



Compilation of IMU's Act, Statutes, Ordinance and Regulations

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भारत का राजपत्र
The Gazette of India

EXTRAORDINARY
PART II — Section 1
PUBLISHED BY AUTHORITY

No. 31] NEW DELHI, TUESDAY, NOVEMBER 11, 2008 /KARTIKA 20, 1930
Separate paging is given to this Part in order that it may be filed as a separate compilation.

MINISTRY OF LAW AND JUSTICE
(Legislative Department)

New Delhi, the 11th November, 2008/Kartika 20, 1930 (Saka)

The following Act of Parliament received the assent of the President on the 11th November, 2008, and is hereby published for general information:—

THE INDIAN MARITIME UNIVERSITY ACT, 2008

No. 22 OF 2008

[11th November, 2008.]

An Act to establish and incorporate a teaching and affiliating University at the national level to facilitate and promote maritime studies and research and to achieve excellence in areas of marine science and technology, marine environment and other related fields, and to provide for matters connected therewith or incidental thereto.

BE it enacted by Parliament in the Fifty-ninth Year of the Republic of India as follows:—

1. (1) This Act may be called the Indian Maritime University Act, 2008.
- (2) It shall come into force on such date as the Central Government may, by notification in the Official Gazette, appoint.

Short title and
commence-
ment.

Definitions.

2. In this Act, and in all Statutes made hereunder, unless the context otherwise requires,—

- (a) “Academic Council” means the Academic Council of the University;
- (b) “academic staff” means such categories of staff as are designated as academic staff by the Ordinances;
- (c) “Board of Affiliation and Recognition” means Board of Affiliation and Recognition of the University;
- (d) “Board of Studies” means the Board of Studies of the University;
- (e) “Campus” means the unit established or constituted by the University for making arrangements for instruction, research, education and training;
- (f) “Certificate of Competency” means a certificate issued by the competent authority under the Merchant Shipping Act, 1958; 44 of 1958.
- (g) “Chancellor”, “Vice-Chancellor” and “Pro-Vice-Chancellor” mean, respectively, the Chancellor, Vice-Chancellor and Pro-Vice-Chancellor of the University;
- (h) “College” means a college maintained by or admitted to the privileges of the University for imparting education and training in maritime studies or in its associated disciplines;
- (i) “Court” means the Court of the University;
- (j) “Department” means a Department of Studies; and includes a Centre of Studies;
- (k) “Director-General” means the Director-General of Shipping appointed by the Government of India under section 7 of the Merchant Shipping Act, 1958; 44 of 1958.
- (l) “Distance Education System” means the system of imparting education through any means of communication, such as broadcasting, telecasting, correspondence courses, seminars, contact programmes, e-learning or the combination of any two or more such means;
- (m) “Employee” means any person appointed by the University and includes teachers and other staff including deputationists of the University;
- (n) “Executive Council” means the Executive Council of the University;
- (o) “Finance Committee” means the Finance Committee of the University;
- (p) “Governing Body” in relation to a college or an institution, means the Governing Body or any other body, by whatever name called, charged with the management of the affairs of such college or institution, as the case may be, and recognised as such by the University;
- (q) “Hall” means a unit of residence for the students of the University, or of a College or an Institution, maintained by the University;
- (r) “Institution” means an institution, school, college or centre of studies maintained by or admitted to the privileges of the University for imparting education and training in maritime studies or in its associated disciplines;
- (s) “Notification” means a notification published in the Official Gazette;
- (t) “Off-shore Campus” means an institution, college, centre, school or campus of the University, that could be established outside the country;
- (u) “Planning Board” means the Planning Board of the University;

(v) "Principal" means the head of a college or an institution;

(w) "Recognised Institution" means an institution admitted to the privileges of the University for imparting education in maritime studies or its associated disciplines;

(x) "Recognised teachers" means such persons as are recognised by the University for the purpose of imparting instructions in a college or an institution admitted to the privileges of the University;

(y) "School" means a School of Studies of the University;

(z) "Statutes", "Ordinances" and "Regulations" mean, respectively, the Statutes, the Ordinances and the Regulations made under this Act;

(za) "University" means the Indian Maritime University established under this Act;

(zb) "teachers of the University" means Professors, Associate Professors, Assistant Professors, Readers, Senior Lecturers, Lecturers and such other persons as may be appointed for imparting instruction or conducting research in the University or in any college or institution maintained by the University; and

(zc) "University Grants Commission" means the commission established under section 4 of the University Grants Commission Act, 1956.

3 of 1956.

3. (1) There shall be established a University by the name of Indian Maritime University.

The
University.

(2) The headquarters of the University shall be at Chennai with its campuses at Mumbai, Kolkata, Chennai, Vishakhapatnam and such other places within its jurisdiction as it may deem fit.

(3) The first Chancellor, the first Vice-Chancellor, the first members of the Court, the Executive Council, the Academic Council, the Planning Board and all persons who may hereafter become such officers or members, so long as they continue to hold such office or membership, shall constitute the University.

(4) The University shall have perpetual succession and a common seal and shall sue and be sued by the said name.

(5) The University shall be both, a teaching and an affiliating University.

4. The objects of the University shall be,—

Objects of the
University.

(i) to facilitate and promote maritime studies, training, research and extension work with focus on emerging areas of studies like oceanography, maritime history, maritime laws, maritime security, search and rescue, transportation of dangerous cargo, environmental studies and other related fields, and also to achieve excellence in these and connected fields and other matters connected therewith or incidental thereto;

(ii) to promote advanced knowledge by providing institutional and research facilities in such branches of learning as it may deem fit and to make provisions for integrated courses in Science and other key and frontier areas of Technology and allied disciplines in the educational programmes of the University;

(iii) to take appropriate measures for promoting innovations in teaching-learning process, inter-disciplinary studies and research; and to pay special attention to the promotion of educational and economic interests and welfare of the people of India;

(iv) to promote freedom, secularism, equality and social justice as enshrined in the Constitution of India and to act as catalyst in socio-economic transformation by promoting basic attitudes and values of essence to national development; and

(v) to extend the benefits of knowledge and skills for development of individuals and society by associating the University closely with local, regional and national issues of development.

Powers of the University.

5. The University shall have the following powers, namely:—

(i) to provide for instruction in such branches of learning as the University may, from time to time, determine and to make provision for research and for the advancement and dissemination of knowledge;

(ii) to make provision for recognised institutions to undertake special studies;

(iii) to establish and maintain campuses, colleges, institutions, departments, laboratories, libraries, museums, centres of research, training and specialised studies;

(iv) to establish and maintain hostels, health centres and other related facilities like auditoria, playgrounds, gymnasiums, swimming pools, training ships;

(v) to provide for establishment of campuses for serving a group of recognised colleges and to provide for and maintain common resource centres in such campuses in the form of libraries, laboratories, computer centres and the like centres of learning;

(vi) to grant, subject to such conditions as the University may determine, diplomas for certificates other than Certificates of Competencies of Sea-farers, which shall continue to be issued by Director-General of Shipping, Government of India till the Central Government otherwise decides, and confer degrees and other academic distinctions on the basis of examinations, evaluation or any other method of testing on persons, and to withdraw any such diplomas, certificates, degrees or other academic distinctions for good and sufficient cause;

(vii) to confer honorary degrees or other distinctions in the manner prescribed by the Statutes;

(viii) to organise and to undertake extra-mural studies, training and extension services;

(ix) to institute Directorships, Principalships, Professorships, Associate Professorships, Assistant Professorships and other teaching or academic positions, required by the University and to appoint persons to such Principalships, Professorships, Associate Professorships, Assistant Professorships or academic positions;

(x) to provide for the terms and conditions of service of—

(i) Directors, Principals and teachers and other members of the academic staff appointed by the University;

(ii) teachers and other members of the academic staff appointed by any college or institution; and

(iii) any other employee of recognised college or institution, whether appointed by the University or such college or institution;

(xi) to appoint persons working in any other University or organisation as teachers of the University for a specified period;

(xii) to recognise an institution of higher learning for such purposes as the University may determine and to withdraw such recognition;

(xiii) to organise and conduct refresher courses, workshops, seminars and other programmes for teachers, evaluators and other academic staff;

(xiv) to appoint on contract or otherwise visiting Professors, Emeritus Professors, Consultants, Scholars and such other persons who may contribute to the advancement of the objects of the University;

(xv) to create teaching, non-teaching, administrative, ministerial and other posts in the University and to make appointments thereto;

(xvi) to co-operate or collaborate or associate with any other University or authority or institution of higher learning within India or abroad, in such manner and for such purposes as the University may determine;

(xvii) to approve appointment of persons for imparting instructions in any institution admitted to the privileges of the University and to withdraw such approval;

(xviii) to inspect recognised institutions through suitable machinery established for the purpose, and to take measures to ensure that proper standards of instruction, teaching and training are maintained by them, and adequate library, laboratory, hospital, workshop and other academic facilities are provided for;

(xix) to prescribe fees and other charges to be levied on the students of self-financing colleges and institutions;

(xx) to coordinate the work of different colleges and institutions working in the same and similar areas;

(xxi) to set up central facilities like computer centre, training centre, instrumentation centre, library, simulators;

(xxii) to set up curriculum development centres for different subjects;

(xxiii) to admit to its privileges colleges and institutions, not maintained by the University, and to withdraw all or any of those privileges in accordance with such conditions as may be prescribed by the Statutes;

(xxiv) to recognise guide, supervise and control Halls not maintained by the University and other accommodation for students, and to withdraw any such recognition;

(xxv) to make provision for research and advisory services and for that purpose, to enter into such arrangements with other institutions or bodies as the University may deem necessary;

(xxvi) to prescribe fees for recognising of colleges and institutions;

(xxvii) to determine standards of admission to the University which may include examination, evaluation or any other method of testing;

(xxviii) to institute and award fellowships, scholarships, studentships, assistantships, medals and prizes;

(xxix) to demand and receive payment of fees and other charges;

(xxx) to supervise the residences of the students of the University and to make arrangements for promoting their health and general welfare;

(xxxi) to make such special arrangements in respect of women students as the University may consider desirable;

(xxxii) to regulate the conduct of the students of the University and of colleges and institutions;

(xxxiii) to control and regulate admission of students for various courses of study in Departments, recognised institutions, schools and centres of studies;

(xxxiv) to regulate the work and conduct of the employees of the University and of the employees of the colleges and institutions;

(xxxv) to regulate and enforce discipline among the employees and students of the University and to take such disciplinary measures in this regard as may be deemed necessary;

(xxxvi) to prescribe code of conduct for managements of recognised colleges and institutions;

(xxxvii) to make arrangements for promoting the health and general welfare of the employees of the University and those of colleges and institutions;

(xxxviii) to receive benefactions, donations and gifts from persons and to name after them such chairs, institutions, buildings and the like, the University may determine, whose gift or donation to the University is worth such amount as the University may decide;

(xxxix) to acquire, hold, manage and dispose of any property, movable or immovable, including trust and endowment properties for the purposes of the University;

(xl) to borrow, with the approval of the Central Government, on the security of the property of the University, money for the purposes of the University;

(xli) to assess needs of the students in terms of subjects, fields of specialisation, levels of education and training of technical manpower, both on short and long term basis, and to initiate necessary programmes to meet these needs;

(xlii) to initiate measures to enlist the co-operation of the industry to provide complementary facilities;

(xliii) to provide for instruction through “distance learning” and “open approach” and for mobility of students from the non-formal open learning stream to the formal stream and *vice versa*;

(xliv) to establish such campuses, special centres, specialised laboratories or other units for research and instruction as are, in the opinion of the University, necessary for the furtherance of its objective;

(xlv) to confer autonomous status on a college or an institution or a Department, as the case may be, in accordance with the Statutes;

(xlvi) to arrange for the training to upgrade maritime standard of the employees of the industry and institutes and to levy fees for such training as prescribed by the Statutes;

(xlvii) to establish Off-shore Campus at any place outside the Country as and when it is considered necessary for advancing the aims and objectives of the University; and

(xlviii) to do all such other acts and things as may be necessary, incidental or conducive to the attainment of all or any of its objects.

Jurisdiction.

6. The jurisdiction of the University shall extend to the whole of India.

University open to all classes, castes and creed.

7. The University shall be open to persons of either sex and of whatever caste, creed, race or class, and it shall not be lawful for the University to adopt or impose on any person, any test whatsoever of religious belief or profession in order to entitle him to be appointed as a teacher of the University or to hold any other office therein or be admitted as a student in the University or to graduate thereat or to enjoy or exercise any privilege thereof :

Provided that nothing in this section shall be deemed to prevent the University from making special provisions for the employment or promotion of educational interests of women, physically handicapped or of persons belonging to the weaker sections of the society and, in particular, of the Scheduled Castes and the Scheduled Tribes.

Fund of the University.

8. (1) There shall be a University Fund which shall include—

(a) any contribution or grant made by the Central Government or an instrumentality of the Central Government;

- (b) any contribution or grant made by the State Governments;
- (c) any contribution from the shipping companies, off-shore construction companies and diving companies;
- (d) any bequests, donations, endowments or other grants made by any private individual or institution;
- (e) income received by the University from fees and charges; and
- (f) amounts received from any other source.

(2) The said fund shall be utilised for such purposes of the University and in such manner as may be prescribed by the Statutes and the Ordinances.

9. (1) The President of India shall be the Visitor of the University.

The Visitor.

(2) The Visitor may, from time to time, appoint one or more persons to review the work and progress of the University, including colleges and institutions managed by it, and to submit a report thereon; and upon receipt of that report, the Visitor may, after obtaining the views of the Executive Council thereon through the Vice-Chancellor, take such action and issue such directions as he considers necessary in respect of any of the matters dealt with in the report and the University shall be bound to comply with such directions.

(3) The Visitor shall have the right to cause an inspection to be made by such person or persons as he may direct, of the University, its buildings, libraries, laboratories and equipment, and of any college, institution or Campus maintained by the University or admitted to its privileges; and also of the examinations, instruction and other work conducted or done by the University and to cause an inquiry to be made in like manner in respect of any matter connected with the administration or finances of the University, colleges or institutions.

(4) The Visitor shall, in every matter referred to in sub-section (3), give notice to the University of his intention to cause an inspection or inquiry to be made,—

(a) to the University, if such inspection or inquiry is to be made in respect of the University or any college or institution maintained by it, or

(b) to the management of the college or institution, if the inspection or inquiry is to be made in respect of the college or institution admitted to the privileges of the University,

and the University or the management, as the case may be, shall have the right to make such representations to the Visitor, as it may consider necessary.

(5) After considering the representations, if any, made by the University or the management, as the case may be, the Visitor may cause to be made such inspection or inquiry as is referred to in sub-section (3).

(6) Where any inspection or inquiry has been caused to be made by the Visitor, the University or the management shall be entitled to appoint a representative, who shall have the right to be present in person and be heard at such inspection or inquiry.

(7) The Visitor may, if the inspection or inquiry is made in respect of the University, college or institution maintained by it, address the Vice-Chancellor with reference to the result of such inspection or inquiry together with such views and advice with regard to the action to be taken thereon, as the Visitor may be pleased to offer, and on receipt of address made by the Visitor, the Vice-Chancellor shall communicate forthwith to the Executive Council the results of the inspection or inquiry, and the views of the Visitor and the advice tendered by him upon the action to be taken thereon.

(8) The Visitor may, if the inspection or inquiry is made in respect of any college or institution admitted to the privileges of the University, address the management concerned through the Vice-Chancellor with reference to the result of such inspection or inquiry, his views thereon and such advice as he may be pleased to offer upon the action to be taken thereon.

(9) The Executive Council or the management, as the case may be, shall communicate, through the Vice-Chancellor to the Visitor such action, if any, as it proposes to take or has been taken upon the result of such inspection or inquiry.

(10) Where, the Executive Council or the management, does not, within a reasonable time, take action to the satisfaction of the Visitor, the Visitor may, after considering any explanation furnished or representation made by the Executive Council or the management, issue such directions as he may think fit and the Executive Council shall comply with such directions.

(11) Without prejudice to the foregoing provisions of this section, the Visitor may, by order in writing, annul any proceeding of the University which is not in conformity with the Act, the Statutes or the Ordinances:

Provided that before making any such order, the Visitor shall call upon the Registrar to show cause why such an order should not be made, and, if any cause is shown within a reasonable time, he shall consider the same.

(12) Notwithstanding anything contained in the foregoing provisions, the Visitor may give any direction to the University after giving an opportunity to the University as the circumstances warrant.

(13) The Visitor shall have such other powers as may be prescribed by the Statutes.

Officers of
the Univer-
sity.

10. The following shall be the officers of the University:—

- (1) the Chancellor;
- (2) the Vice-Chancellor;
- (3) the Pro-Vice-Chancellor;
- (4) the Deans of Schools;
- (5) the Directors;
- (6) the Registrars;
- (7) the Finance Officer; and
- (8) such other officers as may be declared by the Statutes to be officers of the University.

The
Chancellor.

11. (1) The Chancellor shall be appointed by the Visitor in such manner as may be prescribed by the Statutes.

(2) The Chancellor shall, by virtue of his office, be the Head of the University.

(3) The Chancellor shall, if present, preside at the convocations of the University held for conferring degrees.

The Vice-
Chancellor.

12. (1) The Vice-Chancellor shall be appointed by the Visitor in such manner as may be prescribed by the Statutes.

(2) The Vice-Chancellor shall be the principal executive and academic officer of the University, and shall exercise general supervision and control over the affairs of the University and give effect to the decisions of all the authorities of the University.

(3) The Vice-Chancellor may, if he is of opinion that immediate action is necessary on any matter, exercise any power conferred on any authority of the University by or under this Act and shall report to such authority the action taken by him on such matter:

Provided that if the authority concerned is of opinion that such action ought not to have been taken, it may refer the matter to the Visitor whose decision thereon shall be final:

Provided further that any person in the service of the University who is aggrieved by the action taken by the Vice-Chancellor under this sub-section shall have the right to appeal against such action to the Executive Council within three months from the date on which decision on such action is communicated to him and thereupon the Executive Council may confirm, modify or reverse the action taken by the Vice-Chancellor.

(4) The Vice-Chancellor, if he is of the opinion that any decision of any authority of the University is beyond the powers of the authority conferred by the provisions of this Act, the Statutes or the Ordinances or that any decision taken is not in the interest of the University, may ask the authority concerned to review its decision within sixty days of such decision and if the authority refuses to review the decision either in whole or in part or no decision is taken by it within the said period of sixty days, the matter shall be referred to the Visitor whose decision thereon shall be final.

(5) The Vice-Chancellor may cause an inspection to be made by such person or persons as he may direct, of a college or an institution not being maintained by the University, its buildings, libraries, laboratories and equipment, and also examinations, teaching and other work conducted or done by the college or the institution and cause an inquiry, to be made in the like manner, in respect of any matter connected with the administration or finance of the college or the institutions.

(6) The Vice-Chancellor shall exercise such other powers and perform such other duties as may be prescribed by the statutes or the Ordinances.

13. The Pro-Vice-Chancellor shall be appointed in such manner, on such terms and conditions of service, and shall exercise such powers and perform such duties, as may be prescribed by the Statutes.

The Pro-Vice-Chancellor.

14. Every Dean of a School shall be appointed in such manner and shall exercise such powers and perform such duties, as may be prescribed by the Statutes.

Deans of Schools.

15. Every Director shall be appointed in such manner, on such terms and conditions of service, and perform such duties, as may be prescribed by the Statutes.

Directors.

16. (1) Every Registrar shall be appointed in such manner, as may be prescribed by the Statutes.

Registrars.

(2) The Registrar shall have the power to enter into agreement, sign documents and authenticate records on behalf of the University.

(3) Every Registrar shall exercise such powers and perform such duties, as may be prescribed by the Statutes.

17. The Finance Officer shall be appointed in such manner and shall exercise such powers and perform such duties, as may be prescribed by the Statutes.

The Finance Officer.

18. The manner of appointment and powers and duties of the other officers of the University shall be prescribed by the Statutes.

Other officers.

19. The following shall be the authorities of the University:—

Authorities of the University.

(1) the Court;

(2) the Executive Council;

(3) the Academic Council;

(4) the Planning Board;

(5) the Board of Affiliation and Recognition;

(6) the Boards of Schools;

(7) the Finance Committee; and

(8) such other authorities as may be declared by the Statutes to be the authorities of the University.

- The Court. **20.** (1) The constitution of the Court and the term of office of its members shall be prescribed by the Statutes.
- (2) Subject to the provisions of this Act, the Court shall have the following powers and functions, namely:—
- (a) to review, from time to time, the broad policies and programmes of the University and to suggest measures for the improvement and development of the University;
- (b) to consider and pass resolutions on the annual report and the annual accounts of the University and the audit report on such accounts;
- (c) to advise the Visitor in respect of any matter which may be referred to it for advice; and
- (d) to perform such other functions as may be prescribed by the Statutes.
- The Executive Council. **21.** (1) The Executive Council shall be the principal executive body of the University.
- (2) The constitution of the Executive Council, the term of office of its members and its powers and functions shall be prescribed by the Statutes.
- The Academic Council. **22.** (1) The Academic Council shall be the principal academic body of the University and shall, subject to the provisions of this Act, the Statutes and the Ordinances, have the control and supervision over, and be responsible for, the maintenance of standards of instruction, education and examination within the University and shall exercise such other powers and perform such other duties as may be conferred or imposed upon it.
- (2) The Academic Council shall have the right to advise the Executive Council on all academic matters.
- (3) The constitution of the Academic Council and the term of office of its members shall be such as may be prescribed by the Statutes.
- The Board of Affiliation and Recognition. **23.** (1) The Board of Affiliation and Recognition shall be responsible for admitting colleges and institutions to the privileges of the University.
- (2) The constitution of the Board of Affiliation and Recognition, the term of office of its members and its powers and duties shall be such as may be prescribed by the Statutes.
- The Planning Board. **24.** (1) The Planning Board shall be the principal planning body of the University.
- (2) The Planning Board shall be responsible for monitoring the development of the University.
- (3) The constitution of the Planning Board, term of office of its members and its powers and functions shall be prescribed by the Statutes.
- The Boards of Schools. **25.** (1) There shall be such number of Boards of Schools as the University may determine from time to time.
- (2) The constitution, powers and functions of the Boards of Schools shall be such as may be prescribed by the Statutes.
- The Finance Committee. **26.** The constitution, powers and functions of the Finance Committee shall be prescribed by the Statutes.
- Other authorities of the University. **27.** The constitution, powers and functions of other authorities, as may be declared by the Statutes to be the authorities of the University, shall be prescribed by the Statutes.
- Power to make statutes. **28.** Subject to the provisions of this Act, the Statutes may provide for all or any of the following matters, namely:—

(a) the constitution, powers and functions of the authorities and other bodies of the University, as may be constituted from time to time;

(b) the election and continuance in office of the members of the said authorities and bodies, the filling up of vacancies of members, and all other matters relating to those authorities and other bodies for which it may be necessary or desirable to provide;

(c) the manner of appointment of the officers of the University, terms and conditions of service, their powers and duties and emoluments;

(d) the manner of appointment of teachers, academic staff and other employees of the University and their emoluments;

(e) the manner of appointment of teachers and academic staff working in any other University or organisation for a specific period for undertaking a joint project, their terms and conditions of service and emoluments;

(f) the conditions of service of employees including provision for pension, insurance and provident fund, the manner of termination of service and disciplinary action;

(g) the principles governing the seniority of service of the employees of the University;

(h) the procedure for arbitration in cases of dispute between employees or students and the University;

(i) the procedure for appeal to the Executive Council by any employee or student against the action of any officer or authority of the University;

(j) the conferment of autonomous status on a college or an institution or a Department;

(k) the establishment and abolition of Schools, Departments, Centres, Halls, colleges and institutions;

(l) the conferment of honorary degrees;

(m) the withdrawal of degrees, diplomas, certificates and other academic distinctions;

(n) the conditions under which colleges and institutions may be admitted to the privileges of the University and the withdrawal of such privileges;

(o) the institution of fellowships, scholarships, studentships, assistantships, medals and prizes;

(p) the delegation of powers vested in the authorities or officers of the University;

(q) the maintenance of the discipline among the employees and students; and

(r) all other matters which by this Act are to be or may be provided for by the Statutes.

29. (1) The first Statutes are those set out in the Schedule.

(2) The Executive Council may, from time to time, make new or additional Statutes or may amend or repeal the Statutes referred to in sub-section (1):

Provided that the Executive Council shall not make, amend or repeal any Statutes affecting the status, powers or constitution of any authority of the University until such authority has been given an opportunity of expressing an opinion in writing on the proposed changes, and any opinion so expressed shall be considered by the Executive Council.

Statutes how
to be made.

(3) Every new Statute or addition to the Statutes or any amendment or repeal of a Statute shall require the assent of the Visitor who may assent thereto or withhold assent or remit to the Executive Council for consideration.

(4) A new Statute or a Statute amending or repealing an existing Statute shall have no validity unless it has been assented to by the Visitor.

(5) Notwithstanding anything contained in the foregoing sub-sections, the Visitor may make new or additional Statutes or amend or repeal the Statutes referred to in sub-section (1), during the period of three years immediately after the commencement of this Act:

Provided that the Visitor may, on the expiry of the said period of three years, make, within one year from the date of such expiry, such detailed Statutes as he may consider necessary and such detailed Statutes shall be laid before both Houses of Parliament.

(6) Notwithstanding anything contained in the foregoing sub-section, the Visitor may direct the University to make provisions in the Statutes in respect of any matter specified by him and if the Executive Council is unable to implement such direction within sixty days of its receipt, the Visitor may, after considering the reasons, if any, communicated by the Executive Council for its inability to comply with such direction, make or amend the Statutes suitably.

Power to
make
Ordinances.

30. (1) Subject to the provisions of this Act and the Statutes, the Ordinances may provide for all or any of the following matters, namely:—

- (a) the admission of students to the University and their enrolment as such;
- (b) the courses of study to be laid down for all degrees, diplomas and certificates of the University;
- (c) the medium of instruction and examination;
- (d) the award of degrees, diplomas, certificates and other academic distinctions, the qualifications for the same and the means to be taken relating to the granting and obtaining of the same;
- (e) the fees to be charged for courses of study in the University and for admission to the examinations, degrees and diplomas of the University;
- (f) the conditions for award of fellowships, scholarships, studentships, assistantships, medals and prizes;
- (g) the conduct of examinations, including the term of office and manner of appointment and the duties of examining bodies, examiners and moderators;
- (h) the conditions of residence of the students of the University;
- (i) the special arrangements, if any, which may be made for the residence, discipline and teaching of women students and the prescribing of special courses of studies for them;
- (j) the appointment and emoluments of employees other than those for whom provision has been made in the Statutes;
- (k) the establishment of centre of Studies, Board of Studies, Special centre, Specialised Laboratories and other Committees;
- (l) the manner of co-operation and collaboration with other Universities in India or abroad and authorities including learned bodies or associations;
- (m) the creation, composition and functions of any other body which is considered necessary for improving the academic life of the University;
- (n) such other terms and conditions of service of teachers and other academic staff as are not prescribed by the Statutes;

- (o) the management of colleges and institutions maintained by the University;
- (p) the supervision and management of colleges and institutions admitted to the privileges of the University;
- (q) the setting up of a machinery for redressal of grievances of employees; and
- (r) all other matters which by this Act or the Statutes may be provided for by the Ordinances.

(2) The first Ordinances shall be made by the Vice-Chancellor with the previous approval of the Central Government and the Ordinances so made may be amended, repealed or added to at any time by the Executive Council in the manner prescribed by the Statutes.

31. The authorities of the University may make Regulations, consistent with this Act, the Statutes and the Ordinances in the manner prescribed by the Statutes, for the conduct of their own business and that of the Committees, if any, appointed by them and not provided for by this Act, the Statutes or the Ordinances.

Regulations.

32. (1) The annual report of the University shall be prepared under the direction of the Executive Council, which shall include, among other matters, the steps taken by the University towards the fulfilment of its objects and shall be submitted to the Court on or after such date as may be prescribed by the Statutes and the Court shall consider the report in its annual meeting.

Annual report.

(2) The Court shall submit the annual report to the visitor along with its comments, if any.

(3) A copy of the annual report, as prepared under sub-section (1), shall also be submitted to the Central Government, which shall, as soon as may be, cause the same to be laid before both Houses of Parliament.

33. (1) The annual accounts and balance sheet of the University shall be prepared under the directions of the Executive Council and shall, once at least every year and at intervals of not more than fifteen months, be audited by the Comptroller and Auditor-General of India or by such persons as he may authorise in this behalf.

Annual accounts.

(2) A copy of the annual accounts together with the audit report thereon shall be submitted to the visitor and the Court along with the observations, if any, of the Executive Council.

(3) Any observation made by the Visitor on the annual accounts shall be brought to the notice of the Court and the observations of the Court, if any, shall, after being considered by the Executive Council, be submitted to the Visitor.

(4) A copy of the annual accounts together with the audit report as submitted to the Visitor, shall also be submitted to the Central Government, which shall, as soon as may be, cause the same to be laid before both Houses of Parliament.

(5) The audited annual accounts after having been laid before both Houses of Parliament shall be published in the Gazette of India.

34. (1) The University shall enter into written contract of service with every employee of the University appointed on regular basis or otherwise and the terms and conditions of the contract shall not be inconsistent with the provisions of this Act, the Statutes and the Ordinances.

Conditions of service of employees.

(2) A copy of the contract referred to in sub-section (1) shall be kept with the University and a copy thereof shall also be furnished to the employee concerned.

35. (1) Any dispute arising out of the contract between the University and any employee shall, at the request of the employee, be referred to a Tribunal of Arbitration consisting of one member appointed by the Executive Council, one member nominated by the employee concerned and an umpire appointed by the Visitor.

Tribunal of Arbitration.

(2) The decision of the Tribunal of Arbitration shall be final and binding on the parties.

(3) Every request made by the employee under sub-section (1), shall be deemed to be a submission to arbitration upon the terms of this section within the meaning of the Arbitration and Conciliation Act, 1996.

26 of 1996.

(4) The procedure for regulating the work of the Tribunal shall be prescribed by the Statutes.

Procedure of appeal and arbitration in disciplinary cases against students.

36. (1) Any student or candidate for an examination whose name has been removed from the rolls of the University by the orders or resolution of the Vice-Chancellor and who has been debarred from appearing at the examinations of the University for more than one year, may, within ten days of the date of receipt of such orders or copy of such resolution by him, appeal to the Executive Council and the Executive Council may confirm, modify or reverse the decision of the Vice-Chancellor or the Committee, as the case may be.

(2) Any dispute arising out of any disciplinary action taken by the University against a student shall, at the request of such student, be referred to a Tribunal of Arbitration and the provisions of section 35 shall, as far as may be, apply to a reference made under this sub-section.

Right to appeal.

37. Every employee or student of the University or of a college or institution maintained by the University shall, notwithstanding anything contained in this Act, have a right to appeal within such time as may be prescribed by the Statutes to the Executive Council against the decision of any officer or authority of the University or of the Principal of any college or institution, as the case may be, and thereupon the Executive Council may confirm, modify or reverse the decision appealed against.

Provident and pension funds.

38. (1) The University shall constitute for the benefit of its employees such provident or pension fund or provide such insurance schemes as it may deem fit in such manner and subject to such conditions as may be prescribed by the Statutes.

(2) Where such provident fund or pension fund has been so constituted, the Central Government may declare that the provision of the Provident Funds Act, 1925 shall apply to such fund, as if it were a Government provident fund.

19 of 1925.

Disputes as to constitution of University authorities and bodies.

39. If any question arises as to whether any person has been duly elected or appointed as, or is entitled to be, a member of any authority or other body of the University, the matter shall be referred to the Visitor whose decision thereon shall be final.

Constitution of Committees.

40. Where any authority of the University is given power by this Act or the Statutes to appoint Committees, such Committees shall, save as otherwise provided, consist of the members of the authority concerned and of such other person, if any, as the authority in each case may think fit.

Filling of casual vacancies.

41. All casual vacancies among the members (other than *ex officio* members) of any authority or other body of the University shall be filled, as soon as may be, by the person or body who appointed, elected or co-opted the member whose place has become vacant and the person appointed, elected or co-opted to a casual vacancy shall be a member of such authority or body for the residue of the term for which the person of whose place he fills would have been a member.

Proceedings of University authorities or bodies not invalidated by vacancies.

42. No act or proceedings of any authority or other body of the University shall be invalid merely by reason of the existence of a vacancy or vacancies among its members.

43. No suit or other legal proceedings shall lie against any officer or other employee of the University for anything which is in good faith done or intended to be done in pursuance of any of the provisions of this Act, the Statutes or the Ordinances.

Protection of
action taken
in good faith.

44. A copy of any receipt, application, notice, order, proceedings, resolution of any authority or Committee of the University, or other documents in possession of the University, or any entry in any register duly maintained by the University, if certified by the Registrar, shall be received as *prima facie* evidence of such receipt, application, notice, order, proceeding, resolution or documents or the existence of entry in the register and shall be admitted as evidence of the matters and transactions therein where the original thereof would, if produced, have been admissible in evidence, notwithstanding anything contained in the Indian Evidence Act, 1872 or in any other law for the time being in force.

Mode of
proof of
University
record.

1 of 1872.

45. (1) If any difficulty arises in giving effect to the provisions of this Act, the Central Government may, by order published in the Official Gazette, make such provisions, not inconsistent with the provisions of this Act, as appear to it to be necessary or expedient for removing the difficulty:

Power to
remove
difficulties.

Provided that no such order shall be made under this section after the expiry of three years from the commencement of this Act.

(2) Every order made under this section shall be laid, as soon as may be after it is made, before each House of Parliament.

46. Notwithstanding anything contained in this Act and the Statutes,—

Transitional
provisions.

(a) the first Chancellor and the first Vice-Chancellor shall be appointed by the Visitor and each of the said officers shall hold office for a term of three years;

(b) the first Registrar and the first Finance Officer shall be appointed by the Visitor on the recommendation of the Vice-Chancellor and each of the said officers shall hold office for a term of two years;

(c) the first Court and the first Executive Council shall consist of not more than fifteen members, who shall be nominated by the Visitor and they shall hold office for a term of two years;

(d) (i) the first Planning Board shall consist of not more than fifteen members, who shall be nominated by the Visitor out of a panel submitted by the Vice-Chancellor and they shall hold office for a term of two years; and

(ii) the first Planning Board shall, in addition to the powers and functions conferred on it by this Act, exercise the powers of the Academic Council, until the Academic Council is constituted under the provisions of this Act and the Statutes, and in the exercise of such powers, the Planning Board may co-opt such members as it may decide:

Provided that if any vacancy occurs in the above offices or authorities, the same shall be filled by appointment or nomination, as the case may be, by the Visitor, and the person so appointed or nominated shall hold office for so long as the officer or member in whose place he is appointed or nominated would have held that office, if such vacancy had not occurred.

47. (1) Every Statute, Ordinance or Regulation made under this Act shall be published in the Official Gazette.

Statutes,
Ordinances
and
Regulations to
be published
in the Official
Gazette and
to be laid
before
Parliament.

(2) Every Statute, Ordinance or Regulation made under this Act shall be laid as soon as may be after it is made, before each House of Parliament, while it is in session, for a total period of thirty days which may be comprised in one session or in two or more successive sessions, and if, before the expiry of the session immediately following the session or the successive sessions aforesaid, both Houses agree in making any modification in the Statute,

Ordinance or Regulation or both Houses agree that the Statute, Ordinance or Regulation should not be made, the Statute, Ordinance or Regulation shall thereafter have effect only in such modified form or be of no effect, as the case may be; so, however, that any such modification or annulment shall be without prejudice to the validity of anything previously done under that Statute, Ordinance or Regulation.

(3) The power to make Statutes, Ordinances or Regulations shall include the power to give retrospective effect from a date not earlier than the date of commencement of this Act, to the Statutes, Ordinances or Regulations or any of them but no retrospective effect shall be given to any Statute, Ordinance or Regulation so as to prejudicially affect the interests of any person to whom such Statute, Ordinance or Regulation may be applicable.

Completion of courses of studies in colleges or institutions affiliated to the University.

48. Notwithstanding anything contained in this Act, or in the Statutes or the Ordinances, any student of a college or an institution, who, immediately before the admission of such college or institution to the privileges of the University, was studying for a degree, diploma or certificate of any University constituted under any Act, shall be permitted by the University, to complete his course for that degree, diploma or certificate, as the case may be, and the University shall provide for the instructions and examination of such student in accordance with the syllabus of studies of such college or institution or University, as the case may be.

Transfer of assets and options of the employees.

49. Notwithstanding anything contained in this Act, or in the Statutes or the Ordinances, consequent upon merger of the Training Ship Chanakay, Mumbai, the Marine Engineering and Research Institute, Mumbai, the Marine Engineering and Research Institute, Kolkata, Lal Bahadur Shastri College of Advance Maritime Studies, Mumbai, the National Maritime Academy, Chennai, Indian Institute of Port Management, Kolkata and the National Ship Design and Research Centre, Visakhapatnam into the Indian Maritime University, all the assets and employees shall stand transferred to the University and such employees shall have the following options:

(i) the employees of the four training institutes under Indian Institute of Maritime Studies who shall stand transferred to Indian Maritime University shall have the option to continue on deemed deputation in Indian Maritime University on the terms and conditions in force of the Central Government and also continue to retain or to be allotted government residential accommodation on turn and avail of the Central Government Health Scheme facilities till their retirement;

(ii) the employees of the National Maritime Academy, Chennai, Indian Institute of Port Management, Kolkata and the National Ship Design and Research Centre, Visakhapatnam shall have the option to continue on the terms and conditions of their respective institutes till their retirement; and

(iii) all employees shall have the option to join University as per the service conditions of the University.

Role of Central Government and Director-General of Shipping.

50. (1) The University shall, in discharge of its functions under this Act, be bound by such directions on questions of policy as the Central Government may give in writing to it from time to time.

(2) The decision of the Central Government as to whether a question is one of policy or not shall be final.

Details of amendments

S. No.	Statute	Amended/Created Vide	Gazette & date of publication
1	2 (1)	EC 2016-35-16 dated 22.07.2016	No. 183 dated 05.05.2017
2	18	EC 2017-38-08 dated 28.03.2017	No. 273 dated 19.07.2018
3	19	EC 2017-38-08 dated 28.3.2017	No. 273 dated 19.07.2018
4	11 (1)(l)	EC 2017-41-04 dated 21.12.2017	No. 273 dated 19.07.2018
5	14 (1)(j)	EC 2017-39-06 dated 14.06.2017	No. 62 dated 13.02.2019
6	2 (4)	EC 2016-35-17 dated 22.07.2016	No. 345 dated 30.09.2019
7	4 (2)	EC 2016-35-17 dated 22.07.2016	No. 345 dated 30.09.2019
8	5 A	EC 2017-38-16 dated 28.03.2017	No. 345 dated 30.09.2019
9	6 A	EC 2017-38-16 dated 28.03.2017	No. 345 dated 30.09.2019
10	21 (1)	EC Circulation 07 dated 07.11.2017	No. 345 dated 30.09.2019
11	21 (2)	EC 2017-39-20 dated 14.06.2017	No. 345 dated 30.09.2019
12	48	EC 2019-49-25 dated 24.09.2019	No. 101 dated 05.03.3020

THE SCHEDULE

(See section 29)

THE STATUTES OF THE UNIVERSITY

The Chancellor.

1. (1) The Chancellor shall be appointed by the Visitor recommended by the Executive Council from amongst three persons of eminence in the field of academic, maritime, public administration, or public life of the country:

Provided that if the Visitor does not approve of any of the persons so recommended, he may call for fresh recommendations from the Executive Council.

(2) The Chancellor shall hold office for a term of three years and shall be eligible for re-appointment:

Provided that notwithstanding the expiry of his term of office, the Chancellor shall continue to hold office until his successor enters upon his office.

The Vice- Chancellor.

2. (1) The Vice-Chancellor shall be appointed by the Visitor from a panel of not less than three persons having experience in the field of human resource management, maritime, public administration, marine or port administration, recommended by a Committee as constituted under clause (2);

Provided that if the Visitor does not approve of any of the persons included in the panel, he may call for a fresh panel.

Provided that if the Visitor does not approve of any of the persons included in the panel, he may call for a fresh panel.

(2) The Committee referred to in clause (1), shall consist of three persons, none of whom shall be an employee of the University or the Academic Council or a member of the Court, the Executive Council, Planning Board or member of any authority of the University or connected with an institution recognised by or associated with the University and out of the three persons, one shall be nominated by the Executive Council, one by the Court and one by the Visitor and the nominee of the Visitor shall be the convener of the Committee.

(3) The Vice-Chancellor shall be a whole-time salaried officer of the University.

(4) The Vice-Chancellor shall hold office for a term of five years from the date on which he enters upon his office, or until he attains the age of seventy years, whichever is earlier, and he shall not be eligible for re-appointment:

Provided that notwithstanding the expiry of the said period of five years, he shall continue in office until his successor is appointed and enters upon his office:

Provided further that the Visitor may direct any Vice-Chancellor after his term has expired, to continue in office for such period, not exceeding a total period of one year, as may be specified by him.

(5) The emoluments and other conditions of service of the Vice-Chancellor shall be as follows:—

(i) The Vice-Chancellor shall be paid a monthly salary and allowances other than the house rent allowance, at the rates fixed by the Central Government from time to time and he shall be entitled, without payment of rent, to use a furnished residence throughout his term of office and no charge shall fall on the Vice-Chancellor in respect of the maintenance of such residence.

(ii) The Vice-Chancellor shall be entitled to such terminal benefits and allowances as may be fixed by the Executive Council with the approval of the Visitor from time to time:

Provided that where an employee of the University or a college or an institution maintained by or affiliated to it, or of any other University or any institution maintained by or affiliated to such other University, is appointed as the Vice-Chancellor, he may be allowed to continue to contribute to any provident fund of which he is a member and the University shall contribute to the account of such person in that provident fund at the same rate at which the person had been contributing immediately before his appointment as the Vice-Chancellor:

Provided further that where such employee had been a member of any pension scheme, the University shall make the necessary contribution to such scheme.

(iii) The Vice-Chancellor shall be entitled to travelling allowance at such rate as may be fixed by the Executive Council.

(iv) The Vice-Chancellor shall be entitled to leave on full pay at the rate of thirty days in a calendar year and the leave shall be credited to his account in advance in two half-yearly instalments of fifteen days each on the 1st day of January and July every year:

Provided that if the Vice-Chancellor assumes or relinquishes charge of the office of the Vice-Chancellor during the currency of a half year, the leave shall be credited proportionately at the rate of two and-a-half days for each completed month of service.

(v) In addition to the leave referred to in sub-clause (iv), the Vice-Chancellor shall also be entitled to half pay leave at the rate of twenty days for each completed year of service. This half pay leave may also be availed of as commuted leave on full pay on medical certificate. When commuted leave is availed, twice the amount of half pay leave shall be debited against half pay leave due.

(6) If the office of the Vice-Chancellor becomes vacant due to death, resignation or otherwise, or if he is unable to perform his duties due to ill health or any other cause, the Pro-Vice-Chancellor shall perform the duties of the Vice-Chancellor:

Provided that if the Pro-Vice-Chancellor is not available, the senior-most Professor shall perform the duties of the Vice-Chancellor until a new Vice-Chancellor assumes office or until the existing Vice-Chancellor attends to the duties of his office, as the case may be.

Powers and duties of the Vice-Chancellor.

3. (1) The Vice-Chancellor shall be ex officio Chairman of the Executive Council, the Academic Council, the Planning Board, Board of Affiliation and Recognition and the Finance Committee and shall, in the absence of the Chancellor, preside at the convocations held for conferring degrees.

(2) The Vice-Chancellor shall be entitled to be present at, and address, any meeting of any authority or other body of the University, but shall not be entitled to vote thereat unless he is a member of such authority or body.

(3) It shall be the duty of the Vice-Chancellor to see that this Act, the Statutes, the Ordinances and the Regulations are duly observed, and he shall have all the powers necessary to ensure such observance.

(4) The Vice-Chancellor shall exercise control over the affairs of the University and shall give effect to the decisions of all the authorities of the University.

(5) The Vice-Chancellor shall have all the powers necessary for the proper maintenance of discipline in the University and he may delegate any such powers to such person or persons as he may deem fit.

(6) The Vice-Chancellor shall have the power to convene or cause to be convened the meeting of the Executive Council, the Academic Council, the Planning Board and the Finance Committee.

(7) The Vice-Chancellor shall have the power to make short-term appointments with the approval of the Executive Council, for a period of six months of such persons as he may consider necessary for the functioning of the University.

Pro-Vice- Chancellor.

4. (1) Every Pro-Vice-Chancellor shall be appointed by the Executive Council on the recommendation of the Vice-Chancellor:

Provided that where the recommendation of the Vice-Chancellor is not accepted by the Executive Council, the matter shall be referred to the Visitor who may either appoint the person recommended by the Vice-Chancellor or ask the Vice-Chancellor to recommend another person to the Executive Council:

Provided further that the Executive Council may, on the recommendation of the Vice- Chancellor, appoint a Professor to discharge the duties of a Pro-Vice-Chancellor in addition to his own duties as a Professor.

(2) The term of office of a Pro-Vice-Chancellor shall be such as may be decided by the Executive Council but it shall not in any case exceed five years or until the expiration of the term of office of the Vice-Chancellor, whichever is earlier:

Provided that a Pro-Vice-Chancellor whose term of office has expired shall be eligible for reappointment:

Provided further that, in any case, a Pro-Vice-Chancellor shall retire on attaining the age of sixty-five years:

Provided also that the Pro-Vice-Chancellor shall, while discharging the duties of the Vice-Chancellor under clause (6) of Statute 2, continue in office notwithstanding the expiration of his term of office as Pro-Vice-Chancellor, until a new Vice-Chancellor or the Vice-Chancellor, as the case may be, assumes office:

Provided also that when the office of the Vice-Chancellor becomes vacant and there is no Pro-Vice-Chancellor to perform the functions of the Vice-Chancellor, the Executive Council may appoint a Pro-Vice-Chancellor and the Pro-Vice-Chancellor so appointed shall cease to hold office as such as soon as a Vice-Chancellor is appointed and enters upon his office.

(3) (a) The emoluments and other terms and conditions of service of a Pro-Vice-Chancellor shall be such as may be laid down by the Ordinances.

(b) The salary of the Pro-Vice-Chancellor shall be decided by the Executive Council with the approval of the Visitor.

(c) The Pro-Vice-Chancellor shall be entitled without payment of rent, to the use of a furnished residence throughout his tenure of office and no charge shall fall on the Pro-Vice-Chancellor personally in respect of maintenance of such residence.

(d) In addition to the salary specified in sub-clause (b), a Pro-Vice-Chancellor shall be entitled to such leave, benefits and other allowances as admissible to the employees of the University from time to time.

(e) The Pro-Vice-Chancellor shall be entitled to such terminal benefits as may be fixed by the Executive Council from time to time.

(f) The Pro-Vice-Chancellor shall be entitled to subscribe to the contributory provident fund of the University till the end of his tenure:

Provided that when an employee of the University or a college or an institution or of any other University or institution maintained or affiliated to such other University is appointed as Pro-Vice-Chancellor, his salary shall be fixed after taking into consideration the salary of such person.

(4) A Pro-Vice-Chancellor shall assist the Vice-Chancellor in respect of such matters as may be specified by the Vice-Chancellor in this behalf, from time to time, and shall also exercise such powers and perform such duties as may be assigned or delegated to him by the Vice-Chancellor.

Registrars.

5. (1) Every Registrar shall be appointed by the Executive Council on the recommendation of a Selection Committee constituted for the purpose and shall be a whole-time salaried officer of the University:

Provided that a nominee of the Court shall also be included in the Selection Committee.

(2) He shall be appointed for a term of five years and shall be eligible for reappointment for one more term.

(3) The emoluments and other terms and conditions of service of the Registrar shall be such as may be prescribed by the Ordinances:

Provided that the Registrar shall retire on attaining the age of sixty-two years.

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

(5) (a) The Registrar shall have power to take disciplinary action against such of the employees, excluding teachers and academic staff, as may be specified in the order of the Executive Council and to suspend them pending inquiry, to administer warnings to them or to impose upon them the penalty of censure or the withholding of increment:

Provided that no such penalty shall be imposed unless the person concerned has been given a reasonable opportunity of showing cause against the action proposed to be taken in regard to him.

(b) An appeal shall lie to the Vice-Chancellor against any order of the Registrar imposing any of the penalties specified in sub-clause (a).

(c) In a case where the inquiry discloses that a punishment beyond the power of the Registrar is called for, the Registrar shall, upon conclusion of the inquiry, make a report to the Vice-Chancellor along with his recommendations:

Provided that an appeal shall lie to the Executive Council against an order of the Vice-Chancellor imposing any penalty on an employee.

(6) The Executive Council shall designate any Registrar to act ex officio in one or more of the following capacities, namely:—

(i) Secretary to the Court;

(ii) Secretary to the Executive Council;

(iii) Secretary to the Academic Council;

(iv) Secretary to the Board of Affiliation and Recognition; and

(v) Secretary to the Planning Board.

- (7) It shall be the duty of the Registrar so designated in relation to the authority concerned to—
- (a) be the custodian of the records, the common seal and such other property of the University as the Executive Council shall commit to his charge;
 - (b) issue all notices convening meetings of that authority and the Committees appointed by it;
 - (c) keep the minutes of all the meetings of that authority and the Committees appointed by it;
 - (d) conduct the official correspondence of the Court, the Executive Council, the Academic Council, the Planning Board and the Board of Affiliation and Recognition;
 - (e) arrange for and superintend the examinations of the University in accordance with the manner prescribed by the Ordinances;
 - (f) supply to the Visitor copies of the agenda of meetings of the authorities of the University as soon as they are issued; and the minutes of such meetings;
 - (g) represent the University in suits or proceedings by or against the University, sign powers-of-attorney and verify pleadings or depute his representative for the purpose; and
 - (h) perform such other duties as may be specified in the Statutes, the Ordinances or the Regulations or as may be required, from time to time, by the Executive Council or the Vice-Chancellor.

Controller of Examinations

5A. (1) The Controller of Examinations shall be appointed by the Executive Council on the recommendation of a Selection Committee constituted for the purpose and he shall be a whole time salaried officer of the University.

(2) The Controller of Examinations shall be appointed for a term of five years and shall be eligible for reappointment subject to satisfactory performance.

(3) The qualifications, mode of recruitment, emoluments and other terms and conditions of service of the Controller of Examinations shall be prescribed by the Executive Council by way of Ordinances/Executive Council Resolutions.

Provided that the Controller of Examinations shall retire on attaining the age of 62 years.

(4) If the office of the Controller of Examinations becomes vacant due to death, resignation or otherwise, or if he is unable to perform his duties due to ill health or any other cause, the duties of his office shall be performed by such person as the Vice-Chancellor may appoint for the purpose.

(5) The Controller of Examinations shall arrange for and superintend the examinations of the University in the manner as may be prescribed by Ordinances/ Executive Council Resolutions.”

The Finance Officer.

6. (1) The Finance Officer shall be appointed by the Executive Council on the recommendations of a Selection Committee constituted for the purpose and he shall be a whole-time salaried officer of the University.

(2) He shall be appointed for a term of five years and shall be eligible for reappointment for one more term.

(3) The emoluments and other terms and conditions of service of the Finance Officer shall be such as may be laid down by the Ordinances:

Provided that a Finance Officer shall retire on attaining the age of sixty-two years.

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

(5) The Finance Officer shall be ex officio Secretary of the Finance Committee but shall not be deemed to be a member of such Committee.

(6) The Finance Officer shall—

(a) exercise general supervision over the funds of the University and shall advise it as regards its financial policy; and

(b) perform such other financial functions as may be assigned to him by the Executive Council or as may be prescribed by the Statutes or the Ordinances:

Provided that the Finance Officer shall not make any expenditure or make any investment exceeding one lakh rupees without the prior approval of the Executive Council.

(7) Subject to the control of the Executive Council, the Finance Officer shall—

(a) hold and manage the property and investments of the University including trust and endowed property;

(b) ensure that the limits fixed by the Executive Council for recurring and non-recurring expenditure for a year are not exceeded and that all moneys are expended on the purpose for which they are granted or allotted;

(c) be responsible for the preparation of annual accounts and the budget of the University and for their presentation to the Executive Council after they have been considered by the Finance Committee;

(d) keep a constant watch on the state of the cash and balances and on the state of investments;

(e) watch the progress of the collection of revenue and advise on the methods of collection employed;

(f) ensure that the registers of buildings, land, furniture and equipment are maintained up-to-date and that stock-checking is conducted, of equipment and other consumable materials in all offices, Special Centres, Specialised Laboratories, colleges and institutions maintained by the University;

(g) bring to the notice of the Vice-Chancellor, unauthorised expenditure or any other financial irregularities and suggest appropriate action against persons at fault; and

(h) call for from any office, Centre, Laboratory, college or institution maintained by the University any information that he may consider necessary for the performance of his duties.

(8) Any receipt given by the Finance Officer or the person or persons duly authorised in this behalf by the Executive Council for any money payable to the University shall be sufficient discharge for payment of such money.

Directors of University – maintained Campuses

6A. (1) The Director of a University - maintained Campus shall be appointed by the Executive Council on the recommendation of a Selection Committee constituted for the purpose and he shall be a whole time salaried officer of the University.

(2) The Director shall be appointed for a term of three years and shall be eligible for two extensions up to three years at a time subject to satisfactory performance.

(3) The qualifications, mode of recruitment, emoluments and other terms and conditions of service of the Director shall be prescribed by the Executive Council by way of Ordinances/Executive Council Resolutions.

Provided that the Director shall retire on attaining the age of 65 years

(4) If the office of the Director becomes vacant due to death, resignation or otherwise, or if he is unable to perform his duties due to ill health or any other cause, the duties of his office shall be performed by such person as the Vice-Chancellor may appoint for the purpose.

(5) The Director shall function as the academic-cum-administrative head of the Campus and shall perform such duties and functions as may be prescribed by Ordinances/ Executive Council Resolutions.”

Deans of Schools of Studies

7. (1) Every Dean of a School of Studies shall be appointed by the Vice-Chancellor from among the Professors in the School for a period of three years and he shall be eligible for reappointment:

Provided that a Dean on attaining the age of sixty years shall cease to hold office as such:

Provided further that if at any time there is no Professor in a School, the Vice-Chancellor or a Dean authorised by the Vice-Chancellor in this behalf, shall exercise the powers of the Dean of the School.

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

(3) The Dean shall be the Head of the School and shall be responsible for the conduct and maintenance of the standards of teaching and research in the School and shall have such other functions as may be prescribed by the Ordinances.

(4) The Dean shall have the right to be present and to speak at any meeting of the Boards of Studies or Committees of the School, as the case may be, but shall not have the right to vote thereat unless he is a member thereof.

Heads of Departments

8. (1) In the case of Departments which have more than one Professor, the Head of the Department shall be appointed by the Executive Council on the recommendation of the Vice-Chancellor from among the Professors on rotation basis.

(2) In the case of Departments where there is only one Professor, the Executive Council shall have the option to appoint, on the recommendation of the Vice-Chancellor, either the Professor or a Reader as the Head of the Department:

Provided that it shall be open to a Professor or Reader to decline the offer of appointment as the Head of the Department.

(3) A person appointed as the Head of the Department shall hold office as such for a period of three years and shall be eligible for reappointment.

(4) A Head of a Department may resign his office at any time during his tenure of office.

(5) A Head of a Department shall perform such duties as may be prescribed by the Ordinances.

Proctors.

9. (1) Every Proctor shall be appointed by the Executive Council on the recommendation of the Vice-Chancellor and shall exercise such powers and perform such duties as may be assigned to him by the Vice-Chancellor.

(2) Every Proctor shall hold office for a term of two years and shall be eligible for reappointment.

Librarian

10. (1) The Librarian shall be appointed by the Executive Council on the recommendations of the Selection Committee constituted for the purpose and he shall be a whole-time officer of the University.

(2) The Librarian shall exercise such powers and perform such duties as may be assigned to him by the Executive Council.

Membership, Constitution, Quorum and Tenure of the Executive Council.

11. (1) The Executive Council shall consist of the following members, namely: —

- (a) the Vice-Chancellor, who shall be the Chairperson, ex officio;
 - (b) the Pro-Vice-Chancellor, ex officio;
 - (c) the Secretary of Ministry of Shipping, Road Transport and Highways (Department of Shipping), Government of India, or his nominee not below the rank of a Joint Secretary;
 - (d) the Director-General of Shipping or his nominee not below the rank of a Joint Secretary;
 - (e) The Chairman, Indian Port Association, New Delhi;
 - (f) the Financial Adviser, Ministry of Shipping, Road Transport and Highways (Department of Shipping), Government of India, or his nominee not below the rank of a Joint Secretary;
 - (g) five members to be nominated by the Visitor having special knowledge and/ or practical experience in respect of maritime-education, industry, science or technology and other related subjects on the recommendation of the Vice-Chancellor, out of a panel of at least ten persons;
 - (h) one member not below the rank of Joint Secretary to be appointed by the Central Government to represent the Ministry of Defence of the Central Government.
 - (i) one Dean of Schools of Studies nominated by the Vice-Chancellor by rotation on the basis of seniority;
 - (j) two Directors nominated by the Vice-Chancellor by rotation on the basis of seniority;
 - (k) three Principals of the affiliated colleges and academic institutions nominated by the Executive Council by rotation;
 - (l) one Vice-Chancellor present or former, of any technical University or one Director, present or former, of any Indian Institute of Technology or National Institute of Technology to be nominated by the Executive Council.
 - (m) one representative of the Government of the State where University is located.
- (2) The Registrar shall be ex officio Secretary of the Executive Council.

(3) Seven members of the Executive Council shall form a quorum for a meeting of the Executive Council.

(4) The members of the Executive Council other than ex officio members shall hold office for a term of three years.

(5) There shall be not less than four meetings of the Executive Council in a year and the rules of procedure for conduct of business to be followed at a meeting and such other matters in relation to meeting as may be necessary shall be such as may be prescribed by the Statutes.

Powers and functions of the Executive Council.

12. (1) The Executive Council shall have the power of management and administration of the revenue and property of the University and the conduct of all administrative affairs of the University not otherwise provided for.

(2) Subject to the provisions of this Act, the Statutes and the Ordinances, the Executive Council shall, in addition to all other powers vested in it, have the following powers, namely:—

(i) to create teaching and academic posts, to determine the number and emoluments of such posts and to define the duties and conditions of service of Professors, Associate Professors, Assistant Professors and other academic staff and Principals of colleges and institutions maintained by the University:

Provided that no action shall be taken by the Executive Council in respect of the number, qualifications and the emoluments of teachers and academic staff otherwise than after consideration of the recommendations of the Academic Council;

(ii) to appoint such Professors, Associate Professors, Assistant Professors and other academic staff, as may be necessary, and the Principals of colleges and institutions maintained by the University on the recommendation of the Selection Committee constituted for the purpose and to fill the temporary vacancies therein;

(iii) to create administrative, ministerial and other necessary posts and to make appointments thereto in the manner prescribed by the Ordinances;

(iv) to grant leave of absence to any officer of the University other than the Chancellor and the Vice-Chancellor, and to make necessary arrangements for the discharge of the functions of such officer during his absence;

(v) to regulate and enforce discipline among employees in accordance with the Statutes and the Ordinances;

(vi) to manage and regulate the finances, accounts, investments, property, business and all other administrative affairs of the University, and for that purpose to appoint such agents as it may think fit;

- (vii) to fix limits on the total recurring and the total non-recurring expenditure for a year on the recommendations of the Finance Committee;
- (viii) to invest any money belonging to the University, including any unapplied income, in such stocks, funds, share or securities, from time to time, as it may think fit or in the purchase of immovable property in India, with the like powers of varying such investment from time to time;
- (ix) to transfer or accept transfers of any movable or immovable property on behalf of the University;
- (x) to provide buildings, premises, furniture and apparatus and other means needed for carrying on the work of the University;
- (xi) to enter into, vary, carry out and cancel contracts on behalf of the University;
- (xii) to entertain, adjudicate upon, and, if thought fit, to redress any grievances of the employees and students of the University who may, for any reason, feel aggrieved;
- (xiii) to appoint examiners and moderators and, if necessary, to remove them, and to fix their fees, emoluments and travelling and other allowances, after consulting the Academic Council;
- (xiv) to select a common seal for the University and provide for the custody and use of such seal;
- (xv) to make such special arrangements as may be necessary for the residence and discipline of women students;
- (xvi) to delegate any of its powers to the Vice-Chancellor, the Pro-Vice-Chancellor, the Deans, the Registrar or the Finance Officer or such other employee or authority of the University or to a committee appointed by it as it may deem fit;
- (xvii) to institute fellowships, scholarships, studentships, assistantships, medals and prizes;
- (xviii) to provide for the appointment of Visiting Professors, Emeritus Professors, Consultants and Scholars and determine the terms and conditions of such appointments; and
- (xix) to exercise such other powers and perform such other duties as may be conferred or imposed on it by the Act, or the Statutes.

Meetings of the Court.

13. (1) An annual meeting of the Court shall be held on a date to be fixed by the Executive Council unless some other date has been fixed by the Court in respect of any year.
- (2) At an annual meeting of the Court, a report on the working of the University during the previous year, together with a statement of the receipts and expenditure, the balance-sheet as audited, and the financial estimates for the next year shall be presented.

(3) A copy of the statement of receipts and expenditure, the balance-sheet and the financial estimates referred to in clause (2), shall be sent to every Member of the Court at least seven days before the date of the annual meeting.

(4) Twelve Members of the Court shall form a quorum for a meeting of the Court.

(5) Special meetings of the Court may be convened by the Executive Council or the Vice-Chancellor or if there is no Vice-Chancellor, Pro-Vice-Chancellor or if there is no Pro- Vice-Chancellor, by the Registrar.

(6) The Court shall consist of the following members, namely:—

Ex Officio Members:

- (i) the Vice-Chancellor;
- (ii) the Pro-Vice-Chancellor;
- (iii) the Deans of Schools of Studies;
- (iv) the Heads of teaching Departments who are not the Deans;
- (v) the Dean of students' Welfare;
- (vi) the Registrar;
- (vii) the Librarian;
- (viii) the Proctor;
- (ix) the Finance Officer.

Representatives of Teachers:

- (x) All Professors who are not Heads of teaching Departments;
- (xi) Two Readers who are not Heads of teaching Departments, by rotation according to seniority, to be appointed by the Vice-Chancellor;
- (xii) Two Lecturers by rotation according to seniority, to be appointed by the Vice-Chancellor.

Representatives of Non-Teaching Staff:

- (xiii) Two members of the non-teaching staff, one from among group 'D' Staff and the other from the rest, to be nominated by the Vice-Chancellor.

Representatives of Institutions affiliated to the University:

- (xiv) One representative from the affiliated institutions who shall be the head of the institution, to be nominated by the Vice-Chancellor.

Representatives of Parliament:

(xv) Five representatives of Parliament out of which three to be nominated by the Speaker of the Lok Sabha and two by the Chairman of the Rajya Sabha from amongst the Members thereof. However, consequent upon a Member of Parliament becoming a Minister or Speaker or Deputy Speaker, of the Lok Sabha or Deputy Chairman of the Rajya Sabha, his/her nomination or election to the Court of the University shall be deemed to have been terminated.

Persons representing Industry:

(xvi) Eleven persons representing the Maritime Industries, to be nominated by Visitor out of which one each from,— Indian National Ship Owners' Association, Maritime Association of Ship Owners and Ship Managers Association, Foreign Owners Representatives and Ship Managers Association, Ship Building Industries, Dredging Industries, Offshore Industries, Unions representing Seamen, Association of Multimodal Transport Operators of India, Indian Register of Shipping, Major and Minor Ports;

(xvii) Ten representatives of maritime States, out of which one each to be nominated by the States or Union territories.

Other Members:

(xviii) Members of the Executive Council, who are not authorised members of the Court.

(7) All members of the Court, other than the ex officio members, shall hold office for a term of three years:

Provided that a Member of Parliament shall hold office for three years or so long as he continues to be a member of the House which he represents, whichever is less.

Membership, Constitution, Quorum and Tenure of the Academic Council.

14. (1) The Academic Council shall consist of the following members, namely: —

- (a) the Vice-Chancellor, who shall be the Chairperson ex officio;
- (b) the Pro-Vice-Chancellor;
- (c) the Chief Surveyor, Directorate-General of Shipping, Ministry of Shipping, Road Transport and Highways (Department of Shipping), Government of India, or his nominee;
- (d) the Nautical Advisor, Directorate-General of Shipping, Ministry of Shipping, Road Transport and Highways (Department of Shipping), Government of India, or his nominee;
- (e) the Deans of Schools of Studies;
- (f) all Directors of University maintained Campuses;
- (g) all Heads of University teaching Departments;

- (h) one Professor from each University teaching Department by rotation on the basis of seniority to be nominated by the Vice-Chancellor;
- (i) three eminent experts in the field of maritime studies and related subjects, nominated by the Vice-Chancellor; and
- (j) Two Principals of recognized colleges to be nominated by the Academic Council.
- (2) The Registrar shall be ex officio Secretary to the Academic Council, but shall have no right to vote.
- (3) Nine members of the Academic Council shall form a quorum for a meeting of the Academic Council.
- (4) The members of the Academic Council other than ex officio members, shall hold office for a term of three years.
- (5) The Academic Council shall meet at least twice a year.

Powers of the Academic Council

15. Subject to the Act, the Statutes and the Ordinances, the Academic Council shall, in addition to all other powers vested in it, have the following powers, namely: —
- (a) to exercise general supervision over the academic policies of the University and to give directions regarding methods of instructions, co-operative teaching among colleges and institutions, evaluation of research or improvements in academic standards;
 - (b) to bring about inter-School co-ordination, to establish or appoint committees or boards, for taking up projects on an inter-School basis;
 - (c) to consider matters of general academic interest either on its own initiative or on a reference by a School or the Executive Council and to take appropriate action thereon;
 - (d) to frame such regulations and rules consistent with the Statutes and the Ordinances regarding the academic functioning of the University, discipline, residences, admissions, award of fellowship assistantship, research assistantship and studentships, fees, concessions, corporate life and attendance;
 - (e) to recommend the Executive Council, the number, qualification and the emolument of the teacher and other academic staff;
 - (f) to recommend the Executive Council, examiners and moderators;
 - (g) to recommend the Executive Council, persons for award of honorary degrees; and
 - (h) to recommend the executive council, setting up of Chairs.

Membership, Constitution, Quorum and Tenure of the Planning Board.

16. (1) The Planning Board shall consist of the following members, namely: —
- (a) the Vice-Chancellor, who shall be the Chairperson ex officio;
 - (b) the Pro-Vice-Chancellor;
 - (c) the Secretary, Department of Shipping, in the Government of India or his nominee not below the rank of a Joint Secretary;
 - (d) the Secretary, Ministry of Defence in the Government of India, or his nominee not below the rank of a Joint Secretary;
 - (e) the Director-General of Shipping, Department of Shipping, in the Government of India;
 - (f) the Financial Adviser, Department of Shipping, in the Government of India, or his nominee not below the rank of a Joint Secretary;
 - (g) two members to be nominated by the Visitor having special knowledge and/ or practical experience in respect of maritime - education, industry, science or technology and other related subjects on the recommendation of the Vice-Chancellor out of a panel of at least six persons;
 - (h) one Dean of Schools of Studies nominated by the Vice-Chancellor by rotation on the basis of seniority;
 - (i) one Director of the University Campus nominated by the Vice-Chancellor by rotation on the basis of seniority;
 - (j) one Principal of the affiliated colleges nominated by the Executive Council by rotation; and
 - (k) one Vice-Chancellor present or former, of any Technical University:

Provided that the members nominated under sub-clauses (e) to (i) above shall, as far as practicable, be drawn from different faculties.

- (2) The Registrar shall be the ex officio Secretary of the Planning Board.
- (3) The conduct of the meetings of the Planning Board and the quorum required for such meetings shall be prescribed by the Ordinances.
- (4) The members of the Planning Board other than ex officio members, shall hold office for a term of three years.

The Planning Board.

17. (1) The Planning Board shall be the principal planning body of the University and shall be responsible for—
- (a) reviewing the educational programmes offered by the University;

- (b) organising the structure of education in the University so as to provide opportunities to students to offer different combinations of subjects appropriate for the development of personality and skills for useful work in society;
 - (c) creating an atmosphere and environment conducive to value oriented education; and
 - (d) developing new teaching-learning processes which will combine the lectures, tutorials, seminars, demonstrations, self-studies and collective practical projects.
- (2) The Planning Board shall have the power to advise on the development of the University and review the progress implementation of programmes so as to ascertain whether they are on the lines recommended by it and shall also have the power to advise the Executive Council and the Academic Council on any matter in connection therewith.
- (3) The Academic Council and the Executive Council shall be bound to consider the recommendations of the Planning Board and shall implement such of the recommendations as are accepted by it.
- (4) Recommendations of the Planning Board as have not been accepted by the Executive Council or the Academic Council under clause (3) shall be submitted by the Vice-Chancellor along with the recommendations of the Executive Council or the Academic Council, to the Visitor for advice and the advice of the Visitor shall be implemented by the Executive Council or the Academic Council, as the case may be.
- (5) The Planning Board may constitute such committees as may be necessary for planning and monitoring the programmes of the University.

Schools of Studies and Departments

18. (1) The University shall have such Schools of Studies as may be specified by the Ordinances.
- (2) Each School shall consist of one or more Departments as may be assigned to it by the Ordinances.

Provided that the Executive Council may, on the recommendation of the Academic Council, establish Centres of Studies to which may be assigned such teachers of the University as the Executive Council may consider necessary.

- (3) Each Department shall consist of the following members, namely:
- (i) Teachers of the Department,
 - (ii) Persons conducting research in the Department,
 - (iii) Dean of the School,
 - (iv) Honorary Professors, if any, attached to the Department; and

(v) Such other persons as may be members of the Department in accordance with the provisions of the Ordinances.

(4) Each School shall have a School Board. The constitution of the School Board, the term of office of its members, the conduct of its meetings and the quorum required therefore, and its powers shall be prescribed by the Ordinances.

(5) The functions of the School Board shall be to recommend to the Academic Council –

(a) the courses of Under-Graduate and Post-Graduate studies, and their curricula, syllabi and regulations;

(b) all matters pertaining to the equivalence/recognition of courses offered by other Universities/Institutes;

(c) measures for the improvement of the standard of teaching of the Under-Graduate and Post-Graduate courses;

(d) such other functions as may be prescribed by the Ordinance.

Board of Studies

19. (1) The University shall have a Board of Research Studies.

(2) The constitution of the Board of Research Studies, the term of office of its members, the conduct of its meetings and the quorum required therefore, and its powers shall be prescribed by the Ordinance.

(3) The functions of the Board of Research Studies shall be –

(a) recommend to the Academic Council guidelines and regulations for all matters connected with Ph.D. and other research programmes;

(b) recommend to the Academic Council all matters pertaining to the equivalence/recognition of Ph.D. and other research degrees offered by other Universities/Institutes.

(c) appoint supervisors of research;

(d) prepare a perspective plan for major thrust areas for research in the disciplines under the purview of the University;

(e) review the current status of research in each department;

(f) such other functions as may be prescribed by the Ordinance.”

(4) The constitution and functions of a Board of Under-graduate, Post-graduate and Vocational Studies and the term of its members shall be prescribed by the Ordinances.

Finance Committee

20. (1) The Finance Committee shall consist of the following members, namely: —
- (i) the Vice-Chancellor;
 - (ii) the Pro-Vice-Chancellor;
 - (iii) three persons nominated by the Executive Council, out of whom at least one shall be a member of the Executive Council;
 - (iv) three persons nominated by the Visitor; and
 - (v) atleast one person to be nominated by the Court.
- (2) Five members of the Finance Committee shall form a quorum for a meeting of the Finance Committee.
- (3) All the members of the Finance Committee, other than ex officio members, shall hold office for a term of three years.
- (4) A member of the Finance Committee shall have the right to record a minute of dissent if he does not agree with any decision of the Finance Committee.
- (5) The Finance Committee shall meet at least thrice every year to examine the accounts and to scrutinise proposals for expenditure.
- (6) All proposals relating to creation of posts, and those items which have not been included in the Budget, should be examined by the Finance Committee before they are considered by the Executive Council.
- (7) The annual accounts and the financial estimates of the University prepared by the Finance Officer shall be laid before the Finance Committee for consideration and comments and thereafter submitted to the Executive Council for approval.
- (8) The Finance Committee shall recommend limits for the total recurring expenditure and the total non-recurring expenditure for the year, based on the income and resources of the University (which, in the case of productive works, may include the proceeds of loans).

Selection Committees.

21. (1) There shall be Selection Committees for making recommendations to the Executive Council for appointment to the posts of Professor, Assistant Professor, Associate Professor, Controller of Examination, Directors, Registrar, Finance Officer, Librarian and Principals of colleges and institutions maintained by the University.
- (2) The Selection Committee for appointment to the posts specified in column 1 of the Table below shall consist of the Vice-Chancellor, Pro-Vice-Chancellor, a nominee of the Visitor and the persons specified in the corresponding entry in column 2 of the said Table:

TABLE

1	2
Professor	(i) The Head of Department concerned, if he is a Professor. (ii) One Professor to be nominated by the Vice-Chancellor. (iii) Three persons not in the service of the University, nominated by the Executive Council, out of a panel of names recommended by the Academic Council for their special knowledge of, or interest in, the subject with which the Professor will be concerned.
Associate Professor/ Assistant Professor	(i) The Head of the Department concerned. (ii) One Professor to be nominated by the Vice-Chancellor. (iii) Two persons not in the service of the University, nominated by the Executive Council, out of a panel of names recommended by the Academic Council for their special knowledge of, or interest in the subject with which the faculty will be concerned.
Registrar, Directors, CoE, Finance Officers	(i) Two members of the Executive Council nominated by it. (ii) One person not in the service of the University nominated by the Executive Council.
Librarian	(i) Two persons not in the service of the University, who have special knowledge of the subject of the Library Science/ Library Administration to be nominated by the Executive Council. (ii) One person not in the service of the University, nominated by the Executive Council.
Principal of college or institution maintained by the University	Three persons not in the service of the University of whom two shall be nominated by the Executive Council and one by the Academic Council for their special knowledge of, or interest in, a subject in which instruction is being provided by the college or institution.

NOTE: 1. Where the appointment is being made for an inter-disciplinary project, the head of the project shall be deemed to be the Head of the Department concerned.

2. The Professor to be nominated shall be Professor concerned with the speciality for which the selection is being made and that the Vice-Chancellor shall consult the Head of the Department and the Dean of School before nominating the Professor.

(3) The Vice-Chancellor, or in his absence, the Pro-Vice-Chancellor shall preside at the meetings of a Selection Committee:

Provided that the meetings of the Selection Committee shall be fixed after prior consultation with, and subject to the convenience of Visitor's nominee and the persons nominated by the Executive Council under clause (2):

Provided further that the proceedings of the Selection Committee shall not be valid unless,—

(a) where the number of Visitor's nominee and the persons nominated by the Executive Council is four in all, at least three of them attend the meeting; and

(b) where the number of Visitor's nominee and the persons nominated by the Executive Council is three in all, at least two of them attend the meeting.

(4) The meeting of a Selection Committee shall be convened by the Vice-Chancellor or in his absence by the Pro-Vice-Chancellor.

(5) The procedure to be followed by a Selection Committee in making recommendations shall be laid down in the Ordinances.

(6) If the Executive Council is unable to accept the recommendations made by a Selection Committee, it shall record its reasons and submit the case to the Visitor for final orders.

(7) Appointments to temporary posts shall be made in the manner indicated below:—

(i) If the temporary vacancy is for a duration longer than one academic session, it shall be filled on the advice of the Selection Committee in accordance with the procedure indicated in the foregoing clauses:

Provided that if the Vice-Chancellor is satisfied that in the interests of work it is necessary to fill the vacancy, the appointment may be made on a purely temporary basis by a local Selection Committee referred to in sub-clause (ii) for a period not exceeding six months.

(ii) If the temporary vacancy is for a period less than a year, an appointment to such vacancy shall be made on the recommendation of a local Selection Committee consisting of the Dean of the School concerned, the Head of the Department and a nominee of the Vice-Chancellor:

Provided that if the same person holds the offices of the Dean and the Head of the Department, the Selection Committee may contain two nominees of the Vice-Chancellor:

Provided further that in case sudden casual vacancies of teaching posts caused by death or any other reason, the Dean may, in consultation with the Head of the Department concerned, make a temporary appointment for a month and report to the Vice-Chancellor and the Registrar about such appointment.

(iii) No teacher appointed temporarily shall, if he is not recommended by the regular Selection Committee for appointment under the Statutes, be continued in service on such temporary employment, unless he is subsequently selected by a local Selection Committee, for a temporary or permanent appointment, as the case may be.

Special mode of appointment

22. (1) Notwithstanding anything contained in Statute 21, Executive Council may invite a person of high academic distinction and professional attainments to accept a post of Professor or Reader or any other academic post in the University, as the case may be, on such terms and conditions as it deems fit, and on the person agreeing to do so appoint him to the post.

(2) The Executive Council may appoint a teacher or any other academic staff working in any other University or organisation for undertaking a joint project in accordance with the manner, laid down in the Ordinances.

Appointment for a fixed tenure.

23. The Executive Council may appoint a person selected in accordance with the procedure laid down in Statute 21 for a fixed tenure on such terms and conditions as it deems fit.

Recognised teachers.

24. (1) The qualifications of recognised teachers shall be such as may be prescribed by the Ordinances.

(2) All applications for the recognition of teachers shall be made in such manner as may be laid down in the Ordinances.

(3) No teacher shall be recognised as a teacher except on the recommendation of a Selection Committee constituted for the purpose in the manner laid down in the Ordinances.

(4) The period of recognition of a teacher shall be determined by the Ordinances made in that behalf.

(5) The Academic Council may, by a special resolution passed by a majority of not less than two-thirds of the members present and voting, withdraw recognition from a teacher:

Provided that no such resolution shall be passed until notice in writing has been given to the person concerned calling upon him to show cause, within such time as may be specified in the notice, why such resolution should not be passed and until his objections, if any, and any evidence he may produce in support of them have been considered by the Academic Council.

(6) Any person aggrieved by an order of withdrawal under clause (5) may, within three months from the date of communication to him of such order, appeal to the Executive Council which may pass such orders thereon as it thinks fit.

Committees

25. (1) Any authority of the University may appoint as many Standing, Special or Search Committees as it may deem fit, and may appoint to such Committees, persons who are not members of such authority.

(2) Any such Committee appointed under clause (1) may deal with any subject delegated to it subject to subsequent confirmation by the authority appointing.

Terms and conditions of service and code of conduct of the teachers, etc.

26. (1) All the teachers and other academic staff of the University shall, in the absence of any agreement to the contrary, be governed by the terms and conditions of service and code of conduct as are specified in the Statutes, the Ordinances and the Regulations.

(2) Every teacher and member of the academic staff of the University shall be appointed on a written contract, the form of which shall be prescribed by the Ordinances.

(3) A copy of every contract referred to in clause (2) shall be deposited with the Registrar.

Terms and conditions of service and code of conduct of other employees.

27. All the employees of the University, other than the teachers and other academic staff of the University, shall, in the absence of any contract to the contrary, be governed by the terms and conditions of service and code of conduct as are specified in the Statutes, the Ordinances and the Regulations.

Seniority list

28. (1) Whenever, in accordance with the Statutes, any person is to hold an office or be a member of an authority of the University by rotation according to seniority, such seniority shall be determined according to the length of continuous service of such person in his grade, and, in accordance with such other principles as the Executive Council may, from time to time prescribe.

(2) It shall be the duty of the Registrar to prepare and maintain, in respect of each class of persons to whom the provisions of these Statutes apply, a complete and up-to-date seniority list in accordance with the provisions of clause (1).

(3) If two or more persons have equal length of continuous service in a particular grade or the relative seniority of any person or persons is otherwise in doubt, the Registrar may, on his own motion and shall, at the request of any such person, submit the matter to the Executive Council whose decision thereon shall be final.

Removal of employees of the University

29. (1) Where there is an allegation of misconduct against a teacher, a member of the academic staff or other employee of the University, the Vice-Chancellor, in the case of the teacher or member of the academic staff, and the authority competent to appoint (hereinafter referred to as the appointing authority) in the case of other employee, may, by order in writing, place such teacher, member of the academic staff or other employee, as the case may be, under suspension and shall forthwith report to the Executive Council the circumstances in which the order was made:

Provided that the Executive Council may, if it is of the opinion, that the circumstances of the case do not warrant the suspension of the teacher or the member of the academic staff, revoke such order.

(2) Notwithstanding anything contained in the terms of the contract of appointment or of any other terms and conditions of service of the employees, the Executive Council in respect of teachers and other academic staff, and the appointing authority, in respect of other employees, shall have the power to remove a teacher or a member of the academic staff, or as the case may be, other employee on grounds of misconduct.

(3) Save as aforesaid, the Executive Council, or as the case may be the appointing authority, shall not be entitled to remove any teacher, member of the academic staff or other employee except for a good cause and after giving three months' notice or on payment of three months' salary in lieu thereof.

(4) No teacher, member of the academic staff or other employee shall be removed under clause (2) or clause (3) unless he has been given a reasonable opportunity of showing cause against the action proposed to be taken in regard to him.

(5) The removal of a teacher, member of the academic staff or other employee shall take effect from the date on which the order of removal is made:

Provided that where the teacher, member of the academic staff or other employee is under suspension at the time of his removal, such removal shall take effect from the date on which he was placed under suspension.

(6) Notwithstanding anything contained in the foregoing provisions of this Statute, a teacher, member of the academic staff or other employee may resign,—

(a) if he is a permanent employee, only after giving three months' notice in writing to the Executive Council or the appointing authority, as the case may be or by paying three months' salary in lieu thereof; and

(b) if he is not a permanent employee, only after giving one month's notice in writing to the Executive Council or, as the case may be, the appointing authority or by paying one month's salary in lieu thereof:

Provided that such resignation shall take effect only on the date on which the resignation is accepted by the Executive Council or the appointing authority, as the case may be.

Honorary Degrees.

30. (1) The Executive Council may, on the recommendation of the Academic Council and by a resolution passed by a majority of not less than two-thirds of the members present and voting, make proposals to the Visitor for the conferment of honorary degrees:

Provided that in case of emergency, the Executive Council may, on its own motion, make such proposals.

(2) The Executive Council may, by a resolution passed by a majority of not less than two-thirds of the members present and voting, withdraw, with the previous sanction of the Visitor, any honorary degree conferred by the University.

Withdrawal of degrees, etc.

31. The Executive Council may, by a special resolution passed by a majority of not less than two-thirds of the members present and voting, withdraw any degree or academic distinction conferred on, or any certificate or diploma granted to, any person by the University for good and sufficient cause:

Provided that no such resolution shall be passed until a notice in writing has been given to that person calling upon him to show cause within such time as may be specified in the notice why such a resolution should not be passed and until his objections, if any, and any evidence he may produce in support of them, have been considered by the Executive Council.

Maintenance of discipline among students of the University.

32. (1) All powers relating to discipline and disciplinary action in relation to students of the University shall vest in the Vice-Chancellor.

(2) The Vice-Chancellor may delegate all or any of his powers as he deems proper to a Proctor and to such other officers as he may specify in this behalf.

(3) Without prejudice to the generality of his powers relating to the maintenance of discipline and taking such action, as may seem to him appropriate for the maintenance of discipline, the Vice-Chancellor may, in exercise of his powers, by order, direct that any student be expelled, or rusticated, for a specified period, or be not admitted to a course of study in a college, institution or Department of the University for a stated period, or be punished with fine for an amount to be specified in the order, or be debarred from taking an examination or examinations conducted by the University, college, institution or Department or a School for one or more years, or that the results of the student or students concerned in the examination or examinations in which he or they have appeared be cancelled.

(4) The Principals of colleges, institutions, Deans of Schools of Studies and Heads of teaching Departments in the University shall have the authority to exercise all such disciplinary powers over the students in their respective colleges, institutions, Schools and teaching Departments in the University as may be necessary for the proper conduct of such colleges, institutions, Schools and teaching Departments.

(5) Without prejudice to the powers of the Vice-Chancellor, the Principals and other persons specified in clause (4), detailed rules of discipline and proper conduct shall be made by the University. The Principals of colleges, institutions, Deans of Schools of Studies and Heads of teaching Departments in the University may also make the supplementary rules as they deem necessary for the aforesaid purpose.

(6) At the time of admission, every student shall be required to sign a declaration to the effect that he submits himself to the disciplinary jurisdiction of the Vice-Chancellor and other authorities of the University.

Maintenance of discipline among Students of colleges, etc.

33. All powers relating to discipline and disciplinary action in relation to students of a college or an institution, not maintained by the University, shall vest in the Principal of the college or institution, as the case may be, in accordance with the procedure prescribed by the Ordinances.

Admission of colleges, etc., to the privilege of the University.

34. (1) Colleges and other institutions situated within the jurisdiction of the University may be admitted to such privileges of the University as the Executive Council may decide on the following conditions, namely: —

(i) Every such college or institution shall have a regularly constituted Governing Body, consisting of not more than fifteen persons approved by the Executive Council and including among others, two teachers of the University to be nominated by the Executive Council and three representatives of the teaching staff of whom the Principal of the college or institution shall be one. The procedure for appointment of members of the Governing Body and other matters affecting the management of a college or an institution shall be prescribed by the Ordinances:

Provided that the said condition shall not apply in the case of colleges and institutions maintained by Government which shall, however, have an Advisory Committee consisting of not more than fifteen persons which shall consist of among others, three teachers including the Principal of the college or institution, and two teachers of the University nominated by the Executive Council.

(ii) Every such college or institution shall satisfy the Executive Council on the following matters, namely:—

- (a) the suitability and adequacy of its accommodation and equipment for teaching;
- (b) the qualifications and adequacy of its teaching staff and the conditions of their service;
- (c) the arrangements for the residence, welfare, discipline and supervision of students;
- (d) the adequacy of financial provision made for the continued maintenance of the college or institution; and
- (e) such other matters as are essential for the maintenance of the standards of University education.

(iii) No college or institution shall be admitted to any privileges of the University except on the recommendation of the Academic Council made after considering the report of a Committee of Inspection appointed for the purpose by the Academic Council.

(iv) Colleges and institutions desirous of admission to any privileges of the University shall be required to intimate their intention to do so in writing so as to reach the Registrar not later than the 15th August, preceding the year from which permission applied for is to have effect.

(v) A college or an institution shall not, without the previous permission of the Executive Council and the Academic Council, suspend instruction in any subject or course of study which it is authorised to teach and teaches.

(2) Appointment to the teaching staff and Principals of colleges or institutions admitted to the privileges of the University shall be made in the manner prescribed by the Ordinances:

Provided that nothing in this clause shall apply to colleges and institutions maintained by Government.

(3) The service conditions of the administrative and other non-academic staff of every college or institution referred to in clause (2) shall be such as may be laid down in the Ordinances:

Provided that nothing in this clause shall apply to colleges and institutions maintained by Government.

(4) Every college or institution admitted to the privilege of the University shall be inspected at least once in every two academic years by a Committee appointed by the Academic Council, and the report of the Committee shall be submitted to the Academic Council, which shall forward the same to the Executive Council with such recommendations as it may deem fit to make.

(5) The Executive Council, after considering the report and the recommendations, if any, of the Academic Council, shall forward a copy of the report to the Governing Body of the college or institution with such remarks, if any, as it may deem fit for suitable action.

(6) The Executive Council may, after consulting the Academic Council, withdraw any privileges granted to a college or an institution, at any time it considers that the college or institution does not satisfy any of the conditions on the fulfilment of which the college or institution was admitted to such privileges:

Provided that before any privileges are so withdrawn, the Governing Body of the college or institution concerned shall be given an opportunity to represent to the Executive Council why such action should not be taken.

(7) Subject to the conditions set forth in clause (1), the Ordinances may prescribe—

(i) such other conditions as may be considered necessary;

(ii) the procedure for the admission of colleges and institutions to the privileges of the University and for the withdrawal of those privileges.

(8) the constitution of Board of affiliation and recognition and the terms of office of its members shall be prescribed by the Ordinances.

Convocations.

35. Convocations of the University for the conferring of degrees or for other purposes shall be held in such manner as may be prescribed by the Ordinances.

Acting Chairman of meetings.

36. Where no provision is made for a President or Chairman to preside over a meeting of any authority of the University or any Committee of such authority or when the President or Chairman so provided for is absent, the members present shall elect one from among themselves to preside at such meeting.

Resignation.

37. Any member, other than an ex officio member of the Court, the Executive Council, the Academic Council or any other authority of the University or any committee of such authority may resign by letter addressed to the Registrar and the resignation shall take effect as soon as such letter is received by the Registrar.

Disqualifications.

38. (1) A person shall be disqualified for being chosen as, and for being, a member of any of the authorities of the University, —

(i) if he is of unsound mind;

(ii) if he is an undischarged insolvent; and

(iii) if he has been convicted by a court of law of an offence involving moral turpitude and sentenced in respect thereof to imprisonment for not less than six months.

(2) If any question arises as to whether a person is or had been subjected to any of the disqualifications mentioned in clause (1), the question shall be referred to the Visitor and his decision shall be final and no suit or other proceeding shall lie in any civil court against such decision.

Residence condition for membership and office.

39. Notwithstanding anything contained in the Statutes, a person who is not ordinarily resident in India shall be eligible to be an officer of the University or a member of any authority of the University.

