B. A. Degree Examination of the Sanskrit College.

7. A student applying for a transfer certificate or the return of his S. S. L..C. Certificate or other Certificate from the College Office, must have cleared all his dues to the College. To send them by post necessary stamps to cover the postage for sending them to his address by registered post should be enclosed.

Applicants who require extracts from College records of particulars about themselves or date of birth must pay a fee of ? 1.

8. Students of the Junior classes who do not secure promotion to the Senior classes should rejoin College and pay fees on the re-opening day after the summer vacation or as directed. A seat cannot be reserved for a student who does not comply with this direction.

Students who do not secure promotion in two successive attempts will not be allowed to continue in the College.

16. *Declaration of results.*—(i) The candidate(s) equal in number to the number of vacancies, receiving the largest number of votes shall be declared duly elected;

(ii) If two or more candidates receive an equal number of votes and they cannot all be declared elected, the final election shall be made by drawing lots by the Returning Officer.

17. *Objection.*—*Objection* to the election, if any, shall be made in writing to the Vice-Chancellor of the University so as to reach him within seven days after the declaration of the results of the election and his decision after causing an enquiry to be made as he may deem fit, shall be final.

18. *Preservation of Election Papers.*—*All* papers connected with the conduct of Union Elections (electoral rolls, nomination papers, used and unused ballot papers, etc.) shall be preserved by the Returning Officer in a box locked and sealed in the presence of candidates or their agents if present, for a period of one month after the declaration of results, or if any dispute arises regarding the election, until it is disposed of.

19. *Miscellaneous.*—(1) Students shall desist from disfiguring any class rooms, compound walls and building in the college campus by pasting of posters or writing on the walls as part of their election campaign. They shall not disfigure the compound walls of neighbouring buildings as well.

(2) Election campaign/propaganda in the college campus shall be limited to the issue of pamphlets and bit-notice, display of banner and posters and conducting group meetings to present the candidates.

(3) Persons who are not on the rolls of the college register, shall not take part in the propaganda work in the college campus.

(4) Students shall not arrange for election propaganda/campaign/ meetings in the college campus during working hours except with the specific sanction of the Principal.

(5) There shall not be any sort of canvassing/propaganda in the college campus on the day fixed for the poll till the election results are announced.

(6) Students shall not use loudspeakers/amplifiers in connection with the College Union Election campaign/propaganda.

13. *Procedure on counting.*—(i) The scrutiny and counting of votes shall be held by the Returning Officer from the hour appointed on the date fixed. The ballot box shall be opened at the hour fixed for the purpose and the scrutiny and counting shall begin in the presence of the Returning Officer.

(ii) No person shall be present at the scrutiny and counting of votes except the Returning Officer and his staff and the candidate concerned. The candidates (in case they are unable to be present at the counting) may nominate (in writing) a representative (agerit) from among the voters in their place to be present at the time of counting.

14. *Ballot paper when rejected.*—(1) A ballot paper shall be invalid and rejected,—

- (i) If it does not bear the initials of the Returning Officer; or
- (ii) If a voter signs his name or writes any word or makes any mark on it by which it becomes recognisable; or
- (iii) If the vote is recorded thereon by any mark other than thus “X” against the name or names of the candidate(s); or
- (iv) If no vote is recorded thereon; or
- (v) If the number of votes recorded thereon exceeds the number of vacancies to be filled; or
- (vi) If it is void for uncertainty; or
- (vii) If it violates any other law.

(2) Every ballot paper rejected, shall be so endorsed by the Returning Officer and such papers shall be kept separately.

15. *Recounting.*—(i) Any candidates (or his agent) may immediately after completion of the counting request (in writing) the Returning Officer to re-examine or recount the papers of all or any candidate and the Returning Officer shall re-examine and recount the same accordingly.

(ii) The Returning Officer may at his own discretion recount the votes either once or more than once when he is not satisfied as to the accuracy of any previous count:

Provided however that nothing in these rules shall make it obligatory on the Returning Officer to recount the same votes more than once.

VI. ATTENDANCE AND LEAVE OF ABSENCE

1. Students are not permitted to absent themselves without leave for a whole or part of a day. The application for leave should be in the prescribed form.’

2. Absence without leave for part of a day will entail forfeiture of attendance for the whole day.

3. Absence without leave for one or more days will entail not only the loss of attendance but make the student liable to further disciplinary action including a fine for each day of absence.

A student absenting himself from the College for more than fifteen consecutive working days without satisfactory explanation is liable to have his name removed from the rolls.

4. Permission to be absent should be obtained either personally or by letter from the Principal. As far as possible, the leave should be obtained before hand. Where it is not possible to do so, the inability to apply for leave before hand should be explained when leave is asked for.

5. Applications for leave may be addressed by post or by messenger or dropped into the leave application box.

All such applications should state clearly the number of days and the dates for which the leave is required and give fully the grounds for the application.

If the grounds of application for leave are not clear or satisfactory the student may be called upon to explain, or the leave may be refused.

6. Any memo from the office calling for an explanation should be answered within two days of the delivery of the notice. Failure to comply with this rule entails disciplinary action.

7. Application for leave from a class may be made to and granted by the teacher in-charge of it. In such cases a chit signed by the teacher concerned must be forwarded to the office.

8. Students who are obliged to leave a Class owing to sudden indisposition must obtain endorsements from the teacher in-charge of the Class at the time in support of their applications.

9. Applications for leave for periods exceeding three days at a time should be supported either by a letter from parent or guardian or by a medical certificate in cases of illness.

10. When a fine is imposed on a student for absence without leave the fact will be intimated to him by the office. Such fines should be paid before the next instalment of fee falls due. Failure to pay a fine in time will be dealt within the same manner as default in the payment of fees.

11. The minimum attendance prescribed by the University for admission to University Examination is *three fourths* of the number of working days in the academic year.

**Rules relating to condonation from the shortage in the
minimum attendance prescribed**

1. Condonation is not granted as a matter of course. It will be granted only in cases where the Syndicate is satisfied that the students could not keep 75 percent of the attendance for reasons beyond their control. Condonation will be granted only one during the tenure of a course.

2. Applications for condonation should be accompanied by detailed statements in the prescribed form given below showing the days of absence during the academic year with reasons for each day's absence.

In case of illness such application should be supported by proper medical certificate.

3. Applications for condonation should be forwarded:—

- (1) In the case of candidates appearing for University Examination (March-April) so as to be received in the Registrar's Office not later than the 1st March preceding the examination.

Note:—If full particulars under items 4 and 5 of the application cannot be furnished, a supplemental statement with full information should be submitted so as to be received here on or before the 10th March.

- (2) In the case of Junior class students not later than the 1st April at the close of the academic year.