Membership of authorities by virtue of membership of other bodies.

40. Notwithstanding anything contained in the Statutes, a person who holds any post in the University or is a member of any authority or body of the University in his capacity as a member of a particular authority or body or as the holder of a particular appointment shall hold such office or membership only for so long as he continues to be a member of that particular authority or body or the holder of that particular appointment, as the case may be.

Alumni Association.

41. (1) There shall be an Alumni Association for the University.

(2) The subscription for membership of the Alumni Association shall be prescribed by the Ordinances.

(3) No member of the Alumni Association shall be entitled to vote or stand for election unless he has been a member of the Association for at least one year prior to the date of the election and is a degree holder of the University of at least five years standing:

Provided that the condition relating to the completion of one year's membership shall not apply in the case of the first election.

Students' Council.

42. (1) There shall be constituted in the University, a Students' Council for every academic year, consisting of —

(i) the Dean of Students' Welfare, who shall be the Chairman of the Students' Council;

(ii) all students who have won prizes in the previous academic year in the fields of studies, fine arts, sports and extension work;

(iii) ten students to be nominated by the Academic Council on the basis of merit in studies, sports activities and all-round development of personality:

Provided that any student of the University shall have the right to bring up any matter concerning the University before the Students' Council if so permitted by the Chairman, and he shall have the right to participate in the discussions at any meeting when the matter is taken up for consideration.

(2) The functions of the Students' Council shall be to make suggestions to the appropriate authorities of the University in regard to the programmes of studies, students' welfare and other matters of importance in regard to the working of the University in general and such suggestions shall be made on the basis of consensus of opinion.

(3) The Students' Council shall meet at least once in an academic year preferably in the beginning of that year.

Ordinances – how to be made.

43. (1) The first Ordinances made under sub-section (2) of section 30 may be amended, repealed or added to at any time by the Executive Council in the manner specified below.

(2) No Ordinance in respect of the matters enumerated in section 30 other than those enumerated in clause (n) of sub-section (1) thereof, shall be made by the Executive Council unless a draft of such Ordinance has been proposed by the Academic Council.

(3) The Executive Council shall not have power to amend any draft of any Ordinance proposed by the Academic Council under clause (2), but may reject the proposal or return the draft to the Academic Council for re-consideration, either in whole or in part, together with any amendment which the Executive Council may suggest.

(4) Where the Executive Council has rejected or returned the draft of an Ordinance proposed by the Academic Council, the Academic Council may consider the question afresh and in case the original draft is reaffirmed by a majority of not less than two-thirds of the members present and voting and more than half the total number of members of the Academic Council, the draft may be sent back to the Executive Council which shall either adopt it or refer it to the Visitor whose decision shall be final.

(5) Every Ordinance made by the Executive Council shall come into effect immediately.

(6) Every Ordinance made by the Executive Council shall be submitted to the Visitor within two weeks from the date of its adoption. The Visitor shall have the power to direct the University within four weeks of the receipt of the Ordinance to suspend the operation of any such Ordinance and he shall, as soon as possible, inform the Executive Council about his objection to the proposed Ordinance. The Visitor may, after receiving the comments of the University, either withdraw the order suspending the Ordinance or disallow the Ordinance, and his decision shall be final.

Regulations.

44. (1) The authorities of the University may make Regulations consistent with the Act, the Statutes and the Ordinances for the following matters, namely: —

(i) laying down the procedure to be observed at their meetings and the number of members required to form a quorum;

(ii) providing for all matters which are required by the Act, the Statutes or the Ordinances to be prescribed by Regulations; and

(iii) providing for all other matters solely concerning such authorities or committees appointed by them and not provided for by the Act, the Statutes or the Ordinances.

(2) Every authority of the University shall make Regulations providing for the giving of notice to the members of such authority of the dates of meeting and of the business to be considered at meetings and for the keeping of a record of the proceedings of meetings.

(3) The Executive Council may direct the amendment in such manner as it may specify, of any Regulation made under the Statutes or the annulment of any such Regulation.

Delegation of Powers.

45. Subject to the provisions of the Act and the Statutes, any officer or authority of the University may delegate his or its powers to any other officer or authority or person under his or its respective control and subject to the condition that overall responsibility for the exercise of the powers so delegated shall continue to vest in the officer or authority delegating such powers.

Equivalence Committee.

46. (1) Keeping in view the outstanding nature of qualification in maritime discipline, Ministry of Shipping, Road Transport and Highways, Government of India constituted an “Equivalence Committee” with a view to consider relativity of the existing teaching posts in four Government Maritime Institutes (Marine Engineering and Research Institute, Kolkata and Mumbai, Lal Bahadur Shastri College of Advanced Maritime Studies and Research, Mumbai, Training Ship Chanakya, Navi Mumbai), presently under Indian Institute of Maritime Studies with equivalent posts in the proposed University. The recommendation of the committee is given in the Table below:

TABLE

1	2
Name of the present posts and pay scale and recruitment rules as per the Gazette notification	Recommendation by the ‘Equivalence Committee’ for recognition of post in University
Captain Superintendent/Principal/ Director (Rs.18400-500-22400)	Professor
Vice Principal/Deputy/Chief Officer/Senior Engineer Officer/Senior Nautical Officer (Rs.14300-400-18300)	Associate Professor
Engineer Officer/Nautical Officer (Rs.12000-375-16500)	Assistant Professor
Senior Lecturer (Rs.12000-375-16500)	Assistant Professor
Senior Lecturer (MERI) (Rs.10000-325-15000)	Senior Lecturer
Lecturer (Rs.8000-275-13500)	Lecturer

(2) In the absence of Post-graduate and Doctoral studies in maritime discipline, the existing posts in the Institutes are deemed to be equivalent to the University posts in the appropriate scale.

(3) The qualifications for future direct recruitments shall be governed by separate Ordinances to be framed by the University.

Review of fees.

47. The Fees shall be reviewed after every three years.

Training Division

48. There shall be a Centre for Training & Continuing Education. The structure, function and the fees to be charged by the Centre shall be prescribed by the Ordinances.

T. K. VISWANATHAN,
Secy. to the Govt. of India.

CHAPTER – I

(Gazette 76 dated 12.05.2009)

SCHOOLS OF STUDIES AND DEPARTMENTS/CENTRES [Sections 2 and 25 read with Statute 18 and 19]

1. The University shall have the following Schools of Studies :
 - (i) School of Nautical Studies
 - (ii) School of Maritime Studies
 - (iii) School of Maritime Management
 - (iv) School of Maritime Law
 - (v) School of Naval ArchitectureOther Schools shall be as specified from time to time.
2. The list to be added as and when the institutions are admitted to the privileges of the University.
3. The colleges/institutions admitted to the privileges of the University shall not, without the prior permission of the Executive Council and Board of Affiliation & Recognition of the University, suspend instruction in any subject or course of study which the said college/institution is authorized to teach. [Statute 34(1) (v)]
4. (i) The following Departments/Centres shall be assigned to the School of Maritime Studies
 - (i) Department of Nautical Science
 - (ii) Department of Maritime Science
- (ii) The following Departments/Centers shall be assigned to the School of Maritime Studies
 - a. Department of Marine Engineering
 - b. Department of Port Management
- (iii) The following Departments/Centre shall be assigned to the School of Maritime Management
 - a. Department of Logistics
- (iv) The following Departments/Centres shall be assigned to School of Maritime Law
 - a. Department of Maritime Law
- (v) The following Department/Centre shall be assigned to School of Naval Architecture
 - a. Department of Naval Architecture and Ship Design Departments/ Centers to be assigned to existing/new Schools shall be specified from time to time

CHAPTER – VI

(Gazette 76 dated 12.05.2009)

DEAN OF SCHOOL OF STUDIES

Statute 7(3)

1. The Dean of the School shall
 - (a) Co-ordinate and generally supervise the teaching and research work in the school through the Heads of Departments;
 - (b) Maintain discipline in the classrooms through the Heads of Departments
 - (c) Keep a record of the evaluation of sessional work and the attendance of the students at lectures, tutorials or seminars wherever these are prescribed:

- (d) Arrange for the examinations of the University in respect of the students of the School in accordance with such directions as may be given by the Academic Council;
- (e) Convene and preside over the meetings of the Board of the School and keep the minutes of the meetings of the Board
- (f) Perform such other duties as may be assigned to him by the Academic Council, the Executive Council or the Vice Chancellor

CHAPTER-VIII

(Gazette 76 dated 12.05.2009)

REGISTER OF MATRICULATES

1. The University shall maintain a Register of Matriculates in which the names of the following classes of persons shall be registered.
 - (a) Candidates who have passed the Higher Secondary, Intermediate, Pre- Enrollment Degree, S.S.C. of the respective Boards or any other examinations approved as equivalent thereto, when admitted to a Course of Study in the University.
 - (b) Holders of any degree, title, diploma or certificate, other than those specified in (a) above on first admission to the University Course of Study.
 - (c) Persons, other than those specified in (a) or (b), who with or without exemption from attendance certificates, permitted to appear for the first time for any examination of the University.
 - (d) Persons other than those specified in (a), (b) or (c) and who are candidates for admission to a Research Degree of the University.

CHAPTER-IX

(Gazette 76 dated 12.05.2009)

MIGRATION AND TRANSFER OF STUDENTS

1. It shall be open to the Principal of a college/institution to admit a student who has put in part attendance in another College within the University area and who seeks admission in the college/institution during the course of an academic year subject to the following conditions:
 - (i) The subjects and the medium of instruction offered in both the colleges institutions are the same.
 - (ii) There must be a vacancy in the college/institution in the course of study concerned.
 - (iii) The prescribed fees for such combination of attendance shall be collected from the students
 - (iv) A no objection certificate from the college/institution concerned shall be produced.

Note: Combination of attendance cannot be granted:

- (a) If there is a change either in the language under Foundation course, or, in the optional subject under core course, and
 - (b) If the sanctioned strength is exceeded by such admission.
2. Students transferred from other Universities and seeking admission in the University may be permitted to be admitted to the corresponding branch of the concerned course provided, however,

- (a) Equivalence of the course concerned is approved by the University.
- (b) They shall produce from the Head of the Institution in which they have last Studied
- (c) A certificate stating that they have earned necessary attendance and progress as prescribed by the University concerned till the date of their leaving that institution
- (d) They shall have passed all the examinations prescribed by the Parent University for the duration of the course of study already put in and shall have to produce documentary evidence to that effect along with the application for admission.
- (e) They shall pay the prescribed fees for such Migration to the University
- (f) They shall undergo the remaining course of study and pas the examinations prescribed thereof in the University and satisfactory fulfill such other requirements as prescribed by the University.
- (g) They shall be eligible for classification but not for ranking in the University Examination concerned.

CHAPTER-X

(Gazette 76 dated 12.05.2009)

MEDIUM OF INSTRUCTION Section 30 (1)(c)

The medium of instruction in respect of all courses conducted in the Schools and in the colleges/institutions admitted to the privileges of the University shall be English.

CHAPTER XV

(Gazette 76 dated 12.05.2009)

Discipline among Students in University Examinations

1. Disciplinary Control of Chief Superintendent of Examination
 - (a) During an examination the candidates shall be under the disciplinary control of the Chief Superintendent of the centre who shall issue the necessary instructions. If a candidate disobeys instructions or misbehaves with any member of the supervisory staff or with any of the invigilators at the centre, he/she may be expelled from the examination for that session.
 - (b) The Chief Superintendent shall immediately report the facts of such a case with full details of evidence to the Controller of Examination who will refer the matter to the Examination Discipline Committee. The Committee will make recommendations for disciplinary action as it may deem fit to the Vice-Chancellor.
2. Every day, before an examination begins, the Invigilators shall call upon all the candidates to search their persons, tables, desks, etc. and ask them to hand over all papers, books, notes or other reference material which they are not allowed to have in their possession or accessible to them in the examination hall. Where a late-comer is admitted this warning shall be repeated to him at the time of entrance to the examination hall. They are also to see that each candidate has his/her identification card and hall ticket with him/her.
3. Use of Unfair means:
A candidate shall not use unfair means in connection with any examination. The following shall be deemed to be unfair means:

- a. Found in possession of incriminating materials related/unrelated to the subject of the examination concerned.
- b. Found copying either from the possessed material or from a neighbor.
- c. Inter-changing of answer scripts
- d. Change of seat for copying
- e. Trying to help other candidates
- f. Found consulting neighbours
- g. Exchange of answer sheets or relevant materials
- h. writing some other candidate's register number in the main answer paper
- i. Insertion of pre-written answer sheets (Main sheets or Additional Sheets)
- j. Threatening the invigilator or insubordinate behavior as reported by the Chief Superintendent and/or the Hall Superintendent.
- k. Consulting the invigilator for answering the questions in the examination
- l. Cases of impersonation
- m. Mass copying

The Executive Council may declare any other act of omission or commission to be unfair means in respect of any or all the examination.

4. If the Vice-Chancellor is satisfied that there has been a mass-scale copying or use of unfair means on a mass-scale at particular center(s), he may cancel the examination of all the candidates concerned and order re-examination.

Note: Where the invigilator in charge is satisfied that one third (1/3) or more students were involved in using unfair -means or copying in a particular Examination Hall, it shall be deemed to be a case of mass copying.

5. (a) The Chief Superintendent of the examination centre shall report to the Controller of Examinations without delay and on the day of the occurrence if possible, each case where use of unfair means in the examination is suspected or discovered with full details of the evidence in support thereof and the statement of the candidate concerned, if any, on the forms supplied by the Controller of Examinations for the purpose.
- (b) A candidate shall not be forced to give a statement but the fact of his/her having refused to make a statement shall be recorded by the Chief Superintendent and shall be got attested by two other members of the supervisory staff on duty at the time of occurrence of the incident.
- (c) A candidate detected or suspected of using unfair means in the examination may be permitted to answer the question paper, but on separate answer-book. The answer-book in which the use of unfair means is suspected shall be seized by the Chief Superintendent, who shall send both the answer-books to the Controller of Examinations with his report. This will not affect the concerned candidate appearing in the rest of the examinations.
- (d) All cases of use of unfair means shall be reported immediately to the Controller of Examinations by the Centre Superintendent, examiner, paper-setter, evaluator, moderator, tabulator or the person connected with the University examination as the case may be, with all the relevant material.

6. Examination Discipline Committee

- (a) All the cases of alleged use of unfair means shall be referred to a Committee called the Examination Discipline Committee to be appointed by the Vice-Chancellor.
- (b) The Committee shall consist of five members drawn from amongst the teachers and officers of the University.
- (c) A member shall be appointed for a term of two years, and shall be eligible for reappointment
- (d) Three members present shall constitute the quorum
- (e) Ordinarily, all decisions shall be taken by the Committee by simple majority, if the members are equally divided the case shall be referred to the Vice-Chancellor, whose decision shall be final.
- (f) All decisions taken by the Examination Discipline Committee will be placed before the Vice-Chancellor for approval.
- (g) A candidate, within one month of the receipt of the decision of the University, may appeal to the Vice Chancellor, in writing for a review of the case. If the Vice Chancellor is satisfied that the representation merits consideration, he/she may refer the case back to the Examination Discipline Committee for reconsideration.

7. The Examination Discipline Committee may recommend one of the following punishment for cases of unfair means

Nature of unfair means	Scale of Punishment
If the candidate has used unfair means specified in sub-clause(a) to (g) of clause3	(i) Cancel all the University Examinations registered by the candidate in that session
If the candidate has repeated the unfair means shown at 3(a) to (g) a second time	(ii) Cancel the University Examination of all subjects registered by the candidate in that session and debar him/her for the next examination session (i.e.all University Examinations in the subsequent session)
If the candidates has repeated the unfair means shown at 3 (a)to (g) third time	(iii) Cancel the University Examinations of all subjects registered by the candidate for that session and debar him/her for two years from registering and appearing for the University Examinations
If the candidate used unfair means in sub Clause (h) of Clause3	(iv) Cancel the University Examinations of all subjects registered by the candidate during that semester only
If the candidates used unfair means in sub Clause (i) of Clause3	(v) Cancel the University Examinations of all subjects registered by the candidate for that session and debar him/her for two subsequent examination sessions
If the candidates used unfair means in sub Clause (j) of Clause3	(vi) Cancel the University Examinations of all subjects registered by the candidate for that session and debar him/her for two years from registering and appearing for the University Examination.
If the candidates used unfair means in sub Clause (k) of Clause3	(vii)Cancel the examination of all subjects registered by the candidate for that session

If the candidates used unfair means in sub Clause (l) of Clause 3.	(viii) Cancel the University Examinations of all subjects registered by the candidate for that session and debar him/her for two years from registering and appearing for the examination sessions. Moreover, relevant legal action shall be initiated if an outside is involved.
If the candidates used unfair means in sub Clause (m) of Clause 3.	(ix) (a) In the Single Mall: Cancel the relevant examination taken by the students of that Hall. Debar the concerned Hall Superintendent and others involved directly or indirectly from the examination work such as investigation, question paper setting, valuation, etc., for the next six examination sessions. (c) In a Centre: Cancel the relevant examination taken by the students of the center. Debar the Hall Superintendents and the Chief Superintendents and others involved directly or indirectly from the examination work such as Investigation, question paper setting, valuation etc., for the next six examination sessions and cancel the examination centre for two years

CHAPTER XVIII

(Gazette 76 dated 12.05.2009)

AWARD OF DEGREES, DIPLOMAS, CERTIFICATES AND OTHER DISTINCTIONS

[Section 5 (vi) Section 28 (i) read with Statute 30]

1. Degrees, diplomas, certificates and other academic distinctions shall be conferred by the University on students who have been duly certified to be qualified for such award by the Academic Council.
2. The Executive Council may, on the recommendation of the Academic Council and by a majority of not less than two-thirds of the members present and voting, make proposals to the Visitor for the conferment of honorary degrees:

Provided that in case of emergency, the Executive Council may on its own, make such proposals. The following honorary degrees may be conferred upon a person on the ground that he/she is, by reason of eminent position and attainments or by virtue of his/her contribution to learning or eminent services to the cause of Education or Society, a fit and proper person to receive such degree(s):

Doctor of Laws (L.L.D.)
 Doctor of Letters
 Doctor of Science (D.Sc.)

3. Honorary Degrees shall be conferred only at convocation and may be taken in person or in absentia.

Ordinance 20 of 2015

(Gazette 305 dated 03.09.2015)

[vide Executive Council resolution No.EC 2015-31-32 dated 26-06-2015]

Convocation for Conferring Degrees

1. A Convocation for the purpose of conferring degrees shall ordinarily be held once in a year on such date and place as may be fixed by the Vice-Chancellor with the prior approval of the Chancellor. The term 'degree' shall include any diploma conferred by the University.
2. A Special Convocation for the purpose of conferring Honorary degrees may also be held at such time as may be decided by the Executive Council.
3. The Convocation shall consist of the body corporate of the University.
4. The Chancellor shall, if present, preside at the Convocation of the University for conferring degrees. In the absence of the Chancellor, the Vice-Chancellor shall preside at the Convocation.
5. Not less than four weeks' public notice shall be given by the Registrar of the Convocation.
6. The Registrar shall issue to each member of the Convocation a programme of the procedure to be observed thereat.
7. The candidates who have passed their examinations in the years since the last Convocation shall be eligible to be admitted to the Convocation.
8. Such candidates as are unable to present themselves in person at a Convocation shall be admitted to the degree in absentia by the Chancellor or in his absence by the Vice-Chancellor, and their degrees shall be given by the Registrar on application and payment of the prescribed Convocation Fee.
9. Provided that in case the Convocation is not held in a particular year, the Vice-Chancellor shall be competent to issue degrees, wherever considered essential, without waiting for the formal Convocation, on payment of prescribed Convocation Fee.
10. Applications for Convocation along with the prescribed Convocation Fee should be compulsorily collected by the Campus Directors/Principals along with the Examination fees for the final semester examination. Hall tickets for the final semester examination will not be issued to those students who do not submit applications for Convocation along with the prescribed Convocation Fee.
11. The candidates who wish to receive the degrees in person should intimate the Registrar in writing at least 7 days before the date of the Convocation.
12. The candidates at the Convocation shall wear black colour robe with black cap. No candidate shall be admitted to the Convocation who is not in the prescribed academic dress.
13. The following design of Robes shall be worn in the Robing room by the various dignitaries:

Chancellor	Purple colour Robe of velvet material with 4" gold and silver lace with black cap.
Vice-Chancellor	Purple colour Robe of velvet material with 3" gold and silver lace with black cap.
Chief Guest	Dark Red colour Robe of velvet material with 4" full gold lace with black cap.

Other Guests of Honour	Maroon colour Robe of velvet material with 4” gold and silver lace with black cap.
Registrar, Controller of Examination, Finance Officer, Librarian and Campus Directors	Blue colour Robe of satin material with 2” yellow band with black cap.
Members of University Authorities like Executive Council, Finance Committee, Academic Council etc.	Black colour Robe of satin material with black cap.

14. After the robing, there shall be a Group Photograph of all the members of the Academic Procession with the Chief Guest. The order of the Academic Procession shall be as follows:

Registrar

Controller of Examinations

Finance Officer

Librarian

Directors of IMU Campuses

Deans of Schools

Pro-Vice Chancellor

The Director-General of Shipping

The Secretary (Shipping), Government of India

The various Guests of Honour (in the ascending order of protocol)

The Chief Guest

Vice-Chancellor.

15. The Academic Procession will commence from the place of the Group Photograph. Only those members of the procession who are to sit on the dais as per the approved seating plan will go on to the dais; the rest will take their seats in the first row of the Hall.

16. When the procession enters the Hall, the candidates and other invitees shall rise and remain standing until all those on the dais have taken their seats.

17. After the University/National Anthem, the Chancellor shall declare the Convocation open by saying:

“This Convocation of the Indian Maritime University, Chennai has been called to confer the Degrees and Diplomas upon the candidates who have been certified to be worthy of the same.”

18. The Chancellor shall then say:

“I invite the Vice-Chancellor to deliver the welcome address and present the report on the academic achievements of the University during the period relating to the Convocation.”

The Vice Chancellor shall make a brief welcome address and present the report.

19. The Chancellor shall then say:

“Let the Candidates be now presented”

The Vice Chancellor shall be the common Presenter for all the Schools.

(a) The Vice Chancellor shall say:

“Mr. Chancellor, I present to you the candidates who are to be awarded Postgraduate degrees, Postgraduate diplomas, Undergraduate degrees and Undergraduate diplomas in person in Programmes under the School of Nautical Studies, the School of Marine Engineering and Technology, the School of Naval Architecture and Ocean Engineering, the School of Maritime Management . . .” [and such other Schools as may be introduced from time to time].

The candidates belonging to each of these Schools shall stand up as soon as the Vice Chancellor reads out the name of their School and shall keep standing.

The Chancellor shall say:

“I assent to the award of Postgraduate degrees, Postgraduate diplomas, Undergraduate degrees and Undergraduate diplomas to these candidates in person.”

The graduates shall now sit down.

(b) The Vice Chancellor shall say:

“Mr. Chancellor, I present to you the candidates who are to be awarded Postgraduate degrees, Postgraduate diplomas, Undergraduate degrees and Undergraduate diplomas in absentia in Programmes under the School of Nautical Studies, the School of Marine Engineering and Technology, the School of Naval Architecture and Ocean Engineering, the School of Maritime Management . . .” [and such other Schools as may be introduced from time to time].

The Chancellor shall say:

“I assent to the award of Postgraduate degrees, Postgraduate diplomas, Undergraduate degrees and Undergraduate diplomas to these candidates in absentia.”

The Chancellor shall sign the *Register of Graduates*.

20. In the absence of the Chancellor, the Vice Chancellor shall declare the Convocation open, and assent to the award of the degrees to the candidates in person and in absentia, and sign the Register of Graduates while the Registrar shall be the common Presenter.
21. Only the candidates who are to receive medals and the Ph.D-awardees shall receive the degrees from the Chief Guest/Guest of Honour on the dais. For the rest of the in person candidates, the Vice Chancellor shall make necessary arrangements for the distribution of the degrees in the Convocation Hall after the main function is over.
22. The Chief Guest shall then deliver the Convocation Oration.
23. After the National Anthem, the Academic Procession shall return to the Robing room in reverse order to that in which it entered the Convocation Hall.
24. Honorary degree shall be conferred only at a Convocation and may be taken either in person or in absentia.
25. The presentation of the persons at the Convocation on whom Honorary degrees are to be conferred shall be made by the Vice-Chancellor and the Chancellor shall award the same. In the absence of the Chancellor, the Registrar shall be the presenter and the Vice Chancellor shall award the Honorary degrees.

Note: The Notification published in Chapter-XIX ‘Convocation for Conferring Degrees’ of “Ordinances Governing Academic Matters” of the Gazette of India No. 76, dated May 12, 2009 is hereby repealed.

Ordinance 21 of 2015

(Gazette 305 dated 03.09.2015)

[vide Executive Council resolution No.EC 2015-31-33 dated 26-06-2015]

Automatic Cessation of Membership of Members who do not attend 3 consecutive meetings of certain Committees

If a nominated member of the following four Committees:

1. Various School Boards
2. Board of Affiliation and Recognition
3. Examination Committee
4. Examination Disciplinary Committee

absents himself for 3 consecutive meetings of the Committee, then he shall automatically cease to be a member of the Committee. The Vice-Chancellor or the DG Shipping or the Academic Council as the case may be can then nominate another member in place of such non-serious member. The new member shall enjoy the full tenure of a nominated member.

Ordinance 63 of 2015

(Gazette 298 dated 20.07.2016)

[vide Executive Council resolution No.EC 2015-33-12 dated 23-12-2015]

Ordinance prescribing the composition of the School of Allied Studies.

1. The Indian Maritime University shall have a School of Allied Studies, the composition of which shall be as under:
 - (i) Vice Chancellor - Chairman (Ex-Officio).
 - (ii) Deans of the Schools of Marine Engineering & Technology, Nautical Studies, Naval Architecture & Ocean Engineering, Maritime Management - Members (ex-officio).
 - (iii) One Faculty from each School of Studies not below the rank of Associate Professor nominated by the Vice Chancellor - Members.
 - (iv) Four Faculty from the Affiliated Institutes (from different disciplines) nominated by the Vice Chancellor - Members.
 - (v) Six external experts representing Teaching, Research and Industry nominated by the Academic Council out of a panel of 12 names proposed by the Vice Chancellor - Members.
2. The term of the office of the nominated members shall be 3 years and they shall be eligible for re-nomination.
3. The functions of the School of Allied Studies shall be:
 - (i) Propose guidelines and regulations for such Certificate, Diploma, PG Diploma and PG Degree courses as may be assigned to it by the Vice Chancellor.
 - (ii) Development of curricula, syllabi and supporting course materials for such Certificate, Diploma, PG Diploma and PG Degree courses.

- (iii) Perform such other functions as assigned to it by the Academic Council and the Executive Council from time to time.
4. The meetings of the Board shall be held at least twice a year.
 5. The quorum for a meeting of the Board shall be one third of the total members.
 6. Notice for a meeting of the Board shall be issued at least ten days before the date fixed for the meeting.
 7. The Board may determine its own procedures for working.”

Ordinance 64 of 2015

(Gazette 298 dated 20.07.2016)

[Vide Executive Council resolution No.EC 2015-33-13 dated 23-12-2015]

Ordinance prescribing the composition of the Board of Affiliation and Recognition Board of Affiliation and Recognition

The Board of Affiliation and Recognition(BAR) would be placed in the Head quarters of IMU at Chennai and will have the following members:

1. Vice Chancellor-Chairperson
2. Pro–Vice Chancellor
3. Registrar
4. Two representatives from any of the Campuses who are experts in the field to be nominated by the Vice Chancellor.
5. Two representatives of the Director General of Shipping, one each from Nautical and Engineering branches to be nominated by him with the consent of the Vice Chancellor.
6. Two experts from the industry to be nominated by Academic Council.

The Registrar is the Member-Secretary of the BAR.

The term of the nominated members shall be 3 years from the date of nomination.

Ordinance 65 of 2015

(Gazette 298 dated 20.07.2016)

[Vide Executive Council resolution No.EC 2015-33-15 dated 23-12-2015]

Ordinance prescribing the Semester Fees and Penalty payable by students of IMU Campuses

1. The Semester Fees payable by the students of the Campuses of the Indian Maritime University shall be as prescribed by the Executive Council from time to time. The Semester Fees that will be applicable to students of IMU joining from the Academic Year 2016-17onwards shall be as follows:

Fees Payable by Students for various Programmes in IMU					
Programme	Student Gender	Total Fees for an Academic Year	Fee Payable per Semester		
			<i>Odd Semester</i>		<i>Even Semester</i>
			Programme Fee	Semester Fee	Semester Fee

B.Tech(Marine Engineering)	Male	2,25,000/-	25,000/-	1,00,000/-	1,00,000/-
B.Tech(Marine Engineering)	Female	1,45,000/-		60,000/-	60,000/-
B.Tech(Naval Architecture and Ocean Engineering)	Male	2,25,000/-	25,000/-	1,00,000/-	1,00,000/-
	Female				
B.Sc.(Nautical Science)	Male	2,20,000/-	25,000/-	97,500/-	97,500/-
	Female	1,40,000/-		57,500/-	57,500/-
B.Sc.(Maritime Science)	Male	2,20,000/-	25,000/-	97,500/-	97,500/-
	Female	1,40,000/-		57,500/-	57,500/-
B.Sc(Shipbuilding and Repair)	Male	2,00,000/-	25,000/-	87,500/-	87,500/-
	Female				
M.Tech(Naval Architecture and Ocean Engineering)	Male	2,25,000/-	25,000/-	1,00,000/-	1,00,000/-
	Female			1,00,000/-	1,00,000/-
M.Tech(Dredging & Harbour Engineering)	Male	2,25,000/-	25,000/-	1,00,000/-	1,00,000/-
	Female			1,00,000/-	1,00,000/-
MBA(International Transportation & Logistics)	Male	2,00,000/-	25,000/-	87,500/-	87,500/-
	Female				
MBA(Port & Shipping Management)	Male	2,00,000/-	25,000/-	87,500/-	87,500/-
	Female				
PGDME	Male	3,50,000/-	25,000/-	1,62,500/-	1,62,500/-
	Female	2,50,000/-		1,12,500/-	1,12,500/-

2. The Semester Fees - depending upon the Programme - will normally include some or all of the following: Tuition Fee (inclusive of Library Fee, Laboratory Fee, Workshop Fee, Industrial Visit Fee, Extra-curricular activities Fee, Medical Fee, etc.), Mess Charges, Lodging Charges, Hair-cut Charges, Laundry Charges, cost of Uniform, cost of Books and so on. They do not include the interest free, one-time Caution Deposit of Rs.20,000 collected at the time of admission.
3. The University reserves the right to prescribe higher Semester Fees for students admitted under the Non-Resident Indians/Persons of Indian Origin/Foreign Nationals categories.
4. The Semester fees shall be payable through State Bank of India's I-Collect or through any Electronic/Online mode of transfer of funds or in such other manner as may be prescribed by the University.
5. For the first semester of any Programme, the full Semester Fees relating to the semester shall be collected before admitting the student. *No student shall be admitted to any Programme in any Campus unless the Semester Fees relating to the first semester have been paid in full.*
6. From the second semester onwards, the Semester Fees shall be due on the opening day of the semester.
7. If the Semester Fees are paid in full within 15 days of the opening day of the semester there shall be no penalty.
8. The penalty for late payment of the Semester Fees between the 16th day & the 45th day from the opening day of the semester shall be @Rs.200/- per day *even if the Semester Fees had been paid in part within 15 days.*
9. It shall be the responsibility of the Campus Director to ensure the full and timely collection of the Semester Fees from the students. He shall display on the Notice Board of the Department as well as the Hostel, the list of defaulters who did not pay their Semester fees in full within 15 days. He shall further give individual

notices *in writing* not only to the defaulters but also their parents warning them that the defaulters' names are liable to be removed from the University rolls and that they are liable to be expelled from the hostel if they do not pay the Semester Fees together with the Penalty payable in full before 45 days of the opening day of the semester.

10. If any part of the Semester Fees together with the Penalty payable remains unpaid even after 45 days from the opening day of the semester, *the names of the defaulters shall be removed from the rolls of the University and they shall be expelled from the hostel with effect from the 46th day.* It shall be the responsibility of the Campus Director to ensure the same.
11. The defaulting student may be permitted to rejoin the semester if, between the 46th and the 75th day from the opening day of the semester, he pays the Semester Fees together with the Penalty payable in full and further pays a re-Admission Registration Fee of Rs.10,000/-. The student shall be solely responsible for any shortfall of attendance due to this break.
12. If the defaulting student fails to avail of even this window of opportunity and does not pay the Semester Fees together with the Penalty payable in full along with the re-Admission Registration Fee of Rs.10,000/- within 75 days from the opening day of the semester, then the student will have to suffer a break in study and re-join the same semester in the following academic year provided he clears all the pending dues in full and after obtaining the prior permission in writing from the University.
13. The University reserves the right to initiate legal action for recovery of the pending dues from the student as well as his parents, and to withhold his original certificates until such time as the dues are fully cleared.
14. If a student after paying his Admission Registration Fee and Programme Fee does not report at the Campus to join the Programme in the first semester within the time prescribed, then he shall not be entitled to the refund of the Admission Registration Fee and the Programme Fee under any circumstances.
15. If a student after paying his Admission Registration Fee, Programme Fee and the Semester Fees for the first semester withdraws from the University, then he shall not be entitled to the refund of the Admission Registration fee, Programme Fee and the Semester Fees paid by him under any circumstances.
16. If a student withdraws from the University in the middle of any other semester, then he shall not be entitled to the refund of the Programme Fee and Semester Fees paid by him under any circumstances. However, the Caution deposit is refundable, on an application from the student, after deducting all the dues against him.
17. Notwithstanding what is stated above, no student shall be allowed to appear in the end-semester examination unless he has cleared all his dues, paid the prescribed Examination Fee, and produced a 'No dues' certificate."

Ordinance 66 of 2015

(Gazette 298 dated 20.07.2016)

[vide Executive Council resolution No.EC 2015-33-16 dated 23-12-2015]

Ordinance for Automatic Disaffiliation of Affiliated Institutes which have not admitted a single student for a given number of years.

Action to be taken against Affiliated Institutes which fail to admit even a single student for a given period

If an Affiliated Institute fails to admit even a single student to any Programme of study for three years in a row (or for four years in a row in respect of Programmes having duration of 4 years), then IMU's affiliation for the Programme concerned shall automatically lapse at the end of the 3-year period (or 4-year period as the case may be). This is necessary since the Faculty will not normally be retained/ utilised and the buildings and equipment would have deteriorated during this period. The affiliation maybe revived on a request received from the Institute, but it will be treated as a *fresh application* and will have to conform with all the procedures and requirements prescribed for grant of new affiliation including payment of Initial Affiliation Fee and all other fees as applicable, and after due inspection.

Ordinance 67 of 2015

(Gazette 298 dated 20.07.2016)

[vide Executive Council resolution No.EC 2015-33-17 dated 23-12-2015]

Ordinance prescribing an Annual Return to be submitted by Affiliated Institutes to IMU

Every Affiliated Institute shall submit an Annual Return to IMU in the prescribed format before the 30th of September each year. Any Affiliated Institute which fails to submit the above return or furnishes a false return shall be liable for disciplinary action which may include the withholding of Hall Tickets/Examination Results and in extreme cases, disaffiliation of the Institute.

FORMAT OF THE ANNUAL RETURN TO BE SUBMITTED BY AFFILIATED INSTITUTES TO IMU BEFORE 30TH SEPTEMBER OF EVERY YEAR

1. Name, Address and the Contact details of the Affiliated Institute:
2. Name, Address and the Contact details of the Principal:
3. Name, Address and the Contact Details of the Chairman of the Governing Body/Management Committee of the Affiliated Institute:
4. Details of the Land in which the Institute is situated:
 - (a) Total Area (in acres):
 - (b) Whether owned/leased:
 - (c) If leased, period of the lease:
 - (d) Built-up Area (in acres):
5. Details of various Programmes approved by DG Shipping:

Name of Programme	D. G. Shipping Approval		
	Year of Approval	Ref No. and date	Sanctioned Intake

6. Details of various Programmes affiliated with IMU:

Name of Programme	Affiliation with IMU			
	Year of Approval	Ref. No. and date	Sanctioned Intake	Continuation Fee paid upto which year

7. Details of Admissions to various Programmes *affiliated with IMU* since inception:

Name of Programme	Academic Year	No. of Students Admitted	No. of Drop Outs	No. of Students who have completed the Course and passed out

8. Programme-wise details of Faculty employed and working:

Name of the Programme	Name of the Faculty & Designation	Qualifications	Whether Permanent/ Temporary/Contract	Date from which working

9. Programme-wise details of Faculty employed and working:

Name of the Programme	Name of the Faculty & Designation	Qualifications	Whether Permanent/ Temporary/ Contract	Date from which working

10. Details of Sponsorships in case of DNS leading to B.Sc (Applied Nautical Science) Programme from 2012-13 onwards (if applicable):

Academic Year	Batch	Name & Address of the Sponsoring Agency	Number of On-board Training Slots tied-up	Number of Students Actually placed
	Feb			
	Aug			

11. Whether the Institute is affiliated with any other University for the same Programmes that it is currently affiliated with IMU: Yes/ No

If 'Yes', Year in which affiliation was obtained:
Please provide the admission details as shown below:

Name of Programme	Academic Year	Sanctioned Intake	No.of Students Admitted

I /We certify that all the particulars furnished above are true and correct and based on documentary evidence.

Date:
Place:
Seal

(Signature of Principal)
Name and Designation with Official

Ordinance 01 of 2016
(Gazette 441 dated 02.12.2016)

vide Executive Council resolution No.EC 2016-34-15 dated 23-05-2016

Ordinance on IMU's Anti-Plagiarism Policy

Definition

'Plagiarism' is defined as the passing off of another person's work as one's own work without acknowledgement of the source, and involves copying of phrases, sentences, paragraphs or longer extracts from published or unpublished work including from the Internet.

Modes of Plagiarism

According to www.plagiarism.org, all of the following are considered plagiarism:

1. Turning in someone else's work as your own.
2. Copying words or ideas from someone else without giving credit.
3. Failing to put a quotation in quotation marks.
4. Giving incorrect information about the source of a quotation.
5. Changing words but copying the sentence structure of a source without giving credit.
6. Copying so many words or ideas from a source that it makes up the majority of your work, whether you give credit or not (i.e. not "fair use").

'No-Plagiarism Declaration' by Students

Every student who is required to submit a thesis/dissertation/ project report/ research paper/assignment as part of the requirement for award of a Post-Graduate or Doctoral degree will be required to submit a signed statement at the beginning of the P.G/Ph.D programme that he is aware of the University's Anti-Plagiarism policy and will abide by it. He shall submit a "No-Plagiarism Declaration" with every thesis/dissertation/ project report/ research paper/assignment submitted by him.

Responsibility for detecting Plagiarism committed by Students

It shall be the primary responsibility of the Supervisor/Guide/Teacher to detect the plagiarism, if any, committed by the student under his charge. The Supervisor/Guide/Teacher shall run the thesis/dissertation/research paper/ assignment through the prescribed anti-plagiarism detection tool to ensure that it reflects genuine research and original work, and he shall furnish a certificate to this effect. A Supervisor/Guide/Teacher who fails to put in due diligence to detect plagiarism shall be liable for disciplinary action.

Plagiarism by Employees

Teachers and other employees who submit articles/research papers/consultancy reports/project reports or who present papers or deliver orations in seminars and conferences will be required to uphold the highest ethical standards and not resort to plagiarism. If any plagiarism comes to light, they shall be liable for disciplinary action.

Procedure for handling allegations of Plagiarism

Whenever an allegation of plagiarism is brought to the University's notice either by the Supervisor/Guide/Teacher or by any other source against a student or an ex-student or an employee, the Vice Chancellor may refer the same to the Board of Research Studies for an inquiry. The Board of Research Studies may conduct an inquiry on its own or constitute a Standing Sub-committee to inquire into allegations of plagiarism. The Board/Sub-committee shall observe the principle of natural justice and afford the student/ex-student/employee against whom the allegation of plagiarism has been received a reasonable opportunity to show cause against the allegation. The inquiry should be completed expeditiously especially where a student is on the verge of completing his programme. The Board/Sub-committee should submit its report to the Vice Chancellor with (i) a clear-cut finding as to whether plagiarism has been committed or not, and (ii) if committed, an opinion on the gravity of the offence (expressed as a percentage of total number of sentences). The Vice Chancellor is at liberty to accept the findings of the Board/Sub-committee in full or to deviate from the same for reasons to be recorded in writing. Depending on the gravity of the offence, the Vice Chancellor in respect of students, and the competent authority in respect of employees, may award punishment as per the norms prescribed below:

Category	Punishment for proven charge of plagiarism based on the gravity of the offence
Student	Rustication from the University for a period ranging from 1 year to 5years.
Ex-Student i . e . One whose plagiarism is detected after he has been awarded degree.	IMU may with draw the degree awarded by it.
Employee(Faculty/Staff) (1) If plagiarism is proved with regard to a thesis/ dissertation/project report relating to a degree awarded by IMU or any other University based on which qualification employment was obtained in IMU. (2) If plagiarism is proved in respect of articles/research reports/ consultancy reports/ project reports/ papers submitted or orations in a seminar or conference etc.	Disciplinary action for minor or major penalty with a minimum penalty of stoppage of increment for one year and maximum penalty of termination from service. Disciplinary action for minor or major penalty with a minimum penalty of not less than stoppage of increment for one year.

Ordinance 02 of 2017

(Gazette 183 dated 05.05.2017)

[Executive Council resolution No.EC 2016-37-09 dated 22.12.2016]

“Ordinance governing the Discipline of Students of IMU Campuses and Affiliated Institutes

1. All powers relating to discipline and disciplinary action in relation to students of the University shall vest in the Vice-Chancellor.
2. Without prejudice to the generality of the Vice Chancellor’s powers, a Director of an IMU Campus shall have the power to suspend a student for a period not exceeding 30 days on grounds of indiscipline, misconduct or acts unbecoming of a student of the University under immediate intimation to the Registrar along with the reasons for suspension.
Provided that if the suspension of the student is to be extended beyond 30 days, the Director shall obtain the previous approval of the Vice Chancellor before the expiry of the 30-day period.
Provided further that the Vice Chancellor may revoke the suspension of a student if done wrongfully by the Director, or place a student under suspension if the Director has failed to do so in spite of the situation warranting the same.
3. A Director of an IMU Campus shall also have powers to levy fine not exceeding Rs. 1,000/- for lesser offences committed by a student not warranting suspension.
4. All powers relating to the discipline and disciplinary action concerning students of a College or an Institution not maintained by the University shall vest in the Principal/Head of the Institution as the case may be.
5. A student of an Affiliated College/Institution would come within the disciplinary jurisdiction of the University at the time of conduct of University Examination or any other University activity, and he shall be subject to any punishment that may be imposed by the competent authority of the University for having committed such an act of indiscipline, misconduct or act unbecoming of a student of the University.
6. The Principal or the Head of the Affiliated College/Institution may inflict any of the following punishments:
 - i) Suspension
 - ii) Expulsion
 - iii) Rustication for a specified period
 - iv) Denial of admission to courses of study in the College/Institution concerned.
 - v) Denial of admission to the hostel maintained by the College/Institution.
 - vi) Withdrawal of scholarship or freship.
 - vii) Fine for an amount to be specified by order.

Provided that the Principal/Head of the Institution shall not inflict any such punishment before satisfying himself as to the necessity of the penalty after giving the student(s) concerned an adequate opportunity for being heard and considering such representation as may be made on behalf of the student(s).

7. Ragging:

- (i) Ragging constitutes one or more of any of the following acts:
 - a) Any conduct by any student or students whether by words spoken or written or by an act which as the effect of teasing, treating or handling with rudeness a fresher or any other student.
 - b) Indulging in rowdy or undisciplined activities by any student or students which causes or is likely to cause annoyance, hardship, physical or psychological harm or to raise fear or apprehension hereof in any fresher or any other student.
 - c) Asking any student to do any act which such student will not in the ordinary course do and which has the effect of causing or generating a sense of shame, or torment or embarrassment so as to adversely affect the physique or psyche of such fresher or any other student.
 - d) Any act by a senior student that prevents, disrupts or disturbs the regular academic activity of any other student or a fresher.
 - e) Exploiting the services of a fresher or any other student for completing the academic tasks assigned to an individual or a group of students.
 - f) Any act of financial extortion or forceful expenditure burden put on a fresher or any other student by students
 - g) Any act of physical abuse including all variants of it: sexual abuse, homosexual assaults, tripping, forcing obscene and lewd acts, gestures, causing bodily harm or any other danger to health or person;
 - h) Any act or abuse by spoken words, emails, post, public insults which would also include deriving perverted pleasure, vicarious or sadistic thrill from actively or passively participating in the discomfiture to fresher or any other student.

For the purpose of this Ordinance, abetment to ragging whether by way of any act, practice or incitement of ragging will also amount to ragging.

- (ii) Ragging in any form constitutes gross indiscipline, and is strictly prohibited within the premises of the Indian Maritime University or any of its Affiliated Colleges/Institutions or outside.
- (iii) It shall be the duty of Hostel Wardens, Faculty, Heads of Departments, Directors of IMU Campuses and Principals of Affiliated Colleges/Institutions to take all steps necessary to curb the menace of ragging. Failure to do so will be treated as dereliction of duty.
- (iv) Directors of IMU Campuses and Principals of Affiliated Colleges/Institutions shall have the powers to issue such instructions and entrust such responsibilities to the Hostel Wardens, Faculty and Heads of Departments as may be necessary to curb the menace of ragging.
- (v) On receipt of any information of the occurrence of ragging, Hostel Wardens, Faculty, Heads of Departments of IMU Campuses or of Affiliated Colleges/Institutions shall take immediate action to submit a report to the Director of an IMU Campus or the Principal of an Affiliated College/Institution, as the case may be, of the identity of those who have engaged in ragging and the nature of the incident.

Provided further all such cases of ragging shall be reported immediately by the concerned Director of an IMU Campus or the Principal of an Affiliated College/Institution to the Registrar, IMU.

(vi) The Director of an IMU Campus or the Principal of an Affiliated College/Institution, as the case may be, may also conduct a suomotu enquiry into any incident of ragging.

(vii) A proven incident of ragging shall be a ground for suspension and award of other punishments contemplated in IMU's Statute 32(3) read with this Ordinance to the students found guilty."

Note: *The Notification published in Chapter-XIII 'Discipline of students (Statutes 5(xxxv) read with Statutes 32 & 33)' of the Gazette of India No. 76, dated May 12, 2009 is hereby repealed.*

Ordinance 18 of 2015

(Gazette 183 dated 19.07.2018)

[EC 2015-31-29 dated 26-06-2015. Amended vide EC 2017-38-21 dated 28-03-2017 and EC 2017-40-15 dated 15.09.2017]

“Semester Fees and Penalty payable by the Students of IMU Campuses

1. The Semester Fees payable by the students of the Campuses of the Indian Maritime University shall be as prescribed by the Executive Council from time to time. The Semester Fees that will be applicable to students of IMU joining from the academic Year 2017-18 onwards as follows:

Fees Payable by Students for various Programmes in IMU						
Sl. No.	Programme	Residential/ Non Residential	Total Fees for an Academic Year (Rs.)	Fee Payable per Semester		
				Odd Semester		Even Semester
				Programme Fee(Rs.)	Semester Fee(Rs.)	Semester Fee (Rs.)
1.	B.Tech (Marine Engineering)	Residential	2,25,000/-	25,000/-	1,00,000/-	1,00,000/-
2.	B.Tech (Naval Architecture and Ocean Engineering)	Residential	2,25,000/-	25,000/-	1,00,000/-	1,00,000/-
3.	B.Sc.(Nautical Science)	Residential	2,25,000/-	25,000/-	100,000/-	100,000/-
4.	B.Sc.(Maritime Science)	Residential	2,25,000/-	25,000/-	100,000/-	100,000/-
5.	B.Sc (Ship Building and Repair)	Residential	2,00,000/-	25,000/-	87,500/-	87,500/-
6.	BBA (Logistics, Retailing and e-Commerce)	Non-Residential	1,00,000	25,000/-	25,000/-	50,000/-
7.	DNS leading to B.Sc (Applied Nautical Science)	Residential	2,25,000/-	25,000/-	1,00,000/-	1,00,000/-
8.	M.Tech (Naval Architecture and Ocean Engineering)	Residential	2,25,000/	25,000/-	1,00,000/-	1,00,000/
9.	M.Tech (Dredging & Harbour Engineering)	Residential	2,25,000/-	25,000/-	1,00,000/-	1,00,000/

10.	M.Tech (Marine Technology & Management)	Residential	2,25,000/-	25,000/-	1,00,000/-	1,00,000/-
11.	MBA (International Transportation & Logistics)	Non-Residential	2,00,000/-	25,000/-	87,500/-	87,500/-
12.	MBA (Port & Shipping Management)	Non-Residential	2,00,000/-	25,000/-	87,500/-	87,500/-
13.	M.Sc (Commercial Shipping & Logistics)	Non-Residential	1,25,000/-	25,000/-	50,000/-	50,000/-
14.	PGDME	Residential	3,50,000/-	25,000/-	1,62,500/-	1,62,500/-
15.	M.S.(By Research)	Non-Residential	1,75,000/-	25,000/-	1,50,000per year	

Note: If a student of a 'Non-Residential programme' wishes to reside in an IMU Campus (subject to availability and at IMU's discretion), he will be required to pay an additional amount of Rs.60,000/- in one instalment at the beginning of the academic year.

2. The Semester Fees – depending upon the Programme - will normally include some or all of the following: Tuition Fee (inclusive of Library Fee, Laboratory Fee, Workshop Fee, Industrial Visit Fee, Extra-curricular activities Fee, Medical Fee, etc.), Mess Charges, Lodging Charges, Hair-cut Charges, Laundry Charges, cost of Uniform, cost of Books and so on. They do not include the interest free, one-time Caution Deposit of Rs.20,000/- collected at the time of admission.
3. The University reserves the right to prescribe higher Semester Fees for students admitted under the Non-Resident Indians/Persons of Indian Origin/Foreign Nationals categories.
4. The Semester fees shall be payable through State Bank of India's I-Collect or through any Electronic/Online mode of transfer of funds or in such other manner as may be prescribed by the University.
5. For the first semester of any Programme, the full Semester Fees relating to the semester shall be collected before admitting the student. No student shall be admitted to any Programme in any Campus unless the Semester Fees relating to the first semester have been paid in full.
6. From the second semester onwards, the Semester Fees shall be due on the opening day of the semester.
7. If the Semester Fees are paid in full within 15 days of the opening day of the semester there shall be no penalty.
8. The penalty for late payment of the Semester Fees between the 16th day & the 45th day from the opening day of the semester shall be @Rs.200/- per day even if the Semester Fees had been paid in part within 15 days.
9. It shall be the responsibility of the Campus Director to ensure the full and timely collection of the Semester Fees from the students. He shall display on the Notice Board of the Department as well as the Hostel, the list of defaulters who did not pay their Semester fees in full within 15 days. He shall further give individual notices in writing not only to the defaulters but also their parents warning them that the defaulters' names are liable to be removed from the University rolls and that they are liable to be expelled from the hostel if they do not pay the Semester Fees together with the Penalty payable in full before 45 days of the opening day of the semester.
10. If any part of the Semester Fees together with the Penalty payable remains unpaid even after 45 days from the opening day of the semester, the names of the defaulters shall be removed from the rolls of the University and

they shall be expelled from the hostel with effect from the 46th day. It shall be the responsibility of the Campus Director to ensure the same.

11. The defaulting student may be permitted to rejoin the semester if, between the 46th and the 75th day from the opening day of the semester, he pays the Semester Fees together with the Penalty payable in full and further pays a re-Admission Registration Fee of Rs.10,000/-. The student shall be solely responsible for any shortfall of attendance due to this break.
12. If the defaulting student fails to avail of even this window of opportunity and does not pay the Semester Fees together with the Penalty payable in full along with the re-Admission Registration Fee of Rs.10,000/- within 75 days from the opening day of the semester, then the student will have to suffer a break in study and re-join the same semester in the following academic year provided he clears all the pending dues in full and after obtaining the prior permission in writing from the University.
13. The University reserves the right to initiate legal action for recovery of the pending dues from the student as well as his parents, and to withhold his original certificates until such time as the dues are fully cleared.
14. If a student after paying his Admission Registration Fee and Programme Fee does not report at the Campus to join the Programme in the first semester within the time prescribed, then he shall not be entitled to the refund of the Admission Registration Fee and the Programme Fee under any circumstances.
15. If a student after paying his Admission Registration Fee, Programme Fee and the Semester Fees for the first semester withdraws from the University, then he shall not be entitled to the refund of the Admission Registration fee, Programme Fee and the Semester Fees paid by him under any circumstances.
16. If a student withdraws from the University in the middle of any other semester, then he shall not be entitled to the refund of the Programme Fee and Semester Fees paid by him under any circumstances. However, the Caution deposit is refundable, on an application from the student, after deducting all the dues against him.
17. Notwithstanding what is stated above, no student shall be allowed to appear in the end-semester examination unless he has cleared all his dues, paid the prescribed Examination Fee, and produced a 'No dues' certificate."

Ordinance 13 of 2017

(Gazette 183 dated 19.07.2018)

[EC 2017-37-08 dated 22.12.2016. Amended vide EC 2017-40-38 dated 15.09.2017 EC 2017-41-17 dated 22.12.2017]

Ordinance prescribing the procedure of Internal Assessment of Practical and Theory papers for the various programmes conducted by IMU

1. There will be no minimum pass mark for Internal Assessment for all programmes.
2. For all U.G programmes:
 - a. The maximum marks for each theory paper will be 100 marks, out of which 30 marks will be for Internal Assessment and 70 marks for University Examination.
 - b. The maximum marks for each practical paper will be 100 marks, out of which 50 marks will be for Internal Assessment and 50 marks for University Examination.
3. For all P.G programmes:
 - a. The maximum marks for each theory paper will be 100 marks, out of which 40 marks will be for Internal Assessment and 60 marks for University Examination.
 - b. The maximum marks for each practical paper will be 100 marks, out of which 50 marks will be for Internal Assessment and 50 marks for University Examination.
4. The above break-up will not apply to Project Work, Dissertation, Summer Internship and Shipboard Structured Training Programme (SSTP).
5. The component-wise breakup of the 'Internal Assessment' for the Theory papers of U.G and P.G programmes shall be as follows:

U.G Programmes

<i>S.No.</i>	<i>Component</i>	<i>Marks</i>
1	Teachers Assessment which may include parameters such assignments/behavior in class, responses/attentiveness in class etc.	10
2	ClassTests-2 per semester	20
	Total	30

P.G Programmes

<i>S.No.</i>	<i>Component</i>	<i>Marks</i>
1	Teachers Assessment which may include parameters such assignments/behavior in class, responses/attentiveness in class etc.	10
2	ClassTests-2 per semester	30
	Total	40

6. The component-wise breakup of the 'Internal Assessment' for the Practical papers of U.G and P.G programmes shall be as follows:

U.G Programmes

<i>S.No.</i>	<i>Component</i>	<i>Marks</i>
1	Teachers Assessment which may include parameters such assignments/behavior in class, responses/attentiveness in class etc.	10
2	Lab work records	40
	Total	50

P.G Programmes

<i>S.No.</i>	<i>Component</i>	<i>Marks</i>
1	Teachers Assessment which may include parameters such assignments/behavior in class, responses/attentiveness in class etc.	10
2	Lab work records	40
	Total	50

7. The IMU Campus/Affiliated Institute must preferably notify the schedule of the various components of Internal Assessment, especially Class test, well in advance. If one or more students are absent for a particular component of Internal Assessment, he should be awarded to zero marks for that component. Provided that if one or more students were to miss a Class Test or a Project Review or Lab/Workshop classes owing to illness or accident or participation in any national event, the IMU Campus/Affiliated Institute may conduct a special Class Test or Project Review or Lab/Workshop classes for such student(s) within the same semester as decided by the HoD, but no student shall claim any right in this regard.
8. The finally compiled Internal Assessment marks of all the papers should be displayed in the common Notice Board of the IMU Campus/ Affiliated Institute for the information of the students at least 14 days before the date of commencement of the end-semester examinations. Where representations are received from the students about mistakes in Internal Assessment marks due to wrongful data entry or otherwise, such requests should be given due consideration and the mistakes should be corrected in IMU's records. Such editing of the Internal Assessment marks should be completed at least 7 days before the end-semester examinations, after which they shall be frozen. No requests for change in the Internal Assessment marks on any ground whatsoever will be entertained thereafter.
9. The IMU Campus/ Affiliated Institute will be required to make online entries in IMU's website / submit to the office of COE the Internal Assessment marks, before the commencement of the practical examinations.
10. The Vice Chancellor shall have the power to order a random sample verification of the original records relating to the award of Internal Assessment marks by an IMU Campus or Affiliated Institute for a particular paper or papers at any point of time. In the event of non-production of records, an adverse inference shall be drawn and the Vice Chancellor shall have the right to order that the Internal Assessment

marks for that paper or papers or component or components for which records have not been produced as zero. The defaulting Affiliated Institute shall also be liable for disaffiliation from IMU.

11. This amendment Ordinance shall take effect from December/January 2017-End Semester Examinations for the students joined in Academic Year 2017-18. Internal Assessment Marks of students of the Academic Year prior to 2017-18 will continue to be recorded as per the regulations/ Ordinances pertaining to their batch. "

Ordinance 03 of 2017

(Gazette 350 dated 12.09.2018)

[EC 2016-37-10 dated 23.12.2015. Amended vide EC 2018-46-17 dated 29.06.2018]

“Ordinance prescribing the Model Code of Conduct for the Students of IMU Campuses

1. This Model Code of Conduct shall apply to all students of IMU Campuses whether admitted prior to the commencement of this Code or after, and will apply to all acts committed by them whether inside the Campus or outside.
2. No student or groups of students of IMU Campuses shall indulge in any of the following acts amounting to misconduct and indiscipline:
 - (i) Ragging in any form.
 - (ii) Sexual harassment of any kind which shall also include:

Unwelcome sexual proposition/advancements, sexually graphic comments of a body, unwelcome touching, patting, pinching or leering of parts of the body or persistent offensive or unwelcome sexual jokes and/or comments.
 - (iii) Eve-teasing or disrespectful behaviour or any misbehaviour with a girl student, woman staff member/visitor.
 - (iv) Offences of atrocities against Persons with Disability: -
 - (a) Intentionally insults or intimidates with intent to humiliate a person with disability in any place within public view;
 - (b) Assaults or uses force to any person with disability with intent to dishonour him or outrage the modesty of a woman with disability;
 - (c) Having the actual charge or control over a person with disability voluntarily or knowingly denies food or fluids to him or her;
 - (d) Being in a position to dominate the will of a child or woman with disability and uses that position to exploit her sexually;
 - (e) voluntarily injures, damages or interferes with the use of any limb or sense or any supporting device of a person with disability

For the offences (iv) – (a) to (e) shall be punishable as per the Rights of a Persons with Disabilities Act,2016.
 - (v) Arousing communal, caste or regional feeling or creating disharmony among students or employees.
 - (vi) Consuming or possessing dangerous drugs, liquor or other intoxicants.

- (vii) Smoking in public areas.
- (viii) Indulging in acts of gambling.
- (ix) Any act of moral turpitude.
- (x) Damaging or defacing or unauthorised shifting of any property of the University or the property of any employee of the University.
- (xi) Breaking open locked rooms, cupboards, safes, lockers and so on, and unauthorised locking of open rooms of the University.
- (xii) Causing disturbance to and hindering the smooth functioning of classrooms, libraries, laboratories, workshops, canteens, mess, hostels or office.
- (xiii) Use of abusive, defamatory, derogatory or intimidatory language against any student or employee of the University or visitor to the University.
- (xiv) All acts of physical violence including pelting of stones and other objects.
- (xv) All forms of coercion and intimidation such as wrongful confinements, gheraos, laying siege, sit-ins, blocking entry and exit, prevention of normal movement of traffic, or any variation of the same, which disrupt the normal academic and administrative functioning of the University and which deter the Officers, Faculty and other employees of the University from discharging their duty, and which disturb their right to privacy and free movement.
- (xvi) Not sending of an individual representation to higher authorities of University through proper channel.
- (xvii) Making joint or anonymous representation to the University Authorities
- (xviii) Deliberate boycott of classes, practicals and field visits as part of protest.
- (xix) All forms of demonstration which have the effect of bringing down the public image of the University including shouting of slogans, display of condemnatory placards, burning of effigies, taking out protest marches, resorting to hunger strikes and so on.
- (xx) Talking to the media or publishing/posting of content on the Internet including social media and You Tube with the intention to slander or bring disrepute to the University, or any student or section of students, or any Officer, Faculty or other employee of the University.
- (xxi) Bringing any political or other outside influence in respect of academic or disciplinary matters pertaining to the University.
- (xxii) Furnishing false certificates or false information in any manner to the University.
- (xxiii) Committing forgery, tampering with the Identity Card or University records, impersonation, misusing University property (movable or immovable), documents and records, tearing of pages, defacing, burning or in any way destroying the books, journals, magazines and any material of library or unauthorized photocopying or possession of library books, journals, magazines or any other material.
- (xxiv) Theft of movable property belonging to the University or any person.
- (xxv) Using unfair means in any examination and committing other examination-related offences.
- (xxvi) Indulging in plagiarism in projects, assignments and papers submitted by students as a part of their academic activities.

- (xxvii) Unauthorized occupation of the hostel room or any other University premises and unauthorized acquisition and use of University property in one's hostel room or elsewhere.
 - (xxviii) Causing or colluding in the unauthorized entry of any person into the Campus or in the unauthorized occupation of any portion of the University premises, including hostels, by any person.
 - (xxix) Not joining the Campus on the opening day of a semester and overstaying on leave without valid justification.
 - (xxx) Leaving the Campus without prior permission of the competent authority, and staying outside the Campus beyond the permitted timings.
 - (xxxi) Not complying with the stipulations of Parade, Roll Call, Fall-in-Line and Physical Training wherever applicable.
 - (xxxii) Not maintaining due decorum in class rooms, libraries, laboratories, workshops, hostels, mess and canteen.
 - (xxxiii) Improper behaviour while on tour or excursion.
 - (xxxiv) Violation of dress code of IMU.
 - (xxxv) Any other offence under the law of land.
 - (xxxvi) Non-compliance with any instructions issued by the Vice Chancellor or any other Competent Authority from time to time.
3. A student violating any provisions of this Model Code of Conduct shall be liable for disciplinary action under the relevant laws of IMU.
 4. A copy of the Model Code of Conduct should be sent to every student along with the letter of admission at the time of his joining the University. His letter of acceptance of admission would amount to an automatic acceptance of the Model Code of Conduct and various laws of the University."

Ordinance 29 of 2018

(Gazette 62 dated 13.02.2019)

[EC 2018-47-23 dated 23.10.2018]

Ordinance on Establishment of Maritime Consultancy and Research Council

1. Definitions

- a. Council means Maritime Consultancy and Research Council (MCRC).
- b. Project means externally funded Research/Consultancy Projects.
- c. Consultancy means consultancy assignment/job from an outside agency proposed by a faculty of the University or otherwise and submitted to MCRC for final approval for taking up the Project. It will also include a consultancy assignment/job referred to MCRC, directly.
- d. Sponsor means the organization that offers a Project to the University and provides necessary financial support for successful completion of the project in time, as cleared by MCRC, based on prescribed guidelines set by MCRC.
- (e) **Project Leader** is a member of the Faculty member/Scientist or any other Group 'A' officer so permitted by the University with necessary expertise and competence to conduct a Research and

Consultancy Projects. Normally, the Faculty member/ Scientist, who submits the project proposal and is instrumental in getting the project funding, shall be the Project Leader.

- f. **Consultant:** Consultant is an individual or government/ public sector undertaking/ government company engaged for a specific period to carry out specific job, as per guidelines prescribed by MCRC
- g. **Project Staff** means a person/persons appointed in conformity with the guidelines, prescribed from time to time, to work on a project.
- h. **Project Monitoring Committee:** Project Monitoring Committee (PMC) means the Committee constituted to monitor the large projects with outlay of more than the specified amount as determined by the University, from time to time. Until revision, projects with outlay of more than Rs. 25 Lakh shall be treated as large projects requiring constitution of Project Monitoring Committee.
- i. **Steering Committee:**
Steering Committee means the committee constituted at each campus to monitor the project functions of the center(s) in the respective campuses and to assist the MCRC at campus level.

2. Maritime Consultancy and Research Council

- a. The University shall establish a Maritime Consultancy and Research Council (MCRC) in IMU Headquarters.
- b. MCRC shall have following functions:
 - i) Promote IMU as a knowledge base and reliable service provider for maritime industry and academia.
 - ii) To create Centres of Research and consulting in all the IMU Campuses.
 - iii. To work in consultancy services to Maritime industries like - Port and Inland waterways sector, Ship designing and building, logistics etc.
 - iv. Maintain a National data base for academic and consultancy purpose relevant to maritime domain like port statistics, management and logistics information, project reports, environmental data sets, policy papers, engineering design documents, vessel traffic information, trends in maritime education and training, etc. in line with the guidelines prescribed by MCRC
 - v. Facilitate the projects taken by way of initial documentation, negotiation with clients, contract management, fund flow, manpower deployment and project completion.
 - vi. Act as Single-point-of-contact (SPOC) for external agencies representing IMU and manage internal workflow.
 - vii. Coordinate with Ministry and other agencies for funding research and study proposals from IMU.
- c. Maritime Consultancy and Research Council (MCRC) shall comprise
 - i. The Vice Chancellor or his nominee not below the rank of Professor shall be the head of MCRC - convener
 - ii. All the Campus Directors
 - iii. Representative of Registrar not below the rank of Dy. Registrar
 - iv. Finance Officer's Representative not below the rank of Assistant Registrar (Finance)

Note: Nominated members shall have a tenure of 3 years.

- d. *The role envisaged for MCRC is to manage the affairs of centers w.r.t consultancy and research within the regulatory framework of IMU.* Subject to the guidelines issued by AC/FC/EC, from time to time, the Council shall have powers to approve the project proposals and monitor the progress of projects.
- e. The regulations for conduct of meetings of the Council shall be as follows:
 - i. The Chairman of the Council shall convene the meeting.
 - ii. Ordinary meetings shall be held at least twice in a year.
 - iii. Meetings shall either be ordinary or special. Notice for the ordinary meeting of the Council shall be issued at least ten days before the date fixed for the meeting and for special meetings at least five days before the date fixed for meeting.
 - iv. Special meeting shall be called by the Chairman on his own initiative or shall be called on a written request from at least one-half (50%) of the members.
 - v. The quorum for a meeting of the Council shall be one-half of its total members

3. Centres at Campuses

- a. The University shall establish Centres at all the IMU Campuses, which will carry out projects on behalf of MCRC. These will eventually become Centres of Excellence in their domain, in line with the Master Plan of IMU
- b. Each Centre shall have a Steering Committee comprising:
 - i. Campus Director – Chairman
 - ii. Head of Centre - A senior Faculty Member/Scientist to be nominated by the Directors.
 - iii. Two Faculty/Scientists to be nominated by the Director
 - iv. Two Industry Experts - one each nominated by the Vice Chancellor and the Director

Note: Nominated members shall have a tenure of 3 years.

- c. The Steering Committee will guide the Centre in development of infrastructure and expertise in order to make the Centre into a Centre of Excellence.
- d. The Steering Committee of a centre shall be vested with the following functions:
 - i. Project staff engagement related activities.
 - ii. Managing Project manpower resources
 - iii. Project monitoring
 - iv. To Assist MCRC in managing the project assets and liabilities
- e. The regulations for conduct of meetings of the Steering Committee shall be as follows:
 - i. The Chairman of the Steering Committee shall convene the meeting.
 - ii. Ordinary meetings shall be held at least twice in a year.
 - iii. Meetings shall either be ordinary or special. Notice for the ordinary meeting of the Board shall be issued at least ten days before the date fixed for the meeting and for special meetings at least five days before the date fixed for meeting.
 - iv. Special meeting shall be called by the Chairman on his own initiative or shall be called on a written request from at least one-half (50%) of the members.

- v. The quorum for a meeting of the Board shall be one-half of its total members.
- vi. The proceedings of the Steering Committee shall be placed before the MCRC.

4. Project Management

- a. Faculty / Scientist or any other Group 'A' Officers so permitted by the University can take up projects through MCRC. The proponent of the project shall be designated as Project Leader.
- b. The Project Leader shall function within the prescribed guidelines for:
 - (i) Formulating the project proposal which may include planning of the work to be done and cost estimates.
 - (ii) Handling all communications with the Sponsor/ External Agency
 - (iii) Completion of project work within the budgetary allocation and duration.
 - (iv) Proper maintenance of record and shall hand over all such records when leaves the Projects/University
 - (v) Ensuring that the head-wise expenditure does not exceed the budgetary allocation as applicable.
 - (vi) Maintaining the details of equipment purchased out of research project funds separately for each project and send a copy of the record to Campus Director for placing the same before the Audit, for verification or as and when required by IMU for any other purpose.
 - (vii) Providing / attending for post-project communications with Sponsor, audit, vigilance matters, RTI etc.
- c. No retiring Faculty member/Scientist shall be allowed to submit a project proposal, if its duration extends beyond his/her date of retirement.
- d. Project leader shall give an undertaking to the effect that he would not leave the project mid-way or shall give 3 months advance notice before leaving the project. If the Project Leader leaves the Projects/University, retires or proceeds on leave or not available for some reason, Campus Director, can appoint a new Project Leader, who will assume the powers and functions of the Project Leader. The new Project Leader will also give an undertaking to complete the project with the remaining funds and within the time period, to the Campus Director through H.O.D. However, in exceptional circumstances, a replacement may be suggested by Steering Committee.
- e. The payment schedule shall be mutually agreed upon at the project commencement. In cases where the work is started with only partial charges deposited in advance, the arrangements of subsequent receipt of funds from the client have to be clearly spelt out in the contract. Under no circumstance, the gross outflows should exceed the gross inflows from the project. Similarly the gross expenditure incurred (whether paid or not) should not exceed the total fund received out of the project. In short, project expenditure can be incurred / paid only against the fund received out of project. Campus directors to ensure that IMU's regular funds are not used for project expenses and similarly funds of one project should not be used to incur / pay the expenditure of other project. Campus Director shall ensure compliance to IMU Norms and also to ensure adequate checks and balances are exercised on project payments/ receipts and on project assets and liabilities.
- f. All purchases under projects shall be made as per University norms. However, if specific compliance to any set of rules are imposed by the Government funding agencies for purchases, such rules need to be complied with. In case of equipment which is to be carried outside, the same should be insured before they are taken

out. Similarly, other risks associated with the project, if any, to IMU, as assessed by MCRC, shall be covered through insurance adequately out of the project funds.

g. In case of Consultancy/Research Project the total outsourced component(s) of the project shall not exceed 40% of the Total value contracted by IMU towards the Project.

5. **Manpower:** The project staff may be engaged from any of the following categories and paid as per University norms:

a. Use of Existing Regular Staff:

Regular staff may be made available from various departments in consultation with the concerned HoD, provided it does not affect their primary functions and responsibilities to the University. Such staff may be paid suitable honoraria as detailed in para 7.

b. Project Contract Staff:

- (i) All appointments shall be carried out with prior approval of HQ through MCRC. The details of all project staff shall be maintained and updated by MCRC.
- (ii) Appointments shall be strictly on short term contract basis as per University norms and they shall draw consolidated emoluments.
- (iii) Transfer of project staff from one project to another, either on completion or midway, may be permitted by Campus Director on the recommendation of respective Project Leaders.

c. Student Assistants:

The Project Leader can engage University (IMU) Students (who may or may not be getting fellowship/ assistantship) as student assistants for the project work. The qualifications, remuneration and terms & conditions of such engagement shall be governed by the approved Rules of IMU.

d. Consultants:

Project Leader with the approval of the Steering Committee can engage services of individuals not in the University service or government organization as Consultants. However, the amount payable (inclusive of all taxes) to consultant(s) shall be limited to 10% of the total contracted amount in the consultancy project. Exceptions for the above limit on fee shall be referred to the Vice Chancellor through MCRC, as per the guidelines to be framed.

6. Travel

- a. TA /DA norms of IMU are applicable to Project Related Travel.
- b. Approval of Vice Chancellor & compliance of other applicable norms will be required for all International travels. A separate regulation for foreign travel will be framed in due course for approval of statutory authorities. Till such time, IMU shall limit the Consultancies, Projects etc. within India. In case of exigency for travel abroad towards the project necessities, individual approvals will be sought from the authorities (FC/EC), till such time.
- c. Since profitability, viability and time constraints are important for the project to be self-sustaining, exceptions with reference to travel and accommodation entitlements shall be granted on case to case basis with due approval by Vice Chancellor upon justification as to the need etc.

7. Fund Management Framework

- a. At the time of submission of a consultancy project proposal, the Project Leader shall make a provision for University/Campus share at the rate of 20% each (for HQ & Campus Share) of the total contracted project cost.
- b. Details of distribution of project fund shall be as below:
 - i. for Consultancy Projects

Item	Consultancy project
Gross contract value	G
Taxes	T
Net contracted amount(N)	(G-T)
Deductions for University (10% for administrative overheads, 10% for University Development Fund)	0.20N
Deductions for Campus (10% for campus overheads, 10% for Campus Development Fund)	0.20N
Remaining amount(R)	0.60N
Total Project expenditure (All expenditure including Purchase /hiring of Equipment, Supplies, contingent Expenses, Manpower [students, external consultants, experts, employees of IMU etc.]and any other direct expenditure debit to the Project Account)	E
Balance (B) i.e. Net Revenue	(R-E)
Allocation to Campus Development Fund	0.75xB
Allocation for Honorarium(H) (Subject to guidelines given herein)	0.25xB

- ii. for Sponsored Research Projects:

Item	Sponsored Research project
Grant	G
Deductions for University (University and campus Overhead sat15%)	D=(0.15xG)
Allocation to University Development Fund	0.5D
Allocation to Campus Development Fund	0.5D
Allocation for Honorarium	NIL

Note: In case of variance to IMU’s conditions in Sponsored Research Projects (generally from government Bodies like CSIR/DST/DRDO/other departments), terms of the sponsoring entities will prevail.

c. Guidelines on Fund Management Framework:

- (i) In exceptional cases, if the expenditure [E] is more than the fund remaining after campus allocation [R] campus share will be reduced to that extent. In such case the balance shall be treated as ‘Zero’ and thus no further allocations are permitted. However, Vice Chancellor may approve re-appropriation of contribution to UDF / CDF to overcome the deficit, if any, to complete the project.

- (ii) Out of Allocation for Honorarium (H), the Project Monitoring Committee shall devise a methodology for apportioning the fund proportionately to recipients depending on their contribution to project. Allocation for Honorarium i.e. $0.25 \times B$ above, is the maximum allocation and in very high value projects with high Net revenue (B), Vice Chancellor in consultation with Project Monitoring Committee / Campus Director, shall have the right to reduce the allocation for Honorarium factoring the contributions of the faculty / staff involved and the balance will be transferred to Campus Development Fund.
- (iii) For all staff of IMU, the upper limit for honorarium from Consultancy projects in a financial year is 60% of the gross salary received in that financial year.
- (iv) In case of a large or special projects, University share (UDF and CDF) may be reduced with the approval of the Vice Chancellor.
- (v) The contract employees engaged exclusively for a project shall not be eligible for honorarium in that project.
- (vi) A separate account head shall be maintained for each project by the respective Campus. Campus Director and Project Leader shall be responsible for the submission of audited statement of accounts as and when required by the sponsors.
- (vii) The time spent by a faculty / scientist on externally funded Project shall not lead to compromise on their mandatory workload. No relaxation on the minimum direct teaching-learning process hours as prescribed by IMU shall be allowed and similarly no relaxation shall be allowed on other academic responsibilities of the employees involved in the project.

8. Liability:

In case of any legal dispute arises between the Project Leader and the sponsor such that the Project Leader is held responsible to make good the losses incurred by the sponsor, such liability will be restricted in the contract to a maximum limit which will be calculated as follows:

Maximum Liability =

[The total amount charged & received for the project – the expenditure / liabilities on the project.]

9. Disputes and Arbitration

- a. In case of any dispute arising at any stage of a project between Project Leader and the sponsor(s), the Project Leader will be responsible for settlement of the dispute with the advice of Steering Committee/ MCRC.
- b. In the event of any dispute or difference at any time arising between the parties relating to project or any other clause(s) or any content of the rights and liabilities of the parties or other matters specified therein or with reference to anything arising out of the project or otherwise in relation to the terms, whether during the Consultancy or thereafter, such disputes or differences shall be endeavoured to be resolved by mutual negotiations.
- c. If, however, such negotiations are infructuous, the dispute should be finally settled through Arbitration and Conciliation Act, 1996 by three arbitrators appointed in accordance with the said Act.

d. All legal action will be subject to jurisdiction at Courts at Respective Cities where the Campus carrying out the projects are located.

10. Publication of Results:

IMU will have the right to publish the work carried out by him/ her unless the sponsors have an agreement under which prior permission is required.

11. Intellectual Property Rights:

Unless otherwise agreed with the Sponsor in the project agreement, Intellectual property Rights for any discovery or invention originating from the Sponsored Research and Industrial Consultancy Project shall jointly rest with the IMU and the Sponsoring Agency unless the sponsoring Agency authorizes the IMU in writing to have the exclusive right. Patent / copyright application before the Registrar / Controller of Patents shall be filed by the MCRC on the basis of the recommendations made by the Patent / Copyright Committee.

12. Exception Clause:

These guidelines shall normally be applicable to all Projects. However, any changes required which does not constitute to policy change may be approved by the Vice Chancellor on the recommendations of the Campus Director concerned or a committee constituted for the purpose by the Vice Chancellor.

Ordinance 30 of 2018

(Gazette 62 dated 13.02.2019)

[EC Circulation 06 of 2018 dated 07.12.2018]

Ordinance prescribing the Ph.D Regulations

1. Preamble: The Degree of Doctor of Philosophy (Ph.D) shall be awarded to a candidate who, as per the regulations of the Indian Maritime University set out hereunder, has submitted a thesis based on original and independent research in any particular discipline or more than one discipline (inter-disciplinary), that makes a contribution to the advancement of knowledge in maritime sector, and which is approved by a constituted Board of Examiners.

2. Areas of Research

The University shall provide facilities for research in the following areas:

- a) Marine Engineering
- b) Nautical Science
- c) Naval Architecture and Ship Building
- d) Dredging and Harbour Engineering
- e) Off-shore Support Services
- f) Inland Waterways, Coastal Shipping and River-Sea Shipping
- g) Port and Shipping Management
- h) Logistics and Supply Chain Management
- i) Maritime Security and Piracy
- j) Maritime related areas
- k) Inter-disciplinary areas

The above list is only illustrative and not exhaustive.

3. Eligibility

- a) The eligibility criteria for admission to the Ph.D programme shall be one among the following:
- (i) Candidates shall have passed SSLC (10th or 11th class/grade and PUC or higher secondary (12th grade) before joining undergraduate (UG) programme (3 or more years) and UG before joining PG degree programme. That is, 10+2+UG Degree (3 or more years) or 11+1+ UG Degree (3 or more years).

AND

The Post Graduate (P.G) shall be in the respective areas of research as listed out in para 2 above or a relevant discipline with at least 55% marks or equivalent Cumulative Grade Point Average (CGPA). For SC/ST/OBC (NCL)/PWD candidates, the minimum marks shall be 50% (or equivalent CGPA).

- (ii) M.S (By Research) or M.Phil degree in the respective areas of research as listed out in para 2 above or a relevant discipline.
 - (iii) Mariners with Master/ MEO Class I Certificates of Competencies or PGDMOM qualifications with 2 years of continues teaching experience at degree level as faculty in IMU/ IMU Affiliated Institutes/DG(S) approved institutes, shall be eligible.
- b) The Board of Research Studies shall decide whether a particular discipline is relevant to the particular area of research or not.

4. Admissions Process:

- a) Admissions to the Ph.D programme shall be done only once in a year in June/July along with regular admissions to other programmes of IMU.
- b) Admission of scholars to the Ph.D programme shall be based on the performance in:

Stage I: Written Test to be administered in Multiple Choice Questions (MCQ) format which would test a candidate's General Mental Ability, knowledge on the Maritime sector, and knowledge on the relevant discipline/area of research in which the candidate proposes to do the Ph.D. To qualify to the Stage II, the candidate should secure minimum 50% in Stage I.

Stage II: Descriptive writing in the general area in which the Candidate is interested to do research and proficiency in English and technical writing are tested in this stage. To qualify to the Stage III, the candidate should secure minimum 50% in Stage II.

Stage III: Personal interview by the Departmental Committee.

The Written Test shall have 40% weightage. Descriptive Test on a general topic having 30% weightage and Personal Interview which shall have a 30% weightage.

To qualify for selection to Ph.D/M.S by Research the Candidate has to secure minimum of 50% overall.

- c) The Controller of Examinations, IMU shall administer the Written Test and the Essay Writing Test.
- d) The Interview shall be conducted by the Departmental Committee which shall be constituted by the Vice-Chancellor. Departmental Committee shall have 2 experts with Ph.D. (one internal and one external) from each school to be nominated by the VC. In case of non –availability of internal expert, same may be substituted by an additional external expert.

- e) The total number of vacancies for Ph.D. Scholars will be fixed by the Vice Chancellor / Board of Research Studies based on the load on existing Guides / resources etc., and the same will be published at the time of calling for applications for the entrance test for admissions to Ph.D. Scholars.
- f) Each Departmental Committee shall finalize the rank list. The Departmental Committee may confirm the Guide proposed by Candidate selected from the approved Guide list of IMU or change the Guide, if it feels the subject being different with another approved Guide. For inter-disciplinary research, the Departmental Committee shall identify the Guide and the Co-Guide. Occasionally, a Co-Guide may be necessary even where the research is not inter-disciplinary. Either Guide or Co-Guide will be a Faculty of IMU to monitor the progress of the Scholar from University side.

5. Application for Registration

- a) Within a month thereafter, the candidates should submit their application for registration to the Ph.D. programme on payment of the prescribed course fee/semester fee/annual fee. Otherwise the provisional selection stands cancelled. The letter of registration shall be issued by the Controller of Examinations. The registration stands cancelled, if the prescribed annual fee is not paid within the stipulated time. The fee once paid will not be refunded/adjusted under any circumstances.
- b) A proposal under inter-disciplinary research should be submitted as per the prescribed format which must be duly approved by the Departmental Committee.

6. Doctoral Committee

- a) Within one month from the date of Registration, a Doctoral Committee shall be constituted by the Vice Chancellor to aid and monitor the academic progress of the Ph.D scholar on periodic basis. Vice-Chancellor can also re-constitute the Doctoral Committee, if deemed fit, at the request of the guide/candidate.
- b) The Doctoral Committee shall consist of (i) a Guide who is the subject expert and empanelled guide in which the Scholar intends to do research, (ii) co-Guide who is the empanelled guide and (iii) at least two experts to be nominated by the Vice Chancellor from a panel of six experts submitted by the Guide. There shall be at least one external expert and among the experts at least one member shall be with Ph.D. qualification on the Doctoral Committee.
- c) The Doctoral Committee shall have the following functions:
 - (i) To discuss, advice and recommend on all matters connected with the Ph.D scholar from registration till award of the degree.
 - (ii) To suggest suitable subjects [in the relevant area of research] to be taken up by the Ph.D scholar as part of his/her course work.
 - (iii) To monitor the work of the Ph.D scholar periodically and to submit progress reports, once in six months, in prescribed format.
 - (iv) To supervise the submission of synopsis and thesis by the Ph.D scholar to the University.

7. Registration and Duration of Research:

A candidate can register for the Ph.D programme either as a Full-time scholar or a Part-time scholar.

a) Full-time Scholar

- (i) A Full-time Ph.D scholar should not be working full-time during the period of the Ph.D candidature. The candidate will have to follow the attendance rules as per other IMU students applicable.
- (ii) A Full-time Ph.D scholar will have to submit the thesis on completion of three years from the date of Registration. The Doctoral Committee may extend the tenure for a further period of two years, granting the extension for not more than one year at a time, under intimation to the Controller of Examinations. The Vice Chancellor, exercising the discretionary power, may give a further extension of one year. In case a Full-time Ph.D scholar fails to submit the thesis within the maximum period of six years from the date of registration, the registration shall stand cancelled, and he will have to re-register as a fresh candidate. The Candidate need not undergo the coursework if the area of research is same, subject to the approval of the Board of Research Studies. However, a new doctoral committee has to be constituted.
- (iii) The Doctoral Committee shall review the progress of Full-time Ph.D scholar every six months and intimate the same to the Controller of Examinations. In case of unsatisfactory performance, the Doctoral Committee shall issue a warning notice at the time of review. If three such warning notices are issued to a Full-time Ph.D scholar, the registration shall be liable to be cancelled by the Controller of Examinations on the recommendations of Doctoral committee and he/she will have to re-register as a fresh candidate. The Candidate need not undergo the coursework if the area of research is same, subject to the approval of the Board of Research Studies. However, a new doctoral committee has to be constituted.

b) Part-time Scholar

- (i) A Part-time Ph.D scholar must be working full-time in the relevant technical area as listed in the section 2 or as approved by the Board of Research Studies.
- (ii) A Part-time Ph.D scholar will have to interact with the Guide and the details of such interactions (time & place) will be recorded by the Guide. However, in case the Guide is not a faculty of IMU, these details shall be intimated to the Co-Guide, who shall be an IMU faculty and Co-Guide shall keep record of the same and present these details at Doctoral Committee Meetings. Doctoral Committee Meetings shall be held at IMU Campuses where the Guide/Co-Guide is working.
- (iii) A Part-time scholar will have to submit the thesis on completion of four years from the date of Registration. The Doctoral Committee may extend the tenure for a further period of two years, granting the extension for not more than one year at a time, under intimation to the Controller of Examinations. The Vice Chancellor, exercising the discretionary power, may give a further extension of one year. In case a Part-time Ph.D scholar fails to submit the thesis within the maximum period of seven years, the registration shall stand cancelled, and he/she will have to re-register as a fresh candidate. The Candidate need not undergo the coursework if the area of research is same, subject to the approval of the Board of Research Studies. However, a new doctoral committee has to be constituted.
- (iv) The Doctoral Committee shall review the progress of Part-time Ph.D scholar every year and intimate the

same to the Controller of Examinations. In case of unsatisfactory performance, the Doctoral Committee shall issue a warning notice at the time of review. If three such notices are issued to a Part-time Ph.D scholar, the registration shall be liable to be cancelled by the Controller of Examinations and he/she will have to re-register as a fresh candidate. The Candidate need not undergo the coursework if the area of research is same, subject to the approval of the Board of Research Studies. However, a new doctoral committee has to be constituted.

- c) Conversion of Full-time Registration into Part-time and Vice-Versa
 - (i) Notwithstanding anything prescribed in these regulations, the Vice Chancellor may permit conversion from Full-time research to Part-time research and vice-versa for valid reasons and subject to satisfying the norms in force and the availability of resources and facilities.
 - (ii) The period put in by a Ph.D scholar shall be worked out in the ratio of 2:3 for research put in before and after such conversion. For example, a Full-time Ph.D scholar seeking conversion after two years shall be deemed to have completed three years on Part-time basis.

8. Supervision of Research

- a) Every Ph.D. scholar shall work under the continuous supervision of recognized Guide(s).
- b) The empanelment of Guides shall be done by the Board of Research Studies.
- c) There shall be three categories of Guides:
 - (i) IMU Faculty–Professors and Associate Professors with Ph.D degree who have published at least one paper post Ph.D in (i.) the IMU approved refereed journals or (ii.) UGC approved Journals or (iii.) Journals which have at least an impact factor not less than 0.5.
Assistant Professors from IMU may be considered for appointment as Guides only after the completion of two years of service in IMU and who have published at least one paper post PhD in (i.) the IMU approved refereed journals or (ii.) UGC approved Journals or (iii.) Journals which have an impact factor not less than 0.5.
However, in cases of publications not found in any of the above three but acclaimed to be worthy of a recognition, such publication will be referred to at least two experts identified by BRS in that relevant field for adjudication and upon their recommendation that the publication is worthy of recognition, the author of the such publication can be empanelled as a Guide.
 - (ii) Faculty with two years of teaching experience from other Central/ State University, Autonomous Educational /Research institution, IIT, NIT, IIM or IMU's Affiliated Institutes, having a Ph.D degree who has published at least one paper post Ph.D in (a) the IMU approved refereed journals or (b) UGC approved Journals or (c) Journals which have an impact factor not less than 0.5. However, in cases of publications not found in any of the above three but acclaimed to be worthy of a recognition, such publication will be referred to at least two experts identified by BRS in that relevant field for adjudication and upon their recommendation that the publication is worthy of recognition, the author of the such publication can be empanelled as a Guide.
 - (iii) Industry professionals with a Ph.D. degree who has published at least one paper in (i) the IMU

approved refereed journals or (ii) UGC approved Journals or (iii) Journals which have an impact factor not less than 0.5.

However, in cases of publications not found in any of the above three but acclaimed to be worthy of a recognition, such publication will be referred to at least two experts identified by BRS in that relevant field for adjudication and upon their recommendation that the publication is worthy of recognition, the author of the such publication can be empanelled as a Guide. They shall be empanelled with due care by the Board of Research Studies and designated as Adjunct Faculty members. The decision regarding the renewal/ termination of Adjunct Faculty shall be reviewed after every five years.

- i. They should have a PhD degree in their field of specialization either from a reputed and well ranked Indian or foreign university and currently guiding one or more Scholars in IMU.
 - ii. They should have experience at the industry/university/maritime institutions/ specialized professions with a creditable record of service and performance and not in any full time formal employment.
 - iii. They should have worked at least for a period of 20 years out of which at least five years should be at a top management level not less than the rank of an Executive Director/Group or Chief General Manager/Deputy Chairman/Chairman in leadership positions or in the rank of a Professor in a recognised Institution.
 - iv. There should be national or international recognition for the contribution they have made in their respective fields of specialty.
 - v. They should have made a significant contribution to their respective fields of specialty by published articles in peer reviewed journals, books etc.
 - vi. They should be active in the field of their specialty by presenting papers in national and International seminars/conferences to prove their expertise, credibility and standing at the National/International level.
 - vii. The list of proposed Adjunct Professors who meet the qualifications will be put up to the Executive Council for approval.
 - viii. The list of proposed Adjunct Professors who meet the qualifications will be put up to the Executive Council for approval.
- e) The terms of reference for Adjunct Faculty/Professors shall be as follows.
- i. The positions of Adjunct faculty/ Adjunct Professors are deemed to be honorary with no monetary benefits other than remuneration such as fee for Ph.D guidance and TA/DA towards travel involved in Ph.D. guidance will be given as per IMU norms.
 - ii. The engagement of Adjunct Professor will not confer any right for regular employment in Indian Maritime University.
 - iii. The engagement of Adjunct faculty/Professor can be terminated at three months notice by either side.

- f) The maximum number of Ph.D. scholars who can work under an individual Guide at a given point of time shall be as below:
- (i) Professor - 8
 - (ii) Associate Professor - 6
 - (iii) Assistant Professor - 4
 - (iv) Adjunct Faculty with Ph.D – 6
- In case an IMU Faculty has been appointed as a Co-Guide for monitoring purposes / Interdisciplinary Research, the number of scholars under this purpose will not be counted under the Guide - ship.
- g) For inter-disciplinary research, a Ph.D scholar should have a co-Guide.
- h) A Guide shall not supervise his/her immediate or close relative and to this effect he/she shall furnish a declaration.
- i) If a Guide/Co-Guide is found to have been involved in plagiarism, moral turpitude, corruption, fraudulent academic accomplishments and other such activities prejudicial to the reputation of the University, etc., the Guide-ship is liable to be terminated after giving a show-cause notice for at least seven days. The Vice Chancellor shall have the right to pass orders in this regard. An appeal against the Vice Chancellor's order shall lie with the Board of Research Studies whose decision shall be final.
- j) A Guide/Co-Guide who wishes to avail himself of leave/lien/deputation for a period exceeding six months shall nominate one of empanelled guides preferably within the department as the Guide during the period of the absence with the approval of the Vice-Chancellor.
- k) Allocation/reallocation and change of Guides for valid reasons shall be recommended by the Doctoral Committee and approved by the Vice-Chancellor.

9. Course Work

- a) Every Ph.D. Scholar is required to take four subjects for Course work. Paper 1 – Research Methodology is common to all the Scholars. The Subjects for the other three Course work papers will be decided by the Doctoral Committee of each individual Scholar. Doctoral Committees may prescribe the subjects of relevant PG Programme for the Course work to the extent possible. In case, any specialized subject is prescribed for the Course work by the Doctoral Committee and no Faculty in IMU to teach that subject, Doctoral Committee shall identify the Faculty at the time of assigning the topic, to teach the same to the Scholar. One of the specialization papers may be of Self Study. The Self-study course shall contain assignments, tests, field visits, laboratory experiments, seminars etc. as decided by the Doctoral Committee. The pattern and mode of testing in the self-study paper will be prescribed by the Doctoral Committee and question paper setting and correction of the same will be assigned by the Doctoral Committee to a suitable person identified by it.
- b) The syllabi of the course work of Ph.D. will have 72 hours of teaching with 4 credits for each papers. All the course work subject syllabi should have 5 units. The log for the attendance of all the Scholars in person either in IMU class room or through virtual class room facility or video conferencing or through self-study shall be documented by the Faculty/Guide conducting the class. Documentation for the completion of 72 hours of self-study by the Scholar has to be carried out by the Guide and sent to the Controller of Examinations office, to allow the candidate for University examination in this subject. Grading system shall be on the marks obtained

in the University Examination of 100 marks.

- c) All data will be forwarded to academic section by the concerned Faculty through Guide/ Co-Guide as applicable and records will be maintained by the Academic Section. These records will be forwarded to Examination Section for allowing the Scholar for appearing the Examinations.
- d) All the course work must be completed within 36 months from the date of Registration. If a Ph.D. Scholar fails to clear all the course-work related assignments and exams within the prescribed time, the registration shall stand cancelled.
- e) Research Methodology paper is exempted for MS by Research and M.Phil Scholars who have already undergone the course on Research Methodology as part of the program.

10. Seminar, Synopsis and Thesis Submission

- a) A Comprehensive examination shall be conducted by the Department with a committee comprising the members of the Doctoral Committee and the experts drawn from the Department and outside (full committee not less than 6 members). The candidate is expected to demonstrate his/her depth of knowledge in the topic of research. The committee after satisfying may permit the candidate to move to the next stage. Otherwise the candidate shall repeat the Comprehensive examination after three month gap.
- b) Before submission of the synopsis, a Ph.D scholar should give at least one seminar presentation on the data/findings to the members of Doctoral Committee and other invitees chosen by Doctoral Committee. The seminar presentation shall be evaluated by the Doctoral Committee. If the Doctoral Committee is not satisfied with the seminar presentation, the Ph.D scholar will be required to deliver another presentation. If the Ph.D scholar fails to deliver a satisfactory seminar presentation in three attempts with at least one month interval for each attempt the Registration shall be liable to be cancelled and he/she will have to re-register as a fresh candidate. The Candidate need not undergo the coursework if the area of research is same, subject to the approval of the Board of Research Studies. However new Doctoral Committee is to be constituted.
- c) A Ph.D scholar shall submit to the University a synopsis of around 10-15 pages (5 hard copies) of the proposed thesis along with the title, which is approved and duly certified by the Doctoral Committee. The synopsis shall also be submitted in the soft copy form in CD. No change of title or area of research shall be permitted after the approval of the synopsis.
- d) A Ph.D scholar should publish at least one research paper in refereed journals as a first author and present a full paper in a reputed conference and should produce evidence for the same while submitting the Synopsis. The journal must be in the approved list of IMU or UGC.
- e) Thereafter, within six months from the date of submission of the synopsis, the Ph.D scholar shall submit the thesis (5 hard copies) which shall be checked for plagiarism and duly certified by the Guide and forwarded to the Controller of Examinations for adjudication. The thesis shall also be submitted in the form of soft copy in CD.
- f) The title page of the thesis, cover, format, etc., should strictly conform to the prescribed format and all copies of the thesis should carry a declaration by the Ph.D scholar in the prescribed format and certificate duly signed and issued by the Guide in the prescribed format.

11. Adjudication of Ph.D Thesis

- a) The Vice-Chancellor shall appoint a panel Board of Examiners for adjudicating the thesis of a Ph.D scholar.
- b) The panel of Examiners shall comprise two external examiners to be nominated by the Vice-Chancellor from a panel of at least 8 members (4 from India, 4 from Abroad) suggested by the Doctoral Committee. The Vice-Chancellor will normally select one from each category. The two external examiners must necessarily possess Ph.D.
- c) In case of difficulty in finding an external examiner from abroad, the Vice-Chancellor may appoint an Indian examiner and vice versa.
- d) In case of difficulty in appointing external examiners from the panel suggested by the Doctoral Committee, the Vice-Chancellor may seek second panel. The second panel is also found to be unsatisfactory, the Vice-Chancellor can appoint an external examiner from outside the panel.
- e) The panel of Examiners so appointed shall evaluate the thesis and give a detailed report in the format prescribed by the University. An Examiner may recommend one of the following:
 - (i) Thesis is highly commended in its present form. [OR]
 - (ii) Thesis is commended in its present form. [OR]
 - (iii) Thesis is commended and the degree may be awarded subject to the candidate's furnishing satisfactory clarification to my queries during the Public Viva Voce examination.
[OR]
 - (iv) Thesis is commended and the degree may be awarded subject to the condition that the corrections/modifications suggested by me are carried out in the thesis and duly certified by the Guide before the public viva-voce examination.
[OR]
 - (v) Thesis needs to be resubmitted after revision for revaluation. [OR]
 - (vi) Thesis is not commended and the degree may not be awarded.
- f) If the thesis is reverted under clause (v) above, the revaluation will be done by the same panel of Examiners. The Controller of Examinations may forward these two reports to the Guide.
- g) The two external examiners shall send their individual reports to the Controller of Examinations in both hard copy and scanned soft copy form.
- h) If any one of the external examiners suggests a course of action as indicated in d (iv) or d (v) above, the Ph.D scholar shall comply with such suggestion and the same to be certified by the Doctoral Committee.
- i) If any one of the external examiners does not recommend the thesis for the award of the Ph.D degree [as in d (vi) above], the Vice-Chancellor shall then refer the thesis to a third external examiner for evaluation.
- j) The remarks made by the external examiner who has not recommended the thesis, shall be provided to the Guide so as to advise the Ph.D scholar to carry out any corrections / additions / alterations / modifications, if needed.
- k) The third external examiner shall not be provided with the reports of the other examiners. If the third external examiner recommends the thesis for the award of the degree, the candidate shall be asked to appear for a viva-voce examination.

- l) If the third external examiner also does not recommend the thesis for award of Ph.D degree, the degree shall not be awarded to the Ph.D scholar.
- m) A candidate whose thesis has not been recommended for the award of the degree may be permitted to re-submit the thesis within a period of one year. In case the thesis is not recommended again he/she will have to re-register as a fresh candidate but without having to go through the admission process again.

12. Public defense and award of Ph.D degree

- a) Once the submitted thesis is approved, a Ph.D scholar shall defend the Thesis in the form of viva-voce in an open forum with an external examiner, who shall be nominated by the Vice-Chancellor from a panel of 3 examiners suggested by the Doctoral Committee.
- b) The external examiner who would be administering the viva voce examination must compulsorily possess a Ph.D degree. He/she shall ordinarily be one of the examiners to whom the thesis is sent for adjudication.
- c) A candidate who is successful at the viva-voce examination shall be declared to have qualified for the award of Ph.D degree by the University. The Ph.D degree certificate shall be awarded as per the format prescribed.
- d) A candidate, who is not successful at the Viva-Voce examination, may be permitted to take the same on two more occasions with at least a gap of one month each time between the presentations. If he/she is not successful even in the third attempt, the degree shall not be awarded and the candidate will have to re-register as a fresh candidate but without having to go through the admission process again.
- e) If for any reason the external examiner is unable to conduct the viva-voce examination even two months after the appointment, the Vice-Chancellor may make alternative arrangements for the conduct of the Viva-Voce examination.

13. Publication of the Thesis:

- a) A thesis may be published, only with prior permission of the university.
- b) Permission for publication of the thesis should be sought after award of the degree. The University may grant permission for the publication of the thesis under such conditions as it may deem fit.
- c) Following the successful completion of the evaluation process and before the announcement of the award of the Ph.D. degree, an electronic copy of the Ph. D. thesis shall be submitted for hosting in the INFLIBNET.

14. Plagiarism

- a) In case it is found that a Ph.D scholar has copied a research work/dissertation/thesis and submitted the same as his/her own work for a Ph.D degree, then the candidate may be liable for such action as prescribed by UGC regulations.
- b) For the abetment of such an act as mentioned above, the recognition of the Guide shall be liable for such action by UGC regulations.
- c) In cases of detection of Plagiarism against an ex-scholar, IMU shall have the right to withdraw the degree awarded by it and initiate action against the Guide as per para 14(b).

15. Removal of Difficulties:

Without prejudice to the generality of the aforesaid regulations, the Board of Research Studies shall have the power, for a period of five years from the date of this amended Ordinance, to remove any difficulties that may

arise either in the course of the transition from the previous Regulations to these revised Regulations or in the course of implementing the revised Regulations.

Note : The Ordinance 12 of 2017 published in the Gazette No. 273 dated 19.07.2018 is hereby repealed.

Ordinance 31 of 2018

(Gazette 62 dated 13.02.2019)

[EC Circulation 06 of 2018 dated 07.12.2018]

Ordinance prescribing Regulations for M.S (By Research) Programme

1. Preamble: The M.S (By Research) Degree shall be awarded to a candidate who, as per the regulations of the Indian Maritime University set out hereunder, has submitted a thesis based on original and independent research in any particular discipline that makes a contribution to the advancement of knowledge in maritime sector, and which is approved by a constituted Board of Examiners.

2. Areas of Research

The University shall provide facilities for research in the following areas:

- a) Marine Engineering
- b) Nautical Science
- c) Naval Architecture and Ship Building
- d) Dredging and Harbour Engineering
- e) Off-shore Support Services
- f) Inland Waterways, Coastal Shipping and River-Sea Shipping
- g) Port and Shipping Management
- h) Logistics and Supply Chain Management
- i) Maritime Security and Piracy
- j) Maritime related areas
- k) Inter-disciplinary areas

The above list is only illustrative and not exhaustive.

3. Eligibility

- a) The eligibility criteria for admission to the M.S (By Research) programme shall be an Under Graduate (U.G) degree with 10+2+(3 or 4) pattern in a relevant discipline with at least 55% marks or equivalent Cumulative Grade Point Average (CGPA), except in the case of Mariners for whom a Master/MEO Class I Certificate of Competency would suffice. For SC/ST/OBC (NCL)/PWD candidates, the minimum marks shall be 50% (or equivalent CGPA).
- b) The Board of Research Studies shall decide whether a particular discipline is relevant to the particular area of research or not.

4. Admissions Process

b) Admission of scholars to the MS (By Research) programme shall be based on the performance in:

Stage I: Written Test to be administered in Multiple Choice Questions (MCQ) format which would test a candidate's General Mental Ability, knowledge on the Maritime sector, and knowledge on the relevant

discipline/area of research in which the candidate proposes to do the MS (By Research). To qualify to the Stage II, the candidate should secure minimum 50% in Stage I.

Stage II: Descriptive writing in the general area in which the Candidate is interested to do research and proficiency in English and technical writing are tested in this stage. To qualify to the Stage III, the candidate should secure minimum 50% in Stage II.

Stage III: Personal interview by the Departmental Committee.

The Written Test shall have 40% weightage. Descriptive Test on a general topic having 30% weightage and Personal Interview which shall have a 30% weightage.

To qualify for selection to M.S. By Research the Candidate has to secure minimum of 50% overall.

- c) The Controller of Examinations, IMU shall administer the Written Test and the Essay Writing Test.
- d) The Interview shall be conducted by the Departmental Committee which shall be constituted by the Vice-Chancellor. Departmental Committee shall have 2 experts with Ph.D. (One internal and one external) from each school to be nominated by the VC. In case of non-availability of internal expert, same may be substituted by an additional external expert.
- e) The total number of vacancies for MS(By Research) Scholars will be fixed by the Vice Chancellor / Board of Research Studies based on the load on existing Guides / resources etc., and the same will be published at the time of calling for applications for the entrance test for admissions to MS(By Research) Scholars.
- f) Each Departmental Committee shall finalize the rank list. The Departmental Committee may confirm the Guide proposed by Candidate selected from the approved Guide list of IMU or change the Guide, if it feels the subject being different with another approved Guide. For inter-disciplinary research, the Departmental Committee shall identify the Guide and the Co-Guide. Occasionally, a Co-Guide may be necessary even where the research is not inter-disciplinary. Either Guide or Co-Guide will be a Faculty of IMU to monitor the progress of the Scholar from University side.

5. Application for Registration

- a) Within a month thereafter, the candidates should submit their application for registration to the MS (BR) programme on payment of the prescribed course fee/semester fee/annual fee. Otherwise the provisional selection stands cancelled. The letter of registration shall be issued by the Controller of Examinations. The registration stands cancelled, if the prescribed annual fee is not paid within the stipulated time. The fee once paid will not be refunded/adjusted under any circumstances.
- b) A proposal under inter-disciplinary research should be submitted as per the prescribed format which must be duly approved by the Departmental Committee.

6. Monitoring Committee

- a) Within one month from the date of admission, a Monitoring Committee shall be constituted by the Dean to aid and monitor the academic progress of the M.S scholar on a periodic basis.
- b) The Monitoring Committee shall consist of (i) a Guide, (ii) one senior Faculty member and (iii) at least one expert to be nominated by the Dean/Vice-Chancellor from a panel of three experts submitted by the Guide.

- c) The Monitoring Committee shall have the following functions:
- (i) To discuss, advice and recommend on all matters connected with the M.S scholar from admission till award of the degree.
 - (ii) To suggest suitable subjects [in the relevant area of research] to be taken up by the M.S. scholar as part of the course work.
 - (iii) To monitor the work of the M.S scholar periodically once in six months.
 - (iv) To supervise the submission of synopsis and thesis by the M.S. scholar to the University.

7. Registration and Duration of Research:

A candidate can register for the M.S programme either as a Full-time scholar or a Part-time scholar.

a) Full-time Scholar

- (i) A Full-time M.S scholar should not be working full-time anywhere during the period of the M.S candidature. The candidate will have to follow the attendance rules as applicable.
- (ii) A Full-time M.S scholar will have to submit the thesis on completion of two years from the date of admission. The Monitoring Committee may extend the tenure for one more year, under intimation to the Controller of Examinations. In case a Full-time M.S scholar fails to submit the thesis within the maximum period of three years, the registration shall stand cancelled, and the candidate will have to re-register as a fresh candidate. The Candidate need not undergo the coursework if the area of research is same, subject to the approval of the Board of Research Studies. However, a new monitoring committee has to be constituted.
- (iii) The Monitoring Committee shall review the progress of Full-time M.S scholar every six months and intimate the same to the Controller of Examinations. In case of unsatisfactory performance, the Monitoring Committee shall issue a warning notice at the time of review. If two such warning notices are issued to a Full-time M.S scholar, the registration shall be liable to be cancelled by the Controller of Examinations on the recommendations of Monitoring Committee and the candidate will have to re-register as a fresh candidate. The candidate need not undergo the coursework if the area of research is same, subject to the approval of the Board of Research Studies. However, a new monitoring committee has to be constituted.

b) Part-time Scholar

- (i) A Part-time M.S scholar must be working full-time in relevant area as mentioned in section 2 or as approved by Board of Research Studies.
- (ii) A Part-time M.S scholar will have to interact with the Guide and the details of such interactions (time & place) will be documented by the Guide. However, in case the Guide is not a faculty of IMU, these details shall be intimated to the Co-Guide, who shall be an IMU faculty and Co-Guide shall keep record of the same and present these details at Monitoring Committee Meetings. Monitoring Committee Meetings shall be held at IMU Campuses where the Guide/Co-Guide is working.
- (iii) A Part-time M.S scholar will have to submit the thesis on completion of three years from the date of admission. The Monitoring Committee may extend the tenure for one more year, under

intimation to the Controller of Examinations. In case a Part-time M.S scholar fails to submit the thesis within the maximum period of four years, the registration shall stand cancelled, and the candidate will have to re-register as a fresh candidate. The candidate need not undergo the coursework if the area of research is same, subject to the approval of the Board of Research Studies. However, a new monitoring committee has to be constituted.

- (iv) The Monitoring Committee shall review the progress of Part-time M.S scholar every six months and intimate the same to the Controller of Examinations. In case of unsatisfactory performance, the Monitoring Committee shall issue a warning notice at the time of review. If two such warning notices are issued to a Part-time M.S scholar, his/her registration shall be liable to be cancelled by the Controller of Examinations on the recommendations of Monitoring Committee and the candidate will have to re-register as a fresh candidate. The candidate need not undergo the coursework if the area of research is same, subject to the approval of the Board of Research Studies. However, a new monitoring committee has to be constituted.

c) Conversion of Full-time Registration into Part-time and Vice-Versa

- (i) Notwithstanding anything prescribed in these regulations, the Dean may permit conversion from Full-time research to Part-time research and vice-versa for valid reasons and subject to satisfying the norms in force and the availability of resources and facilities
- (ii) The period put in by a M.S scholar shall be worked out in the ratio of 2:3 for research put in before and after such conversion. For example, a Full-time M.S scholar seeking conversion after two years shall be deemed to have completed three years on Part-time basis.

8. Supervision of Research

- a) Every M.S scholar shall work under the continuous supervision of recognized Guide(s).
- b) The empanelment of Guides shall be done by the Board of Research Studies (vide Ph.D. regulations).
- c) The maximum number of M.S scholars who can work under an individual Guide shall be as below:
 - Professor – 8
 - Associate Professor – 6
 - Assistant Professor – 4
 - Adjunct Faculty with Ph.D – 6

These numbers are over and above the number of Ph.D scholars who may be working under the Guide.

- d) For inter disciplinary research the M.S research scholar should have a Co-Guide.
- e) A Guide shall not supervise his/her immediate or close relative and to this effect, the guide shall furnish a declaration to this effect. If a Guide is found to have been involved in plagiarism, moral turpitude, corruption, fraudulent academic accomplishments and other such activities prejudicial to the reputation of the University, etc., the Guide ship is liable to be terminated after giving a show-cause notice for at least seven days. The Vice Chancellor shall have the right to pass orders in this regard. An appeal against the Vice Chancellor's order shall lie with the Board of Research Studies

whose decision shall be final.

- f) A Guide/Co-Guide who wishes to avail himself of leave/lien/deputation for a period exceeding six months shall nominate one of empanelled guides preferably within the department as the Guide during the period of the absence with the approval of the Vice-Chancellor
- g) Allocation/reallocation change of Guides for other valid reasons shall be recommended by the Monitoring Committee and approved by the Dean/Vice-Chancellor.

9. Course Work

- a) Every MS (By Research) Scholar is required to take five subjects for Course work. Paper 1 – Research Methodology is common to all the Scholars. The Subjects for the other four Course work papers will be decided by the Monitoring Committee of each individual Scholar. Monitoring Committees may prescribe the subjects of relevant PG Programme for the Course work to the extent possible. In case, any specialized subject is prescribed for the Course work by the Monitoring Committee and no Faculty in IMU to teach that subject, Monitoring Committee shall identify the Faculty at the time of assigning the topic, to teach the same to the Scholar. One of the specialization papers may be of Self Study. The Self-study course shall contain assignments, tests, field visits, laboratory experiments, seminars etc. as decided by the Monitoring Committee. The pattern and mode of testing in the self-study paper will be prescribed by the Monitoring Committee and question paper setting and correction of the same will be assigned by the Monitoring Committee to a suitable person identified by it.
- b) The syllabi of the course work of MS (By Research) will have 72 hours of teaching with 4 credits for each papers. All the course work subject syllabi should have 5 units. The log for the attendance of all the Scholars in person either in IMU class room or through virtual class room facility or video conferencing or through self-study shall be documented by the Faculty/Guide conducting the class. Documentation for the completion of 72 hours of self-study by the Scholar has to be carried out by the Guide and sent to the Controller of Examinations office, to allow the candidate for University examination in this subject. Grading system shall be on the marks obtained in the University Examination of 100 marks.
- c) All data will be forwarded to academic section by the concerned Faculty through Guide/Co-Guide as applicable and records will be maintained by the Academic Section. These records will be forwarded to Examination Section for allowing the Scholar for appearing the Examinations.
- d) All the course work must be completed within 24 months from the date of Registration. If the MS (By Research) Scholar fails to clear all the course-work related assignments and exams within the prescribed time, the registration shall stand cancelled.

10. Seminar, Synopsis and Thesis Submission

- a) Before submission of the synopsis, M.S scholar should give at least one seminar presentation on data/findings. The seminar presentation shall be evaluated by the Monitoring Committee. If the Monitoring Committee is not satisfied with the seminar presentation, the M.S scholar will be required to deliver another presentation. If the M.S scholar fails to deliver a satisfactory seminar

presentation in two attempts with at least one month interval for each attempt, the admission shall be liable to be cancelled and the candidate will have to re-register as a fresh candidate. The Candidate need not undergo the coursework if the area of research is same, subject to the approval of the Board of Research Studies. However, a new monitoring committee has to be constituted.

- b) M.S scholar shall submit to the University a synopsis of around 10-15 pages (5 hard copies) containing the proposed thesis along with the title, which is approved and duly certified by the Monitoring Committee. The synopsis shall also be submitted in the soft copy form in CD. No change of title or area of research shall be permitted after the submission of the synopsis.
- c) Thereafter, within three months from the date of submission of the synopsis, the M.S scholar shall submit the thesis which shall be checked for plagiarism and duly certified by the Guide and forwarded to the Controller of Examinations for adjudication. The thesis shall also be submitted in the form of soft copy in CD.
- d) The title page of the thesis, cover, format, etc., should strictly conform to the prescribed format and all copies of the thesis should carry a declaration by the M.S scholar in the prescribed format and certificate duly signed and issued by the Guide in the prescribed format.

11. Adjudication of M.S Thesis

- a) The Vice-Chancellor shall appoint a Board of Examiners for adjudicating/ evaluating the thesis of a M.S scholar.
- b) The panel of Examiners shall comprise two external examiners to be nominated by the Vice-Chancellor from a panel of at least six reputed experts suggested by the Monitoring Committee.
- c) The panel of Examiners so appointed shall evaluate the thesis and may recommended one of the following:
 - (i) Thesis is highly commended in its present form.
[OR]
 - (ii) Thesis is commended in its present form.
[OR]
 - (iii) Thesis is commended and the degree may be awarded subject to the candidate's furnishing satisfactory clarification to my queries during the public viva-voce examination.
[OR]
 - (iv) Thesis is commended and the degree may be awarded subject to the condition that the corrections/modifications suggested by me are carried out in the thesis and duly certified by the Guide before the public viva-voce examination.
[OR]
 - (v) Thesis needs to be resubmitted after revision for reevaluation.
[OR]
 - (vi) Thesis is not commended and the degree may not be awarded.
- d) If the external examiner suggests a course of action as indicated in c (iii), c (iv) or c (v) above, the

M.S. scholar shall comply with such suggestion.

- e) If the external examiner does not recommend the thesis [as in c(vi) above], the Vice-Chancellor shall then refer the thesis to a second external examiner for evaluation.
- f) The remarks made by the external examiner who has not recommended the thesis, shall be provided to the Guide so as to enable him to advise the M.S scholar to carry out any corrections / additions / alterations / modifications, if needed.
- g) The second external examiner shall not be provided with the reports of the other examiners. If the second external examiner recommends the thesis for the award of degree, the candidate shall be asked to appear for a Viva-Voce examination.
- h) If the second external examiner also does not recommend the thesis for award of M.S degree, the degree shall not be awarded to the M.S degree.
- i) A candidate whose thesis has not been recommended for the award of the degree may be permitted to re-submit the thesis within a period of 6 months. In case the thesis is not recommended again he will have to re-register as a fresh candidate. However, a new monitoring committee has to be constituted.

12. Viva-Voce Examination and award of M.S Degree

- a) Once the submitted thesis is approved, a M.S scholar shall appear for a Viva Voce examination to be administered by an external examiner, who shall be nominated by the Vice-Chancellor from a panel of 3 examiners suggested by the Monitoring Committee.
- b) The external examiner who would be administering the Viva Voce shall ordinarily be one of the examiners to whom the thesis was sent for adjudication.
- c) A candidate who is successful at the Viva-Voce examination shall be declared to have qualified for the award of M.S degree by the University. The M.S degree certificate shall be awarded as per the format prescribed.
- d) A candidate, who is not successful at the Viva Voce examination, may be permitted to take the same on one more occasion with atleast a gap of one month. If the candidate is not successful even in the second attempt, the degree shall not be awarded and the candidate will have to re-register as a fresh candidate but without having to go through the admission process again.
- e) If for any reason the external examiner is unable to conduct the Viva Voce examination even two months after the appointment, the Vice Chancellor may make alternative arrangements for the conduct of the Viva Voce examination.

13. Publication of the Thesis:

- a) A thesis may be published, only with prior permission of the Vice chancellor.
- b) Permission for publication of the thesis should be sought after award of the degree. The Vice chancellor may grant permission for the publication of the thesis under such conditions as it may deem fit.

14. Plagiarism

- a) In case it is found that a M.S scholar has copied a research work/dissertation/thesis and submitted the

same as his/her own work for a M.S degree, then the candidate may be liable for such action as per the UGC regulations.

- b) For the abetment of such an act of Plagiarism as mentioned above, the Guide shall be liable for such action as per the UGC regulations.
- c) In cases of detection of Plagiarism against an ex-scholar, IMU shall have the right to withdraw the degree awarded by it and initiate action against the Guide as per para 14(b).
15. **Removal of Difficulties:** Without prejudice to the generality of the aforesaid regulations, the Board of Research Studies shall have the power for a period of five years from the date of implementation of these revised M.S Regulations to remove any difficulties that may arise either in the course of the transition from the previous Regulations to these revised Regulations or in the course of implementing the revised Regulations.

Note : The Ordinance 14 of 2017 published in the Gazette No. 273 dated 19.07.2018 is hereby repealed.

Ordinance 32 of 2018
(Gazette 62 dated 13.02.2019)

[EC Circulation 06 of 2018 dated 07.12.2018]

**Ordinance prescribing the composition of School Boards, its Functions, and Regulations for
Conduct of its meetings**

1. **Composition of School Board:** The University shall have School Boards for each School. Each School may consist of one or more Departments. The Composition of the School Boards for each school shall be as given below

Position/Clause	School Board of Marine Engineering and Technology and School Board of Nautical Studies
Chairman [Ex-Officio]	Dean of the School or Vice Chancellor in the absence of Dean.
Heads of Departments	Heads of Departments of the School.
IMU Faculty	1 Professor, 1 Associate Professor and 1 Assistant Professor of IMU nominated by the Vice Chancellor.
Affiliated Institutes	Not more than 4 Subject Experts from Affiliated Institutes nominated by the Vice Chancellor
Nominated by DG Shipping	2 Subject Experts nominated by the DG Shipping
Nominated by Academic Council	Not more than 3 Subject Experts who are not employees of the University or of any of its Affiliated Institutes nominated by the Academic Council out of a panel of 6 names proposed by the Vice Chancellor

Position/Clause	All other Schools
Chairman [ex-Officio]	Dean of the School or Vice Chancellor in the absence of Dean. For the School of Naval Studies, the Vice Chancellor shall be the Chairman. For the School of Allied Studies one of the Deans nominated by the Vice Chancellor shall be the Chairman.
Heads of Departments	Head of Department of the School. If the post of HoD is vacant, then Vice Chancellor may nominate Dean of any School.
IMU Faculty	1 Professor, 1 Associate Professor and 1 Assistant Professor of IMU nominated by Vice Chancellor.
Nominated by other Govt. Agencies(Only for School of Naval Studies)	2Experts – 1from NRB and 1from Naval Scientific establishments such as NSTL, NPOL, etc. Two persons nominated by the Indian Navy and one from Coast Guard.
Nominated by Academic Council	Not more than 6 Subject Experts who are not employees of the University or of Any of its Affiliated Institutes nominated by the Academic Council out of a panel of 12 names proposed by the Vice Chancellor

2. **Convener** – a Senior Faculty nominated by the Vice Chancellor shall be the Convener for all the School Boards.
3. **Invitees:** Controller of Examinations or his nominee not below the rank of Assistant Registrar shall be a permanent invitee. When necessary, the Chairman may invite anyone as a Special Invitees.
4. **Functions:** As per Statute 18, the functions of the School Board shall be to recommend to the Academic Council –
 - a. The courses of Under-Graduate and Post-Graduate studies, and their curricula, syllabi and regulations;
 - b. All matters pertaining to the equivalence/recognition of courses offered by other Universities/Institutes;
 - c. measures for the improvement of the standard of teaching of the Under-Graduate and Post-Graduate courses;
5. **Notice of the meetings:**
 - a. The Controller of Examinations (CoE) shall issue a notice of the meeting to all the members of the School Board in consultation with the Convener.
 - b. Notice for the ordinary meeting of the Board shall be issued at least ten days before the date fixed for the meeting and for the special meetings at least five days before the date fixed for the meeting.
 - c. Notice for every meeting shall be given to every member by hand or post or fax or e-mail. For computing 'notice time', the date on which it is sent by e-mail shall be the criterion.
6. **Convening of meetings:**
 - a. A meeting may be convened on any working day excluding a National Holiday. The meetings shall be preferably held in IMU HQ or in Campuses/any other place, if need arises.

- b. Special meetings of the School Boards may be called by the Chairman on his/her own initiative or shall be called at the suggestions of the Vice Chancellor or on a written request from at least one third of the members of the Board.
- c. The Chairman shall have the right to cancel or postpone a meeting for valid reasons to be communicated to all the members.
- d. All logistical arrangements for conduct of meetings shall be made by CoE's office.

7. Number of meetings: There shall be at least 1 meeting of the Board in a Semester.

8. Tenure of Members:

- a. The members of the School Board other than ex-officio members shall hold office for a term of 3 years.
- b. The 3-year tenure of a nominated Member shall commence from the date of written intimation regarding his nomination by IMU.

9. Quorum:

- a. 1/3 of the total strength of the School Board as on the day of meeting.
- b. No business should be transacted when the quorum is not present.
- c. Participation in the meeting through electronic mode shall not be permitted.
- d. No member can depute a nominee to attend the meeting unless he is expressly authorised to do so.
- e. Where necessary, the Chairman may invite any one as a Special Invitee to attend the meeting but such person shall not be counted for the purposes of quorum and shall not be eligible to vote.

10. Presiding over meetings:

- a. The Chairman shall preside over the meetings.
- b. If the Chairman is unable to attend the meeting for any reason, then the senior most Faculty member in the School shall preside.

11. Attendance and Leave of absence:

- a. The Chairman may grant leave of absence to a member not present in the meeting and such leave of absence shall be recorded in the minutes of the meeting.
- b. An Attendance Register containing the names and signatures of the members present at the meeting shall be maintained by the Convener. The Attendance shall be maintained during their tenure and there after transferred to the next Convener.
- c. Every member who attends the meeting shall sign the attendance register at that meeting.

12. Agenda Items and Notes:

- a. The Chairman shall decide the Agenda Items for the meeting.
- b. The Agenda Notes shall be prepared by the Convener in the prescribed format and sent to the Controller of Examinations for vetting and obtaining approval of the Chairman.
- c. The pages of the Agenda Notes shall be consecutively numbered and the Convener shall initial every page by way of authentication.
- d. The Agenda Notes for the meeting shall be ordinarily sent at least 7 days prior to the date of the School Board meeting.

- e. The Agenda Notes for the meeting shall be sent by Convener to every member by e-mail only. However, hard copies of the complete Agenda Notes will be placed on the table of each member. For computing the time, the date on which the Agenda Notes are sent by e-mail shall be the relevant criterion.
- f. Notwithstanding sub-para 'd' above, if the Chairman considers that any Agenda Item is urgent or important, he may direct the Agenda Notes to be sent even after the seven-day deadline or even place it on the table at the time of the meeting.
- g. Each Agenda Item shall be numbered as follows: SB - (Initials of the School Board – ME/ NS/ MM/ NAOE/ NV/ AS) (Calendar year) - (Number of the School Board meeting) - (Serial number of the Agenda Item). For example, the tenth Agenda Item of the 6th School Board of Marine Engineering and Technology Meeting held on 28.09.2018 shall be numbered as 'SB-ME 2018-06-10'.
- h. The first Agenda Item of a regular meeting of the School Board shall be the confirmation of the minutes of the previous meeting.
- i. The second Agenda Item shall be the Action Taken Report (in the prescribed format) on the minutes of the previous meeting.
- j. The next set of Agenda Items may be the confirmation of the various Resolutions-by-Circulation.
- k. The next set of Agenda Items may be the reporting of the minutes of the Syllabus Review Committee or any Committee formed by the School Board for any purpose.
- l. This will be followed by all other Agenda Items for decision/ recommendation to the Academic Council.

13. Decision Making:

- a. Ordinarily, all decisions of the meeting shall be by the consensus of all members. Where warranted, the Chairman may put a motion to vote and the resolution shall be based on simple majority. In case of a tie, the Chairman shall have a casting vote.
- b. The name(s) of the member(s) who dissented or abstained from the resolution shall be recorded with the reasons, if any, in the minutes of the meeting.
- c. The name(s) of the member(s) who recused themselves from the discussion due to their interest in a particular Agenda Item shall be recorded in the minutes of the meeting.

14. Minutes of the meeting:

- a. The Minutes shall be prepared by the Convener in the prescribed format and sent to the Controller of Examinations for vetting and obtaining approval of the Chairman.
- b. The minutes of the meeting shall be a self-contained document complete with agenda, discussion and decisions appropriately.
- c. Follow-up action on the minutes as approved by the Chairman shall be taken/ monitored by the Convener. It shall also be the responsibility of the CoE to take/ monitor prompt follow-up action on the decisions taken, and to place an Action Taken Report at the next meeting of the School Board in the prescribed format.
- d. The minutes shall record the names of the members present in the meeting, the names of the members who were granted leave of absence, the names of the Special Invitees, if any, who attended the meeting.

- e. One set of records of Agenda, Minutes of Meeting, and Attendance will be kept with CoE's office for reference.
- f. Apart from the resolution/decision, the minutes may contain a fair and correct summary of the deliberations. In case of major decisions, the rationale thereof shall also be indicated. Where any earlier resolution/decision is superseded or modified, the minutes shall contain a reference to such earlier resolution/decision. The minutes shall be based only on the actual deliberations that took place in the course of the meeting, and not on the basis of any written communications that may have been received from absentee members.
- g. The pages of the minutes shall be consecutively numbered and the Convener shall initial every page to guard against tampering of the minutes in any manner in the future.
- h. The minutes of the meeting shall be sent by Convener through e-mail to all the members of the School Board (including those who were absent) ordinarily within 10 days from the date of the meeting but not later than 15 days.
- i. Comments on the wording of the minutes, if any, received from the members shall be considered at the time of confirmation of the minutes at the next meeting of the School Board before the minutes are confirmed. However, such comments shall be entertained only from those members who were actually present at the meeting.

15. Passing of Agenda-by-Circulation:

- a. If the Chairman is of the opinion that an immediate decision is necessary in any matter, the Convener may send the Agenda Note of the item-by-Circulation together with a draft resolution - by email - to all the members of the School Board giving them not less than three clear working days for their comments, if any. If no comments are received from a member within the time limit specified, it shall be presumed that he has no objection to the proposal.
- b. The date of the Resolution-by-Circulation shall be the last date given to the members for their comments on the Agenda Item-by-Circulation.
- c. A member may seek clarification or additional information from the Convener with regard to the Agenda Item-by-Circulation.
- d. In cases where not less than five members make a request that the Agenda Item-by-Circulation is best discussed in a regular meeting of the School Board, the Chairman shall include the subject as an Agenda Item in the next regular meeting. In all other cases, the Resolution-by-Circulation is deemed to be approved.
- e. Ordinarily, only urgent but not important Agenda Items shall be placed before the School Board by-Circulation.
- f. No resolution on an Agenda Item shall be passed by-Circulation after the notice convening a regular meeting of the School Board has been issued.
- g. Agenda Note of an item-by-Circulation shall not be sent to the members who have an interest in that particular matter and the same shall be recorded in the Agenda Note as well as the Resolution-by-Circulation issued thereafter.

- h. The Resolution-by-Circulation shall be placed before the next School Board meeting for confirmation.

16. Obligations of Members:

- a. The Agenda Notes and minutes sent to the members of the School Board are confidential in nature and should not be divulged to outsiders.
- b. If any member has any interest in any Agenda Item under the consideration of the School Board, then he should suo motu recuse himself from the deliberations for the particular Agenda Item.
- c. If a member becomes disqualified to be a member of the School Board under the IMU Act, Statutes or Ordinances, then he should suo motu inform this fact to the Convener at the earliest.”

Note : The Ordinance 04 of 2014 published in the Gazette No. 273 dated 19.07.2018, Ordinance 03 of 2015 published in the Gazette No. 305 dated 03.09.2015 and Ordinance 02 of 2015 published in the Gazette No. 305 dated 03.09.2015 are hereby repealed.

Ordinance 33 of 2018

(Gazette 62 dated 13.02.2019)

[EC Circulation 06 of 2018 dated 07.12.2018]

Ordinance prescribing Composition of Board of Research Studies, its Functions, and Regulations for Conduct of its meetings [under Statute 19]

This Ordinance shall be called “Board of Research Studies – Composition, Functions and Regulations”.

1. Composition of Board of Research Studies:

Chairman	Vice Chancellor
Members	Deans of all the Schools of Studies
	1 Professor from each School of Study nominated by the Vice Chancellor.
	1 Associate Professor with Ph.D from each School of Study nominated by the Vice Chancellor.
	2 outside experts (with Ph.D.) drawn from Academics or Research Institutes or Industry- from each main subject of School of Study– to be nominated by the Academic Council out of a panel of 4 names proposed by each School.

4. Functions: As per Statute 19, the functions of the Board of Research Studies shall be:

- a. recommend to the Academic Council guidelines and regulations for all matters connected with Ph.D and other research programmes;
- b. recommend to the Academic Council all matters pertaining to the equivalence/recognition of Ph.D and other research degrees offered by other Universities/ Institutes.
- c. appoint supervisors of research;
- d. prepare a perspective plan for major thrust areas for research in the disciplines under the purview of the University;
- e. review the current status of research in each department

5. Notice of the meetings

- a. The Controller of Examinations (CoE) shall issue a notice of the meeting to all the members of the Board in consultation with the Convener.
- b. Notice for the ordinary meeting of the Board shall be issued at least ten days before the date fixed for the meeting and for the special meetings at least five days before the date fixed for the meeting.
- c. Notice for every meeting shall be given to every member by e-mail. For computing 'notice time', the date on which it is sent by e-mail shall be the criterion

6. Convening of meetings

- a. A meeting may be convened on any day excluding a National Holiday. The meetings shall be preferably held in IMU HQ or in Campuses/any other place, if need arises.
- b. Special meetings of the Boards may be called by the Chairman on his/her own initiative or shall be called at the suggestions of the Vice Chancellor or on a written request from at least one third of the members of the Board.
- c. The Vice Chancellor shall have the right to cancel or postpone a meeting for valid reasons to be communicated to all the members.
- d. All logistical arrangements for conduct of meetings shall be made by CoE's office.

7. Number of meetings: There shall be at least 1 meeting of the Board in a Semester.

8. Tenure of Members

- a. The tenure of members of the Board other than ex-officio members shall be 3 years from the date of their appointment.
- b. A member whose term is completed shall also be eligible for a re-nomination for another term only. In any case, no member shall serve on Board for more than two terms.
- c. The term of a member appointed to a casual vacancy shall be for the residue of the term for which the person of whose place he fills would have been a member.

9. Quorum

- a. 1/3 of the total strength of the Board as on the day of meeting.
- b. No business should be transacted when the quorum is not present.
- c. No member can depute a nominee to attend the meeting unless he is expressly authorised to do so.
- d. Where necessary, the Convener may invite anyone as a Special Invitee to attend the meeting but such person shall not be counted for the purposes of quorum and shall not be eligible to vote.

10. Presiding over meetings

- a. The Chairman shall preside over the meetings.
- b. If the Chairman is unable to attend the meeting for any reason, senior most Dean or HoD shall preside.

11. Attendance and Leave of absence

- a. The Chairman may grant leave of absence to a member not present in the meeting and such leave of absence shall be recorded in the minutes of the meeting.
- b. An Attendance Register containing the names and signatures of the members present at the meeting shall be maintained by the Convener

- c. Every member who attends the meeting shall sign the attendance register at that meeting.

12. Agenda Items and Notes & Sequence of Agenda Item

- a. The Chairman shall decide the Agenda Items for the meeting
- b. The Agenda Notes shall be prepared by the Convener in the prescribed format and sent to the Controller of Examinations for vetting and obtaining approval of the Chairman.
- c. The pages of the Agenda Notes shall be consecutively numbered and the Convener shall initial every page by way of authentication.
- d. The Agenda Notes for the meeting shall be ordinarily sent at least 5 days prior to the date of the Board meeting.
- e. The Agenda Notes for the meeting shall be sent by Convener to every member by e-mail only.
Hard copies of the complete Agenda Notes will be placed on the table of each member during the meeting. For computing the time, the date on which the Agenda Notes are sent by e-mail shall be the relevant criterion.
- f. Notwithstanding sub-para (d) above, if the Chairman considers that any Agenda Item is urgent or important, he may direct the Agenda Notes to be sent even after the five-day deadline or even place it on the table at the time of the meeting.
- g. Each Agenda Item shall be numbered as follows: BRS - (Calendar year) - (Number of the Board meeting) - (Serial number of the Agenda Item). For example, the tenth Agenda Item of the 7th Board of Research Studies Meeting held on 28.09.2018 shall be numbered as 'BRS 2018-6-10'.
- h. The first Agenda Item of a regular meeting of the Board shall be the confirmation of the minutes of the previous meeting.
- i. The second Agenda Item shall be the Action Taken Report (in the prescribed format) on the minutes of the previous meeting.
- j. The next set of Agenda Items may be the confirmation of the various Resolutions-by-Circulation.
- k. The next set of Agenda Items may be the reporting of the minutes any Committee formed by the Board for any purpose.
- l. This will be followed by all other Agenda Items for decision/ recommendation to the Academic Council.

13. Decision Making: Ordinarily, all decisions of the meeting shall be by the consensus of all members.

Where warranted, the Chairman may put a motion to vote and the resolution shall be based on simple majority.

In case of a tie, the Chairman shall have a casting vote.

14. Minutes of the meeting

- a. The Minutes shall be prepared by the Convener in the prescribed format and sent to the Controller of Examinations for vetting and obtaining approval of the Chairman.
- b. The minutes of the meeting shall be a self-contained document complete with agenda, discussion and decisions appropriately.
- c. Follow-up action on the minutes as approved by the Vice Chancellor shall be taken/ monitored by the Convener. It shall also be the responsibility of the Academics section in CoE's office to take/ monitor

prompt follow-up action on the decisions taken, and to place an Action Taken Report at the next meeting of the Board.

- d. The minutes shall record the names of the members present in the meeting, the names of the members who were granted leave of absence, the names of the Special Invitees, if any, who attended the meeting.
- e. One set of records of Agenda, Minutes of Meeting, and Attendance will be kept with CoE's office for reference.
- f. Apart from the resolution/decision, the minutes may contain a fair and correct summary of the deliberations. In case of major decisions, the rationale thereof shall also be indicated. Where any earlier resolution/decision is superseded or modified, the minutes shall contain a reference to such earlier resolution/decision. The minutes shall be based only on the actual deliberations that took place in the course of the meeting and not on the basis of any written communications that may have been received from absentee members.
- g. Comments on the minutes, if any, received from the members shall be considered at the time of confirmation of the minutes at the next meeting of the Board before the minutes are confirmed. However, such comments shall be entertained only from those members who were actually present at the meeting.
- h. The minutes of the meeting shall be sent by Convener through e-mail to all the members of the Board (including those who were absent) ordinarily within 10 days from the date of the meeting but not later than 15 days.
- i. Comments on the wording of the minutes, if any, received from the members shall be considered at the time of confirmation of the minutes at the next meeting of the Board before the minutes are confirmed. However, such comments shall be entertained only from those members who were actually present at the meeting.

15. Passing of Agenda-by-Circulation

- a. If the Chairman is of the opinion that an immediate decision is necessary in any matter, the Convener may send the Agenda Note of the item-by-Circulation together with a draft resolution - by email - to all the members of the Board giving them not less than three clear working days for their comments, if any. If no comments are received from a member within the time limit specified, it shall be presumed that he has no objection to the proposal.
- b. The date of the Resolution-by-Circulation shall be the last date given to the members for their comments on the Agenda Item-by-Circulation.
- c. A member may seek clarification or additional information from the Convener with regard to the Agenda Item-by-Circulation.
- d. In cases where not less than five members make a request that the Agenda Item-by-Circulation is best discussed in a regular meeting of the Board, the Chairman shall include the subject as an Agenda Item in the next regular meeting. In all other cases, the Resolution-by-Circulation is deemed to be approved.
- e. Ordinarily, only urgent but not important Agenda Items shall be placed before the Board by- Circulation.
- f. No resolution on an Agenda Item shall be passed by-Circulation after the notice convening a regular meeting of the Board has been issued.

- g. Agenda Note of an item-by-Circulation shall not be sent to the members who have an interest in that particular matter and the same shall be recorded in the Agenda Note as well as the Resolution-by-Circulation issued thereafter.
- h. The Resolution-by-Circulation shall be placed before the next Board meeting for confirmation.

16. Obligations of Members

- a. The Agenda Notes and minutes sent to the members of the Board are confidential in nature and should not be divulged to outsiders.
- b. If any member has any interest in any Agenda Item under the consideration of the Board, then he should suo motu recuse himself from the deliberations for the particular Agenda Item.
- c. If a member becomes disqualified to be a member of the Board under the IMU Act, Statutes or Ordinances, then he should suo motu inform this fact to the Convener at the earliest.”

Note : The Ordinance 01 of 2015 published in the Gazette No. 441 dated 02.12.2016 19.07.2018 is hereby repealed.

Ordinance 30 of 2018

(Gazette 345 dated 30.09.2019)

[EC Circulation 06 of 2018 dated 07.12.2018. Amended Vide EC 2019-48-03 dated 17.05.2019]

Ordinance prescribing the Ph.D Regulations

“16) This Ordinance shall have retrospective effect and shall be applicable to all the batches of Ph.D Scholars.”

Note: The above Para is to be inserted after Para 15 of the Ordinance 30 of 2018 published in the Official Gazette No.62 dated 13.02.2019.

Ordinance 31 of 2018

(Gazette 345 dated 30.09.2019)

[EC 2015-31-28 dated 26-06-2015. Amended vide EC 2016-37-05 dated 22.12.2016 and EC 2019-48-17dated17.05.2019]

Ordinance prescribing Regulations for M.S (By Research) Programme.

“4(a) Admissions to the MS (By Research) programme shall be done twice in a year i.e in June/July and in December. However, the candidates can apply round the year through online portal.”

Note: The above Para is to replace Para 4(a) of the Ordinance 31 of 2018 published in the Official Gazette No. 62 dated13.02.2019.

Ordinance 01 of 2019

(Gazette 345 dated 30.09.2019)

[EC 2019-48-19 dated 17.05.2019]

“Ordinance prescribing the Roles, Duties, and Responsibilities of the various Personnel responsible for conduct of the University Examination

1. The following personnel shall be responsible for conduct of the University Examinations:

- a. Question Paper Setters
- b. Moderators
- c. Zonal Coordinators
- d. Examiner
- e. Chief Superintendents
- f. Hall Superintendents
- g. Observers
- h. Flying Squads

2. **Appointments, Roles and Responsibilities of the various personnel:**

a. Question Paper Setters

- i. The Question Paper Setters shall be appointed by the Controller of Examinations from a panel of names approved by the Vice-Chancellor.
- ii. Any person who is working as a permanent/contract/visiting Faculty in any of the IMU Campuses or from among the Affiliated Institutes at least for a semester, shall be eligible to be appointed as a Question Paper Setters.
- iii. The ‘Question Paper Setter’ will be responsible for setting the question papers and answer keys for the various examinations complying with the syllabus. The detailed instructions issued by the Controller of Examinations to the ‘Question Paper Setter’ regarding the setting of the question papers and answer keys must be strictly complied with.

b. Moderators

- i. The Moderators shall be appointed by the Controller of Examinations from a panel of names approved by the Vice-Chancellor.
- ii. Any person who is working as a permanent/contract/visiting Faculty in any of the IMU Campuses or from Affiliated Institutes atleast for a semester, shall be eligible to be appointed as a Moderator.
- iii. The Moderator will be responsible for moderating the Question Papers and Answer Key keeping the following in mind (a)degree of difficulty, (b) Correction in language and (c) Whether marks allocated to the question commensurate with the difficulty level of the questions.

c. Zonal Coordinators

- i. The evaluation shall be carried out in IMU Campuses under the supervision of a ‘Zonal Coordinator’.
- ii. The ‘Zonal Coordinators’ shall be appointed by the Controller of Examinations from a panel of names approved by the Vice-Chancellor.
- iii. It shall be the responsibility of the Zonal Coordinator to distribute the Answer Scripts to the Examiners and to ensure that the evaluation is done in a free and unbiased manner, and within the stipulated time.

The detailed instructions issued by the Controller of Examinations to the 'Zonal Coordinator' regarding the evaluation of the question papers must be strictly complied with.

d. Examiner

- i. The Examiners shall be appointed by the Controller of Examinations from a panel of names approved by the Vice-Chancellor.
- ii. Any person who is working as a permanent / contract / visiting Faculty in any of the IMU Campuses or Affiliated Institutes at least for a semester, shall be eligible to be appointed as an Examiner of Answer Scripts for that particular subject for which he / she has been engaged in teaching.
- iii. The Examiners will be responsible for the fair evaluation of the Answer Scripts.

e. Chief Superintendents

- i. The Chief Superintendents shall be appointed by the Controller of Examinations from a panel of names approved by the Vice-Chancellor.
- ii. The 'Chief Superintendent' shall generally be any Associate Professor or a higher officer in IMU Campuses/ Principal of the Affiliated Institute. If for any reason the Principal is not available, the next senior most faculty shall be given the charge of the 'Chief Superintendent'. However, this option shall be invoked rarely and not as a matter of routine.
- iii. The 'Chief Superintendent' shall be responsible for the smooth and fair conduct of the examination. He shall be responsible to report all cases of malpractice to the Controller of Examination in writing. He shall be responsible for the despatch of the Answer Scripts after each examination without any delay.
- iv. The detailed instructions issued by the Controller of Examinations with regard to the duties and responsibilities of the 'Chief Superintendent' must be strictly complied with.

f. Hall Superintendents

- i. 'Hall Superintendent' shall be appointed by the Chief Superintendent for individual halls of the examination centre.
- ii. The Hall Superintendents shall be responsible to make the students aware of the rules to be followed while writing their exams, ensure sufficient distance between the students and to curb any form of malpractice.

g. Observers

- i. University Observers shall be appointed by Controller of Examinations from a panel of names approved by the Vice-Chancellor.
- ii. They will be selected from among the Faculty or Academic Support Staff of the IMU Campuses.
- iii. The Observers shall be responsible for overseeing the fair and smooth conduct of examinations in Affiliated Institutes as per the guidelines and regulations issued the University from time to time.

h. Flying Squads

- i. Flying Squads shall be appointed by Controller of Examinations from a panel of names approved by the Vice-Chancellor.
 - ii. The members of the Flying Squads will be drawn from among the Group A Officers and Faculty of the University.
 - iii. The constitution of the flying squads will be kept confidential and members will be informed at short notice.
 - iv. The members of the Flying Squads shall make their own arrangements for travel and shall not reveal details of their visits to anyone except their fellow members on the squad and Controller of Examinations.
3. Any personnel not complying with the instructions issued by the Controller of Examinations or commits any form of malpractice shall be debarred from all examination related duties for a duration as specified by the Vice Chancellor and shall also be liable for disciplinary action as per IMU's Statute and Ordinances.
 4. The remuneration and allowances payable to the various personnel shall be as per the relevant Ordinances, amended from time to time.
 5. The Vice Chancellor shall have the power to lay down the procedure in respect of any matter not mentioned in this Ordinance including disciplinary action against the Faculty of both IMU and Affiliated Institutes and also against Affiliated Institute of not abiding by any of the stipulations of the revised Ordinance and to remove any difficulties while implementing the above policy."

Note: The Ordinance 10 of 2017 published in the Official Gazette No. 273 dated 19.07.2018 shall be repealed.

Ordinance 03 of 2019

(Gazette 345 dated 30.09.2019)

[EC 2019-48-21 dated 17.05.2019]

"Ordinance Prescribing Qualification for Faculty and Principal of Affiliated Institutes

1. Faculty: All Faculty in Affiliated Institutes shall meet the qualifications prescribed for the recruitment of Assistant Professor in the relevant School of IMU.
2. Principals: Principals of Affiliated Institutes shall meet the qualifications prescribed for the recruitment of Associate Professor in one of the Schools of IMU.
3. This Ordinance shall have prospective effect."

Note: The Ordinance 68 of 2015 published in the Official Gazette No. 298 dated 15.07.2016 shall be repealed.

Ordinance 06 of 2019

(Gazette 345 dated 30.09.2019)

[EC 2019-48-09 dated 17.05.2019]

“Attendance Requirement for Students to appear in University Examinations and Norms for regulating Break in Studies

1. The minimum number of working days for each semester i.e. the actual number of days for holding lectures, tutorials, seminars, practicals, etc., shall be –
 - a. For programmes under the purview of DG(S)/ STCW shall be as per the norms prescribed by DG(S)/ STCW and
 - b. For all other programme, it should be between 520-540 hours per semester (including both teaching and practical).
 - c. On an average during a semester, the lecture hours shall be not less than 30 hours a week, and practicals, parade, fall-in-line, field work, industry visits, library and computer lab shall be not less than 10 hours a week.
2. Students should attend all the classes and other activities regularly and punctually.
3. Attendance shall be marked at the beginning of each class. Students coming late to any class by more than 10 minutes will be marked absent for that period.
4. Students coming to class/practicals without proper uniform (wherever uniform has been prescribed) will be marked absent.
5. Each working day is divided into two sessions, i.e. the forenoon session and the afternoon session. If a student is absent for a single lecture hour or practical class or parade or fall-in-line in a session, he shall be marked absent for the entire session, i.e. he will lose half a day's attendance.
6. All students must put in a minimum of 85% of attendance in order to appear in the end-semester examinations (Theory and Practical) of the Indian Maritime University. The cut-off date for the calculation of attendance shall be the date 15 days prior to the date of commencement of the end-semester theory paper examinations.
7. The minimum percentage of attendance should be calculated only in terms of the total working days in the semester and not in terms of classes or subject-wise.
8. A higher percentage of attendance may be required for a student who is in receipt of scholarship or other assistance.
9. Students representing the University / Affiliated Institute / State / Country in extra-curricular activity meets/competitions, sports competitions, seminars, etc., with the proper permission of the Campus Director/ Principal concerned shall be deemed to have attended the classes subject to a ceiling of 10% of the total working days in the semester.
10. If a student has put in less than 85% but above or equal to 75% of attendance, owing to reasons such as medical, bereavement or any other, the Campus Director/Principal is empowered to condone the shortage of attendance subject to the collection of the prescribed Condonation Fee for Attendance.

11. A student who has put in less than 75% attendance will not be permitted to write the University's end-semester examination and will not be permitted to move to the next semester (unless exempted under Para 12). It will be treated as a case of 'Break-in-Studies' and he will be required to repeat the incomplete semester in the next academic year. However, such students are permitted to write the arrear examinations of previous semesters. Before re-joining the Programme, he must pay (i) the Condonation Fee for Break in Studies as prescribed by the University, (ii) pay the Semester Fees for the concerned semester once again where he is repeating an incomplete semester, and (iii) obtain prior permission from the Vice Chancellor.
12. Notwithstanding the attendance criteria brought out in para 10 and 11 above, the Vice Chancellor may condone the shortage of attendance (below 75%) up to 5 days in extraordinary cases for deserving students, if recommendations are received from Director/ Principal with proper justification.
13. It shall be the responsibility of the Campus Director/Principal to send to the Controller of Examinations in the prescribed format (i) the Attendance Particulars of all the students, and (ii) the Attendance Particulars of students who are eligible for and have paid the Condonation Fee for Attendance – separately for each Programme – at least 14 days before the commencement of the examinations or such other date as may be prescribed. Hall tickets will not be issued or the results will be withheld in respect of candidates who are required to pay but have not paid the Condonation Fee for Attendance.
14. Where a candidate withdraws on his own, for any reason, in the middle of an Academic Year, under written intimation to the Campus Director/Principal concerned with a copy marked to the Controller of Examinations, in order to take a 'Break in Studies', such candidate will be permitted to rejoin the same Campus/ Affiliated Institute within a maximum period of 3 years at the beginning of the incomplete semester or at the beginning of the next semester if he had completed a semester at the time of withdrawal. Before rejoining the Programme, he must pay (i) the Condonation Fee for Break in Studies as prescribed by the University, (ii) pay the Semester Fees for the concerned semester once again where he is repeating an incomplete semester, and (iii) obtain prior permission from the Vice Chancellor.
Provided however that where the IMU Campus or the Affiliated Institute or the concerned Programme is no longer in existence, permission will not be given to rejoin after the Break in Studies. No requests for ratification will be entertained”.
15. This Ordinance will come into effect from the Academic Year 2019 – 20 for both existing and new batches. This Ordinance repeals all the earlier Ordinances.”

Note: The Ordinance 17 of 2015 published in the Official Gazette No. 305 dated 03.09.2015 and No. 273 dated 19.7.2018 shall be repealed.

Ordinance 08 of 2019

Gazette 403 dated 18.11.2019)

[EC 2019-49-17 dated 24.09.2019 and amended vide errata dated 1.10.2019]

Ordinance prescribing the duties of the Head of Department

1. **Academic Quality**: HoD's shall be responsible for the overall academic quality of their respective School/Department including publication, research work and training programmes.
2. **Syllabus preparation & Review**: HoD's shall be responsible for preparation and review of the syllabus for various programmes under their respective School/Department in consultation with Faculty and School Board members.
3. **Classroom & Laboratories**: HoD's shall -
 - a. Ensure proper allocation of class rooms & issue notices for changes, if any.
 - b. Ensure that all class rooms are sufficiently equipped. HoDs shall intimate any defects to the Deputy Registrar/Assistant Registrar or employee of equivalent rank for necessary action.
 - c. Ensure that adequate number of good quality laboratory equipment are available for experiments
 - d. Periodically review laboratory requirements and propose for necessary up-gradation in the facilities to meet the industry needs, if necessary.
4. **Students Matters**– HoD's shall–
 - a. Ensure that students adhere to the Model Code of Conduct for Students, Uniform/Dress code and Class attendance/leave rules.
 - b. To arrange for all documentation/data entry relating to examinations are done within the stipulated time frame and verify for its correctness.
 - c. Ensure that students maintain discipline in the Campus.
 - d. Encourage students to participate in co-curricular and extra-curricular activities
 - e. Facilitate students' requests relating to –
 - i. Scholarships
 - ii. Attestations
 - iii. Bonafide certificates
 - iv. Examination applications
 - v. Industrial visits
 - vi. Any other student requests
 - f. Maintain a record of students' performance in examinations to identify poorly performing students. HoDs shall counsel such students & provide all necessary assistance for their academic improvement.
5. **Faculty Matters**– HoD's shall–
 - a. Motivate Faculty members to undertake research work, publications so as to improve IMU's academic standing.
 - b. Prepare the work plan/time table for Faculty members well in advance before commencement of the semester.

- c. Communicate the students' feedback to the Faculty members.
 - d. Ensure discipline among Faculty members.
 - e. Coordinate with Campus Directors with regard to any administrative requirements for engaging regular/contract/visiting Faculty and other academic support staff.
 - f. Oversee the functioning of the training section.
 - g. Coordinate with other HoDs on all academic issues.
6. HoDs shall perform the above duties and any other duties assigned by the Director.
7. HoD's shall be responsible to the Campus Directors to ensure compliance of this Ordinance.

Ordinance 30 of 2018

(Gazette 403 dated 18.11.2019)

[EC Circulation 06 of 2018 dated 07.12.2018. Amended Vide EC 2019-48-03 dated 17.05.2019 and EC 2019-49-38 dated 24.09.2019]

Ordinance prescribing the Ph.D Regulations

“8(d) The external empanelled guides, who teach specific subjects as part of Course work to the Scholars, will be designated as Adjunct Faculty of IMU ‘during that Academic Year of teaching’ the subject. Adjunct Faculty who meet the following norms are designated as Adjunct Professors.”

Note: The above Para shall replace Para 8(d) of the Ordinance 30 of 2018 published in the Official Gazette No.345 dated 30.09.2019.

Ordinance 33 of 2018

(Gazette 101 dated 05.03.2020)

[EC Circulation 06 of 2018 dated 7.12.2018 and amended vide
EC-2019-51-07 dated 20.12.2019]

Ordinance Prescribing Composition of Board of Research Studies, its Functions, and Regulations for Conduct of its meetings [under Statute 19].

The Para's 2 & 3 of the Ordinance 33 of 2018 prescribing Composition of Board of Research Studies, its Functions, and Regulations for Conduct of its meetings shall be amended as follows : -

Existing	Amended
2. <u>Convener</u> : a senior faculty nominated by the Vice Chancellor shall be the Convener.	2. <u>Convener</u> : the Controller of Examinations or in his absence the Deputy Registrar (Academics) shall be the Convener.
3. <u>Invitees</u> : Controller of Examinations or his nominee not below the rank of Assistant Registrar shall be a permanent invitee. When necessary, the Chairman may invite anyone as a Special Invitees.	3. <u>Invitees</u> : When necessary, the Chairman may invite anyone as a Special Invitees.

Ordinance 1 of 2020

(Gazette 101 dated 05.03.2020)

[EC-2019-51-09 dated 20.12.2019]

“ Ordinance for Establishing the centre for Training & Continuing Education (CTCE)

1. **Centre for Training & Continuing Education:** A Centre for Training & Continuing Education (CTCE) shall be established at IMU HQ to serve the training requirements of Officers, Professionals, Faculty and Students in the Shipping, Port and other related sectors.
2. **Administrative Structure of CTCE:**
 - a. A senior Professor from any school shall be designated as Head (CTCE) by the Vice Chancellor (VC). Head (CTCE) shall report to VC. In the absence of Professor, a senior Faculty member shall be nominated by the VC for heading the CTCE.
 - b. Senior faculty (in relevant discipline) shall be assigned additional charge of Programme Coordinator (PC) for each training activity by Vice Chancellor in consultation with Head (CTCE) and concerned Campus Director. Programme Coordinator shall report to Head (CTCE).
 - c. The Programme Coordinator shall manage the programme by distributing the work to his team of faculty (Regular /Contract/Visiting) and support staff. The time logged into these programmes are considered as part of academic workload for APAR purposes.
 - d. Vice Chancellor shall assign administrative support staff (DR/AR/SO/Assistant) to CTCE as required to conduct the activities. These administrative staff shall report to Head (CTCE).
3. **Functions of CTCE:**
 - a. To fulfil the maritime training requirements of Officers, Professionals, Faculty and Students in the Shipping, Port and other related sectors.
 - b. Interact with Universities/Professional Bodies/Industry/Govt. agencies to plan, develop and deliver new training programme.
 - c. Process the proposals received from Faculty for conduct of training programmes and prepare an Annual Training Calendar of IMU, which shall be then put up for the approval of the Vice Chancellor.
 - d. Create and maintain infrastructural requirement for training purposes at HQ and Campuses.
 - e. Maintain a repository of learning material accumulated through the training courses for the future use of trainers and to develop distributed learning systems (web-based courses) & delivery methodology.
 - f. Manage the Finances and Accounts of CTCE in an efficient and optimal way.
4. The various types of Certification to be issued by the CTCE shall be as follows:

#	Programme	Duration
1	Certificate in concerned discipline	Up to 6 months
2	PG Diploma	6 – 12 months
3	PG Degree	Above 12 months

5. **Manpower**

- a. Faculty members who wish to offer training programmes shall submit a detailed proposal to Head (CTCE) including the objective of the programme, fee to be charged, applicable GST and other taxes, budget, overheads, manpower & infrastructure requirement etc.
- b. The Faculty whose training programme is approved shall be designated as the Programme Coordinator. He/she shall manage the Programme's infrastructure and Faculty requirement by sourcing internal and external resource persons.
- c. Short term contract appointment of staff shall be permitted for conduct of the programme. This could be for teaching or administrative support services as decided by Programme Coordinator and in line with relevant IMU norms.

6. **Finance**

- (I) The revenue expenses shall be normally restricted to revenues generated by CTCE. Any shortfall shall be met from the Reserve Fund created for this purpose, with the approval of the Vice Chancellor.
- (II) For each training programme, the Programme Coordinator shall submit a budgetary proposal for approval. GST and other applicable Taxes shall be taken into account at the time of budgeting.
- c. The time spent by regular employees shall be accounted for in the CTCE with appropriate costing.
- d. All expenses for resource person (like remuneration, travel, hospitality, honorarium, etc.) engaged for the training programmes shall be paid as per IMU norms.
- e. Procurement and services shall be carried out complying with IMU's procurement norms.
- f. Physical infrastructure requirement to conduct the activities of CTCE (like office space, class rooms, etc.) shall be met from IMU HQ / Campuses. There shall be an overhead charge loaded on the programme budget as per IMU norms. The maintenance of all infrastructure facilities and up gradation shall be met with from the revenue budget of IMU. Any asset created for CTCE shall be at the disposal of IMU for optimum utilisation.
- g. The Programme Coordinator shall submit within one month of completion of training programme, a detailed report including the technical aspects, participant details & feedback and final statement of Income & Expenses.
- h. The net surplus, if any, received after accounting for all direct and indirect costs and overheads, from a training programme would be apportioned in the following way:
 - (i) 50% of surplus transferred to the Reserve Fund of CTCE
 - (ii) 15% to Campus Development Fund
 - (iii) 10% to University Development Fund and
 - (iv) 25% will be paid as incentives to Faculty and Staff involved in the training programme as proposed by the Programme Coordinator, recommended by the Head (CTCE) and approved by VC subject to the following conditions:

- a) For all staff of IMU, the upper limit for honorarium from Training Programmes, Consultancy & others in a financial year is 60% of the gross salary received in that financial year.
- b) The contract employees engaged exclusively for a training programme shall not be eligible for honorarium in that training programme.
- c) A separate account head shall be maintained for each training programme by the Programme Co-ordinator.
- d) The time spent by a faculty / staff on externally funded training programme shall not lead to compromise on their mandatory workload, as per IMU norms.”

Ordinance 2 of 2020

(Gazette 101 dated 05.03.2020)

[EC-2019-51-11 dated 20.12.2019]

Ordinance on Performance Based Reward for students of IMU Campuses

1. This Ordinance shall be applicable to students admitted from academic year 2020-21 onwards. For the students admitted earlier, the existing Ordinance 80 of 2015 published in Official Gazette No. 273 dated 19.07.2018 shall apply.
2. The ‘Performance-based Reward’ Scheme is applicable to students of IMU Campuses only, and is aimed at motivating the students to continue to perform meritoriously from year to year; to maintain discipline and good conduct; and to reduce the bank loan burden of meritorious students.
3. As it is a reward, it will be based purely on academic performance and will not be linked to economic means.
4. As it is a reward for pure merit, it will not be a bar to a student getting any scholarship/ freeship /studentship/fellowship, etc. from any other source.
5. The rewards will be given annually, based on the academic performance in the immediate previous year. No rewards will be given for the final year, of any programmes i.e., for 2, 3, 4 years programme, no reward will be given for 2nd/3rd/4th years, respectively
6. It will apply only to UG and PG Degree programmes of duration 2 years or more. Thus DNS, PGDME and other programmes with duration of less than two years will not be covered under this scheme.
7. To be eligible for the ‘Performance-based Reward’, the students should get at least 75% aggregate marks computed based on the marks scored in both odd and even semester for the relevant year. Details shown below:

Programme Duration	Time of disbursement	Semesters that would be considered for computing the aggregate marks for an academic year
2 Years	At the end of first academic year	1 & 2
3 Years	At the end of first academic year	1&2
	At the end of second academic year	3&4

4 Years	At the end of first academic year	1&2
	At the end of second academic year	3&4
	At the end of third academic year	5&6

8. To be eligible for the reward, the student should not have any standing arrears pertaining to any semester, upon publication of results for the relevant year considered for reward.
9. Any student, who has suffered any punishment for ragging or examination malpractices or has indulged in any act of gross indiscipline or misconduct, shall be permanently ineligible for this reward. A 'NOC' from the Campus Directors shall be obtained in this regard.
10. The total number of students in the order of merit who will get a 'Performance Based Reward' will be as per the Table below:

Programme/Reward Amount (Rs.)	UG/PG	Year	Topper – Rs. 50,000	II Slab: Rs. 35,000	Topper: Rs. 25000	Topper: Rs. 20,000	II Slab: Rs. 18,000	II Slab: Rs. 15,000	Total Rewards
B.Sc(NS)	UG	1	1	21	-	-	-	-	22
B.Sc(NS)	UG	2	1	21	-	-	-	-	22
B.Tech (ME)	UG	1	1	27	-	-	-	-	28
B.Tech (ME)	UG	2	1	27	-	-	-	-	28
B.Tech (ME)	UG	3	1	27	-	-	-	-	28
B.Tech (NA & OE)	UG	1	1	3	-	-	-	-	4
B.Tech (NA & OE)	UG	2	1	3	-	-	-	-	4
B.Tech (NA & OE)	UG	3	1	3	-	-	-	-	4
MBA (ITL) and MBA (PSM)	PG	1	1	11	-	-	-	-	12
M.Tech(NAOE) and M.Tech(DHE)	PG	1	1	2	-	-	-	-	3
M.Tech (MEM)	PG	1	1	1	-	-	-	-	2
BBA(LRE)	UG	1	-	-	-	1	-	5	6
BBA(LRE)	UG	2	-	-	-	1	-	5	6
MSC(CSL)	PG	1	-	-	1	-	1	-	2
			11	146	1	2	1	10	171

Note: The distribution of rewards, as per the above table shall not be exceeded i.e. Number of rewards for each programme, slab and the total number of rewards as per the above table shall not exceed in any given year.

11. For determining the ‘toppers’ and the other rewardees, the University as a whole shall be treated as the unit; not the individual Campuses.
12. In the event of a ‘tie’, the same shall be resolved by arranging the students in the descending order of the total external examination marks for Theory papers of the particular semesters. If there is still a ‘tie’ the same shall be resolved by arranging the students in the descending order of percentage of attendance for that semesters.
13. The student is not entitled to set off his eligible ‘Performance-based Reward amount’ against his semester fees and other dues payable to IMU. However IMU reserves the right to recover any of its dues from the student out of his ‘Performance-based reward’.”
14. IMU reserves the right to amend/ repeal or withdraw this Ordinance at any point of time.”

Ordinance 06 of 2020

[EC 2018-46-14 dated 29.06.2018 amended vide EC-2020-54-09 09.07.2020]

“Ordinance prescribing the Minimum Eligibility Criteria for admissions to the various programmes in IMU”

This Ordinance lays down the minimum eligibility criteria for admissions to the Under Graduate and Post Graduate programmes of IMU. The following programmes are offered by the IMU:

(i) Under Graduate programmes

1. 4-Year B. Tech (Marine Engineering)
2. 3-Year B.Sc (Nautical Science)
3. 4-Year B. Tech (Naval Architecture & Ocean Engineering)
4. 3-Year B.Sc (Ship Building & Repair) –
(This Programme is being conducted only in an Affiliated Institute).
5. 3-Year BBA (Logistics, Retailing and E-Commerce)
6. 1-Year Diploma in Nautical Science (DNS) leading to B.Sc. (Applied Nautical Science)

Note: The admissions to B.Sc. Maritime Science programme is stopped from the AY 2018-19.

Lateral entry Admissions to 2nd/3rd Year

1. 2nd Year B.Tech (Marine Engineering)
2. 2nd Year B.Tech (Naval Architecture & Ocean Engineering)
3. 3rd Year B.Tech (Naval Architecture & Ocean Engineering)
4. 2nd Year B.Sc (Nautical Science)

(ii) Post Graduate programmes

1. 2-Year M.Tech (Marine Engineering and Management)
2. 2-Year M.Tech (Naval Architecture and Ocean Engineering)

3. 2-Year M.Tech (Dredging and Harbour Engineering)
4. 2-Year M. Sc (Commercial Shipping and Logistics)
5. 2-Year MBA (International Transportation and Logistics Management)
6. 2-Year MBA (Port and Shipping Management)

(iii) Post Graduate Diploma programmes

1-Year Post Graduate Diploma in Marine Engineering (PGDME).

(iv) Research Programmes

- (a) M.S (by Research) (Please refer Ordinance 31 of 2018 for eligibility criteria)
- (b) Ph.D. (Please refer Ordinance 30 of 2018 for eligibility criteria)

The Minimum Eligibility Criteria for admissions to the above mentioned programmes

[Sl.No. (i) to (iii)] are given below:

(i) <u>Under Graduate programmes</u>		
A. 4-Year B.Tech (Marine Engineering)		
(i)	Eligibility	10+2/equivalent (PCM-60% and minimum of 50% marks in English subject in 10th or 12th Examination).
(ii)	Age Criteria	Minimum age : 17years Maximum age: For Male : Gen-25 years, OBC(NCL)-28 years, SC/ST-30 years For Female: Gen-27 years, OBC(NCL)-30 years, SC/ST-32 years. The reference date for calculation of the age will be from the date of commencement of the Academic Session
(iii)	Relaxation for SC/ST candidates (if any)	There will be a 5% relaxation in eligibility marks; however, it will not apply to English Marks. Relaxation of 5% in English marks will be applicable to candidates who are native of the Lakshadweep and Andaman & Nicobar islands and belongs to their Scheduled Tribes and who & both of whose parents were born in those islands & belong to the Scheduled Tribes of those islands
(iv)	Eligibility - Medical	<u>Physical Fitness</u> Candidates seeking admission to these Marine Programmes must be medically fit including eye sight and hearing as prescribed in the Merchant Shipping (Medical Examination) Rules, 2000, as amended. At the time of admission, candidates will be required to produce certificate of medical fitness issued by doctors approved by the Directorate General of Shipping, Mumbai. <u>Eye sight :</u> There shall be no evidence of any morbid condition of either eye or of the lids of either eye which may be liable to risk of aggravation or recurrence. Candidates must possess good binocular vision (Fusion faculty and full field of vision in both eyes). Movement of the eyeballs must be full in all directions and the pupils should react normally to light and accommodation. Normal colour vision shall be tested by Ishihara test chart. Distance Vision unaided 0.5*(6/12) in each eye or 0.67*(6/9) in better eye and 0.33*(6/18) in other eye.

B. 3-Year B.Sc (Nautical Science)		
(i)	Eligibility	10+2/equivalent (PCM-60%) with minimum of 50% marks in English subject in 10th/12 th Examination.
(ii)	Age Criteria	Minimum age : 17years Maximum age: For Male : Gen-25 years, OBC(NCL)-28 years, SC/ST-30 years For Female: Gen-27 years, OBC(NCL)-30 years, SC/ST-32 years. The reference date for calculation of the age will be from the date of commencement of the Academic Session
(iii)	Relaxation for SC/ST candidates (if any)	There will be a 5% relaxation in eligibility marks; however, it will not apply to English Marks. Relaxation of 5% in English marks will be applicable to candidates who are native of the Lakshadweep and Andaman & Nicobar islands and belongs to their Scheduled Tribes and who & both of whose parents were born in those islands & belong to the Scheduled Tribes of those islands.
(iv)	Eligibility - Medical	<u>Physical Fitness</u> Candidates seeking admission to the these Marine Programmes must be medically fit including eye sight and hearing as prescribed in the Merchant Shipping (Medical Examination) Rules, 2000, as amended. At the time of admission, candidates will be required to produce certificate of medical fitness issued by doctors approved by the Directorate General of Shipping, Mumbai. <u>Eye sight :</u> There shall be no evidence of any morbid condition of either eye or of the lids of either eye which may be liable to risk of aggravation or recurrence. Candidates must possess good binocular vision (Fusion faculty and full field of vision in both eyes). Movement of the eyeballs must be full in all directions and the pupils should react normally to light and accommodation. Normal colour vision shall be tested by Ishihara test chart. Distance Vision unaided 1.0*(6/6) in better eye and 0.67*(6/9) in other eye.
C. 4-Year B.Tech (Naval Architecture and Ocean Engineering)		
(i)	Eligibility	10+2/equivalent (PCM-60%) with minimum of 50% marks in English subject in 10th / 12th Examination.
(ii)	Age Criteria	Minimum age : 17years Maximum age: For Male : Gen-25 years, OBC(NCL)-28 years, SC/ST-30 years For Female: Gen-27 years, OBC(NCL)-30 years, SC/ST-32 years. The reference date for calculation of the age will be from the date of commencement of the Academic Session
(iii)	Relaxation for SC/ST candidates (if any)	There will be a 5% relaxation in eligibility marks; however, it will not apply to English Marks.
(iv)	Eligibility -Medical	All Candidates who qualify for this courses will have to submit a Physical Fitness Certificate from Registered Medical Practitioner at the time of Certificate verification

D. 3-Year B.Sc (Ship Building and Repair)		
(i)	Eligibility	10+2/equivalent (PCM-60%) with minimum of 50% marks in English subject in 10th / 12th Examination.
(ii)	Age Criteria	Minimum age : 17years Maximum age: For Male : Gen-25 years, OBC(NCL)-28 years, SC/ST-30 years For Female: Gen-27 years, OBC(NCL)-30 years, SC/ST-32 years. The reference date for calculation of the age will be from the date of commencement of the Academic Session
(iii)	Relaxation for SC/ST candidates (if any)	There will be a 5% relaxation in eligibility marks; however, it will not apply to English Marks.
(iv)	Eligibility –Medical	All Candidates who qualify for this courses will have to submit a Physical Fitness Certificate from Registered Medical Practitioner at the time of Certificate verification.
E. 3-Year BBA (Logistics, Retailing and E-Commerce)		
(i)	Eligibility	10+2/equivalent with minimum 60% of aggregated marks in any stream and minimum of 50% marks in English subject in 10th / 12th Examination. Note: Percentage of the Aggregate marks will be calculated by considering the marks scored in English subject plus the marks scored in Major Subjects (excluding other languages).
(ii)	Age Criteria	Minimum age : 17years Maximum age: For Male : Gen-25 years, OBC(NCL)-28 years, SC/ST-30 years For Female: Gen-27 years, OBC(NCL)-30 years, SC/ST-32 years. The reference date for calculation of the age will be from the date of commencement of the Academic Session
(iii)	Relaxation for SC/ST candidates (if any)	There will be a 5% relaxation in eligibility marks; however, it will not apply to English Marks.
(iv)	Eligibility –Medical	All Candidates who qualify for this courses will have to submit a Physical Fitness Certificate from Registered Medical Practitioner at the time of Certificate verification.
F. 1-Year DNS course leading to B.Sc (Applied Nautical Science)		
(i)	Eligibility	i) 10+2/equivalent (PCM-60%) with minimum of 50% marks in English subject in 10th/12 th Examination. OR ii) B.Sc. in Physics , Mathematics, Chemistry or Electronics with Physics as individual subject in one of the year, with an average of not less than 55% of the marks in the final year. OR iii) B.E./B.Tech Degree from IIT or from a college recognised by AICTE with an average of not less than 50% of the marks in the final year Note: The candidate should have a minimum of 50% marks in English subject in 10th/12th/Degree Examinations.
(ii)	Age Criteria	Minimum age : 17years Maximum age: For Male : Gen-25 years, OBC(NCL)-28 years, SC/ST-30 years For Female: Gen-27 years, OBC(NCL)-30 years, SC/ST-32 years. The reference date for calculation of the age will be from the date of commencement of the Academic Session

(iii)	Relaxation for SC/ST candidates (if any)	There will be a 5% relaxation in eligibility marks; however, it will not apply to English Marks. Relaxation of 5% in English marks will be applicable to candidates who are native of the Lakshadweep and Andaman & Nicobar islands and belongs to their Scheduled Tribes and who & both of whose parents were born in those islands & belong to the Scheduled Tribes of those island
(iv)	Eligibility -Medical	<p><u>Physical Fitness</u> Candidates seeking admission to the these Marine Programmes must be medically fit including eye sight and hearing as prescribed in the Merchant Shipping (Medical Examination) Rules, 2000, as amended.</p> <p>At the time of admission, candidates will be required to produce certificate of medical fitness issued by doctors approved by the Directorate General of Shipping, Mumbai.</p> <p><u>Eye sight :</u> There shall be no evidence of any morbid condition of either eye or of the lids of either eye which may be liable to risk of aggravation or recurrence. Candidates must possess good binocular vision (Fusion faculty and full field of vision in both eyes). Movement of the eyeballs must be full in all directions and the pupils should react normally to light and accommodation. Normal colour vision shall be tested by Ishihara test chart. Distance Vision unaided 1.0*(6/6) in better eye and 0.67*(6/9) in other eye.</p>
<u>Lateral Entry Programmes for Admissions to 2nd/3rd Year</u>		
A. 2nd Year B.Tech (Marine Engineering)		
(i)	Eligibility	<p>Candidates who have passed:</p> <p>3-years Engineering Diploma in Marine/ Mechanical / Electrical / Electrical & Electronics, from the colleges approved by AICTE or State Board of Technical Education with minimum 55% of aggregate marks in the last year of Diploma Course</p> <p style="text-align: center;">OR</p> <p>4 years Diploma in Shipbuilding Engineering from the colleges approved by AICTE or State Board of Technical Education with minimum 55% aggregate marks in the last year of diploma course</p> <p style="text-align: center;">OR</p> <p>1st year training from the Alternate Training Scheme, approved by D.G. Shipping (This will not be applicable to MERI).</p> <p style="text-align: center;">OR</p> <p>1st year from the Engineering College in other streams like Mechanical or Electrical approved by AICTE with minimum 60% average marks.</p> <p style="text-align: center;">OR</p> <p>3 years Diploma Course in the following categories, from the colleges approved by AICTE or State Board of Technical</p>

		<p>Education with minimum 55% of aggregate marks in the last year of Diploma Course :</p> <p>a) Mechanical Engineering Stream : Automobile /Machine Tools and Maintenance /Plant Engineering / Production Technology /Production Engineering /Advanced Diploma in Tool and Die Making.</p> <p>b) Electrical Engineering Stream : Electrical Power System</p> <p>c) Electrical and Electronics Engineering Stream : Digital Electronics / Electronics and Communications/ Electronics & Telecommunication / Industrial Electronics / Electronics / Electronics Production & Maintenance /Instrumentation/ Instrumentation & Control Engineering</p> <p style="text-align: center;">AND</p> <p>The candidate must have secured a minimum of 50% marks in English language at 10th or 12th or in the Degree/Diploma Course conducted by a recognized board or University The candidate should have completed the diploma within its stipulated duration of 3 or 4 years as the case may be.</p>
(ii)	Age Criteria	<p>Minimum age : 18years Maximum age: For Male : Gen-26 years, OBC(NCL)-29 years, SC/ST-31 years For Female: Gen-28 years, OBC(NCL)-31 years, SC/ST-33 years. The reference date for calculation of the age will be from the date of commencement of the Academic Session</p>
(iii)	Relaxation for SC/ST candidates (if any)	<p>There will be a 5% relaxation in eligibility marks; however, it will not apply to English Marks. Relaxation of 5% in English marks will be applicable to candidates who are native of the Lakshadweep and Andaman & Nicobar islands and belongs to their Scheduled Tribes and who & both of whose parents were born in those islands & belong to the Scheduled Tribes of those islands.</p>
(iv)	Eligibility –Medical	<p><u>Physical Fitness</u></p> <p>Candidates seeking admission to the these Marine Programmes must be medically fit including eye sight and hearing as prescribed in the Merchant Shipping (Medical Examination) Rules, 2000, as amended.</p> <p>At the time of admission, candidates will be required to produce certificate of medical fitness issued by doctors approved by the Directorate General of Shipping, Mumbai.</p> <p><u>Eye sight :</u></p> <p>There shall be no evidence of any morbid condition of either eye or of the lids of either eye which may be liable to risk of aggravation or recurrence. Candidates must possess good binocular vision (Fusion faculty and full field of vision in both eyes). Movement of the eyeballs must be full in all directions and the pupils should</p>

		react normally to light and accommodation. Normal colour vision shall be tested by Ishihara test chart. Distance Vision unaided 0.5*(6/12) in each eye or 0.67*(6/9) in better eye and 0.33*(6/18) in other eye.
B. 2nd Year B.Tech (Naval Architecture & Ocean Engineering)		
(i)	Eligibility	Candidates with 60% marks in: 4-year Diploma in Ship Building Engineering from the Institute of Ship Building Technology, Goa. OR 3-year Diploma in Naval Architecture and Offshore Engineering from the AMET University, Chennai OR 3-year Diploma in Mechanical Engineering/Civil Engineering from any Institute approved by AICTE AND A minimum of 50% marks in English subject in 10th/12th Examination. The candidate should have completed the diploma within its stipulated duration of 3 or 4 years , as the case may be.
(ii)	Age Criteria	Minimum age 18years. Maximum age: For Male : Gen-26 years, OBC(NCL)-29 years, SC/ST-31 years For Female: Gen-28 years, OBC(NCL)-31 years, SC/ST-33 years. The reference date for calculation of the age will be from the date of commencement of the Academic Session.
(iii)	Relaxation for SC/ST candidates (if any)	There will be a 5% relaxation in eligibility marks; however, it will not apply to English Marks.
(iv)	Eligibility -Medical	All Candidates who qualify will have to submit a Physical Fitness Certificate from Registered Medical Practitioner at the time of Certificate Verification.
C. 3rd Year B.Tech (Naval Architecture & Ocean Engineering)		
(i)	Eligibility	B.Sc (Ship-building and Repair) with at least 60% marks overall and a minimum of 50% marks in English subject in 10th/12th Examination. The candidate should have completed the degree within the stipulated period of 3 years.
(ii)	Age Criteria	Minimum age 19years Maximum age: For Male : Gen-27 years, OBC(NCL)-30 years, SC/ST-32 years For Female: Gen-29 years, OBC(NCL)-32 years, SC/ST-34 years. The reference date for calculation of the age will be from the date of commencement of the Academic Session.
(iii)	Relaxation for SC/ST candidates (if any)	There will be a 5% relaxation in eligibility marks; however, it will not apply to English Marks.
(iv)	Eligibility -Medical	All Candidates who qualify will have to submit a Physical Fitness Certificate from Registered Medical Practitioner at the time of Certificate Verification.