4. Each application should be accompanied by a Treasury Receipt for ₹ 20, the fee for considering the application.

5. Application should be specifically recommended by the Principal.

6. Applications not conforming to the above rules will not be considered by the University.

(iii) If the number of candidates validly nominated and not withdrawn exceeds the number of vacancies to be filled by election, then the Returning Officer shall proceed with the election in the manner prescribed.

12. *Voting.*—(i) Voting shall be secret ballot. No vote shall be given by proxy. The poll shall begin at 10 a. m. on the appointed day and shall close at 1 p. m. on the same day. For the convenience of students and for the smooth conduct of the election, a number of polling booths may be arranged. There will be Presiding and Polling. Officers attached to each booth.

(ii) The ballot box sealed or locked (in the presence of the candidates or their agents if so required by them) shall be placed in a convenient place with arrangements for exercising the franchise by the electors by depositing the ballot papers through a slit provided in the box.

(iii) The Returning Officer shall ascertain (a) identity of the elector before issue of the ballot paper and (b) that the person desiring to vote has not already voted.

(iv) The name of the person shall be entered upon the serially numbered counterfoil of the ballot paper (for specimen see Appendix B) in a book of paper which shall be got printed for the purpose. The ballot paper corresponding to that counterfoil shall then be torn off after affixing the initials of the Returning Officer thereon and handed over to the member.

(v) At the time of issuing the ballot paper, the person authorised by the Returning Officer shall tick mark against the name of the elector in a copy of electoral roll kept for the purpose and get the signature of the elector in the electoral roll.

(vi) The elector who has received the ballot paper shall then proceed to a place screened from observation by others, for making the vote, record his vote in the ballot paper in the manner prescribed and then proceed to the place where a ballot box is placed and deposit the same in the ballot box.

(vii) No elector shall be allowed to enter the place arranged for marking the vote when another elector is there and no elector shall remain there longer than is necessary for recording his vote.

(viii) If an elector incapacitated from blindness or other physical causes, it shall be competent for him to record his vote by the hand of the Returning Officer.

The Returning Officer shall seal the slit of ballot box immediately after the polling is over and keep it in safe custody.

6. *Nomination of candidates.*—Every elector shall be at liberty to nominate a qualified student to fill up a vacancy. Every nomination shall be in the prescribed form (Specimen Form Appendix A) and shall be made by an elector in writing and shall be seconded by another elector. Every such nomination shall be accompanied by the consent of the nominee agreeing to serve on the body, if elected. The nomination paper in sealed covers must be caused to be deposited in a box kept by the Returning Officer in his Office, within the date and hour fixed for the purpose.

7. *Scrutiny of nominations.*—(i) All nomination papers deposited in the box provided for the purpose shall be scrutinised by the Returning Officer at the hour on the date prescribed. The candidate or his authorised agent from among the electors alone will be permitted to be present at the time of scrutiny of nominations.

(ii) The Returning Officer shall examine the nomination papers and shall decide all objections made to any nomination paper.

No nomination paper shall be rejected on technical grounds.

8. *List of candidates validly nominated.*—A list of candidates with their names, class, subject, group etc., whose nominations have been declared valid shall be published by affixing the same on the notice boards in the college.

9. *Withdrawal of candidature.*—Any candidate may withdraw his candidature by notice in writing signed by him and delivered in person or by messenger who is one of the electors to the Returning Officer so as to be received by him within the date and hour fixed for the same. Withdrawal once made shall be final. A candidate who has withdrawn his nomination shall not be eligible for re-nomination as a candidate for the same election that academic year.

10. *Final list of candidate.*—The Returning Officer shall publish after the lapse of time fixed for withdrawal of candidature a final list of candidates validly nominated showing the names arranged in alphabetical order together with their class, group, subject etc.

11. *Declaration of election of validly nominated candidates.*—(i) • If the number of candidates validly nominated and not withdrawn does not exceed the number of vacancies to be filled by election, such candidates shall be declared to have been duly elected.

(h) If the number of candidates validly nominated and not withdrawn is less than the number of vacancies to be filled by election, such candidates shall be declared to have been duly elected; and the electorate shall be called upon to elect a person(s) as the case may be, to fill the remaining vacancies.

Statement of Absence

Date	No. of days	Reasons for the absence
Total No. of days:		

Signature of Student

Certified that timely application for leave was made and leave granted at the time.

Signature of Principal

VII. COLLEGE EXAMINATIONS

College Examinations will be held in December for all classes. No student is permitted to absent himself from these examinations without permission from Principal.

Promotions will be made on the results of the college and class. Examinations and such other records of the years work. A student who fails to sit for an examination should sit for a re-examination to be held on the days notified by the Principal. Re-examination fee of ₹ 10 should be remitted by each student.

VIII. RULES FOR ISSUE OF TRANSFER CERTIFICATE

Government have ordered that every student in College Class of a Government Institution shall be liable to pay the prescribed fee for the whole term during any part of which his/her name is on the rolls of the institution.

1. No transfer certificate shall be issued to those from whom, there are any dues to the college.

2. No fee will be levied from those who apply for the transfer certificate either at the time of leaving the college or within one year after leaving the college.

3. A fee of ₹ 55/- (Fifty five only) will be levied from those who apply for the Transfer Certificate one year after leaving the college.

4. An additional fee of ₹ 105/- will be levied from those Who apply for duplicate of Transfer Certificate.

5. No fee will be levied for the issue of Course and Conduct Certificate.
6. Every students should take their Transfer Certificate at the end of theft Course and produce it when they are admitted for the next course.
7. T. C. and Course and Conduct Certificates will be issued 5 days after the receipt of application for them.
8. Application for issue of T. C. should be in the prescribed form given below (See forms page).

**IX. REVISED RULES FOR COLLECTION AND REFUND OF
FEES IN GOVERNMENT AND PRIVATE COLLEGES
WHICH COME UNDER THE DIRECT PAYMENT
SCHEME. IN KERALA STATE**

1. Tuition fees will be collected in eight equal instalments in the months of June, August, September, October, November, December, January and February respectively. The first instalment of fees including the Special Fees prescribed and Caution Deposit will be collected from the students of Senior Classes within a period of seven consecutive working days beginning from the date of re-opening of the college. In the case of junior classes, the instalments of tuition fees due till the date of admission with Special Fees and Caution Deposit will be collected on the date of admission.

2. Subsequent instalments Will be collected on or before the 7th consecutive working day of the month concerned. The Principal of the College may fix the due date for collection of fees for each instalment for various classes within the seven consecutive working days.

3. The Principal is competent to change the fee dates .for particular class/ classes so fixed to an earlier or to a subsequent date if it so happens that the college is ordered to remain closed by competent authority on that particular date originally proposed for collection of fees. In such cases a copy of the notice of the Principal notifying the change in fee date should be preserved and produced for audit purposes.