D. 2nd Year of B.Sc (Nautical Science)		
(i)	Eligibility	1-year Diploma in Nautical Science (DNS) programme with 60% marks overall and a minimum of 50% marks in English subject in 10th/12th Examination.
(ii)	Age Criteria	Minimum age : 18 years Maximum age: For Male : Gen-26 years, OBC(NCL)-29 years, SC/ST-31 years For Female: Gen-28 years, OBC(NCL)-31 years, SC/ST-33 years. The referencedate for calculation of the age will be from the date of commencement of the Academic Session
(iii)	Relaxation for SC/ST candidates (if any)	There will be a 5% relaxation in eligibility marks; however, it will not apply to English Marks. Relaxation of 5% in English marks will be applicable to candidates who are native of the Lakshadweep and Andaman & Nicobar islands and belongs to their Scheduled Tribes and who & both of whose parents were born in those islands & belong to the Scheduled Tribes of those island.
(iv)	Eligibility -Medical	<u>Physical Fitness</u> Candidates seeking admission to the these Marine Programmes must be medically fit including eye sight and hearing as prescribed in the Merchant Shipping (Medical Examination) Rules, 2000, as amended. At the time of admission, candidates will be required to produce certificate of medical fitness issued by doctors approved by the Directorate General of Shipping, Mumbai. <u>Eye sight :</u> There shall be no evidence of any morbid condition of either eye or of the lids of either eye which may be liable to risk of aggravation or recurrence. Candidates must possess good binocular vision (Fusion faculty and full field of vision in both eyes). Movement of the eyeballs must be full in all directions and the pupils should react normally to light and accommodation. Normal colour vision shall be tested by Ishihara test chart. Distance Vision unaided 1.0*(6/6) in better eye and 0.67*(6/9) in other eye.
<u>(ii) Post Graduate programmes</u>		
A. 2-Year M.Tech (Marine Engineering and Management)		
(i)	Eligibility	BE/B.Tech in Marine Engineering/ Mechanical Engineering/ Naval Architecture with at least 60% marks from a recognized University. OR Associate Member of Institution of Engineers Part A and B in Mechanical Engineering with at least 60% marks (by examination). OR MEO Class I Certificate of Competency Issued by Govt. of India Note : Candidates with GATE Scores in Marine Engineering/ Mechanical Engineering/ Naval Architecture are exempted from

		IMU's CET, however, they will be considered for admissions only against the residuary seats.
(ii)	Age Criteria	There is no age restriction
(iii)	Relaxation for SC/ST candidates (if any)	There will be a 5% relaxation in eligibility marks
(iv)	Eligibility - Medical	All Candidates who qualify for this courses will have to submit a Physical Fitness Certificate from Registered Medical Practitioner.
B. 2-Year M.Tech (Naval Architecture and Ocean Engineering)		
(i)	Eligibility	Engineering Graduate in Mechanical/ Civil/ Marine/ Naval Architecture or equivalent with 60% aggregate marks
(ii)	Age Criteria	There is no age restriction
(iii)	Relaxation for SC/ST candidates (if any)	There will be a 5% relaxation in eligibility marks
(iv)	Eligibility - Medical	All Candidates who qualify for this courses will have to submit a Physical Fitness Certificate from Registered Medical Practitioner.
C. 2-Year M.Tech (Dredging and Harbour Engineering)		
(i)	Eligibility	Engineering Graduate in Mechanical/ Civil/ Marine/ Naval Architecture or equivalent with 60% aggregate marks
(ii)	Age Criteria	There is no age restriction
(iii)	Relaxation for SC/ST candidates (if any)	There will be a 5% relaxation in eligibility marks
(iv)	Eligibility - Medical	All Candidates who qualify for this courses will have to submit a Physical Fitness Certificate from Registered Medical Practitioner.
D. 2-Year M.Sc (Commercial Shipping and Logistics)		
(i)	Eligibility	<p><u>Category-I:</u> A Bachelor's Degree in any discipline with minimum of 50% marks from recognized universities and minimum of 50% marks in English subject in 10th / 12th / UG Degree.</p> <p>Candidates under this category must appear for the IMU's Common Entrance Test (CET) and qualify in order to be eligible for admission to this Programme.</p> <p><u>Category-II:</u> 50% of seats in each IMU Campus where M.Sc (Commercial Shipping & Logistics) is being offered shall be reserved for Seafarers with Master (FG) Certificate of Competency or MEO Class I Certificate of Competency.</p> <p>There will be no CET for Category-II candidates.</p> <p>If the number of applications from qualified Seafarers is less than the number of reserved seats, the vacant seats will be allotted to the candidates from Category-I. If the number of applications from qualified seafarers is greater than the number of reserved seats, then IMU will conduct a separate Offline Entrance Test for selecting Category-II candidates for the Programme.</p>
(ii)	Age Criteria	There is no age restriction

(iii)	Relaxation for SC/ST candidates (if any)	There will be a 5% relaxation in eligibility marks; however, it will not apply to English Marks.
(iv)	Eligibility - Medical	All Candidates who qualify for this courses will have to submit a Physical Fitness Certificate from Registered Medical Practitioner.
E. 2-Year MBA (International Transportation and Logistics Management)		
(i)	Eligibility	A Bachelor's Degree in any discipline with minimum of 50% marks from recognized universities and minimum of 50% marks in English subject in 10th / 12th / UG Degree
(ii)	Age Criteria	There is no age restriction
(iii)	Relaxation for SC/ST candidates (if any)	There will be a 5% relaxation in eligibility marks; however, it will not apply to English Marks.
(iv)	Eligibility - Medical	All Candidates who qualify for this courses will have to submit a Physical Fitness Certificate from Registered Medical Practitioner.
F. 2-Year MBA (Port & Shipping Management)		
(i)	Eligibility	A Bachelor's Degree in any discipline with minimum of 50% marks from recognized universities and minimum of 50% marks in English subject in 10th / 12th / UG Degree.
(ii)	Age Criteria	There is no age restriction
(iii)	Relaxation for SC/ST candidates (if any)	There will be a 5% relaxation in eligibility marks; however, it will not apply to English Marks.
(iv)	Eligibility - Medical	All Candidates who qualify for this courses will have to submit a Physical Fitness Certificate from Registered Medical Practitioner.
(iii) Postgraduate Diploma programmes		
1 –Year Post Graduate Diploma in Marine Engineering		
(i)	Eligibility	<p>B.E / B.Tech in Mechanical Engineering with minimum marks of 50% in final year and with minimum 50% marks in English language at 10th or 12th or in Degree Exam.</p> <p style="text-align: center;">OR</p> <p>Full time B.E/B.Tech in all Mechanical Engineering Streams e.g. Mechanical and Automation, Mechanical and Electronics, Mechanical and Automobile etc. However, the word "Mechanical" should be first indicating that mechanical engineering is the core and the second subject is the elective. The candidate must have secured minimum 50% marks in English language at 10th or 12th or in Degree Exam.</p> <p style="text-align: center;">OR</p> <p>Candidates who have degree in all Naval Architecture streams, e.g. Naval Architecture and Ocean Engineering, Naval Architecture, and Ship building, etc. However, the word "Naval Architecture" should be first indicating that Naval Architecture is the core and the second subject is the elective. The candidate must have secured minimum 50% marks in English language at 10th or 12th or in Degree Exam.</p>
(ii)	Age Criteria	<p>Maximum age: For Male : Gen-28 years, OBC(NCL)-31 years, SC/ST-33 years For Female: Gen-30 years OBC(NCL)-33, years SC/ST-35 years. The reference date for calculation of the age will be from the date of commencement of the Academic Session.</p>

(iii)	Relaxation for SC/ST candidates (if any)	There will be a 5% relaxation in eligibility marks; however, it will not apply to English Marks. Relaxation of 5% in English marks will be applicable to candidates who are native of the Lakshadweep and Andaman & Nicobar islands and belongs to their Scheduled Tribes and who & both of whose parents were born in those islands & belong to the Scheduled Tribes of those islands.
(iv)	Eligibility - Medical	<p><u>Physical Fitness</u> Candidates seeking admission to the these Marine Programmes must be medically fit including eye sight and hearing as prescribed in the Merchant Shipping (Medical Examination) Rules, 2000, as amended. At the time of admission, candidates will be required to produce certificate of medical fitness issued by doctors approved by the Directorate General of Shipping, Mumbai.</p> <p><u>Eye sight :</u> There shall be no evidence of any morbid condition of either eye or of the lids of either eye which may be liable to risk of aggravation or recurrence. Candidates must possess good binocular vision (Fusion faculty and full field of vision in both eyes). Movement of the eyeballs must be full in all directions and the pupils should react normally to light and accommodation. Normal colour vision shall be tested by Ishihara test chart. Distance Vision unaided 0.5*(6/12) in each eye or 0.67*(6/9) in better eye and 0.33*(6/18) in other eye.</p>

Note: The Ordinance 26 of 2018 published in the Official Gazette No. 350 dated 12.09.2018 shall be repealed.

Ordinance 07 of 2020

[EC 2015-31-26 dated 26.06.2015, amended vide EC 2018-46-20 dated 29.06.2018 and amended vide EC-2020-54-10 09.07.2020]

“Ordinance prescribing Evaluation Process, procedure for Re-evaluation, Re-Totalling, Issue of Photocopy of Answer Scripts, Examination Committee and Review of Answer Scripts for IMU’s Programmes

1. Evaluation Process (in the case of Manual Evaluation)

- 1.1. Single evaluation will be done for UG & PG Programmes.
- 1.2. Evaluation of Answer Scripts will be done in the respective zone / center assigned by the Examinations Section (HQ).
- 1.3. The Answer Scripts will be handed over by the appointed Zonal Coordinator to the examiners along with the OMR sheets for capturing the marks.
- 1.4. The Examiner will give marks for each question only on the first Sheet provided in the Answer Scripts.
- 1.5. The Examiner should not make any markings in the Answer Scripts as these Answer Scripts may be required to be reevaluated in future. This is done to avoid the Second and Third Examiners (where required) from becoming biased by the earlier evaluations.

- 1.6. Any Examiner found making of markings in the Answer Script will be debarred from becoming Examiner for 1 year. The names of such debarred Examiner is to be maintained at the Examination Section (HQ).
- 1.7. Each Examiner should evaluate maximum 50 in a day and maximum of 1000 Answer Scripts in an Exam session. In case of more Answer Scripts are to be evaluated by particular Examiner either due to shortage of Faculty or for any other reason, the Zonal Coordinator shall seek special approval from the CoE.
- 1.8. The Answer Scripts of all programmes have to be evaluated and marks for the same have to be captured on the OMR sheets. These OMR sheets have to be sent to the Examinations Section (HQ) through the Zonal Coordinator for Result processing.
- 1.9. In case, an Examiner fails to award marks for an answer written by a student, remuneration for the answer scripts will not be paid to the Examiner.
- 1.10. In case, mistakes of more than 1% as mentioned in 1.9 above are attributable to one Faculty from among the Answer Scripts evaluated by Faculty, he/she will not be paid any remuneration at all for all the other papers also. Further such Faculty will not be allowed to evaluate any Answer Scripts for next two End Semester Examinations.
- 1.11. The results for the examination will be published with the approval of the Vice Chancellor.

2. Evaluation Process (in the case of Online Evaluation)

- 2.1 Single evaluation will be done for UG & PG Programmes.
- 2.2 Evaluation of Answer Scripts will be done in the respective zone assigned by IMU HQ.
- 2.3 The Answer Scripts of the concerned IMU Campus and Affiliated Institutes assigned to the concerned Zone Valuation will be handed over by the appointed Zonal Coordinator to the Service Provider for scanning and to be made available for valuation in the computer using the specialized software by the Service Provider.
- 2.4 The Examiner will award marks for each answers in the places indicated by the Service provider in the Computer, assigned for online valuation.
- 2.5 Each Examiner can evaluate maximum 50 Answer Scripts per day and maximum 1000 Answer Scripts in a semester. In case of more Answer Scripts are to be evaluated by particular Evaluator either due to shortage of Faculty or for any other reason, the Zonal Coordinator shall seek special approval from the Controller of Examinations.
- 2.6 In case mistakes of more than 1% as mentioned in 2.5 above are attributable to one Faculty from among the Answer Scripts evaluated by him / her, he/she will not be paid any remuneration at all for all the other papers also. Further, he / she will not be allowed to evaluate any Answer Scripts for next two End Semester Examinations.
- 2.7 A random check of 1/100th of the answer scripts of each subject shall be undertaken for independent evaluation and any significant deviations will be addressed by a suitable mechanism devised from time to time and reported to School Boards.

2.8 The results for the examination will be published with the approval of the Vice Chancellor.

3. Issue of Photocopies (in the case of Manual Evaluation)

3.1. Photocopies of answer scripts will be issued to failed candidates only, on payment of fee prescribed in relevant Ordinance through any Electronic/Online mode of transfer of funds or in such other manner as may be prescribed by the University

3.2. The application must be made within 3 days from the date of publication of Examination results.

3.3. Photocopies (Hardcopy) of answer scripts will be obtained from the concerned zone where the evaluation were carried out and sent to the respective Directors/Principals in order to distribute the answer scripts to the concerned students.

4. Issue of Photocopies (in the case of Online Evaluation)

4.1. The procedure mentioned at para 3.1 to 3.2 are same.

4.2. Soft (Digital) copy of the answer scripts requested by the students will be enabled in the Student Portal, who can view the answer script. In this case, hard copy of answer scripts will not be distributed.

5. Re-evaluation Application Procedure

5.1. Application for Re-evaluation of answer scripts of failed subjects will be considered only for the current exam season (i.e., after conduct of exam and before declaration of results). Application for re-evaluation of Answer Scripts will not be considered for Practical Examinations, Field work, internal assessments, thesis submitted in lieu of a papers etc.

5.2. Application for Re-evaluation shall be made in the prescribed form.

5.3. Application for Re-evaluation should be submitted within 10 days from the date of publication of the results unless otherwise specified by the University.

5.4. Applications received after the last date prescribed will not be considered under any circumstances.

5.5. Fee as per ordinance once remitted for Re-evaluation of answer scripts will not be refunded.

6. Re-evaluation Guidelines

6.1. The paper for Re-evaluation should not be valued by the same examiner who has done the first valuation.

6.2. The paper for Re-evaluation should not be revalued by any Examiner who belongs to the same campus/college where the candidate studied before appearing for that paper except where a Programme is conducted at only One Campus/College.

6.3. Not more than 25 papers per session should be given to an Examiner for Re-evaluation.

6.4. After the re-evaluation (either second or third), the marks obtained in the re-evaluation will be uploaded in the result sheet irrespective of the final result either pass or fail and the latest mark will be indicated in the marks sheet.

6.5. The mark sheets of the Candidates who had applied either for re-evaluation or retotalling will be issued only after the completion of the re-evaluation/retotalling process.

- 6.6. If the work of an Examiner leads to an increase or decrease of marks in Re-evaluation in more than 20% of the scripts, explanation shall be called for from the concerned Examiner through proper channel and the reply will be placed before the Vice-Chancellor for further action.
- 6.7. Where there is variation of more than **15% between** the first and second valuation, the paper shall be sent for third valuation. **The final marks shall be the average of best two among the three valuations.**
- 6.8. All works relating to Re-evaluation will be treated as confidential and therefore interim enquiries will not be entertained.
- 6.9. Remuneration for Re-evaluation will be paid at the approved rates of Indian Maritime University.
- 6.10. The Directors of the Campuses /Principals of the Affiliated Institutes should make available the Examiners required for Evaluation (including Re-evaluation/Re-totalling) on top priority basis on the day and date allotted by the Controller of Examinations.
- 6.11. Faculties of IMU Campuses and Affiliated Institutes who have taught a subject in the previous semester must attend to the Evaluation work (including Re-evaluation/Re-totalling) as assigned by the IMU Headquarters without fail. If any Faculty fails to attend the work of Evaluation (including Re-evaluation/Re-totalling), then the concerned Faculty would be debarred for three years. This would also have an adverse effect on the continuation of the Affiliation of the institute in case the institute fails to provide sufficient number of faculty.

7. Retotalling:

- 7.1. There is no retotalling in the case of Online Evaluation
- 7.2. Application for Re-totalling of answer scripts will be considered for Under Graduate Examinations, Post Graduate Examinations, other than Practical Examinations, field work, internal assessment, thesis submitted in lieu of a paper.
- 7.3. Application for Re-totalling shall be made in the prescribed form.
- 7.4. Fee once remitted for Re-totalling of answer scripts will not be refunded.
- 7.5. All works relating to Re-totalling will be treated, as confidential and therefore interim enquiries will not be entertained.
- 7.6. Application for Re-totalling should reach the Office of the Controller of Examinations within 5 days from the date of publication of the results unless otherwise specified by the University.
- 7.7. The Re-totalling will be done by the Faculty to be nominated by the Controller of Examinations.
- 7.8. After the retotalling, the marks obtained in the retotalling will be uploaded in the result sheet irrespective of the final result either pass or fail and the latest mark will be indicated in the marks sheet.

8. Examination Committee

- 8.1 The University will have a School wise Examination Committee. The composition of the Committee will be as per the following two Categories:

A] Schools where Programmes are also conducted in Affiliated Institutes besides IMU Campuses:

1.	The Vice Chancellor		Chairman
2.	One Director of the IMU Campuses where the programme is being taught to be nominated by the Vice Chancellor	1	Member
3.	One Faculty/HoD from each Department in each School from one of the IMU Campuses to be nominated by the Vice Chancellor	2	Members
4.	The HOD of each Department in each School from any 5 Affiliated Institutes Nominated by the Vice Chancellor in rotation	5	Members
5.	Controller of Examinations		Member Secretary

B] Schools where Programmes are conducted only in IMU

1.	The Vice Chancellor		Chairman
2.	One Director of the IMU Campuses where the programme is being taught to be nominated by the Vice Chancellor	1	Member
3.	The HOD/ HOD i/c of each Department in each School from IMU to be nominated by the Vice Chancellor	1	Member
4.	At least 2 Faculty nominated by the Vice Chancellor from the same School	2	Members
5.	Controller of Examinations		Member Secretary

8.2 This Committee is valid for two years and the members may be eligible for reappointment.

8.3 One-third of the members shall form quorum for a meeting of the Committee

8.4 Functions of this Committee will include the following:

- (a) The Committee shall consider & approve the consolidated results and arrange for the declaration of the examination results of their respective School.
- (b) Such other duties and functions as may be assigned to it by the Academic Council, provided that the Examination Committee may delegate any or all of its powers mentioned above to any officer of the University.”

9. Review of answer scripts:

9.1 The students (both passed and failed) can register for review of answer scripts only in the student Portal.

9.2 Application for Review shall be submitted within 5 days from the date of publication of the re-evaluation results unless otherwise specified by the University. Applications received after the last date prescribed will not be considered under any circumstances.

9.3 The prescribed fee (as per relevant Ordinance) for review shall be paid through online mode or in such other manners as may be prescribed by the University.

- 9.4 the **Academic Council** will constitute a three-member Committee (subject wise) comprising three subject experts from Campus/Affiliated Institute/any Institute outside the IMU based on the recommendation of the **Vice Chancellor** , to review the answer scripts.
- 9.5 The COE may ensure that the Committee should not know the marks secured by the students and wherever possible the Faculty from the same Campus/Institute of the student, should not be made as a part of Committee for transparent and independent evaluation.
- 9.6 The Committee will review the answer script of the student and submit the report on Change in Marks to the CoE:
- (a) If the student who has failed originally and obtain the pass mark after review, his/her final scores shall be the marks awarded by the review Committee.
- (b) If the student who has passed already and obtained an increase in marks after review, his/her final scores shall be the marks awarded by the review Committee.
- (c) For the cases other than (a) and (b) as mentioned above, the final marks shall be the marks awarded by the Review Committee, even if he gets less marks in the Review.
- 9.7 All works relating to Review will be treated as confidential and therefore interim enquiries will not be entertained.
10. This Ordinance will supersede all the earlier Ordinances on this subject regarding Evaluation process and procedure for Re-evaluation, Re-totalling, Issue of Photocopy of Answer Scripts, Grace marks & Review of Answer Scripts. This will come into force with immediate effect.

Note: The Ordinance 15 of 2015 published in the Official Gazette No. 350 dated 12.09.2018 and Ordinance 02 of 2019 published in the Official Gazette No. 345 dated 30.09.2019 shall be repealed.

Ordinance 08 of 2020

EC 2014-28-12 dated 26.06.2014 and amended vide EC 2020-54-18 dated 09.07.2020]

Ordinance prescribing the Affiliation Fees

- (i) “Initial (Provisional) Affiliation Fee to be collected as one – time fee at the time of grant of affiliation for a course at the rates indicated below:

- (a) For DNS Course leading to B.Sc. (Nautical Science)

<i>Sanctioned strength of students</i>	<i>Initial Affiliation Fee (in Rupees)</i>
<i>Up to 80</i>	<i>2,00,000</i>
<i>81 – 160</i>	<i>4,25,000</i>
<i>161 – 240</i>	<i>6,75,000</i>
<i>241 and above</i>	<i>9,50,000</i>

- (b) For other U G Degree Courses (per course)

<i>Sanctioned strength of students</i>	<i>Initial Affiliation Fee (in Rupees)</i>
<i>Upto 40</i>	<i>1,50,000</i>
<i>41 – 80</i>	<i>3,25,000</i>
<i>81- 120</i>	<i>5,25,000</i>
<i>121 and above</i>	<i>7,50,000</i>

(c) For P G Courses (per course)

Sanctioned strength of students	Initial Affiliation Fee (in Rupees)
Upto 20	3,00,000
21 –40	6,00,000

- (ii) Provisional Affiliation will be granted initially for a period of 3 years, and later extended for a period of 3 years at a time. There will be a flat Continuation Fee of Rs.50,000 (irrespective of sanctioned strength) to be paid every 3 years at the time of extension/continuation of provisional affiliation.
- (iii) At the end of 9 years an Affiliated Institute should be eligible to apply for permanent affiliation, but the earliest an Affiliated Institute can get Permanent Affiliation is when it completes 10 years, the period being counted from the date of affiliation of the institute to IMU.
- (iv) For permanent affiliation, the Institute must pay a flat Permanent Affiliation Fee of Rs.10,00,000 per course for all courses (DNS, UG, PG). When an Institute gets permanent affiliation, there will be no further Continuation Fees.
- (v) An Affiliated Institute will be eligible to apply for Autonomous Status only after it gets permanent affiliation.
- (vi) The revised fee under this ordinance shall be applicable retrospectively from the date of grant of affiliation to the respective Institutes. “
- (vii) Fees mentioned in this ordinance are exclusive of GST and hence applicable GST will be charged, as per the GST Act 2017, as amended from time to time.

Note: The Ordinance 24 of 2018 published in the Official Gazette No. 350 dated 12.09.2018 shall be repealed.

Ordinance 09 of 2020

[EC 2015-31-30 dated 26.06.2015 amended vide EC 2016-34-18 dated 23-05-2016 and Amended vide EC 2020-54-21 dated 09.07.2020]

Ordinance prescribing “Fees and Remuneration for Examinations, Convocations and various other purposes”.

“Fees and Remunerations for Examinations, Convocation and various other purposes

Sl. No.	Particulars	Fees. Rs.
A) CET/CRT related fees		
(i)	Online Application Fee (CET/Non-CET) UG/PG/Ph.D Programmes - for General Students:	Rs. 1,000
(ii)	Online Application Fee (CET/Non-CET) UG/PG, Ph.D Programmes - for SC/ST Students:	Rs. 700
(iii)	Online Application/Registration Fee (BBA) – General Students	Rs. 200
(iv)	Online Application/Registration Fee (BBA) – SC/ST Students	Rs. 140
(v)	Online Application Fee- (CRT/Non CRT) for recruitments of all posts - General candidates	Rs. 1,000

(vi)	Online Application Fee – (CRT/Non-CRT) for recruitments of all posts for SC/ST candidates	Rs. 700
B) Examination and other related fees		
Under Graduate / Post Graduate / Diploma / Certificate Courses (Semester and Non-Semester system)		
(i)	Each written paper/Practical/Project/ Dissertation/ Viva voce including arrears w.e.f Academic Year 2021-22	Rs. 500
(ii)	Each attempt for 3 rd , 4 th & 5 th semester for B.Sc (Applied Nautical Science-DLP) –w.e.f September 2020.	Rs.4000 per semester
2) Ph.D Courses		
(i)	Annual fee for Full-time Ph.D Scholars	
	For the first 3 years	Rs. 30,000
	For extension to 4 th and 5 th years by Doctoral Committee	Rs. 40,000
	For extension to 6 th year by the Vice Chancellor	Rs. 50,000
(ii)	Annual fee for Part-time Ph.D Scholars	
	For the first 4 years	Rs. 60,000
	For extension to 5 th and 6 th years by Doctoral Committee	Rs. 75,000
	For extension to 7 th year by the Vice Chancellor	Rs. 1,00,000
(iii)	Pre-Synopsis Seminar presentation fee	Rs. 10,000
(iv)	Synopsis submission fee	Rs. 10,000.
(v)	Thesis submission fee	Rs. 30,000.
(vi)	Viva Voce fee	Rs. 20,000.
A Ph.D candidate who fails to submit his thesis within the maximum allowable period and who is required to re-register a fresh will have to pay all the fees from (i) onwards all over again.		
C) Other fees related to Examinations		
(i)	For obtaining Photo copy of Answer Script	Rs. 80
(ii)	For checking the addition of the marks in each paper of a candidate for any University exam (for each paper) - Re-totaling	Rs. 250
(iii)	Revaluation fee per paper	Rs. 500
(iv)	Fee for Review Per Paper	Rs.5000
(v)	For issuing statement of marks for each examination each appearance	Rs. 150
(vi)	For issue of duplicate statement of marks for each examination each appearance	[Rs. 200 + Rs.100 search fee for each previous year]
(vii)	Consolidated statement of marks	Rs. 500
(viii)	Provisional Certificate	Rs. 250
(ix)	Duplicate Provisional certificate	Rs. 500
(x)	Transcript fee	
	- One copy	Rs. 1000

	- Every additional copy	Rs. 500
D) Convocation and other related fees		
(i)	Under Graduate/Post Graduate degrees	
	- In person / In absentia	Rs. 1000
(ii)	Ph.D.	
	- In person/ In absentia	Rs. 2,000
(iii)	Any other degree/diploma/certificate	
	- In person / In absentia	Rs. 500
(iv)	Duplicate Degree	[Rs.1000 + Rs.100 search fee for each previous year]
E) Admission Registration/Counselling Fee and Programme Fee/One time Registration Fee		
(i)	One-time Admission Registration / Counselling fee, payable at the time of Admission by all new students of IMU Campuses as well as Affiliated Institutes including management / sponsored candidates, those who get admission into 2nd year by Lateral Entry, and Ph.D candidates. <i>Any candidate, who is allotted a seat in any of the Programmes in any IMU campuses through IMU's counselling, is not eligible for refund of the Counselling / Admission Registration Fee</i>	Rs. 10,000
	<i>For candidate who is not allotted a seat in any of the Programmes in any of the IMU Campuses, an amount of Rs. 1000/- will be retained for meeting the administrative expenditure and the remaining balance of Rs. 9000/- only will be refunded.</i>	
(ii)	Programme Fee, payable every year by all <i>Diploma</i> , U.G and P.G students of IMU Campuses as well as Affiliated Institutes including management / sponsored candidates and those who get admission into 2nd year by Lateral Entry.	Rs. 25,000.
(iii)	<i>One time Re-Registration Fee for B.Sc (Applied Nautical Science – DLP)-w.e.f. September 2020.</i>	<i>Rs.30000</i>
F) Other fees		
i)	Condonation Fee for Shortage of Attendance	Rs. 5,000 for students maintaining attendance equal to or above 80% but below 85% and Rs. 10,000 for students maintaining attendance equal to or above 75% but below 80%.
(ii)	<i>Re-admission Fee</i> for Break-in-Studies	Rs. 2000 for break of 1 year; Rs. 5000 for break of 2 years and Rs. 9000 for break of 3 years.
(iii)	Fees for effecting change of names or date of birth of Candidates in the Records of the University and in Certificate/Diplomas	Rs. 500
(iv)	For obtaining a Migration Certificate	Rs. 500
(v)	For obtaining duplicate Migration certificate	Rs. 1000
(vi)	Request for verification of genuineness of certificate	Rs. 1000

G) Remuneration for Question Paper setters and related activities		
(i)	Question Paper Setting	
	Common Recruitment Test (CRT)	Rs. 5,000
	Common Entrance Test (CET)	Rs. 2,500
	University examinations	Rs. 1,500
(ii)	Preparation of Answer Key	
	Common Recruitment Test (CRT)	Rs. 5,000
	Common Entrance Test (CET)	Rs. 2,500
	University examinations	Rs. 1,500
H) Remuneration for examination duties		
(i)	Flying Squad	Rs. 1,500 per day.
(ii)	Chief Superintendent	Rs. 1500*
(iii)	Observer [Group A]	Rs. 1500* per day.
(iv)	Observer [Group B & C]	Rs. 1250* per day.
(v)	Invigilation / Hall Superintendent (per session) - for every 25 students.	Rs. 500 per session.
(vi)	Supporting Clerical – for every 100 students.	Rs. 200 per day.
(vii)	Attender – for every 100 students.	Rs. 100 per day.
(viii)	Remuneration for evaluation of Practical Exams (incl. Record & Viva).	Rs. 15 per student - each for internal and external Examiners.
(ix)	Remuneration to Examiners for Thesis/Dissertation and Viva Voce for UG and PG Courses.	Rs. 150 per student for Dissertation and Rs. 50 per student for Viva Voce - Each for internal and external Examiners.
I) Remuneration for Evaluation and Related duties		
(i)	Coordinators / Chairman	Rs. 1000 per day (subject to maximum of Rs.5000 per semester).
(ii)	Evaluation Remuneration	Rs. 50 per answer script (subject to a ceiling of 25 answer scripts per session or 50 answer scripts per day).
(iii)	Supporting Clerical staff	Rs. 200 per day.
(iv)	Attender	Rs. 100 per day.
J) Remuneration to be paid to Guides, Co-Guides, IMU Faculty Members, Experts and Examiners engaged for the Ph.D programmes		
(1)	Doctoral Committee	

(i)	Guide (Indian)	Rs. 5,000 to be paid after submission of Synopsis; another Rs. 5,000 after completion of Viva Voce.
(ii)	Co-Guide (Indian)	Rs. 4,000 to be paid after submission of Synopsis; another Rs. 4,000 after completion of Viva Voce.
(iii)	Guide or Co-Guide (Foreign)	As mutually agreed.
(iv)	IMU Faculty member (other than Guide or Co-Guide) on the Doctoral Committee	Rs. 3,000 after submission of Synopsis; another Rs. 3,000 after completion of Viva Voce.
(v)	Experts outside IMU on the Doctoral Committee	Rs. 2,500 per Day
(2)	Thesis Adjudication	
(i)	External Examiner (Indian)	Rs. 5,000.
(ii)	<i>External Examiner (Foreign)</i>	<i>US \$750.</i>
(3)	Viva Voce Examiner (Indian)	Rs. 2,500

() If the number of students appearing in a particular Examination Centre is less than 10, then the Remuneration payable will stand reduced by 50%.*

Fees mentioned in this ordinance are exclusive of GST, hence applicable GST will be added wherever applicable as per GST Act, as amended from time to time.

Fees mentioned in this ordinance will come into force with immediate effect, unless otherwise mentioned individually

Note: The Ordinance 19 of 2015 published in the Official Gazette No. 273 dated 19.07.2018 shall be repealed.

CHAPTER XX

(Gazette 76 dated 12.05.2009)

CLASSIFICATION, EMOLUMENTS, QUALIFICATIONS AND OTHER TERMS AND CONDITIONS OF SERVICE OF THE TEACHERS AND OTHER ACADEMIC STAFF OF THE UNIVERSITY [Section 28 (d) and (e) read with Statute 26]

Short Title, Extent and Commencement

1. These are called the conditions of Service of Teachers and other Academic Staff of Indian Maritime University.
 - (a) These ordinances shall apply to all teachers of the University as defined in Section 2(zb) of Indian Maritime University Act of 14th November 2008.
 - (b) These ordinances shall also apply to academic staff of this University.

Explanation: The term academic Staff unless contrary to the context, shall include every employee of the University who is required to take part in teaching and/or research in University Departments, Centres, Schools and other institutions maintained or affiliated to the University.

- (c) These ordinances shall be deemed to have come into force on the date of its approval by the Dept. of Shipping, Ministry of Shipping, Road Transport and Highways.

Provided that the section relating to scales of pay and allowances shall come into effect on such dates as the Govt. of India have notified or the University shall notify in relation to such items.

Provided further that nothing in these ordinances shall be deemed to adversely affect any condition of service of any teacher already in service.

2. Pay Scales

The Pay scales of different categories of teachers shall be as per the scales notified by Govt. of India from time to time.

3. Recruitment and Qualifications

- (a) All appointments to teaching posts shall be either by direct recruitment on the basis of merit through all India advertisement by duly constituted Selection Committee under Statute 21 (1) and (2) or by promotions as provided herein.

Provided that a representative of the SC/ST, Women and physically handicapped persons shall be included in the Selection Committee whenever persons from any of these categories appear for interview.

- (b) The minimum qualification for the post of Lecturers, Senior Lecturers, Assistant Professors, Associate Professors and Professor and other equivalent posts in Library, Physical Education, shall be those prescribed by the University from time to time and every order or clarification issued by IMU in this regard shall be deemed to be part of these ordinances as the case may be and shall take effect from the date prescribed in such order.

4. Incentives for Research Degrees

- (a) Two increments shall be admissible to those with Ph.D and M.Phil Degrees, respectively, at the time of appointment as lecturers. For the purpose of this clause, D.Litt., and D.Sc., shall be considered equivalent to Ph.D and M.Litt., equivalent to M.Phil.
- (b) Those teachers who are appointed with M.Phil and acquire Ph.D degree within two years of appointment shall be granted one increment.
- (c) A Lecturer with Ph.D shall be eligible for two advance increments when promoted as Assistant Professor or a Selection Grade Lecturer.

5. Counting of past service

- (a) Previous service without any break as a lecturer or Equivalent rendered in a University, College, national laboratory or other scientific/research organisation for eg. CSIR, ICAR, DRDO, UGC, ICSSR, ICHR and as UGC Research Scientist shall be counted for placement in the next higher grade subject to the condition that (i) such service was rendered in a post whose time scale was equivalent to that of Lecturer; (ii) the qualifications for that post was not less than that

prescribed for lecturers by UGC; (iii) the candidate's application was routed through proper channel; (iv) the candidate possessed the minimum qualifications prescribed by the UGC; (v) the post was filled in accordance with the procedure prescribed by UGC in that regard and (vi) the appointment was not adhoc or in a leave vacancy of less than one year duration;

Provided that adhoc service may be taken into account if such adhoc service was for a period of more than one year and the incumbent was appointed on the recommendation of a duly constituted Selection Committee and the incumbent was selected to permanent post without any break in service in continuation of adhoc service.

6. Probation and Confirmation:

(a) Every teacher shall be appointed on probation for a period of 24 months which may be extended by the Executive Council wherever necessary.

Provided that the case of each teacher shall be placed before the Executive Council at least 40 days prior to the date on which his probation period would end and the teacher shall be informed of the decision of the EC not later than 30 days prior to the expiration of the period of probation.

(b) Where a teacher appointed on probation is found, during the period of probation, not suitable for holding that post or has not completed the period of probation whether extended or not, satisfactorily, the EC may (i) if the appointment is by promotion, revert the incumbent to the previous post held by him; and (ii) if the appointment is by direct recruitment, terminate the teacher's services under the University without notice.

7. Increment: Every teacher shall be entitled to draw his increment in his scale of pay unless it is withheld or postponed by a resolution of the Executive Council on a reference by the Vice-Chancellor and the teacher has been provided with an adequate opportunity of making his representation as to why such an action should not be taken.

8. Leave: Every teacher shall be eligible for leave as stated in Annexure I to these ordinances.

9. Retirement: All teachers shall retire at the end of the month in which they complete the age of sixty five years. Provided that the University may permit the teacher to continue to serve after Retirement as aforesaid till the end of the academic year to ensure that the teaching work is not dislocated.

10. Re-employment of retired persons as teachers and part-time teachers: Notwithstanding the Provisions of Clause (9) above, the University may engage any person who has superannuated on contract to serve the University in teaching and other academic activities subject to such guidelines as the EC may from time to time issue in this regard and that pay shall be fixed according to the Govt. of India instructions on the pay fixation of pensioners. Provided however that no person who has attained the age of seventy years be appointed under this clause.

Age of retirement of Registrars, Librarians, Physical Education Personnel, Controller of Examinations, Finance Officers and other such University

Employees who are being treated on par with the teachers would be 62 years. No re-employment facility is recommended for the Registrars, Librarians, Physical Education personnel, Controller of Examinations, Finance Officers & other such University employees.

11. Duties of the Teacher

- (a) No teacher shall without previous sanction of the EC engage directly or indirectly in any employment, trade or business to which any emolument or honorarium or other pecuniary benefit is attached. Provided nothing in this shall apply to any work undertaken in connection with examination of academic bodies or literary or scientific work or publication or radio talk or extension lecturers or other academic work undertaken with the permission of the Vice-Chancellor.
- (b) Every teacher shall be bound to act in conformity with the Statutes, Ordinances, Regulations and Rules of the University for the time being in force as well as a code of professional ethics as may be formulated by the University.

12. Resignation

- (a) Every permanent teacher may resign his position after giving three months' notice in writing to the University or three months' salary in lieu of the notice.
- (b) Every temporary teacher may resign his/her post after giving one months notice in writing to the University or one months' salary in lieu of the notice. Provided that the Executive Council may waive the notice period.

13. Contract: Every teacher shall be appointed on a written contract the form of which is in Annexure II of these ordinances and one copy shall be lodged with the Registrar, provided that nothing in this clause shall limit the EC from entering into special Contract providing greater benefits to the teacher.

14. Part-time teachers may be appointed by the University when exceptional circumstances require such appointments provided that qualification, emoluments prescribed for full-time teachers shall apply to such part-time teachers.

15. Variation in terms and conditions of service: Every teacher of the University shall be bound by the Statutes, Ordinances and regulations for the time being in force in the University.

Provided that no change in the terms and conditions of service of a teacher shall be made after his/her appointment, in regard to designation, scale of pay, increment, provident fund, retirement benefits, age of retirement, probation, confirmation, leave salary and removal from service etc., so as to adversely affect him/her, but this does not in any way restrain the University from incorporating the rules and regulations in the Statutes/Ordinances of the University based on the communication from the Govt. of India from time to time.

CHAPTER 1

(Gazette 76 dated 12.05.2009)

**ORDINANCES GOVERNING THE TERMS AND CONDITIONS OF SERVICE OF
ALL EMPLOYEES OF THE UNIVERSITY OTHER THAN TEACHERS.**

PART – I

EXTENT OF APPLICATION

- 1. These rules may be called the “Indian Maritime University (Non-Teaching Employees Terms and Conditions of Service) Rules”. These rules shall be deemed to have come into force from 14th November 2008.

2. Subject to the provisions in the Act and Statutes, these rules shall apply to the employees of the Indian Maritime University other than the University teachers.

PART – II

DEFINITIONS AND INTERPRETATIONS

3. Unless the context otherwise requires, the various terms used in these rules will have the meanings as explained below:
- (i) Average Pay means the average monthly pay earned during the 10 complete calendar months immediately preceding the month in which the event occurs which necessitates the calculation of average pay.
 - (ii) Cadre means the strength of a service or a part of a service sanctioned as a separate unit.
 - (iii) Compensatory Allowance means an allowance granted to an employee to meet the personal expenditure necessitated by the special circumstances in which duty is performed. It includes traveling allowance.
 - (iv) Duty includes (a) service on probation provided that such service is followed by confirmation: (b) joining time. An employee may be treated as on duty during the course of instruction or training.
 - (v) Employee (non-teaching) means a University Employee other than Teaching Staff.
 - (vi) Fee means a recurring or non-recurring payment made to an employee from a source other than the funds of the University whether made directly to the employee or indirectly through the intermediary of the University but it does not include un-earned income such as income from property, dividends and interests on securities and income from literary, artistic, cultural, scientific and technological efforts.
 - (vii) Honorarium means a recurring or non-recurring payment granted to an employee from the funds of the University as remuneration for special work of an occasional or intermittent character.
 - (viii) Foreign Service means service in which an employee receives his pay with the sanction of the University from a source other than the funds of the University.
 - (ix) Joining Time means the time allowed to an employee to travel to or from a station to which he is posted on transfer from one station to another within the jurisdiction of the University.
 - (x) Leave Salary means the monthly amount paid by the University to an employee who is on leave.
 - (xi) Lien means the title of an employee to hold substantively either immediately, or on the termination of a period or periods of absence, a permanent post, including a tenure post, to which he has been appointed substantively.
 - (xii) Month means a calendar month. In calculating a period expressed in terms of months and days, complete calendar months, irrespective of the number of days in each, should first be calculated and the odd number of days calculated subsequently.
 - (xiii) Officiating means an employee officiates in a post when he performs the duties of a post on which another employee is holding a lien. An employee may also officiate in a vacant post on which no other employee holds a lien.
 - (xiv) Pay means the amount drawn monthly by an employee as:

- (a) The pay other than special pay or pay granted in view of his personal qualifications which has been sanctioned for a post held by him substantively or in an officiating capacity or to which he is entitled by reason of his position in a cadre; and
 - (b) Special pay and personal pay.
- (xv) Personal Pay means additional pay granted to an employee-
- (a) to save him from loss of substantive pay in respect of a permanent post, other than a tenure post, due to revision of pay or to any reduction of such substantive pay, otherwise than as a disciplinary measure; or
 - (b) in exceptional circumstances on other personal considerations.
- (xvi) Probation: A person on probation in a post is one appointed to that post for determining his fitness for eventual substantive appointment to the post.
- (xvii) Special Pay means an addition of the nature of pay, to the emoluments of a post or of an employee, granted in consideration of,
- (a) The specially arduous nature of the duties or
 - (b) A specific addition to the work or responsibility.
- (xviii) Permanent Post means a post carrying a definite rate of pay sanctioned without limit of time.
- (xix) Substantive Pay means the pay other than special pay or personal pay to which an employee is entitled to on account of a post to which he has been appointed substantively.
- (xx) Subsistence Grant means monthly grant made to an employee who is not in receipt of pay or leave salary.
- (xxi) Temporary Post means a post carrying a definite rate of pay sanctioned for a limited time.
- (xxii) Time Scale Pay means pay which rises by periodical increments from a minimum to a maximum.
- (xxiii) Travelling Allowance means an allowance granted to an employee to cover the expenses which he incurs in traveling in the interests of the University.
- (xxiv) University means the Indian Maritime University.

PART – III GENERAL CONDITIONS OF SERVICE

- 4.(1) The non-teaching posts in the University shall be subject to such classifications as Government by any general order or special order made from time to time be classified as follows (as per Vth CPC):-

Sl. No.	Description of Posts	Classification of posts
1	A post carrying a pay or a scale of pay with a maximum of not less than Rs.13,500/-	Group –‘A’

2	A post carrying a pay or a scale of pay with a maximum of not less than Rs.9,000/- But less thanRs.13,500/-	Group –‘B’
3	A post carrying a pay or a scale of pay with a maximum of over Rs.4,000/- but less than Rs.9,000/-	Group –‘C’
4	A post carrying a pay or a scale of pay with a maximum of which is Rs.4,000/- or less	Group –‘D’

**EMOLUMENTS, TERMS AND CONDITIONS OF SERVICE OF THE REGISTRAR
UNDER STATUTE 4(2) 4 (1) (A)**

1. The Registrar shall be a whole-time salaried officer of the University and he/she shall receive pay besides allowances as admissible to the University staff, in the scale of pay of Rs.37400-67000 with a Grade Pay of Rs 10000 or as revised from time to time by the Executive Council. His/her appointment shall be for a term of five years and it may be renewed for similar terms. First Registrar will be appointed for a term of 2 years.
Provided that in the event of the Office of the Registrar being filled by obtaining the services of a person on deputation/absorption, the salary and other service conditions shall be such as may be admissible to him according to the terms and conditions finalized in consultation with the parent Organization.
2. Registrar shall perform his/her functions and duties as laid down in the Statutes and Ordinances.
3. Registrar shall be provided with unfurnished University accommodation for which he/she shall pay rent at the usual rate.
4. Other conditions of service of the Registrar shall be as provided in the “Contract of Service of Officers” (enclosed) and approved by the Executive Council, subject to such other additional conditions as may be specified by the Executive Council.
5. The contract of service of the Registrar shall be signed, on behalf of the University by the Officer performing the duties of the Registrar at that time or by the Finance Officer of the University.

**EMOLUMENTS, TERMS AND CONDITIONS OF SERVICE OF THE FINANCE
OFFICER UNDER STATUTE 5 (2) 4 (1) (3)**

1. The Finance Officer shall be a whole-time salaried officer of the University and he/she/she shall receive pay and other allowances admissible in the pay scale of Rs.37400-67000 with a Grade Pay of Rs 10000 or as revised from time to time by the Executive Council. His/her appointment shall be for a maximum period of five years. The first Finance Officer will be for a term of 2 years.

Provided that the Finance Officer shall be appointed on deputation basis from an organized Accounts/Audit service/cadre. His/her salary shall be such as admissible to him/her according to the rules of deputation of service to which he/she belongs.

2. The Finance Officer shall perform his/her duties and functions as laid down in the Statutes and Ordinances of the University.
3. The Finance Officer shall be provided with unfurnished University accommodation for which he/she shall pay rent at the usual rates.
4. Other terms and conditions of service of the Finance Officer shall be as prescribed in the "Contract of Service of the Officers" and approved by the Executive Council subject to such other, additional conditions as may be specified by the Executive Council.
5. The contract of service of the Finance Officer shall be signed by the Registrar on behalf of the University.

(2) Qualifications for Appointment:

The age, qualifications and method of recruitment for appointment to various posts in the University shall be such as may be prescribed in the relevant recruitment rules or as determined by the Executive Council from time to time.

(3) Fitness:

(a) Appointment of persons by direct recruitment for a period for more than 3 months shall be subject to their being found medically fit by the Medical Officer of the University or any other Medical Authority authorized for the purpose or by a Medical Officer not below the rank of a Civil Surgeon.

(b) No person shall be appointed to any post unless the Appointing Authority is satisfied that he possesses good character and conduct.

(4) Methods of Recruitment:

Recruitment to posts may be made-

- (i) By direct recruitment or
- (ii) By promotion or
- (iii) By transfer or
- (iv) By deputation from Government Departments and other institutions.

(5) Recruitment by Promotion:

- (i) Appointment to a post in any grade by promotion shall be made, whether in a permanent or officiating capacity, from amongst employees serving in posts in the next lower grade.
- (ii) Every appointment by promotion shall be on the basis of suitability due regard being paid to seniority.

(6) Appointment:

- (i) Appointment to a post shall be made by the Executive Council or by the Officer authorized by it for the purpose on the recommendations of Selection Committee constituted for the purpose from time to time.
 - (ii) The age, educational and other qualifications for appointment to the post and the methods of recruitment shall be such as may be determined by the Executive Council from time to time.
- (7) Adhoc Appointments:
Not with standing anything contained in the above rule, the Executive Council may by a general or special order and subject to such conditions as it may specify in such order delegate to any authority in the University the power to make ad hoc appointments.
- (8) Appointments in the place of employees dismissed or removed or reduced:
Where an employee has been dismissed, removed or reduced from any cadre in the service, no vacancy caused thereby or arising subsequently in such cadre in the service shall be substantively filled to the prejudice of such person until the appeal, if any, preferred by him against such dismissal, or reduction is decided, and except in conformity with such decision or until the time allowed for preferring an appeal has expired, as the case may be.
- (9) Re-employment in service beyond the date of superannuation:
Notwithstanding anything contained in these rules, the Executive Council shall have power:
- (i) to extend the services of the employees of the University beyond the age of superannuation;
 - (ii) to re-employ persons who have worked under the Central Government or State Government or Union Territory Government or other Universities and who have retired from service on superannuation or on other grounds except on invalid grounds.
 - (iii) To absorb permanently Government servants who have been on deputation to the University and to retain them on re-employment basis.
The over-riding consideration by the Executive Council for the grant of extension of service/re-employment is that it must be in the interest of the University and in addition satisfy one of the following two conditions:
 - (a) that no suitable person could be made available from the lower cadre on promotion or there is shortage in that cadre;
 - (b) that the retiring officer is of outstanding merit. Provided that no Officer shall be retained in the service of the University beyond two years from the date of superannuation prescribed by the University.

- (10) Except as otherwise provided in these rules, the whole time of the employee of the University is at the disposal of the University which pays him and he may be employed in any manner required by proper authority without claim for additional remuneration.
5. (a) The absence of an employee of the University from duty, whether on leave or on foreign service shall not render him ineligible to the privileges in respect of seniority, promotion and confirmation which he would have enjoyed but for his absence if he is fit otherwise.
- (b) No permanent employee shall be granted leave of any kind for a continuous period exceeding five years.
- (c) When an employee does not resume duty after remaining on leave for a continuous period of five years, or where an employee after the expiry of his leave remains absent from duty, otherwise than on foreign service or on account of suspension, or for any period which together with the period of leave granted to him exceeds five years, he shall unless the Executive Council, in view of the exceptional circumstances of the case otherwise determines, be deemed to have resigned and shall accordingly cease to be in the University service.

TENURE

6. (1) Every person appointed on regular basis to a post in the University whether by promotion or by direct recruitment, shall be on probation in that post for a period of two years. Provided that the appointing authority may, in any individual case, extend the period of probation for a further period not exceeding 2 years the reason thereof to be recorded in writing.
- (2) Where a person appointed to a post in the University on probation is, during his regular period of probation, or extended period of probation found unsuitable for holding that post or has not completed his period of probation satisfactorily the appointing authority may:
- (i) In the case of person appointed by promotion revert him to the post held by him immediately before such appointment; and
- (ii) In the case of a person appointed by direct recruitment terminate his services under the University without notice.
- (3) Every person appointed to a permanent post under the University by promotion or by direct recruitment shall, on satisfactory completion of his period of probation be eligible for confirmation in that post.
- (4) No employee shall be confirmed in any post unless-
- (i) the service of the employee under the University is approved by the Appointing Authority.
7. The seniority of an employee regularly appointed to a post according to rule shall be determined by the order of merit indicated at the time of initial appointment, provided that the relative seniority of all direct recruits shall be determined by the order of merit in which they are selected for such appointment on the recommendation of the duly constituted selecting authority irrespective of date of joining the post, persons appointed as a result of an earlier selection being senior to those appointed as a result of subsequent selection.

8. (i) An Employee shall be a temporary employee of the University until he is confirmed in a post under the University.
- (ii) An Employee confirmed in any post under the University shall be a permanent employee of the University.
9. (1) The Services of a temporary employee may be terminated by the Vice-Chancellor/Executive Council without assigning any reason at any time by a notice of one month in writing given to the employee or forthwith by payment to him of a sum equivalent to the amount of his pay plus allowances for the period of the notice at the same rates at which he was drawing them immediately before the termination of his services, or as the case may be, for the period by which such notice falls short of one month.
- (2) The services of a permanent employee may be terminated by the Vice-Chancellor/ Executive Council at any time by a notice of three months or on payment of pay and allowances drawn by him immediately before the termination of his service for such period as the notice falls short of three months, or without notice on payment of three month's pay plus allowances drawn by him immediately before the termination of his service, if the post in which he was confirmed is abolished.
- (3) An employee who is given notice of termination of service under clause (2) may be granted, during the period of notice, such earned leave, as may be admissible to him, and, where the leave so admissible and granted is more than three months, his services shall be terminated on the expiry of such leave.
10. (1) Except as otherwise provided in this rule, every employee of the University shall retire from service on the afternoon of the last day of the month in which he attains the age of 60 years provided that an employee whose date of birth is the first of a month shall retire from service on the afternoon of the last day of the preceding month on attaining the age of sixty years.
- (2) No employee shall be granted extension in service beyond the age of retirement of 60 years (save under special circumstances with the sanction of Executive Council).
However, in any case of service exigencies, the services of any employee are required, beyond the age of superannuation, such employee, on a case to case basis may be allowed to continue in service on "re-employment terms & conditions" for a maximum period of two years or till such time, such exigencies ceases, whichever is earlier with the approval of Executive Council.
- (3) Notwithstanding anything contained in this rule, the Vice-Chancellor shall, if he is of the opinion that it is in the interest of the University so to do, have the absolute right to retire any employee by giving him notice of not less than three months in writing or three months' pay and allowances in lieu of such notice;
 - (i) If he is in Group A or Group B service or post and had entered the University service before attaining the age of thirty-five years, after he has attained the age of fifty years;
 - (ii) In any other case after he has attained the age of fifty-five years.

(4) Any employee may, by giving notice of not less than three months in writing to the Vice-Chancellor, retire from service after he has attained the age of fifty years if he is in Group A or Group B service or post and had entered the University service before attaining the age of thirty five years and in all other cases after he has attained the age of fifty-five years; Provided that it shall be open to the Vice-Chancellor to withhold permission to an employee under suspension who seeks retirement under this clause.

(5) At any time after an employee has completed thirty years qualifying service --

(a) He may retire from service, or

(b) He may be required by the Appointing Authority to retire in the interest of the University and in the case of such retirement the employee shall be entitled to a retiring pension.

Provided that –

(a) An employee shall give notice in writing to the Vice-Chancellor at least three months before the date on which he wishes to retire.

(b) the Vice-Chancellor may also give a notice in writing to an employee at least three months before the date on which he is required to retire in the interest of the University or three months pay and allowances in lieu of such notice:

Provided further that where the employee giving notice under clause (a) of the preceding proviso is under suspension, it shall be open to the Vice-Chancellor to withhold permission to such employee to retire under this rule.

(6) (i) At any time after an employee has completed twenty years qualifying service, he may, by giving notice of not less than three months in writing to the Vice Chancellor, retire from service.

(ii) The notice of voluntary retirement given under sub-rule (1) shall require acceptance by the Vice Chancellor:

Provided that where the Vice Chancellor does not refuse to grant the permission for retirement before the expiry of the period specified in the said notice, the retirement shall become effective from the date of expiry of the said period.

(iii) An employee, who has elected to retire under this rule and has given the necessary notice to that effect to the Vice Chancellor, shall be precluded from withdrawing his notice except with the specific approval of such authority:

Provided that the request for withdrawal shall be made before the intended date of his retirement.

11. Subject to the acceptance of resignation by the Vice-Chancellor a permanent/ temporary employee may, by notice of three months/one month as the case may be, in writing addressed to the Vice Chancellor resign from the service of the University, or by payment of salary in lieu thereof:

Provided that the Vice Chancellor may, if it deems proper in any case, permit a permanent/temporary employee to resign from service on notice of less than three months/one month.

PART – IV MISCELLANEOUS

12. Every person holding a post under the University after the commencement of these rules but before the publication of these rules shall be deemed to have been appointed under the provisions of these rules and shall draw the pay drawn by him immediately before the issue of these rules.
13. (i) The University shall maintain a Service Book for each employee in such form as may be Prescribed by the Executive Council.
(ii) The entries in the Service Book of an employee shall be made by the officer authorized in this behalf by the Vice-Chancellor.
14. (i) Such officers of the University as may be prescribed by the Executive Council, shall report confidentially each year in the form prescribed by the University on the work and conduct of the employee who had served under them for periods not less than three months in the financial year immediately preceding and forward their reports to the Registrar or any other officer authorized for the purpose.
(ii) The Reviewing Officer, the next higher authority will have the discretion to determine which unfavourable reports or portions thereof are weight enough to be communicated to the officer reported against. All adverse entries should be communicated within a specific period to the officials concerned. Any representation against the adverse remarks will have to be made within two months and would lie to the next higher authority than the Reviewing Officer.
16. University employees shall be required to pass such departmental and other tests or examinations as may be prescribed by the Executive Council. The Executive Council may also lay down rules regarding the periods within which the tests should be passed, the consequences of not passing the tests and other cognate matters.
16. Any matter relating to the conditions of service of an employee for which no provision is made in these rules shall be determined by the Executive Council.
17. Notwithstanding anything contained in these Rules the Vice-Chancellor may, if he is satisfied that there existed an extraordinary situation, notify certain categories and number of employees as he may deem necessary as essential to perform certain duties for maintaining services considered indispensable for a period not exceeding 90 days. Refusal to attend to such duties will render them liable for major penalty including dismissal from service.
18. Notwithstanding anything contained in these rules, the Executive Council may, in the case of any employee, relax any of the provision of these rules to relieve him of any undue hardship arising from the operation of such provisions, or in the interests of the University.
19. Where a doubt arises as to the interpretation of application of any of the provisions of these rules, the matter will be referred to the Executive Council and its decision shall be final.

PART – V PAY AND ALLOWANCES

20. The standard scales of pay for the posts created in the University service shall be as detailed below:

Classification	Scale of Pay	
	Pre-revised	Revised
(1)	(2)	(3)
Group A	Rs 16400 -450-20900-500-22400	PB 37400-67000 GP 8900
Group A	Rs 12000-420-18300	PB 37400-67000 GP 7600
Group A	Rs 8000-275-13500	PB 15600-39100 GP 5400
Group B	Rs 6500-200-10500	PB 9300-34800 GP 4200
Group C	Rs 5500-175-8000	PB 9300-34800 GP 4200
Group C	Rs 5000-150- 8000	PB 9300-34800 GP 4200
Group C	Rs 4500-125-7000	PB 5200- 20200 GP 2800
Group C	Rs 4000-100-6000	PB 5200- 20200 GP 2400
Group C	Rs 3200- 85-4900	PB 5200- 20200 GP 2000
Group C	Rs 3050-75-3950-80-4590	PB 5200- 20200 GP 1900
Group C	Rs 2750-70-3800-75-4400	PB 5200- 20200 GP 1800
Group D	Rs 2650-65-3300-70-4000	PB 4400- 7440 GP 1650
Group D	Rs 2550- 55- 2660-60-3200	PB 4400- 7440 GP 1300

Note: The pay scales which have been extended to the existing incumbents with prior permission of the competent authorities, but are different from those approved by the Government, shall be given as personal to the current incumbents of those posts on the consideration that they have already been drawing benefits of the grade in the pre-revised scale. Once the incumbents vacate the post, the pay scales would be reverted to the approved level, which exists in the Government. No Post shall ordinarily be created in a scale of pay other than those mentioned above.

21. An employee shall, on his appointment to a post on a time-scale of pay, draw pay at the minimum of the time-scale unless the Appointing Authority decides that he shall draw pay at any higher stage:

Provided that, when such appointment is made by promotion-

(i) The pay of the employee will first be increased by one increment in the lower scale, and then fixed in the higher scale at the stage next above.

The employee shall, however, have the option to be exercised in writing within a period of three months of his promotion, either to have his pay fixed in the higher scale of pay from the date of promotion or from the date on which his next annual increment falls due. The option, once exercised shall be final.

(ii) If he had previously served in the same post or in any other post under the University on the same or identical time-scale of pay, and was drawing pay higher than the pay admissible to him under clause (i) he shall draw such higher pay and the period of his duty in such post on such pay shall also count for purpose of increment in the higher post.

(iii) Fixation of pay of re-employed pensioners. The initial pay of a pensioner including officers pensioned off and retired on contributory provident fund and from the service of State Government, Railways and Defence Establishments, etc., re-employed in the University should be fixed at the Minimum stage of the scale of pay prescribed for the post in which the individual is re-employed. In addition he may be permitted to draw separately any pension sanctioned to him and to retain any other form of retirement benefit (G.P. Fund, Gratuity commuted value of pension, etc.) provided the total amount of initial pay plus the gross amount of pension and/or the pension equivalent of other forms of retirement benefits does not exceed:-

- (1) The pay he drew before his retirement (Pre-retirement pay) or
- (2) Rs.26,000/- whichever is less

Note: (1) In all cases where either of these limits is exceeded the pension and other retirement benefits may be paid in full and the necessary adjustment made in the pay so as to ensure that the total of pay and pensionary benefits is within the prescribed limits.

After the pay is fixed either at the minimum or higher stage, or below the minimum as a result of the said adjustments, increase in pay may be allowed after each year of service at the rate of increments admissible, as if the pay had been fixed at the minimum or the higher stage as the case may be.

Note: (2) Pay last drawn before retirement will be taken to be substantive pay plus special pay, if any, pay drawn in an officiating appointment may be taken into account if it was drawn continuously for at least one year before retirement.

In case where the minimum pay of the post in which the officer is re-employed is more than the last pay drawn, the officer concerned may be allowed the minimum of the prescribed scale of the post less pension and pension equivalent of other retirement benefits.

Once initial pay of re-employed pensioner has been fixed in the manner indicated above he may be allowed to draw normal increments in the time scale of the post to which he is appointed provided that the pay and gross pension/Pension equivalent of the retirement benefit taken together does not at any time exceed Rs.26,000/-.

In the case of Officers holding Group A post who retire before attaining of 55 years their 1st Rs.1500/- of Pension, shall be ignored in fixing their initial pay on re-employment.

Persons who were in re-employment in the University service as on 1.1.96 and who were drawing pay in the pre-revised scale of pay, the initial pay of such re-employed employees of the University, shall be fixed in the manner indicated in the Govt. of India O.M. Dept. of Personnel & Training O.M. No. 3/12/97 Estt.- dtd.19.11.1997.

Notwithstanding anything contained in the foregoing paragraphs the Vice-Chancellor, in special circumstances, shall have the power to fix the pay of the re-employed pensioner at a higher stage and permit him to draw the normal increments in the time-scale of the post to which he is appointed.

22. (i) An increment shall ordinarily be drawn as a matter of course unless it is withheld by the competent authority if the conduct of the employee has not been good or his work has not been satisfactory.
- (ii) When an efficiency bar is prescribed in the time-scale, the increment next above that bar shall not be given to an employee without specific sanction of the Vice Chancellor.
23. (a) All duty in a post on a time-scale of pay counts for increments in that time-scale.
- (b) Service in another equivalent or higher post, Foreign Service and joining time will count for increments.
- (c) All leave except extraordinary leave taken without medical certificate will also count for increments.
- (d) The extraordinary leave sanctioned for the following purposes shall automatically count as qualifying service for pension and increments without any further sanctions:-
- (i) Extraordinary leave granted due to inability of a University employee to join or rejoin duty on account of civil commotion.
- (ii) Extraordinary leave granted to a University employee for prosecuting higher technical and scientific studies.
- 24 (1) An employee under suspension shall, during the period of suspension, draw subsistence allowance equivalent to half the rate of pay which is admissible to him immediately before the commencement of the suspension and in addition the dearness allowance as admissible on the basis of that pay and such compensatory allowances admissible from time to time on the basis of pay which he was in receipt on the date of suspension, subject to fulfillment of other conditions laid down for the drawal of such allowances.
- Provided that where the period of suspension exceeds three months, the authority which made or is deemed to have made the order of suspension shall be competent to vary the amount of subsistence allowance for any period subsequent to the period of the first three months as follows:
- (i) The amount of subsistence allowance may be increased by a suitable amount, not exceeding 50 per cent of the subsistence allowance admissible during the period of the first three months, if, in the opinion of the said authority, the period of suspension has been prolonged for reasons, to be recorded in writing, not directly attributable to the employee.
- (ii) The amount of subsistence allowance may be reduced by a suitable amount, not exceeding 50% of the subsistence allowance admissible during the period of the first three months, if in the opinion of the authority, the period of suspension has been prolonged for reasons to be recorded in writing, directly attributable to the employee.
- (iii) The rate of the dearness allowance will be based on the increased or, as the case may be the decreased amount of subsistence allowance admissible under sub-clause (i) and (ii) above.
- (2) No payment under sub-rule (i) shall be made unless the employee furnishes a declaration that he is not engaged in any other employment, business, profession or vocation during the period of suspension. Provided that in the case of an employee dismissed/terminated from service or compulsorily retired from service who is deemed to have been placed or to continue to be under

suspension from the date of such dismissal or termination of service or compulsory retirement and who fails to produce such a declaration for any period or periods during which he is deemed to be placed or to continue to be under suspension, he shall be entitled to the amount by which his earnings during such period or periods as the case may be, fall short of the amount of subsistence allowance and other allowances that would otherwise be admissible to him; where the subsistence allowance and other allowances admissible to him are equal to or less than the amount earned by him, nothing in this proviso shall apply to him.

(3) The permissible deductions from the subsistence allowance will be of the following two categories:-

- (a) Compulsory deductions
- (b) Optional deductions

Compulsory deductions:

- (i) Income-tax and Super-tax (Provided the employee's yearly income calculated with reference to subsistence allowance is taxable).
- (ii) House rent and allied charges, i.e. electricity, water, furniture, etc.
- (iii) Repayment of loans and advances other than from provident fund taken from University at such rates as the Registrar may decide. Optional deductions:

The deductions falling under this category should not be made except with the employee's written consent:

- (i) Premium due on Life Insurance Policies
- (ii) Amount due to Co-operative Stores and Co-operative Credit Societies
- (iii) Refund of advance taken from Provident Fund.

The deduction of the following nature should not be made from the subsistence allowance.

- (i) Subscription to Provident Fund
- (ii) Recovery of loss to University in which an employee is responsible.

25. The University may sanction to an employee, in any special circumstances, such special pay, personal pay, honorarium or fee on such conditions as may be prescribed by regulations.

26. (i) An employee shall be entitled to draw the pay of the post to which he is appointed from the date on which he assumed charge of the post, if joining on the forenoon of that day; otherwise, from the next day.

(ii) Unless the Vice-Chancellor, in view of special circumstances, otherwise orders, pay in respect of any month shall become payable on the last working day of the month to which it relates; except for the month of March which will be disbursed only on the first working day of April.

(iii) Unless the Vice-Chancellor otherwise directs an employee resigning from service of the University without giving the prescribed notice shall not be allowed to draw pay due but not drawn.

27. (i) An employee appointed to hold full additional charge of the duties of a higher post will receive pay of the higher post.

- (ii) An employee placed in charge of the full duties of a post of status equivalent to his own basic post will receive allowances at the rate of 10% of the presumptive pay of the additional post.
- (iii) No allowance will be admissible when an employee holding one post is placed in charge of the current duties of a post of equivalent status of his own basic post. The employee concerned will receive pay in his basic post only.
- (iv) An employee holding one post when placed in charge of the current duties of a lower post will not receive any allowance for the additional work.

Note: (1) The additional pay or allowance will not be admissible if the period of additional charge is 30 days or less.

(2) The additional pay or allowance will not be admissible for any period exceeding six months at a time.

- 28. The employees of the University will be eligible to draw Dearness Allowance, House Rent Allowance, City Compensatory Allowance, Travelling Allowance and other allowances as sanctioned by the University according to the rules in force from time to time and subject to the conditions prescribed for the drawal of these allowances.
- 29. Unless there is anything repugnant in the Indian Maritime University Act, Statutes, Ordinances, any amendments to Fundamental Rules and Supplementary Rules shall be deemed to be the amendments to the relevant provisions of these rules or any order or any administrative instructions already issued/to be issued by the Central Government shall be deemed to be the orders or administrative instructions under these rules with effect from the date of such amendments/orders brought into force by the Central Government.

Chapter 2

(Gazette 76 dated 12.05.2009)

ORDINANCES GOVERNING THE CONDUCT OF THE EMPLOYEES OF THE UNIVERSITY

PART – I

- 1. (1) These rules may be called the “Indian Maritime University (Conduct) Rules”.
(2) These rules shall be deemed to have come into force from 14th November 2008
- 2. In this chapter unless the context otherwise requires-
 - (i) “Employee” means teaching and non-teaching employees of the University.
 - (ii) “Members of family” in relation to an employee includes:
 - (i) The wife or husband, as the case may be, of the employee whether residing with the employee or not, but does not include a wife or husband, as the case may be, separated from the employee by a decree or orders of a competent court.
 - (ii) Son or daughter or step-son or step-daughter of the employee wholly dependent on him, but does not include a child or step-child who is no longer in any way dependent on the employee, or of whose custody the employee has been deprived by or under any law;

- (iii) Any other person related whether by blood or marriage to the employee or to the employee's wife or husband, and wholly dependent on the employee.
- (c) "Prescribed Authority" means the Vice-Chancellor or the authority prescribed by the Executive Council for the purpose of these rules as a whole or for any particular rule.

PART – II

3. (1) Every employee shall at all times:
- (i) Maintain absolute integrity;
 - (ii) Show devotion to duty and
 - (iii) Do nothing which is unbecoming of an employee of the University.
- (2) (i) Every employee, holding a supervisory post shall take all possible steps to ensure the integrity and devotion to duty to all employees for the time being under his control and authority;
- (ii) (a) No employee shall, in the performance of his official duties, or in the exercise of powers conferred on him, act otherwise than in his best judgment except when he is acting under the direction of his official superior.
- (b) The direction of the official superior shall ordinarily be in writing. Oral direction to subordinates shall be avoided, as far as possible.
- Where the issue of oral direction becomes unavoidable, the official superior shall confirm it in writing immediately thereafter;
- (c) An employee who has received oral direction from his official superior shall seek confirmation of the same in writing as early as possible, whereupon it shall be the duty of the official superior to confirm the direction in writing.
- (iii) Unless otherwise stated specifically in the terms of appointment and the contract, every whole-time employee may be called upon to perform such duties as may be assigned to him by the competent authority, beyond scheduled working hours and on closed holidays and Sundays.
- (iv) An employee shall observe the scheduled hours of working during which he must be present at the place of his duty.
- (v) Except for valid reasons and/or unforeseen contingencies, no employee shall be absent from duty without prior permission. If an employee is absent from duty without permission for a continuous period of 90 days, he shall be treated as absconding from duty and his service shall be deemed as terminated.
- Explanation: Nothing contained in clause (ii) of sub-rule 3.2 shall be construed as empowering an employee to evade his responsibilities, by seeking instructions from or approval of a superior officer or authority when such instructions are not necessary under the scheme of distributions of powers and responsibilities.
4. (i) No employee shall use his position or influence directly or indirectly to secure employment for any member of his family in any company or firm having official dealings with the University.
- (ii) No employee shall, in the discharge of his official duties deal with any matter or give or sanction any contract to any company or firm or any other person if any member of his family is employed

in that company or firm or under that person or if he or any other member of his family is interested in such matter or contract in any other manner.

5. (1) No employee shall be a member of, or be otherwise associated with any political party or any organization which takes part in politics nor shall he take part in, subscribed in aid of, or assist in any other manner, any political movement or activity.
- (2) It shall be the duty of every employee to endeavour to prevent any member of his family from taking part in, subscribing in aid of, or assisting in any other manner any movement or activity which is, or tends directly or indirectly to be, subversive of the Government or the University as by law established and where an employee is unable to prevent a member of his family from taking part in, or subscribing in aid of or assisting in any other manner, any such movement or activity, he shall make a report to that effect to the University.
- (3) If any question arises whether a party is political party or whether any organization takes part in politics or whether any movement or activity falls within the scope of sub-rule 5.2 the decision of the University thereon shall be final.
- (4) No employee shall canvass or otherwise interfere with, or use his influence in connection with or take part in, an election to any legislature or local authority: Provided that:
 - (i) An employee qualified to vote at such election may exercise his right to vote, but where he does so, he shall give no indication of the manner in which he proposes to vote or has voted;
 - (ii) An employee shall not be deemed to have contravened the provisions of this sub-rule by reason only that he assists in the conduct of an election in the due performance of a duty imposed on him by or under any law for the time being in force.

Explanation: The display of an employee on his person, vehicle or residence of any electoral symbol shall amount to using his influence in connection with an election within the meaning of this sub-rule.
6. No employee shall join or continue to be a member of an association, the object or activities of which are prejudicial to the interests of the sovereignty and integrity of India, public order, decency or morality.
7. No employee shall-
 - (i) engage himself or participate in any demonstration or strike which is prejudicial to the interests of the sovereignty and integrity of India, the security of the State friendly relations with foreign states, public order, decency or morality, or which involves contempt of court, defamation or incitement to an offence; or
 - (ii) resort to or in any way abet in any form of strike or coercion or physical duress in connection with any matter pertaining to his services or the service of any other employee.
8. (i) No employee shall, except with the previous sanction of the University, own or wholly or in part, or conduct, or participate in the editing or management of any newspaper or other periodical publication.
- (ii) No employee shall, except with the previous sanction of the University or of the prescribed authority or except the bonafide discharge of his duties-

- (a) Publish a book himself or through a publisher, or contribute an article to a book or a compilation of articles.
 - (b) Participate in a radio broadcast or contribute any article or write a letter to any newspaper or periodical either in his own name or anonymously or in the name of any other person:
Provided that no such sanction shall be required-
 - (i) If such publication is through a publisher and is of a purely literary, artistic or scientific character, or
 - (ii) Such broadcast or such contribution or writing is of a purely literary, artistic or scientific character.
8. A. (i) Whenever an employee wishes to put forth any claim or to seek redress of any grievance or any wrong done to him, he must forward his case through proper channel and shall not forward any advance copies of his application to any higher authority, unless the lower authority has rejected the claim, or refused relief, or the disposal of the matter is delayed by more than three months.
- (ii) No employee shall be signatory to any joint representation addressed to the authorities for redress of any grievance or for any other matter.
9. No employee shall, in any radio broadcast or in any document published in his own name or in anonymously, pseudonymously or in the name of any other person or in any communication to the press or in any public utterance, make any statement of fact or opinion.
- (1) which has the effect of an adverse criticism of any current or recent policy or action of the University or the University Grants Commission or the Government; or
 - (2) which is capable of embarrassing the relations between the University and the Commission or the Government:
Provided that nothing in this rule shall apply to any statements made or views expressed by an employee in his official capacity or in the due performance of the duties assigned to him.
- 10 (1) Save as provided in sub-rule 10.3 below, no employee shall except with the previous sanction of the University give evidence in connection with any enquiry conducted by any person, committee or authority.
- (2) Where any sanction has been accorded under sub-rule 10.1 no such employee giving such evidence shall criticize the policy or any action of the University or Commission or the Government.
- (3) Nothing in this rule shall apply to -
- (a) The evidence given at an enquiry before an authority appointed by the University, Commission, Government, Parliament or any State Legislature; or
 - (b) The evidence given in any judicial enquiry; or
 - (c) The evidence given in any departmental enquiry ordered by authorities subordinate to the Vice-Chancellor.
11. No employee shall, except in accordance with any general or special order of the University or in the performance in good faith of the duties assigned to him, communicate, directly or indirectly any

official document, or any part thereof or information to any other employee or any other person to whom he is not authorized to communicate such document or information.

12. No employee shall, except with the previous sanction of the University or of the prescribed authority, ask for or accept contribution to, or otherwise associate himself with the raising of any funds or other collections in cash or in kind in pursuance of any object whatsoever.
13. (1) Save as otherwise provided in these rules, no employee shall accept or permit any member of his family or any other person acting on his behalf to accept any gift.

Explanation: The expression "gift" shall include free transport, boarding, lodging or other service or any other pecuniary advantage when provided by any person other than a near relative or personal friend having no official dealings with employee. Note 1: A casual meal, lift or other special hospitality shall not be deemed to be a gift.

Note: An employee shall avoid accepting lavish hospitality or frequent hospitality from any individual having official dealings with him or from industrial or commercial firm, organizations, or from Universities and Colleges, etc.

- (2) On occasions, such as weddings, anniversaries, funerals or religious functions, when the making of gift is in conformity with the prevailing religious or social practice, an employee may accept gifts from his near relatives but he shall make a report to the University if the value of any such gift exceeds-

- (i) Rs.500 in the case of an employee holding any Class I (Group A) or Class II (Group B) post;
- (ii) Rs.250, in the case of an employee holding any Class III (Group C) post; and
- (iii) Rs.100, in the case of an employee holding any Class IV (Group D) post.

- (3) On such occasions as are specified in sub-rule 13.2 an employee may accept gifts from his personal friends having no official dealing with him, but he shall make a report to the University if the value of any such gift exceeds-

- (i) Rs.200, in the case of an employee holding any Class I (Group A) or Class II (Group B) post;
- (ii) Rs.100, in the case of an employee holding any Class III (Group C) post; and
- (iii) Rs.50, in the case of an employee holding any Class IV (Group D) post.

- (4) In any other case, an employee shall not accept, or permit any member of his family or any other person acting on his behalf to accept, any gift without the sanction of the University, if the value thereof exceeds-

- (i) Rs.75, in the case of an employee holding any Class I (Group A) or Class II (Group B) post; and
- (ii) Rs.25, in the case of an employee holding any Class III (Group C) or Class IV (Group D) post.

- (5) Notwithstanding anything contained in sub-rules 13.2, 13.3 and 13.4 an employee may receive gifts of symbolic nature from foreign dignitaries and retain such gifts.

- (6) Gifts from foreign dignitaries which are not of symbolic nature may be retained by an employee if the market value of the gift in the country of origin does not exceed Rs.3,000/-.
- (7) Where there is doubt whether a gift received from a foreign dignitary is of symbolic nature or not, or where the market value of the gifts in the country of origin apparently exceeds Rs.3,000/- or where there is any doubt about the actual market value of the gifts, the acceptance of such gifts and retention thereof by the employee shall be regulated by the instructions issued by the Government/University in this regard from time to time.
- (8) An employee shall not accept any gift from any foreign firm which is either contracting with the University or is one with which the employee had, has or is likely to have, official dealings. Acceptance of gifts by an employee from any other foreign time shall be subject to the provisions of sub-rule 13.4.

13. No employee shall –

- (i) Give or take or abet the giving or taking of dowry; or
- (ii) Demand, directly or indirectly, from the parents or guardian of a bride or bridegroom, as the case may be, any dowry.

Explanation: For the purpose of this rule, ‘dowry’ has the same meaning as in the Dowry Prohibition Act, 1961 (28 of 1961)

14. No employee shall except with the previous sanction of the Vice Chancellor, receive any complimentary or valedictory address or accept any testimonial or attend any meeting or entertainment held in his honour, or in the honour of any other employee:

Provided that nothing in this rule shall apply to-

- (1) A farewell entertainment of a substantially private and informal character held in honour of an employee on the occasion of his retirement or transfer or any person who has recently quitted the service of the University; or
- (2) The acceptance of simple and inexpensive entertainment arranged by public bodies or institutions.

Note: Exercise of pressure or influence of any sort on any employee to induce him to subscribe towards any farewell entertainment even if it is of a substantially private or informal character and the collection of subscriptions from Group “C” or Group “D” employees under any circumstances for the entertainment of any employee not belonging to Group “C” or Group “D” is forbidden.

15. (1) No employee shall except with the previous sanction of the University, engage directly or indirectly in any trade or business or undertake any other employment:

Provided that an employee may, without such sanction –

- (i) Undertake honorary work of a social or charitable nature; or
- (ii) Undertake occasional work of a literary, artistic or scientific character; or
- (iii) Participate in sports activities as amateur subject to the condition that in all the cases his official duties do not thereby suffer. He shall not undertake or shall discontinue such work or activity, if so directed by the University.

Explanation: Canvassing by an employee in support of the business of insurance agency, commission agency, etc., owned or managed by his wife or any other member of his family shall be deemed to be a breach of this sub-rule.

- (2) Every employee shall report to the University if any member, of his family is engaged in a trade or business or own or manages an Insurance agency or commission agency.
- (3) No employee shall, without the previous sanction of the University except in the discharge of his official duties, take part in the registration, promotion or management of any bank or other company which is required to be registered under the Companies Act, 1956 (1 of 1956) or any other law for the time being in force or any co-operative society for commercial purposes:
Provided that an employee may take part in the registration, promotion or management of –
 - (i) A co-operative society substantially for the benefit of the employees registered under the Co-operative Societies Act, 1912 (2 of 1912) or any other law for the time being in force; or
 - (ii) A literary, scientific or charitable society registered under the Societies Registration Act, 1960 (2 of 1960) or any other law for the time being in force.
- (4) No employee may accept any fee for any work done by him for any private or public body or any private person without the sanction of the competent authority of the University.

16. (1) No employee shall speculate in any stock, share, or other investment.

Explanation: Frequent purchase or sale or both, of shares, securities or other investments shall be deemed to be speculation within the meaning of this sub-rule.

- (2) No employee shall make or permit any member of his family or any person acting on his behalf, to make, any investment which is likely to embarrass or influence him in the discharge of his official duties.
- (3) If any question arises whether any transaction is of the nature referred to in sub-rule 16.2 the decision of the University thereon shall be final.
- (4) i) No employee shall, save in the ordinary course of business with a bank or a public limited company, either himself or through any member of his family or any other person acting on his behalf-
 - (a) Lend or borrow or deposit money, as a principal or an agent, to, or from, or with any person or firm or private limited company within the local limits of his authority or with whom he is likely to have official dealings or otherwise place himself under any pecuniary obligation to such person or firm or private limited company; or
 - (b) Lend money to any person at interest or in a manner whereby return in money or in kind is charged or paid:

Provided that an employee may give to or accept from a relative or a personal friend, a purely temporary loan of a small amount free of interest or operate a credit account with a bonafide tradesman or make an advance of pay to his private employee;

Provided further that nothing in this sub-rule shall apply in respect of any transaction entered into by an employee with the previous sanction of the University.

(ii) When an employee is appointed or transferred to a post of such nature as would involve him in the breach of any of the provisions of sub-rule 16.2 or sub-rule 16.4, he shall forthwith report the circumstances to the prescribed authority and shall thereafter act in accordance with such order as may be made by such authority.

17. An employee shall so manage his private affairs so as to avoid habitual indebtedness or insolvency. An employee against whom any legal proceedings is instituted for the recovery of any debt due from him or for adjudging him as an insolvent shall forthwith report the full facts of the legal proceedings to the University.

Note: The burden of proving that the insolvency or indebtedness was the result of circumstances which with the exercise of ordinary diligence, the employee could not have foreseen or over which he had no control, and had not proceeded from extravagant or dissipated habits, shall be upon the employee.

18.(1) Every employee shall on his first appointment to any University service or post submit a return of his assets and liabilities, in such form as may be prescribed by the University, giving the full particulars regarding-

- (a) the immovable property inherited by him or owned or acquired by him or held by him on lease or mortgage either in the name of any member of his family or in the name of any other person;
- (b) shares, debentures and cash including bank deposits inherited by him or similarly owned, acquired, or held by him;
- (c) other movable property inherited by him or similarly owned, acquired or held by him; and
- (d) Debts and other liabilities incurred by him directly or indirectly.

Note 1: Sub-rule 18.1 shall not ordinarily apply to class IV (Group D) servants but the University may direct that it shall apply to any such employee or class (Group) of such employees.

Note 2: In all returns, the values of items of movable property worth less than Rs.2,000/- may be added and shown as a lump sum. The value of articles of daily use such as clothes, utensils, crockery, books, etc., need not be included in such return.

Note 3: (i) Where an employee already belonging to a service, or holding a post is appointed to any other civil service or post he shall not be required to submit afresh return under this clause.

(ii) Every employee belonging to any service or holding any post included in Group A or Group B shall submit an annual return in such form as may be prescribed by the University in this regard giving full particulars regarding the immovable property inherited by him or owned or acquired by him or held by him on lease or mortgage either in his own name or in the name of any member of his family, or in the name of any other person.

(2) No employee shall, except with the previous knowledge of the University, acquire or dispose of any immovable property by lease, mortgage, purchase, sale, gift or otherwise either in his own name or in the name of any member of his family;

Provided that the previous sanction of the University shall be obtained by the employee if any such transaction is—

(i) With a person having official dealings with the employee.

- (3) Where an employee enters into a transaction in respect of movable property either in his own name or in the name of a member of his family, he shall, within one month from the date of such transaction, report the same to the University, if the value of such property exceeds Rs.10,000/- in the case of an employee holding any Class I (Group A) or Class II (Group B) post or Rs.5,000/- in the case of an employee holding any Class III (Group C) or Class IV (Group D) post:

Provided that the previous sanction of the University shall be obtained if any such transaction –

(i) With a person having official dealings with the employee.

- (4) The University may, at any time by general or special order, require an employee to furnish, within a period specified in the order, a full and complete statement of such movable or immovable property held or acquired by him or on his behalf or by any member of his family as may be specified in the order. Such statement shall if so required by the University, include the details of the means by which, or the source from which, such property was acquired.
- (5) The University may exempt any category of employee belonging to Class III (Group C) or Class IV (Group D) from any of the provisions of this rule except sub-rule (4). No such exemption shall, however, be made without the concurrence of the Executive Council.

Explanation 1: For the purpose of sub-rule (1) the expression movable property includes:

- (a) Jewellery, insurance policies the annual premium of which exceeds Rs.2,000/- or one sixth of the total annual emoluments received from the University, whichever is less, shares, securities and debentures;
- (b) Loans advanced by such employees whether secured or not;
- (c) Motor cars, motor cycles, horses, or any other means of conveyance; and
- (d) Refrigerators, radios, radiograms and television sets.

Explanation 2: For the purposes of this rule, “lease” means, except where it is obtained from or granted to a person having official dealings with the employee, a lease of immovable property from year to year or for any term exceeding one year or receiving a yearly rent.

- 18 (A).Restrictions in relation to acquisition and disposal of immovable property outside India and transactions with foreigners, etc.

Notwithstanding anything contained in sub-rule 18.2, no employee shall, except with the previous sanction of the prescribed authority:-

- (1) acquire by purchase, mortgage, lease, gift or otherwise, either in his own name or in the name of any member of his family, any immovable property situated outside India;
- (2) dispose of by sale, mortgage, gift, or otherwise, or grant any lease in respect of any immovable property situated outside India which was acquired or is held by him either in his own name or in the name of any member of his family;

- (3) enter into any transaction with any foreigner, foreign Government, foreign organization or concern-
 - (i) for the acquisition by purchase, mortgage, lease, gift or otherwise, either in his own name or in the name of any member of his family, or any immovable property
 - (ii) for the disposal of, by sale, mortgage, gift or otherwise, or the grant of any lease in respect of, any immovable property which was acquired or is held by him either in his own name or in the name of any member of his family.
19. (1) No employee shall, except with the previous sanction of the University, have recourse to any court or to the press for the vindication of any official act which has been the subject matter of adverse criticism or an attack of a defamatory character.
- (2) Nothing in this rule shall be deemed to prohibit an employee from vindicating his private character or any act done by him in his private capacity and where any action for vindicating his private character or any act done by him in private capacity is taken, the employee shall submit a report to the University regarding such action.
20. No employee shall bring or attempt to bring any political or other outside influence to bear upon any superior authority to further his interests in respect of matters pertaining to his service under the University.
21. (1) No employee shall enter into or contract a marriage with a person having a spouse living; and
- (2) No employee having a spouse living shall enter into or contract a marriage with any person: Provided that the University may permit an employee to enter into or contract any such marriage as is referred to in clause 1 or clause 2, if it is satisfied that-
 - (a) Such marriage is permissible under the personal law applicable to such employee and the other party to the marriage; and
 - (b) There are other grounds for so doing.
- (3) An employee who has married or marries a person other than of Indian Nationality shall forthwith intimate the fact to the University.
22. An employee shall -
 - (1) Strictly abide by any law relating to intoxicating drinks or drugs in force in any area in which he may happen to be for the time being;
 - (2) Not be under the influence of any intoxicating drink or drug during the course of his duty and shall also take due care that the performance of his duties at any time is not affected in any way by the influence of such drink or drug;
 - (3) Refrain from consuming any intoxicating drink or drug in a public place;
 - (4) Not appear in a public place in a state of intoxication;
 - (5) Not use any intoxicating drink or drug, to excess.

Explanation: For the purpose of this rule, 'public place' means any place or premises (including a conveyance) to which the public have, or are permitted to have access, whether on payment or otherwise.

23. If any question arises relating to the interpretation of these rules, it shall be referred to the Executive Council whose decision thereon shall be final.
24. Unless there is anything repugnant in the Indian Maritime University Act, Statutes, Ordinances, any amendments to the Central Civil Services (Conduct) Rules, 1964 shall be deemed to be the amendments of the relevant provisions of these rules or any order or administrative instructions already issued/to be issued by the Central Government shall be deemed to be the orders or administrative instructions under these rules with effect from the date of such amendments/orders are brought into force by the Central Government.

Chapter 4

(Gazette 76 dated 12.05.2009)

ORDINANCES GOVERNING LEAVE OF ALL EMPLOYEES OF THE UNIVERSITY OTHER THAN TEACHERS

PART – I PRELIMINARY

1. These rules may be called the “Indian Maritime University (Leave) Rules”
These rules shall be deemed to have come into force on 14th November 2008.