4. If any student fails to pay the fees or special fees on the due date, he/she shall be liable to pay a fine of ₹ 1 along with the fees or special fees on or before, the 10th day after the due date. If the 10th day happens to be a holiday, the next working day will be counted as the 10th day.

5. If the fees or special fees with the fine of ₹ 1 is not paid on or before the last date fixed for the fine of ₹ 1 an additional fine of ₹ 1 will have to be paid. If the fees and fines of an instalment, are not paid before the last

Provided however, that any student whose names is subsequently removed from the admission register and thereby ceases to be a student before the date of election, shall be struck off from the electoral rolls.

(ii) The Returning Officer shall make any correction, alteration or deletion in the roll provided the requisition for the same is received by him within twenty-four hours of the publication of the rolls and further he is satisfied that the correction, alteration or deletion is justified. The Returning Officer may also include the name of any student inadvertently omitted from the original electoral rolls.

5. Notification of election.—The Returning Officer shall under the direction from the University, notify the election to the students, simultaneously causing it to be displayed in the college notice boards. The notification shall be issued on a Friday and the polling shall be fixed on the next Friday. The notification shall contain the programme of the election giving the following details:

(i) Date of Notification	Not less than 10 clear days before the date fixed for the poll
(ii) Date of publication of the Electoral Rolls	Succeeding working day from the date of the notification
(iii) Last date and hour for receipt of nominations	2 p. m. with 2 clear days from the date of notification
(iv) Scrutiny of nominations and publication of the list of validly nominated candidates	2.30 p. m. on the same day fixed for receipt of nomination
(v) Last date and hour fixed, withdrawal of nomination and publication of the final list of candidates	11 a.m. on the succeeding working days
(vi) Date and hour fixed for the poll	10 a. m. to 1 p. m.-6 clear days from the date of publication of the notification of the election
(vii) Date and hour for scrutiny and counting of votes	To start from 2 p. m. on the day fixed for the poll.

Note:—In evening colleges the above schedule should be followed with suitable changes in the timings.

(b) The Executive Committee shall take decisions by simple majority at its meetings and the Chairman shall have a casting vote.

Functioning.—(a) The College Union Executive Committee shall formulate the general policy and also guide the activities of the Union. It shall prepare at the beginning of each academic year an annual financial estimate for all activities of the Union and Subordinate Associations or Clubs.

(b) The College Union shall endeavour to organise a student centre to promote club activities like indoor games, photographic clubs, hobby clubs and so on. The College Union office shall also be housed here. Where a separate building is not available, the Principal may allocate separate space for this purpose.

(c) In all matters connected with the College Union, the final decision rests with the Union Executive Committee, but an appeal shall lie to the Patron, when there is a dispute.

(a) Rules for the conduct of Elections to the College Unions

1. Except as, otherwise exempted by the University, the conduct of all elections in the Colleges affiliated to the University shall be held as provided hereunder.

2. *Returning Officer*—The Principal of the College or a senior member of the staff appointed by the Principal and intimated to the University in time, shall be Returning Officer for all Union elections held in the college. He may appoint the required number of staff to assist him in the conduct of election. It shall be the responsibility of the Returning Officer to take all precautionary measures to ensure a peaceful atmosphere in the college campus during the election days.

3. *Electoral Rolls*.—The Returning Officer shall maintain electoral rolls to elect candidates at any election showing the names of students, qualified to vote thereat, serially numbered with details of their class, groups, subject etc. Copies of the electoral rolls shall be made available to the students in the office of the Returning Officer.

4. *Eligibility to take part in elections.*—(i) The names of all the students who are on the admission register of the college on the date of publication of the election notification shall be included in the electoral rolls. Only persons whose names are on the electoral rolls shall be entitled to participate in the elections:

opportunity given for payment of that instalment, the name of the student will be removed from the rolls of the college with effect from the date following the expiry of this period and the student will not get the benefit of attendance also from the date of removal from the rolls of the college. If the student is to be re-admitted, he/she has to apply for the special permission of the Principal and also has to remit all the arrears of fees with fine. No re-admission fee will be realised in such cases of re-admission. The re-admitted students will get the benefit of attendance only from the date of re-admission.

6. The last opportunity for payment of an instalment of fee mentioned in para 5 above is defined as the last working day previous to the due date of the succeeding instalment. But in the case of the last instalment, i.e., the fee due for February, the last opportunity is fixed as 5th March. If the 5th March happens to be a holiday, then the last working day previous to such date will be considered as the last opportunity.

7. The names of defaulters of an instalment should be published in the notice board immediately after expiry of the last opportunity fixed for payment of that instalment.

8. The terms are defined clearly as follows:—

I term—June, July and August-60 days

II term—September, October, November and December-72 days

III term—January, February and March-63 days.

9. Students who are admitted for a term for making up shortage of attendance for the course which the student was undergoing should pay one third of the tuition fees for the year together with full special fees and caution deposit at the time of admission. Only such of those former students of the respective colleges should be admitted as term students.

10. In the case of casual (students undergoing one year's course) all fees including special fees and caution deposit due for the whole year will be collected at the time of admission.

11. Every student is liable to pay the prescribed fee for the whole terms during any part of which his/her name is under the rolls of the college:

Provided that if a student studying in the Arts and Science Colleges and Sanskrit Colleges, for the Degree or Post-Graduate courses after obtaining Transfer Certificate from the institution is admitted to the same course of study in any other similar college, he/she shall not be called upon to pay over again the fees already paid for the term in the college which issued the T. C, But Special Fees and Caution Deposit will have to be paid again at new college.

12. A student who leaves a particular college affiliated to any of the Universities in Kerala and joins another college so affiliated during the course of a term consequent on the transfer of any of his/her parents who is/ are the employee of Government or otherwise is liable to pay the prescribed fees for the term concerned in both the colleges.

13. In the case of students admitted late after the commencement of the academic year, the fees for the preceding months, if any, must be collected at the time of admission.

14. If in a particular term, a student who stands admitted in a college but did not attend any of the class, requests permission to discontinue his/her studies in that college and takes T. C. on that accord the refund of fees may be ordered in his/her case. The claim for refund in such cases should be preferred by the student with the Principal by submitting an application within 2 months from the date of leaving the college as revealed from the entries in the Transfer Certificate issued to the applicant. If the application for refund is not submitted before this period, the claim for refund will be forfeited.

15. Refund of fees including special fees once remitted will not be granted to those students who had already paid the tuition and other special fees for one particular course in an Arts and Science College or Sanskrit College and who joins another Professional or Technical College or Institutions offering a different course of instruction and not coming under the Director of Collegiate Education or under the Scheme of Direct Payment.