PART – II GENERAL CONDITIONS

2. (i) Leave cannot be claimed as a matter of right
(ii) When the exigencies of service so require, leave of any kind may be refused or revoked by the authority empowered to sanction leave but it shall not be open to that authority to alter the kind of leave due and applied for except at the written request of the employee.
3. (i) Any claim to leave to the credit of an employee who is dismissed or removed or who resigns from the service of the University ceases from the date of such dismissal or removal or resignation.
Provided that the University may, in any case, grant terminal leave to an employee prior to this resignation which may extend beyond the date on which the resignation becomes effective, if in the opinion of the University, the circumstances justify the grant of such leave.
4. (i) At the request of an employee, the sanctioning authority may commute any kind of leave retrospectively into leave of a different kind which was due and admissible to him at the time the leave was granted, but the employee cannot claim such communication as a matter of right.
(ii) The commutation of one kind of leave into another shall be subject to adjustment of leave salary on the basis of leave finally granted to the employee, that is to say, any amount paid to him in excess shall be recovered or any arrears due to him shall be paid.
Note: Extraordinary leave granted on medical certificate or otherwise may be converted retrospectively into “leave not due” subject to the provisions of Rule 18.
5. Except otherwise provided in these rules, any kind of leave these rules may be granted in combination with or in continuation of any other kind of leave.
Explanation: Causal leave which is not recognized as leave under these rules shall not be combined with any other kind of leave admissible under these rules.
6. No employee shall be granted leave of any kind for a continuous period exceeding five years.

PART – III

GRANT OF AND RETURN FROM LEAVE

7. Any application for leave or for extension of leave shall be made in Form 1 to the authority competent to grant leave. It should be applied for before it is actually availed of except in special cases of emergency and for reasons to the satisfaction of the sanctioning authority.
8. A leave account will be maintained in Form 2 for each employee.
9. (i) An application for leave on medical certificate shall be accompanied by a medical certificate in Form 3 given by the Authorised Medical Attendant of the University or any Registered Medical Practitioner defining as clearly as possible the nature and probable duration of illness.
(ii) The authority competent to grant leave may, at its discretion, secure a second medical opinion by requesting another medical officer either appointed by the University or of the Government to have the applicant medically examined on the earliest possible date.
(iii) The grant of medical certificate under this rule does not in itself confer upon the employee concerned any right to leave; the certificate shall be forwarded to the authority competent to grant leave and orders of that authority awaited.
(iv) A employee who is declared by a medical authority to be completely and permanently incapacitated for further service shall -
 - (a) If he is on duty, be invalidated from service from the date of relief of his duties which should be arranged without delay on receipt of the report of the medical authority; if, however, he is granted leave, he shall be invalidated from service on the expiry of such leave.
 - (b) If he already on leave be invalidated from service on the expiry of that leave or extension of leave, if any, granted to him.
10. (i) An employee on leave shall not return to duty before the expiry of the period of leave granted to him unless he is permitted to do so by the authority which granted him leave.
(ii) An employee who has taken leave on medical certificate may not return to duty until he has produced a medical certificate of fitness in Form 4.
11. Leave ordinarily begins from the date on which leave as such is actually availed of and ends on the day on which the employee resumes his duty.
12. (i) When the day(s) immediately preceding the day on which an employee's leave other than leave on medical certificate begins or immediately following the day on which his leave expires is a holiday on one of series on holidays the employee shall be deemed to have been permitted to prefix and or suffix the holidays /holiday.
(ii) In the case of leave on medical certificate:
 - a. When an employee is certified medically unwell to attend office, holiday(s) in any, succeeding the day he is so certified including that day shall be treated as part of the leave; and
 - b. When an employee is certified medically fit for joining duty, holiday(s), if any, succeeding the day he is so certified including that day shall automatically be allowed to be suffixed to the

leave, and holiday(s), if any proceeding the day he is so certified shall be treated as part of the leave.

13. (i) Unauthorised absence from duty, i.e., absence without prior sanction of leave shall normally constitute a break in service and the employee is not entitled to any salary for the period of such absence;

Provided, however that the competent authority may, in exceptional cases convert the unauthorized absence into extraordinary leave or any other kind of leave which may be due to the employee keeping in view the circumstances of each case and kind of leave due to the employee.

- (ii) Unless, the authority competent to grant leave extends the leave, an employee who remains absent after the expiry of leave is entitled to no leave salary for the period of such absence and that period shall be debited against his leave account as though it were half pay leave.
- (iii) Willful absence from duty renders an employee liable to disciplinary action.

PART – IV KINDS OF LEAVE DUE AND ADMISSIBLE

14. (i) The leave account of every employee shall be credited with earned leave in advance, in two installments of 15 days each on the first day of January and July of every calendar year.

(ii) The leave at credit of an employee at the close of the previous half year shall be carried forward to the next half year subject to the condition that the leave so carried forward plus the credit for the half year do not exceed the maximum limit of 180 days. The limit is increased to 300 days.

(iii) The maximum earned leave that can be granted to an employee at a time shall be 120 days. Earned leave may be granted for a period exceeding 120 days, if the entire leave so granted or any portion thereof is spent outside India Bangladesh, Bhutan, Burma, Sri Lanka, Nepal and Pakistan; Provided that where earned leave for a period exceeding 120 days is granted, the period of such leave spent in India shall not, in the aggregate, exceed 120 days.

15. (i) Earned leave shall be credited to the leave account of an employee at the rate of 2 ½ days for each completed calendar month of service which he is likely to render in a half year of the calendar year in which he is appointed.

(ii) The credit for the half year in which an employee is due to retire or resigns from the service shall be afforded only at the rate of 2 ½ days per completed calendar month up to the date of retirement or resignation.

(iii) When an employee is removed or dismissed from service or dies while in service, credit of earned leave shall be allowed at the rate of 2 ½ days per completed calendar month up to the end of the calendar month preceding the calendar month in which he is removed or dismissed from service or dies in service.

(iv) If any employee has availed of extraordinary leave and /or some period of absence has been treated as dies-non in a half year, the credit to be afforded to his leave account at the commencement of the next half year shall be reduced by 1/10th of the period of such leave and or dies non subject to a maximum of 15 days.

(v) While affording credit of earned leave, fractions of a day shall be rounded off to the nearest day.

16. (i) The half pay leave account of every employee shall be credited with half pay leave in advance, in two installments of ten days each on the first day of January and July of every calendar year.
- (ii) (a) The leave shall be credited to the said leave account at the rate of 5/3 days for each completed calendar month of service which he is likely to render in the half year of the calendar year in which he is appointed.
- (b) The credit for the half year in which an employee is due to retire or resigns from the service shall be allowed at the rate of 5/3 days per completed calendar month up to the date of retirement or resignation.
- (c) When an employee is removed or dismissed from service or dies while in service credit of half pay leave shall be allowed at the rate of 5/3 days per completed calendar month in which he is removed or dismissed from the service or dies in service.
- (iii) The leave under this rule may be granted on medical certificate or on private affairs.
- (iv) No half pay leave can be granted to an employee in temporary appointment except on medical certificate.
17. (i) Commuted leave not exceeding half the amount of half pay leave due may be granted on medical certificate to an employee, subject to the following conditions
- (a) The authority competent to grant leave is satisfied that there are reasonable prospects of the employee returning to duty on its expiry.
- (b) When commuted leave is granted, twice the amount of such leave shall be debited against the half pay leave due.
- (ii) Half pay leave up to a maximum of 180 days may be allowed to be commuted during the entire services (without production of medical certificate) where such leave is utilized for an approved course of study certified to be in the interest of the University by the leave sanctioning authority.
- (iii) Where an employee who has been granted commuted leave resigns from service or at his request permitted to retire voluntarily without returning to duty, the commuted leave shall be treated as half pay leave and the difference between the leave salary in respect of commuted leave and half pay leave shall be recovered;
- Provided that no such recovery shall be made if the retirement is by reason of ill-health incapacitating the employee or further service for in the event of his death.
18. (i) Leave not due shall be granted on half pay to an employee in permanent employment only on medical certificate subject to the following conditions—
- (a) Leave not due shall not be granted unless the sanctioning authority is satisfied that there is reasonable prospect of the employee returning to duty on its expiry.
- (b) The leave not due shall be limited to 180 days during his entire service.
- (c) It shall not exceed the amount of half pay leave he is likely to earn thereafter.
- (d) It shall be debited against the half pay leave the employee may earn subsequently.
- (ii) (a) Where an employee who has been granted leave not due resigns from service or at his request permitted to retire voluntarily without returning to duty, the leave not due shall be

cancelled, his resignation or retirement taking effect from the date on which such leave had commenced, and the leave salary shall be recovered.

- (b) Where an employee who, having availed himself of leave not due returns to duty but resigns or retires from service before he has earned such leave, he shall be liable to refund the leave salary to the extent the leave has not been earned subsequently:

Provided that no leave salary shall be recovered under clause (a) or clause (b) if the retirement is by reason of ill-health incapacitating the employee for further service or in the event of his death.

- 19. (i) Extraordinary leave may be granted to an employee in special circumstances : -
 - (a) When no other leave is admissible.
 - (b) When other leave is admissible, but the employee applies in writing for the grant of extraordinary leave.
- (ii) Unless the Vice-Chancellor, in view of the exceptional circumstances of the case otherwise determines, no employee, who is not in permanent employment shall be granted extraordinary leave on any one occasion in excess of the following limits:
 - (a) Three months.
 - (b) Six months, where the employee has completed one year's continuous service on the date of expiry of leave of the kind due and admissible under these rules including three months extraordinary leave under clause (a) and his request for such leave is supported by a medical certificate from the Authorised Medical Attendant of the University.
 - (c) Eighteen months, where the employee who has completed one year's continuous service is undergoing treatment for –
 1. Pulmonary tuberculosis or pleurisy of the tubercular origin in a recognized sanatorium;
 2. Tuberculosis of any other part of the body by a qualified tuberculosis specialist or by a civil surgeon or staff surgeon; or
 3. Leprosy in a recognized leprosy institution or by a civil surgeon or staff surgeon or a specialist in leprosy.
 4. Cancer or mental illness, in an institution recognized for the treatment of such disease or by a civil surgeon or staff surgeon or a specialist in such disease
 - (d) Twenty four months, where the leave is required for the purpose of prosecuting studies certified to be in the interest of the University provided the employee has completed three years continuous service on the date of expiry of leave of the kind due and admissible under these rules, including three months extraordinary leave under clause (a).
- (iii) Two spells of extraordinary leave, if intervened by any kind of leave shall be treated as one continuous spell of extraordinary leave for the purpose of sub-clause (ii).
- (iv) The authority competent to grant leave may commute retrospectively periods of absence without leave into extraordinary leave.

20. (i) A probationer shall be entitled to leave under these rules as if he had held his post substantively otherwise than on probation.
- (ii) An apprentice shall be entitled to –
- (a) Leave, on medical certificate, on leave salary equivalent to half pay for a period not exceeding one month in any year of apprenticeship;
- (b) Extraordinary leave under rule 19.
21. In case of a person re-employed after retirement, the provisions of these rules shall apply as if he had entered service in the University for the first time on the date of his re-employment.
22. An employee may be permitted by the authority competent to grant leave to take leave preparatory to retirement to the extent of earned leave due not exceeding 300 days together with half pay leave due subject to the condition that such leave extends up to and includes the date of retirement.

Note: The leave granted as leave preparatory to retirement shall not include extraordinary leave.

23. (i) No leave shall be granted to an employee beyond –
- (a) The date of his retirement, or
- (b) The date of his final cessation of duties, or
- (c) The date of his resignation from service.
- (ii) (a) Where an employee retires on attaining the normal age prescribed for retirement, he will be paid cash equivalent of leave salary for earned leave, if any, at the credit of the employee on the date of his retirement, subject to a maximum of 300 days.
- (b) The cash equivalent under clause (a) shall be calculated as follows and shall be payable in one lump sum as a onetime settlement. No house rent allowance or city compensatory allowance shall be payable.

$$\text{Cash equivalent} = \frac{\text{Pay admissible on the date of Retirement plus dearness allowance}}{30} \times \text{Number of unutilized earned leave at credit on the date of retirement subject of a maximum of 300 days}$$

- (iii) Where the service of an employee are terminated by notice or by payment of pay and allowances in lieu of notice; or otherwise in accordance with the terms and conditions of his appointment he may be granted cash equivalent in respect of earned leave at his credit on the date on which he ceases to be in service subject to a maximum of 300 days.
- (iv) If an employee resigns or quits service, he may be granted cash equivalent in respect of earned leave at his credit on the date of cessation of service, to the extent of half of such leave at his credit, subject to a maximum of 150 days.
- (v) An employee who is re-employed after retirement may on termination of his re-employment be granted cash equivalent to EL at his credit on the date of termination of re-employment

subject to a maximum of 300 days including encashment of utilizing EL at the time of retirement.

23. (A) (i) An employee is eligible for encashment of 10 days of EL at his credit at the time of availing of L.T.C. The calculation of cash equivalent of leave salary may be done in the manner prescribed under Rule 23(II) (b).

Provided he should avail EL of at least an equivalent duration / simultaneously to the extent of leave encashed.

Provided to balance of at least 30 days of EL at his credit should be available after deducting the total of leave availed plus leave for which encashment was availed.

- (ii) The total leave encashed for availing LTC during the entire service should not exceed 6 days in aggregate.
- (iii) The period of EL encashed shall be deducted from the quantum of leave that can be normally encashed by him at the time of superannuation.
24. In case an employee dies while in service, the cash equivalent of the leave salary in respect of earned leave at his credit on the date of death subject to a maximum of 300 days shall be paid to his family.
25. (i) An employee who proceeds on earned leave is entitled to leave salary equal to the pay drawn immediately before proceeding on earned leave.
- (2) An employee on half pay leave or leave not due is entitled to leave salary equal to half the amount specified in sub -rule (i).
- (3) An employee on commuted leave is entitled to leave salary equal to the amount admissible under sub-rule (i).
- (4) An employee on extraordinary leave is not entitled to any leave salary.

PART V

LEAVE NOT DEBITABLE TO LEAVE ACCOUNT

26. (i) Casual leave is granted to an employee as and when required at the discretion of the sanctioning authority subject to a maximum of 8 days in a calendar year.
- (ii) Casual leave cannot be claimed as a matter of right and its grant is always subject to the exigencies of service.
- (iii) An employee on casual leave is treated as on duty.
- (iv) Persons who join in the middle of the calendar year shall be eligible to proportionate casual leave.
- (v) The total period of leave at one time including Sundays and other holidays shall not exceed 8 days.
- (vi) Casual leave cannot be combined with any other kind of leave.
- (vii) Unavailed casual leave at the close of the year shall lapse.
27. (i) An employee summoned to serve as Juror or Assessor or to give evidence before the court of law as a witness in a civil or criminal case in which his private interests are not at issue may be given special casual leave sufficient to cover the period of absence necessary.

- (ii) It may also be granted when an employee is deputed to attend reference libraries of other institution and conference or educational gathering of learned and professional society in the interests of the University or other academic work which will include working on the committee appointed by the University/Government/University Grants Commission.
- (iii) The period of such leave admissible in a year shall not exceed 15 days.
- (iv) Male employees who undergo vasectomy operation under the Family Welfare Programme for the first time may be granted special casual leave not exceeding six working days. Sundays and enclosed holidays Intervening should be ignored while calculating the period of special casual leave. If any employee undergoes vasectomy operation for the second time on account of the failure of the first operation, special casual leave not exceeding six days may be granted again on production of a certificate from the medical authority concerned to the effect that the second operation was performed due to the failure of the first operation.
- (v)
 - a. Female employees who undergo tubectomy operations – whether puerperal or non-puerperal may be granted special casual leave not exceeding 14 days.
 - b. In the case of female employees who undergo tubectomy operation for the second time on account of the failure of the first operation, special casual leave not exceeding 14 days may be granted again on production of a medical certificate from the prescribed medical authority concerned to the effect that the second operation was performed due to the failure of the first operation.
 - c. Female employees who have insertions of Intra-uterine contraceptive devices may be granted special casual leave on the day of the IUCD insertion.
 - d. Female employees who have re-insertion of IUCD may be granted special casual leave on the day of the IUCD re-insertion.
 - e. Female employees who undergo salpingectomy operation after Medical Termination of Pregnancy (MTP) may be granted special casual leave not exceeding 14 days.
- (vi)
 - a. Male employees whose wives undergo either puerperal or non-puerperal tubectomy operations for the first time or for the second time due to failure of the first operation (under Family Welfare Programme) may be granted special casual leave for 7 days subject to the production of a medical certificate stating that their wives have undergone tubectomy operation for the second time due to the failure operation. It shall not be necessary to state in the certificate that the presence of the employee is required to look after the wife during her convalescence.
 - b. Male employees whose wives undergo tubectomy/ salpingectomy operation after Medical Termination of Pregnancy (MTP) may be granted special casual leave up to 7 days subject to the production of the medical certificate stating that their wives have undergone tubectomy/salpingectomy operation after Medical Termination of Pregnancy (MTP). It shall not be necessary to state in the certificate that the presence of the employee is required to look after the wife during her convalescence.

- (vii) The special casual leave will necessarily have to follow the date of operation and there cannot be any gap between the date of operation and the date of commencement of special casual leave.
 - (viii) An employee who requires special casual leave beyond the limits laid down for undergoing sterilization operation owing to the development of post- operation complications may be allowed at the discretion of the Vice-Chancellor, special casual leave to cover the period for which he or she is hospitalised on account the production of a certificate from the date of post-operational complications, subject to the production of a certificate from the concerned hospital authorities/an Authorised Medical Attendant.
 - (ix) The aforesaid provisions may also be applied to cases where the sterilization operation is performed by laparoscopic method.
 - (x) Special casual leave may be combined either with casual leave or regular leave. It cannot be combined with casual leave and regular leave.
Special casual leave may also be granted for any other purpose in the interest of the University by the Vice-Chancellor subject to the approval of the Executive Council.
28. (i) Maternity leave may be granted to a women employee (including an apprentice) for a period of 135 days from the date of its commencement. During such period she shall be paid leave salary equal to the pay drawn immediately before proceeding of leave.
- (ii) Maternity leave may also be granted in case of miscarriage, including abortion, subject to the conditions that the leave does not exceed six weeks and the application for the leave is supported by a medical certificate from the Authorised Medical Attendant.
- (iii) a. Maternity leave may be combined with leave of any other kind.
b. Any leave (including commuted leave) for a period not exceeding sixty days, applied for in continuation of maternity leave may be granted without production of medical certificate.
- (iv) Leave in further continuation of leave granted under clause (b) of sub-rule (iii) may be granted on production of a medical certificate for the illness of the female employee. Such leave may also be granted in case of illness of the newly born baby, subject to the production of medical certificate to the effect that condition of the ailing baby warrants mother's personal attention and that her presence by the baby's side is absolutely necessary.
29. Paternity Leave
- (i) A male employee (including an apprentice) with less than two surviving children may be granted Paternity Leave for a period of 15 days during the confinement of his wife. During the period of such leave, he shall paid leave salary equal to the pay drawn immediately before proceeding on leave.
 - (ii) Paternity leave may be combined with leave of any kind and it shall not be debited against the leave account.
 - (iii) Paternity leave may not be normally refused under any circumstances.

30. The following authorities are competent to grant leave

Sl No	Kinds of Leave	Authority competent to grant leave
1.	Earned leave, Half Pay leave, Leave not due, Extraordinary Leave, Maternity Leave, and Special Casual Leave	a) Deputy Registrar (Administration) – in respect of all Group ‘B’ ‘C’ & ‘D’ employees. b) Registrar – in respect of all Group ‘A’ officers (except Registrar /Finance Officer/Controller of Examinations /Superintending Engineer/Librarian). c) Vice-Chancellor in respect of Registrar/Finance Officer/Controller of Examinations/Superintending Engineer/Librarian.

STUDY LEAVE

31. (1) Study leave may be granted to an employee with due regard to the exigencies of service of the University to enable him to undergo, in or out of India, a special course of study consisting of higher studies or specialized training in a professional or a technical subject having a direct and close connection with the sphere of his duty.

(2) Study leave may also be granted –

- (i) For a course of training or study tour in which an employee may not attend a regular academic or semi-academic course if the course of training or the study tour is certified to be of definite advantage to the University from the point of view of its interest and is related to the sphere of duties of the employee; and
- (ii) For the purposes of studies connected with the framework or background of public administration subject to the conditions that
 - (a) The particular study or study tour should be approved by the Executive Council; and
 - (b) The employee should be required to submit, on his return, a full report on the work done by him while on study leave.
- (iii) For the studies which may not be closely or directly connected with the work of an employee, but which are capable of widening his mind in a manner likely to improve his abilities as an employee and to equip him better to collaborate with those employed in other branches of the public service.

(3) Study leave shall not be granted unless –

- a. It is certified by the Vice Chancellor that the proposed course of study or training shall be of definite advantage from the point of view of the interests of the University.
- b. It is for prosecution of studies in subjects other than academic or literary subject.

- (4) Study leave out of India shall not be granted for the prosecution of studies in subjects for which adequate facilities exist in India.
- (5) Study leave shall not be granted to an employee.
- (i) Who has rendered less than five years service under the University
- (ii) Who is due to retire, or has the option to retire, from the University service within three years of the date on which he is expected to return to duty after the expiry of the leave.
- (6) Study leave shall not be granted to an employee with such frequency as to remove him from contact with his regular work or to cause cadre difficulties owing to his absence on leave.
32. (a) The maximum amount of study leave, which may be granted to an employee, shall be:-
twelve months at any one-time, and
- (b) During his entire service, twenty four months in all (inclusive of similar kind of leave for study or training granted under any other rule.)
33. (1) (a) Every application for study leave shall be submitted through proper channel to the Executive Council.
- (b) The course or courses of study contemplated by the employee and any examination which he proposes to undergo shall be clearly specified in such application.
- (2) Where it is not possible for the employee to give full details in his application, or if after leaving India, he is to make any change in the programme which has been approved in India, he shall submit the particulars as soon as possible to the Vice Chancellor and shall not, unless prepared to do so at his own risk, commence the course of study or incur any expenses in connection therewith until he receives the approval of the Vice Chancellor.
34. 1. (a) Every employee who has been granted study leave or extension of such study leave shall be required to execute a bond in the prescribed form before the study leave or extension of such study leave granted to him commence.
- (b) The bond shall be signed by two sureties who are holding posts of equal or higher status.
2. On completion of the course of study, the employee shall submit to the Vice-chancellor the certificates of examinations passed or special courses of study undertaken, indicating the date of commencement and termination of the course with the remarks, if any, of the authority in charge of the course.
35. (1) Study leave shall not be debited against the leave account of the employee.
- (2) Study leave may be combined with other kinds of leave, but in no case the grant of this leave in combination with leave, other than extraordinary leave, shall involve a total absence of more than twenty-eight months from the regular duties of the employee.
- Explanation: The limit of twenty-eight months of absence prescribed in this sub-rule includes the period of vacation.
- (3) An employee granted study leave in combination with any other kind of leave may, if he so desires, undertake or commence a course of study during any other kind of leave and subject to the other conditions laid down in rule being satisfied, draw study allowance in respect thereof.

Provided that the period of such leave coinciding with the course of study shall not count as study leave.

36. When the course of study falls short of study leave granted to an employee, he shall resume duty on the conclusion of the course of study, unless the previous sanction of the Vice-Chancellor has been obtained to treat the period of shortfall as ordinary leave.
37. (1) During study leave availed of outside India, an employee shall draw leave salary equal to the pay that the employee drew while on duty with the University immediately before proceeding on such leave and in addition the dearness allowance, house rent allowance and study allowance as admissible in accordance with the provisions of rules 38 to 41.
- (2) (a) During study leave availed of in India, an employee shall draw leave salary equal to the pay that the employee drew while on duty with the University immediately before proceeding on such leave and in addition the dearness allowance and house rent allowance as admissible in accordance with the provisions of Rule 41.
- (b) Payment of leave salary at full rate under clause (a) shall be subject to furnishing a certificate by the employee to the effect that he is not in receipt of any scholarship stipend or remuneration in respect of any part-time employment.
- (c) The amount, if any, received by an employee during the period of study leave as scholarship or stipend or remuneration in respect of any part-time employment as envisaged in sub-rule(2) of Rule 38, shall be adjusted against the leave salary payable under this sub-rule subject to the condition that the leave salary shall not be reduced to an amount less than that payable as leave salary during half pay leave.
- (d) No study allowance shall be paid during study leave for course of study in India.
38. (1) A study allowance shall be granted to an employee who has been granted study leave for studies outside India for the period spent in prosecuting a definite course of study at recognized institution or in any definite tour of inspection of any special class of work, as well as for the period covered by any examination at the end of the course of study.
- (2) Where an employee has been permitted to receive and retain, in addition to his leave salary any scholarship or stipend that may be awarded to him from any sources, or any other remuneration in respect of any part-time employment :-
- a) No study allowance shall be admissible in case the net amount of such scholarship or stipend or remuneration (arrived at by deducting the cost of fees, if any, paid by the employee from the value of the scholarship or stipend or remuneration) exceeds the amount of study allowance otherwise admissible.
- b) In case the net amount of scholarship or stipend or remuneration is less than the study allowance otherwise admissible, the difference between the value of the net scholarship or stipend or any other remuneration in respect of any part-time employment and the study allowance may be granted by the Vice- Chancellor.

- (3) Study allowance shall not be granted for any period during which an employee interrupts his course of study to suit his own convenience:

Provided that the Vice Chancellor may authorize the grant of study allowance for period not exceeding 14 days at a time during such interruption if it was due to sickness.

- (4) Study allowance shall also be allowed for the entire period of vacation during the course of study subject to the conditions that -
- a) The employee attends during vacation any special course of study or practical training under the direction of the University or
 - b) In the absence of any such direction, he produces satisfactory evidence to the Vice Chancellor that he has continued his studies during the vacation; Provided that in respect of vacation falling at the end of the course of study it shall be allowed for a maximum period of 14 days.
- (5) The period for which study allowances may be granted shall not exceed 24 months in all.

39. (1) The rates of study allowance shall be as follows :

Name of the country	Study allowance per diem
Australia	\$ 1.00 (sterling)
Continent of Europe	\$ 1.65 (sterling)
New Zealand	\$ 1.20 (sterling)
United Kingdom	\$ 2.00 (sterling)
United States of America	\$ 2.75 (sterling)

- (2) The rates of study allowance prescribed in sub-rule (1) may be revised from time to time when the Central Government revises them.
- (3) The rates of study allowance to be granted to an employee who taken study leave in any country other than the one specified in sub-rule (1) shall be such as may be specially determined by the Executive Council in each case.
40. (1) Payment of study allowance shall be subject to the furnishing of a certificate by the employee to the effect that he is not in receipt of any scholarship, stipend or any other remuneration in respect of any part-time employment.
- (2) Study allowance shall be paid at the end of every month provisionally subject to an undertaking in writing being obtained from the employee that he would refund to the University any over-payment consequent on his failure to produce the required certificate of attendance or on his failure to satisfy the Vice- Chancellor about the proper utilization of the time spent for which study allowance is claimed.
- (3) (a) In the case of definite course of study at a recognized institution, the study allowance shall be payable by the Vice-Chancellor on claims submitted by the employee from time to time, supported by proper certificates of attendance.
- (b) The certificate of attendance required to be submitted in support of the claims for study allowance shall be forwarded at the end of the term, if the employee is undergoing study in an

educational institution, or at intervals not exceeding three months if he is undergoing study at any other institution.

- (4) (a) When the programme of study approved does not include or does not consist entirely of such a course of study, the employee shall submit to the Vice-Chancellor a diary showing how his time has been spent and a report indicating fully the nature of the methods and operations which have been studied and including suggestions as to the possibility of adapting such methods or operations to conditions obtaining in India.
- (b) The Vice-Chancellor shall decide whether the diary and report show that the time of the employee was properly utilized and shall determine accordingly for what periods study allowance may be granted.
41. (1) For the first 120 days of the study leave, house rent allowance shall be paid at the rates admissible to the employees from time to time at the station from where he proceeded on study leave. The continuance of payment of house rent allowance beyond 120 days shall be subject to the production of a certificate to the effect that the employee continues to occupy the accommodation and has not sub-let either in whole or in part from time to time.
- (2) Except for house rent allowance as admissible under sub-rule (1) and the dearness allowance and the study allowance, where admissible, no other allowance shall be paid to an employee in respect of the period of study leave granted to him.
42. An employee to whom study leave has been granted shall not ordinarily be paid traveling allowance but the Executive Council may in exceptional circumstances sanction the payment of such allowance.
43. An employee to whom study leave has been granted shall ordinarily be required to meet the cost or fees paid for the study but in exceptional cases, the Executive Council may sanction the grant of such fees: Provided that in no case shall the cost of fees be paid to an employee who is in receipt of scholarship or stipend from whatever source or who is permitted to receive or retain, in addition to his leave salary, any remuneration in respect of part-time employment.
44. (1) If an employee resigns or retires from services or otherwise quits service without returning to duty after a period of study leave or within a period of three years after such return to duty or fails to complete the course of study and is thus unable to furnish the certificates as required under Rule 40 he shall be required to refund: the actual amount of leave salary, study allowance, cost of fees, traveling and other expenses, if any, incurred by the University, together with interest thereon at rates for the time being in force on Government loans, from the date of demand, before his resignation is accepted or permission to retire is granted or his quitting service otherwise: Provided that except in the case of employees who fail to complete the course of study nothing in this rule shall apply to an employee who, after return to duty from study leave, is permitted to retire from service on medical grounds.
- (2) a) The study leave availed of by such employee shall be converted into regular leave standing at his credit on the date on which the study leave commenced, any regular leave taken in continuation

- of study leave being suitably adjusted for the purpose and the balance of the period of study leave, if any which cannot be so converted, treated as extraordinary leave,
- b) In addition to the amount to be refunded by the employee under sub-rule (2) he shall be required to refund any excess of leave salary actually drawn over the leave salary admissible on conversion of the study leave.
- (3) Notwithstanding anything contained in this rule, the Executive Council may, if it is necessary or expedient to do so, either in the interest of the University or having regard to the peculiar circumstances of the case or classes of cases, by order waive or reduce the amount required to be refunded under sub-rule (1) by the employee concerned or class of employees.
45. Unless there is anything repugnant in the Indian Maritime University Act, Statutes, Ordinances any amendments to the Central Civil Services (Leave) Rules, 1972 shall be deemed to be the amendments of the relevant provisions of these rules or any order or administrative instructions already issued/ to be issued by the Central Government shall be deemed to be the orders or administrative instructions under these rules with effect from the date of such amendments / orders are brought into force by the Central Government.

Chapter 5

(Gazette 76 dated 12.05.2009)

ORDINANCES GOVERNING THE TRAVELLING ALLOWANCE OF THE EMPLOYEES OF THE UNIVERSITY

PRELIMINARY

1. (1) These rules shall be called the “Indian Maritime University (Travelling Allowance) Rules”.
(2) These rules shall be deemed to have come into force on the Nov 14, 2008.
2. These rules shall apply to all employees of this University.
3. In these rules, unless there is something repugnant on the subject or context:-
 - (1) “Pay” means basic pay excluding special pay, personal pay and any other emoluments specially classed as pay, to which the employee is entitled at the commencement of his journey in case of employee who opt to retain the pre-revised scales of pay or continue to draw pre-revised scale on account of non- announcement of revised scale or non-finalisation of revised pay, the “Pay includes besides pay in the pre-revised scale appropriate Dearness Pay, Dearness Allowance and Interim Relief” thereon at the rate applicable under the orders in force.
 - (2) “Day” means a calendar day, beginning and ending at midnight.
 - (3) “Family” means wife or husband of the employee as the case may be legitimate children, step children, parents, step mother, sisters including widowed sisters and minor brothers residing with and wholly dependent upon the employee.

Note 1: Children includes adopted child, major sons and married daughters and widowed daughters residing with and wholly dependent upon the employee.

Note: 2: Any family member whose income from all sources does not exceed Rs.500/- p.m. is deemed to be wholly dependent on the employee.

Note: 3: Not more than one wife is included in the term family for the purposes of these rules.

4. Persons in the service of the University shall be classified in grades according to the pay ranges as detailed below for the purpose of TA & Halt Allowance:

Grade I (a)	:	Vice Chancellor
Grade I (b)	:	Rs.16,400 and above
Grade II	:	Rs.8,000 and above but less than Rs.16,400
Grade III	:	Rs.6,500 and above but less than Rs.8,000
Grade IV	:	Rs.4,100 and above but less than Rs.6,500 and
Grade v	:	below Rs.4,100

5. Honorary and part-time employees whose whole-time is not retained for the University Service or who are remunerated wholly or partly by fees, or honorary workers rank in such grade as the Vice-Chancellor may with due regard to their status declare.
6. The gradation of re-employed pensioners will be determined on the following basis:
Where the pension is held in abeyance during the period of re-employment, the grade of the re-employed pensioners shall be determined in accordance with the pay actually received from time to time.
(a) Where the pension is allowed to be drawn in addition to pay, the re-employed pensioner should for the purpose of Rule 11 be deemed to be in receipt of actual pay plus the pension, subject to the proviso that if the sum of such pay plus pension exceeds the pay of the post, if it is on fixed rate of pay, or the maximum pay of the post, if it is on a time-scale of pay such excess shall be ignored.
7. A University employee is in tour when absent on duty from his headquarters with proper sanction, Travelling allowance on tour is admissible from duty point at headquarters to the duty point at the distant station and vice versa.
8. Transfer means the movement of the University employee from one headquarters station in which he is employed to another such station either to take up the duties of a new post or in consequence of change of headquarters involving change of residence of the employee.
9. If an employee of a vacation Department combines tour with vacation, i.e. proceeds on tour and then avails of vacation without returning to headquarters, he will be granted tour travelling allowance under these rules for the onward journey only.
10. A University employee proceeding on leave, other than casual leave, while on tour will not be paid traveling allowance for the return journey.
11. No traveling allowance shall ordinarily be allowed to any person for a journey to join his first appointment.
12. Persons on deputation on Foreign Service terms serving the University shall be governed by the traveling allowance Rules of their parent department, so far as their transfer traveling allowance is concerned. For other journeys, they will be governed by the University rules, unless otherwise specified in the terms and conditions of their deputation.

13. Unless there is anything repugnant in the Indian Maritime University Act, Statutes, ordinances, any amendments to the Central Government Rules relating to travelling allowances shall be deemed to be the amendments of the relevant provisions of these rules, or any order or administrative instructions already issued by the Central Government shall be deemed to be the orders or administrative instructions under these rules with effect from the date such amendments/ orders are brought into force by the Central Government.
14. An employee on tour will draw the actual fare for journey by rail, sea or air or the revised rates of road mileage, as the case may be, and in addition draw daily allowance for the entire absence from headquarters starting with departure from headquarters and ending with arrival at headquarters to cover both on the way expenses as well as expenses for halt at outstation. For the time spent in journey the daily allowance will be admissible at the rate applicable for ordinary localities.
 - Note 1: If available, return tickets at reduced rates should always be purchased when an officer expects to perform the return journey by rail within the period for which a return ticket is available.
 - Note 2: Tax levied on railway passenger fare and collected by railways in addition to the rail fare by inclusion in the cost of passenger tickets should be reimbursed.
 - Note:3: When through booking involves the payment, for part of a journey, if rates for accommodation of a class higher than that to which the University employee is entitled, he may draw a single railway fare for the whole journey at the rate at which he is actually required to pay for the through booking.
15. A mileage allowance is an allowance calculated on the distance traveled which is given to meet the cost of a particular journey.
16. A journey between two places is held to have been performed by the shortest of two or more practicable routes or by the cheapest of such routes as may be equally short. The shortest route is that by which the traveler can most speedily reach the destination by the ordinary mode of traveling. If an employee travels by a route which is not the shortest, but is cheaper than the shortest, his mileage allowance should be calculated on the route actually used.
17. An employee is required to travel by the class of accommodation for which traveling allowance is admissible to him. If he travels in a lower class of accommodation, he shall be entitled to the fare of the class of accommodation actually used.
18. When a University employee is compulsorily recalled to duty before the expiry of his leave and the leave is thereby curtailed he is entitled to draw mileage allowance for the journey from the place at which the order of recall reaches him, or if the journey involves traveling by sea from the part he lands in India.

19. The employees, when travelling by rail, shall be entitled to accommodation as follows:

- a) Grade I – Vice Chancellor – Accommodation of the highest class by whatever name it may be called including air conditioned accommodation provided on the railway by which he travels.

1. Pay range	Other employees: Travel entitlement
Rs.5,100 and above	First class Air conditioned
Rs.2,800 and above but less than Rs.5,100	Air Conditioned two Tier Sleeper
Rs.1,900 and above but less than Rs.2,800	First Class, First Class A/c Chair – Car
Rs.1,400 and above but less than Rs.1,900	First Class, A/c Chair – Car
Rs.1,100 and above but less than Rs.1,400	Second Class (Sleeper)
Below Rs.1,100	Second Class (Sleeper)

Note: Employees of all grades will be entitled to reimbursement of reservation charges for a seat (for day journeys) and sleeper berth (for night journeys) in addition to the fare for new second class.

19. (A) (i) Mileage Allowance

By Sea or by River Steamer

An employee when traveling by Sea or River Steamer shall be entitled to accommodation as follows:

Pay range	Entitlement
Rs.8,000 and above	Highest class
Rs.6,500 and above but less than Rs.8000	If there be two classes only on the Steamer the lower class
Rs.4,100 and above but less than Rs.6500	If there be two classes only on the Steamer the lower class. If there be three class. If there be four classes the third class.
Less than Rs.4,100	Lowest class

(ii) An employee's accommodation entitlement for travel between the main land and Andaman & Nicobar Group of Islands and Lakshadweep Group of Islands by ship operated by Shipping Corporation of India Ltd., will be as follows:

Pay range	Entitlement
Rs.8,000 and above	Deluxe Class
Rs.6,000 and above but less than Rs.8000	First / A Cabin Class
Rs.4,100 and above but less than Rs.6500	Second / B Cabin Class
Less than Rs.4,100	Bunk Class

B) Other Employees : (i) Travel by Rail

Pay range	Travel entitlement
Rs.16,400 and above	A/c First class
Rs.8000 and above but less than Rs.16,400	II A/c Two Tier
Rs,6500 and above but less than Rs.8,000	First Class / A/c Tier 3 Tier AC Chair Car*
Rs.4,100 and above but less than Rs.6,500	First Class/AC 3 Tier sleeper/ AC Chair Car*
Below Rs.4,100	Sleeper Class

Note:* Employees who are entitled to travel on tour/Transfer by first class / AC-3 tier sleeper/AC chair car may at their discretion travel by AC2 tier Sleeper where any of the trains connecting the originating and destination stations concerned by the direct shortest route do not provide these three classes of accommodation.

(ii) Travel by Rajdhani Express Trains

Pay range	Travel entitlement
Rs.16,400 and above	A/c First Class
Rs.8,000 and above but less than Rs.16,400	II Ac 2 – Tier Sleeper
All others drawing pay below Rs.8,000	A/c 3 Tier

(iii) Travel by Shatabdi Express Trains

Pay range	Travel entitlement
Rs.16,400 and above	Executive Class
All other drawing pay below Rs.16,400	AC Chair Car

Note: Employees of all grades will be entitled to be re-imburement of reservation charges for a Seat (for day journey) and sleeper berth (for night journeys) in addition to the fare.

20. (i) The Vice-Chancellor may travel by air at his own discretion. Travel by air within the country is permissible on tour in case of Officers in receipt of Rs.16,400/- and above at their discretion, provided that employees drawing pay between Rs.12,300/- and Rs.16,400/- may also be permitted to travel by air at the discretion of the Vice- Chancellor if the distance involved is more than 500 kms and journey cannot be performed overnight by direct train service / direct sleeper coach service.
- (ii) Vice Chancellor shall be entitled for Travel by air in the case of International Travel by First Class.
- (iii) The employees in the cadre of Registrar and equivalent status shall be entitled to Business / Club Class and all others by Economy class.
- (iv) All others shall be entitled to travel by Economy class
21. A person entitled to travel by air on tour is entitled to mileage allowance equal to one standard air fare for the journey plus daily allowance as admissible under these rules. Provided that if at either end of the journey by Air he had to perform a connected journey by rail or road he may draw the mileage allowance admissible for such journey as laid down in these rules:
Provided further that no mileage allowance may be drawn in respect of the surface transport which forms part of the Air Journey and included in the fare for Air Journey.
22. If available, return tickets at reduced rate should always be purchased when a person expects to perform the return journey by air within the period during which a return ticket is available. The mileage allowance for the forward and the return journeys when such return tickets are available will, however, be the actual cost of return ticket.
23. The rates of Road Mileage will be as given below:

Pay range	Travel entitlement
(i) Rs.18,400 and above	Actual fare by any type of public bus, including AC bus (or) At prescribed rates for AC Taxi when the journey is actually performed by AC Taxi (or) At prescribed rates for Auto rickshaw for journeys by Auto rickshaw/own Scooter/motor cycles/Moped etc.
(ii) Rs.8000/- and above but less than Rs.18,400/-	Same as at (i) above with the exception that journeys by AC Taxi will not be permissible.
(iii) Rs.6,500/- and above but less than Rs.8,000/-	Same as at (ii) above with the exception that journeys by AC bus will not be permissible.
(iv) Rs.4,100 and above but less than Rs.6,500/-	Actual fare by any type of public bus other than AC bus; (or) At prescribed rates for Auto rickshaw for journeys by Auto Rickshaw / own Scooter/Motor Cycle, Moped etc.

(v) Below Rs.4,100/-

Actual fare by ordinary public Bus only
(or) At prescribed rates for Auto
Rickshaw / Own Scooter/Motor Cycle/
Moped etc.

Note: The mileage allowance for Road Journey shall be regulated at the following rates in places where no specific rates have been prescribed either by Director of Transport of the concerned state or of the neighboring state.

- | | |
|---|-------------|
| i) For journey performed by own car/Taxi | Rs.8 per km |
| ii) For journey performed by Auto rickshaw, own Scooter, etc. | Rs.4 per km |

23. (A) Mileage Allowance for journeys on foot and the Bicycle

The Mileage allowance for journey on foot and bicycle on tour and transfer will be 60 paise per km.

24. Whenever a road journey is performed between places connected by rail, rail being the ordinary mode of traveling, the road mileage prescribed in rule 23 limited to rail mileage will be admissible.
25. When an employee who is supplied with means of conveyance without charge returns to his headquarters on the same day, he will draw daily allowance only and no mileage allowance will be admissible.
26. A daily allowance is a uniform allowance for each day of absence from headquarters which is intended to cover the ordinary daily charges incurred by an employee in consequence of such absence.
27. Unless in any case, it be otherwise expressly provided in these rules, a daily allowance may be drawn while on tour on duty by every employee whose duties require that he should travel and may not be drawn except while on tour.
28. Daily allowance may not be drawn for any day on which an employee does not reach a point outside a radius of eight kilometers (16 kilometers, in the case of those getting conveyance allowance) from the duly point i.e. the place/office of employment at his headquarters or return to it from a similar point.

Note 1: The Terms “radius of eight kms” should be interpreted as meaning a distance of eight kilometers by the shortest practicable route by which a traveler can reach his destination by the ordinary mode of traveling.

Note 2: “For local journeys (i.e. those beyond 8 kilometers within the same and/or contiguous Municipality, etc. in which the headquarters of the employee is located) an employee will draw, for the journey involved, mileage allowance and in addition draw 50% of daily allowance calculated at the rates laid down in rule 31 i.e. where the absence from headquarters is less than 12 hours but more than 6 hours, he will drawn 60% of 70% daily allowance as so on.

29. Daily allowance may also be drawn during halt on tour or on a holiday occurring during a tour.

Note 1: An employee who takes leave (including casual leave and restricted holiday) while on tour is not entitled to draw daily allowance during such leave,

Note 2: Daily allowance is not admissible for any day, whether Sunday or Holiday unless the officer is actually and not merely constructively on camp (i.e. actually spends at least a portion of the particular Sunday or holiday in camp).

30. Daily allowance is admissible on the following scales:

- (A) The daily allowance admissible to the Vice – Chancellor shall be as determined by the Executive Council” from time to time.
- (B) When an employee does not stay in a hotel or makes his own arrangement

Pay Range	*Localities other than mentioned in col. 3,4 & 5	B-1 Class Cities & Expensive Localities	A Class Cities & Specially Expensive Localities	A-1 Class Cities
1	2	3	4	5
Rs.16400 and above	Rs.135	Rs.170	Rs.210	Rs.260
Rs.8000 and above but less than Rs.16400	Rs.120	Rs.150	Rs.185	Rs.230
Rs.6500 and above but less than Rs.8000	Rs.105	Rs.130	Rs.160	Rs.200
Rs.4100 and above but less than Rs.6500	Rs.90	Rs.110	Rs.135	Rs.170
Below Rs.4100	Rs.55	Rs.70	Rs.85	Rs.105

*As specified by the Government from time to time.

- (C) When the employee stays in a hotel or other establishment providing boarding and/or lodging at scheduled tariffs.

Pay Range	*Localities other than mentioned in Col. 3, 4 & 5	B-1 Class Cities & Expensive Localities	A Class Cities & Specially Expensive Localities	A-1 Class Cities
1	2	3	4	5
Rs.16400 and above	Rs.335	Rs.425	Rs.525	Rs.650
Rs.8000 and above not less than Rs.16400	Rs.225	Rs.330	Rs.405	Rs.505
Rs.6500 and above but less than Rs.8000	Rs.200	Rs.250	Rs.305	Rs.380
Rs.4100 and above but less than Rs.6500	Rs.130	Rs.160	Rs.195	Rs.245
Below Rs.4100	Rs.65	Rs.85	Rs.100	Rs.125

*As specified by the Government from time to time

Note: 1 (a) When an employee stays in a hotel or other establishment providing boarding and/or lodging at scheduled tariffs, subject to production of hotel receipt, the D.A. will be 90% of the standard rate plus the lodging charges (exclusive of breakfast/meal) actually incurred for each calendar day but the total of the two should not exceed the corresponding rate prescribed for stay in hotel.

(b) Where an employee stays in government or public sector guest house and pays lodging charges in excess 25% of daily allowance admissible to him in the concerned localities under Table (B) above, daily allowance shall be payable as under.

- (i) The respective rate of daily allowance for the concerned localities as shown in Table (B) shall be reduced by 25% and the lodging charges (exclusive of break-fast meals) paid by the employee to the Government Public Sector guest house authority for each calendar day shall be added thereto.

- (ii) Daily allowance equal to the amount calculated in (i) above shall be admissible to the employee concerned subject to the condition that where it exceeds the hotel rate to which the employee is entitled for the respective locality as per Table (c) above, it shall be restricted to the latter rate. Note.2 On day(s) when the employee on tour is provided with free boarding and lodging he will draw only ¼ D.A. for that (those) days. If he is provided with only free board he will draw ½ DA for that (those) day(s). If he is provided with only free lodging he will draw ¾ DA for that (those) day(s).

Note 2: For the time spent in journey, only ordinary rate of daily allowance as in the Table at (B) will be admissible. When the total absence from the headquarters is partly spent in Journeys/ordinary locality and partly in expensive locality the total number of daily allowance in terms of rule 31 below will first be calculated. From this, the number of daily allowance for halt in the expensive locality for which daily allowance at special rates allowed will be deducted. The remaining number of daily allowance will then be calculated at ordinary rates as prescribed in column 2 of the Table at (B) above.

Note: 3. When an employee returns to headquarters the same day, the daily allowance admissible will be at ordinary rate only irrespective of the journey to an expensive locality.

- 31. Daily allowance for the entire absence from headquarters will be regulated as follows;

Full daily allowance may be granted for each completed calendar day of absence reckoned from mid-night to mid-night. For absence from headquarters for less than 24 hours, the daily allowance will be admissible at the following rates;

- | | |
|--|------|
| (i) If the absence from headquarters does not exceed 6 hours | Nil |
| (ii) If the absence from Headquarters exceeds 6 hours but does not exceed 12 hours | 70% |
| (iii) If the absence from headquarters exceeds 12 hours | Full |

In case the period of an absence from headquarters falls on two calendar days, it is reckoned as two days and daily allowance is calculated for each day as above. Similarly, daily allowance for days of departure from and arrival at headquarters will also be regulated accordingly.

- 32. In case of continuous absence from headquarters, full daily allowance will be admissible for the first 180 days. No daily allowance is payable beyond 180 days.

- 33. (a) (i) An employee on transfer in the interest of the University may draw actual traveling allowance for self and each member of family on the scale admissible, but the claim in respect of dependent children shall be restricted to only two children with effect from 1.1.99

- (ii) This will not be applicable to those employees who have more than two children prior to 1.1.99

- (iii) The restriction of claim to only two children shall not be applicable in respect of those employees who are presently issueless or have only one child and the subsequent pregnancy results in multiple births as a consequence of which the number of children exceeds two.

- (b) For journeys by Rail/Road/Air/Steamer, the admissibility of traveling allowance will be as for journeys on tour both for self and family. Between places not connected by rail, if the journey is performed by public bus, actual bus fare for self and each member of family is admissible. If the journey is performed otherwise than by public bus road mileage at the appropriate rate will be admissible as follows:

One mileage for self or self and one additional member of the family. Two mileages if two members of family accompany, three mileages if more than two members of family accompany.

- (c) An employee on transfer is eligible for a composite transfer grant equal to one month's basic pay in the case of transfer involving a change of station located at a distance of/or more than 20 kms from each other. In the case of transfer of station which is at a distance of less than 20 kms from the old station and of transfers within the same city, the composite transfer grant shall be restricted to one third of the basic pay, provided a change of residence is actually involved.
- (d) An employee on transfer is eligible for cost of transportation of personal effects as detailed below:
- (i) Transportation of personal effects by rail:

Pay Range	Personal Effects that can be carried
Rs.16,400 and above	Full four wheeler wagon or 6000kg by goods train or one
Rs.8,000 and above but less than Rs.16,400	Double Container Full four wheeler wagon or 6000kg by goods train or one

Note: An employee in receipt of a revised pay of Rs.3,350/- p.m. and above shall be permitted to transport 1500 kg of personal effects by goods train.

- (ii) Transportation of Personal effects by Road:

The rates of allowances for carriage of personal effects between places connected by road only shall be as indicated below with effect from 14th November 2008

Pay Range (1)	A1/A/B1 Class Cities (Rs.Per Km) (2)	Other Cities (Rs.Per Km) (3)
Rs.8000 and above	Rs.30.0	Rs.18.00
Rs.6500 and above but less than Rs.8000	Rs.15.00	Rs.9.00
Rs.4100 and above but less than Rs.6500	Rs.7.60	Rs.4.60
Below Rs.4100	Rs.6.00	Rs.4.00

Note 1: The allowance at higher rates mentioned in Column (2) will be admissible as at present only for carriage of personal effects from one place to another within the limits of A1/A/B1 class cities.

Note 2: An employee in the revised pay of Rs.3350 per month and above shall be entitled to the rates of allowances prescribed for employees in the pay range of Rs.4100 and above but less than Rs.6500.

Note 3: In the case of transport by road, an employee can draw the actual expenditure (or) the amount admissible on transportation of maximum admissible quantity by rail and then an additional amount of not more than 25% thereof, whichever is less.

Personal effects should be transported by goods train at owner's risk between places connected by rail. If transported by road, the actual expenditure or 1 ¼ times of the amount admissible for transport by goods train whichever is less will be admissible.

The higher rate of road mileage is admissible for transport of personal effects between one place and another within the limits of A or B1 class cities.

The lower rate of road mileage is admissible for transport of personal effects between stations not connected by rail.

e) Transport of conveyance:

The scales for transportations of conveyance at University expenses will be as follows with effect from 14th November 2008.

Pay Range	Entitlement
Rs.6500 and above	One Motor Car, or one Motorcycle/Scooter, or one horse
Less than Rs.6500	One Motorcycle/Scooter/Moped or one Bicycle

Transport by rail:

- (a) By Passenger train: Actual freight charged by the railway
- (b) By Goods train: Cost of packing, cost of transporting the packed car, motor cycle to and from the goods shed, cost of crating the car, loading and unloading charges cost of ropes, etc. are all reimbursable. Claim to be limited to the amount under (a) above.
- (c) One second class fare by the shortest route between the stations from and to which the car is actually transported by rail can be drawn for a chauffeur or cleaner.

Transport by road:

Rs.1.30 per Km. For motor car Rs.0.50 per km for motor cycle/scooter, limited to freight rate by passenger train. Between places connected by rail – Actual cost of transportation, limited to the freight charges by passenger train. Between places not connected by rail, 30 paise per km.

- 34. (i) Except on resignation, dismissal and removal from services, an employee, who on retirement from University service settled down at places other than the last station of their duty located at a distance of more than 20 km. is eligible for composite transfer grant equal to a month's basic pay last drawn.
- (ii) In case of employee who on retirement settles at the last station of duty itself or within a distance of less than 20 km. the composite transfer grant is equal to one third of the basic pay last drawn by him subject to the condition that a change of residence is actually involved.
- (iii) In the case of transportation of conveyance by employees on their retirement, the expenditure shall be reimbursable without insisting on the requirement that the possession of the conveyance by them while in service at their last place of duty should have been in public interest.
- (iv) An advance of travelling allowance may be sanctioned by authorities competent to sanction such an advance in cases of journeys performed.

During leave preparatory to retirement but not in case of journey performed after the date of retirement.

- 35. The family of an employee who dies in harness may draw traveling allowance from the last headquarters of the deceased employee to the home town or to another selected place of residence where the family wishes to settle down, provided the journey completed within one year after the death of the employee.

36. Finance Officer may sanction to an employee who is required to proceed on tour/ transfer an advance to cover his personal traveling expenses. The Vice-Chancellor may sanction tour advance in his favour.

37. Second advance is not permissible, except under special orders of the Vice Chancellor until an account has been given of the first advance.

An employee who has taken an advance for any particular journey may not take payment of Travelling Allowance bills before rendering complete accounts of the said advance or any portion of it.

38. The amount of advance granted shall be adjusted within one month from the date of completion of the tour or by 31st March, whichever is earlier.

Advances drawn in the month of March, may, however, be adjusted on completion of the tour or by 30th April whichever is earlier.

39. No claim of traveling allowance which is not preferred within six months of the completion of journey shall be paid without the specific sanction of the Vice-Chancellor.

40. No revision of traveling allowance, once drawn, shall ordinarily be permissible.

41. All other cases not covered by these rules shall be dealt with in accordance with the general or specific orders of the Vice Chancellor after considering the corresponding provisions in the Government Rules on the point.

42. Where it is satisfied by the Vice-Chancellor that the operation of any of these rules causes or likely to cause undue hardship to any employee, he may, notwithstanding anything contained in these rules, deal with the case of such employee in such manner as may appear to him to be just and equitable subject to approval of the Executive Council.

43. Members of the University Bodies (Executive Council, High Power Committee, Finance Committees, Court, Board of School, Board of Governor, Boards of Studies, Academic Council and other authorities) are entitled to Travelling Allowance indicated in the following rules:

(i) Journey by rail:

Normally, a member should travel by first class by rail. In respect of such journeys, he will be treated at par with Government servant of the First Grade and will be entitled to first class rail fare.

Where, however the Vice-Chancellor considers that a non-official should travel by A.C.C., he may, at his discretion, allow A.C.C. travel, where this concession is, in his opinion, justified by fulfillment of one or more of the following conditions:-

- 1) When a person is required to travel in air-conditioned accommodation on grounds of health or because of very advanced age and/or infirmity.
- 2) Where a person is or was entitled to travel in air-conditioned coach under the rules of the organization to which he belongs or might have belonged before retirement.
- 3) Where the Vice-Chancellor is satisfied the A.C.C. travel by rail is the customary mode of travel by the non-official concerned in respect of journeys unconnected with the performance of Government duty.

Note: Non-official members of University Bodies, etc., will be entitled to travel by Second Class AC. 2 tier sleeper coach while performing journeys to attend meetings of University Bodies. However, this

concession would not be available for travel by Second Class AC, 2-tier sleeper coach in Rajdhani Express train.

(ii) Journey by road:

In respect of journeys by road between places not connected by rail, the member will be entitled to road mileage admissible to an officer of the First Grade under rule 23 above for travel in own car/full taxi or on motor cycle/scooter.

In a case where journey between two places connected by rail, is performed by road, he will be entitled to the prescribed road mileage limited to first class fare by rail.

However, if, in an individual case, the Vice-Chancellor is satisfied that the journey by road was performed in the public interest, full road mileage allowance may be granted without restricting it to rail fare.

(iii) Journey by sea or by River Steamer: In respect of journey by sea or by river steamer, a non-official member will be entitled to one fare at the lowest rate (exclusive of diet) of the highest class of accommodation.

The non-official members of the University Bodies will be eligible for daily allowances conveyance allowances at the following rates:

(i) High Powered Committees/Commissions		
Classification of cities	Daily allowance (for outstation non-Official members) for stay in a hotel	Conveyance allowance (for local non-official members)
'A' Class cities	Rs.300per day	Actual conveyances hire charges subject to a ceiling of Rs.75 per day.
'B' Classcities	Rs.250per day	
'C' Classcities	Rs.200per day	Actual conveyances hire charges subject to a ceiling of Rs.50 per day.
If an outstation non-official member does not stay in a hotel, the above rate will be reduced by Rs.50 per day, according to the classification of the city.		
(ii) For routine/less important Committees/Commission		
Classification of cities	Daily allowance (for outstation non-official members)	Conveyance allowance (for local non-official members)
'A' Class Cities	At a flat rate of Rs.150 per day if the member stays in a hotel and Rs.100 per day if the member does not stay in a hotel, irrespective of the classification of the city	Actual conveyance hire charges subject to a ceiling of Rs.50 per day irrespective of the classification of the city

(iii) When a non-official appointed to a Committee, Commission or Board of Enquiry, is allowed free boarding and lodging at the expense of the Central Government or a State Government or an autonomous industrial or commercial undertaking or corporation, or a Statutory body or a local authority, in which Government funds have been invested or in which Government have any other interest, he shall be entitled to only one-

fourth of the daily allowance admissible to him under these orders. If only board is allowed free, daily allowance shall be admissible at three-fourth of the admissible rates.

The entire absence for calculating the DA shall be reckoned from and to the ordinary place of residence of the members.

- (iv) T.A. and D.A. to members will be admissible on production of a certificate that they have not drawn any traveling or daily allowance for the same journey and halts from any other source.
 - (v) The bills prepared and signed by the members will be countersigned by Finance Officer. Payments will not be made earlier than the last date up to which the allowance is claimed. The traveling allowance for onward journey and return journey will be included in the bill and the payment will be treated as final.
 - (vi) Members are eligible for traveling allowance for the journey actually performed in connection with the meeting of the Committee, etc. to the place of their permanent residence. If any member performs a journey from a place other than the place of his permanent residence to attend a meeting or returns to a place of his permanent residence after the termination of the meeting, traveling allowance shall be worked out on the basis of the distance actually traveled or the distance between the place of permanent residence and the venue of the meeting, whichever is less.
44. Road mileage is admissible to a member @ Rs.1.30 per km. if he/she traveled by own car/taxi subject to the approval of the Vice-Chancellor.
45. It shall be the duty of a Controlling Officer before signing or countersigning a traveling allowance bill:-
- (a) To scrutinize the frequency and duration of journeys and halts for which traveling allowance is claimed, and to disallow the whole or any part of the traveling allowance claimed for any journey was unnecessary or unduly protracted or that a halt was of excessive duration.
 - (b) To scrutinize carefully, the distance entered in traveling allowance bill.
 - (c) To satisfy himself (a) that the mileage allowance for journeys by railways or steamer excluding additional fare or fares allowed for incidental expenses, has been claimed at the rate applicable to the class of accommodation actually used and (b) that concessional return tickets for the journeys charged for in the bill were purchased wherever and whenever possible.
 - (d) To observe any subsidiary rules or orders which the Executive Council or the Vice Chancellor may make for his guidance.
 - (e) To satisfy himself before permitting a claim under rule 34 that the individual actually bought a through ticket at the rate claimed and that it was not possible for him to get a through ticket at a cheaper rate by paying only for the appropriate class of accommodation over that portion of the journey where accommodation of that class was available.
46. Unless there is repugnant in Indian Maritime University Act, Statutes, Ordinances, any amendments to Fundamental Rules and Supplementary Rules shall be deemed to be the amendments of the relevant provisions of these rules or any order or any Administrative instructions already issued/to be issued by the Central Government shall be deemed to be the orders or administrative instructions under these rules with effect from the date of such amendments/orders brought into force by the Central Government.

Chapter 6

(Gazette 76 dated 12.05.2009)

ORDINANCES GOVERNING THE LEAVE TRAVEL CONCESSION TO THE EMPLOYEES OF THE UNIVERSITY

1. Those rules may be called the “Indian Maritime University (Leave Travel Concession) Rules”. They shall be deemed to have come into force on the 14th November 2008.
2. (a) They shall apply to all employees in whole time employment of this University who have rendered a continuous service of more than one year on the date of commencement of the journey.
(b) Re-employed officers shall be eligible for the concession on completion of one year continuous service and subject to the condition that the succession block of two/four calendar years in the case of such employees shall be reckoned from the actual date of their joining the post under the University and that he is likely to continue to serve under this University for a period of 2/4 years from the date of joining the post in the University.
3. Save as otherwise provided in these rules:
 - (a) “Family” means an employee’s wife or husband. As the case may be residing with the employee and two surviving children or stepchildren residing with and wholly dependent upon the employee, whose income from all sources does not exceed Rs.1500/- p.m. It includes in addition, parents, step mother, unmarried/divorced/abandoned/separated from husbands or widowed sisters, minor brothers and married daughters, who have been divorced abandoned or separated from their husbands, if residing with and wholly dependent upon the employee. Widowed sisters are also included, if residing with and wholly dependent upon the employee (provided their parents either not alive or they themselves dependent on the employee).

Note 1: The Restriction of two surviving children as indicated above shall not apply in respect of existing children of an employee and a child born within one year of the restriction coming into force and also in case of multiple quilts after ex-child.

Note 2: Not more than one wife is included in the terms family for the purpose of these rules. However, if a Government servant has two legally wedded wives and 2nd marriage is with the specific permission of the University, the 2nd wife shall also be included in the definition of “Family”.

- (b) “Home town” means the permanent hometown or village as entered in the service book or other appropriate office record or such other place as has been declared by him duly supported by reasons such as ownership of immovable property, permanent residence of close relative, etc., or the place where the employee would normally reside but for his absence on account of service in the University. Declaration once made shall be final.
- (c) “Once in a period of two calendar years” means once in each block of two calendar years commencing from the year 1986 i.e. year 1986 and 19 87 constituting one block of two calendar years.
- (d) “Once in a period of four calendar years” means a period of four calendar year 1986 i.e. the years 1986, 1987, 1988 and 1989 constituting one block of four years.
- (e) “Any place in India” will cover, besides the home town of the employee, any place within the territory of India whether it is on the mainland of India or overseas.

- (f) "Shortest route" is that by which the traveler can most speedily reach his destination by the ordinary modes of traveling.
4. (1) An employee of this University shall avail leave travel concession for self and family to visit hometown declared by him/her by the shortest route once in a period of two calendar year – and he/she shall be eligible for full re-imburement of the entire fare for the journey to home town from headquarters and back limited to the eligible Air/Rail/Road mileage, etc., as on tour:
 Provided that the rate of road mileage between places not connected by rail, fare paid for any type of bus including super deluxe, deluxe, express excluding air-conditioned bus.
- (2) When the husband and wife are both employees of this University, the couple should be treated as a single family unit and should declare only one place to be their hometown which should be the same place for both of them for all times:
 Provided that if, for any reasons the husband and wife are residing separately they can claim the concession independently as two separate employees according to his or own entitlements:
 Provided further if the family performs journeys separately there is no objection to an employee presenting separate claims.
- (3) When the spouse of an employee employed in an office other than this University where L.T.C. facilities are available or otherwise not so employed, the claim for spouse should be accompanied by an employment/non employment certificate in respect of the spouse as in Form as prescribed.
5. (1) (i) An employee of this University shall avail Leave Travel Concession for self and members of his family to visit any place in India once in a block of four years and he shall be eligible for full reimbursement of the entire actual fare for the journey from headquarters a place of visit in India as declared by the employee in advance and back.

(A) Journey by Air/Rail:

Pay Range	Entitlement
Rs.18,400 and above.	Air Economy (Y) Class by National Carriers or AC First Class by Train, at their opinion
Rs.16,400 and above, but less than Rs.18,400	AC First Class
Rs.8,000 and above, but less than Rs.16,400	Second AC 2-tier Sleeper
Pay Range	Entitlement
Rs.4,100 and above, but less than Rs.8,000	First Class/AC 3 – tier Sleeper/AC Chair Car*
Below Rs.4,100	Second Sleeper

* All Government servants who are entitled to travel on LTC by First Class/AC 3-tier Sleeper/AC Chair Car may, at their discretion, travel by AC 2-tier Sleeper in cases where any of the trains connecting the originating and destination stations concerned by the direct shortest route do not provide these three classes of accommodation.

Travel by Rajdhani Express Trains:

Pay Range	Entitlement
Rs.16,400 and above.	AC First Class
Rs.8,000 and above, but less than Rs.16,400	Second AC 2-tier Sleeper
Rs.4,100 and above, but less than Rs.8,000	AC 3-tier Sleeper

Travel by Shatabdi Express Trains:

Pay Range	Entitlement
Rs.16,400 and above.	Executive Class
Rs.4,100 and above, but less than Rs.16,400	AC Chair Car

NOTE: Entitlement by Rajdhani / Shatabdi Trains would be applicable in cases where journey is actually undertaken by these trains and not for determining entitlement on notional basis. Both ends of the journey, i.e., place of start of the journey and the destination should be directly connected by Rajdhani/ Shatabdi Express.

(B) Journey by Sea or by River Steamer:

Pay Range	Entitlement
Rs.8,000 and above Rs.6,500 and above, but less than Rs.8,000 Rs.4,100 and above, but less than Rs.6,500 Below Rs.4,100	Highest Class If there are two classes only on the steamer, the lower class. If there are three classes, the middle or the second class. If there be four classes, the third class The lowest class.

Accommodation entitlement for travel between the mainland and the Andaman & Nicobar Group of Islands and the Lakshadweep Group of Islands by ships operated by the Shipping Corporation of India Limited will be as follows:

Pay Range	Entitlement
Rs.8,000 and above Rs.6,500 and above, but less than Rs.8,000 Rs.4,100 and above, but less than Rs.6,500 Less than Rs.4,100	Deluxe Class First/'A' Cabin Class Second/'B' Cabin Class Bunk Class.

(C) Journey by Road:

Pay Range	Entitlement
(i) Rs.18,400 and above.	Actual fare by any type of public bus, including air-conditioned bus: OR At prescribed rates for AC Taxi/ Taxi (AC Taxi when the journey is actually performed by AC Taxi) for journey to the places not connected by rail, subject to condition that the claim shall be restricted to the bus fare by entitled class or the fare actually paid, whichever is less.
(ii) Rs.8,000 and above, but less than Rs.18,400	Same as at (i) above with the exception that journeys by AC Taxi will not be permissible.
(iii) Rs.6,500 and above, but less than Rs.8,000	Same as at (ii) above with the exception that journeys by air- conditioned bus will not be permissible.
(iv) Rs.4,100 and above, but less than Rs.6,500	Actual fare by any type of public bus other than air-conditioned bus: OR At prescribed rate for auto rickshaw for journey to places not connected by rail, subject to condition that the claim shall be restricted to bus fare by entitled class or the fare actually paid, whichever is less.
(v) Below Rs.4,100	As at (iv) above with the condition that the claim shall be restricted to the bus fare by ordinary bus.

NOTE: In all cases of travel by AC Taxi, Taxi or Auto rickshaw, production of fare receipt will be necessary.

- (2) Journey by road – (i)
- (ii) Where a public transport system as aforesaid does not exist the assistance will be regulated as in case of journeys undertaken on transfer.
- (iii) Notwithstanding anything contained in sub-rule (1) or Clauses (i) of sub-rule (2) where a Government servant travelling by road takes a seat or seats in a bus, van or other vehicle operated by Tourism Development Corporation in the Public Sector, State Transport Corporations and Transport Services run by other Government or local bodies to visit any place in India, the reimbursement shall be either the actual hire charges or the amount reimbursable on the journey to the declared place of visit had the journey been undertaken by entitled class by rail by the shortest direct route, whichever is less. Reimbursement shall not be admissible for journey by a private car (owned, borrowed or hired), or a bus, van or other vehicle owned by private operators.

- (3) By Air – The Government servant may travel by air between places not connected by rail, where an alternative means of travel is either not available or is more expensive.
- (4) In regard to places in territory of India connected by shipping services, the entitlement of a Government servant to travel by ship will be regulated as in the case of journeys by ship undertaken on transfer.
- (5) Travel between places not connected by any other means of transport – For travel between places not connected by any other means of transport, a Government servant can avail of animal transport like pony, elephant, camel, etc. in such cases mileage allowance will be admissible at the same rate as for journeys on transfer.

Provided that the LTC will not be admissible for journeys performed by private car (owned), borrowed (hired) or in a chartered bus, van or other vehicle owned by private operators. However, if the journey is performed by vehicles operated by Tourism Development Corporations in Public Sector State Transport Corporations and Transport Services run by Government or local bodies, the claim will be restricted to the actual expenses limited to the railway fare by the authorized class of accommodation.

Provided further that between places not connected by rail, where a recognized public transport system exists, the fares actually charged by such a system shall be admissible.

- (2) When the employee travels in a higher class, the assistance will be restricted to the fare of the appropriate class and if he/she travels by lower class the assistance will be based on the lower class fare actually paid.
- (3) For journeys performed by purchasing a circular tour ticket the claim shall be admissible as between the headquarters and the declared place or visit by the shortest direct route by the class of accommodation actually used or entitled class whichever is less.
- (4) For journeys to Port Blair the journey upto the port of embarkation shall be admissible as usual. From the port of embarkation to Port Blair the employee will be entitled to the cost of sea passage by the entitled class which is given below:

a) First Grade Officers drawing pay of Rs.5,100. (Revised) and above	Deluxe	cabin
b) Other first grade Officers	I Class	cabin
c) Second grade	II Class (A)	cabin
c) Third grade	II Class (B)	cabin
d) Fourth grade	Bunk	

However the Vice Chancellor may permit Grade I Officers to travel from the nearest point in mainland to Port Blair by Air.

6. (1) The grade of the employee shall be decided on the date of journey.
- (2) The LTC is ordinarily admissible for the journeys performed during regular or casual leave including special casual leave and maternity leave.
- (3) The concession to go to any place in India is in lieu of one of the two concessions to hometown available in a block of four calendar years.
- (4) If a University servant's hometown is outside India the assistance is admissible upto the India Railway station or port nearest to hometown.

- (5) A child/children of an employee studying at a place other than the hometown residing in hostels he/they shall be eligible for LTC as members of the family of the employee from the place of study to the hometown/any place in India and back or from the headquarters of the employee to the hometown/any place in India and back whichever is less.
- (6) The LTC is not admissible to an employee who proceeds on regular leave and then resigns his post without returning to duty.
- (7) The LTC can be combined with journeys on transfer or tour.
- (8) In the case of an employee who is under suspension, the LTC is admissible to his/her family only.
- (9) An employee can change the declared place of visit before the commencement of the journey with the approval of the Registrar.
- (10) The employee or members of his family visit either the same place or different places of the choice under the scheme to visit anywhere in India.
- (11) The LTC admissible for a particular block of two/four years which is not availed of during the block may be availed of in the first year of the next block by the employee and the family independently of each other.
- (12) The right of an employee for re-imbursment of Leave Travel Concession shall stand forfeited or be deemed to have been relinquished if the claim for it is not preferred within six months of the date of completion of the return journey.
- (13) All other cases not covered by these rules shall be dealt with in accordance with the general or specific order of Vice Chancellor after taking into consideration the corresponding provisions in Government Rules on the subject.
- (14) The Registrar of the University shall be competent to grant advance to the employees of the University to enable them to avail themselves the LTC. The amount of such advance shall be limited to 4/5 of the estimated amount which the University would have to reimburse in respect of the cost of journey both ways.
- (15) If the family of these employees travels separately the advance may also be drawn separately to the extent admissible.
- (16) An employee can draw advance for LTC journey for his family members 65 days before the proposed date of onward journey. However he should produce the outward railway tickets within 10 days of the drawal of advance to the competent authority to show that he has actually utilized the amount to purchase the ticket. The advance drawn for the purpose should be refunded in full if the onward journey is not commenced within 65 days of the grant of advance.
- (17) An employee who has taken an advance for L.T.C. should submit the adjustment bill within one month of the completion of return journey.
- (18) If the onward journey is not commenced within one month from the date of sanction of advance or if the adjustment bill is not presented within one month of the completion of the return journey or if any of the rules for granting advance for L.T.C. has been violated, a penal interest @ 2 ½ over and above the rate of interest for purchase of conveyance shall be charged.

7. Unless there is anything repugnant in the Indian Maritime University Act, Statutes and Ordinances any amendments to the orders regarding the grant of travel concessions to Government servants during, regular leave shall be deemed to be the amendments of the relevant provisions of these rules or any order or administrative instructions already issued/to be issued by the Central Government shall be deemed to be the orders or administrative instructions under these rules with effect from the date of such amendments/orders are brought into force by the Central Government.

Chapter 7

(Gazette 76 dated 12.05.2009)

ORDINANCES GOVERNING THE REIMBURSEMENT MEDICAL EXPENSES TO THE EMPLOYEES OF THE UNIVERSITY

1. These rules may be called the “Indian Maritime University (Medical Attendance) Rules”. They shall apply to all employees of the University both teaching and non-teaching including those who are on re-employment. They shall not apply to those who are on deputation from Government Departments Central or State.
2. In those rules unless there is anything repugnant in the subject or context:-
 - (i) “Authorised Medical Attendant” means the Medical Officer appointed by the University.
 - (ii) “Employee of the University” means all officers and employees of the University under its administrative control and employees of the various centres under the control of the University but will not include a part-time employee, piece-worker, casual daily labourer and employees on contract basis.
 - (iii) “Medical Attendance” means Attendance in the consulting room of the Authorised Medical Attendant or Government Hospital or any other hospital recognized by the University or at the residence of the employee, including such pathological, bacteriological, radiological or other methods of examination for the purposes of diagnosis as are available in the hospital or consulting room and are considered necessary by the Authorised Medical Attendant and such consultation with a Specialist or other Medical Officer as the Authorised Medical Attendant certifies to be necessary to such extent and in such manner as the Specialist or the Medical Officer may, in consultation with the Authorised Medical Attendant, determine.
 - (iv) “A Specialist” means a Medical Officer in the service of the Government or in private practice who has obtained special proficiency in a particular branch of the science of medicine.
 - (v) “Treatment” means the use of all medical and surgical facilities available at the University recognized hospital or any other Government hospital in which the employee is treated and includes;
 - (a) The employments of such pathological, bacteriological, radiological or other methods as are considered necessary by the Authorised Medical Attendant.
 - (b) The supplies of such medicines, vaccines, sera or other therapeutic substances as are ordinarily available in the hospital.
 - (c) The supply of such medicines, vaccines, sera or other therapeutic substances not ordinarily so available as the authorized medical attend ant may certify in writing to be essential for the recovery or for the presentation of serious deterioration in the condition of the employee except in items mentioned below, namely:-

1. Preparations which are not medicines but are primarily foods, tonics, toilet preparations or disinfectants; and
2. Expensive drugs, tonics, laxatives or other elegant and proprietary preparations for which drugs of equal therapeutic value are available.

Note: Sales tax paid by the employee while purchasing medicines from the market is refundable. Packing and postage charges paid by employees for purchasing special medicines from outstation are not refundable.

- (d) Such accommodation as is ordinary provided in the hospital and is suited to his status and such nursing as is ordinary provided to in-patients by the hospital.
3. (1) A University employee shall be entitled, free of charge to medical attendance by the Authorized Medical Attendant of the University or at the University recognized hospital or at the Government hospital or at his/her residence when in the opinion of the Authorized Medical Attendant, such employee is unable to attend the hospital.
(2) Where an employee is entitled, free of charge, to receive medical attendance, any amount paid by him on account of such medical attendance shall, on production of a certificate in writing by the authorized medical attendant in this behalf be reimbursed to him by the University.
Provided that the Finance Officer shall reject any claim if he is not satisfied with its genuineness on facts and circumstances of each case. While doing so, he shall communicate to the claimant the reasons, in brief, for rejecting the claim and the claimant may submit an appeal to the Vice Chancellor within a period of forty five days of the date of receipt of the order rejecting the claim.
(3) If the authorized Medical Attendance is of the opinion that the case of an employee is of such a serious nature as to require medical attendance by some other Medical Officer or Specialist he shall, with the permission of the Vice Chancellor, refer the patient to such other Medical Officer or Specialist, appointed by the University as may be available in the station for such attendance. In case no other Medical Officer or Specialist appointed by the University is available in the station or the Medical Officer is not competent to render assistance or advice of the special type required by the employee or facilities are not available for the special treatment, the Authorized Medical Attendant may apply to the Vice Chancellor for permission to refer the patient to a Specialist at another station or call him from other station. The fee and Travelling allowance of the Specialists (in station or outside) and the cost of medicines prescribed by him and purchased by the employee shall be reimbursed to him from the Authorized Medical Attendant. In emergent cases when the Vice Chancellor is out of station any delay is likely to lead to serious impairment of the health of the patient the Medical Attendant may call in a Specialist or summon a Medical Officer from outstation in anticipation of the sanction of the Vice Chancellor and will report such cases immediately to him for approval.
4. (i) A University employee shall be entitled free of charge of treatment;
 - (a) In the University recognized hospital or any other Government hospital or at near the place where he falls ill as can, in the opinion of the Authorized Medical Attendant, provide the necessary and suitable treatment or

- (b) If there is no such hospital as is referred to in sub-clause (a), in such hospital other than a Government hospital at or near the place as can, in the opinion of the Authorised Medical Attendant, provide the necessary and suitable treatment.
- (ii) Where an employee is entitled, free of charge, to treatment in hospital, any amount paid by him on account of such treatment shall, on production of a certificate in writing by the Authorized Medical Attendant in this behalf, be reimbursed to him by the University.

Note 1: Expenses incurred by an employee or a member of his family on treatment for “Venereal Diseases” and “Delirium Tremens” should be regarded as reimbursable.

Note 2: Reimbursement of expenditure incurred on account of treatment of sterility will be admissible.

Note 3: Expenses incurred on medical termination of pregnancy is reimbursable provided the medical termination of pregnancy has been performed at Government or other institutions/hospitals/institutions approved under the Medical Termination of Pregnancy Act 1971.

Provided that the Finance Officer shall reject any claim if he is not satisfied with its genuineness on facts and circumstances of each case. While doing so, he shall communicate to the claimant the reasons, in brief, for rejecting the claim and the claimant may submit an appeal to the Vice Chancellor within a period of forty – five days of the date of receipt of the order rejecting the claim.

5. (1) If the Authorized Medical Attendance is of the opinion that owing to the severity of the illness, an employee cannot move the hospital, he may receive treatment at his residence
- (2) Such employee receiving treatment at his residence shall be entitled to receive towards the cost of such treatment incurred by him a sum equivalent of the cost of such treatment as he would have been entitled to receive had he been treated in the University recognized hospital or any other Government Hospital.
- (3) Claims for sums admissible under sub-clause (2) shall be accompanied by a certificate in writing by the Authorized Medical Attendant stating his reasons for the treatment at the residence of the patient and the cost of similar treatment in the hospital.
6. In special cases, the Vice Chancellor may sanction treatment of a University employee or his/her family at special hospital/clinic/nursing home. In such case, the extent of reimbursement over and above the expenses admissible under these rules will be decided by the Vice Chancellor.
7. Families of the University employees are entitled to medical attendance and/or treatment on the scale and conditions allowed to the employees themselves, subject to such exceptions or restrictions specified in these rules. Definition of Family:
‘Family’ means wife or husband as the case may be, parents, children and step-children wholly dependent’ upon the University employees.

Explanations:

- (a) The term ‘Family’ does not include any other dependent relations such as brother, sister, widowed sister etc. The term ‘Parents’ does not include ‘Step parents’. The term ‘Children’ will include children adopted legally.

- (b) The husband or wife of the employee, as the case may be, employed under the Government or any other corporation, bodies financed partly or wholly by the Central or State Government local bodies and private organisations which provide medical facilities provided by the or ganisations in which he/she is employed.
 - (c) For this purpose, every employee should give a declaration at the commencement of these rules or immediately after appointment whether his wife or her husband is employed or not. If employed a joint declaration should be furnished as to who will prefer the claim for reimbursement of medical expenses incurred on the medical attendance and treatment in respect of wife/husband and the children. The above declaration should be submitted in duplicate. It will remain in force till such time as it is revised on the express request in writing by both the husband and wife.
 - (d) Such parents should be regarded as 'Wholly/mainly dependent' upon an employee who normally reside with the employee concerned and whose total monthly income does not exceed Rs.500/- p.m.
8. (a) For the purpose of medical attendance, up to four consultations at the rate of one consultation a day completed within a period of ten days from the date of commencement of treatment is allowed in respect of one single and continuous spell of illness/disease.
- (b) There should be a reasonable gap between the closing of first spell of illness from one disease and recurrence of the same disease for a second time to justify a fresh claim in respect of medical attendance.
 - (c) The employees may be required to produce the original prescriptions by the claimants, if considered necessary in order to verify the prescribed ceilings on the number of consultations/visits etc and in order to satisfy about the genuineness of the claims.
 - (d) In cases which are definitely not prolonged, treatment (limited to the administration of injections only) prescribed, while medical attendance is received, may be taken at the consulting room of the Authorised Medical Attendant or at the residence of the patient, spread over a period not exceeding ten days. In such cases, normally ten injections in a period of end days should suffice. These limits may be exceeded slightly (not exceeding five) viz. 15 injections spread over a period of 10 to 15 days depending on the conditions of ailment of the patient as in the opinion of the Authorised Medical Attendent is essential for the recovery of the patient, charges for injections will be payable at the prescribed rate.
 - (e) (i) Every consultation after the first in respect of the same patient should be treated as 'subsequent consultation' and charged for at the prescribed lower rates irrespective of the interval between the two consultations provided that the patient has been under the treatment of the same doctor.
 - (ii) Where a patient after being cured a particular illness develops a 'fresh' illness and consults the same doctor that consultation should be regarded as a 'fresh consultation' and may be charged for at full rates and
 - (iii) Where a patient consults the same doctor in regard to the super-imposition of another disease during the course of treatment of one disease, that consultation should be regarded as 'fresh consultation' and charged for at full rates.

Note: If at the time of consultation the medical officer consulted also administers injections he will be entitled to charge fees both for the consultation and for the injection at the prescribed rates.

However if at a later stage the medical officer administers injections prescribed at the previous consultations, fees should be charged for injections only.

(f) (i) Diet-charges paid to hospitals and T.B. Sanatoria, etc. by the University employees and members of their families during the course of their in-door treatment will be reimbursed in full in case where the pay of the employees concerned is not more than,

(I) Rs.400/- per month (pre-revised) in the case of patients suffering from diseases other than T.B. and mental; and

(II) Rs.640/- per month (pre-revised) in the case of patients suffering from T.B. and mental diseases.

(ii) In the case of reimbursement of medical expenses incurred by University employees on hospitalisation for themselves and members of their families in hospitals the tariffs of which indicate a flat rate inclusive of diet charge, the diet charges should be regulated as follows:

(a) Where the flat charge made by the hospital includes

(1) Diet (2) accommodation (3) ordinary nursing and (4) medical and surgical services
20% of the flat charges will be reckoned as diet charges; and

(b) Where the flat charge made by the hospital includes

(1) Diet (2) accommodation (3) ordinary nursing only, but not (4) viz. charges for medical and surgical services, 50% of the flat charge will be reckoned as diet charges.

9. Cash memos for purchase of medicines must be countersigned by the doctor prescribing the medicines and the essentiality certificate must contain the names of all the medicines prescribed and the amount incurred on the purchase of each medicine.

10. The final claims for reimbursement of medical expenses of University employees and their families in respect of a particular spell of illness should ordinarily be preferred within 3 months from the date of completion of treatment as shown in the Essentiality Certificate issued by the Authorised Medical Attendent.

11. The present rates of consultation/visiting fees are as follows:

Fees for medical attendance / specialist

		Fees for visit	
		For First consultation	For subsequent consultation
a)	Civil Surgeon / Senior Specialist	16.00	6.00
b)	Junior Specialist	5.00	2.00
c)	Assistant Surgeon	2.00	1.50

		Fees for Specialist	
		For First consultation	For subsequent consultation
a)	Civil Surgeon / Senior	16.00	10.00
b)	Junior Specialist	5.00	3.00
c)	Assistant Surgeon	3.00	2.00

		Fees for injections		
	Injection	For Civil Surgeons (per injection)	For Assistant Surgeons (per injection)	For Sub-Assistant Surgeons (per injection)
a)	Intra-venus	5	3	2
b)	Intra-muscular	3	3	2
c)	Subcutaneous	2	2	2

12. The pay bill section should maintain a register in the form given below in respect of individual University employees claiming reimbursement of medical expenses and claims regarding medical attendance/treatment should be entered therein and attested by the Section Officer.

Sl. No.	Name of the patient	Relationship with the employee	Name of disease	Name of the doctor	Consultation fee
1	2	3	4	5	6

Injection fee	Total	Period of claim	Name of the medical shop	Cost of medicine purchased	Pathological charges
7	8	9	10	11	12

Amount passed for payment	Progressive Total	Remarks
13	14	15

13. Unless there is anything repugnant in the Indian Maritime University Act, Statutes, Ordinances, any amendments to the Central Civil Services (Medical Attendance) Rules, 1944 shall be deemed to be the amendments of the relevant provisions of these rules or any other of administrative instructions already issued/to be issued by the Central Government shall be deemed to be the orders or administrative instructions under these rules with effect from the date of such amendments/orders are brought into force by the Central Government.

Chapter 8

(Gazette 76 dated 12.05.2009)

ORDINANCES GOVERNING THE CODE OF CONDUCT AND DISCIPLINE FOR AVOIDANCE OF SEXUAL HARASSMENT AND MAINTENANCE OF EQUILITY OF OPPORTUNITY

PART I

Preamble:

Sexual harassment is a serious criminal offence which can destroy human dignity and freedom. In an effort to promote the well-being of the students and staff, this code of conduct is framed to deal with claims of sexual harassment in which students and staff are either the alleged victims or the alleged assailants. In all matters of sexual harassment, the University shall be aware of the extreme personal sensitivity of such issues. The University shall maintain confidentiality in matters concerning alleged victims and alleged assailants in instances of sexual harassment. This shall in no way preclude any statistical report of such incidents as may be required by any local or state agency.

1. (i) These rules may be called as the 'Indian Maritime University code of conduct and discipline for avoidance of sexual harassment and maintenance of equality and opportunity rules'.
- (ii) These rules shall be deemed to have come into force from Nov 14, 2008.
2. In this chapter unless the context otherwise required
 - (a) 'University' means the Indian Maritime University
 - (b) 'Management' means the 'Executive Council' of the University
 - (c) 'Employee' means both the teaching and non-teaching employees of this University
 - (d) 'Student' means all the students of the Indian Maritime University
 - (e) 'Sexual Harassment' means
 - (a) Commission of any verbal, physical or other conduct including comment, gesture or conduct of sexual nature, individually or collectively by men against women and includes
 - (i) Eve testing
 - (ii) Unwelcome remarks
 - (iii) Jokes causing or likely to cause awkwardness or embarrassment
 - (iv) Innuendos and taunty
 - (v) Gender based insults or sexist remarks
 - (vi) Unwelcome sexual overtone in any manner such as over telephone and the like
 - (vii) Touching or brushing against the body, and the like
 - (viii) Displaying pornographic or other offensive or derogatory picture, cartoons, pamphlets or sayings
 - (ix) Forcible physical touch or molestation
 - (x) Physical confinement against one's will and other acts is tentative to violate ones privacy.
 - (b) Denial of equal opportunity in pursuit of education/career development or
 - (c) Otherwise making the study/work environment hostile or intimidating for students/employees

- (f) 'Sexual Harassment of Students' means the use of authority by any person incharge of the management or any person employed by it to exploit the sexually or sexual identity of a student to harass in a manner which prevents or impairs that student's full employment of educational benefits, climate or opportunities. It includes faculty/non-faculty behaviour that covertly or overtly uses the power inherent in the status of a Professor/Reader/Lecturer/Non-teaching staff etc. to affect negatively a student's educational experience or career opportunities on the basis of sexual identity and or to threaten, coerce or intimidate a student to accept sexual advances or risk reprisal in terms of a grade, a recommendation, a professional growth opportunity or a job.
- (g) 'Sexual Harassment of Employee' means use of an authority by any person incharge of the management or any person employed by it to exploit the sexuality or sexual identity of a subordinate employee to harass in a manner which prevents or impairs the employee's full utilisation of employment benefits, climate or opportunities. It includes employer/fellow staff/non-teaching staff behaviour that covertly or overtly used the power inherent in the status of management to affect negatively an employee's work experience or career opportunities on the basis of sexual identity and or to threaten, coerce or intimidate an employee (Teaching Staff/Non-Teaching Staff) to accept sexual advances or making employment decision affecting the individual or create an intimidating, hostile or offensive working environment.