(a) The Principals of the Government Institutions under the Director of Collegiate Education are empowered to sanction refund of fees in all cases mentioned above.

Wherever the term 'fees' is mentioned, it means "Tuition fees" alone.

16. If any eligible Backward Community students had paid their fees at the time of joining 'the college and such fees had been remitted into the treasury,

activities. In a Degree college each subject may have a Subject Association where membership shall be restricted to students studying that subject as the main subject at the Degree or Post-graduate level. The Head of the Department concerned shall be the President of the Association.

Elections.—(a) The elections to the College Unions shall be conducted in accordance with the provisions contained in the rules of election given as annexure.

(b) If any of the elected office bearers of the College Union, other than the Councillor to the University Union, fails to execute his duties, a member of the executive shall be nominated by the Principal on the recommendation of the Executive Committee to act in his place.

Honorary Treasurer—The Principal of the College shall be the Patron and Honorary Treasurer of the College Union. He can depute a staff member to perform his duties in his absence or if he so desires. The Honorary Treasurer shall be an ex-officio member of the College Union Executive Committee without voting power.

The Staff Adviser—It shall be competent for the Principal to nominate a senior member of the teaching staff of the College as the staff adviser of the College Union. The staff adviser shall be an ex-officio member of the Executive Committee without voting power.

Accounts.—The funds of the College Union shall be held by the Honorary Treasurer. Expenses of the Union activities shall be met from this fund with the prior sanction of the Executive Committee, except on occasions of emergency. The Honorary Treasurer shall cause to keep regular accounts of the income and expenditure of the Union.

Meetings.—(a) The Executive Committee shall meet at least once in two months. For all ordinary meetings, there shall be a notice of three clear days. Quorum for the meetings shall be not less than one half of the total number of members of the committee.

University Union Councillor.—The Councillor to the University Union shall be elected directly by and from among the students of the College. The number of Councillors from each college will be restricted to one where the strength of students is less than 500 and to two where it is 500 or more.

Editor.—The Editor of the College Magazine shall be elected directly by and from among the students of the College. No student of the final year class of a particular course shall be eligible for election as the Editor of the College Magazine. The Editor shall be responsible for the publication of the College Magazine. There shall be an Editorial Board to help the Editor in the discharge of his duties. The Editorial Board shall consist of :—

- (i) The Principal;
- (ii) The Editor (Convener);
- (iii) The Chairman of the College Union;
- (iv) The General Secretary of the College Union;
- (v) Three Student members to be nominated by the Executive Committee; and
- (vi) Two Staff members to be nominated by the Principal.

Arts Club Secretary.—The Arts Club Secretary shall be elected directly by and from among the students of the College. It shall be his duty to organise activities for promoting the artistic talents of the students of the College.

Secretary for Sports.—The Secretary for Sports shall be nominated by the Executive Committee from among the students of the College. He shall organise activities in the field of sports and games, with the help and co-operation of the General Athletic Committee constituted by the Principal.

Secretaries of Association.—Each Association shall have a Secretary elected by the members of the Association from among themselves, who shall organise its

the amount of fee so paid will be got reimbursed by the Harijan Welfare Department. The time limit prescribed in Rule 18 below shall not apply in cases of refund of this nature. The Principals of Government Colleges will claim refunds in such cases and disburse the same to the students in so far as Government Colleges are concerned. In so far as Private Colleges are concerned refund -of fee in respect of students belonging to Backward Community will be made as per the following procedure—

The Principals of the Private Arts and Science Colleges will prepare a list containing the names of such students and details of fees remitted by them with the date of collection. He will also furnish the details of remittance of these fees (included in Chalan Nos.) with dates. A certificate that the fees receipt of the above students have been realised from Harijan Welfare Department (giving details of adjustment) should invariably be recorded, thereon. The list will be got verified and the correctness of remittance duly certified by the Treasury Officer. The Principal will then address the Zonal Deputy Director for according sanction for the refund of fees to the students. The Zonal Deputy Director of Collegiate Education will verify, issue sanction and also countersign the refund bills. The Principals of Private Arts and Science Colleges after getting the refund, should disburse the amount to the concerned students after getting their proper acquittance. Such detailed statements, of disbursement should be forwarded to the Zonal Deputy Directors within a week. The Principals should not keep undischursed amount for more than a week.

17. These rules shall be deemed to have come into force with effect from 1-6-1972 i.e., the date of implementation of the Scheme of Direct Payment.

18. All claims for refund arising from the retrospective application of these rules (i.e., claims pertaining to the period from 1-6-1972 to the date of publication of these rules in the Government Gazette), should be preferred by the students concerned with the Principals of the Colleges by submitting an application to the Principal. In the case of Private Arts and Science Colleges, copy of this application will be given to the Deputy Director of Collegiate Education also. The claim should be preferred within 2 (two) months from the date of publication in the Gazette. If any student fails to prefer the claim within the stipulated period the claim for refund will be forfeited.

19. The Principals will be responsible for collection of fees as provided in these rules.

GOVERNMENT OF KERALA

Abstract

PRIVATE AND GOVERNMENT COLLEGES—REVISED RULES GOVERNING
COLLECTION OF FEES IN GOVERNMENT AND PRIVATE
COLLEGES—AMENDMENTS—ORDERS ISSUED

HIGHER EDUCATION (D) DEPARTMENT

G. O. (Ms.) No. 172/76/H. Edn. Dated, Trivandrum, 2nd November, 1976.

- Read:—
1. G. O. (Ms.) No. 95/74/Edn. dated 12-6-1974.
 2. Letters No. E2-34427/74 dated 10-9-1974 and 21-8-1976 from the Director, Collegiate Education.
 3. Letter No. GA. (D3)/9332/75 dated 7-2-1976 from the Registrar, University of Calicut.
 4. Letter No. AC. B5-1004/75 dated 19-4-1976 from the Registrar, University of Kerala.

ORDER

In the G O. read above, Government have approved the rules for collection and refund of fees in Government and Private Colleges coming under the direct payment scheme in the State. In the letter read as second paper above, the Director of Collegiate Education has proposed certain amendments to the rules. Government have examined the proposals of the Director of Collegiate Education in consultation with the Universities of Kerala and Calicut and are pleased to make the following amendments to the rules appended to the G. O. read above:—

AMENDMENT

(i) In rule 11, after the proviso, the following explanatory note shall be inserted, namely:—

“Explanatory Note:

The rules are uniformly applicable to Private and Government Colleges, and as such, the transfers from institution to institution can very well include cases of transfers from a Private College to a Government College and vice versa, and from a college affiliated to one University in the State to a college affiliated to another University in the State”.

- (6)The Arts Club Secretary;
- (7)The Secretary for Sports;
- (8)One member representing the students of each year of the Degree and Post-graduate course elected by the students of the respective years from among themselves;
- (9)Two members elected by the lady students of the College from among themselves, as far as mixed colleges-are concerned;
- (10) One member representing the students belonging to the Scheduled Castes or Scheduled Tribes to be nominated by the Executive Committee in case none of the elected members of the Committee belong to Scheduled Castes/Scheduled Tribes;
- (11) The Honorary Treasurer and Staff Adviser (Ex-officio).

Chairman.—The Chairman shall be elected by and from among the students of the College. The Chairman shall preside over all meetings and other functions on the union and regulate and control the meetings. In the absence of the Chairman, the Vice Chairman shall preside at the meeting. If both the Chairman and Vice Chairman are absent, the members present shall elect one from among themselves as the Chairman for the meeting.

Vice Chairman.—The Vice Chairman shall be elected by and from among the students of the College. In mixed Colleges, the Vice Chairman shall be a lady student.

The Vice Chairman shall perform the duties of the Chairman in his absence or as per the request of the Chairman.

General Secretary.—The General Secretary shall be elected directly by and from among the students of the College. He shall issue notices for meetings and functions of the Union and keep the minutes and .he shall generally be in charge of the conduct of all union activities. The General Secretary shall taken steps to carry out the decisions of the Executive Committee and shall be the custodian of all records relating to the union.

- a) Nature Club - Dr. Girish M.P.
- b) Media - Dr. Shobha P.
- c) Debate Club - Dr. Bindhya K.S.
- d) Perforingats & Club - Dr. Gayathridevi G.
- e) Music Club - Dr. Sumangala P.G.
- f) Vimukthi - Dr. Lekshmi Vijayan V.T.
- g) Sports Club - Sri. Aji P.L.
- h) Literary Club - Dr. Jasmine M.M.
- i) Bhoomithra Sena - Sri.Ramachandran Pillai
- j) De-addiction Club - Dr. Sreenivasan P.V.
- k) Health Club - Dr.Priya M.P.

Other Clubs and Association

- (1) Arts Club.
- (2) Jyothisha Association.
- (3) Nyaya Association.
- (4) Sahithya.Association.
- (5) Vedanta Association.
- (6) Vyakarana Association.
- (7) English Association.
- (8) Hindi Association.
- (9) Malayalam Association.
- (10) Sanskrit Association.

Executive Committee.—The College Union shall have an Executive Committee consisting of :—

- (1)The Chairman;
- (2)The Vice Chairman;
- (3)The General Secretary;
- (4)The Councillor or Councillors to the University Union;
- (5)The Editor of the College Magazine;

(i) For rule 12 the following shall be substituted, namely:—

“A student who leaves a particular college affiliated to any of the Universities in Kerala and joins another college, so affiliated during the course of a term consequent on the transfer of any of his/her parents who is/are in the employ of Government or otherwise is liable to pay the fees prescribed for the term concerned only to the college from where he gets the transfer certificates. He should produce the receipt at the college where he joins afresh”.

(ii) Under rule 14, the following Explanatory note shall be inserted, namely:—

“Explanatory Note:

A student who stands promoted to the next higher class at the end of each academic year may or may not attend the higher class in the succeeding academic year. As such liability to pay fees in the succeeding year will rise only in case the student concerned pursues his/her studies in the succeeding year. A student so promoted, if he/she pays the first instalment of fees in the succeeding year, but takes T. C. without attending any class of the succeeding year, is entitled for refund of fees, as provided for in rule 14”.

(iii) Under rule 15, the following Explanatory note shall be inserted, namely:—

“Explanatory Note:

Rule 15 has to be read in the background of rule 14. Rule 14 stipulates that a student admitted to a college will have the benefit of refund in case he/she had not attended any class prior to taking the Transfer Certificate. So long as this condition is satisfied the student has the eligibility for refund under the rule 15 as well irrespective of the fact whether he/she is discontinuing the studies in the colleges with or without the intention of prosecuting further studies in a different institution, whether it be for a professional or non-professional course”.

(iv) The following Explanatory note shall be added to rule 18 namely:—

“Explanatory Note:

As rule 14 has been introduced with retrospective effect, the time lag specified in rule 18 will be applicable to retrospective claims also”.

(v) Alter rule 19, the following shall be inserted as rule 20, namely:—

“20. These rules are not applicable to evening colleges”.

2. The above amendments will have retrospective effect from 12-6-1974.

X. CAUTION DEPOSIT RULES

1. (a) Every student for a course of study in the Government or Private Institution shall, on admission to the college at the commencement of the course or during the period of a course, be liable to pay the caution deposit prescribed for that particular course at the rates prescribed along with the first instalment of tuition fees and other special fees payable on the date of admission at the commencement of a course or along with such items of fees as are to be paid under the rules in the case where the admissions are taking place during the period of a course, as the case may be.

(b) Rates of caution deposit are given below:

B. A.	:	₹ 360
M. A.	:	₹ 600
Ph. D.	:	₹ 1200

2. Students belonging to Scheduled Castes/Scheduled Tribes/Other Eligible Communities are exempted from payment of caution deposit. As other Eligible Communities “and Other Backward Communities” are considered as different categories for the grant of educational concession from Harijan Welfare Department students belonging to “Other Backward Communities” should pay the caution deposit prescribed.

3. The caution deposit to be paid by a student for a particular course shall be retained in the institution till completion of the course of study concerned in that institution. At the end of the particular course of study the caution deposit realised from the student will be refunded to him/her on receipt of application from student in the form prescribed below and after adjusting the dues if any on account of

(i) Loss of Library books.

(ii) Recovery of fine for breakages of laboratory equipments and any other loss caused to properties of the college.

(iii) Arrears of fees, if any.

If the caution deposit is less than the amount to be realised from the student; the excess amount will be realised by other means as the Principal may decide.