PART II

3. Prohibition of sexual Harassment : There shall be no harassment of women members whether student, or employee within the University or in any place away from University, if such place has a relevance or any bearing on the relationship as employer/employee/student/persons incharge of management of the University.
4. Preventive measures for Sexual Harassment: The Vice-Chancellor shall having regard to the location, environment and the like, of the University take every step within his/her means to initiate action to identify spots or places and spheres of activity which are prone to harassment whether between students, or between students and employees (teaching and non-teaching staff) of the University or between employees themselves or between persons incharge of management and employee and shall make adequate arrangements with the view to prevent sexual harassment.
5. Grievance Cell Constitution
 - (a) The Vice-Chancellor shall, for the purpose of implementing the code, constitute a Grievance Cell which shall consist of
 - (i) A Woman Professor/senior most Woman Reader in the University who shall be the Chairperson
 - (ii) One male member of the employee on the teaching side
 - (iii) One male member of the employee on non-teaching side
 - (iv) One female student
 - (v) One female representative of non-governmental organisation actively engaged either in the welfare of women or in the field of Education
 - (vi) One female member from Non-teaching side (and)
 - (vii) Deputy Register (Grievance) will be the Member Secretary

- (b) The members of the cell in category (ii), (iii), (iv) and (v) and (vi) shall be nominated by the Vice-Chancellor in consultation with the Chairperson
 - (c) The term of office for the members shall be two years and the members are eligible for renomination
 - (d) Any casual vacancy in the Grievance Cell shall be filled up by the Vice-Chancellor in consultation with the Chairperson from the concerned category.
6. Conducting Enquiry by the Grievance cell
- (a) Any person aggrieved by any contravention of this code, shall prefer a complaint before the Grievance Cell at the earliest point of time and in any case within 15 days from the occurrence of the alleged contravention.
 - (b) (i) Complaint shall contain all the material and relevant details concerning the alleged contravention including the names of the contravener and the complaint shall be addressed to the chairperson of the Grievance Cell.
(ii) However, where the complainant prefers not to disclose his/her identity, the complaint, shall be addressed to the Vice-Chancellor handed over in person, or sent in a sealed cover. Upon receipt of any such complaint, the Vice-Chancellor shall retain the original complaint with himself/herself and send a gist of the complaint containing all material and relevant details other than the name of the complainant and other details which might disclose the identity of the complainant to the Grievance Cell.
 - (c) The grievance cell upon receipt of any complaint or gist of complaint under sub-clause (b) may in case of a complaint addressed to the grievance cell and shall in the case of gist of complaint received from the Vice-Chancellor, cause an enquiry to be made discreetly.
 - (d) Where the Grievance Cell is satisfied that the complaint is justified. It shall report the matter to the Vice-Chancellor who shall institute disciplinary action under the relevant rules
 - (e) The penalty to be imposed under this code shall be any one or more the following:
 - Warning
 - Serious warning
 - Suspension for specified period
 - Expulsion from the University for a Specified Period
 - Lodging a complaint with police for appropriate criminal action
 - (f) The Vice-Chancellor shall give wide publicity regarding the arrangement made under the Sub-Clause (b) and the establishment of the Grievance Cell and shall permanently affix copies thereof in the notice board
7. Savings: Nothing in this code shall preclude the Vice-Chancellor from lodging a complaint straightaway with the police in respect of any act amounting to an offence under the law.

Chapter 9

(Gazette 76 dated 12.05.2009)

RECRUITMENT RULES: ACADEMIC AND ADMINISTRATIVE SERVICE

3. PRINCIPAL OF UNDERGRADUATE/ POST GRADUATE COLLEGES

1.	Name of Post	Principal (in Under graduate and Post Graduate Colleges)
2.	Number of posts	As per University requirement
3.	Classification	Class I service
4.	Scale of Pay	a) For principal in Under graduate Colleges Pay Band shall be Rs. 37400-67000with AGP of Rs.10000, plus a special allowance of Rs.2000 per month. b) For principal in Post Graduate Colleges, Pay Band shall be Rs. 37400-67000with AGP of Rs.10000, plus a special allowance of Rs.3000 per month.
5.	Whether selection post or non-selection	Selection Post
6.	Age limit for direct recruitment	Age not above 50years (relaxable by Vice Chancellor in deserving cases).
7.	Educational and other qualifications required for direct recruitment	An eminent professor with Ph. Degree.
8.	Whether age and educational qualifications prescribed in case of promotees	Age: Not applicable Essential qualification: As prescribed by the IMU.
9.	Period of probation, if any	Two years
10.	Method of recruitment, whether by direct Recruitment or by promotion or by deputation/ transfer and percentage of vacancies to be filled by various methods.	Promotion failing which by deputation failing which by direct recruitment
11.	In case of recruitment by promotion/deputation/ transfer, grades for which promotion/deputation/ transfer to be made	Promotion: Eligible Professors with age limit and educational qualifications as prescribed in column6&7 respectively. Deputation: Professors holding analogous posts on regular basis in any recognized University/ Autonomous body/ Central/State Government Undertaking possessing qualifications as prescribed in column 7.
12.	If a departmental promotion committee/recruitment Committee exists, what is its composition?	Departmental Promotion Committee/ Selection Committee will consist of: i) Chairperson of the Governing Board. ii) One member of the Governing Board to be nominated by the Chairperson. iii) Two Vice-Chancellor's nominees, out of whom one should be an expert in the concerned subject. iv) These experts consisting of the Principal of a College, a Professor and an accomplished educationist not below the rank of the Professor (to be
13.	Remarks	

7. LECTURER (SELECTION GRADE)

1.	Name of Post	Lecturer (Selection Grade)
2.	Number of posts	As per University requirement
3.	Classification	Faculty in Pay Band III
4.	Scale of Pay	Pre- revised 9100-250-15000.As per VI th Pay Commission Pay Band of Rs. 15600- 39100 with AGP Rs.6000or as per the rules prescribed by UGC/GOI.
5.	Whether selection post or non-selection post	Selection Post
6.	Age limit for direct recruitment	Maximum 40 years (relaxable by Vice-chancellor in deserving cases).
7.	Educational and other qualifications required for direct recruitment	<p>i) A Master's degree with atleast55%marks (relaxation of 5%for SC/ST/PH candidates) or its equivalent grade of B at seven point scale of O,A,B,C,D,E&F.</p> <p>ii) Must have cleared National Eligibility Test conducted by UGC, CSIR or similar test accredited by UGC.</p> <p>iii) Must have completed at least three years' service in lecturer grade. Desirable: Ph.D. degree in related subject. (However, candidates having Ph.D. degree are exempted from NET vide UGCD.O.No.F.1-1/2002(PS) Exemp. effective from June14,2006).</p>
8.	Whether age and educational Qualifications prescribed in case of promotees	Age: Not applicable Essential qualification: As prescribed by the IMU.
9.	Period of probation, if any	Two years
10.	Method of recruitment, whether by direct Recruitment or by promotion or by deputation/transfer and percentage of vacancies to be filled by various methods.	Promotion failing which by deputation failing which by direct recruitment.
11.	In case of recruitment by promotion/ deputation/transfer, grades for which promotion/ deputation/ transfer to be made	<p>Promotion: Eligible Lecturers with age limit and educational qualifications as prescribed incolumn6 &7 respectively.</p> <p>Deputation: An eminent scholar holding analogous post on regular basis in any recognized University/ Autonomous bodies/Central/State Government Undertaking possessing qualifications as prescribed in column7.</p>
12.	If a departmental promotion committee/ Recruitment committee exists, what is its composition?	<p>Departmental Promotion Committee/ Selection committee will consist of:</p> <p>i) The Vice-Chancellor as Chairperson.</p> <p>ii) Three experts in concerned subject as recommended by Vice- Chancellor.</p> <p>iii) Dean of the concerned Faculty/Head/Chairperson of Department concerned.</p> <p>iv) An academicians nominated by the Executive Council.</p>
13.	Remarks	Lecturers (selection Grade) in service at present shall continue to be designated as such subject to the Provisions laid down in para2(x) & (xi) of O.M. No.1-32/2006-U.II/U.I(1) dated December 31, 2008 issued by MHRD, Department of Higher Education.

8. LECTURER

1.	Name of Post	Lecturer
2.	Number of posts	As per University requirement
3.	Classification	Faculty in Pay Band III
4.	Scale of Pay	Pre- revised 9100- 250- 15000. As per VI th Pay Commission Pay Band of Rs. 15600- 39100 with AGP Rs 6000 (or as per the rules prescribed by UGC/ GOI).
5.	Whether selection post or non-selection post	Entry level post
6.	Age limit for direct recruitment	Maximum 40 years (relaxable by Vice Chancellor in deserving cases).
7.	Educational and other qualifications required for direct recruitment	<p>a) A Master's degree with at least 55% marks (relaxation of 5% for SC/ST/PH candidates) or its equivalent grade of B at seven point scale of O,A,B,C,D,E &F.</p> <p>b) Must have cleared National Eligibility Test conducted by UGC, CSIR or similar test accredited by UGC.</p> <p>Desirable: Ph. D. degree in related subject. (However, candidates having Ph. D. degree are exempted from NET vide UGC D.O. No. F.1-1/2002 (PS) Exemp. effective from June 14, 2006).</p>
8.	Whether age and educational qualifications prescribed in case of promotees	N/A
9.	Period of probation, if any	Two years
10.	Method of recruitment, whether by direct recruitment or by promotion or by deputation/ transfer and percentage of vacancies to be filled by various methods.	Direct
11.	In case of recruitment by promotion/ deputation/ transfer, grades for which promotion/ deputation/ transfer to be made	N/A
12.	If a departmental promotion committee/ recruitment committee exists, what is its composition?	<p>Selection committee will consist of:</p> <p>i) The Vice-Chancellor as Chairperson.</p> <p>ii) Three experts in concerned subject as recommended by Vice- Chancellor.</p> <p>iii) Dean of the concerned Faculty/ Head/ Chairperson of department concerned.</p> <p>iv) An academicians nominated by the Executive Council.</p>
13.	Remarks	

10. UNIVERSITY DIRECTOR OF PHYSICAL EDUCATION

1.	Name of Post	University Director of Physical Education
2.	Number of posts	As per University requirement
3.	Classification	Class I service
4.	Scale of Pay	Pre revised scale 12000-375-18300.As per VI th Pay Commission Pay Band of Rs. 37400-67000 with AGP Rs.9000(or as per the rules prescribed by UGC/GOI).
5.	Whether selection post or non-selection post	Selection and promotion post
6.	Age limit for direct recruitment	Age not more than 50 years (relaxable by Vice Chancellor in deserving cases).
7.	Educational and other qualifications required for direct recruitment	<ul style="list-style-type: none"> i) Ph. D. in Physical Education. ii) Experience of at least ten years as University Deputy DPE or fifteen years as University Assistant DPE/ College DPE (Selection Grade). iii) Participation in at least two national/ international seminars/ conferences. iv) Consistently good appraisal reports. v) Evidence of organizing competitions and conduction coaching camps of at least two weeks duration. vi) Evidence of having produced good performance teams/ athletes for competitions like state/ national/ inter- university/ combined university etc.
8.	Whether age and educational qualifications prescribed in case of promotees	Age: Not applicable Essential qualification: As prescribed by the IMU.
9.	Period of probation, if any	Two years
10.	Method of recruitment, whether by direct recruitment or by promotion or by deputation/ transfer and percentage of vacancies to be filled by various methods.	Promotion failing which by deputation failing which by direct recruitment.
11.	In case of recruitment by promotion/ deputation/ transfer, grades for which promotion/ deputation/ transfer to be made	<p>Promotion: Eligible Deputy Directors of Physical education with educational qualifications and experience as prescribed in column 7.</p> <p>Deputation: An eminent scholar in the field of Physical Education holding analogous posts on regular basis in any recognized University/ Autonomous bodies/ Central/ State Government Undertaking possessing qualifications and experience as prescribed in column 7.</p>
12.	If a departmental promotion committee/ recruitment committee exists, what is its composition?	Departmental Promotion Committee/ Selection committee will consist of: <ul style="list-style-type: none"> i) The Vice-Chancellor as Chairperson. ii) Three experts in concerned subject as recommended by Vice- Chancellor. iii) Dean of the concerned Faculty/ Head/ Chairperson of department concerned. iv) An academician nominated by the Executive council.
13.	Remarks	

11. UNIVERSITY: ASSISTANT DPEs/ COLLEGE DPEs (Selection Grade)

1.	Name of Post	University: Assistant Director Physical Education/ College Director Physical Education (Selection Grade)
2.	Number of posts	As per University requirement
3.	Classification	Class I service
4.	Scale of Pay	Pre revised scale Rs 8000- 275- 13500. As per VI th Pay Commission Pay Band of Rs. 15600 – 39100 with AGP Rs 6000 (or as per the rules prescribed by UGC/ GOI).
5.	Whether selection post or non-selection post	Selection Post
6.	Age limit for direct recruitment	Not more than 40 years (relaxable by Vice Chancellor in deserving cases).
7.	Educational and other qualifications required for direct recruitment	<ul style="list-style-type: none"> i) Completed five years of service as University DPEs/ College DPEs in the senior scale. ii) Has attended at least two refresher courses of about three- four weeks duration with proper and well defined evaluation procedure. iii) Shown evidence of having produced good teams/ athletes and of having organized and conducted coaching camps at least of two weeks duration. iv) Passed the physical fitness test. v) Consistently good appraisal reports.
8.	Whether age and educational qualifications prescribed in case of promotees	Age: Not applicable Essential qualification: As prescribed by the IMU.
9.	Period of probation, if any	Two years
10.	Method of recruitment, whether by direct recruitment or by promotion or by deputation/ transfer and percentage of vacancies to be filled by various methods.	Promotion failing which by deputation failing which by direct recruitment.
11.	In case of recruitment by promotion/ deputation/ transfer, grades for which promotion/ deputation/ transfer to be made	<p>Promotion: Eligible officers in the field of Physical Education with educational qualifications and experience as prescribed in column 7.</p> <p>Deputation: An eminent scholar in the field of Physical Education holding analogous posts on regular basis in any recognized University/ Autonomous bodies/ Central/ State Government Undertaking possessing qualifications and experience as prescribed in column 7.</p>
12.	If a departmental promotion committee/ recruitment committee exists, what is its composition?	<p>Departmental Promotion Committee/ Selection Committee will consist of:</p> <ul style="list-style-type: none"> i) The Vice-Chancellor as Chairperson. ii) Three experts in concerned subject as recommended by Vice- Chancellor. iii) Dean of the concerned Faculty/ Head/ Chairperson of department concerned. iv) An academician nominated by the Executive council.
13.	Remarks	<ul style="list-style-type: none"> i) After completion of five years of service in the pay band of Rs 15600-39100 with the AGP of Rs 7000 Assistant DPE (Senior Scale) shall move to AGP of Rs 8000 in the pay band of Rs 15600- 39100 and designated as Deputy DPE/ Assistant DPE (Selection Grade)/ College DPE (selection grade) as the case may be. ii) After completion of three years service in pay band 15600- 39100 and AGP Rs 8000 and subject to eligibility laid by UGC, University DPE/ DPE (Selection Grade)/ College DPE shall move to the pay band of Rs 37400-67000 with the AGP of Rs 9000.

12. DEPUTY DIRECTOR OF PHYSICAL EDUCATION

1.	Name of Post	Deputy Director of Physical Education
2.	Number of posts	As per University requirement
3.	Classification	Class I service
4.	Scale of Pay	Pre- revised 12000- 420-18300. As per VI th Pay Commission Pay Band of Rs. 15600- 39100 with AGP of Rs 8000. After completion of three years service 37400- 67000 with AGP Rs 9000 or as per the provisions laid down in Para 6 (c) (i), (ii), (iii), (iv) & (v) of O.M. No. 1-32/2006-U.II/U.I (1) dated December 31, 2008 issued by MHRD, Department of Higher Education.
5.	Whether selection post or non-selection post	Selection Post
6.	Age limit for direct recruitment	Age not more than 45 years (relaxable by Vice Chancellor in deserving cases).
7.	Educational and other qualifications required for direct recruitment	<p>i) A Master's degree with at least 55% marks (relaxation of 5% for SC/ST/PH candidates) or its equivalent grade of B at seven point scale of O,A,B,C,D,E &F.</p> <p>ii) Should have completed six years of service as University Assistant DPEs/ College DPEs with a benefit of two years for Ph.D. and one year for M.Phil. Degree holders.</p> <p>iii) Passed the physical fitness test.</p>
8.	Whether age and educational qualifications prescribed in case of promotees	Age: Not applicable Essential qualification: As prescribed by the IMU.
9.	Period of probation, if any	Two years
10.	Method of recruitment, whether by direct recruitment or by promotion or by deputation/ transfer and percentage of vacancies to be filled by various methods.	Promotion failing which by deputation failing which by direct recruitment.
11.	In case of recruitment by promotion/ deputation/ transfer, grades for which promotion/ deputation/ transfer to be made	<p>Promotion: Eligible Assistant Directors of Physical education with educational qualifications and experience as prescribed in column 7.</p> <p>Deputation: An eminent scholar in the field of Physical Education holding analogous posts on regular basis in any recognized University/ Autonomous bodies/ Central/ State Government Undertaking possessing qualifications and experience as prescribed in column 7.</p>
12.	If a departmental promotion committee/ recruitment committee exists, what is its composition?	<p>Departmental Promotion Committee/ Selection committee will consist of:</p> <p>i) The Vice-Chancellor as Chairperson.</p> <p>ii) Three experts in concerned subject as recommended by Vice- Chancellor.</p> <p>iii) Dean of the concerned Faculty/ Head/ Chairperson of department concerned.</p> <p>iv) An academicians nominated by the Executive council.</p>
13.	Remarks	

13. ASSISTANT DIRECTOR PHYSICAL EDUCATION

1.	Name of Post	Assistant Director Physical Education
2.	Number of posts	As per University requirement
3.	Classification	Class I Service
4.	Scale of Pay	Pre- revised 8000-250-13500.As per VI th Pay Commission Pay Band of Rs. 15600- 39100 with AGP Rs 6000(or as per the rules prescribed by UGC/GOI).
5.	Whether selection post or non-selection post	Entry level post
6.	Age limit for direct recruitment	Maximum 40 years (relaxable by Vice Chancellor in deserving cases).
7.	Educational and other qualifications required for direct recruitment	<p>i) A Master's degree in Physical education with at least 55% marks (relaxation of 5% for SC/ST/PH candidates) or its equivalent grade of B at seven point scale of O,A,B,C,D,E&F.</p> <p>ii) Must have cleared National Eligibility Test conducted by UGC, CSIR or similar test accredited by UGC.</p> <p>iii) Record of having represented university/college at the interuniversity/ inter collegiate level or the state in national championships.</p> <p>iv) Passed the physical fitness test.</p> <p>Desirable: Ph.D. degree in related subject. (However, candidates having Ph.D. degree are exempted from NET videUGCD.O.No.F.1-1/2002(PS) Exemp. effective from June 14, 2006).</p>
8.	Whether age and educational qualifications prescribed in case of promotees	N/A
9.	Period of probation, if any	Two years
10.	Method of recruitment, whether by direct Recruitment or by promotion or by deputation/ transfer and percentage of vacancies to be filled by various methods.	Direct recruitment.
11.	Incase of recruitment by promotion/deputation/ transfer, grades for which promotion/ deputation/ transfer to be made	N/A
12.	If a departmental promotion committee/recruitment Committee exists, what is its composition?	<p>Selection committee will consist of:</p> <p>i) The Vice-Chancellor as Chairperson.</p> <p>ii) Three experts in concerned subject as recommended by Vice- Chancellor.</p> <p>iii)Dean of the concerned Faculty/Head/Chairperson of department concerned. iv) An academican nominated by the Executive council.</p>
13.	Remarks	<p>i) Assistant Directors possessing M.Phil. or PG Degree in professional courses shall be eligible for AGP of Rs 7000 after completion of five years as Assistant Professor.</p> <p>ii) Five non-compounded advance increment shall be admissible at the entry level of recruitment as Assistant Directors to persons possessing Ph.D.in the relevant discipline. However, M.Phil. degree holders will be entitled for two non-compounded advance</p>

17. LAW OFFICER

1.	Name of the Post	Law Officer
2.	Number of Posts	As per University requirement
3.	Classification	Administrative Service, Group "A"
4.	Scale of Pay	Pre-revised Rs8000-275-13500.As per VI th Pay Commission Pay Band of Rs.15600-39100 with Grade Pay of Rs.5400
5.	Whether selection post or non-selection post	Selection Post
6.	Age limit for direct recruits	Not applicable
7.	Educational and other qualifications required for direct recruits	i) A Master's Degree in Law with at least 55% of marks or its equivalent grade of B in the UGC seven point scale. (or) A Master's Degree with at least 55% of marks or its equivalent grade of B in the UGC seven point scale with a Bachelor Degree in Law. ii) 5 years' experience in legal works which will include defending court cases, being conversant with legal procedures, etc., preferably in academic institutions.
8.	Whether age and educational qualifications prescribed for direct recruits will apply in case of	Age: Not applicable. Educational and other qualifications apply except the minimum percentage of marks.
9.	Period of Probation, if any	Two years
10.	Method of recruitment, whether by direct recruitment or by promotion or by deputation/transfer and percentage of the vacancies to be	100% By Promotion failing which by Deputation/Absorption failing both by direct recruitment.
11.	In case of recruitments by promotion/ deputation/transfer, grades from which promotion/ deputation/ transfer to be made	Promotion from Section Officers / Private Secretaries with 5 years of regular service. <u>Deputation/Absorption</u> : Officers with at least 5 years of regular service in the level of Section Officer/Equivalent in any recognized University/ Autonomous Body/Govt Department or Organisation /Public-sector Undertaking and possessing the qualifications prescribed under Col 7.
12.	If a Departmental Promotion Committee/ Recruitment Committee exist, what is its composition?	Departmental Promotion Committee/ Selection Committee will consist of: (i) Vice-chancellor as Chairperson. (ii) Three persons in concerned subjects as recommended by Vice-chancellor. (iii) Dean/Head/Chairperson of department Concerned. (iv) An academician nominated by the Executive Council.
13.	Remarks	

21. STATISTICAL ASSISTANT

1.	Name of the Post	Statistical Assistant
2.	Number of Posts	As per University requirement
3.	Classification	Ministerial Service, Group "C"
4.	Scale of Pay	Pre- revisedRs5000- 150-8000.As per VI th Pay Commission Pay Band of Rs. 9300-34800 with Grade Pay of Rs.4200.
5.	Whether selection post or non-selection post	Selection Post
6.	Age limit for direct recruits	Maximum35years (Relaxable by Vice-chancellor in deserving cases)
7.	Educational and other qualifications required For direct recruits	i) MA/M.Sc.in Statistics or equivalent ii) Working knowledge in Computers
8.	Whether age and educational qualifications prescribed for direct recruits will apply in case of promotees	Age: Not applicable Essential qualification: As prescribed by the IMU.
9.	Period of Probation, if any	Two years
10.	Method of recruitment, whether by direct recruitment Or by promotion or by deputation/transfer and percentage of the vacancies to be filled by various methods	By Promotion failing which by Deputation/Absorption
11.	In case of recruitments by promotion/ deputation/ transfer, grades from which promotion/deputation/transfer to be made	Promotion: From Assistants with 5 years of regular service and possessing the qualification In Col.7 or M.A.(Economics) with Statistics and proficiency in Computer operations, subject to passing the Department Test/Interview. By Deputation/Absorption from among persons working in equivalent grade/cadre in Government/Universities and possessing the qualifications prescribed in column No.7
12.	If a Departmental Promotion Committee/ Recruitment Committee exist, what is its composition?	Departmental Promotion Committee/ Selection Committee will consist of: (i) Vice-chancellor or one officer nominated by Vice-chancellor as Chairperson. (ii) One officer from department concerned as Member. (iii) One officer from department familiar as Member.
13.	Remarks	

27. PLACEMENT OFFICER

1.	Name of the Post	Placement Officer
2.	Number of Posts	As per University requirement
3.	Classification	Academic – Non Vacation, Group "A"
4.	Scale of Pay	Pre- revised Rs.12000-420-18300.As per VI th Pay Commission Pay Band of Rs.37400-67000 with Grade pay of Rs.8700.
5.	Whether selection post or non-selection post	Not applicable
6.	Age limit for direct recruits	Maximum 45 years (Relaxable by Vice Chancellor in deserving cases)
7.	Educational and other qualifications required for direct recruits	<p>i) MBA Degree/equivalent with at least 55% of marks or its equivalent grade of B in the UGC seven point scale.</p> <p>ii) 8 years of experience as Placement Officer or as a faculty member in an University/ renowned Institution or possessing relevant experience in a reputed Public/Private sector undertaking.</p> <p>Desirable: Must be smart, resourceful and possesses very good communication skills to directly communicate with the CEOs, HR Chiefs and other functional Chiefs of medium and large scale industries.</p>
8.	Whether age and educational qualifications prescribed for direct recruits will apply in case of promotees	Not Applicable
9.	Period of Probation, if any	Two years
10.	Method of recruitment, whether by direct recruitment or by promotion or by deputation/transfer and percentage of the vacancies to be filled by various methods.	100% by Direct Recruitment
11.	In case of recruitments by promotion/deputation/transfer,	Not Applicable
12.	If a Departmental Promotion Committee/ Recruitment Committee exist, what is its composition?	<p>Selection Committee will consist of:</p> <p>(i) Vice-chancellor as Chairperson.</p> <p>(ii) Three persons in concerned subjects as recommended by Vice-chancellor.</p> <p>(iii) Dean/Head/Chairperson of department concerned.</p> <p>(iv) An academician nominated by the Executive Council.</p>
13.	Remarks	

28. PUBLIC RELATIONS OFFICER

1.	Name of the Post	Public Relations Officer
2.	Number of Posts	As per University requirement
3.	Classification	Administrative Service, Group "A"
4.	Scale of Pay	Pre- revised Rs .12000-420-18300.As per VI th Pay Commission Pay Band of Rs.37400-67000 with Grade Pay of Rs.8700.
5.	Whether selection post or non-selection post	Not Applicable
6.	Age limit for direct recruits	Not applicable
7.	Educational and other qualifications required for direct recruits	<p>i) A Master's Degree with at least 55%of marks or its equivalent grade of B in the UGC seven point scale and a degree/ Diploma in Public Relations/ Journalism/ Media relations or equivalent to relevant qualification.</p> <p>ii) 5 years of experience in Public Relations in Educational Institutions/Government Departments/ Public Sector Undertakings/ Autonomous bodies.</p> <p>Desirable: Knowledge of Tamil and Hindi.</p>
8.	Whether age and educational qualifications prescribed for direct recruits will apply in case of promotees	Not applicable.
9.	Period of Probation, if any	Two years
10.	Method of recruitment, whether by direct recruitment or by promotion or by deputation/transfer and percentage of the vacancies to be filled by various methods.	100% by Deputation /Absorption
11.	In case of recruitments by promotion/ deputation/transfer, grades from which promotion/deputation/transfer to be made	<u>Deputation/Absorption</u> : Officers with at least 5 years of regular service in the scale of Asst. Registrar/Equivalent in any recognized University/Autonomous Body/Govt Department or Organization/Public Sector Undertaking and possessing the qualifications prescribed under col.7
12.	If a Departmental Promotion Committee/ Recruitment Committee exist, what is its composition?	Not Applicable
13.	Remarks	

30. PROJECT OFFICER (Adult Education)

1.	Name of the Post	Project Officer(Adult Education)
2.	Number of Posts	As per University requirement
3.	Classification	Academic –Non Vacation Group "A"
4.	Scale of Pay	Pre- revisedRs8000-275-13500.As per VIth Pay Commission Pay Band of Rs.15600-39100 with Grade pay of Rs.5400.
5.	Whether selection post or non-selection post	Not Applicable
6.	Age limit for direct recruits	Maximum 35 years (Relaxable by Vice Chancellor in deserving cases)
7.	Educational and other qualifications required for direct recruits	<p>i) A Master's Degree in Adult Education/ Education/ Community Education with at least 55%of marks or its equivalent grade of B in the UGC seven point scale.</p> <p>ii) M.Phil/ Ph.D. in a subject related to Adult Education or Ph.D. in Social Science/ Education</p> <p>Desirable: 2years of experience in teaching/ field-work in the subject of Adult/Community Education.</p>
8.	Whether age and educational qualifications prescribed for direct recruits will apply in case of promotees	Not Applicable
9.	Period of Probation, if any	Two years
10.	Method of recruitment, whether by direct recruitment or by promotion or by deputation/transfer and percentage of the vacancies to be filled by various methods.	By Deputation/Absorption failing which by Direct Recruitment
11.	In case of recruitments by promotion/ deputation/ transfer, grades from which promotion/deputation/transfer to be made	From among individuals working in recognized Universities/Autonomous bodies/ Central /State Govt Departments/ organizations in the pay scale of Rs.8000-13500 or with 3 years service in the scale of Rs.6500-10500 and possessing the qualifications prescribed for direct recruitment
12.	If a Departmental Promotion Committee/ Recruitment Committee exist, what is its composition?	<p>Selection Committee will consist of:</p> <p>(i) Vice Chancellor as Chairperson.</p> <p>(ii) Three persons in concerned subjects as recommended by Vice Chancellor.</p> <p>(iii) Dean/ Head/ Chairperson of department concerned.</p> <p>(iv) An academician nominated by the Executive Council.</p>
13.	Remarks	

31. ASSISTANT SPORTS OFFICER

1.	Name of the Post	Assistant Sports Officer
2.	Number of Posts	As per University requirements
3.	Classification	Technical Service, Group "C"
4.	Scale of Pay	Pre- revisedRs5000-150-8000.As per VI th Pay Commission Pay Band of Rs.9300-34800with Grade pay of Rs.4200.
5.	Whether selection post or non-selection post	Not Applicable
6.	Age limit for direct recruits	Maximum 30years (Relaxable by Vice Chancellor in deserving cases)
7.	Educational and other qualifications required for direct recruits	M.P.Ed. or its equivalent Desirable: National Cadet Corps Senior Division training under gone.
8.	Whether age and educational qualifications prescribed for direct recruits will apply in case of promotees	Not applicable
9.	Period of Probation, if any	Two years
10.	Method of recruitment, whether by direct recruitment or by promotion or by deputation/ transfer and percentage of the vacancies to be filled by various methods.	100% by Direct Recruitment
11.	In case of recruitments by promotion/ deputation/ transfer, grades from which promotion/deputation/transfer to be made	Not applicable
12.	If a Departmental Promotion Committee / Recruitment Committee exist, what is its composition?	Departmental Promotion Committee/ Selection Committee will consist of: (i) Vice Chancellor or one officer nominated by Vice Chancellor as Chairperson. (ii) One officer from department concerned as Member. (iii) One officer from department familiar as Member.
13.	Remarks	

32. SYSTEMS ANALYST

1.	Name of the Post	Systems Analyst
2.	Number of Posts	As per university requirements
3.	Classification	Academic - Non Vacation, Group "A"
4.	Scale of Pay	Pre- revised Rs 8000-275-13500. As per VI th Pay Commission Pay Band of Rs.15600-39100 with Grade Pay of Rs.5400.
5.	Whether selection post or non-selection post	Selection post
6.	Age limit for direct recruits	Maximum 35 Years (Relaxable by Vice Chancellor in deserving cases)
7.	Educational and other qualifications required for direct recruits	M.E / M.Tech degree in Computer Science and Engineering/ Information Technology with first class (OR) B.E / B.Tech degree in Computer Science and Engineering/ Information Technology (or) M.C.A. with first class having 3 years experience in a reputed industry/organization/institution. Desirable : Experience in software development and maintenance / database administration / network management / Computer centre maintenance
8.	Whether age and educational qualifications prescribed for direct recruits will apply in case of promotees	Age: Not applicable Essential qualification: As prescribed by the IMU.
9.	Period of Probation, if any	Two years
10.	Method of recruitment, whether by direct recruitment or by promotion or by deputation/transfer and percentage of the vacancies to be filled by various methods.	Promotion by Limited Departmental Competitive Examination failing which by Direct Recruitment.
11.	In case of recruitments by promotion/ deputation/transfer, grades from which promotion/deputation/transfer to be made	Promotion from among Senior Technical Assistant (Computer) and Programming Assistant with 5 years of relevant experience.
12.	If a Departmental Promotion Committee/ Recruitment Committee exist, what is its composition?	Departmental Promotion Committee/ Selection Committee will consist of: (i) Vice Chancellor as Chairperson. (ii) Three persons in concerned subjects as recommended by Vice Chancellor. (iii) Dean/ Head/ Chairperson of department concerned. (iv) An academician nominated by the Executive Council.
13.	Remarks	The Competitive examination shall be written and interview

33. INFORMATION OFFICER AND COMPUTER/INFORMATION SCIENTIST

1.	Name of the Post	Information Officer (1) and Computer/Information Scientist (1)
2.	Number of Posts	Two (Subject to variation depending on work load)
3.	Classification	Academic - Non Vacation Group "A"
4.	Scale of Pay	Pre- revised Rs 8000-275-13500. As per VI th Pay Commission Pay Band of Rs.15600-39100 with Grade Pay of Rs.5400.
5.	Whether selection post or non-selection post	Selection Post
6.	Age limit for direct recruits	Maximum 35 Years (Relaxable by Vice Chancellor in deserving cases)
7.	Educational and other qualifications required for direct recruits	M.E / M.Tech degree in Computer Science and Engineering/ Information Technology with first class. (OR) B.E / B.Tech degree in Computer Science and Engineering/ Information Technology (or) M.C.A. with first class having 3 years experience in a reputed industry/organization/institution. Desirable : Experience in software development and maintenance / database administration / network management
8.	Whether age and educational qualifications prescribed for direct recruits will apply in case of promotees	Age: Not applicable Essential qualification: As prescribed by the IMU.
9.	Period of Probation, if any	Two years
10.	Method of recruitment, whether by direct recruitment or by promotion or by deputation/transfer and percentage of the vacancies to be filled by various methods.	Promotion by Limited Departmental Competitive Examination failing which by Direct Recruitment.
11.	In case of recruitments by promotion/ deputation/transfer, grades from which promotion/deputation/transfer to be made	Promotion from among Senior Technical Assistant (Computer) and Programming Assistant with 5 years of relevant experience.
12.	If a Departmental Promotion Committee/ Recruitment Committee exist, what is its composition?	Departmental Promotion Committee/ Selection Committee will consist of: (i) Vice Chancellor as Chairperson. (ii) Three persons in concerned subjects as recommended by Vice Chancellor. (iii) Dean/ Head/ Chairperson of department concerned. (iv) An academician nominated by the Executive Council.
13.	Remarks	The Competitive examination shall be written and interview

34. SENIOR TECHNICAL ASSISTANT (COMPUTER)

1.	Name of the Post	Senior Technical Assistant (Computer)
2.	Number of Posts	As per university requirement
3.	Classification	Technical Service –Computer Group "B"
4.	Scale of Pay	Pre- revised Rs5500- 175-9000.As per VI th Pay Commission Pay Band of Rs. 9300-34800 with Grade Pay of Rs.4200.
5.	Whether selection post or non-selection post	Selection post
6.	Age limit for direct recruits	Maximum30Years (Relaxable by Vice Chancellor in deserving cases)
7.	Educational and other qualifications required for direct recruits	B.E/ B.Tech degree in Computer Science and Engineering/ Information Technology(or) M.C.A. with at least 55%marks or its equivalent grade of B in the UGC seven point scale Desirable: Experience in the installation/operation/maintenance of computer systems/network systems/software
8.	Whether age and educational qualifications prescribed for direct recruits will apply in case of promotees	Age: Not applicable Essential qualification: As prescribed by the IMU.
9.	Period of Probation, if any	Two years
10.	Method of recruitment, whether by direct recruitment or by promotion or by deputation/transfer and percentage of the vacancies to be filled by various methods.	1/3 by Promotion failing which by Deputation/ Absorption failing which by Direct Recruitment; 2/3 by Deputation/Absorption failing which by Direct Recruitment
11.	In case of recruitments by promotion/deputation/transfer, grades from which promotion/deputation/transfer to be made	Promotion from Computer Assistant with 8 years of regular service and possessing the Qualifications prescribed for Direct recruitment or possessing PG degree and PGDCA subject to passing the departmental test.
12.	If a Departmental Promotion Committee/ Recruitment Committee exist, what is its composition?	Departmental Promotion Committee/ Selection Committee will consist of: (i) Vice Chancellor as Chairperson. (ii) Three persons in concerned subjects as recommended by Vice Chancellor. (iii) Dean/Head/Chairperson of department concerned. (iv) An academican nominated by the Executive Council.
13.	Remarks	

35. SENIOR PROGRAMMING ASSISTANT

1.	Name of the Post	Senior Programming Assistant
2.	Number of Posts	As per University requirement
3.	Classification	Technical Service – Computer Group “B”
4.	Scale of Pay	Pre- revised Rs 5500-175-9000. As per VI th Pay Commission Pay Band of Rs.9300- 34800 with Grade Pay of Rs.4200.
5.	Whether selection post or non-selection post	Selection Post
6.	Age limit for direct recruits	Maximum 35 years (Relaxable by Vice Chancellor in deserving cases)
7.	Educational and other qualifications required for direct recruits	M.C.A./ M.Sc Computer Science with at least 55% marks or its equivalent grade of B in the UGC seven point scale (or) Any B.Sc. degree with P.G. Diploma in Computer Applications from a recognized University with at least 55% of marks or its equivalent grade of B in the UGC seven point scale and 3 years working experience in Programming. Desirable: Experience in programming / software development / database administration
8.	Whether age and educational qualifications prescribed for direct recruits will apply in case of promotees	Age: not applicable Educational Qualifications: As prescribed by the IMU.
9.	Period of Probation, if any	Two years
10.	Method of recruitment, whether by direct recruitment or by promotion or by deputation/ transfer and percentage of the vacancies to be filled by various methods.	By Promotion failing which by Deputation/Absorption failing both by Direct Recruitment.
11.	In case of recruitments by promotion/ deputation/ transfer, grades from which promotion/deputation/transfer to be made	Promotion: Eligible Computer Assistants with experience of 8 years service and possessing the qualifications as prescribed in column 7. Deputation: Individuals holding analogous posts on regular basis in any recognized University/ Autonomous bodies/ Central/ State Government Undertaking possessing qualifications as prescribed in column 7.
12.	If a Departmental Promotion Committee/ Recruitment Committee exist, what is its composition?	Departmental Promotion Committee/ Selection Committee will consist of: (i) Vice Chancellor as Chairperson. (ii) Three persons in concerned subjects as recommended by Vice Chancellor. (iii) Dean/ Head/ Chairperson of department concerned. (iv) An academician nominated by the Executive Council.
13.	Remarks	

36. COMPUTER ASSISTANT

1.	Name of the Post	Computer Assistant
2.	Number of Posts	As per University requirement
3.	Classification	Group "C" Non-Ministerial Services
4.	Scale of Pay	Pre- revised Rs 4000-100-6000. As per VI th Pay Commission Pay Band of Rs. 5200-20200. with Grade Pay of Rs.2400.
5.	Whether selection post or non-selection post	Not Applicable
6.	Age limit for direct recruits	Maximum 30 years (Relaxable by Vice Chancellor in deserving cases)
7.	Educational and other qualifications required for direct recruits	i) B.C.A./B.Sc. Computer Science or any Bachelors Degree with P.G. Diploma in Computer Applications from a recognized University. ii) Proficiency in Computer operations, should posses Data Entry speed of minimum 45 wpm. Desirable : Typewriting in Hindi/Tamil
8.	Whether age and educational qualifications prescribed for direct recruits will apply in case of promotees	Not applicable
9.	Period of Probation, if any	Two years
10.	Method of recruitment, whether by direct recruitment or by promotion or by deputation/transfer and percentage of the vacancies to be filled by various methods.	100% by Direct Recruitment
11.	In case of recruitments by promotion/ deputation/ transfer, grades from which promotion/ deputation/ transfer to be made	Not applicable
12.	If a Departmental Promotion Committee/ Recruitment Committee exist, what is its composition?	Departmental Promotion Committee/ Selection Committee will consist of: (i) Vice Chancellor or one officer nominated by Vice Chancellor as Chairperson. (ii) One officer from department concerned as Member. (iii) One officer from department familiar as Member.
13.	Remarks	

37. DATA ENTRY OPERATOR

1.	Name of the Post	Data Entry Operator
2.	Number of Posts	As per University Requirement
3.	Classification	Group "C" Non-Ministerial Services
4.	Scale of Pay	Pre- revised Rs 4000- 100- 6000. As per VI th Pay Commission Pay Band of Rs.5200-20200 with Grade Pay of Rs.2400.
5.	Whether selection post or non-selection post	Not Applicable
6.	Age limit for direct recruits	Maximum 30 years (Relaxable by Vice Chancellor in deserving cases)
7.	Educational and other qualifications required for direct recruits	<ul style="list-style-type: none"> i) Bachelors Degree in Arts/Science/Commerce or Equivalent from a recognized University. ii) Typewriting in English (Higher) iii) Working knowledge in operating computers
8.	Whether age and educational qualifications prescribed for direct recruits will apply in case of promotees	Not applicable
9.	Period of Probation, if any	Two years
10.	Method of recruitment, whether by direct recruitment or by promotion or by deputation/transfer and percentage of the vacancies to be filled by various methods.	100% by Direct Recruitment
11.	In case of recruitments by promotion/ deputation/ transfer, grades from which promotion/ deputation/ transfer to be made	Not applicable
12.	If a Departmental Promotion Committee/ Recruitment Committee exist, what is its composition?	<p>Departmental Promotion Committee/ Selection Committee will consist of:</p> <ul style="list-style-type: none"> (i) Vice Chancellor or one officer nominated by Vice Chancellor as Chairperson. (ii) One officer from department concerned as Member. (iii) One officer from department familiar as Member.
13.	Remarks	

41. DRAUGHTSMAN/TECHNICAL ASSISTANT

1.	Name of the Post	Draughtsman/Technical Assistant* * The designation of Draughtsman will be applicable only to the serving individuals. All new appointments will be made only as Technical Assistant.
2.	Number of Posts	As per University requirements
3.	Classification	Engineering Service, Group "C"
4.	Scale of Pay	Pre- revised Rs 4000-100-6000. As per VI th Pay Commission Pay Band of Rs.5200-20200 with Grade Pay of Rs.2400.
5.	Whether selection post or non-selection post	Selection Post
6.	Age limit for direct recruits	Maximum 30 Years (Relaxable by Vice Chancellor in deserving cases)
7.	Educational and other qualifications required for direct recruits	Diploma in Engineering Or ITI certificate (after passing 10th standard) in the requisite Trade with 5 years of relevant experience in a Government or reputed Organisation
8.	Whether age and educational qualifications prescribed for direct recruits will apply in case of promotees	Not Applicable
9.	Period of Probation, if any	Two years
10.	Method of recruitment, whether by direct recruitment or by promotion or by deputation/transfer and percentage of the vacancies to be filled by various methods.	100% By promotion failing which by Direct Recruitment
11.	In case of recruitments by promotion/ deputation/transfer, grades from which promotion/deputation/transfer to be made	Promotion from the individuals serving as Technicians in the pay scale of Rs.3050-4590 with ITI/Equivalent certificate in their Trade subject to passing the departmental test
12.	If a Departmental Promotion Committee/ Recruitment Committee exist, what is its composition?	Departmental Promotion Committee/ Selection Committee will consist of: (i) Vice Chancellor or one officer nominated by Vice Chancellor as Chairperson. (ii) One officer from department concerned as Member. (iii) One officer from department familiar as Member.
13.	Remarks	

42. TECHNICIAN (CIVIL)

1.	Name of the Post	Technician (Civil)
2.	Number of Posts	As per University requirement
3.	Classification	Engineering Service, Group "C"
4.	Scale of Pay	Pre- revised Rs 3050-75-3950-80-4590. As per VI th Pay Commission Pay Band of Rs.5200-20200 with Grade Pay of Rs.1900.
5.	Whether selection post or non-selection post	Non-Selection Post
6.	Age limit for direct recruits	Maximum 30 Years (Relaxable by Vice Chancellor in deserving cases)
7.	Educational and other qualifications required for direct recruits	10 th standard pass and ITI certificate in the requisite Trade
8.	Whether age and educational qualifications prescribed for direct recruits will apply in case of promotees	Age not applicable Educational and other qualifications apply
9.	Period of Probation, if any	Two years
10.	Method of recruitment, whether by direct recruitment or by promotion or by deputation/transfer and percentage of the vacancies to be filled by various methods.	100% by Promotion failing which by Direct Recruitment
11.	In case of recruitments by promotion/ deputation/ transfer, grades from which promotion/ deputation/ transfer to be made	Promotion from Technical Attendants (Khalasi-Helpers) with 8 years regular service and possessing ITI certificate in their Trade or equivalent certificate issued by Government of India. Note: The Technical Attendants who do not possess ITI certificate will also be considered for promotion after completion of 10 years of regular service, subject to passing the departmental test.
12.	If a Departmental Promotion Committee/ Recruitment Committee exist, what is its composition?	Departmental Promotion Committee/ Selection Committee will consist of: (i) Vice Chancellor or one officer nominated by Vice Chancellor as Chairperson. (ii) One officer from department concerned as Member. (iii) One officer from department familiar as Member.
13.	Remarks	

44. TECHNICIAN (ELECTRICAL)

1.	Name of the Post	Technician (Electrical)
2.	Number of Posts	As per University requirement
3.	Classification	Engineering Service, Group "C"
4.	Scale of Pay	Pre- revised Rs 3050-75-3950-80-4590. As per VI th Pay Commission Pay Band of Rs. 5200-20200 with Grade Pay of Rs. 1900.
5.	Whether selection post or non-selection post	Non-Selection Post
6.	Age limit for direct recruits	Maximum 30 Years (Relaxable by Vice Chancellor in deserving cases)
7.	Educational and other qualifications required for direct recruits	10 th standard pass and ITI certificate in the requisite Trade or equivalent
8.	Whether age and educational qualifications prescribed for direct recruits will apply in case of promotees	Age: Not applicable Essential qualification: As prescribed by the IMU.
9.	Period of Probation, if any	Two years
10.	Method of recruitment, whether by direct recruitment or by promotion or by deputation/transfer and percentage of the vacancies to be filled by various methods.	100% by Promotion failing which by Direct Recruitment
11.	In case of recruitments by promotion/ deputation/transfer, grades from which promotion/deputation/transfer to be made	Promotion from Group D employees with 8 years regular service and possessing ITI certificate in the relevant Trade or equivalent certificate issued by Government of India subject to passing the departmental test. Note: The Technical Attendants who do not possess ITI certificate will also be considered for promotion after completion of 10 years of regular service, subject to passing the departmental test.
12.	If a Departmental Promotion Committee/ Recruitment Committee exist, what is its composition?	Departmental Promotion Committee/ Selection Committee will consist of: (i) Vice Chancellor or one officer nominated by Vice Chancellor as Chairperson. (ii) One officer from department concerned as Member. (iii) One officer from department familiar as Member.
13.	Remarks	

45. SENIOR TECHNICAL ASSISTANT (SCIENCE)

1.	Name of the Post	Senior Technical Assistant (Science)
2.	Number of Posts	As per university requirements
3.	Classification	Technical Service, Group "B"
4.	Scale of Pay	Pre- revised Rs 5500- 175-9000. As per VI th Pay Commission Pay Band of Rs. 9300-34800 with Grade Pay of Rs. 4200.
5.	Whether selection post or non-selection post	Selection Post
6.	Age limit for direct recruits	Maximum 30 Years (Relaxable by Vice Chancellor in deserving cases)
7.	Educational and other qualifications required for direct recruits	M.Sc. degree in relevant discipline with at least 55% of marks or its equivalent grade of B in the UGC seven point scale. Desirable : 2 years experience in a laboratory (or) B.Sc. degree in relevant discipline with 8 years of experience in a laboratory
8.	Whether age and educational qualifications prescribed for direct recruits will apply in case of promotees	Age: Not applicable Essential qualification: As prescribed by the IMU.
9.	Period of Probation, if any	Two years
10.	Method of recruitment, whether by direct recruitment or by promotion or by deputation/transfer and percentage of the vacancies to be filled by various methods.	100% by Promotion failing which by Direct Recruitment
11.	In case of recruitments by promotion/ deputation/transfer, grades from which promotion/ deputation/transfer to be made	Promotion from Jr. Lab Assistants and existing Lab Technicians in relevant departments with 8 years service and possessing the qualifications prescribed for direct recruitment.
12.	If a Departmental Promotion Committee/ Recruitment Committee exist, what is its composition?	Departmental Promotion Committee/ Selection Committee will consist of: (i) Vice Chancellor as Chairperson. (ii) Three persons in concerned subjects as recommended by Vice Chancellor. (iii) Dean/ Head/ Chairperson of department concerned. (iv) An academician nominated by the Executive Council.
13.	Remarks	

46. JUNIOR LAB ASSISTANT

1.	Name of the Post	Junior Lab Assistant
2.	Number of Posts	As per University requirements
3.	Classification	Technical Service Group "C"
4.	Scale of Pay	Pre- revised Rs 4000- 1000- 6000. As per VI th Pay Commission Pay Band of Rs.5200- 20200 with Grade Pay of Rs.2400.
5.	Whether selection post or non-selection post	Selection Post
6.	Age limit for direct recruits	Maximum 30 Years (Relaxable by Vice Chancellor in deserving cases)
7.	Educational and other qualifications required for direct recruits	B.Sc. degree in relevant discipline having atleast second class with 3 years of experience in a laboratory
8.	Whether age and educational qualifications prescribed for direct recruits will apply in case of promotees	Age: Not applicable Essential qualification: As prescribed by the IMU.
9.	Period of Probation, if any	Two years
10.	Method of recruitment, whether by direct recruitment or by promotion or by deputation/transfer and percentage of the vacancies to be filled by various methods.	100% by Promotion failing which by Direct Recruitment
11.	In case of recruitments by promotion/ deputation/transfer, grades from which promotion/ deputation/transfer to be made	Promotion from Sr. Lab Attendant in relevant departments with 5 years service and possessing the qualifications for direct recruitment
12.	If a Departmental Promotion Committee / Recruitment Committee exist, what is its composition?	Departmental Promotion Committee/ Selection Committee will consist of: (i) Vice Chancellor or one officer nominated by Vice Chancellor as Chairperson. (ii) One officer from department concerned as Member. (iii) One officer from department familiar as Member.
13.	Remarks	

47. SENIOR LABORATORY ATTENDANT

1.	Name of the Post	Senior Laboratory Attendant
2.	Number of Posts	As per University requirement
3.	Classification	Technical Service, Group "C"
4.	Scale of Pay	Pre- revised Rs 3050-75-3950-80-4590. As per VIth Pay Commission Pay Band of Rs. 5200-20200 with Grade Pay of Rs. 1900.
5.	Whether selection post or non-selection post	Non-Selection Post
6.	Age limit for direct recruits	Maximum 30 Years (Relaxable by Vice Chancellor in deserving cases)
7.	Educational and other qualifications required for direct recruits	i) A Bachelor's degree in Science ii) Two years experience in a laboratory
8.	Whether age and educational qualifications prescribed for direct recruits will apply in case of promotees	Age: Not applicable Essential qualification: As prescribed by the IMU.
9.	Period of Probation, if any	Two years
10.	Method of recruitment, whether by direct recruitment or by promotion or by deputation /transfer and percentage of the vacancies to be filled by various methods.	100% by Promotion failing which by Direct Recruitment
11.	In case of recruitments by promotion/ deputation/transfer, grades from which promotion/ deputation/transfer to be made	Promotion from laboratory attendant with 5 years service
12.	If a Departmental Promotion Committee/ Recruitment Committee exist, what is its composition?	Departmental Promotion Committee/ Selection Committee will consist of: (i) Vice Chancellor or one officer nominated by Vice Chancellor as Chairperson. (ii) One officer from department concerned as Member. (iii) One officer from department familiar as Member.
13.	Remarks	

50. ASSISTANT UNIVERSITY LIBRARIAN/ COLLEGE LIBRARIAN/ DOCUMENTATION OFFICER

1.	Name of Post	Assistant University Librarian/ College Librarian/ Documentation Officer
2.	Number of posts	As per University requirement
3.	Classification	Class I service
4.	Scale of Pay	a) As per pre revised scale of Rs 8000-13500 new Pay Band will be Rs. 15600 - 39100 with AGP Rs 6000. b) As per pre-revised scale of Rs 10000-15200 applicable for Assistant Librarian (Senior Scale)/ College Librarian (Senior Scale) shall be placed in the Pay Band of Rs 15600- 39100 with AGP of Rs 7000 (or as per the rules prescribed by UGC/ GOI).
5.	Whether selection post or non-selection post	Entry level post.
6.	Age limit for direct recruitment	Maximum age 45 years (relaxable by Vice Chancellor in deserving cases).
7.	Educational and other qualifications required for direct recruitment	i) Master's degree in Library Science/ Information Science/ Documentation with at least 55% marks or its equivalent grade of B in the UGC prescribed seven point scale and consistently good academic record. ii) Working knowledge of computerization of Library. Desirable: M.Phil./ Ph. D. degree in library science/ information science/ documentation/ archives and manuscript –keeping.
8.	Whether age and educational qualifications prescribed in case of promotees	Age: Not applicable Essential qualification: As prescribed by the IMU.
9.	Period of probation, if any	Two years
10.	Method of recruitment, whether by direct recruitment or by promotion or by deputation/ transfer and percentage of vacancies to be filled by various methods.	Promotion failing which by deputation failing which by direct recruitment.
11.	In case of recruitment by promotion/ deputation/ transfer, grades for which promotion/ deputation/ transfer to be made	Promotion: Eligible Professional Assistants with requisite qualifications and experience as prescribed in column 7. Deputation: Individual holding analogous posts on regular basis in any recognized University/ Autonomous bodies/ Central/ State Government Undertaking possessing qualifications as prescribed in column 7.
12.	If a departmental promotion committee/ recruitment committee exists, what is its composition?	Departmental Promotion Committee/ Selection committee will consist of: i) The Vice-Chancellor as Chairperson. ii) Three experts in concerned subject as recommended by Vice- Chancellor. iii) Dean of the concerned Faculty/ Head/ Chairperson of department concerned. iv) An academician nominated by the Executive council.
13.	Remarks	a) On completion of service of four years in AGP of Rs 6000, Assistant Librarian shall be eligible for higher AGP of Rs 7000 in Pay Band Rs 15600- 39100. b) Five non-compounded advance increment shall be admissible at the entry level of recruitment as Assistant Librarian to persons possessing Ph.D. in the relevant discipline. However M.Phil. degree holders will be entitled for two non-compounded advance increments.

52. MEDICAL OFFICER

1.	Name of the Post	Medical Officer
2.	Number of Posts	As per university requirements
3.	Classification	Health Service, Group "A"
4.	Scale of Pay	Pre- revised Rs 8000-275-13500. As per VI th Pay Commission Pay Band of Rs.15600-39100 with Grade Pay of Rs.5400.
5.	Whether selection post or non-selection post	Not applicable
6.	Age limit for direct recruits	Not applicable
7.	Educational and other qualifications required for direct recruitment/ Deputation	Recognised Medical Degree (MBBS) of any University and Registered with the Indian Medical Council and completion of compulsory rotating internship.
8.	Whether age and educational qualifications prescribed for direct recruits will apply in case of promotees	Not Applicable
9.	Period of Probation, if any	Two years
10.	Method of recruitment, whether by direct recruitment or by promotion or by deputation/transfer and percentage of the vacancies to be filled by various methods.	100% By Deputation / Absorption failing which by re-employment on Contract.
11.	In case of recruitments by promotion/ deputation/transfer, grades from which promotion/deputation/transfer to be made	<u>Deputation/Absorption:</u> Doctors from Govt. Hospitals / Autonomous bodies/ Public Sector Undertakings, employed on regular basis and possessing the qualifications prescribed in column 7. <u>Contract:</u> Ex- servicemen with the qualifications and experience prescribed in col.7
12.	If a Departmental Promotion Committee / Recruitment Committee exist, what is its composition?	Not Applicable
13.	Remarks	

53. STAFF NURSE

1.	Name of the Post	Staff Nurse
2.	Number of Posts	As per University requirement
3.	Classification	Health Service, Group "C"
4.	Scale of Pay	Pre- revised Rs 5000-150-8000. As per VI th Pay Commission Pay Band of Rs.9300-34800 with Grade Pay of Rs.4200.
5.	Whether selection post or non-selection post	Not Applicable
6.	Age limit for direct recruits	Not Applicable
7.	Educational and other qualifications required for direct recruitment/ Deputation	Degree in Nursing, recognized by the Nursing Council.
8.	Whether age and educational qualifications prescribed for direct recruits will apply in case of promotees	Not applicable
9.	Period of Probation, if any	Two years
10.	Method of recruitment, whether by direct recruitment or by promotion or by deputation/transfer and percentage of the vacancies to be filled by various methods.	100% By Deputation / Absorption failing which by re-employment on Contract.
11.	In case of recruitments by promotion/ deputation/transfer, grades from which promotion/deputation/transfer to be made	<u>Deputation/Absorption:</u> Nurses from Govt Hospitals / Autonomous bodies/ Public Sector Undertakings, employed on regular basis and possessing the qualifications prescribed in column 7. <u>Contract:</u> Ex- servicemen with the qualifications and experience prescribed in col.7
12.	If a Departmental Promotion Committee / Recruitment Committee exist, what is its composition?	Not Applicable
13.	Remarks	

54. SANITARY INSPECTOR

1.	Name of the Post	Sanitary Inspector
2.	Number of Posts	As per university requirements
3.	Classification	Health Service Group "C"
4.	Scale of Pay	Pre- revised Rs 5000-150-8000. As per VI th Pay Commission Pay Band of Rs. 9300-34800 with Grade Pay of Rs.4200.
5.	Whether selection post or non-selection post	Not applicable
6.	Age limit for direct recruits	Not applicable
7.	Educational and other qualifications required for direct recruitment/ deputation	i) Bachelor's degree ii) Diploma in Sanitation Management & 3 years relevant experience
8.	Whether age and educational qualifications prescribed for direct recruits will apply in case of promotees	Not applicable
9.	Period of Probation, if any	Two years
10.	Method of recruitment, whether by direct recruitment or by promotion or by deputation/transfer and percentage of the vacancies to be filled by various methods.	100% By Deputation/ Absorption failing which by re-employment on Contract.
11.	In case of recruitments by promotion/ deputation/transfer, grades from which promotion/deputation/transfer to be made	<u>Deputation/Absorption:</u> From persons in equivalent Grade/cadre in Central/State Govts. Public Sector Undertaking/University/ Local bodies. Employed on regular basis and possessing the qualifications prescribed in column 7. <u>Contract:</u> Ex- servicemen with the qualifications and experience prescribed in col.7
12.	If a Departmental Promotion Committee/ Recruitment Committee exist, what is its composition?	Not Applicable
13.	Remarks	

55. PHARMACIST

1.	Name of the Post	Pharmacist
2.	Number of Posts	As per University requirements
3.	Classification	Health Service, Group "C"
4.	Scale of Pay	Pre- revised Rs 4500-125-7000. As per VI th Pay Commission Pay Band of Rs. 5200-20200 with Grade Pay of Rs. 2800.
5.	Whether selection post or non-selection post	Not Applicable
6.	Age limit for direct recruits	Not Applicable
7.	Educational and other qualifications required for direct recruitment/ deputation	i) B.Pharm ii) Registered with the State Pharmacy Council
8.	Whether age and educational qualifications prescribed for direct recruits will apply in case of promotees	Not Applicable
9.	Period of Probation, if any	Two years
10.	Method of recruitment, whether by direct recruitment or by promotion or by deputation/transfer and percentage of the vacancies to be filled by various methods.	100% By Deputation/ Absorption failing which by re-employment on Contract.
11.	In case of recruitments by promotion/ deputation/transfer, grades from which promotion/deputation/transfer to be made	<u>Deputation/Absorption</u> : From persons in equivalent Grade/cadre in Central/State Govts. Public Sector Undertaking/University/ Local bodies, employed on regular basis and possessing the qualifications prescribed in column 7. <u>Contract</u> : Ex- servicemen with the qualifications and experience prescribed in col.7
12.	If a Departmental Promotion Committee/ Recruitment Committee exist, what is its composition?	Not Applicable
13.	Remarks	

56. HORTICULTURIST

1.	Name of the Post	Horticulturist
2.	Number of Posts	As per university requirement
3.	Classification	Horticultural Service, Group "A"
4.	Scale of Pay	Pre- revised Rs 10000-325-15200. As per VI th Pay Commission Pay Band of Rs.15600-39100 with Grade Pay of Rs.6600.
5.	Whether selection post or non-selection post	Selection Post
6.	Age limit for direct recruits	Not Applicable
7.	Educational and other qualifications required for direct recruits	i) M.Sc. in Horticulture/Agriculture with atleast 55% of marks or its equivalent grade of B in the UGC seven point scale ii) 5 years of relevant experience in Government/ Educational Institution.
8.	Whether age and educational qualifications prescribed for direct recruits will apply in case of promotees	Age: Not applicable Educational and other Qualifications apply, except the minimum requirement of 55% marks.
9.	Period of Probation, if any	Two years
10.	Method of recruitment, whether by direct recruitment or by promotion or by deputation/transfer and percentage of the vacancies to be filled by various methods.	By Promotion failing which by Deputation/Absorption failing both by Contract
11.	In case of recruitments by promotion/ deputation/transfer, grades from which promotion/deputation/transfer to be made	Promotion: Assistant horticulturist with 5 years of regular service. Deputation/Absorption: Officers with atleast 5 years of regular service in the scale of Asst. horticulturist / equivalent in any recognized University/ Autonomous Body/Govt Department or Organisation/ Public Sector Undertaking and Possessing the qualifications prescribed under col.7. Contract: Ex-servicemen with relevant qualifications and experience.
12.	If a Departmental Promotion Committee / Recruitment Committee exist, what is its composition?	Departmental Promotion Committee will consist of: (i) Vice Chancellor as Chairperson. (ii) Three persons in concerned subjects as recommended by Vice Chancellor. (iii) Dean/ Head/ Chairperson of department concerned. (iv) An academician nominated by the Executive Council
13.	Remarks	

57. ASSISTANT HORTICULTURIST

1.	Name of the Post	Assistant Horticulturist
2.	Number of Posts	As per university requirements
3.	Classification	Horticultural Service Group "A"
4.	Scale of Pay	Pre- revised Rs 8000-275-13500. As per VI th Pay Commission Pay Band of Rs.15600-39100 with Grade Pay of Rs.5400.
5.	Whether selection post or non-selection post	Selection Post
6.	Age limit for direct recruits	Not Applicable
7.	Educational and other qualifications required for direct recruits	i) M.Sc. in Horticulture/Agriculture with atleast 55% of marks or its equivalent grade of B in the UGC seven point scale ii) 3 years of relevant experience in Government/Educational Institution.
8.	Whether age and educational qualifications prescribed for direct recruits will apply in case of promotees	Age: Not applicable Educational and other Qualifications apply, except the minimum requirement of 55% marks.
9.	Period of Probation, if any	Two years
10.	Method of recruitment, whether by direct recruitment or by promotion or by deputation/transfer and percentage of the vacancies to be filled by various methods.	100% by Promotion failing which by Deputation/Absorption failing both on Contract basis.
11.	In case of recruitments by promotion/ deputation/transfer, grades from which promotion/deputation/transfer to be made	Promotion from Horticultural Assistants with 5 years regular service. Deputation/Absorption: Officers holding equivalent post or with atleast 5 years of regular service in the scale of Horticultural Assistant/ Equivalent in any recognized University/ Autonomous Body/Govt Department or Organisation/ Public Sector Undertaking and Possessing the qualifications prescribed under col (7). Contract: Ex- servicemen with relevant qualifications and experience.
12.	If a Departmental Promotion Committee / Recruitment Committee exist, what is its composition?	Departmental Promotion Committee will consist of: (i) Vice Chancellor as Chairperson. (ii) Three persons in concerned subjects as recommended by Vice Chancellor. (iii) Dean/ Head/ Chairperson of department concerned. (iv) An academician nominated by the Executive Council.
13.	Remarks	

58. HORTICULTURAL ASSISTANT

1.	Name of the Post	Horticultural Assistant
2.	Number of Posts	As per University requirements
3.	Classification	Horticultural Service Group "B"
4.	Scale of Pay	Pre- revised Rs 6500-200-10500. As per VI th Pay Commission Pay Band of Rs. 9300-34800 with Grade Pay of Rs. 4200.
5.	Whether selection post or non-selection post	Selection Post
6.	Age limit for direct recruits	Not Applicable
7.	Educational and other qualifications required for direct recruits	B.Sc. in Horticulture/Agriculture Desirable: Eight years relevant experience in Government//Autonomous Institutions/Public Sector Undertakings.
8.	Whether age and educational qualifications prescribed for direct recruits will apply in case of promotees	Age: Not applicable Essential qualification: As prescribed by the IMU.
9.	Period of Probation, if any	Two years
10.	Method of recruitment, whether by direct recruitment or by promotion or by deputation/transfer and percentage of the vacancies to be filled by various methods.	100% by Promotion failing which by Deputation/Absorption failing both on Contract basis.
11.	In case of recruitments by promotion/ deputation/transfer, grades from which promotion/deputation/transfer to be made	Promotion from among Field Assistants with 8 years service Deputation/Absorption: Persons holding equivalent post or with atleast 8 years of regular service in the scale of Field Assistant/ Equivalent in any recognized University/ Autonomous Body Govt. Department or Organisation / Public Sector Undertaking and Possessing the qualifications prescribed under col.7 Contract: Ex- servicemen with relevant qualifications and experience.
12.	If a Departmental Promotion Committee/ Recruitment Committee exist, what is its composition?	Departmental Promotion Committee will consist of: (i) Vice Chancellor as Chairperson. (ii) Three persons in concerned subjects as recommended by Vice Chancellor. (iii) Dean/ Head/ Chairperson of department concerned. (iv) An academician nominated by the Executive Council.
13.	Remarks	

59. FIELD ASSISTANT

1.	Name of the Post	Field Assistant
2.	Number of Posts	As per university requirements
3.	Classification	Horticulture Service (Group "C")
4.	Scale of Pay	Pre- revised Rs 4500-125-7000. As per VI th Pay Commission Pay Band of Rs. 5200-20200 with Grade Pay of Rs.2800.
5.	Whether selection post or non-selection post	Not Applicable
6.	Age limit for direct recruits	Not Applicable
7.	Educational and other qualifications required for direct recruits	B.Sc. in Horticulture/Agriculture Desirable: One year relevant experience in Government/.Autonomous Institutions/Public Sector Undertakings.
8.	Whether age and educational qualifications prescribed for direct recruits will apply in case of promotees	Not Applicable
9.	Period of Probation, if any	Two years
10.	Method of recruitment, whether by direct recruitment or by promotion or by deputation/transfer and percentage of the vacancies to be filled by various methods.	100% By Deputation/Absorption failing which by re- employment of ex-servicemen failing both on Contract
11.	In case of recruitments by promotion/ deputation/transfer, grades from which promotion/deputation/transfer to be made	<u>Deputation/Absorption:</u> Persons holding equivalent post or with atleast 5years of regular service in the scale of Field Assistant/ Equivalent in any recognized University/ Autonomous Body/Govt Department or Organisation/ Public Sector Undertaking and Possessing the qualifications prescribed under col 7. <u>Re-employment :</u> Ex- servicemen with relevant qualifications and experience . <u>Contract :</u> Retired persons from Central or State Govt Organisations/ Autonomous bodies/Public Sector Undertakings with relevant qualifications and experience.
12.	If a Departmental Promotion Committee/ Recruitment Committee exist, what is its composition?	Not Applicable
13.	Remarks	

60. JUNIOR FIELD ASSISTANT

1.	Name of the Post	Junior Field Assistant
2.	Number of Posts	As per University requirements
3.	Classification	Horticulture Service Group "C"
4.	Scale of Pay	Pre- revised Rs 3050-75-3950-80-4590. As per VI th Pay Commission Pay Band of Rs.5200-20200 with Grade Pay of Rs.1900.
5.	Whether selection post or non-selection post	Not Applicable
6.	Age limit for direct recruits	Not Applicable
7.	Educational and other qualifications required for direct recruits	Possession of Technical Qualifications like, Certificate in Horticulture/Agriculture issued by the Government Institutions/Universities
8.	Whether age and educational qualifications prescribed for direct recruits will apply in case of promotees	Not Applicable
9.	Period of Probation, if any	Two years
10.	Method of recruitment, whether by direct recruitment or by promotion or by deputation/transfer and percentage of the vacancies to be filled by various methods.	100% By Promotion.
11.	In case of recruitments by promotion/ deputation/transfer, grades from which promotion/deputation/transfer to be made	At least 10 years of regular service at Group D level (Horticulture Attendant) possessing the qualification prescribed at Sl.No.7 and passing the skill test.
12.	If a Departmental Promotion Committee/ Recruitment Committee exists, what is its composition?	Departmental Promotion Committee will consist of: (i) Vice Chancellor or one officer nominated by Vice Chancellor as Chairperson. (ii) One officer from department concerned as Member. (iii) One officer from department familiar as Member.
13.	Remarks	

61. TECHNICAL OFFICER GRADE - II

1.	Name of the Post	Technical Officer Grade -II
2.	Number of Posts	As per University requirements
3.	Classification	Academic - Non Vacation Group "A"
4.	Scale of Pay	Pre- revised Rs 12000-420-18300. As per VIth Pay Commission Pay Band of Rs.37400-67000 with Grade Pay of Rs.8700.
5.	Whether selection post or non-selection post	Not Applicable
6.	Age limit for direct recruits	Not Applicable
7.	Educational and other qualifications required for direct recruits	<p>i) M.E. / M.Tech. in Instrumentation (or) related area with atleast 55% marks or its equivalent grade of B in the UGC seven point scale</p> <p>ii) Atleast 10 years experience in reputed laboratories/ industries in design/production/ maintenance of instruments.</p> <p>Desirable : Ph.D. in Instrumentation (or) related area</p>
8.	Whether age and educational qualifications prescribed for direct recruits will apply in case of promotees	Not Applicable
9.	Period of Probation, if any	Two years
10.	Method of recruitment, whether by direct recruitment or by promotion or by deputation/transfer and percentage of the vacancies to be filled by various methods.	100% By Promotion
11.	In case of recruitments by promotion/ deputation/transfer, grades from which promotion/ deputation/transfer to be made	Promotion from the Technical Officer Grade - I with 8 years of regular service
12.	If a Departmental Promotion Committee / Recruitment Committee exist, what is its composition?	<p>Departmental Promotion Committee will consist of:</p> <p>(i) Vice Chancellor as Chairperson.</p> <p>(ii) Three persons in concerned subjects as recommended by Vice Chancellor.</p> <p>(iii) Dean/ Head/ Chairperson of department concerned.</p> <p>(iv) An academician nominated by the Executive Council.</p>
13.	Remarks	

62. TECHNICAL OFFICER GRADE – I

1.	Name of the Post	Technical Officer Grade –I
2.	Number of Posts	As per University requirements
3.	Classification	Academic - Non Vacation Group "A"
4.	Scale of Pay	Pre- revised Rs 8000-275-13500. As per VIth Pay Commission Pay Band of Rs.15600-39100 with Grade Pay of Rs.5400.
5.	Whether selection post or non-selection post	Selection Post
6.	Age limit for direct recruits	Maximum 35 Years
7.	Educational and other qualifications required for direct recruits	M.Sc./B.E/B.Tech.in instrumentation or related area with atleast 55% marks or its equivalent grade of B in the UGC seven point scale <u>Desirable:</u> M.E./M.Tech./Ph.D in Instrumentation (or) related area.
8.	Whether age and educational qualifications prescribed for direct recruits will apply in case of promotees	Age: Not applicable Essential qualification: As prescribed by the IMU.
9.	Period of Probation, if any	Two years
10.	Method of recruitment, whether by direct recruitment or by promotion or by deputation/transfer and percentage of the vacancies to be filled by various methods.	50% by Promotion failing which by Direct Recruitment; 50% by Direct Recruitment
11.	In case of recruitments by promotion/ deputation/transfer, grades from which promotion/ deputation/transfer to be made	Promotion from individuals working in the Technical Cadres with a scale of pay of Rs.5500-9000 with 8 years of regular service and possessing the qualifications for direct recruitment
12.	If a Departmental Promotion Committee / Recruitment Committee exist, what is its composition?	Departmental Promotion Committee/ Selection Committee will consist of: (i) Vice Chancellor as Chairperson. (ii) Three persons in concerned subjects as recommended by Vice Chancellor. (iii) Dean/ Head/ Chairperson of department concerned. (iv) An academician nominated by the Executive Council.
13.	Remarks	Recruitment/Promotion for this post will also be based on a comprehensive test or interview or both.

63. TECHNICIAN GRADE - IV

1.	Name of the Post	Senior Technician
2.	Number of Posts	As per University requirements
3.	Classification	Technical Service, Group "C"
4.	Scale of Pay	Pre- revised Rs 4500-125-7000.As per VI th Pay Commission Pay Band of Rs.5200- 20200 with Grade Pay of Rs.2800.
5.	Whether selection post or non-selection post	Non-Selection post
6.	Age limit for direct recruits	Maximum 30 Years
7.	Educational and other qualifications required for direct recruits	Diploma in Electronics/Electrical/Mechanical Engineering with 3 years relevant experience in industry/research laboratory
8.	Whether age and educational qualifications prescribed for direct recruits will apply in case of promotees	Not applicable
9.	Period of Probation, if any	Two years
10.	Method of recruitment, whether by direct recruitment or by promotion or by deputation/transfer and percentage of the vacancies to be filled by various methods.	100% by Promotion failing which by Direct Recruitment
11.	In case of recruitments by promotion/ deputation/transfer, grades from which promotion/ deputation/transfer to be made	Promotion from the Technician Grade – II with 8 years service
12.	If a Departmental Promotion Committee / Recruitment Committee exist, what is its composition?	Departmental Promotion Committee/ Selection Committee will consist of: (i) Vice Chancellor or one officer nominated by Vice Chancellor as Chairperson. (ii) One officer from department concerned as Member. (iii) One officer from department familiar as Member.
13.	Remarks	

64. TECHNICIAN GRADE - II

1.	Name of the Post	Technician Grade – II
2.	Number of Posts	As per University requirements
3.	Classification	Technical service Group "C"
4.	Scale of Pay	Pre- revised Rs 4000-100-6000. As per VIth Pay Commission Pay Band of Rs. 5200-20200 with Grade Pay of Rs. 2400.
5.	Whether selection post or non-selection post	Non-Selection Post
6.	Age limit for direct recruits	Maximum 30 Years
7.	Educational and other qualifications required for direct recruits	ITI Certificate with atleast five years experience in Mechanical/ Electrical/ Electronic shops of reputed industry/educational institution/research laboratory (or) H.Sc. with 6 years experience in glass blowing
8.	Whether age and educational qualifications prescribed for direct recruits will apply in case of promotees	Age: Not applicable Essential qualification: As prescribed by the IMU.
9.	Period of Probation, if any	Two years
10.	Method of recruitment, whether by direct recruitment or by promotion or by deputation/transfer and percentage of the vacancies to be filled by various methods.	100 % Promotion failing which by Direct Recruitment
11.	In case of recruitments by promotion/ deputation/transfer, grades from which promotion/ deputation/transfer to be made	Promotion from the Technician Grade – I with 8 years service
12.	If a Departmental Promotion Committee/ Recruitment Committee exist, what is its composition?	Departmental Promotion Committee/ Selection Committee will consist of: (i) Vice Chancellor or one officer nominated by Vice Chancellor as Chairperson. (ii) One officer from department concerned as Member. (iii) One officer from department familiar as Member.
13.	Remarks	

65. TECHNICIAN GRADE - I

1.	Name of the Post	Technician Grade – I
2.	Number of Posts	As per University requirement
3.	Classification	Technical service Group "C"
4.	Scale of Pay	Pre- revised Rs 3050-75-3950-80-4590. As per VI th Pay Commission Pay Band of Rs.5200-20200 with Grade Pay of Rs.1900.
5.	Whether selection post or non-selection post	Selection Post
6.	Age limit for direct recruits	Maximum 30 Years
7.	Educational and other qualifications required for direct recruits	ITI Certificate with atleast one year experience in Mechanical/ Electrical/ Electronic shops of reputed industry/educational institution/research laboratory (or) H.Sc. with 2 years experience in glass blowing.
8.	Whether age and educational qualifications prescribed for direct recruits will apply in case of promotees	Age: Not applicable Essential qualification: As prescribed by the IMU.
9.	Period of Probation, if any	Two years
10.	Method of recruitment, whether by direct recruitment or by promotion or by deputation/transfer and percentage of the vacancies to be filled by various methods.	By Promotion failing which by Direct Recruitment
11.	In case of recruitments by promotion/ deputation/transfer, grades from which promotion/ deputation/transfer to be made	Through Departmental Test
12.	If a Departmental Promotion Committee / Recruitment Committee exist, what is its composition?	Departmental Promotion Committee/ Selection Committee will consist of: (i) Vice Chancellor or one officer nominated by Vice Chancellor as Chairperson. (ii) One officer from department concerned as Member. (iii) One officer from department familiar as Member.
13.	Remarks	

66. DRIVER (LEVEL-I)

1.	Name of the Post	Driver (Level-I)
2.	Number of Posts	As per University Requirements
3.	Classification	Group "C" Transport Services
4.	Scale of Pay	Pre- revised Rs 5000- 150-8000. As per VI th Pay Commission Pay Band of Rs.9300- 34800 with Grade Pay of Rs.4200.
5.	Whether selection post or non-selection post	Non-Selection Post
6.	Age limit for direct recruits	Not Applicable
7.	Educational and other qualifications required for direct recruits	1) A Pass in XII Std or Diploma in Automobile Engineering. 2) Possession of a valid driving license for Heavy Vehicle 3) Knowledge of Motor Mechanism 4) Experience of driving a motor car for at least 15 years including 3 years Driving of Heavy Vehicles.
8.	Whether age and educational qualifications prescribed for direct recruits will apply in case of promotees	Age: Not applicable Essential qualification: As prescribed by the IMU.
9.	Period of Probation, if any	Two years
10.	Method of recruitment, whether by direct recruitment or by promotion or by deputation/transfer and percentage of the vacancies to be filled by various methods.	By Promotion
11.	In case of recruitments by promotion/ deputation/transfer, grades from which promotion/deputation/transfer to be made	Promotion with Driver Level-II with 10 years' regular service. Only candidates who qualify the proficiency test will be eligible for consideration of promotion.
12.	If a Departmental Promotion Committee / Recruitment Committee exist, what is its composition?	Departmental Promotion Committee/ Selection Committee will consist of: (i) Vice Chancellor or one officer nominated by Vice Chancellor as Chairperson. (ii) One officer from department concerned as Member. (iii) One officer from department familiar as Member.
13.	Remarks	Age and qualifications are relaxable by Vice Chancellor in deserving cases.

67. DRIVER (LEVEL-II)

1.	Name of the Post	Driver (Level-II)
2.	Number of Posts	As per University requirement
3.	Classification	Group "C" Transport Services
4.	Scale of Pay	Pre- revised Rs 4000-100-6000. As per VIth Pay Commission Pay Band of Rs.5200-20200 with Grade Pay of Rs.2400.
5.	Whether selection post or non-selection post	Non-Selection Post
6.	Age limit for direct recruits	Not Applicable
7.	Educational and other qualifications required for direct recruits	1) A Pass in X Std. 2) Possession of a valid driving license for Heavy Vehicle. 3) Knowledge of Motor Mechanism 4) Experience of driving a motor car for at least 10 years including 3 years Driving of Heavy Vehicles.
8.	Whether age and educational qualifications prescribed for direct recruits will apply in case of promotees	Age: Not applicable Essential qualification: As prescribed by the IMU.
9.	Period of Probation, if any	Two years
10.	Method of recruitment, whether by direct recruitment or by promotion or by deputation/transfer and percentage of the vacancies to be filled by various methods.	By Promotion
11.	In case of recruitments by promotion/ deputation/transfer, grades from which promotion/deputation/transfer to be made	Promotion from among the Driver Level-III with 10 years of regular service. Only candidates who qualify the Trade Test of appropriate standard will be eligible for consideration of promotion.
12.	If a Departmental Promotion Committee / Recruitment Committee exists, what is its composition?	Departmental Promotion Committee/ Selection Committee will consist of: (i) Vice Chancellor or one officer nominated by Vice Chancellor as Chairperson. (ii) One officer from department concerned as Member. (iii) One officer from department familiar as Member.
13.	Remarks	Age and qualifications are relaxable by Vice Chancellor in deserving cases.

68. DRIVER (LEVEL-III)

1.	Name of the Post	Driver (Level-III)
2.	Number of Posts	As per University requirements
3.	Classification	Group "C" Transport Services
4.	Scale of Pay	Pre- revised Rs 3050-75-80-4590. As per VIth Pay Commission Pay Band of Rs. 5200-20200 with Grade Pay of Rs.1900.
5.	Whether selection post or non-selection post	Non-Selection Post
6.	Age limit for direct recruits	Maximum 30 Years
7.	Educational and other qualifications required for direct recruits	(i) A Pass in X Std. (ii) Possession of a valid driving license for Heavy Vehicle (iii) Knowledge of Motor Mechanism (iv) Experience of driving a motor car for at least 3 years including one year Driving of Heavy Vehicle.
8.	Whether age and educational qualifications prescribed for direct recruits will apply in case of promotees	Age not applicable Qualifications as laid down at column. (7) will apply in case of promotees.
9.	Period of Probation, if any	Two years
10.	Method of recruitment, whether by direct recruitment or by promotion or by deputation/transfer and percentage of the vacancies to be filled by various methods.	By Promotion failing which by Direct Recruitment
11.	In case of recruitments by promotion/ deputation/transfer, grades from which promotion/deputation/transfer to be made	Promotion from among the Motor Vehicle Attendants with 5 years of experience in Transport section, failing which from Group "D" Employees with 5 Years experience. Only candidates who qualify the proficiency test will be eligible for consideration of promotion.
12.	If a Departmental Promotion Committee / Recruitment Committee exist, what is its composition?	Departmental Promotion Committee/ Selection Committee will consist of: (i) Vice Chancellor or one officer nominated by Vice Chancellor as Chairperson. (ii) One officer from department concerned as Member. (iii) One officer from department familiar as Member.
13.	Remarks	Age and qualifications are relaxable by Vice Chancellor in deserving cases.

69. OFFICE ATTENDANT

1.	Name of the Post	Office Attendant
2.	Number of Posts	As per university requirements
3.	Classification	Group "D"
4.	Scale of Pay	Pre- revised Rs 2550-55-2660-60-3200. As per VI th Pay Commission Pay Band of Rs.5200-20200 with Grade Pay of Rs.1800.
5.	Whether selection post or non-selection post	Not Applicable
6.	Age limit for direct recruits	Maximum - 30 Years
7.	Educational and other qualifications required for direct recruits	A Pass in SSLC or equivalent Examinations
8.	Whether age and educational qualifications prescribed for direct recruits will apply in case of promotees	Not applicable
9.	Period of Probation, if any	Two years
10.	Method of recruitment, whether by direct recruitment or by promotion or by deputation/ transfer and percentage of the vacancies to be filled by various methods.	100% by Direct Recruitment
11.	In case of recruitments by promotion/ deputation/transfer, grades from which promotion/deputation/transfer to be made	Not applicable
12.	If a Departmental Promotion Committee / Recruitment Committee exist, what is its composition?	Selection Committee will consist of: (i) Vice Chancellor or one officer nominated by Vice Chancellor as Chairperson. (ii) One officer from department concerned as Member. (iii) One officer from department familiar as Member.
13.	Remarks	

70. TECHNICAL ATTENDANT

1.	Name of the Post	Technical Attendant
2.	Number of Posts	As per University requirements
3.	Classification	Group "D"
4.	Scale of Pay	Pre- revised Rs 2550-55-2660-60-3200. As per VIth Pay Commission Pay Band of Rs. 5200-20200 with Grade Pay of Rs.1800.
5.	Whether selection post or non-selection post	Not Applicable
6.	Age limit for direct recruits	Not Applicable
7.	Educational and other qualifications required for	Not Applicable
8.	Whether age and educational qualifications prescribed for direct recruits will apply in case of promotees	Not Applicable
9.	Period of Probation, if any	Two years
10.	Method of recruitment, whether by direct recruitment or by promotion or by deputation/transfer and percentage of the vacancies to be filled by various methods.	By Transfer (Absorption) failing which by direct recruitment
11.	In case of recruitments by promotion/ deputation/transfer, grades from which promotion/deputation/transfer to be made	By Transfer (Absorption) of other Group "D" employees possessing ITI certificate.
12.	If a Departmental Promotion Committee/ Recruitment Committee exist, what is its composition?	Selection Committee will consist of: (i) Vice Chancellor or one officer nominated by Vice Chancellor as Chairperson. (ii) One officer from department concerned as Member. (iii) One officer from department familiar as Member.
13.	Remarks	

71. LAB ATTENDANT

1.	Name of the Post	Lab Attendant
2.	Number of Posts	As per University requirements
3.	Classification	Group "D" Service
4.	Scale of Pay	Pre- revised Rs 2650-65-3300-70-4000.As per VI th Pay Commission Pay Band of Rs.5200-20200 with Grade Pay of Rs.1800.
5.	Whether selection post or non-selection post	Non-Selection Post
6.	Age limit for direct recruits	Maximum 30 years
7.	Educational and other qualifications required for direct recruits	A Pass in H. Sc. with Science subjects
8.	Whether age and educational qualifications prescribed for direct recruits will apply in case of promotees	Not Applicable
9.	Period of Probation, if any	Two years
10.	Method of recruitment, whether by direct recruitment or by promotion or by deputation/transfer and percentage of the vacancies to be filled by various methods.	Direct Recruitment
1.1	In case of recruitments by promotion/ deputation/transfer, grades from which promotion/deputation/transfer to be made	Not applicable
12.	If a Departmental Promotion Committee/ Recruitment Committee exist, what is its composition?	Selection Committee will consist of: (i) Vice Chancellor or one officer nominated by Vice Chancellor as Chairperson. (ii) One officer from department concerned as Member. (iii) One officer from department familiar as Member.
13.	Remarks	

72. HORTICULTURE ATTENDANT

1.	Name of the Post	Horticulture Attendant
2.	Number of Posts	As per University requirements
3.	Classification	Group "D"
4.	Scale of Pay	Pre- revised Rs 2550-55-2660-60-3200. As per VIth Pay Commission Pay Band of Rs.5200-20200 with Grade Pay of Rs.1800.
5.	Whether selection post or non-selection post	Not Applicable
6.	Age limit for direct recruits	Maximum 30 years
7.	Educational and other qualifications required for direct recruits	A Pass in X Standard
8.	Whether age and educational qualifications prescribed for direct recruits will apply in case of promotees	Not Applicable
9.	Period of Probation, if any	Two years
10.	Method of recruitment, whether by direct recruitment or by promotion or by deputation/transfer and percentage of the vacancies to be filled by various methods.	By Transfer (Absorption) failing which by Direct Recruitment
11.	In case of recruitments by promotion/ deputation/ transfer, grades from which promotion/deputation/transfer to be made	By Transfer (Absorption) of other Group "D" employees who have experience in Horticulture, subject to passing a skill test.
12.	If a Departmental Promotion Committee/ Recruitment Committee exist, what is its composition?	Selection Committee will consist of: (i) Vice Chancellor or one officer nominated by Vice Chancellor as Chairperson. (ii) One officer from department concerned as Member. (iii) One officer from department familiar as Member.
13.	Remarks	

CHAPTER- 2

LEAVE ADMISSIBLE TO PERMANENT TEACHERS

1. The following kinds of leave would be admissible to permanent teachers –
 - (i) Leave treated as duty, viz. Casual leave Special casual leave and Duty leave
 - (ii) Leave earned by duty, viz. Earned leave Half pay leave ; and Commuted leave
 - (iii) Leave not earned by duty, viz. extraordinary leave and Leave not due
 - (iv) Leave not debited to leave account
 - (a) Leave for academic pursuits, viz. Study leave; and Sabbatical leave / Academic leave
 - (b) Leave on grounds of health, viz.
 - Maternity leave
 - Special Disability leave
 - Quarantine leave

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

2. Casual Leave
 - (i) Total casual leave granted to a teacher shall not exceed eight days in an academic year.
 - (ii) Casual leave cannot be combined with any other kind of leave except special casual leave. It may be combined with holidays including Saturdays and Sundays. Holidays or Sundays falling within the period of casual leave shall be counted as casual leave.
3. Special Casual leave
 - (i) Special casual leave, not exceeding ten days in an academic year, may be granted to a teacher.
 - (ii) To conduct examination of a University/ Public Service Commission/ Board of examination of other similar Bodies/ Institutions; and
 - (iii) To inspect academic institutions attached to a statutory board. etc.

NOTE:

- (i) In computing the ten days leave admissible, the days of actual journey, if any, to and from the places where activities specified above, take place, will be excluded.
 - (ii) In addition, special casual leave to the extent mentioned below may also be granted:
 - (a) To undergo sterilization operation (vasectomy or salpingectomy) under family welfare programme. Leave in this case will be restricted to six working days: and
 - (b) To a female teacher who undergoes non-puerperal sterilization. Leave in this case will be restricted to fourteen days.
 - (iii) Special casual leave cannot be accumulated, nor can it be combined with any other kind of leave except casual leave except casual leave. It may be granted in combination with holidays or vacation.
4. Duty Leave
 - (i) Duty leave may be granted for

- (a) Attending conferences, congresses, symposia and seminars on behalf of the university or with the permission of the university
 - (b) Delivering lectures in institutions and universities at the invitation of such institutions or universities received by the university and accepted by the Vice-Chancellor
 - (c) Working in another Indian or foreign university, any another agency, institution or organization, when so deputed by the university;
 - (d) Participating in a delegation or working on a committee appointed by the Government of India, State Government, the University Grants Commission, a sister University or any other academic body, and
 - (e) For performing any other duty for the university.
- (ii) The duration of leave should be such as may be considered necessary by the sanctioning authority on each occasion.
 - (iii) The leave may be granted on full pay, provided that if the teacher receives a fellowship or honorarium or any other financial assistance beyond the amount needed for normal expenses, he/she may be sanctioning duty leave on reduced pay and allowances; and
 - (iv) Duty leave may be combined with earned leave, half pay leave or extraordinary leave.