CLUB & COMMUNITIES

1. Admission	- Dr. M. Harinarayanan
2. Anti Raging Cell	- Sri. Aji. P.L
3. Anti Raging Squad	- Dr. P.V. Sreenivasan
4. Staff Advicer & Helpdesk	- Dr. Sujith. S
5. Building & Accomodation	- Sri. Vinod Kumar Kattumunda
6. CDC	- Dr. M. Harinarayanan
7. Library Development	- Dr. Shaniba M.M.
8. IQAC	- Dr. Rajesh Kumar P.
9. NAAC	- Dr. Rajesh Kumar P.
10. Canteen	- Sri. Ramachandran Pillai
11. Co-Op. Store	- Dr. P.V. Sreenivasan
12. Discipline	- Dr. P.V. Sreenivasan
13. Purchase	- Sri. Vinod Kumar Kattumunda
14. RUSA	- Dr. Smitha Sabu
15. Edusat	- Dr. Renildev. M.R, Dr. Jayakrishnan Namoothiri. N.D
16. Women cell	- Smt. Leena C.P.
17. Smartclass	- Smt. Shyma Sajeev
18. Computer Lab	- Dr. Jayakrishnan Namoothiri. N.D
19. Language Labs	- Smt. Shyma Sajeev
20. Online Registration	- Dr. Sudheesh. O.S.
21. Scholarship	- Dr. Smitha Sabu
22. ASAP	- Dr. Jayakrishnan Namoothiri. N.D
23. SSP	- Dr. Sobha P.
24. WWS	- Smt. Manju T.G.
26. NIRF	- Dr. Rajesh Kumar P.
27. AISHE	- Sri. Vinod Kumar Kattumunda
28. Red Ribbon	- Dr. Sujith S.
29. Carrier Guidance & Placement	- Sri. Aji. P.L, Dr. Renil Dev. M.R
30. Reserch Forum	- Dr. M. Harinarayanan
31. Birds Club	- Dr. Girish. M.P
32. Cluster of Colleges	- Sri. Aji. P.N
33. CLMC	- Smt. Thahira P.

(d) In case of dissolution of the Association at any time, all its records and funds shall be taken over by the President and disposed of in a manner to be decided by the General Body.

(e) None of the above rules shall be altered, amended or rescinded except at a meeting of the General Body at which 20% of the members present record their vote in favour of the suggested changes.

XVI. COLLEGE UNION AND AFFILIATED ASSOCIATIONS

1. The Union shall be called the Thiruvananthapuram Government Sanskrit College Students Union.

2. All the students enrolled in the College shall be the members of the Union. They shall have the right to vote and contest in all the elections of the College Union.

3. The objectives of the Union shall be:—

(a) to train the students of the College in the duties and rights of citizenship;

(b) to promote opportunities for the development of character, leadership, efficiency, knowledge and spirit of service among students;

(c) to organise debates, seminars, work squads, touring parties and such other functions; and

(d) to promote opportunities for students to organise sports, arts and other cultural, educational, social and recreational activities that are incidental and conducive to the above objects.

4. The College shall institute a “College Union Fund”. It shall collect the prescribed fees from students towards union activities along with the first instalment of tuition fees at the beginning of each academic year and shall credit the same to the College Union Fund.

5. The College may have one or more Associations or Clubs or Forums under the College Union according to the different subjects and languages taught at Degree or Post-graduate level in the College, or as necessitated by the circumstances in the College and a student can be member of one or more Associations depending on his, subject/subjects of study.

6. The tenure of office of the College Union shall be one academic year.

Note.—For the purpose of College Union activities, the academic year shall be from June 1 to May 31 of each year.

4. The caution deposit paid by a student for a particular course in an Institution shall be refunded to him/her after adjusting dues, if any, before completion of the course in that college if the student applies for refund of the same and provided further, the student takes T. C. from the college concerned on grounds of discontinuing the course or for pursuing studies for the same or a different course in some other institution.

5. (i) It shall be the responsibility of the student to claim the refund or caution deposit paid by him/her for the particular course immediately after the closing date of the college after the expiry of the academic year in which the course is completed or earlier when the claim for refund arises under the circumstances stated in Rules (5) above.

(ii) All claims for refund of caution deposit shall be preferred before the re-opening date of the next academic year following the academic year in which the course is completed and in the case of those who discontinued or left the Institution during the tenure of a course the claim shall be preferred before the re-opening date of the next academic year following the academic year in which they would have completed the course had they continued in the Institution.

(iii) In case any student has not been promoted to a higher class on one or more occasion or has discontinued the studies for one or more academic years during the tenure of a course which he had completed after such breaks, then the time-limit mentioned in sub-rule (ii) above for claiming refund shall be extended by such number of academic years of break.

6. Immediately after expiry of the time limit prescribed for claiming the refund of the caution deposit-amount, steps will be taken by the Principals of colleges to publish the name of the students who have not claimed the deposit before the stipulated date, in the Kerala Government Gazette and if he/she is not preferring the claim for refund of caution deposit within a period of two calendar months from the date of publication of the notification of the Principal in the Gazette, the whole amount due to the student shall be permanently forfeited and the same will be withdrawn from the caution deposit account and remitted to Government revenues.

7. If, after admission to a course of study in a particular group/subject a student changes his group/subjects and if that change calls for only a lesser amount of caution deposit then the excess amount paid may be refunded to

him/her after adjusting dues if any. Similarly, if the change, in group/subject would call for payment of a higher amount of caution deposit then only the balance amount that is to be paid need be collected.

8. The students should keep in safe custody the receipt issued for, remittance of the caution deposit amount, during the tenure of the course. The caution deposit amount will be refunded only if the connected receipt issued from the college is produced along with application for refund of the caution deposit. Failure to produce the original receipt will result in forfeiture of the claim for refund. Exemption from the operation of this rule may be granted by the Principal in genuine cases where the original receipt is not in a position to be produced and provided further the Principal is personally satisfied about the identity of the applicant claiming the refund.

XI. DRESS AND BEHAVIOUR

In regard to all matters concerned with their conduct in and out of the College the students of the College are expected to conduct themselves in accordance with the best standards of manners and behaviour.

Students are required to make as little noise as possible within the College premises and in moving from one room to the other.

After the first going at the end of each working period, an interval of 5 minutes will be allowed, during which all the students must re-assemble in their places for the next class.

N.B.—The following rules of the Education Code which are applicable to the student of the College also are re-published for their information and guidance.

1. Every student shall wear clean clothes.
2. Every student shall salute the teachers on the occasion of his first meeting them for the day within College precincts.
3. On the teacher entering the class room, the students shall rise and remain standing till they are desired to sit or till the teacher takes his seat.
4. No student shall be allowed to leave the class 'room without the permission of the teacher or until the class is dismissed.
5. Students are forbidden from organising or attending any meeting in the College or collecting money for any purpose without the express permission of the Principal.

9. (a) The General Body shall be the supreme authority concerning all matters of the Association.

(b) The General Body shall meet at least once a year or oftener, if necessary.

(c) The business to be transacted at the annual meeting shall, include the following:—

(1) To receive the annual report regarding the activities of the Association for the year.

(2) To examine the audited statement of accounts of the Association for the year.

(3) To approve the budget proposals for the ensuing year.

(4) To consider any amendment to bye-laws.

(5) To elect office bearers for the ensuing year.

(d) The quorum for a General Body meeting shall be 25 or 1/5 of the total number of members on the rolls whichever is less.

(e) Seven days notice shall ordinarily be given for all meetings of the General Body either by direct intimation or by publishing such information in local dailies, non-receipt of such information by any member shall not however invalidate any of the proceedings of the General Body meeting.