5. Earned leave

- (i) Earned leave admissible to a teacher shall be
 - (a) 1/30th of actual service including vacation; plus
 - (b) 1/3rd of the period, if any, during which he/she is required to perform duty, during vacation.

NOTE: For purposes of computation of period of actual service, all periods of leave except casual, special casual and duty leave shall be excluded.

- (ii) Earned leave at the credit of a teacher shall not accumulate beyond 300 days. The maximum earned leave that may be sanctioned at a time shall not exceed 120 days. Earned leave exceeding 120 days may, however, be sanctioned in the case of higher study, or training, or leave with medical certificate, or when the entire leave, or portion thereof, is spent outside India.

NOTE 1: When a teacher combines vacation with earned leave, the period of vacation shall be reckoned as leave in calculating the maximum amount of leave on average pay which may be included in the particular period of leave.

NOTE 2: In case where only a portion of the leave is spent outside India, the grant of leave in excess of 120 days shall be subject to the condition that the portion of the leave spent in India shall not in the aggregate exceed 120 days.

- (iii) (a) Where a teacher retires on attaining the normal age prescribed for retirement, he will be paid cash equivalent of leave salary for E.L. if any at the credit of the teacher on the date of his retirement subject to the maximum of 240 days.

(b) The cash equivalent under Clause (a) shall be calculated as follows and shall be payable in one lump sum as a onetime settlement. No house rent allowance or city compensatory allowance shall be payable.

$$\text{Cash Equivalent} = \frac{\text{Pay admissible on the date of retirement plus Dearness allowance}}{30} \times \text{No. of days of unutilized EL at credit on the date of retirement subject to a maximum of 240 days}$$

6. Half pay leave

- i. The half-pay leave account of every faculty member shall be credited with half pay leave in advance, in two installments of ten days each on the first day of January and July of every calendar year.
 - a. The leave shall be credited to the said leave account at the rate of 5/3 days for each complete calendar month of service which he is likely to render in the half year of the calendar year n which he is appointed.
 - b. The credit for the half year in which a faculty member is due to retire or resigns from the service shall be allowed at the rate of 5/3 days per completed calendar month upto the date of retirement or resignation.
 - c. When a faculty member is removed or dismissed from service or dies while in service, credit of half pay leave shall be allowed at the rate of 5/3 days per completed calendar month upto the end of the calendar month preceding the calendar month in which he is removed or dismissed from service or dies in service.
 - d. Where a period of absence or suspension of a faculty member has been treated as ‘dies non’ in a half year, the credit to be afforded to his half pay leave at the commencement of next half year, shall be reduced by one eighteenth of the period of ‘dies-non’ subject to a maximum of ten days.
- ii. The leave under this rule may be granted on medical certificate or on private affairs.
- iii. While affording credit of half-pay leave, fraction of a day shall be rounded off to the nearest day. Provided that in the case of faculty member not a permanent employee or Quasi permanent employee, no half - pay leave shall be granted unless the authority competent to grant leave has reasons to believe that the faculty member will return to duty on its expiry except in the case of faculty member who has been declared completely and permanently, incapacitated for further service by a medical authority.

NOTE:

A “completed year of service” means continuous service of specified duration under the University and includes periods of absence from duty as well as leave including extraordinary.

7. Commuted Leave

Commuted leave, not exceeding half the amount of the half pay leave due, may be granted on the basis of medical certificate from a registered medical practitioner to a permanent teacher subject to the following conditions.

- (i) Commuted leave during the entire service shall be limited to a maximum of 240 days.

- (ii) When commuted leave is granted, twice the amount of such leave shall be debited against the half pay leave due: and
- (iii) The total duration of earned leave and commuted leave taken in conjunction shall not exceed 240 days at a time. Provided that no commuted leave shall be granted under these rules unless the authority competent to sanction leave has reason to believe that the teacher will return to duty on its expiry.
- (iv) Half pay leave upto a maximum of 180 days may be allowed to be commuted during the entire service (without production of medical certificate) where such leave is unutilized for an approved course of study certified to be in the University's interest by the leave sanctioning authority.

Note: Commuted leave may be granted at the request of the teacher even when earned leave is due to him.

8. Extra-ordinary leave

- (i) A permanent teacher may be granted extraordinary leave when:
 - a) No other leave is admissible; or
 - b) When other leave is admissible and the teacher applies in writing for the grant of extraordinary leave.

Provided, however, that save under the provisions of sub-clauses (ii) to (iv) below, no extraordinary leave shall be granted to a teacher for holding an appointment or a fellowship outside the University.
- (ii) The Executive Council may grant on the request from the institution concerned and on application of the teacher, extra ordinary leave to hold an appointment or a fellowship under a Government, a University, a Research Institute or other similar important institution, if in the opinion of Executive Council, such leave does not prejudice the interest of the University. This leave can be allowed only to a teacher who has been confirmed in the post held by him and has served the University for a period for at least two years. The application for such leave shall be sent through the Dean of School concerned and the latter shall give his recommendations taking into account the strength of teaching staff of the particular subject. Except in very special cases at no time more than 20% of the strength of teachers on rolls of a Centre shall be allowed to be absent from the Centre on extra ordinary leave, study leave and/ or sabbatical leave. However, the relaxation may be given at the discretion of the Vice Chancellor on the merits of the case. In case of his failure to return to duty immediately at the end of the period of leave sanctioned to him the services of a teacher shall be liable to be terminated from the date of commencement of the period of leave granted to him. He shall also refund to the University pay and allowances, if any received by him during the leave (including other kinds of leave taken in continuation) sanctioned to him for the purpose.
- (iii) The Executive Council may also grant at its discretion, extraordinary leave to a permanent teacher who has been selected for a teaching or research assignment in a University, a Research institute or other similar important institution provided he has served the University for a period of at least two years and the application had been sent through and forwarded by the University. The leave in such cases shall not exceed a maximum period of two years. In the case of faculty members who are appointed/ elected/ nominated as Vice-Chancellor/Director/Member of Legislative Assembly/ Member of Parliament, etc. where the tenure is for five years, the EOL can be granted upto 5 years. This benefit will be extended only once in the entire service of the faculty. Notwithstanding any other leave which may be due to a teacher, the entire period for which the

teacher holds the appointment outside the University shall be without pay. The period so spent shall count for seniority. The period shall count for pensionary/ Contributory Provident Fund benefits provided the leave salary, pensionary contributory provident fund contributions are paid by the teacher or the foreign employer. If the teacher does not resume his duties in the University at the end of the period of extra - ordinary leave granted to him, he shall be treated as having resigned the post held by him in the University.

- (iv) Extraordinary leave shall always be without pay and allowances. Extraordinary leave shall count for increment in the following cases:
 - (a) Leave taken on the basis of medical certificates
 - (b) Cases where the Vice Chancellor/ Principal is satisfied that the leave was taken due to causes beyond the control of the teacher, such as inability to join or rejoin duty due to civil commotion or a natural calamity, provided the teacher has no other kind of leave to his credit.
 - (c) Leave taken for pursuing higher studies; and
 - (d) Leave granted to accept an invitation or an appointment to a teaching post or fellowship or research-cum- teaching post or an assignment for technical or academic work.
- (v) Extraordinary leave may be combined with any other leave except casual leave and special casual leave, provided that the total period of continuous absence from duty on leave (including periods of vacation when such vacation is taken in conjunction with leave) shall not exceed three years except in cases where leave is taken on medical certificate. The total period of absence from duty shall in no case exceed five years in the full working life of the individual.
- (iv) The authority empowered to grant leave may commute retrospectively periods of absence without leave into extraordinary leave.

9. Leave Not Due

- (i) Leave not due, may at the discretion of the Vice-Chancellor / Principal, be granted to a permanent teacher for a period not exceeding 360 days during the entire period of service, out of which not more than 90 days at a time and 180 days in all may be otherwise than on medical certificate. Such leave shall be debited against the half-pay leave earned by him/her subsequently.
- (ii) 'Leave not due' shall not be granted unless the Vice Chancellor/ Principal is satisfied that as far as can reasonably be foreseen, the teacher will return to duty on the expiry of the leave and earn the leave granted.
- (iii) A teacher to whom 'leave not due' is granted shall not be permitted to tender his/her resignation from service so long as the debit balance in his/her leave account is not wiped off by active service or he/she refunds the amount paid to him/her as pay and allowances for the period not so earned. In a case where retirement is unavoidable on account of reason of ill health, incapacitating the teacher for further service, refund of leave salary for the period of leave still to be earned may be waived by the Executive Council. Provided further that the Executive Council may, in any other exceptional case, waive for reasons to be recorded, the refund of leave salary for the period of leave still to be earned.

10. Study Leave

- (i) Study leave may be granted after a minimum of 5 years continuous service, to pursue a special line of study or research directly related to his/ her work in the university or to make a special study of the various aspects of university organisation and methods of education. The paid period of study leave should be for a maximum period of 3 years at a time, but 2 years may be given in the first instance, extendable by one more year, if there is adequate progress as reported by the Research Guide. Care should be taken that the number of teachers given study leave, does not exceed the stipulated percentage of teachers in any department. Provided that the Executive/ Syndicate may in the special circumstances of a case, waive the condition of five years service being continuous.

Explanation: In computing the length of service, the time during which a person was on probation or engaged as a research assistant may be reckoned, provided,

- a. The person is a teacher on the date of the application and
- b. There is no break in service.

- (ii) Study leave shall be granted by the Executive Council on the recommendation of the concerned Head of the department and Academic advisers committee. The leave shall not be granted for more than three years in one spell, save in very exceptional cases in which the Executive Council is satisfied that such extension is unavoidable on academic grounds and necessary in the interest of the University.
- (iii) A teacher who has availed himself/herself of study leave would not be entitled to the sabbatical leave. Provided further that sabbatical leave shall not be granted until after the expiry of five years from the date of the teacher's return from previous study leave or any other kind of training programme.
- (iv) Study leave may be granted not more than twice during one's career. However, the maximum of study leave admissible during the entire service should not exceed five years.
- (v) No teacher who has been granted study leave be permitted to alter substantially the course of study or the programme of research without the permission of the Executive Council/Syndicate. When the course of study falls short of study leave sanctioned, the teacher shall resume duty on the conclusion of the course of study unless the previous approval of the Executive Council/ Syndicate to treat the period of shortfall as ordinary leave has been obtained.
- (vi) Subject to the provisions of sub-clauses (vii) and (viii) below, study leave may be granted on full pay up to two years extendable by one year at the discretion of the university.
- (vii) The amount of scholarship, fellowship or other financial assistance that a teacher, granted study leave, has been awarded will not preclude his/ her being granted study leave with pay and allowances but the scholarship, etc. so received shall be taken into account in determining the pay and allowances on which the study leave may be granted. The Foreign scholarship/ fellowship would be offset against pay only if the fellowship is above a specified amount, which is to be determined from time to time, based on the cost of living for a family in the country in which the study is to be undertaken. In the case of an Indian fellowship, which exceeds the salary of the teacher, the salary would be forfeited.

- (viii) Subject to the maximum period of absence from duty on leave not exceeding three years, study leave may be combined with earned, half-pay leave, extraordinary leave or vacation, provided that the earned leave at the credit of the teacher shall be availed of at the discretion of the teacher. A teacher who is selected to a higher post during study leave, will be placed in that position and get the higher scale only after joining the post.
- (ix) A teacher granted study leave shall on his/ her return and rejoining the service of the university may be eligible to the benefit of the annual increment(s) which he/she would have earned in the course of time if he/she had not proceeded on study leave. No teacher shall however, be eligible to receive arrears of increments.
- (x) Study leave shall count as service for pension/ contributory provident fund, provided the teacher joins the university on the expiry of his/ her study leave.
- (xi) Study leave granted to a teacher shall be deemed to be cancelled in case it not availed of within 6 months of its sanction.
Provided that where study leave granted has been so cancelled, the teacher may apply again for such leave.
- (xii) A teacher availing himself/ herself of study leave shall undertake that he/she shall serve the university for a continuous period of at least three years to be calculated from the date of his/her resuming duty after expiry of the study leave.
- (xiii) After the leave has been sanctioned, the teacher shall, before, availing himself/ herself of the leave, execute a bond (as in Annexure – III) in favour of the university, binding himself/ herself for the due fulfillment of the conditions laid down in sub-clause (xii) and (xiv) below and give security of immovable property to the satisfaction of the Finance Officer/ Treasurer or a fidelity bond of an insurance company or a guarantee by a scheduled bank or furnish security of two permanent teachers for the amount which might become refundable to the university in accordance with sub- clause (xiv) below.
- (xiv) The Teacher shall submit to the Registrar, six monthly reports of progress in his/ her studies from his/ her supervisor or the Head of the Institution. These reports shall reach the Registrar within one month of the expiry of every six months of the study leave. If the report does not reach the Registrar within the specified time, the payment of leave salary may be deferred till the receipt of such report.

11. Sabbatical Leave/ Academic Leave

- (i) Permanent, whole-time teachers of the university who have completed seven years of service as Lecturer (Selection Grade)/ Reader or Professor, may be granted sabbatical leave to undertake study or research or other academic pursuits solely for the object of increasing their proficiency and usefulness to the university and higher education system. This leave shall not be granted to a teacher who has less than one year of service in the university to retire.
- (ii) The duration of leave shall not exceed one year at a time and two years in the entire career of a teacher.
- (iii) A teacher who has availed himself of study leave shall be eligible for sabbatical leave only after expiry of 5 years.

- (iv) A teacher shall, during the period of sabbatical leave, be paid full pay and allowances (subject to the prescribed conditions being fulfilled) at the rates applicable to him/ her immediately prior to his/ her proceeding on sabbatical leave.
- (v) A teacher on sabbatical leave shall not take up during the period of that leave, any regular appointment under another organisation in India or abroad. He/ She may, however, be allowed to accept a fellowship or a research scholarship or adhoc teaching and research assignment with honorarium or any other form of assistance, other than regular employment in the institution, employment in an institution of advanced studies provided that in such cases the Executive Council may, if it so desires, sanction sabbatical leave on reduced pay and allowances.
- (vi) During the period of sabbatical leave, the teacher shall he allowed to draw the increment on the due date. The period of leave shall also count as service for purposes of pension/ contributory provident fund, provided that the teacher rejoins the university on the expiry of his/her leaves.

NOTE 1: The programme to be followed during sabbatical leave shall be submitted to the university for approval along with the application for grant of leave.

NOTE 2: On return from leave the teacher shall report to the university the nature of studies, search or other work undertaken during the period of leave.

12. Maternity leave

- (i) Maternity leave on full pay may be granted to a woman teacher for a period not exceeding 135 days, to be availed of twice of in the entire career. Maternity leave may also be granted in case of miscarriage including abortion, subject to the condition that the total leave granted in respect of this to a woman teacher in her career is not more than 45 days, and the application for leave is supported by medical certificate.
- (ii) Maternity leave may be combined with earned leave, half pay leave or extraordinary leave but any leave applied for in continuation of maternity leave may be granted if the request is supported by a medical certificate.

Paternity leave

- (i) Paternity leave of 15 days may be granted to male teachers during the confinement of their wives, provided, the same is limited upto two children.

Adoption leave

- (1) Adoption leave may be provided as per the rules of the Central Government.

13. Special disability leave

- (a) Special disability leave may be granted to a teacher who is disabled by injury intentionally inflicted.
 - (i) Special disability leave may be granted to a teacher who is disabled by injury intentionally inflicted or caused in, or in consequence of the due performance of the official duties or in consequence of his official position.
 - (ii) Such leave shall not be granted unless the disability manifested itself within three months of the occurrence to which the attributed and the person disabled acted with due promptitude in bringing it to notice.

- (iii) Provided that the authority competent to grant leave may, if it is satisfied, as to the cause of disability, permit leave to be granted in cases where the disability manifested itself more than three months after the occurrence of its cause.

The period of leave granted shall be such as is certified by an Authorized Medical Attendant and shall in no case exceed 24 months.

- (iv) Special disability leave may be combined with leave of any other kind.
- (v) Special disability leave may be granted more than once if the disability is aggravated or re-manifests in similar circumstances at a later date but not more than 24 months of such leave shall be granted in consequence of any one disabled.
- (vi) Special disability leave shall be counted as duty in calculating service for pension and shall not except the leave granted under the provision to clause (b) of sub clause of this ordinance be debited against the leave account.
- (vii) Leave salary during such leave shall
 - (a) for the first 120 days of any period of such leave including a period of such leave granted under sub –clause(V) above be equal to leave salary while on earned leave; and
 - (b) for the remaining period of any such leave be equal to leave salary during half pay leave. Provided that a member of the staff, may at his option be allowed leave salary as in sub-clause(a) above the period not exceeding another 120 days and in that event the period of such leave shall be debited to his half pay leave account.

(b) Special disabilities leave for accidental injury:

- (viii) The provisions in part (a) above shall apply also to a teacher who is disabled by injury accidentally incurred in, or in consequence of, the due performance of his official duties or in consequence of his official position, or by illness incurred in the performance of any particular duty which has the effect of increasing his liability to illness or injury beyond the ordinary risk attaching to the post which he holds.

The grant of special disability leave in such cases shall be subject to the further conditions:

- (a) That the disability, if due to disease , must be certified by an Authorized Medical Attendant to be directly due to the performance of the particular duty:
- (b) That, if the teacher has contracted such disability during service, it must be, in the opinion of the authority competent to sanction leave, exceptional in character; and
- (c) The period of absence recommended by an Authorized Medical attendant may be covered in part by leave under the ordinance and in- part by other kind of leave, and that the amount or special disability granted on leave salary equal to that admissible on earned leave should not exceed 120 days.

16. Vacation

- (i) Vacation may be taken in combination with any kind of leave except casual and special casual leave provided that vacation shall not be both prefixed and suffixed to leave.
- (ii) Except in special circumstances vacation and earned leave taken together shall not extend beyond one semester.
- (iii) When a vacation falls between two periods of leave so as to result in a continuous period of absence from duty during the entire period, such vacation shall be treated as part of the leave.
- (iv) For the vacation period, a teacher shall be entitled to the same pay as when on duty. A teacher will however, be entitled only to half of such pay if he/she has given notice of resignation and the period of such expires during vacation or within one month from the last day thereof.

(B) TEACHERS RE-EMPLOYED AFTER RETIREMENT

17. In the case of a teacher re-employed after retirement the provisions of these ordinance shall apply as if he/she had entered service for the first time on the date of his/her re-employment. Re-employed pensioners who are treated as new entrants in the matter of leave may also be granted leave under sub-clause 11 of the clause 21 below, subject to the condition that they will not be entitled to draw their pensions during the terminal leave if the pension was held in abeyance during the period of re-employment.

(C) TEMPORARY TEACHERS

18. Temporary teachers shall be governed by the provisions of part (A) of these Ordinances subject to the following conditions and exceptions
- 1) Earned Leave:
 - a. A temporary teacher shall be entitled to earned leave as a permanent teacher as follows:
 - (i) 1/30th of the period of actual service including vacation plus;
 - (ii) 1/3rd of the period, if any, during which he is required to perform duty during vacation.
 - 2) Half pay leave;

No half pay leave may be granted to a temporary teacher unless the authority competent to sanction leave has reason to believe that the teacher will return to duty on the expiry of such leave.
 - 3) Commuted Leave:

Temporary teachers shall not be entitled to commute any portion of the half pay leave.
 - 4) Extraordinary Leave:

In the case of temporary teacher the duration of extraordinary leave on any occasion shall not exceed the following limits:

 - (a) Three months at a time;
 - (b) Six months in case where the teacher has completed three years continuous service and the leave application is supported by a medical certificate;
 - (c) Eighteen months where the teacher is undergoing treatment in a recognized hospital for tuberculosis, cancer or leprosy.

- (d) (i) 24 months in cases where the leave is required for prosecuting studies, certified to be in the University interest, provided that the teacher has completed three years, continuous service on the date of commencement of extraordinary leave. In cases, where this condition is not satisfied, extraordinary leave to this extent may be sanctioned in continuation of any other kind of leave due and applied for (including three months extraordinary leave under (a) above, if the teacher completes three years continuous service on the date of expiry of such leave).
- (ii) When a temporary teacher fails to resume duty the expiry of the maximum period of extraordinary leave granted to him/ her or where a teacher who is granted a lesser amount of leave remains absent from duty for any period which together with the extraordinary leave granted exceeds the limit upto which he/she could have been granted such leave under (i) above, he/she shall unless the Executive Council, in view of the exceptional circumstances of the case otherwise determines, be deemed to have resigned his/her appointment and shall accordingly cease to be in the University employment.
- 5) Leave not due, study leave and sabbatical leave:
Temporary teachers shall not be entitled for the grant of leave not due, study leave and sabbatical leave.
- 6) Vacation:
 - i) A teacher who is appointed as a temporary measure shall be entitled to pay for the following summer vacation only if he joined duty within two months of the beginning of the academic year and has worked continuously and satisfactorily from the date of joining upto the last working day of the session.
 - ii) In other cases, the vacation salary may be paid to the teacher, if the temporary appointment continues for a part or whole of the next academic year and the teacher joins on the opening day and has also served on the last working day before the vacation.

(D) TEACHERS APPOINTED ON CONTRACT

19. Teachers appointed on contract will be granted leave in accordance with the terms of the contract.

(E) HONARARY AND PART-TIME TEACHERS

20. Honorary and part-time teachers of the university shall be entitled to leave on the same terms as are applicable to whole-time temporary teachers of the University.

(F) GENERAL

- (i) General conditions:
 - 21. (1) Leave how earned: Leave is earned by duty only. The period is spent in Foreign Service counts as duty if contribution towards leave salary is paid for such period.
 - (2) Right to leave:-
 - (a) Leave cannot be claimed as a matter of right. Leave of any kind may be refused or revoked by the competent authority empowered to grant it without assigning any reasons, if that authority considers such action to be in the interest of the University.
 - (b) No leave shall be granted to a teacher whom a competent authority has decided to dismiss, remove or

- compulsorily retire from service nor shall any leave be granted to teacher when he is under suspension.
- (3) Maximum period of absence from duty on leave:
- (a) No teacher shall be granted leave of any kind for a continuous period exceeding five years.
 - (b) Where a teacher does not resume duty after remaining on leave for a continuous period of five years or where a teacher after the expiry of his leave remains absent from duty otherwise than on foreign service or on account of suspension, for any period which together with the period of leave granted to him/her exceeds five years, he/she shall unless the Executive Council in view of the exceptional circumstances of the case otherwise determines, be removed from service after following the prescribed procedure.
- (4) Application for leave: - Leave should always applied for in advance and the sanction of the competent authority obtained before it is availed of except in cases of emergency and for satisfactory reasons.
NOTE: Faculty member should not leave station till the order sanctioning leave has been issued.
- (5) Commencement and termination of leave:-
- (a) Leave ordinarily begins from the date on which leave as such is actually availed of and ends on the day, the teacher resumes his duty.
 - (b) Sundays and other recognized holidays may be prefixed and / or suffixed to leave with the permission of the authority competent to sanction the leave. Vacation may be combined with leave subject to the provisions of Ordinances 5 and 8.
- (6) Rejoining of duty before the expiry of the leave:-
- (a) A teacher on leave may not return to duty before the expiry of the period of leave granted to him Unless he/she is permitted to do so by the authority which sanctioned him/her the leave.
 - (b) Notwithstanding anything contained in (a) above, a teacher on leave preparatory to retirement shall be precluded from withdrawing his request for permission to retire and fro returning to duty, save with the consent of the Executive Council.
- (7) Leave on medical grounds to be supported by medical certificate:-
A teacher who applies leave on medical grounds shall support his/her application with a medical certificate from an Authorized Medical Officer of the University or where no such Medical Officer has been appointed, from a Registered Medical Practitioner. The authority competent to sanction leave may, however, require the applicant to appear before a Medical Board.
- (8) Rejoining duty on return from leave on medical grounds:-
No teacher who has been granted leave (other than casual leave) on medical certificate shall be allowed to return to duty without producing a medical certificate of fitness.
- (9) Employment during leave:-
A teacher on leave shall not, without the written permission of the University, engage directly or indirectly in any trade or business whatsoever or in any private tuition or other work to which any emolument or honorarium is attached; but this prohibition shall not apply to work undertaken in connection with the examination of a University, Public Service Commission, Board of Education or similar Bodies/Institutions or to any literary work of publication or radio or extension lectures or with the permission of the Vice-

Chancellor, or any other academic work. The leave salary of a teacher who is permitted to take up any employment during leave shall be subject to such restrictions as the Executive Council may prescribe.

(10) Absence without leave or overstaying of leave:-

A teacher, who absents himself/herself without leave or remains absent without leave after the expiry of the leave granted to him/her, shall be entitled to no leave allowance or salary for the period of such absence. Such period shall be debited against his/her leave account as leave without pay unless his/her leave is extended by the authority empowered to grant the leave. Willful absence from duty may be treated as misconduct.

(11) Leave to a teacher whose services are no longer needed:-

(i) If a teacher resigns his/her post, he/she may not normally be granted either prior or subsequent to his resignation any leave. In cases, however, where the resignation is for reasons of health or for other reasons beyond his control, earned leave at his/her credit, but not exceeding 120 days, may be granted to him at the discretion of the Vice - Chancellor. In other cases of resignation half the amount of earned leave at his/her credit but not exceeding 60 days may be allowed at the discretion of the Vice-Chancellor.

(ii) In cases, in which a prescribed period of notice is required to be given, the leave will be so granted as to cover as far as possible the period of notice required to be given.

(iii) No terminal leave shall, however, be admissible in a case of dismissal or removal from service.

(iv) Leave at the credit of teachers who die in harness:- In case a teacher dies in harness, the cash equivalent of the leave salary that the deceased teacher would have got, had he gone on earned leave, but for the death, due and admissible on the date immediately following the date of death subject to a maximum of leave salary for 180 days shall be paid to his/her family. Further such cash equivalent shall not be subject to reduction on account of pension equivalent of death-cum-retirement gratuity.

Note 1: The above provision is applicable in case of re-employed pensioners also. However, in their case no deduction on account of pension equivalent of DCR gratuity need be made from the cash equivalent in respect of the leave earned during re-employment which has to be calculated on the basis of pay drawn by him during the period of re-employment which has to be calculated on the basis of pay drawn by him/her during the period of re-employment (exclusive of pension and pension equivalent or other retirement benefits).

Note 2: In the case of teachers governed by the contributory provident fund rules no deduction need be made out of cash equivalent of leave salary on account of University contribution of G.P. Fund.

(12) Conversion of one kind of leave to another:-

(a) At the request of the teacher concerned the University may convert retrospectively any kind of leave including extraordinary leave into a leave of different kind which was admissible to him/her at the time the leave was originally taken; but he cannot claim such conversion as a matter of right.

(b) If one kind of leave is converted into another, the amount of leave salary and the allowances admissible shall be recalculated and arrears of leave salary and allowances paid or the amount overdrawn recovered as the case may be.

(13) Increment during leave:-

If increment of pay falls during any leave other than casual leave, special casual leave, duty leave, study leave or sabbatical leave, the effect of increase of pay will be given from the date of his increment, except in those cases where the leave does not count for increment.

(14) Leave year: - For the purpose of these ordinances, unless otherwise specified the terms 'year' shall mean an academic year running from the commencement of the academic session to the end of the academic session.

(ii) Authorities Empowered to Sanction Leave:

22. The authorities specified in column (2) of the table below, are empowered to sanction leave to the extent shown in column (3) thereof. Cases for sanction of leave in excess of these limits or of leave not mentioned below shall be submitted to the Executive Council. Before sanctioning the leave asked for is admissible and is at the credit of the teacher concerned.

Kind of leave	Sanctioning authority	Extent of power
1. Casual/Special Casual Leave to		
a. Deans of Schools	Vice-Chancellor	Full
b. Head of Centres/Departments	Deans of Schools Vice-Chancellor	4 days per semester More than 4 days per semester
c. Other teachers	Heads Deans	4 days per semester Full
2. Duty leave to		
a. Deans of schools	Vice-Chancellor	Full
b. Other teachers	Dean with a copy to Vice- Chancellor Vice-Chancellor	Upto 5 days per academic year Full
3. Earned Leave/ Half Pay Leave or Commuted Leave and Maternity Leave to		
a. Deans of Schools	Vice –Chancellor	Full
b. Head of Centres/Departments	Dean Vice Chancellor	Up to 10 days Full
c. Other teachers	Heads Dean Vice-Chancellor	Upto 5 days Upto 10 days Full
4. Extra-Ordinary Leave		
a. Deans of schools	Vice-Chancellor	Upto 90 days
b. Other teachers	Vice-Chancellor Executive Council	Upto 90 days Abvoe 90 days

(iii). Leave Salary:

- 23 (1) A teacher granted causal leave or special casual leave is not treated as absence from duty and his pay not intermitted. During duty leave, study leave and sabbatical leave, a teacher will draw under the provisions of ordinance 4, 10 and 11 respectively.
- (2) A teacher on earned leave is entitled to leave salary equivalent to the pay drawn immediately before proceeding on leave.
- (3) A teacher on commuted leave is entitled to leave salary equal to the amount admissible under sub – clause 23 (i).
- (4) A teacher on half – pay leave or leave not due is entitled to leave salary equal to half the amount specified in sub-clause 23 (i).
- (5) A teacher on extra ordinary leave shall not be entitled to any leave salary.
- (6) A teacher on special disability leave is entitled to leave salary as admissible under ordinance 15.
- (7) A teacher on Maternity leave and quarantine leave is entitled to draw pay at the time of proceeding on leave.
- (8) Payment of dearness, house rent and city compensatory allowances during leave shall be governed by the provision of the Rules regarding the payment of those allowances.
- (9) When such teacher is re-employed during such leave, the leave salary shall be restricted to the amount of leave salary admissible while on half-pay leave and further reduced by the amount of pension and pension equivalent of the retirement benefits.

Provided that it shall be opened to the University teacher not to avail himself / herself of the above but to avail of full pension.

- (10) If during such re-employment he/she is granted leave earned by him or her during period of re-employment, the leave salary shall be based on the pay drawn by him/her exclusive of the pension and pension equivalent of other retirement benefits.

Making of Rules under these Ordinances:

24. The Vice-Chancellor may make rules under these provisions prescribing the procedure to be followed in:
- (i) Making application for leave and for permission to return to duty before the expiry of the leave;
 - (ii) Granting leave and submission of medical certificate while proceeding or returning from leave;
 - (iii) The payment of leave salary;
 - (iv) The maintenance of records of service; and
 - (v) The maintenance of leave accounts
25. Resignation or retirement after study leave or non -completion of the course of study.
- (1) If a teacher resigns or retires from service or otherwise quits service without returning to duty after a period of study leave or within a period of three years after such return to duty or fails to complete the course of study and is thus unable to furnish the certificates as required he shall be required to refund-
- (i) the actual amount of leave salary, Study Allowance, cost of fees, traveling and other expenses, if any, incurred by the University/ Government of India; and

- (ii) the actual amount, if any, of the cost incurred by other agencies such as foreign Government, Foundations and Trusts in connection with the course of study, together with interest thereon at rates for the time being in force on Government loans from the date of demand, before his resignation is accepted or permission to retire is granted or his quitting service otherwise:

Provided that except in the case of employees who fail to complete the course of study nothing in this rule shall apply-

- (a) to a teacher who, after return to duty from study leave, is permitted to retire from service on medical grounds; or
- (b) to a teacher who, after return to duty from study leave, is deputed to serve in any Statutory or Autonomous Body or Institution under the control of the Government and is subsequently permitted to resign from service under the Government with a view to his permanent absorption in the said Statutory or Autonomous body or Institution in the public interest.
- (2) (a) The study leave availed of by such teacher shall be converted into regular leave standing at his credit on the date on which the study leave commenced, any regular leave taken in continuation of study leave being suitably adjusted for the purpose and the balance of the period of study leave, if any, which cannot be so converted, treated as extraordinary leave.
- (b) In addition to the amount to be refunded by the teacher under sub-rule (1), he shall be required to refund any excess of leave salary actually drawn over the leave salary admissible on conversion of the study leave.
- (3) Notwithstanding anything contained in this rule, the President may, if it is necessary or expedient to do so, either in public interest or having regard to the peculiar circumstances of the case or class of cases, by order, waive or reduce the amount required to be refunded under sub-rule (1) by the teacher concerned or class of teacher.

ANNEXURE I

FORM OF WRITTEN CONTRACT

Memorandum of Agreement made this the _____ day of _____ Two thousand _____ and _____ between Dr/Shri/Smt/Ms _____ (hereinafter called the 'Teacher') of the first part and the Indian Maritime University being a body corporate constituted under Indian Maritime University (hereinafter called the University) of the second part. It is hereby agreed as follows:

1. That the University hereby appoints Dr./Shri/Smt/Ms. _____ to be a member of the teaching staff in the Department of _____ of the University with effect from the date the said Dr/Shri/Smt/Ms _____ takes charge of the duties of his/her post and the said Dr/Shri/Smt/Ms _____ hereby accepts the engagement and undertakes to take such part in the activities of the University and perform such duties in the University as may be required by and in accordance with the said Act, the statutes and Ordinances framed there under, for the time being in force, whether the same relate to organization of instruction or teaching, or research or the examination of students or their discipline or their welfare, and generally act under the direction of the Authorities of the University.

2. (a) The teacher shall be on probation for a period of 12 months which may be extended by a further period of 12 months. The total period of probation shall in no case exceed twenty four months.
 - (b) The case of each teacher shall be placed before the Executive Council for confirmation atleast 40 days prior to the date on which his/her probation period would end and the teacher shall be informed of the decision of the Executive Council not later than 30 days prior to the expiration of the period of probation.
 - (c) If the university is satisfied with the suitability of the teacher for confirmation he/she shall be confirmed in the post to which he/she was appointed at the end of the period of his/her probation.
 - (d) Where a teacher appointed on probation is found, during the period of probation not suitable for holding that post or has not completed the period of probation whether exceeded or not, satisfactorily, the Executive Council may (i) If the appointment is by promotion, revert the incumbent to the previous post held by him; and (ii) If the appointment is by direct recruitment, terminate the teacher's services under the University without notice.
3. That the said Dr/Shri/Smt/Miss-----shall be a whole time teacher of the University and unless the teacher is terminated by the Executive Council or by the teacher as hereinafter provided, shall continue in the service of the University until he/she completes the age of sixty two years.
 4. That the University shall pay Dr/Shri/Smt/Miss-----during the continuance of his/her engagement hereunder as a remuneration for his/her service a salary of Rs..... per mensem, raising by annual increment of Rs.....to a maximum salary of Rs.....per mensem:
 Provided that whenever there is any change in the nature of the appointment or the emoluments of the teacher, particulars of the change shall be recorded in the Schedule annexed hereto, under the signature of both the parties and the terms of this agreement shall apply mutatis mutandis to the new post and the terms and the conditions attached to that post:
 Provided further that no increment shall be withheld or postponed save by a resolution of the Executive Council on a reference by the vice-Chancellor to it and after the teacher has been given sufficient opportunity to make his/her written representation.
 5. That the said teacher agrees to be bound by the statutes, Ordinances, Regulations and Rules for the time being in force in the University, provided that no change in the terms and conditions of service of the teacher shall be made after his/her appointment in regard to designation, scale of pay, increment, provident fund, retirement benefits, age of retirement, probation, confirmation, leave, leave salary and removal from service so as to adversely affect him/her.
 6. That the teacher shall devote his/her whole time to the service of the University and shall not, without the return permission of the University, engage, directly or indirectly in any trade or business whatsoever, or in any private tuition or other work to which any emolument or honorarium is attached but this prohibition shall not apply to work undertaken in connection with the examination of Universities are learned bodies are Public Service Commission or to any literary work or publication or radio talk or extension lectures, or, with the permission of the Vice-Chancellor, to any other academic work.

7. It is further agreed that this engagement shall not be liable to be determined by the University except on the grounds specified and in accordance with the procedure laid down in Clauses(1), (2),(3),(4),(5) and (6) of statute 26(reproduced below):
- (1) Where there is an allegation of misconduct against a teacher or a member of the academic staff, the Vice-Chancellor may, if he thinks fit by order in writing, place the teacher under suspension and shall forthwith report in the Executive Council in the circumstances in which the order was made:
Provided that the Executive Council may, if it is of the opinion that the circumstances of the case do not warrant the suspension of the teacher or the member of the academic staff, revoke that order.
 - (2) Notwithstanding anything contained in the terms of his contract of service or of his appointment; the Executive Council shall be entitled to remove a teacher or a member of the academic staff on the ground of misconduct.
 - (3) Save as aforesaid, the Executive Council shall not be entitled to remove a teacher or a member of the academic staff except for good cause and after giving three months notice in writing or on payment of three months salary in leave of notice.
 - (4) No teacher or a member of the academic staff shall be removed under clause(2) or under clause (3) until he has been given a reasonable opportunity of showing cause against the action proposed to be taken in regard to him.
 - (5) The removal of a teacher or a member of the academic staff shall require a two-thirds majority of the members of the Executive Council present and voting.
 - (6) The removal of a teacher or a member of the academic staff shall take effect from the date from which the order of removal is made.
 - (7) Provided that where a teacher or a member of the academic staff is under suspension at the time of removal, the removal shall take effect on the date of which he was placed under suspension.
 - (8) Any dispute arising out of this contract shall be settled in accordance with the provisions of clause (2), Section 35 (reproduced below):
 - (9) The teacher may, at any time, terminate his/her engagement by giving the Executive Council the three months notice in writing, provided that the Executive Council may waive the requirement of notice at its discretion.
 - (10) On termination of this engagement, from whatever cause, the teacher shall deliver up to the University all books, apparatus, records and such other articles belonging to the University as may be due from him/her.
In witness whereof the parties hereto affix to their hands and seal.

Signature:

Designation:

In the presence of

1. Signature

Designation

2. Signature

Designation

Signed and sealed on behalf of the University under the authority of the Executive Council by

Signature

Designation

In the presence of

2. Signature

Designation

2. Signature

Designation

SCHEDULE

Name of teacher in full

Address

Designation

Salary Rs.

Note: The changes in grade, salary or designation should be briefly described.

Change of of designation	Date of approval of E.C.	Date from which change takes effect	Signature of teacher	Signature Officer of the University
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ANNEXURE II

BOND TO BE EXECUTED BY THE FACULTY MEMBERS WHEN GRANTED STUDY LEAVES

This agreement made on this day of Two thousand andbetween the Indian Maritime University being a body corporate constituted under the Indian Maritime University Act, 2008 (No.22 of 2008) (hereinafter called the `University' of the one part) and

(i)

Resident of

(Hereinafter called the `Obliger' of the second part):

And

(ii)

Resident of : and

(iii)

Resident of

(Hereinafter called (ii) and (iii) jointly the sureties of the third part):

Whereas the Obliger is employed in the Indian Maritime University in the

And whereas the Obliger has applied for study leave for the following purposes:

And whereas the University has agreed to grant study leave on the condition that after the completion of studies, the obliger will rejoin the University and serve the University for a minimum period of years. The Obliger has agreed to this condition and the sureties have also assured the University that the Obliger will perform these obligations faithfully.

1. That the obligor undertakes that after completion of studies as aforesaid shall rejoin the University and shall serve under the University for a minimum period of years.
2. That in case the Obliger fails to complete studies within the period of study leave or fails to rejoin the service of the University on the expiry of study leave or resigns from the service of the University at any time before the expiry of the agreed period of service after return to duty at the University being dismissed or removed from the service by the University within the period aforesaid the Obliger and the sureties shall forthwith pay to the University or as may be directed by the University a sum of Rs..... as liquidated and shall pay all the expenses incurred by the University on the Obliger consequent on the grant of study leave, provided always that if the Obliger completes 18 months service after return from study leave, then the sureties and the Obliger shall be liable to pay only half the amount of the liquidated damages.
3. That the Obliger and the sureties shall pay interest at the rate of 6% per annum on the amount payable as per clause 2 above.
4. That the liability of the Obliger and the sureties to pay the amount due to the University shall be joint and several and the University shall be competent to recover the amount due from all or either of them.
5. That the hereinabove given is a continuing surety and shall not be impaired or discharged by reason of any time being granted or by any forbearance, act or omission of the University or any person authorized by it or any

other indulgence or concession shown by the University to the Obliger or to anyone surety and the University shall be competent to recover the amount due from all or either of them.

6. That the University may at its discretion extend the study leave of the Obliger from time to time without any reference to the sureties and the sureties shall remain liable in all respects for the amounts payable under these presents during the original period as well as during the extended period.
7. That if any amount is paid by the University outside India then the Obliger and the sureties shall be liable to pay the equivalent amount in Indian currency according to the prevalent official rate of exchange at the time of payment.

In witness whereof the parties have set their hands hereto in presence of witness:

Witness No.1 Signature

(Name:))

Signature

Obliger

No.2 Signature

(Name:))

Witness No.1 Signature

(Name :))

Signature

(Surety/No:1)

No.2. Signature

Witness No.1 Signature

(Name :))

Signature

(Surety No.2)

No.2 Signature

(Name :))

Witness No.1 Signature

(Name:))

No.2 Signature

(Name :))

Officer of the University

FORM 1 (See Rule 7)

APPLICATION FOR LEAVE OR FOR EXTENSION OF LEAVE

(To be continued with Ordinances Governing Administrative Matters)

- 1. Name of Applicant :
- 2. Post held :
- 3. Department, Office and section :
- 4. Pay :
- 5. House rent and other compensatory allowances drawn in the present post :
- 6. Nature and period of leave applied for and date from which required :
- 7. Sundays and holidays, if any proposed to be prefixed/ suffixed to leave :
- 8. Grounds on which leave is applied for :
- 9. Date of return from last leave, and the nature and period of that leave :
- 10. I proposed / do not propose to avail myself of leave travel concession for the block years -----
----- during the ensuing leave:
- 11. Address during leave period :

Signature of Applicant (with date)

- 12. Remarks and/or recommendation of the Controlling Officer

Signature (with date) Designation

- * 13. Orders of the authority competent to grant leave.

Signature (with date) Designation

* If the applicant is drawing any compensatory allowance, if should also be indicted in the orders on the expiry of leave, the Government servant is likely to return to the same post or to another post carrying similar allowance.

Form 2 (See Rule 15)

FORM OF LEAVE ACCOUNT

Name of the University employee

Date of commencement of continuous service

Permanent employment

EARNED LEAVE											HALF PAY LEAVE							
Particulars of service in the half year of a calendar year		Completed months of service in the half year of a calendar year	EL credited at the beginning of half year	No of days of E.O.L. availed of and dies-non during the previous calendar half year	EL to be deducted (1/10 th of the period in Col.5)	Total EL at credit in days (Col. 4 + 11 – 6)	Leave Taken			Balance of EL on return from leave (Col. 7 – 10)	Completed month of service in the half year of a calendar year	HPL credited at the beginning of half year	No of days treated as dies non during the previous half year	HPL to be deducted 1/18 th of period in Col.14.)	Total HPL at credit in days (Col. 35 +13-15)	LEAVE		
From	To						8	9	10							17	18	19
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19

Date of birth:

Date of retirement / resignation

(On Private Affairs and M.C. including Commuted Leave and LND)

Taken						LND Limited to 360 days in entire service										
Commuted leave on medical certificate on full pay		Commuted leave w/o MC for studies certified to be in public days HPL Converted into 90 days commuted leave			Commuted leave converted Into half pay leave (Twice of C o 1.22 and 25)	On Medical certificate			Otherwise than on M C limited to 180 days			Total of leave not due (Col.29-32)		Total half pay leave (Col.19 – 33)	Balance of half pay leave on return from leave (Col.16-34)	Other kinds of leave taken
From 20	To 21	No Of day 22	From 23	To 24	No. of days 25	From 27	To 28	No of Days 29	From 30	To 31	No of days 32	33	34	35	36	

FORM 3 (See Rule 9)

MEDICAL CERTIFICATE FOR LEAVE OR EXTENSION OR LEAVE OR COMMUTATION OF LEAVE

Signature of the Employee

I, after careful personal examination of the case hereby certify that Shri/Shrimathi/Kumari whose signature is given above, is suffering from..... and I consider that a period of absence from duty of..... with effect from is absolutely for the restoration of his/her health.

Authorised Medical Attendant, Hospital / Dispensary
or other Registered Medical Practitioner

Dated:

- Note 1: The nature and probable duration of the illness should be specified
- Note 2: This form should be adhered to as closely as possible and should be filled in after the signature of the Employee has been taken. The certifying officer is not at liberty to certify that the Employee requires a change from or to a particular locality, or that he is not fit to proceed to a particular locality. Such certificates should only be given at the explicit desire of the administrative authority concerned, to whom it is open to decide, when an application on such grounds has been made to him, whether the applicant should go before a Civil Surgeon or Staff Surgeon to decide the question of his/her fitness for service.
- Note 3: Should a second medical opinion be required, the authority competent to grant leave should arrange for the second medical examination to be made at the earliest possible date by a medical officer not below the rank of a Civil Surgeon or Staff Surgeon, who shall express an opinion both as regards the facts of illness and as regards the necessity for the amount of leave recommended and for this purpose he may either require the "Employee to appear before himself or before a medical officer nominated by himself".
- Note 4: No recommendation contained in this certificate shall be evidence of a claim to any leave admissible to the Employee.

FORM 4 (See Rule 10)

MEDICAL CERTIFICATE OF FITNESS TO RETURN TO DUTY

Signature of University employee

We, the members of Medical Board

I,Civil Surgeon /Staff Surgeon, University Medical Officer or Authorised Medical Attendant/ Registered Medical Practitioner do hereby certify that we/I have carefully examined Shri/Shrimati/Kumari -----whose signature is given above, and find that he/she recovered from his/her illness and is now fit to resume duties in University service. We/I also certify that before arriving at this decision, we/I have examined the original medical certificate(s) and statement(s) of the case (or certified copies thereof) on which leave was granted or extended and have taken these into consideration in arriving at our/my decision.

Member of the Medical Board

- (1)
- (2)
- (3)

University Medical Officer /Civil Surgeon/Staff Surgeon

Authorised Medical Attendant Registered Medical Practitioner

Dated

Note: The original medical certificate(s) and statement(s) of the case on which the leave was originally granted or extended shall be produced before the authority required to issue the above Certificate. For this purpose, the original certificate(s) and statement(s) of the case should be prepared in duplicate, one copy being retained by the University employee concerned.

Ordinance 02 of 2014

(Gazette 305 dated 03.09.2015)

[vide Executive Council resolution No.EC 2014-28-26 dated 26-06-2014]

Recruitment Rules for the post of Deputy Finance Officer

1.	Name of Post	Deputy Finance Officer
2.	Number of posts	1
3.	Classification	Group A
4.	Scale of Pay	On initial appointment, pay shall be fixed in the Pay Band Rs. 15600-39100 with GP of Rs. 7600. After completing 5 years of service in this Pay Band, he/she will move to the higher Pay Band of Rs.37400-67000 with GP of Rs. 8700 but shall continue to be designated as Deputy Finance Officer.
5.	Whether selection post or non-selection post	Not applicable for Direct Recruitment/ Deputation. By Selection in case of Promotion.
6.	Age-limit for direct recruitment	Age not more than 55 years. (Relaxable up to 2 years by Vice Chancellor in deserving cases).
7.	Educational and other qualifications required for direct recruitment for Deputy Finance Officer	Essential: (a) At least 55% marks (or its equivalent grade) in Master of Commerce (or) C.A/I.C.W.A. & (b) At least 5 years' experience in finance and accounts in Grade Pay Rs. 5,400/Rs. 6,600 (or equivalent) in Central/State Universities, Autonomous Educational Institutes, Port Trusts, Public Sector Undertakings, Central/State Government Departments/ Agencies. [OR] At least 8 years' post-qualification experience in finance and accounts (i) as a practising chartered/cost accountant or (ii) in a senior position in any reputed company. Desirable: Working knowledge of computers. The Executive Council reserves the right to relax the service qualifications if fully eligible candidates are not available to fill-up the vacancies.
8.	Whether Age and Educational qualifications prescribed for direct recruits will apply in the case of Promotees/Deputationists?	Promotion: Age – No. Educational qualifications: Yes. Deputation: Age – 57 years. Educational qualifications: Yes. However, the qualifications will not apply to Group A officers of Central/State Government who have at least 7 years' experience of working in the fields of Finance/Accounting/Budgeting.

9.	Period of probation, if any	Two years for direct recruitment only.
10.	Method of recruitment: whether by direct recruitment or by promotion or by deputation/ transfer and percentage of vacancies to be filled by various methods.	Promotion/Deputation/Direct Recruitment.
11.	If a departmental promotion committee/ recruitment committee exists, what is its composition?	Departmental Promotion Committee/Selection committee will consist of: (i) The Vice-Chancellor as Chairperson. (ii) One member of the Executive Council. (iii) One nominee of the Executive Council. (iv) One officer nominated by the Vice Chancellor.
12.	Remarks	Age of superannuation: 60 years for direct recruits and promotees. For deputationists, relevant age of the sponsoring department/agency will apply.

Note: The Notification published at Serial No.15 in Chapter 9 of "Ordinances Governing Administrative Matters" of the Gazette of India No. 76, dated May 12, 2009 is hereby repealed.

Ordinance 03 of 2014

(Gazette 305 dated 03.09.2015)

[vide Executive Council resolution No.EC 2014-29-15 dated 31-10-2014]

Authorities competent to order Transfers and Postings of Faculty, Officers and other Employees

The following officers are empowered to order transfers and postings of staff working in Indian Maritime

University:

Sl. No.	Competent Authority	Can order Transfers and Postings of
1.	Vice Chancellor	Campus Directors; Professors, Associate Professors and Assistant Professors appointed on regular basis; Faculty appointed on contract basis; Group A Officers (i.e. non-teaching staff of the rank of Assistant Registrar and above) appointed on regular basis; non-teaching staff appointed on contract basis – within a Campus; from one Campus to another; from Headquarters to a Campus and <i>vice versa</i> .
2.	Registrar	Group B and Group C Officials (i.e. non-teaching staff of the rank of Section Officer and below) appointed on regular basis – from one Campus to another and from a Campus to IMU Headquarters and <i>vice versa</i> .
3.	Campus Director	Group B and Group C Officials (i.e. non-teaching staff of the rank of Section Officer and below) appointed on regular basis and of non-teaching staff appointed on contract basis - within the same Campus.

Ordinance 05 of 2015

(Gazette 305 dated 03.09.2015)

[vide Executive Council resolution No.EC 2015-30-20 dated 25-02-2015]

Mode of Performance Appraisal for the Faculty of IMU Campuses

(1) The Performance Appraisal System (PAS) for the *regular* Faculty of the Indian Maritime University shall consist of 3 parts, viz.

Category 1 – Teaching, Learning and Evaluation related activities with maximum marks of 125.

Category 2 – Co-curricular, Extension and Professional development related activities with maximum marks of 25

Category 3 – Research publications and academic contributions with maximum marks of 50 for Associate Professors and Professors and 25 for Assistant Professors.

The total marks will be 200 for Professors and Associate Professors and 175 for Assistant Professors.

(2) The total marks should be reduced to a 'score' on a 10-point scale as follows:

9 to 10	-	Outstanding
8 to <9	-	Very Good
6 to <8	-	Good
4 to <6	-	Average
Less than 4	-	Poor

(3) A. *Category 1:*

- (i) Lectures, Seminars, Tutorials, Practicals, Contact hours -Total Marks – 50.
- (ii) Academic Load in excess of allocated hours -Total Marks – 10.
- (iii) Reading / instructional material consulted and additional knowledge resources provided-Total Marks – 10.
- (iv) Use of Participatory and Innovative Teaching – Learning Methodologies, Designing of new courses and Updating of course contents, Course Improvement etc. - Total Marks –10.
- (v) Feedback from students - Total Marks – 20.
- (vi) Examination Duties Assigned and performed (Question Paper setting, Evaluation etc and Affiliation duties) Total Marks – 25.

B. *Category 2:*

- (i) Extension, Co-curricular & field based Activities- Total Marks – 20
- (ii) Contribution to University Life and Management of the Institution -Total Marks – 20
- (iii) Professional Development related Activities (Membership in Statutory Bodies/Committees of other recognized Educational Institutions) - Total Marks – 10

C. *Category 3:*

- (i) Books- Self authored/co-authored/edited/Translated /Articles/ Chapters contributed in edited books /Full Research Papers published in referred journals / Conference Proceedings / published in Journals/Periodicals (for Self-author - 10 Scores and for Co- author – 5 Scores) –Total Marks – a) Professor & Associate Professor - 20., b) Assistant Professor – 10
- (ii) Ongoing Research Projects related to Maritime Sector, Completed Projects & Consultancy related to

Maritime Sector - Total Marks - a) Professor & Associate Professor - 20. b) Assistant Professor – 10.

- (iii) Papers presented in Regional/National and International Conferences/Seminars/ Workshop/ Symposia/Refresher and Orientation courses, etc. Lectures/Special lectures delivered, if any, in Institutions within and outside the University/ Country other than above (i.e. National/International Conferences/Seminars attended)/Special lecture(s) in Conferences/Seminars under Chairmanship (for self- author – 5 Scores and for Co-author – 2 Scores)- Total Marks –a) Professor & Associate Professor - 10., b) Assistant Professor – 5.
- (4) The Performance Appraisal Report (PAR) shall normally cover an academic year of IMU i.e. from 1st August to 31st July of the following year. Where more than one PAR is written during the course of an academic year, each such report shall indicate the period to which it pertains. No Performance Assessment Report (PAR) need be written if the period covered is less than 3 months. Instead a certificate to this effect may be kept in the file.
- (5) The performance assessment of a Faculty member will be done by a ‘Reporting Authority’ and it will then be reviewed by a ‘Reviewing Authority’. The Reporting Authority and Reviewing Authority for Assistant Professor, Associate Professor and Professor shall be as under:

Sl. No.	Cadre	Reporting Authority	Reviewing Authority
1.	Assistant Professor	Head of the Department in the Campus not below the rank of an Associate Professor.	Campus Director
2.	Associate Professor	Campus Director.	Vice Chancellor
3.	Professor	Campus Director.	Vice Chancellor.

Before recording his assessment as Reporting Authority, the Campus Director may seek a note on the performance of an Associate Professor from the Head of the Department in the Campus not below the rank of Professor.

- (6) The format of the Performance Assessment Report (PAR) shall be as prescribed by the Executive Council from time to time. The Vice Chancellor is authorised to make such modifications to the format (without changing the scores for the various Academic Performance Indicators) as deemed necessary and obtain the ratification of the Executive Council.
- (7) The Faculty member reported upon shall be required to furnish a ‘self-assessment report’ in the relevant columns of the PAR format to the Reporting Authority within 2 months from the conclusion of the Academic Year [i.e. before 30th September]. He shall not however record any marks for himself. If the Faculty member fails to submit his self-assessment report within the time limit prescribed, then the Reporting Authority and the Reviewing Authority shall be at liberty to record their scores without the self-assessment report.
- (8) The Reporting Authority and the Reviewing Authority shall record the marks for each Academic Performance Indicator in the relevant columns of the PAR format and also the score on the 10-point scale normally within 2 months from the date of receipt of the form. When a Reporting Authority/Reviewing Authority retires, he may give his report on his Faculty members within one month of retirement.
- (9) The marks/score on the 10-point scale given by the Reviewing Authority is final.
- (10) Apart from the marks/score on the 10-point scale, the Reporting Authority and the Reviewing Authority shall also record a brief narrative report of the Faculty member’s performance within 100 words.

vi.	Ph. D			
vii.	Any others			

(8) Whether passed NET / SLET? If so, the year in which qualified:

(9) Date on which the last Property returns filed:

PART – B - ACADEMIC PERFORMANCE INDICATORS

Note to Faculty: Please fill up only the columns ‘Sl. No.’ and ‘Description’

Category I: Teaching, Learning And Evaluation Related Activities

(a) *Lectures, Seminars, Tutorials, Practicals, Contact hours (give semester wise details wherever necessary)*

- Maximum Marks: 50

Sl. No.	Description	Marks	
		Reporting Authority	Reviewing Authority

Note: No score to be given if a teacher takes less than 80% of the assigned classes. Universities may give allowance for periods of leave when alternative teaching arrangements will ordinarily be made.

(b) *Academic Load in excess of allocated hours*

- Maximum Marks: 10

Sl. No.	Description	Marks	
		Reporting Authority	Reviewing Authority

(ii) *Reading / instructional material consulted and additional knowledge resources provided to students.*

Maximum Marks: 10

Sl. No.	Description	Marks	
		Reporting Authority	Reviewing Authority

(iii) *Use of Participatory and Innovative Teaching – Learning Methodologies,*

Designing of new courses, Updating of course contents, Course Improvement etc.

Maximum Marks: 10

Sl. No.	Description	Marks	
		Reporting Authority	Reviewing Authority

(iv) *Based on Feedback from students at the end of each semester.*

Maximum Marks: 20

Sl. No.	Description	Marks	
		Reporting Authority	Reviewing Authority

(v) *Examination and Affiliation duties assigned and performed (Question Paper setting, Evaluation, Inspection of affiliated colleges etc.)*

Maximum Marks: 25

Sl. No.	Description	Marks	
		Reporting Authority	Reviewing Authority

CATEGORY II: CO-CURRICULAR, EXTENSION, PROFESSIONAL DEVELOPMENT

RELATED ACTIVITIES

(i) Extension, Co-curricular & field based Activities. – Institutional Co-curricular activities such as field studies/educational tours, Industry –implant Training, Positions held/Leadership role played in Organisation linked with Extension work and NSS, NCC or other similar activity. Students and staff related socio cultural and sports programmes, campus publications., Community work such as values of National Integration, secularism, democracy, socialism, humanism, peace, scientific temper, flood or drought relief, small family norms etc.

Maximum Marks: 10

Sl. No.	Description	Marks	
		Reporting Authority	Reviewing Authority

(ii) Contribution to Corporate Life and Management of the Institution -Contribution to University Life in Universities/Colleges through meetings, popular lectures, subjected related events, articles in college magazine and University volumes., Institutional Governance responsibilities like, Vice Principal, Dean, Director, Warden, School Chairperson; participation in committees concerned with any aspect of departmental or institutional management such as admission committee, campus development, library committee; Responsibility for, or participation in committees for Students Welfare, Counselling and Discipline; Organisation of Conference/Training: International/national/regional and placement activity for students.

Maximum Marks – 10

Sl. No.	Description	Marks	
		Reporting Authority	Reviewing Authority

- (iii) Professional Development Related Activities - Membership in professional related committees at state and national level; Participation in subject associations, conferences, seminars without paper presentation; Participation in short term training courses less than one week duration in educational technology, curriculum development, professional development, Examination reforms, institutional governance; Membership/participation in Bodies/Committees on Educational and National Development; Publication of articles in newspapers, magazines or other publications (not covered in category III); radio talks.

Maximum Marks: 5

Sl. No.	Description	Marks	
		Reporting Authority	Reviewing Authority

CATEGORY III: RESEARCH PUBLICATIONS AND ACADEMIC CONTRIBUTIONS

- (i) Books- Self authored/co-authored/edited/Translated (Please attach separate sheet, copies if necessary).
 Articles/Chapters contributed in edited books (Please attach separate sheet, copies if necessary).
 Full Research Papers published in referred journals/Articles/Conference Proceedings/published in Journals/Periodicals.

Maximum Marks: 20 (for Professors & Associated Professors)
 10 (for Assistant Professors)

Sl. No.	Description	Marks	
		Reporting Authority	Reviewing Authority

(ii) Research Projects Undertaken/Ongoing Research Projects related to Maritime Sector, Completed Projects & Consultancy related to Maritime Sector.

Maximum Marks: 20 (for Professors & Associate Professors)

10 (for Assistant Professors)

Sl.No.	Description	Marks	
		Reporting Authority	Reviewing Authority

(iii) Papers presented in Regional/National and International Conferences/Seminars/ Workshop/ Symposia/Refresher and Orientation courses, etc. Lectures/Special lectures delivered, if any, in Institutions within and outside the University/ Country other than E above (i.e. National/International Conferences/Seminars attended) Invited to deliver special lecture(s) in Conferences/Seminars under Chairmanship

Maximum Marks: 10 (for Professors & Associated Professors)

5 (for Assistant Professors)

Sl.No.	Description	Marks	
		Reporting Authority	Reviewing Authority

PART C: OTHER RELEVANT INFORMATION

Please give details of any other credentials, significant contributions, awards received etc. not mentioned earlier.

Sl. No.	Description

LIST OF ENCLOSURES: (Please attach copies of certificates, sanction orders, papers etc. wherever necessary)

- 1 6
- 2 7
- 3 8
- 4 9
- 5 10

DECLARATION

I certify that the information provided is correct to the best of my knowledge and as per records available with the University and /or documents enclosed along with the duly filled PBAS proforma.

Date: _____

Place: _____

Signature of the Faculty Member

PART D –FINAL ASSESSMENT SCORE

S. No.	Criteria	Total Marks	Marks awarded by Reporting authority	Marks awarded by Reviewing authority
I	Teaching, Learning and Evaluation related activities	125		
II	Co-curricular, Extension, professional development etc.	25		
III	Research and Academic Contribution	50/25		
IV	Total	200/175		
V	Final Assessment Score after applying the Conversion factor*		As per Reporting Authority	As per Reviewing Authority

* Conversion factor to 10-point scale:

(a) For Professors & Associate Professors-

Total Score obtained / 200 * 10 =

(b) For Assistant Professors –

Total Score obtained / 175 * 10 =

PART E: BRIEF NARRATIVE REMARKS OF THE REPORTING AUTHORITY (in about 100 Words)

PART F–BRIEF NARRATIVE REMARKS OF THE REVIEWING AUTHORITY (in about 100 Words)

PART G-INTEGRITY OF THE FACULTY MEMBER

[Reporting Authority and Reviewing Authority to tick the relevant box].

S.No.	Particulars	Reporting Authority	Reviewing Authority
i.	Beyond Doubt		
ii.	Nothing adverse has come to notice.		
iii.	Since the integrity of the Faculty member is doubtful, a secret note is attached		

Signature of the Reporting Authority
(with seal)

Signature of the Reviewing Authority
(with seal)

Ordinance 08 of 2015

(Gazette 305 dated 03.09.2015)

[vide Executive Council resolution No.EC 2015-30-23 dated 25-02-2015]

Recruitment Rules for the post of Senior Assistant

1.	Name of the Post	Senior Assistant
2.	Number of Posts	21
3.	Classification	Ministerial Post, Group 'C'
4.	Scale of Pay	Pay Band of Rs.9300-34800 with a Grade Pay of Rs.4200.
5.	Whether selection post or non-selection post	Non-Selection Post
6.	Age limit	Promotion: Age: No Deputation: Age: Not more than 40 years. Absorption: Age: Not more than 43 years. (Age limit for Deputation/Absorption relaxable up to 2 years by Vice Chancellor in deserving cases)
7.	Whether educational qualifications and experience prescribed for Promotees/ Deputationists/Absorption?	Promotion: <i>Essential:-</i> A Bachelor's Degree. <i>Service Qualification:-</i> From Assistants or equivalent with at least 5 years of regular service. <i>Desirable:-</i> Working knowledge of Information & Communication Technology. Deputation: A person holding analogous post on regular basis (or) at least 5 years' experience as Assistant or equivalent post working in the Pay Band of Rs.5200-20200 with a Grade Pay of Rs.2400 in any Central/State University or autonomous educational/research institution, Central/State Government or Government undertaking, Port Trust, etc. Absorption: A Deputationist who has worked as Senior Assistant satisfactorily for a minimum period of 3 years in IMU, subject to concurrence from his parent organization. The same educational qualification as in the case of Promotees shall apply for Deputation/Absorption. The Executive Council reserves the right to relax the service qualification, if fully eligible candidates are not available to fill up the vacancies.

8.	Method of recruitment, whether by direct recruitment or by promotion or by deputation/absorption and percentage of the vacancies to be filled by various methods.	By Promotion, failing which by Deputation/ Absorption.
9.	If a Departmental Promotion Committee / Recruitment Committee exist, what is its composition?	(i) Registrar as Chairperson. (ii) Two nominees of the Vice Chancellor.
10.	Remarks	Age of superannuation: 60 years. For Deputationists, relevant age of the Sponsoring Department/Agency will apply subject to a maximum of 60 years.

Note: The Notification published at Serial No.20 in Chapter 9 of “Ordinances Governing Administrative Matters” of the Gazette of India No. 76, dated May 12, 2009 is hereby repealed

Ordinance 09 of 2015

(Gazette 305 dated 03.09.2015)

[vide Executive Council resolution No.EC 2015-30-23 dated 25-02-2015]

Recruitment Rules for the post of Senior Assistant (Finance)

1	Name of the Post	Senior Assistant(Finance)
2.	Number of Posts	6
3.	Classification	Ministerial Post, Group ‘C’
4.	Scale of Pay	Pay Band of Rs.9300-34800 with a Grade Pay of Rs.4200.
5.	Whether selection post or non-selection post	Non-Selection Post
6.	Age limit	Promotion: Age: No Deputation: Age: Not more than 40 years. Absorption: Age: Not more than 43 years. (Age limit for Deputation/Absorption relaxable up to 2 years by Vice Chancellor in deserving cases)

7.	Whether educational qualifications and experience prescribed for Promotees/ Deputationists/Absorption?	<p>Promotion: <i>Essential:-</i> A Bachelor's Degree in Commerce or Mathematics [or] Statistics. <i>Service Qualification:-</i> From Assistants (Finance) or equivalent with at least 5 years of regular service. <i>Desirable:-</i> Working knowledge of Information & Communication Technology preferably in Accounting Software.</p> <p>Deputation: A person holding analogous post on regular basis (or) at least 5 years' experience as Assistant or equivalent post working in the Pay Band of Rs.5200-20200 with a Grade Pay of Rs.2400 in Finance & Accounts wing of any Central/State University or autonomous educational/research institution, Central/State Government or Government undertaking, Port Trust, etc.</p> <p>Absorption: A Deputationist who has worked as Senior Assistant (Finance) satisfactorily for a minimum period of 3 years in IMU, subject to concurrence from his parent organization. The same educational qualification as in the case of Promotees shall apply for Deputation/Absorption. Educational qualification as in the case of Promotees shall apply. The Executive Council reserves the right to relax the service qualification, if fully eligible candidates are not available to fill up the vacancies.</p>
8.	Method of recruitment, whether by direct recruitment or by promotion or by deputation/Absorption and percentage of the vacancies to be filled by various methods.	By Promotion, failing which by Deputation/ Absorption.
9.	If a Departmental Promotion Committee / Recruitment Committee exist, what is its composition?	(i) Registrar as Chairperson. (ii) Two nominees of the Vice Chancellor.
10.	Remarks	Age of superannuation: 60 years. For Deputationists, relevant age of the Sponsoring Department/Agency will apply subject to a maximum of 60 years.

Ordinance 11 of 2015

(Gazette 305 dated 03.09.2015)

[vide Executive Council resolution No.EC 2015-30-24 dated 25-02-2015]

Recruitment Rules for the post of Personal Assistant

1.	Name of the Post	Personal Assistant
2.	Number of Posts	8
3.	Classification	Secretarial Post, Group 'C'
4.	Scale of Pay	Pay Band of Rs.9300-34800 with a Grade Pay of Rs.4200.
5.	Whether selection post or non-selection post	Selection post
6.	Age-limit	Promotion: Age: No Deputation: Age: Not more than 40 years. Absorption: Age: Not more than 43 years. (Relaxable upto 2 years by Vice Chancellor in deserving cases)
7.	Whether educational qualifications and experience prescribed for Promotees/ Deputationists/ Absorption?	Promotion: <i>Essential:-</i> <i>Educational & Technical Qualifications:</i> (i) A Bachelor's Degree. (ii) Shorthand Higher/Senior Grade in English [120 words per minute]. (iii) Typewriting Higher/Senior Grade in English [45 words per minute]. (iv) Proficiency in Information & Communication Technology. <i>Service Qualification:</i> From Steno-typists or equivalent with atleast 5 years of regular service. <i>Desirable:-</i> Typing in Hindi Deputation: A person holding analogous post on regular basis (or) atleast 5 years' experience as Steno-typist or equivalent post working in the Pay Band of Rs.5200-20200 with a Grade Pay of Rs.2400 in any Central/State University or autonomous educational/ research institution, Central/ State Government or Government undertaking, Port Trust, etc. Absorption: A Deputationist who has worked as Personal Assistant satisfactorily for a minimum period of 3 years in IMU, subject to concurrence from his parent organization. Educational & Technical qualifications as in the case of Promotees shall apply for Deputation/Absorption. The Executive Council reserves the right to relax the service qualification, if fully eligible candidates are not available to fill up the vacancies.

8.	Method of recruitment, whether by direct recruitment or by promotion or by deputation/ transfer/ Absorption and percentage of the vacancies to be filled by various methods.	By Promotion, failing which by Deputation/ Absorption.
9.	If a Departmental Promotion Committee/ Recruitment Committee exist and what is its composition?	(i) Registrar as Chairperson. (ii) Two nominees of the Vice-Chancellor.
10.	Remarks	Age of superannuation: 60 years. For Deputationists, relevant age of the Sponsoring Department/Agency will apply.

Note: The Notification published at Serial No. 22 in Chapter 9 of "Ordinances Governing Administrative Matters" of the Gazette of India No. 76, dated May 12, 2009 is hereby repealed.

Ordinance 13 of 2015

(Gazette 305 dated 03.09.2015)

[vide Executive Council resolution No.EC 2015-30-35 dated 25-02-2015]

Recruitment Rules for the post of Finance Officer

1.	Name of the post	Finance Officer
2.	Number of Posts	1
3.	Classification	Group A
4.	Scale of Pay	Pay Band will be Rs. 37400-67000 with GP of Rs. 10,000
5.	Whether selection post or non-selection post	Deputation/Direct Recruitment/Promotion
6.	Age limit for direct recruitment	Age not more than 55 years (relaxable by Vice Chancellor up to 2 years in deserving cases.)

7.	Educational and other qualifications required for direct recruitment	<p>Category 1: Essential:- (i) Bachelor's degree with CA/ICWA [or] at least 55%marks or its equivalent grade in Master of Commerce Degree. [N.B: A relaxation of 5% marks (from 55% to 50%) in M.Com will be allowed for candidates belonging to SC/ST/PwD categories]& (ii) At least 15 years' experience in Finance and Accounts in Grade Pay of Rs.5,400 or above out of which at least 8 years' experience shall be in Grade Pay of Rs.7,600 or above in Central/State Universities, Autonomous Educational Institutes, Port Trusts, Public Sector Undertakings, Central/State Government Departments/Agencies. [Where an organization has a different salary structure, candidates in equivalent pay scale will be considered].</p> <p>Desirable: Working knowledge of computers and accounting software' [or]</p> <p>Category 2: Essential:- (i) Serving or retired officer of Central/State Governments with at least 12 years' experience as Group A officer in Finance/Accounting/ Budgeting.</p> <p>Desirable: Working knowledge of computers and accounting software. The Executive Council reserves the right to relax the service qualifications if fully eligible candidates are not available to fill up the vacancy.</p>
8.	Whether Age & Educational qualifications prescribed for direct recruits will apply in the case of Promotees / Deputationists?	<p>Promotion: Age – No. Educational qualifications: Yes. Deputation: Age – 57 years. Educational qualifications: Yes, except in the case of Category 2.</p>
9.	Period of probation, if any	Two years for direct recruitment only.
10.	Method of recruitment, whether by direct recruitment or by promotion or by deputation/transfer and percentage of vacancies to be filled by various methods.	Not applicable for Deputation/Direct Recruitment/Promotion By Selection in case of Promotion.
11.	If a departmental promotion committee/ recruitment committee exists, what is its composition?	<p>Departmental Promotion Committee/Selection committee will consist of:</p> <ul style="list-style-type: none"> i) The Vice-Chancellor as Chairperson. ii) Two members of the Executive Council nominated by it. iii) One person not in the service of the University nominated by the Executive Council. iv) One person nominated by the Visitor.

12.	Remarks	<p>Appointment to the post of Finance Officer will be for tenure of 5 years initially. Eligible for only one extension up to a maximum of 5 years subject to satisfactory performance. Age of superannuation: 62 years for direct recruits and promotees.</p> <p>For deputationists, relevant age of the sponsoring department/agency will apply subject to a maximum of 62 years.</p>
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Note: The Notification published at Serial No.14 in Chapter 9 of “Ordinances Governing Administrative Matters” of the Gazette of India No. 76, dated May 12, 2009 is hereby repealed.

Ordinance 14 of 2015

(Gazette 305 dated 03.09.2015)

[vide Executive Council resolution No.EC 2015-30-39 dated 25-02-2015]

Policy for sending IMU employees on Deputation to other Organisations

1. Eligibility for Deputation:-

Only an employee who has been confirmed in his service in the Indian Maritime University and has completed at least 5 years of service thereafter will be eligible for deputation.

No employee will be sent on deputation to another organization against his will.

Not more than 10% of IMU employees in any cadre shall be on deputation to other organizations at any given point of time.

Provided that IMU reserves the right, on administrative grounds, to reject the request of an employee to be sent on deputation to another organization.

2. Period of Deputation and Authority to permit Deputation:-

The period of deputation will initially be two years which may subsequently be extended one year at a time up to a maximum period of five years. The Vice Chancellor, IMU may permit the initial deputation for two years and its subsequent extension up to four years. The approval of the Executive Committee is mandatory for extension of deputation for the fifth year. No extension of deputation shall be allowed beyond five years under any circumstances.

The borrowing organization shall have the right to revert an employee before his period of deputation is over. IMU shall also be at liberty to recall an employee from deputation before the period of deputation is over.

No employee shall proceed on deputation to another organization unless he is relieved from IMU by the Registrar.

The period of deputation shall commence from the date of relief from IMU and end on the day previous to the date of re- joining in IMU.

Notwithstanding what is stated in the foregoing, the period of deputation of an employee shall end at least twelve months before the date of his superannuation in IMU.

3. Age of Superannuation:-

An employee’s age of superannuation as per IMU’s laws [whether governed by Section 49(i) or (ii) or (iii) of IMU Act, 2008] will apply to him even if the age of superannuation is higher in the borrowing organization.

4. Cooling-off period:-

A cooling-off period of five years is mandatory after every period of deputation irrespective of its duration.

5. Pay and Allowances:-

During the period of deputation, the pay and allowances of the employee shall be borne by the borrowing organization.

The deputationist can opt for either (i) his IMU pay scale along with deputation allowance or (ii) for the pay scale attached to the post in the borrowing organisation to which he is deputed.

Rates of Deputation (Duty) Allowance: (with effect from 1.9.2008)

Within the same station : 5% of (Band Pay + GP) subject to
maximum of Rs.2,000 p.m.

In other cases : 10% of (Band Pay + GP) subject to
maximum of Rs.4,000 p.m.

On his reversion to IMU, the employee shall continue to get his normal pay and allowances that he would have got but for his deputation even though he may have received higher pay and allowances in the borrowing organization.

6. Leave salary contribution:-

During the period of deputation, the employee shall continue to be governed by the leave rules of IMU and the liability for the leave salary during the period of deputation shall be borne by the foreign employer.

7. Leave Travel Concession:-

The deputationist from IMU will continue to be entitled for leave travel concession, in accordance with the rules applicable to him in IMU and the cost thereof will be borne by the borrowing organization.

8. Proforma Promotion:-

An employee of IMU who is due for promotion while on deputation to another organization will be given proforma/paper promotion in IMU as per his seniority.

9. Dues to be paid:-

During the period of deputation, the employee shall continue to pay all his dues to IMU as per the prescribed schedule.

10. Joining Time and Transfer T.A:-

The deputationist will be entitled to Joining Time and Transfer Travelling Allowance both on joining the post in the borrowing organization and on reversion to IMU, as per the rules and regulations of that borrowing organization to which he is deputed. The expenditure on this account shall be borne by the borrowing employer.

11. Provident Fund Contribution:-

During the period of deputation, the employee shall continue to subscribe to the provident Fund or any other mandatory deductions to IMU to which he may have been subscribing. This contribution shall be deducted from his monthly salary and remitted to IMU by the borrowing organisation or by the deputationist himself without fail. In the case of Contributory Provident Fund/E.P.F, the employer's share to the Fund shall be paid by the borrowing organization.

12. Medical facilities:-

The deputationist will be entitled to medical facilities as per the rules and regulations of the borrowing organization.

13. Applicability of Laws, Statutes and Ordinances of IMU:-

The deputationist shall be bound by the Laws, Statutes and Ordinances of IMU notwithstanding the fact that his services are placed at the disposal of the borrowing organisation.

If an employee, before his deputation to the borrowing organisation, had committed any act or omission which renders him liable for disciplinary action for a minor or major penalty under IMU's Laws, Statutes and Ordinances, then IMU shall be competent to initiate or continue disciplinary proceedings against the deputationist and to impose such penalty on him as deemed fit even while he is on deputation. The borrowing organization shall be bound to render all reasonable cooperation to IMU for conducting such proceedings.

If an employee commits any act or omission while on deputation which renders him liable for disciplinary action, then the borrowing organization shall send a detailed report to the Registrar, IMU with a request to initiate disciplinary action, and IMU will take necessary action in this regard.

14. Permanent Absorption:-

No employee on deputation to another organization can be absorbed permanently by that organization unless IMU's

Executive Council grants its approval for such absorption.

15. Strict adherence of terms and conditions: -

The borrowing employer shall strictly adhere to the terms and conditions specified above without any exception.

Ordinance 29 of 2015

(Gazette 305 dated 03.09.2015)

[vide Executive Council resolution No.EC 2015-31-37 dated 26-06-2015]

Recruitment Rules for the post of Executive Engineer

1.	Name of the Post	Executive Engineer
2.	Number of Posts	1
3.	Classification	Group "A"
4.	Scale of Pay	Pay Band – Rs.15600-39100, Grade Pay –Rs.6600
5.	Whether selection post or non-selection post	Selection Post
6.	Age limit for direct recruits	Not Applicable
7.	Educational and other qualifications required for direct recruits	Not applicable
8.	Whether age and educational qualifications prescribed for direct recruits will apply in case of promotees	Not applicable
9.	Period of Probation, if any	Not applicable

10.	Method of recruitment	Deputation/Promotion/Absorption
11.	In case of recruitments by promotion/deputation/absorption grades from which promotion/deputation/ absorption to be made.	<p>Promotion: from Assistant Engineers of IMU possessing Degree in Civil Engineering and having at least 10 years' regular service subject to assessment of his suitability by the Departmental Promotion Committee.</p> <p>Deputation: Regular Executive Engineers from CPWD or other Central Government Engineering Departments, Organisations, Autonomous Bodies and Public Sector Undertakings or regular Executive Engineers from the State PWD or other State Government Engineering Departments, Organisations, Autonomous Bodies and Public Sector Undertakings. [or] Assistant Executive Engineers with at least 7 years' regular service or Assistant Engineers with at least 15 years' regular service from CPWD or of equivalent rank from other Central Government Engineering Departments, Organisations, Autonomous Bodies and Public Sector Undertakings or Assistant Executive Engineers from the State PWD or other State Government Engineering Departments, Organisations, Autonomous Bodies and Public Sector Undertakings with at least 7 years' regular service.</p> <p>Absorption: A Deputationist who has worked as Executive Engineer (Civil) satisfactorily for a minimum period of 3 years in IMU, subject to concurrence from his parent organization and his suitability for absorption being assessed by the Selection Committee.</p>
12.	If a Departmental Promotion Committee/Recruitment Committee exist, what is its composition?	<p>The Selection Committee will consist of:</p> <p>(i) Vice Chancellor as Chairperson (ii) One nominee of the Executive Council (iii) One nominee of the Vice Chancellor not below the rank of Superintending Engineer in the CPWD/ State Public Works Department (iv) Registrar.</p>
13.	Remarks	-

Note: The Notification published at Serial No.38 in Chapter 9 of "Ordinances Governing Administrative Matters" of the Gazette of India No. 76, dated May 12, 2009 is hereby repealed.

Ordinance 30 of 2015

(Gazette 305 dated 03.09.2015)

[vide Executive Council resolution No.EC 2015-31-37 dated 26-06-2015]

Recruitment Rules for the post of Assistant Engineer

1.	Name of the Post	Assistant Engineer (Civil/Electrical)
2.	Number of Posts	10
3.	Classification	Group "A"
4.	Scale of Pay	Rs.15600-39100, with Grade Pay of Rs.5400
5.	Whether selection post or non-selection post	Non Selection Post
6.	Age limit for direct recruits	Maximum 40 years (Relaxable upto 2 years by Vice Chancellor in deserving cases)
7.	Educational and other qualifications required for direct recruits	B.E/B.Tech. in Civil Engineering/Electrical Engineering with 5 years' regular service in construction and maintenance of buildings and roads/Electrical works.
8.	Whether age and educational qualifications prescribed for direct recruits will apply in case of promotees	Age not applicable.
9.	Period of Probation, if any	Two years for direct recruits
10.	Method of recruitment	Deputation/Absorption/Direct Recruitment.
11.	In case of recruitments by promotion/deputation/absorption, grades from which promotion/deputation/absorption to be made.	<u>Deputation:</u> Engineers from Central/State Government Departments/Organisations, Autonomous Bodies and Public Sector Undertakings, possessing a degree in Civil Engineering or Electrical Engineering as applicable with a minimum of 5 years' regular service as Assistant Engineer [or] a Diploma in Civil Engineering or Electrical Engineering as applicable with a minimum of 10 years' regular service as Junior Engineer. <u>Absorption:</u> A Deputationist possessing a degree in Civil Engineering or Electrical Engineering as applicable and who has worked as Assistant Engineer (Civil)/ Assistant Engineer (Electrical) satisfactorily for a minimum period of 3 years in IMU, subject to concurrence from his parent organization and his suitability for absorption being assessed by the Selection Committee.
12.	If a Departmental Promotion Committee/ Recruitment Committee exist, what is its composition?	The Selection Committee will consist of: (i) Vice Chancellor as Chairperson (ii) Registrar (iii) Campus Director concerned (iv) One nominee of the Vice Chancellor not below the rank of Superintending Engineer in the CPWD/ State Public Works Department.
13.	Remarks	-

Note: The Notification published at Serial No.39 in Chapter 9 of "Ordinances Governing Administrative Matters" of the Gazette of India No. 76, dated May 12, 2009 is hereby repealed.

Ordinance 31 of 2015

(Gazette 305 dated 03.09.2015)

[vide Executive Council resolution No.EC 2015-31-41 dated 26-06-2015]

Recruitment Rules for the post of Physical Training-cum-Swimming Instructor

1.	Name of the Post	Physical Training-cum-Swimming Instructor
2.	Number of Posts	3
3.	Classification	Group C
4.	Scale of Pay	PB1 - Rs.5200 – 20200 GP –Rs.2400
5.	Whether selection post or non-selection post	Non-Selection post
6.	Age limit for direct recruits	Not exceeding 45 years for serving/retired personnel of Indian Navy/Coast Guard. (Relaxable by the Vice Chancellor by 2 years in deserving cases).
7.	Educational and other qualifications required for direct recruits	Essential : Petty Officer from Physical Training branch or Petty Officer from Seaman branch with Life Guard certificate from Indian Navy / Coast Guard.
8.	Whether Age and other qualifications prescribed for direct recruits will apply in the case of Deputationists?	Age: Yes Other Qualifications: Yes
9.	Period of Probation, if any	Two years for Direct Recruits
10.	Method of recruitment,	By Direct Recruitment / Deputation
11.	In case of recruitments by promotion/transfer, grades from which promotion/ deputation/ absorption /transfer to be made	Deputation: A person holding an analogous post on regular basis. Absorption: A deputationist who has worked as Physical Trainer-cum-Swimming Instructor satisfactorily in IMU subject to concurrence from his parent organization and assessment of suitability by the Selection Committee.
12.	Composition of Selection Committee.	The Selection Committee will consist of: (i) Registrar as Chairperson. (ii) Campus Director concerned. (iii) One nominee of the Vice Chancellor.
13.	Mode of selection	Practical Test-cum-Interview.
15.	Age of superannuation	60 years. For Deputationists, the relevant age of the sponsoring department/agency will apply.
16.	Remarks	(i) The upper age limit will be relaxed for the candidates belonging to SC/ST/OBC in accordance with the orders issued by the Govt. of India from time to time. (ii) The crucial date for determining the eligibility conditions shall be the closing date for receipt of applications from candidates.

Ordinance 35 of 2015
(Gazette 305 dated 03.09.2015)
[vide Executive Council resolution No. EC 2015-31-42 dated 26-06-2015]
Recruitment Rules for the post of Controller of Examinations

1.	Name of the post	Controller of Examinations
2.	Number of Post	1
3.	Classification	Group A
4.	Scale of Pay	Pay Band 4 - Rs. 37400-67000 with GP of Rs.10000
5.	Whether Selection post or non-Selection post	Selection post.
6.	Age limit for direct recruitment	Age not more than 55 years. (Relaxable by Vice Chancellor up to 2 years in deserving cases.)
7.	Educational and other qualifications required for direct recruitment for Controller of Examinations	<p><u>Category 1: From University/Research Establishment</u></p> <p>(a) Master's Degree with at least 55% marks or its equivalent grade of 'B' in the UGC prescribed seven point scales. [N.B: A relaxation of 5% marks (from 55% to 50%) at the Master's Degree level will be allowed for candidates belonging to SC/ST/PwD categories]; &</p> <p>(b) At least 15 years' experience as Assistant Professor in the AGP of Rs.7,000 and above or with 8 years of service in the AGP of Rs.8,000 and above including as Associate Professor along with experience in examination work; or Comparable experience in research establishment and/or other institutions of higher education; or At least 15 years' administrative experience as Assistant Registrar out of which at least 8 years shall be as Deputy Registrar. [OR]</p> <p><u>Category 2: From Mariners</u></p> <p>(a) Master (Foreign Going) / MEO Class I (Motor) Certificate of Competency;</p> <p>(b) Sailing experience of a minimum of two years at Management level within the meaning of STCW Convention in force; and</p> <p>(c) A minimum of fifteen years of experience in Maritime industry in one or more of the following areas:</p> <p>(i) Sailing experience at Management level [beyond the prescribed minimum of two years indicated in (b) above];</p> <p>(ii) Teaching Nautical Science or Marine Engineering in a recognised maritime institution;</p> <p>(iii) Nautical or Engineering Surveyor in Directorate General of Shipping or in any recognized Classification Society;</p> <p>(iv) Technical Superintendent in any reputed Ship-owning or Ship-managing company. [OR]</p> <p><u>Category 3: From Group A officers of Central/State Governments</u></p> <p>Serving or retired officer of Central/State Governments with at least 12 years' experience as Group A officer.</p>

8.	Whether Age & Educational qualifications prescribed for direct recruits will apply in the case of Deputationists?	Deputation: Age – 57 years. Educational qualifications: Yes, except in the case of Category 3.
9.	Period of probation, if any	Two years for Direct Recruitment only.
10.	Method of recruitment.	Deputation/Direct Recruitment.
11.	If a Selection Committee exists, what is its composition?	Selection Committee will consist of: (i) The Vice-Chancellor as Chairperson. (ii) Two members of the Executive Council nominated by it. (iii) One person not in the service of the University nominated by the Executive Council. (iv) One person nominated by the Visitor. (v) One person nominated by the Court.
12.	Remarks	Appointment to the post of Controller of Examinations will be for a tenure of 5 years initially. Eligible for only one extension up to a maximum of 5 years subject to satisfactory performance. Age of superannuation: 62 years for Direct Recruits. For Deputationists, relevant age of the sponsoring department/agency will apply subject to a maximum of 62 years.

Note: The Notification published at Serial No.14 in Chapter 9 of “Ordinances Governing Administrative Matters” of the Gazette of India No. 76, dated May 12, 2009 is hereby repealed.

Ordinance 37 of 2015

(Gazette 305 dated 03.09.2015)

[vide Executive Council resolution No.EC 2015-32-15 dated 21-08-2015]

Recruitment Rules for the post of Assistant Registrar

1.	Name of Post	Assistant Registrar
2.	Number of Posts	9
3.	Classification	Group A
4.	Scale of Pay	Pay Band of Rs. 15,600 – 39,100 with Grade Pay of Rs 5400. After completing 8 years of service in this Pay Band, he will move to Grade Pay of Rs. 6600 within the same Pay Band, but shall continue to be designated as Assistant Registrar.
5.	Whether selection post or non-selection post	Not Applicable for Direct Recruitment/ Deputation/Absorption. By Selection in case of Promotion from Section Officers or equivalent.
6.	Age limit for direct recruitment	Age: Not more than 40 years. (Relaxable up to 2 years by Vice Chancellor in deserving cases).