(f) A special meeting of the General Body shall be convened at the written requisition of at least 25 members or when authorised to do so by the President. Such meeting shall dispense only the specific matter for which the meeting has been convened. The rule regarding notice and quorum shall apply to such meetings also.

(g) The President and in his absence the Vice-President shall preside over all meetings of, the General Body. In the absence of both, any member elected from among the members present shall preside.

(h) All decisions of the General Body shall be on the basis of a majority of votes. In case of equality of votes, the President of the meeting shall have a casting vote.

10. *General.—(a)* The Association shall have a common seal which shall be in the safe custody of the President/Secretary..

(b) Any document executed by the Association shall be signed by the President and the Secretary.

(c) In case of any Legal Proceedings before a court by or against the Association, the Association shall be represented by its Secretary.

(g)He shall get the annual statement of accounts prepared and audited and such audited statements shall be placed before the committee and the General Body.

(h)He shall keep an imprest advance of 500 to meet unforeseen expenses. The balanCe amount shall be deposited in any scheduled bank approved by the General Body.

Vice-president.—(a) He shall be elected from among the parents/ guardians.

(b) In the absence of the President, Vice-President shall perform all the duties of the President.

The Secretary.—He shall have the following powers:

(a)To enroll members.

(b)To maintain proper registers and records, to keep in a safe custody all official papers of the Association and to attend to the day-to-day correspondence of the Association..

(c)To convene meetings of the committee or of the General Body when authorised to do so by the President.

(d)To keep a correct record of the proceedings of all Committee and General Body meetings.

(e)To perform all other functions as may be assigned to them from time to time by the President or by the Committee.

(f)To incur such expenditure as may become necessary.

8. *Committee Meetings.*—(a) The quorum for a meeting of the committee shall be six.

(b)The President shall preside over all committee meetings and in his absence the Vice-President. In case the Vice-President is also absent, the members of .the committee present shall nominate one from among themselves to be the President of the meetings.

(c)Three day’s notice shall ordinarily be given for all Committee meetings.

(d)Special meetings of the Committee may be convened by the President at the written request of at least 4 members of the committee.

(e)All decisions shall be by a majority of votes.. In case of equality of votes, the President of the meeting shall have a casting vote.

6.Any student—

(a)who is persistently insubordinate,

(b)who is repeatedly or wilfully, mischievous,

(c)who is guilty of fraud or malpractice in connection with examination, or

(d)who is in the opinion of the Principal, is likely to have unwholesome influence on this fellow students,

shall be removed from the rolls. The removal shall be either temporary or permanent according to the gravity of the offence.

Every student should have an identity card duly attested by the Principal on the latest photograph of the student.

XII. THE COLLEGE LIBRARY AND READING ROOM (RULES GOVERNING THE COLLEGE LIBRARY)

1.The Library shall be open from 9.30 a. m. to 4.30 p. m. on all working days of the College.

2.Books will be issued between 9.30 a.m. to 4.30 p.m. to all classes. Private books and personal belongings should not be taken into the library.

3.A student is permitted to borrow at a time only two books from the library.

4.The above rule will also apply for books lent during the vacation.

5.Books taken out by the students shall not be retained by them for more than a fortnight from the date of issue. If the due, date falls on a holiday, the book must be returned on the next working day. Books taken out before the commencement of a vacation must be returned not later than the third day after the re-opening of the college.. If the books are not returned within the third day after the re-opening, fine will be levied from the re-opening day.

6.Failure to return a book on the due date entails on the students a fine of one rupee per day of delay for each book.

7.Failure to pay library fines or to return the books before the due date by a student entails on him loss of privilege to borrow any books from the library till the over due books are returned and all dues are cleared.

8.Appeals for reduction of fines etc., shall be made in writing to the Principal.

9.Books will not be renewed. But if there is no reservation for a book it may be re-issued after return.

10. The transfer or sub-lending of books taken out on loan from the library, is strictly prohibited.

11. Books will be issued from the library to the students of various classes as following:

Thursday	: I & II D. C.
Friday	: HI D. C. & M. A. I & II.

12. Books of reference, illustrated and rare books, and special books and collections shall not be lent out.

13. Uncatalogued and unnumbered books, current numbers of periodicals, etc., shall not be issued to any student or members of the staff.

14. Every person taking a book out of the library and every reader within the library shall be responsible for the safe custody and preservation in good condition of the book lent to him.

15. Borrowers are responsible for loss or damage to books taken out on loan or for consultation by them. The marking of books with ink or pencil underlining of passages, writing of remarks etc., are strictly forbidden.

16. If a book belonging to a set or series is lost or damaged and a new volume is not separately available, the borrower shall be required to replace the whole set of series. The defaced or damaged book, set or series, will be given to the borrower after its replacement.

17. Before leaving the library, borrowers shall examine the books taken by them and point out to the librarian, any mutilation or defect in any book and have these defects etc., noted in the book and initialled by him. Otherwise, the borrowers will be held responsible for any damage of mutilation observed at the time of return.

18. It shall be the duty of the librarian to examine the books returned by the borrower and take immediate action in all cases of mutilation or damage.

19. Smoking in the library is strictly prohibited.

20. Books taken out for consultation must not be returned to the shelves by the readers, they shall be handed over to the librarian.

21. Reference books shall be lent for a week to members of the teaching staff only and that with the permission of the Principal.

22. Any book may be recalled at any time even if the period of loan has not expired.

23. Every members to whom a book is issued shall sign his name in acknowledgement of having received it, in the appropriate column in the issue, register kept for the purpose.

(c)The term of office of the committee shall be for a period of one year (the year for the purpose shall be the calendar year).

(d)A committee once elected shall continue to hold office till the end of She calendar year or a new committee assumes charge, whichever is later.

6. *Powers and responsibilities of the Executive Committee.*—Subject to the approval of the General Body of the Association, the committee shall have the following powers:—

(a)To manage all affairs of the Association, to incur and meet all necessary expenses and do all. such acts as are not inconsistent with these rules.

(b)To enlist members.

(c)To hold meeting of the committee at least once in a term or when deemed necessary.

(d)To periodically check the registers and the other records of the Association and to scrutinise fee statement of accounts.

(e)To scrutinise the annual report, the audited statement of accounts for the year and for the ensuing year to be placed before the General Body.

(f)To implement all decisions taken by the General Body.

(g)To suggest amendments to any of the existing rules and to frame new rules for consideration of General Body.

(h)To fill up any casual vacancy in the committee by co-option. To form sub-committees for specific purposes.

7. *Duties of the office Bearers—President.*—(a) The Principal shall be Ex-officio President and the Treasurer of the Association.

(b)He/She shall have control over the affairs of the Association and shall preside over all committee meetings and the meetings of the General Body.

(c)He shall have powers to convene meetings of the committee and of the General Body either on his own initiative or on the written requisition of at least 5 members in the case of the committee and 25 members in case of General Body meetings.

(d)He shall be the sole custodian of all the funds of the Association and all the connected account books, receipt books, vouchers, pass books etc.

(e)He shall have powers to operate the Accounts of the Association and to incur such expenditure as may be approved by the Committee.

(f)He shall maintain proper records of all receipts and payments and such records shall be presented before the committee at its meetings.

XV. CONSTITUTION OF THE PARENT
TEACHERS ASSOCIATION

1. *Name.*—The name of this Association shall be “The Parent Teachers Association”College.....

2. *Office.* — The office of the Association shall be located at the
.....College.....

3. *Aims and Object*—The aims and object of the Association shall be:—

(a) to foster and promote good relationship among the members of the teaching staff, students and guardians of the students.

(b) to create in its members a keen interest for the smooth working and the progress of the college and for maintaining good discipline and high academic standards.

(c) to institute scholarship, prizes, medals etc., to benefit students showing a high proficiency in their studies.

(d) to provide and ensure amenities to the students of the college.

4. *Membership.*—(a) The parents/guardians of all the students on the rolls of the college during a year shall be eligible to be members of the Association.

(b) Every member shall pay an annual membership fee of 10 (Ten) to the Association.

(c) When a student is removed from the rolls of the college, the parent/guardian of the student shall *ipso facto cease* to be a member of the Association.

(d) The Principal and the other members of the teaching staff shall be *ipso facto* be members of the Association.

5. *Administration.*—(a) The administration of the Association shall vest in an executive committee, hereinafter referred to as the committee, elected for the purpose.

(b) The committee shall consist of:—

- | | | |
|-----------------------|---|---|
| (i) A President | } | Elected from among the parents
or guardians. |
| (ii) A Vice President | | |
| (iii) Secretary | | |

Not more than 8 other members of which at least 4 shall represent the parents/guardians and 4 the teaching staff.

24. The Librarian shall sent to the Principal every month a list of students who have incurred library fines during that month together with a statement of books overdue from students for necessary action. Fines collected shall be remitted to the office every Friday.

25. A member of the teaching staff can take six books excluding text books from the General Library. This is in addition to the text books and other books for classworks he/she can take from his/her subject library. From each of the other Section Libraries he can take two books. No member of teaching staff is permitted to keep more than 25 books at a time, except with the sanction of the Principal.

26. All books taken by the teaching and non-teaching staff are to be returned in time for the annual stock verification. All books are to be returned if a member of the staff takes leave for more than a month.

27. Every student shall pay library fee of ₹ 4 per year.

28. If a student accidentally losses a book borrowed by him from the library, he shall immediately report the matter to the Principal and pay the cost of the book together with fine up-to-date to the librarian.

If the book is not available in the market, value at the following rate should be realised:

(a) Book published before 1-1-1946-10 times of the face value.

(b) Book published from 1-1-1946 to 1-1-1970-6 times of the face value.

(c) Book published after 1-1-1970—3 times of the face value.

29. All arrears of library fines due shall be paid by the students before they received their hall tickets for the University Examinations at the termination of their academic course, or before they receive their transfer certificates if they leave before the completion of their academic course.

30. These rules apply to the general and every other library in the college. In all matter regarding the library the decision of the Principal shall be final.

XIII. COLLEGE COUNCIL

1.The College Council shall consists of the Principal and the Heads of Departments of each subject of study and two members elected from among the teaching staff.

2.The Principal shall be the ex-officio President of the Council. The Council shall appoint one of its members as the Secretary and the member so appointed shall hold office for one year, but shall be eligible for re-election.

3.The general administration of the college shall vest in the Principal subject to the Control of the Director of Collegiate Education. Some of the general administrative work of the College may be distributed by the Principal among the members of the Council to be done under the general supervision of the Principal, e.g., Library, Athletics, maintenance of buildings and grounds, etc.

4.The Council is empowered to consider and report on any question concerning accommodation, courses of instruction or rules of discipline referred to it by the Principal, but it shall not interfere in any manner with the general administration of the college which is vested in the Principal acting under the orders of the Director of Collegiate Education.

5.All questions of promotion, term certificates and scholarships shall ordinarily be decided by the Principal.

6.All cases of serious misconduct on the part of students involving loss of their term certificates or their removal or expulsion from the college shall be dealt with by the Principal, ordinarily in consultation with the College Council.

7.Meetings of the Council shall be convened at such times as the Principal may consider necessary. He shall also convene a meeting when required to do so by the Director of Collegiate Education or on the written requisition of not less than two of members.

8.Not less than three day's notice of a meeting shall ordinarily be given to each member. The notice should ordinarily be accompanied by the agenda paper.

9.It shall be the duty of the Secretary to given notice of the meetings of the Council, to keep a record of the proceedings of such meetings and to forward to the Director of Collegiate Education through the Principal a copy of the proceedings of each meeting.

10.The Principal or in his absence, the senior officer present shall take the Chair at all meetings of the Council.

11.Not less than a majority of the members shall form the quorum and all questions shall be decided by a majority of the votes of members present. If the votes including the vote of the Chairman are equally divided, the Chairman shall have a casting vote. The Principal may over rule the decision of the College Council, but in such case he shall make a report to the Director of Collegiate Education setting forth his reasons for doing so.

12.The Chairman shall be the sole Judge of any point of Order. He may call any member to order and shall have power to take any action as may be necessary to enforce his decision.

13.The budget shall be framed by the Principal in consultation with the members of the Council and forwarded to the Director of Collegiate Education.

14.Notwithstanding anything contained in the foregoing rules, it shall be competent to the Principal to dispose of any matter which should ordinarily be disposed of by the Council.

XIV. TUTORIAL SYSTEM

1.All the students who do not live with parents or guardians or with their own families, should reside either in the Government hostel or in an approved hostel, or in lodgings approved by the college.

2.Students shall forward to the college office information in regard to their residence, in the prescribed form obtainable in the office, within seven days of joining the college.

3.Every student will be placed under the supervision of a member of the staff who "will act as his tutor, conduct the inspection of his lodging and supervise generally his studies and Conduct.

4.There shall be a meeting of the tutorial group once in a fortnight. The occasion shall be made use for a free and frank discussion between the tutor and the students, of the problems confronting them.

5.Changes in lodging should be reported to the supervising tutor as well as to the college office, within seven days of the change.

6.Failure to report changes and to submit a statement of residence will be regarded as serious breaches of discipline.

7. At the end of each term a report should be prepared by tutors and submitted to the Principal.

8.Tutors should keep the parents and guardians informed of the progress and conduct of the pupils at the end of every term.

9.All leave applications should be submitted to the Principal through the tutors.