7.	Educational and other qualifications required for direct recruitment for Assistant Registrar.	<p>Essential:</p> <p>(i) A Master's Degree from a recognized University with at least 55% marks or its equivalent grade.</p> <p>(ii) At least three years of relevant administrative experience in an office in Academics/Examinations/Finance & Accounts/ Procurement/Human Resources Management in one or more of the following: (a) Central or State Universities or Research Institutions; (b) Central or State Government Departments and Agencies; (c) Autonomous Bodies under the Central or State Government; (d) Port Trusts; (e) Public Sector Undertakings; (f) Public Sector Banks or Financial Institutions; (g) Public Limited Companies.</p> <p><u>Desirable:</u> Good knowledge of Information, Communication & Technology.</p>
8.	Whether Age, Educational and other qualifications prescribed for direct recruits will apply in the case of Promotees/ Deputationists/ Absorption?	<p>Promotion: Age: No Educational Qualification: Yes.</p> <p>Deputation: Age: Not more than 50 years. Educational Qualification: Yes.</p> <p>Absorption: Age: Not more than 53 years. Educational Qualification: Yes.</p>
9.	Period of probation, if any	Two years for Direct Recruitment only.
10.	Method of recruitment	<p>Direct Recruitment/Promotion/Deputation/ Absorption.</p> <p>Direct Recruitment will be done through an Online Screening Test and Personal Interview. Persons who have qualified in the Screening Test alone will be called for the Personal Interview.</p> <p>Online Screening Test is not necessary in the case of Promotion, Deputation and Absorption.</p>
11.	In case of recruitment by promotion/ deputation grades for which promotion/ deputation/ absorption/transfer to be made	<p>Promotion: From Section Officer or equivalent with at least 6 years of regular service in the category of Section Officer.</p> <p>Deputation: A person holding analogous post on regular basis (or) at least six years' experience as Section Officer or equivalent working in the Pay Band of Rs.9300-34800 with Grade Pay of Rs.4800 in Central/ State University or autonomous educational/ research institution, Central/State Government or Government undertaking, Port Trust, etc.</p> <p>Absorption: A Deputationist who has worked as Assistant Registrar satisfactorily for a minimum period of 3 years in IMU subject to concurrence from his parent organization.</p> <p>The same educational qualification as in the case of direct recruits shall apply for Promotion/ Deputation/Absorption.</p>

12.	If a departmental promotion committee/ recruitment committee exists, what is its composition?	(i) The Vice-Chancellor as Chairperson. (ii) Registrar. (iii) One nominee of the Executive Council. (iv) One nominee of the Vice-Chancellor.
13.	Age of Superannuation	60 years. For Deputationists, relevant age of the sponsoring Department/Agency will apply subject to a maximum of 60 years.
14.	Remarks	(1) The upper age limit will be relaxed for the candidates belonging to SC/ST/OBC/PwD candidates, in accordance with the orders issued by the Govt. of India from time to time. (2) The crucial date for determining the eligibility conditions shall be the closing date for receipt of applications from candidates. (3) IMU's decision as to what is "relevant administrative experience" shall be final. (4) The Vice Chancellor is authorised to devise an appropriate Computer-based (Online) Screening Test.

Note: The Notification published at Serial No.16 in Chapter 9 of "Ordinances Governing Administrative Matters" of the Gazette of India No. 76, dated May 12, 2009 is hereby repealed.

Ordinance 38 of 2015

(Gazette 305 dated 03.09.2015)

[vide Executive Council resolution No.EC 2015-32-15 dated 21-08-2015]

Recruitment Rules for the post of Assistant Registrar (Finance)

1.	Name of Post	Assistant Registrar (Finance) including Internal Audit Officer.
2.	Number of Posts	7
3.	Classification	Group A
4.	Scale of Pay	Pay Band of Rs. 15,600-39,100 with Grade Pay of Rs.5,400. After completing 8 years of service in this Pay Band, the persons will move to Grade Pay of Rs. 6,600 within the same Pay Band but shall continue to be designated as Assistant Registrar (Finance)/Internal Audit Officer.
5.	Whether selection post or non-selection post	Not Applicable for Direct Recruitment/ Deputation/ Absorption. By Selection in case of Promotion from Section Officer (Finance) or equivalent.
6.	Age limit for direct recruitment	Age: Not more than 40 years. (Relaxable up to 2 years by Vice Chancellor in deserving cases).

7.	Educational and other qualifications required for direct recruitment for Assistant Registrar (Finance).	<p>Essential:</p> <p>(i) A Master's Degree in Commerce with at least 55% marks or its equivalent grade or a Bachelor's Degree with CA/ICWA; the degree should be from a recognized University.</p> <p>(ii) At least three years of experience in an office in the Finance and Accounts wing.</p> <p><u>Desirable:</u> Good knowledge of Information, Communication & Technology, especially in Accounting software.</p>
8.	Whether Age, Educational and other qualifications prescribed for direct recruits will apply in the case of Promotees/ Deputationists/ Absorption?	<p>Promotion: Age: No Educational Qualification: Yes</p> <p>Deputation: Age: Not more than 50 years Educational Qualification: Yes</p> <p>Absorption: Age: Not more than 53 years. Educational Qualification: Yes</p>
9.	Period of probation, if any	Two years for Direct Recruitment only
10.	Method of recruitment	<p>Direct Recruitment /Promotion/Deputation/ Absorption. Direct Recruitment will be done through an Online Screening Test and Personal Interview. Persons who have qualified in the Screening Test alone will be called for the Personal Interview. Online Screening Test is not necessary in the case of Promotion, Deputation and Absorption.</p>
11.	In case of recruitment by promotion/ deputation/ absorption grades for which promotion/ deputation/ absorption/transfer to be made	<p>Promotion: From Section Officer (Finance) or equivalent with at least 6 years of regular service in Finance & Accounts wing.</p> <p>Deputation: A person holding analogous post on regular basis (or) at least six years' experience as Section Officer or equivalent working in the Pay Band of Rs.9300-34800 with Grade Pay of Rs.4800 in Finance & Accounts wing of any Central/State University or autonomous educational/ research institution, Central/ State Government or Government undertaking, Port Trust, etc.</p> <p>Absorption: A Deputationist who has worked as Assistant Registrar (Finance) satisfactorily for a minimum period of 3 years in IMU subject to concurrence from his parent organization. The same educational qualification as in the case of direct recruits shall apply for Promotion/ Deputation/Absorption.</p>

12.	If a departmental promotion committee/ recruitment committee exists, what is its composition?	(i) The Vice-Chancellor as Chairperson. (ii) Registrar. (iii) One nominee of the Executive Council. (iv) One nominee of the Vice-Chancellor.
13.	Age of Superannuation	60 years. For Deputationists, relevant age of the sponsoring Department/Agency will apply subject to a maximum of 60 years.
14.	Remarks	(1) The upper age limit will be relaxed for the candidates belonging to SC/ST/OBC/PwD candidates, in accordance with the orders issued by the Govt. of India from time to time. (2) The crucial date for determining the eligibility conditions shall be the closing date for receipt of applications from candidates. (3) The Vice Chancellor is authorised to devise an appropriate Computer-based (Online) Screening Test.

Note: The Notification published at Serial No.16 in Chapter 9 of “Ordinances Governing Administrative Matters” Of the Gazette of India No. 76, dated May 12, 2009 is hereby repealed.

Ordinance 03 of 2014

(Gazette 298 dated 20.07.2016)

[vide Executive Council resolution No.EC 2014-29-15 dated 31-10-2014]

Authorities competent to order Transfers and Postings of Faculty, Officers and other Employees

The following officers are empowered to order transfers and postings of staff working in Indian Maritime University:

Sl. No	Competent Authority	Can order Transfers and Postings of
1.	Vice Chancellor	Campus Directors; Professors, Associate Professors and Assistant Professors appointed on regular basis; Faculty appointed on contract basis; Group A Officers (i.e. non-teaching staff of the rank of Assistant Registrar and above) appointed on regular basis; non-teaching staff appointed on contract basis – within a Campus; from one Campus to another; from Headquarters to a Campus and <i>vice versa</i> .
2.	Registrar	Group B and Group C Officials (i.e. non-teaching staff of the rank of Section Officer and below) appointed on regular basis – from one Campus to another and from a Campus to IMU Headquarters and vice versa.
3.	Campus Director	Group B and Group C Officials (i.e. non-teaching staff of the rank of Section Officer and below) appointed on regular basis and of non-teaching staff appointed on contract basis - within the same Campus.

The Vice Chancellor shall, for valid reasons to be recorded in writing, have the power to revise, modify or cancel any order passed by the Registrar or a Campus Director.

The Competent Authority can effect transfers and postings – within their allocated limits – of all employees of IMU whether appointed after 14.11.2008 (when IMU was created) or transferred to IMU (including “Deemed Deputationists”) by virtue of Section 49 of the IMU Act 2008.

Ordinance 32 of 2015

(Gazette 298 dated 20.07.2016)

[vide Executive Council resolution No.EC 2015-31-41 dated 26-06-2015

Amended vide EC 2016-34-05 dated 23-05-2016]

Recruitment Rules for the post of Hostel Warden

1.	Name of the Post	Hostel Warden
2.	Number of Posts	12
3.	Classification	Group C
4.	Scale of Pay	PB1 – Rs.5200-20200 GP –Rs.2800
5.	Whether selection post or non-selection post	Non-Selection post
6.	Age limit for direct recruits	Not exceeding 45 years for serving/retired personnel of Indian Navy/Coast Guard/Indian Army/Indian Air Force. (Relaxable by the Vice Chancellor by 2 years in deserving cases).
7.	Educational and other qualifications required for direct recruits	Essential : (1) Petty Officer in Seaman branch from Indian Navy / Coast Guard [or] (2) Havildar from Indian Army [or] (3) Sergeant in Indian Air force.
8.	Whether Age and other qualifications prescribed for direct recruits will apply in the case Deputationists?	Age: Yes Other Qualifications: Yes
9.	Period of Probation, if any	Two years for Direct Recruits.
10.	Method of recruitment	By Direct Recruitment / Deputation / Absorption. Selection of candidates will be done through a Skill Test. (There will be no interview).
11.	In case of recruitments by promotion/ deputation/ transfer, grades from which promotion/ deputation/ absorption /transfer to be made	Deputation: A person holding an analogous post on regular basis. Absorption: A deputationist who has worked as Warden satisfactorily in IMU subject to concurrence from his parent organization and assessment of suitability by the Selection Committee.
12.	Composition of Selection Committee	The Selection Committee will consist of: (i) Registrar as Chairperson. (ii) Campus Director concerned. (iii) One nominee of the Vice Chancellor.

13.	Age of superannuation	60 years. For Deputationists, the relevant age of the sponsoring department/agency will apply.
14.	Remarks	(i) The upper age limit will be relaxed for the candidates belonging to SC/ST/OBC in accordance with the orders issued by the Govt. of India from time to time. (ii) The crucial date for determining the eligibility conditions shall be the closing date for receipt of applications from candidates.

Ordinance 33 of 2015

(Gazette 298 dated 20.07.2016)

[vide Executive Council resolution No. EC 2015-31-41 dated 26-06-2015

amended vide EC 2016-34-24 dated 23-05-2016]

Recruitment Rules for the post of Library Assistant

1.	Name of the Post	Library Assistant
2.	Number of Posts	12
3.	Classification	Group B
4.	Scale of Pay	PB 2 Rs.9300 – 34800 GP –Rs.4200
5.	Whether selection post or non-selection post	Non-Selection Post
6.	Age limit for direct recruits	Not exceeding 35 years. (Relaxable by the Vice Chancellor by 2 years in deserving cases).
7.	Educational and other qualifications required for direct recruits	Essential: A Bachelor's degree in Library and Information Science with at least 55% marks or its equivalent grade. Two years' experience as Library Assistant or equivalent in a University/College library.
8.	Whether Age, Educational and other qualifications prescribed for direct recruits will apply in the case of promotes/ deputationists.	Deputation: Age: Yes. Educational and other qualifications: Yes. Promotion: Not applicable.
9.	Period of Probation, if any	Two years for Direct Recruits
10.	Method of recruitment, whether by direct recruitment or promotion and percentage of the vacancies to be filled by various methods.	By Direct Recruitment / Deputation. Selection of candidates will be done through a Skill Test. (There will be no interview).
11.	In case of recruitments by promotion, grade from which promotion to be made	Not Applicable

12.	Composition of Selection Committee/ Departmental Promotion Committee.	The selection Committee will consist of: i. Registrar as Chair person ii. Two nominees of the Vice Chancellor as Members
13.	Age of superannuation	60 years.
14.	Remarks	(i) The upper age limit will be relaxed for the candidates belonging to SC/ST/OBC/ PwD candidates, in accordance with the orders issued by the Govt. of India from time to time. (ii) The crucial date for determining the eligibility conditions shall be the closing date for receipt of applications from candidates.

Note: The Notification published at Serial No.51 in Chapter 9 of "Ordinances Governing Administrative Matters" of the Gazette of India No. 76, dated May 12, 2009 is hereby repealed.

Ordinance 39 of 2015

(Gazette 298 dated 20.07.2016)

[vide Executive Council resolution No.EC 2015-32-16 dated 21-08-2015

amended vide EC 2016-34-08 dated 23-05-2016]

Recruitment Rules for the post of Assistant

1.	Name of the Post	Assistant
2.	Number of Posts	41
3.	Classification	Ministerial Post, Group 'C'
4.	Scale of Pay	Pay Band of Rs.5200-20200 with a Grade Pay of Rs.2400.
5.	Whether selection post or non-selection post	Not Applicable for Direct Recruitment/ Deputation/ Absorption. By Selection in case of Promotion from Junior Assistant.
6.	Age limit for direct recruits	Age: Not more than 35 years. (Relaxable up to 2 years by Vice Chancellor in deserving cases).
7.	Educational and other qualifications required for direct recruits	<i>Essential:-</i> <i>Educational Qualification:-</i> A Bachelor's Degree from a recognized University with a minimum of 50% of marks or its equivalent grade. <i>Desirable:-</i> Working knowledge of Information & Communication Technology.
8.	Whether Age, Educational and other qualifications prescribed for direct recruits will apply in the case of Promotees / Deputationists/Absorption?	Promotion: Age: No Educational and other Qualification: A Bachelor's Degree from a recognized University. Deputation: Age: 40 years Educational Qualification: Yes Absorption: Not more than 43 years.

9.	Period of Probation, if any	Two years for Direct Recruitment only
10.	Method of recruitment, whether by direct recruitment or by promotion or by deputation/ absorption and percentage of the vacancies to be filled by various methods.	By Direct Recruitment/Deputation /Absorption. Direct Recruitment will be done through an Online Screening Test.(There will be no Interview). Online Screening Test is not necessary in the case of Promotion, Deputation and Absorption.
11.	In case of recruitments by promotion/ deputation/ transfer, grades from which promotion/ deputation/ absorption /transfer to be made	Promotion: From Junior Assistants with 5 years of regular service with a Bachelor's Degree from a recognized university. Deputation: A person holding an analogous post on regular basis (or) at least 5 years' experience as Junior Assistant or equivalent post working in the Pay Band of Rs.5200-20200 with a Grade Pay of Rs.1900 in any Central/State University or autonomous educational/ research institution, Central/ State Government or Government undertaking, Port Trust, etc. Absorption: A Deputationist who has worked as Assistant satisfactorily for a minimum period of 3 years in IMU, subject to concurrence from his parent organization. The same educational qualification as in the case of direct recruits shall apply for Deputation/Absorption.
12.	Composition of the Selection Committee/ Departmental Promotion Committee where recruitment is done on Deputation or Promotion or Absorption.	(i) Registrar as Chairperson. (ii) Two nominees of the Vice Chancellor.
13.	Age of superannuation	60 years. For Deputationists, relevant age of the Sponsoring Department/Agency will apply subject to a maximum of 60 years.
14.	Remarks	(1) The upper age limit will be relaxed for the candidates belonging to SC/ST/OBC/ PwD candidates, in accordance with the orders issued by the Govt. of India from time to time. (2) The crucial date for determining the eligibility conditions shall be the closing date for receipt of applications from candidates. (3) The Vice Chancellor is authorised to devise an appropriate Computer-based (Online) Screening Test.

Note: The Notification published at Serial No.23 in Chapter 9 of "Ordinances Governing Administrative Matters" of the Gazette of India No. 76, dated May 12, 2009 is hereby repealed.

Ordinance 40 of 2015

(Gazette 298 dated 20.07.2016)

[vide Executive Council resolution No.EC 2015-32-16 dated 21-08-2015

amended vide EC 2016-34-08 dated 23-05-2016]

Recruitment Rules for the post of Assistant(Finance)

1.	Name of the Post	Assistant (Finance)
2.	Number of Posts	26
3.	Classification	Ministerial Post, Group 'C'
4.	Scale of Pay	Pay Band of Rs.5200-20200 with a Grade Pay of Rs.2400.
5.	Whether selection post or non-selection post	Not Applicable for Direct Recruitment/ Deputation/Absorption. By Selection in case of Promotion from Junior Assistant.
6.	Age limit for direct recruits	<i>Age: Not more than 35 years.</i> (Relaxable up to 2 years by Vice Chancellor in deserving cases).
7.	Educational and other qualifications required for direct recruits	<i>Essential:-</i> <i>Educational Qualification:</i> A Bachelor's Degree from a recognized University with a minimum aggregate of 50% marks or its equivalent grade in Commerce or Mathematics or Statistics. <i>Desirable:-</i> Working knowledge of Information & Communication Technology, particularly in Accounting Software.
8.	Whether Age, Educational and other qualifications prescribed for direct recruits will apply in the case of Promotees / Deputationists/ Absorption?	Promotion: Age: No Educational and other Qualification: A Bachelor's Degree from a recognized University in Commerce or Mathematics or Statistics. Deputation: Age: Not more than 40 years Educational Qualification: Yes. Absorption: Age: Not more than 43 years. (Age limit for Deputation/Absorption relaxable up to 2 years by Vice Chancellor in deserving cases)
9.	Period of Probation, if any	Two years for Direct Recruitment only
10.	Method of recruitment, whether by direct recruitment or by promotion or by deputation/ absorption and percentage of the vacancies to be filled by various methods.	By Direct Recruitment/Deputation /Absorption. Direct Recruitment will be done through an Online Screening Test.(There will be no Interview). Online Screening Test is not necessary in the case of Promotion, Deputation and Absorption.

11.	In case of recruitments by promotion/ deputation/ transfer, grades from which promotion/ deputation/ absorption /transfer to be made	<p>Promotion: From Junior Assistants with 5 years of regular service in the Finance & Accounts wing with a Bachelor's Degree from a recognized University in Commerce or Mathematics or Statistics.</p> <p>Deputation: A person holding analogous post on regular basis (or) at least 5 years' experience as Junior Assistant or equivalent post working in the Pay Band of Rs.5200-20200 with a Grade Pay of Rs.1900 in the Finance & Accounts wing in any Central/State University or autonomous educational/ research institution, Central/ State Government or Government undertaking, Port Trust, etc.</p> <p>Absorption: A Deputationist who has worked as Assistant satisfactorily for a minimum period of 3 years in IMU, subject to concurrence from his parent organization.</p> <p>The same educational qualification as in the case of direct recruits shall apply for Deputation/Absorption.</p>
12.	Composition of the Selection Committee/ Departmental Promotion Committee where recruitment is done on Deputation or Promotion or Absorption.	<p>(i) Registrar as Chairperson.</p> <p>(ii) Two nominees of the Vice Chancellor.</p>
13.	Age of superannuation	<p>60 years.</p> <p>For Deputationists, relevant age of the Sponsoring Department/Agency will apply.</p>
14.	Remarks	<p>(1) The upper age limit will be relaxed for the candidates belonging to SC/ST/OBC/PwD candidates, in accordance with the orders issued by the Govt. of India from time to time.</p> <p>(2) The crucial date for determining the eligibility conditions shall be the closing date for receipt of applications from candidates.</p> <p>(3) The Vice Chancellor is authorised to devise an appropriate Computer-based (Online) Screening Test.</p>

Ordinance 41 of 2015

(Gazette 298 dated 20.07.2016)

[vide Executive Council resolution No. EC 2015-32-16 dated 21-08-2015

amended vide EC 2015-33-06 dated 23-12-2015]

Recruitment Rules for the post of Stenotypist

1.	Name of the Post	Stenotypist
2.	Number of Posts	7
3.	Classification	Secretarial Post, Group 'C'
4.	Scale of Pay	Pay Band of Rs.5200-20200 with a Grade Pay of Rs.2400.
5.	Whether selection post or non-selection post	Non-Selection post.
6.	Age limit for direct recruits	Age: Not more than 30 years. (Relaxable upto 2 years by Vice Chancellor in deserving cases).
7.	Educational and other qualifications required for direct recruits	<i>Essential:-</i> <i>Educational & Technical Qualifications:</i> (i) A Bachelor's Degree from a recognized University. (ii) Shorthand Lower/Junior Grade in English [80 words per minute] (iii) Typewriting Higher/Senior Grade in English [45 words per minute]. (iv) Proficiency in Information & Communication Technology. <i>Desirable:-</i> Typing in Hindi.
8.	Whether Age, Educational and other qualifications prescribed for direct recruits will apply in the case of Deputationists/ Absorption?	Deputation: Age: Not more than 40 years Educational & Technical Qualification: Yes. Absorption: Age: Not more than 43 years Educational & Technical Qualification: Yes. (Age limit for Deputation/Absorption relaxable up to 2 years by Vice Chancellor in deserving cases)
9.	Period of Probation, if any	Two years for Direct Recruitment only
10.	Method of recruitment, whether by direct recruitment or by promotion or by deputation/transfer and percentage of the vacancies to be filled by various methods.	By Direct Recruitment/ Deputation /Absorption. Direct Recruitment will be done through an Online Screening Test and Skill Test in Typing and Shorthand. Persons who have qualified in the Screening Test alone will be called for the Skill Test. (There will be no Interview). Online Screening Test is not necessary in the case of Deputation and Absorption.

11.	In case of recruitments by promotion/ deputation/ transfer, grades from which promotion/ deputation/ transfer to be made	<p>Deputation: A person holding analogous post on regular basis in any Central/State University or autonomous educational/ research institution, Central/ State Government or Government undertaking, Port Trust, etc.</p> <p>Absorption: A Deputationist who has worked as Steno-typist satisfactorily for a minimum period of 3 years in IMU, subject to concurrence from his parent organization.</p> <p>The Executive Council reserves the right to relax the service qualification, if fully eligible candidates are not available to fill up the vacancies.</p>
12.	Composition of the Selection Committee/ Departmental Promotion Committee where recruitment is done on Deputation or Promotion or Absorption.	<p>(i) Registrar as Chairperson.</p> <p>(ii) Two nominees of the Vice Chancellor.</p>
13.	Age of superannuation	<p>60 years.</p> <p>For Deputationists, relevant age of the Sponsoring Department/Agency will apply.</p>
14.	Remarks	<p>(1) The upper age limit will be relaxed for the candidates belonging to SC/ST/OBC/PwD candidates, in accordance with the orders issued by the Govt. of India from time to time.</p> <p>(2) The crucial date for determining the eligibility conditions shall be the closing date for receipt of applications from candidates.</p> <p>(3) The Vice Chancellor is authorised to devise an appropriate Computer-based (Online) Screening Test.</p>

Note: The Notification published at Serial No.24 in Chapter 9 of "Ordinances Governing Administrative Matters" of the Gazette of India No. 76, dated May 12, 2009 is hereby repealed.

Ordinance 42 of 2015

(Gazette 298 dated 20.07.2016)

[vide Executive Council resolution No.EC 2015-32-07 dated 21-08-2015

amended vide EC 2016-34-36 dated 23-05-2016]

Recruitment Rules for the post of Senior Technician for Electrical and Electronics Laboratory

1.	Name of the Post	Senior Technician for Electrical and Electronics Laboratory
2.	Number of Posts	4
3.	Classification	Group "C"
4.	Scale of Pay	PB1 Rs.5200 – 20200, GP – Rs.2800
5.	Whether selection post or non-selection post	Non-Selection post
6.	Age limit for direct recruits	<p>1) Not exceeding 35 years.</p> <p>2) Not exceeding 45 years for serving/ retired personnel of Indian Navy/Coast Guard.</p> <p>(Relaxable by the Vice Chancellor by 2 years in deserving cases).</p>

7.	Educational and other qualifications required for direct recruits	Essential: 3-year Diploma in Electrical and Electronics Engineering from an institute approved by the All Indian Council of Technical Education (or) Petty Officer in Electrical branch of Indian Navy/ Coast Guard. Desirable: Relevant work experience for a period of 1 year.
8.	Whether Age, Educational and other qualifications prescribed for direct recruits will apply in the case of Deputationists?	Age: Yes Educational & other Qualifications: Not applicable
9.	Period of Probation, if any	Two years
10.	Method of recruitment	Direct Recruitment/Deputation
11	In case of recruitments by promotion/ deputation/ transfer, grades from which promotion/ deputation/ absorption /transfer to be made	Not Applicable
12	If a Departmental Promotion Committee/ Recruitment Committee exist and what is its composition?	The Selection Committee will consist of: i) Registrar as Chairperson ii) Campus Director concerned iii) One subject expert to be nominated by the Vice Chancellor.
13	Mode of selection	Practical test–cum-interview
14	Age of superannuation	60 years. For Deputationists, the relevant age of the sponsoring department/agency will apply.
15	Remarks	(i) The upper age limit will be relaxed for the candidates belonging to SC/ST/ OBC/Physically handicapped candidates, in accordance with the orders issued by the Govt. of India from time to time. (ii) The crucial date for determining the eligibility conditions shall be the closing date for receipt of applications from candidates.

Ordinance 43 of 2015

(Gazette 298 dated 20.07.2016)

[vide Executive Council resolution No.EC 2015-32-07 dated 21-08-2015

amended vide EC 2016-34-36 dated 23-05-2016]

Recruitment Rules for the post of Senior Technician for

Seamanship Laboratory

1.	Name of the Post	Senior Technician for Seamanship Laboratory
2.	Number of Posts	3
3.	Classification	Group “C”
4.	Scale of Pay	PB 1 Rs.5200 – 20200, GP –Rs.2800
5.	Whether selection post or non-selection post	Non - Selection post

6.	Age limit for direct recruits	Not exceeding 45 years for serving /retired personnel of Indian Navy/ Coast Guard. (Relaxable by the Vice Chancellor by 2 years in deserving cases).
7.	Educational and other qualifications required for direct recruits	Essential: Petty Officer in Seaman Branch of Indian Navy / Coast Guard.
8.	Whether Age, Educational and other qualifications prescribed for direct recruits will apply in the case of Deputationists?	Age: Yes Educational & other Qualifications: Not applicable
9.	Period of Probation, if any	Two years
10.	Method of recruitment	Direct Recruitment/ Deputation
11.	In case of recruitments by promotion/ deputation/ transfer, grades from which promotion/ deputation/ absorption /transfer to be made	Not Applicable
12.	If a Departmental Promotion Committee/ Recruitment Committee exist and what is its composition?	The Selection Committee will consist of: i) Registrar as Chairperson ii) Campus Director concerned iii) One subject expert to be nominated by the Vice Chancellor.
13.	Mode of selection	Skill Test (There will be no interview).
14.	Physical Fitness	The candidate must be physically fit and should meet the medical requirements of the Indian Maritime University. There should not be any degree of squint or any morbid condition of eyes or of the eyelids that is liable to aggravate or recur, pressure of trachoma and iris complication sequela. Candidates must possess good binocular vision (Fusion faculty and full field of vision in both eyes). Movement of the eyeballs must be full in all directions. The vision should be 6/6 (normal) in each eye separately. Glasses may be allowed but eye sight in each eye beyond plus/minus 2.5 will be rejected. Unaided vision should be 6/12 in both eyes minimum or 6/9 in the good eye and 6/12 in the other eye minimum. Defective colour vision tested by ISHIARA test chart is a disqualification.
15.	Age of superannuation	60 years. For Deputationists, the relevant age of the sponsoring department/agency will apply.
16.	Remarks	(i) The upper age limit will be relaxed for the candidates belonging to SC/ST/OBC/ Physically handicapped candidates, in accordance with the orders issued by the Govt. of India from time to time. (ii) The crucial date for determining the eligibility conditions shall be the closing date for receipt of applications from candidates.

Ordinance 44 of 2015

(Gazette 298 dated 20.07.2016)

[vide Executive Council resolution No.EC 2015-32-07 dated 21-08-2015

amended vide EC 2016-34-36 dated 23-05-2016]

Recruitment Rules for the post of Senior Technician for

Navigation Laboratory

1.	Name of the Post	Senior Technician for Navigation laboratory
2.	Number of Posts	3
3.	Classification	Group "C"
4.	Scale of Pay	PB1 –Rs.5200 – 20200 GP –Rs.2400
5.	Whether selection post or non-selection post	Non - Selection post
6.	Age limit for direct recruits	Not exceeding 45 years for serving /retired personnel of Indian Navy/ Coast Guard. Not exceeding 40 years for others. (Relaxable by the Vice Chancellor by 2 years in deserving cases).
7.	Educational and other qualifications required for direct recruits	Essential: Petty Officer in Seaman Branch (Radar Plotter Rating) from Indian Navy or Coast Guard or Navigating Watch Keeping Officer (NWKO) from Near Coastal Voyage (NCV). Desirable: Relevant work experience for a period of 1 year.
8.	Whether Age, Educational and other qualifications prescribed for direct recruits will apply in the case of Deputationists?	Age: Yes Educational & other Qualifications: Not applicable.
9.	Period of Probation, if any	Two years
10.	Method of recruitment	Direct Recruitment /Deputation from serving Petty Officer in Seaman Branch (Radar Plotter rating) from Indian Navy or Coast Guard.
11.	In case of recruitments by promotion/ deputation/ transfer, grades from which promotion/ deputation/ absorption /transfer to be made	Not Applicable.
12.	If a Departmental Promotion Committee/ Recruitment Committee exist and what is its composition?	The Selection Committee will consist of: i) Registrar as Chairperson ii) Campus Director concerned iii) One subject expert to be nominated by the Vice Chancellor.
13.	Mode of selection	Skill Test (There will be no interview).

14.	Physical Fitness	The candidate must be physically fit and should meet the medical requirements of the Indian Maritime University. There should not be any degree of squint or any morbid condition of eyes or of the eyelids that is liable to aggravate or recur, pressure of trachoma and iris complication sequela. Candidates must possess good binocular vision (Fusion faculty and full field of vision in both eyes). Movement of the eyeballs must be full in all directions. The vision should be 6/6 (normal) in each eye separately. Glasses may be allowed but eye sight in each eye beyond plus/minus 2.5 will be rejected. Unaided vision should be 6/12 in both eyes minimum or 6/9 in the good eye and 6/12 in the other eye minimum. Defective colour vision tested by ISHIARA test chart is a disqualification.
15.	Age of superannuation	60 years. For Deputationists, the relevant age of the sponsoring department/agency will apply.
16.	Remarks	(i) The upper age limit will be relaxed for the candidates belonging to SC/ST/ OBC/Physically handicapped candidates, in accordance with the orders issued by the Govt. of India from time to time. (ii) The crucial date for determining the eligibility conditions shall be the closing date for receipt of applications from candidates.

Ordinance 45 of 2015

(Gazette 298 dated 20.07.2016)

[vide Executive Council resolution No.EC 2015-32-07 dated 21-08-2015

amended vide EC 2016-34-36 dated 23-05-2016]

**Recruitment Rules for the post of Senior Technician for
Naval Architecture Laboratory**

1.	Name of the Post	Senior Technician for Naval Architecture Laboratory
2.	Number of Posts	1
3.	Classification	Group "C"
4.	Scale of Pay	PB1 Rs. 5200 – 20200, GP –Rs.2800
5.	Whether selection post or non-selection post	Non- Selection post
6.	Age limit for direct recruits	1) Not exceeding 35 years 2) Not exceeding 45 years for serving/ retired personnel of Indian Navy/ Coast Guard. (Relaxable by the Vice Chancellor by 2 years in deserving cases).

7.	Educational and other qualifications required for direct recruits	Essential: (i) 3-year Diploma in Mechanical Engineering from an institute approved by the All Indian Council of Technical Education (or) (ii) Diploma in Ship Building Engineering from an institute approved by the All Indian Council of Technical Education (or) (iii) Bachelor of Science Degree (Ship Building & Repair) from IMU (or) (iv) Petty Officer in Ship Wright from Indian Navy / Coast Guard.
8.	Whether Age, Educational and other qualifications prescribed for direct recruits will apply in the case of Deputationists?	Age: Yes Educational & other Qualifications: Not applicable
9.	Period of Probation, if any	Two years
10.	Method of recruitment	Direct Recruitment/ Deputation
11.	In case of recruitments by promotion/ deputation/ transfer, grades from which promotion/ deputation/ absorption /transfer to be made	Not Applicable
12.	If a Departmental Promotion Committee/ Recruitment Committee exist and what is its composition?	The Selection Committee will consist of: i) Registrar as Chairperson ii) Campus Director concerned iii) One subject expert to be nominated by the Vice Chancellor
13.	Mode of selection	Skill Test (There will be no interview).
14.	Age of superannuation	60 years. For Deputationists, the relevant age of the sponsoring Department/agency will apply.
15.	Remarks	The upper age limit will be relaxed for the candidates belonging to SC/ST/OBC/Physically handicapped candidates, in accordance with the orders issued by the Govt. of India from time to time. The crucial date for determining the eligibility conditions shall be the closing date for receipt of applications from candidates.

Ordinance 46 of 2015

(Gazette 298 dated 20.07.2016)

[vide Executive Council resolution No.EC 2015-32-07 dated 21-08-2015

amended vide EC 2016-34-36 dated 23-05-2016]

**Recruitment Rules for Senior Technician for
Hydraulics and Pneumatics Laboratory**

1.	Name of the Post	Senior Technician for Hydraulics and Pneumatics Laboratory
2.	Number of Posts	3
3.	Classification	Group "C"
4.	Scale of Pay	PB1 Rs. 5200 – 20200, GP –Rs.2800
5.	Whether selection post or non-selection post	Non- Selection post
6.	Age limit for direct recruits	Not exceeding 35 years. (Relaxable by the Vice Chancellor by 2 years in deserving cases).
7.	Educational and other qualifications required for direct recruits	Essential: 3-year Diploma in Mechanical Engineering / Production Engineering / Automobile Engineering from an institute approved by the All Indian Council of Technical Education Desirable: Relevant work experience for a period of 1 year.
8.	Whether Age, Educational and other qualifications prescribed for direct recruits will apply in the case of Deputationists?	Age: No Educational & other Qualifications: Yes
9.	Period of Probation, if any	Two years
10.	Method of recruitment	Direct Recruitment/ Deputation
11.	In case of recruitments by promotion/ deputation/ transfer, grades from which promotion/ deputation/ absorption /transfer to be made	Not Applicable
12.	If a Departmental Promotion Committee/ Recruitment Committee exist and what is its composition?	The Selection Committee will consist of: (i) Registrar as Chairperson (ii) Campus Director concerned (iii) One subject expert to be nominated by the Vice Chancellor
13.	Mode of selection	Skill Test (There will be no interview).
14.	Age of superannuation	60 years. For Deputationists, the relevant age of the sponsoring department/agency will apply.
15.	Remarks	(i) The upper age limit will be relaxed for the candidates belonging to SC/ST/OBC/Physically handicapped candidates, in accordance with the orders issued by the Govt. of India from time to time. (ii) The crucial date for determining the eligibility conditions shall be the closing date for receipt of applications from candidates.

Ordinance 47 of 2015

(Gazette 298 dated 20.07.2016)

[vide Executive Council resolution No.EC 2015-32-07 dated 21-08-2015

amended vide EC 2016-34-36 dated 23-05-2016]

Recruitment Rules for the post of Senior Technician for Applied Mechanical Laboratory

1.	Name of the Post	Senior Technician for Applied Mechanical Laboratory
2.	Number of Posts	3
3.	Classification	Group "C"
4.	Scale of Pay	PB1 Rs. 5200 – 20200, GP –Rs.2800
5.	Whether selection post or non-selection post	Non- Selection post
6.	Age limit for direct recruits	Not exceeding 35 years. (Relaxable by the Vice Chancellor by 2 years in deserving cases).
7.	Educational and other qualifications required for direct recruits	Essential: 3-year Diploma in Mechanical Engineering / Production Engineering from an institute approved by the All Indian Council of Technical Education Desirable: Relevant work experience for a period of 1 year.
8.	Whether Age, Educational and other qualifications prescribed for direct recruits will apply in the case of Deputationists?	Age: No Educational & other Qualifications: Yes
9.	Period of Probation, if any	Two years
10.	Method of recruitment	Direct Recruitment/ Deputation
11.	In case of recruitments by promotion/ deputation/ transfer, grades from which promotion/ deputation/ absorption /transfer to be made	Not Applicable
12.	If a Departmental Promotion Committee/ Recruitment Committee exist and what is its composition?	The Selection Committee will consist of: (i) Registrar as Chairperson (ii) Campus Director concerned (iii) One subject expert to be nominated by the Vice Chancellor
13.	Mode of selection	Skill Test (There will be no interview).
14.	Age of superannuation	60 years. For Deputationists, the relevant age of the sponsoring department/agency will apply.
15.	Remarks	The upper age limit will be relaxed for the candidates belonging to SC/ST/OBC/Physically handicapped candidates, in accordance with the orders issued by the Govt. of India from time to time. The crucial date for determining the eligibility conditions shall be the closing date for receipt of applications from candidates.

Ordinance 48 of 2015

(Gazette 298 dated 20.07.2016)

[vide Executive Council resolution No.EC 2015-32-07 dated 21-08-2015

amended vide EC 2016-34-36 dated 23-05-2016]

Recruitment Rules for the post of Senior Technician for Instrumentation, Automation and Control

Engineering Laboratory

1.	Name of the Post	Senior Technician for Instrumentation, Automation and Control Engineering Laboratory
2.	Number of Posts	3
3.	Classification	Group "C"
4.	Scale of Pay	PB1 Rs. 5200 – 20200, GP –Rs.2800
5.	Whether selection post or non-selection post	Non- Selection post
6.	Age limit for direct recruits	Not exceeding 35 years. (Relaxable by the Vice Chancellor by 2 years in deserving cases).
7.	Educational and other qualifications required for direct recruits	Essential: 3-year Diploma in Instrumentation/Automation/Control Engineering from an institute approved by the All Indian Council of Technical Education Desirable: Relevant work experience for a period of 1 year.
8.	Whether Age, Educational and other qualifications prescribed for direct recruits will apply in the case of Deputationists?	Age: No Educational & other Qualifications: Yes
9.	Period of Probation, if any	Two years
10.	Method of recruitment	Direct Recruitment/ Deputation
11.	In case of recruitments by promotion/ deputation/ transfer, grades from which promotion/ deputation/ absorption /transfer to be made	Not Applicable
12.	If a Departmental Promotion Committee/ Recruitment Committee exist and what is its composition?	The Selection Committee will consist of: (i) Registrar as Chairperson (ii) Campus Director concerned (iii) One subject expert to be nominated by the Vice Chancellor
13.	Mode of selection	Skill Test (There will be no interview).
14.	Age of superannuation	60 years. For Deputationists, the relevant age of the sponsoring department/agency will apply.

15.	Remarks	The upper age limit will be relaxed for the candidates belonging to SC/ST/OBC/Physically handicapped candidates, in accordance with the orders issued by the Govt. of India from time to time. The crucial date for determining the eligibility conditions shall be the closing date for receipt of applications from candidates.
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Ordinance 49 of 2015

(Gazette 298 dated 20.07.2016)

[vide Executive Council resolution No.EC 2015-32-07 dated 21-08-2015

amended vide EC 2016-34-36 dated 23-05-2016]

Recruitment Rules for Senior Technician for the post of Thermodynamics and Boiler Chemistry

Laboratory

1.	Name of the Post	Senior Technician for Thermodynamics and Boiler Chemistry Laboratory
2.	Number of Posts	3
3.	Classification	Group "C"
4.	Scale of Pay	PB1 Rs. 5200 – 20200, GP –Rs.2800
5.	Whether selection post or non-selection post	Non- Selection post
6.	Age limit for direct recruits	Not exceeding 35 years. (Relaxable by the Vice Chancellor by 2 years in deserving cases).
7.	Educational and other qualifications required for direct recruits	Essential: 3-year Diploma in Mechanical Engineering from an institute approved by the All Indian Council of Technical Education Desirable: Relevant work experience for a period of 1 year.
8.	Whether Age, Educational and other qualifications prescribed for direct recruits will apply in the case of Deputationists?	Age: No Educational & other Qualifications: Yes
9.	Period of Probation, if any	Two years
10.	Method of recruitment	Direct Recruitment/ Deputation
11.	In case of recruitments by promotion/ deputation/ transfer, grades from which promotion/ deputation/ absorption /transfer to be made	Not Applicable
12.	If a Departmental Promotion Committee/ Recruitment Committee exist and what is its composition?	The Selection Committee will consist of: (i) Registrar as Chairperson (ii) Campus Director concerned (iii) One subject expert to be nominated by the Vice Chancellor
13.	Mode of selection	Skill Test (There will be no interview).
14.	Age of superannuation	60 years. For Deputationists, the relevant age of the sponsoring department/agency will apply.

15.	Remarks	<p>(i) The upper age limit will be relaxed for the candidates belonging to SC/ST/OBC/Physically handicapped candidates, in accordance with the orders issued by the Govt. of India from time to time.</p> <p>(ii) The crucial date for determining the eligibility conditions shall be the closing date for receipt of applications from candidates.</p>
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Ordinance 50 of 2015

(Gazette 298 dated 20.07.2016)

[vide Executive Council resolution No.EC 2015-32-07 dated 21-08-2015

amended vide EC 2016-34-36 dated 23-05-2016]

**Recruitment Rules for Senior Technician for the post of
Nautical Physics Laboratory**

1.	Name of the Post	Senior Technician for Nautical Physics Laboratory
2.	Number of Posts	1
3.	Classification	Group "C"
4.	Scale of Pay	PB1 Rs. 5200 – 20200, GP –Rs.2800
5.	Whether selection post or non-selection post	Non- Selection post
6.	Age limit for direct recruits	Not exceeding 35 years. (Relaxable by the Vice Chancellor by 2 years in deserving cases).
7.	Educational and other qualifications required for direct recruits	Essential: B.Sc. in Physics from a recognized University Desirable: Relevant work experience for a period of 1 year.
8.	Whether Age, Educational and other qualifications prescribed for direct recruits will apply in the case of Deputationists?	Age: No Educational & other Qualifications: Yes
9.	Period of Probation, if any	Two years
10.	Method of recruitment	Direct Recruitment/ Deputation
11.	In case of recruitments by promotion/ deputation/ transfer, grades from which promotion/ deputation/ absorption /transfer to be made	Not Applicable
12.	If a Departmental Promotion Committee/ Recruitment Committee exist and what is its composition?	The Selection Committee will consist of: (i) Registrar as Chairperson (ii) Campus Director concerned (iii) One subject expert to be nominated by the Vice Chancellor
13.	Mode of selection	Skill Test (There will be no interview).

14.	Age of superannuation	60 years. For Deputationists, the relevant age of the sponsoring department/agency will apply.
15.	Remarks	(i) The upper age limit will be relaxed for the candidates belonging to SC/ST/OBC/Physically handicapped candidates, in accordance with the orders issued by the Govt. of India from time to time. (ii) The crucial date for determining the eligibility conditions shall be the closing date for receipt of applications from candidates.

Ordinance 51 of 2015

(Gazette 298 dated 20.07.2016)

[vide Executive Council resolution No.EC 2015-32-07 dated 21-08-2015

amended vide EC 2016-34-36 dated 23-05-2016]

Recruitment Rules for Junior Laboratory Assistant (Chemistry)

1.	Name of the Post	Junior Laboratory Assistant (Chemistry)
2.	Number of Posts	1
3.	Classification	Group "C"
4.	Scale of Pay	PB1 Rs. 5200 – 20200, GP –Rs.2400
5.	Whether selection post or non-selection post	Non- Selection post
6.	Age limit for direct recruits	Not exceeding 35 years. (Relaxable by the Vice Chancellor by 2 years in deserving cases).
7.	Educational and other qualifications required for direct recruits	Essential: B.Sc. in Chemistry from a recognized University Desirable: Relevant work experience for a period of 1 year.
8.	Whether Age, Educational and other qualifications prescribed for direct recruits will apply in the case of Deputationists?	Age: No Educational & other Qualifications: Yes
9.	Period of Probation, if any	Two years
10.	Method of recruitment	Direct Recruitment/ Deputation
11.	In case of recruitments by promotion/ deputation/ transfer, grades from which promotion/ deputation/ absorption /transfer to be made	Not Applicable
12.	If a Departmental Promotion Committee/ Recruitment Committee exist and what is its composition?	The Selection Committee will consist of: (i) Registrar as Chairperson (ii) Campus Director concerned (iii) One subject expert to be nominated by the Vice Chancellor
13.	Mode of selection	Skill Test (There will be no interview).

14.	Age of superannuation	60 years. For Deputationists, the relevant age of the sponsoring department/agency will apply.
15.	Remarks	(i) The upper age limit will be relaxed for the candidates belonging to SC/ST/OBC/Physically handicapped candidates, in accordance with the orders issued by the Govt. of India from time to time. (ii) The crucial date for determining the eligibility conditions shall be the closing date for receipt of applications from candidates.

Ordinance 52 of 2015

(Gazette 298 dated 20.07.2016)

[vide Executive Council resolution No.EC 2015-32-07 dated 21-08-2015

amended vide EC 2016-34-36 dated 23-05-2016]

**Recruitment Rules for the post of
Junior Laboratory Assistant (Physics)**

1.	Name of the Post	Junior Laboratory Assistant (Physics)
2.	Number of Posts	1
3.	Classification	Group "C"
4.	Scale of Pay	PB1 Rs. 5200 – 20200, GP –Rs.2400
5.	Whether selection post or non-selection post	Non- Selection post
6.	Age limit for direct recruits	Not exceeding 35 years. (Relaxable by the Vice Chancellor by 2 years in deserving cases).
7.	Educational and other qualifications required for direct recruits	Essential: B.Sc. in Physics from a recognized University Desirable: Relevant work experience for a period of 1 year.
8.	Whether Age, Educational and other qualifications prescribed for direct recruits will apply in the case of Deputationists?	Age: No Educational & other Qualifications: Yes
9.	Period of Probation, if any	Two years
10.	Method of recruitment	Direct Recruitment/ Deputation
11.	In case of recruitments by promotion/ deputation/ transfer, grades from which promotion/ deputation/ absorption /transfer to be made	Not Applicable
12.	If a Departmental Promotion Committee/ Recruitment Committee exist and what is its composition?	The Selection Committee will consist of: (i) Registrar as Chairperson (ii) Campus Director concerned (iii) One subject expert to be nominated by the Vice Chancellor

13.	Mode of selection	Skill Test (There will be no interview).
14.	Age of superannuation	60 years. For Deputationists, the relevant age of the sponsoring department/agency will apply.
15.	Remarks	(i) The upper age limit will be relaxed for the candidates belonging to SC/ST/OBC/Physically handicapped candidates, in accordance with the orders issued by the Govt. of India from time to time. (ii) The crucial date for determining the eligibility conditions shall be the closing date for receipt of applications from candidates.

Ordinance 53 of 2015

(Gazette 298 dated 20.07.2016)

[vide Executive Council resolution No.EC 2015-32-08 dated 21-08-2015

amended vide EC 2016-34-36 dated 23-05-2016]

Recruitment Rules for the post of Senior Technician for Fitting and Basic Workshop

1.	Name of the Post	Senior Technician for Fitting and Basic Workshop
2.	Number of Posts	3
3.	Classification	Group "C"
4.	Scale of Pay	PB1 Rs.5200 – 20200, GP –Rs.2400
5.	Whether selection post or non-selection post	Non - Selection post
6.	Age limit for direct recruits	1) Not exceeding 35 years
7.	Educational and other qualifications required for direct recruits	Essential: 3-year Diploma in Mechanical Engineering / Production Engineering from an institute approved by the All Indian Council of Technical Education (or) Petty Officer of Mechanical Engineering branch (POME) from Indian Navy or Coast Guard. Desirable: Relevant work experience for a period of 1 year.
8.	Whether Age, Educational and other qualifications prescribed for direct recruits will apply in the case of Deputationists?	Age: Yes Educational & other Qualifications: Not applicable
9.	Period of Probation, if any	Two years
10.	Method of recruitment	Direct Recruitment / Deputation
11.	In case of recruitments by promotion/ deputation/ transfer, grades from which promotion/ deputation/ absorption /transfer to be made	Not Applicable

12.	If a Departmental Promotion Committee/ Recruitment Committee exist and what is its composition?	The Selection Committee will consist of: i) Registrar as Chairperson ii) Campus Director concerned iii) One subject expert to be nominated by the Vice Chancellor.
13.	Mode of selection	Skill Test (There will be no interview).
14.	Age of superannuation	60 years. For Deputationists, the relevant age of the sponsoring department/agency will apply.
15.	Remarks	(i) The upper age limit will be relaxed for the candidates belonging to SC/ST/OBC/Physically handicapped candidates, in accordance with the orders issued by the Govt. of India from time to time. (ii) The crucial date for determining the eligibility conditions shall be the closing date for receipt of applications from candidates.

Ordinance 54 of 2015

(Gazette 298 dated 20.07.2016)

[vide Executive Council resolution No.EC 2015-32-08 dated 21-08-2015

amended vide EC 2016-34-36 dated 23-05-2016]

Recruitment Rules for the post of Senior Technician for Marine Workshop (Diesel/Power & Maintenance)

1.	Name of the Post	Senior Technician for Marine Workshop(Diesel /Power & Maintenance)
2.	Number of Posts	3
3.	Classification	Group "C"
4.	Scale of Pay	PB1 Rs.5200 – 20200, GP – Rs.2400
5.	Whether selection post or non-selection post	Non-Selection post
6.	Age limit for direct recruits	Not exceeding 45 years for serving /retired personnel of Indian Navy/ Coast Guard. Not exceeding 40 years for others. (Relaxable by the Vice Chancellor by 2 years in deserving cases).
7.	Educational and other qualifications required for direct recruits	Essential : (i)Marine Fitter from Merchant Navy (or) (ii)Petty Officer of Marine Engineering branch from Indian Navy/ Coast Guard (or) (iii)Near Coastal Voyage (NCV) class IV Engineer.

8.	Whether Age, Educational and other qualifications prescribed for direct recruits will apply in the case of Deputationists?	Age: Yes Educational & other Qualifications: Not applicable
9.	Period of Probation, if any	Two years
10.	Method of recruitment	Direct Recruitment/ Deputation
11.	In case of recruitments by promotion/ deputation/ transfer, grades from which promotion/ deputation/ absorption /transfer to be made	Not Applicable
12.	If a Departmental Promotion Committee/ Recruitment Committee exist and what is its composition?	The Selection Committee will consist of: i) Registrar as Chairperson ii) Campus Director concerned iii) One subject expert to be nominated by the Vice Chancellor.
13.	Mode of selection	Skill Test (There will be no interview).
14.	Physical Fitness	The candidate must be physically fit and should meet the medical requirements of the Indian Maritime University. There should not be any degree of squint or any morbid condition of eyes or of the eyelids that is liable to aggravate or recur, pressure of trachoma and iris complication sequela. Candidates must possess good binocular vision (Fusion faculty and full field of vision in both eyes). Movement of the eyeballs must be full in all directions. The vision should be 6/6 (normal) in each eye separately. Glasses may be allowed but eye sight in each eye beyond plus/minus 2.5 will be rejected. Unaided vision should be 6/12 in both eyes minimum or 6/9 in the good eye and 6/12 in the other eye minimum. Defective colour vision tested by ISHIARA test chart is a disqualification.
15.	Age of superannuation	60 years. For Deputationists, the relevant age of the sponsoring department/agency will apply.
16.	Remarks	(i) The upper age limit will be relaxed for the candidates belonging to SC/ST/OBC/Physically handicapped candidates, in accordance with the orders issued by the Govt. of India from time to time. (ii) The crucial date for determining the eligibility conditions shall be the closing date for receipt of applications from candidates.

Ordinance 55 of 2015

(Gazette 298 dated 20.07.2016)

[vide Executive Council resolution No.EC 2015-32-08 dated 21-08-2015

amended vide EC 2016-34-36 dated 23-05-2016]

Recruitment Rules for the post of Senior Technician for Machine Shop

1.	Name of the Post	Senior Technician for Machine Shop
2.	Number of Posts	8
3.	Classification	Group "C"
4.	Scale of Pay	PB1 Rs.5200 – 20200, GP – Rs.2400
5.	Whether selection post or non-selection post	Non-Selection post
6.	Age limit for direct recruits	Not exceeding 35 years. (Relaxable by the Vice Chancellor by 2 years in deserving cases).
7.	Educational and other qualifications required for direct recruits	Essential : (i) 3-year Diploma in Mechanical Engineering / Production Engineering from an institute approved by the All Indian Council of Technical Education and work experience for a period of 1 year in relevant field. (or) (ii) ITI Trade Certificate under Apprentices Act, 1961 with 3 years' experience in relevant field.
8.	Whether Age, Educational and other qualifications prescribed for direct recruits will apply in the case of Deputationists?	Age: No Educational & other Qualifications: Yes
9.	Period of Probation, if any	Two years
10.	Method of recruitment	Direct Recruitment/ Deputation
11.	In case of recruitments by promotion/ deputation/ transfer, grades from which promotion/ deputation/ absorption /transfer to be made.	Not Applicable
12.	If a Departmental Promotion Committee/ Recruitment Committee exist and what is its composition?	The Selection Committee will consist of: i) Registrar as Chairperson ii) Campus Director concerned iii) One subject expert to be nominated by the Vice Chancellor.
13.	Mode of selection	Skill Test (There will be no interview).
14.	Age of superannuation	60 years. For Deputationists, the relevant age of the sponsoring department/agency will apply.

15.	Remarks	<p>(i) The upper age-limit will be relaxed for the candidates belonging to SC/ST/OBC/Physically handicapped candidates, in accordance with the orders issued by the Govt. of India from time to time.</p> <p>(ii) The crucial date for determining the eligibility conditions shall be the closing date for receipt of applications from candidates.</p>
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Ordinance 56 of 2015

(Gazette 298 dated 20.07.2016)

[vide Executive Council resolution No.EC 2015-32-08 dated 21-08-2015

amended vide EC 2016-34-36 dated 23-05-2016]

**Recruitment Rules for the post of
Senior Technician for Welding and Gas Cutting Workshop**

1.	Name of the Post	Senior Technician for Welding and Gas Cutting Workshop
2.	Number of Posts	1
3.	Classification	Group "C"
4.	Scale of Pay	PB1 Rs.5200 – 20200, GP – Rs.2400
5.	Whether selection post or non-selection post	Non-Selection post
6.	Age-limit for direct recruits	Not exceeding 35 years. (Relaxable by the Vice Chancellor by 2 years in deserving cases).
7.	Educational and other qualifications required for direct recruits	<p>Essential :</p> <p>(i) 3 year Diploma in Mechanical Engineering from an institute approved by the All Indian Council of Technical Education and work experience for a period of 1 year in relevant field.</p> <p align="center">(or)</p> <p>(ii) ITI Trade Certificate under Apprentices Act, 1961 with 3 years' work experience.</p>
8.	Whether Age, Educational and other qualifications prescribed for direct recruits will apply in the case of Deputationists?	Age: No Educational & other Qualifications: Yes
9.	Period of Probation, if any	Two years
10.	Method of recruitment	Direct Recruitment/ Deputation
11.	In case of recruitments by promotion/ deputation/ transfer, grades from which promotion/ deputation/ absorption /transfer to be made	Not Applicable

12.	If a Departmental Promotion Committee/ Recruitment Committee exist and what is its composition?	The Selection Committee will consist of: i) Registrar as Chairperson ii) Campus Director concerned iii) One subject expert to be nominated by the Vice Chancellor.
13.	Mode of selection	Skill Test (There will be no interview).
14.	Age of superannuation	60 years. For Deputationists, the relevant age of the sponsoring department/agency will apply.
15.	Remarks	1. The upper age limit will be relaxed for the candidates belonging to SC/ST/OBC/Physically handicapped candidates, in accordance with the orders issued by the Govt. of India from time to time. 2. The crucial date for determining the eligibility conditions shall be the closing date for receipt of applications from candidates.

Ordinance 57 of 2015

(Gazette 298 dated 20.07.2016)

[vide Executive Council resolution No.EC 2015-32-08 dated 21-08-2015

amended vide EC 2016-34-36 dated 23-05-2016]

Recruitment Rules for the post of Senior Technician for Boiler Shops

1.	Name of the Post	Senior Technician for Boiler Shop
2.	Number of Post	1
3.	Classification	Group "C"
4.	Scale of Pay	PB1 Rs.5200 – 20200, GP – Rs.2400
5.	Whether selection post or non-selection post	Non-Selection post
6.	Age-limit for direct recruits	Not exceeding 35 years. (Relaxable by the Vice Chancellor by 2 years in deserving cases).
7.	Educational and other qualifications required for direct recruits	Essential : First class Boiler Attendant certificate of competency issued by Central / State Government Desirable: Relevant work experience for a period of 1 year.
8.	Whether Age, Educational and other qualifications prescribed for direct recruits will apply in the case of Deputationists?	Age: No Educational & other Qualifications: Yes
9.	Period of Probation, if any	Two years
10.	Method of recruitment	Direct Recruitment/ Deputation

11.	In case of recruitments by promotion/ deputation/ transfer, grades from which promotion/ deputation/ absorption /transfer to be made	Not Applicable
12.	If a Departmental Promotion Committee/ Recruitment Committee exist and what is its composition?	The Selection Committee will consist of: i) Registrar as Chairperson ii) Campus Director concerned iii) One subject expert to be nominated by the Vice Chancellor.
13.	Mode of selection	Skill Test (There will be no interview).
14.	Age of superannuation	60 years. For Deputationists, the relevant age of the sponsoring department/agency will apply.
15.	Remarks	1. The upper age-limit will be relaxed for the candidates belonging to SC/ST/OBC/ Physically handicapped candidates, in accordance with the orders issued by the Govt. of India from time to time. 2. The crucial date for determining the eligibility conditions shall be the closing date for receipt of applications from candidates.

Ordinance 58 of 2015

(Gazette 298 dated 20.07.2016)

[vide Executive Council resolution No.EC 2015-32-09 dated 21-08-2015

amended vide EC 2016-34-36 dated 23-05-2016]

Recruitment Rules for the post of Fire Fighting Instructor

1.	Name of the Post	Fire Fighting Instructor
2.	Number of Posts	3
3.	Classification	Group "C"
4.	Scale of Pay	PB1 Rs.5200 – 20200, GP –Rs.2800
5.	Whether selection post or non-selection post	Non- Selection post
6.	Age-limit for direct recruits	Not exceeding 45 years for serving /retired personnel of Indian Navy/ Coast Guard. (Relaxable by the Vice Chancellor by 2 years in deserving cases).
7.	Educational and other qualifications required for direct recruits	Essential: Petty Officer in Engineering branch from Indian Navy / Coast Guard.
8.	Whether Age, Educational and other qualifications prescribed for direct recruits will apply in the case of Deputationists?	Age: Yes Educational& other Qualifications: Not applicable
9.	Period of Probation, if any	Two years
10.	Method of recruitment	Direct Recruitment / Deputation

11.	In case of recruitments by promotion/ deputation/ transfer, grades from which promotion/ deputation/ absorption /transfer to be made	Not Applicable
12.	If a Departmental Promotion Committee/ Recruitment Committee exist and what is its composition?	The Selection Committee will consist of: i) Registrar as Chairperson ii) Campus Director concerned iii) One subject expert to be nominated by the Vice Chancellor.
13.	Mode of selection	Skill Test (There will be no interview).
14.	Physical Fitness	The candidate must be physically fit and should meet the medical requirements of the Indian Maritime University. There should not be any degree of squint or any morbid condition of eyes or of the eyelids that is liable to aggravate or recur, pressure of trachoma and iris complication sequela. Candidates must possess good binocular vision (Fusion faculty and full field of vision in both eyes). Movement of the eyeballs must be full in all directions. The vision should be 6/6 (normal) in each eye separately. Glasses may be allowed but eye sight in each eye beyond plus/minus 2.5 will be rejected. Unaided vision should be 6/12 in both eyes minimum or 6/9 in the good eye and 6/12 in the other eye minimum. Defective colour vision tested by ISHIARA test chart is a disqualification.
15.	Age of superannuation	60 years. For Deputationists, the relevant age of the sponsoring department/agency will apply.
16.	Remarks	(i) The upper age-limit will be relaxed for the candidates belonging to SC/ST/OBC/Physically handicapped candidates, in accordance with the orders issued by the Govt. of India from time to time. (ii) The crucial date for determining the eligibility conditions shall be the closing date for receipt of applications from candidates.

Ordinance 59 of 2015

(Gazette 298 dated 20.07.2016)

[vide Executive Council resolution No.EC 2015-32-09 dated 21-08-2015

amended vide EC 2016-34-36 dated 23-05-2016]

Recruitment Rules for the post of Fire Fighting Helper

1.	Name of the Post	Fire Fighting Helper
2.	Number of Posts	2
3.	Classification	Group "C"
4.	Scale of Pay	PB1 Rs.5200 – 20200, GP –Rs.1900
5.	Whether selection post or non-selection post	Non-Selection post
6.	Age-limit for direct recruits	Not exceeding 45 years for serving /retired personnel of Indian Navy/ Coast Guard. (Relaxable by the Vice Chancellor by 2 years in deserving cases).

7.	Educational and other qualifications required for direct recruits	Essential: Seaman from Merchant Navy/ Indian Navy/ Coast Guard.
8.	Whether Age, Educational and other qualifications prescribed for direct recruits will apply in the case of Deputationists?	Age: Yes Educational & other Qualifications: Not applicable
9.	Period of Probation, if any	Two years
10.	Method of recruitment	Direct Recruitment/ Deputation
11.	In case of recruitments by promotion/ deputation/ transfer, grades from which promotion/ deputation/ absorption /transfer to be made	Not Applicable
12.	If a Departmental Promotion Committee/ Recruitment Committee exist and what is its composition?	The Selection Committee will consist of: i) Registrar as Chairperson ii) Campus Director concerned iii) One subject expert to be nominated by the Vice Chancellor.
13.	Mode of selection	Skill Test (There will be no interview).
14.	Physical Fitness	The candidate must be physically fit and should meet the medical requirements of the Indian Maritime University. There should not be any degree of squint or any morbid condition of eyes or of the eyelids that is liable to aggravate or recur, pressure of trachoma and iris complication sequela. Candidates must possess good binocular vision (Fusion faculty and full field of vision in both eyes). Movement of the eyeballs must be full in all directions. The vision should be 6/6 (normal) in each eye separately. Glasses may be allowed but eye sight in each eye beyond plus/minus 2.5 will be rejected. Unaided vision should be 6/12 in both eyes minimum or 6/9 in the good eye and 6/12 in the other eye minimum. Defective colour vision tested by ISHIARA test chart is a disqualification.
15.	Age of superannuation	60 years. For Deputationists, the relevant age of the sponsoring department/agency will apply.
16.	Remarks	(i) The upper age limit will be relaxed for the candidates belonging to SC/ST/ OBC/Physically handicapped candidates, in accordance with the orders issued by the Govt. of India from time to time. (ii) The crucial date for determining the eligibility conditions shall be the closing date for receipt of applications from candidates.

Ordinance 60 of 2015

(Gazette 298 dated 20.07.2016)

[vide Executive Council resolution No.EC 2015-32-09 dated 21-08-2015

amended vide EC 2016-34-36 dated 23-05-2016]

Recruitment Rules for the post of 'Proficiency in Survival Craft and Rescue Boat other than Fast Rescue Boats' (PSCRB) Training Officer

1.	Name of the Post	Proficiency in Survival Craft and Rescue Boat other than Fast Rescue Boats(PSCRB) Training Officer
2.	Number of Post	1
3.	Classification	Group "B"
4.	Scale of Pay	PB2 Rs.9300 – 34800, GP –Rs.4200
5.	Whether selection post or non-selection post	Non-Selection post
6.	Age limit for direct recruits	Not exceeding 45 years for serving /retired personnel of Indian Navy/ Coast Guard. (Relaxable by the Vice Chancellor by 2 years in deserving cases).
7.	Educational and other qualifications required for direct recruits	Essential: (i) Chief Petty Officer in Seaman branch from Indian Navy / Coast Guard. (or) (ii) First Mate Near Coastal Voyage (NCV).
8.	Whether Age, Educational and other qualifications prescribed for direct recruits will apply in the case of Deputationists?	Age: Yes Educational & other Qualifications: Not applicable
9.	Period of Probation, if any	Two years
10.	Method of recruitment	Direct Recruitment/ Deputation
11.	In case of recruitments by promotion/ deputation/ transfer, grades from which promotion/ deputation/ absorption /transfer to be made	Not Applicable
12.	If a Departmental Promotion Committee/ Recruitment Committee exist and what is its composition?	The Selection Committee will consist of: i) Registrar as Chairperson ii) Campus Director concerned iii) One subject expert to be nominated by the Vice Chancellor.
13.	Mode of selection	Skill Test (There will be no interview).

14.	Physical Fitness	The candidate must be physically fit and should meet the medical requirements of the Indian Maritime University. There should not be any degree of squint or any morbid condition of eyes or of the eyelids that is liable to aggravate or recur, pressure of trachoma and iris complication sequela. Candidates must possess good binocular vision (Fusion faculty and full field of vision in both eyes). Movement of the eyeballs must be full in all directions. The vision should be 6/6 (normal) in each eye separately. Glasses may be allowed but eye sight in each eye beyond plus/minus 2.5 will be rejected. Unaided vision should be 6/12 in both eyes minimum or 6/9 in the good eye and 6/12 in the other eye minimum. Defective colour vision tested by ISHIARA test chart is a disqualification.
15.	Age of superannuation	60 years. For Deputationists, the relevant age of the sponsoring department/agency will apply.
16.	Remarks	(i) The upper age limit will be relaxed for the candidates belonging to SC/ST/ OBC/Physically handicapped candidates, in accordance with the orders issued by the Govt. of India from time to time. (ii) The crucial date for determining the eligibility conditions shall be the closing date for receipt of applications from candidates.

Ordinance 61 of 2015

(Gazette 298 dated 20.07.2016)

[vide Executive Council resolution No.EC 2015-32-09 dated 21-08-2015

amended vide EC 2016-34-36 dated 23-05-2016]

Recruitment Rules for the post of 'Proficiency in Survival Craft and Rescue Boat other than Fast Rescue Boats' (PSCRB) Laboratory Instructor

1.	Name of the Post	Proficiency in Survival Craft and Rescue Boat other than Fast Rescue Boats(PSCRB) Laboratory Instructor.
2.	Number of Post	1
3.	Classification	Group "C"
4.	Scale of Pay	PB2 Rs.5200 – 20200, GP –Rs.2800
5.	Whether selection post or non-selection post	Non-Selection post
6.	Age-limit for direct recruits	Not exceeding 45 years for serving /retired personnel of Indian Navy/ Coast Guard. Not exceeding 40 years for others. (Relaxable by the Vice Chancellor by 2 years in deserving cases).

7.	Educational and other qualifications required for direct recruits	Essential: (i) Petty Officer in Seaman branch from Indian Navy / Coast Guard. (or) (ii) Second Mate Near Coastal Voyage (NCV).
8.	Whether Age, Educational and other qualifications prescribed for direct recruits will apply in the case of Deputationists?	Age: Yes Educational & other Qualifications: Not applicable
9.	Period of Probation, if any	Two years
10.	Method of recruitment	Direct Recruitment/Deputation
11.	In case of recruitments by promotion/ deputation/ transfer, grades from which promotion/ deputation/ absorption /transfer to be made	Not Applicable
12.	If a Departmental Promotion Committee/ Recruitment Committee exist and what is its composition?	The Selection Committee will consist of: i) Registrar as Chairperson ii) Campus Director concerned iii) One subject expert to be nominated by the Vice Chancellor.
13.	Mode of selection	Skill Test (There will be no interview).
14.	Physical Fitness	The candidate must be physically fit and should meet the medical requirements of the Indian Maritime University. There should not be any degree of squint or any morbid condition of eyes or of the eyelids that is liable to aggravate or recur, pressure of trachoma and iris complication sequela. Candidates must possess good binocular vision (Fusion faculty and full field of vision in both eyes). Movement of the eyeballs must be full in all directions. The vision should be 6/6 (normal) in each eye separately. Glasses may be allowed but eye sight in each eye beyond plus/minus 2.5 will be rejected. Unaided vision should be 6/12 in both eyes minimum or 6/9 in the good eye and 6/12 in the other eye minimum. Defective colour vision tested by ISHIARA test chart is a disqualification.
15.	Age of superannuation	60 years. For Deputationists, the relevant age of the sponsoring department/agency will apply.
16.	Remarks	(i) The upper age limit will be relaxed for the candidates belonging to SC/ST/OBC/Physically handicapped candidates, in accordance with the orders issued by the Govt. of India from time to time. (ii) The crucial date for determining the eligibility conditions shall be the closing date for receipt of applications from candidates.

Ordinance 72 of 2015

(Gazette 298 dated 20.07.2016)

[vide Executive Council resolution No.EC 2015-33-20 dated 23-12-2015]

Recruitment Rules for the posts of Assistant Professor (Economics)
in the School of Maritime Management

1.	Name of post	Assistant Professor (Economics)
2.	No. of posts	1
3.	Classification	Faculty
4.	Scale of Pay	Pay Band - 3 Rs. 15600 – 39100 with AGP Rs.6000. Shall be eligible for the AGP of Rs.7,000 after the completion of 6 years as Assistant Professor subject to satisfactory performance. Shall be eligible for the AGP of Rs.8,000 after completing 5 years of service at AGP of Rs.7,000 subject to satisfactory performance.
5.	Whether Selection post or Non-selection post	Not Applicable
6.	Age limit for direct recruitment	Not exceeding 35 years (Relaxable by Vice Chancellor up to 2 years in deserving cases).
7.	Educational and other qualifications required for Direct Recruitment.	Essential: (a) Good academic record with a Graduate degree in Economics, and at least 55% marks (or equivalent grade) in Post-Graduate Degree in Economics from a recognised Indian University or from an accredited foreign University. (b) A pass in the National Eligibility Test (NET) conducted by the UGC or similar test accredited by the UGC like the State Level Eligibility Test (SLET/SET) in Economics. Candidates with a Ph. D. in Economics shall be exempted from the requirement of clearing the NET/SLET/SET.
8.	Whether Age & Educational qualifications prescribed for Direct Recruits will apply in the case of Promotees?	Not Applicable
9.	Period of Probation, if any	Two years
10.	Method of Recruitment	Direct Recruitment only.
11.	In case of recruitment by Promotion/Deputation/Transfer, grades from which Promotion/Deputation/Transfer to be made.	Not Applicable.

12.	What is the composition of the Selection Committee?	<p>(i) Vice Chancellor - Chairman (ii) Pro-Vice Chancellor (iii) A Nominee of the Visitor (iv) The Head of the Department concerned. (v) One Professor to be nominated by the Vice Chancellor. (vi) Two persons not in the service of the University, nominated by the Executive Council, out of a panel of names recommended by the Academic Council for their special knowledge of, or interest in the subject with which the Assistant Professors concerned.</p> <p>The proceedings of the Selection Committee shall not be valid unless at least any two members of the following three - Visitor's nominee plus the two nominees of the Executive Council - attend the meeting.</p>
13.	Age of superannuation	65 years.
14.	Remarks	<p>(a) The upper age limit will be relaxed for the candidates belonging to SC/ST/OBC/ Physically Handicapped candidates, in accordance with the orders issued by the Govt. of India from time to time. (b) The crucial date for determining the eligibility conditions shall be the closing date for receipt of applications from candidates.</p>

Ordinance 73 of 2015

(Gazette 298 dated 20.07.2016)

[vide Executive Council resolution No.EC 2015-33-20 dated 23-12-2015]

Recruitment Rules for the posts of Assistant Professor (Finance & Accounting) in the School of Maritime Management

1.	Name of post	Assistant Professor (Finance & Accounting)
2.	No. of posts	1
3.	Classification	Faculty
4.	Scale of Pay	<p>Pay Band - 3 Rs. 15600 – 39100 with AGP Rs.6000. Shall be eligible for the AGP of Rs.7,000 after the completion of 6 years as Assistant Professor subject to satisfactory performance. Shall be eligible for the AGP of Rs.8,000 after completing 5 years of service at AGP of Rs.7,000 subject to satisfactory performance.</p>
5.	Whether Selection post or Non-selection post	Not Applicable
6.	Age limit for direct recruitment	Not exceeding 35 years (Relaxable by Vice Chancellor up to 2 years in deserving cases).

7.	Educational and other qualifications required for Direct Recruitment.	<p>(a) Good academic record with B.Com at the Graduate level and with either CA/ICWA or with at least 55% marks or equivalent grade in M.Com from a recognised Indian University or from an accredited foreign University.</p> <p>(b) A pass in the National Eligibility Test (NET) conducted by the UGC or similar test accredited by the UGC like the State Level Eligibility Test (SLET/SET) in Commerce.</p> <p>(c) Candidates with Ph.D in Commerce/Finance/Accounting shall be exempted from the requirement of clearing the NET/SLET/SET.</p>
8.	Whether Age & Educational qualifications prescribed for Direct Recruits will apply in the case of Promotes?	Not Applicable
9.	Period of Probation, if any	Two years
10.	Method of Recruitment	Direct Recruitment only.
11.	In case of recruitment by Promotion/Deputation/Transfer, grades from which Promotion/Deputation/ Transfer to be made.	Not Applicable.
12.	What is the composition of the Selection Committee?	<p>(i) Vice Chancellor - Chairman (ii) Pro-Vice Chancellor (iii) A Nominee of the Visitor (iv) The Head of the Department concerned. (v) One Professor to be nominated by the Vice Chancellor. (vi) Two persons not in the service of the University, nominated by the Executive Council, out of a panel of names recommended by the Academic Council for their special knowledge of, or interest in the subject with which the Assistant Professoris concerned.</p> <p>The proceedings of the Selection Committee shall not be valid unless at least any two members of the following three - Visitor's nominee plus the two nominees of the Executive Council - attend the meeting.</p>
13.	Age of superannuation	65 years.
14.	Remarks	<p>(a) The upper age limit will be relaxed for the candidates belonging to SC/ ST/ OBC/ Physically Handicapped candidates, in accordance with the orders issued by the Govt. of India from time to time.</p> <p>(b) The crucial date for determining the eligibility conditions shall be the closing date for receipt of applications from candidates.</p>

Ordinance 74 of 2015

(Gazette 298 dated 20.07.2016)

[vide Executive Council resolution No.EC 2015-33-20 dated 23-12-2015]

Recruitment Rules for the posts of Assistant Professor (Logistics & Supply Chain Management/Port & Shipping Management) in the School of Maritime Management

1.	Name of post	Assistant Professor (Logistics & Supply Chain Management/ Port & Shipping Management)
2.	No. of posts	2
3.	Classification	Faculty
4.	Scale of Pay	Pay Band - 3 Rs. 15600 – 39100 with AGP Rs.6000. Shall be eligible for the AGP of Rs.7,000 after the completion of 6 years as Assistant Professor subject to satisfactory performance. Shall be eligible for the AGP of Rs.8,000 after completing 5 years of service at AGP of Rs.7,000 subject to satisfactory performance.
5.	Whether Selection post or Non-selection post	NotApplicable
6.	Age limit for direct recruitment	Not exceeding 35 years (Relaxable by Vice Chancellor up to 2 years in deserving cases).
7.	Educational and other qualifications required for Direct Recruitment.	Essential: (a) Good academic record with B.Com/BBA/B.E/B.Tech at the Graduate level and with either CA/ICWA or with at least 55% marks or equivalent grade at the Post-Graduate Degree level i.e. MBA (International Transport & Logistics)/ MBA (Port & Shipping Management) or an equivalent MBA from a recognised Indian University/Institution or from an accredited foreign University. (b) A pass in the National Eligibility Test (NET) conducted by the UGC or similar test accredited by the UGC like the State Level Eligibility Test (SLET/SET) in Management. (c) Candidates with Ph.D in Management shall be exempted from the requirement of clearing the NET/SLET/SET.
8.	Whether Age & Educational qualifications prescribed for Direct Recruits will apply in the case of Promotees?	Not Applicable
9.	Period of Probation, if any	Two years
10.	Method of Recruitment	Direct Recruitment only.
11.	In case of recruitment by Promotion/ Deputation/Transfer, grades from which promotion/Deputation/Transfer to be made.	Not Applicable.

12.	What is the composition of the Selection Committee?	<p>(i) Vice Chancellor - Chairman (ii) Pro-Vice Chancellor (iii) A Nominee of the Visitor (iv) The Head of the Department concerned. (v) One Professor to be nominated by the Vice Chancellor. (vi) Two persons not in the service of the University, nominated by the Executive Council, out of a panel of names recommended by the Academic Council for their special knowledge of, or interest in the subject with which the Assistant Professors concerned.</p> <p>The proceedings of the Selection Committee shall not be valid unless at least any two members of the following three - Visitor's nominee plus the two nominees of the Executive Council - attend the meeting.</p>
13.	Age of superannuation	65 years.
14.	Remarks	<p>(a) Regarding the equivalence of the MBA Degree, IMU's decision shall be final. (b) The upper age limit will be relaxed for the candidates belonging to SC/ ST/ OBC/ Physically Handicapped candidates, in accordance with the orders issued by the Govt. of India from time to time. (c) The crucial date for determining the eligibility conditions shall be the closing date for receipt of applications from candidates.</p>

Ordinance 75 of 2015

(Gazette 298 dated 20.07.2016)

[vide Executive Council resolution No.EC 2015-33-20 dated 23-12-2015]

Recruitment Rules for the posts of Associate Professor (Economics/ Finance & Accounting) in the School of Maritime Management

1.	Name of post	Associate Professor (Economics/ Finance & Accounting)
2.	No. of posts	1
3.	Classification	Faculty
4.	Scale of Pay	Pay Band-4 Rs. 37400– 67000 with AGP Rs.9000.
5.	Whether Selection post or Non-selection post	Not Applicable for Direct Recruitment. By Selection in case of Promotion
6.	Age limit for Direct Recruitment	Not exceeding 45 years. (Relaxable by the Vice Chancellor up to 2 years in deserving cases)

7.	Educational and other qualifications required for Direct Recruitment	<p>Essential:</p> <p>(a) Good academic record with a Graduate degree in Economics, and with at least 55% marks (or equivalent grade) in a Post-Graduate Degree in Economics, and with Ph.D. in Economics from a recognised Indian University or from an accredited foreign University.</p> <p>(or)</p> <p>Good academic record with B.Com at the Graduate level, and with either CA/ICWA or with at least 55% marks or equivalent grade in M.Com, and with Ph.D. in Commerce/ Finance/Accounting from a recognised Indian University or from an accredited foreign University.</p> <p>And</p> <p>(b) Minimum of eight years of experience in teaching and/or research in an Academic/ research position equivalent to that of Assistant Professor in a University, College or Accredited Research Institution/ industry. Evidence of published work with a minimum of 5 publications as books and/or research/policy papers in refereed journals.</p> <p>Desirable:</p> <p>(i) Papers presented at conferences.</p> <p>(ii) Evidence of having guided Doctoral candidates and research students.</p>
8.	Whether Age & Educational qualifications prescribed for Direct Recruits will apply in the case of Promotees and Deputationists?	Age: No Educational and other qualifications: Yes
9.	Period of Probation, if any	Two years for Direct Recruitment.
10.	Method of Recruitment	Direct Recruitment / Promotion / Deputation / Absorption. A candidate who has put in 3 years of satisfactory service as Associate Professor on Deputation is eligible for Absorption.
11.	Incase of Promotion, grade from which promotion to be made	An Assistant Professor who has completed 3 years of teaching in the AGP of Rs.8,000 shall, subject to satisfactory performance and assessment by the Departmental Promotion Committee be eligible to move to the pay band of Rs.37,400–67,000 with AGP Rs.9,000 and to be designated as Associate Professor.

12.	Composition of the Selection Committee/ Departmental Promotion Committee.	<p>(i) Vice Chancellor - Chairman (ii) Pro-Vice Chancellor (iii) A Nominee of the Visitor (iv) The Head of the Department concerned. (v) One Professor to be nominated by the Vice Chancellor. (vi) Two persons not in the service of the University, nominated by the Executive Council, out of a panel of names recommended by the Academic Council for their special knowledge of, or interest in the subject with which the Associate Professor is concerned.</p> <p>The proceedings of the Selection Committee shall not be valid unless at least any two members of the following three - Visitor's nominee plus the two nominees of the Executive Council - attend the meeting.</p>
13.	Age of superannuation	65 years.
14.	Remarks	<p>(a) The time taken for obtaining full-time Ph.D degree will not be counted for the qualifying service. (b) The upper age limit will be relaxed for the candidates belonging to SC/ST/OBC/ Physically Handicapped candidates, in accordance with the orders issued by the Govt. of India from time to time. (c) The crucial date for determining the eligibility conditions shall be the closing date for receipt of applications from candidates.</p>

Ordinance 79 of 2015

(Gazette 298 dated 20.07.2016)

[vide Executive Council resolution No.EC 2015-33-21 dated 23-12-2015

amended vide EC 2016-34-24 dated 23-05-2016]

Recruitment Rules for the post of Assistant Librarian

1.	Name of the Post	Assistant Librarian
2.	Number of Posts	6
3.	Classification	Academic Post, Group "A"
4.	Scale of Pay	<p>PB3 - Rs.15600 – 39100 GP – Rs.6000. Shall be eligible for the AGP of Rs.7,000 after the completion of 6 years as Assistant Librarian, subject to satisfactory performance. Shall be eligible for the AGP of Rs.8,000 after completing 5 years of service at AGP of Rs.7,000 subject to satisfactory performance.</p>
5.	Whether selection post or non-selection post	By Selection in case of Promotion

6.	Age limit for direct recruits	Age: Not more than 40 years (Relaxable up to 2 years by Vice Chancellor in deserving cases)
7.	Educational and other qualifications required for direct recruits	(i) A Post-Graduate Degree in Library Science/ Information Science/ Documentation Science or an equivalent professional degree with at least 55% marks (or equivalent grade) and a consistently good academic record with knowledge of computerization of library. (ii) Qualifying in the National Eligibility Test (NET) in Library Science conducted for the purpose by the UGC or any other agency approved by the UGC. However, candidates who have been awarded Ph.D. in Library Science/ Information Science/ Documentation Science shall be exempted from the requirement of minimum eligibility condition of NET; and (iii) At least 3 years of experience as Library Assistant or higher in any University/ recognised college or a reputed Public Library. (iv) Experience of working in any Library Automation Software.
8.	Whether Age, Educational and other qualifications prescribed for direct recruits will apply in the case of Promotion/Deputation/Absorption	Promotion: Age: No Educational & other Qualifications: Yes
		Deputation: Age: Not more than 45 years Educational & other Qualifications: Yes Absorption: Age: Not more than 50 years Educational & other Qualifications: Yes
9	Period of Probation, if any	Two years for Direct Recruits
10	Method of recruitment.	Direct Recruitment /Promotion/Deputation/ Absorption. Direct Recruitment will be done from among NET/SLET qualified candidates through Personal Interview. A pass in NET/SLET is necessary even in the case of Promotion, Deputation and Absorption.
11	In case of recruitments by promotion, grade from which promotion / deputation / absorption to be made	Promotion: From Library Assistant fulfilling the educational qualifications with at least 10 years of regular service in IMU.
		Deputation: A person holding analogous post on regular basis (or) at least 10 years' experience as Library Assistant in the Pay Band of Rs.9300-34800 with Grade Pay of Rs.4200 in a Central/State University or Autonomous Educational/ Research Institution, Central/State Government or Government undertaking, Port Trust etc.
		Absorption: A Deputationist who has worked as Assistant Librarian satisfactorily for a minimum period of 3 years in IMU, subject to concurrence from his parent organization.

12	If a Departmental Promotion Committee/ Recruitment Committee exist and what is its composition?	(i) The Vice Chancellor as Chairperson. (ii) Pro-Vice Chancellor. (iii) One nominee of the Executive Council. (iv) Two external subject experts nominated by the Vice Chancellor.
13	Age of superannuation	60 years. For Deputationist, the relevant age of the sponsoring department/ agency will apply.
14	Remarks	(a) The upper age limit will be relaxed for the candidates belonging to SC/ST/OBC in accordance with the orders issued by the Government of India from time to time. (b) The crucial date for determining the eligibility conditions shall be the closing date for receipt of applications from candidates.

Ordinance 36 of 2015

(Gazette 441 dated 02.12.2016)

[vide Executive Council resolution No.EC 2015-31-42 dated 26-06-2015

amended vide EC 2016-36-29 dated 28-09-2016]

Recruitment Rules for the post of Deputy Registrar

1.	Name of Post	Deputy Registrar
2.	Number of posts	9
3.	Classification	Group A
4.	Scale of Pay	On initial appointment, pay shall be fixed in the Pay Band 3 - Rs.15600-39100 with Grade Pay of Rs.7600. After completing 5 years of satisfactory service in this Pay Band, he will move to the higher Pay Band - 4 of Rs.37400-67000 with Grade Pay of Rs. 8700 but shall continue to be designated as Deputy Registrar.
5.	Whether selection post or non-selection post	Not applicable for Direct Recruitment/ Deputation. By Selection in case of Promotion.
6.	Age limit for direct recruitment	Not more than 55 years. (Relaxable up to 2 years by Vice Chancellor in deserving cases.)

<p>7.</p>	<p>Educational and other qualifications required for direct recruitment for Deputy Registrar</p>	<p><u>Category 1: From Universities/Research Establishments</u></p> <p>(a) Master's Degree with at least 55% marks or its equivalent grade of 'B' in the UGC prescribed seven point scales;</p> <p>(b) As Deputy Registrar or Deputy Controller of Examinations or equivalent in any Central or State University/ IIT/ NIT/ IIM/ Research Establishment (or) as an Assistant Registrar with at least 7 years' administrative experience in the institutions specified above.</p> <p>[OR]</p> <p><u>Category 2: From Major Ports</u></p> <p>(a) Master's Degree with at least 55% marks or its equivalent grade of 'B' in the UGC prescribed seven point scales;</p> <p>(b) An officer who is working not below the rank of Deputy Secretary or equivalent in any Major Port.</p> <p>[OR]</p> <p><u>Category 3: From PSUs/Public Sector Banks or FIs/Public Limited Companies</u></p> <p>(a) Master's Degree with at least 55% marks or its equivalent grade of 'B' in the UGC prescribed seven point scales;</p> <p>(b) At least 7 years of relevant administrative experience</p> <p>(i) in a grade not lower than E-1 (Executive) in Public Sector Undertakings; or</p> <p>(ii) in a grade not lower than Scale – I (Probationary Officer) or equivalent in Public Sector Banks/Financial Institutions; or</p> <p>(iii) With total monthly emoluments in any Public Limited Company not less than that of E-1 (Executive) in Public Sector Undertakings.</p> <p><u>Category 4: From Mariners</u></p> <p>(a) Master (Foreign Going)/MEO Class I (Motor) Certificate of Competency;</p> <p>(b) Sailing experience of minimum of one year at Management level within the meaning of STCW Convention in force; and</p> <p>(c) A minimum of six years of experience in Maritime industry in one or more of the following areas:</p>
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		<p>(i) Sailing experience at Management level [beyond the prescribed minimum of one year indicated in (b) above];</p> <p>(ii) Teaching Nautical Science or Marine Engineering in a recognised maritime institution;</p> <p>(iii) Nautical or Engineering Surveyor in Directorate General of Shipping or in any recognized Classification Society;</p> <p>(iv) Technical Superintendent in any reputed Ship-owning or Ship-managing company.</p> <p>[OR]</p> <p><u>Category 5: From Group A officers of Central/State Governments</u></p> <p>Serving or retired Group A officer of Central/State Governments not below the rank of Joint Secretary in State Governments or Deputy Secretary in Central Government.</p>
8.	Whether Age & Educational qualifications prescribed for direct recruits will apply in the case of Promotees/ Deputationists?	<p>Promotion: Age limit – No. Educational qualifications: Yes. From Assistant Registrar with at least 3 years of regular service in grade pay of Rs. 6,600 subject to satisfactory performance and assessment by the Departmental Promotion Committee.</p> <p>Deputation: Age limit – 57 years. Educational qualifications: Yes, except in the case of Category 5. A person holding an analogous post or with at least 3 years of regular service in the grade pay of Rs. 6,600 or equivalent.</p>
9.	Period of probation, if any	Two years for direct recruitment only.
10.	Method of recruitment.	<p>Direct Recruitment/Promotion/Deputation/Absorption.</p> <p>Direct Recruitment will be done through an Online Screening Test and Personal Interview. Persons who have qualified in the Screening Test alone will be called for the Personal Interview.</p> <p>Online Screening Test is not necessary in the case of Promotion, Deputation and Absorption.</p>

11.	If a Selection Committee/ Departmental Promotion Committee/ exists, what is its composition?	Selection committee/Departmental Promotion Committee will consist of: (i) The Vice-Chancellor as Chairperson. (ii) One member of the Executive Council. (iii) One nominee of the Executive Council. (iv) One officer nominated by the Vice-Chancellor.
12.	Remarks	1. Age of superannuation: 60 years for direct recruits and promotees. For Deputationists, relevant age of the sponsoring department/ agency will apply. 2. A relaxation of 5% marks (from 55% to 50%) at the Master's Degree level will be allowed for candidates belonging to SC/ST/PwD categories. 3. The crucial date for determining the eligibility conditions shall be the closing date for receipt of applications from candidates. 4. IMU's decision as to whether a post is equivalent or not and whether emoluments are equivalent or not is final. 5. If a candidate's experience spans more than one Category/sub-Category, the same will be added to arrive at his eligibility.

Ordinance 04 of 2017

(Gazette 183 dated 05.05.2017)

[Vide Executive Council resolution no. EC 2016-37-12 dated 22.12.2016]

“Recruitment Rules for the post of Deputy Librarian

1.	Name of the Post	Deputy Librarian
2.	Number of Posts	2
3.	Classification	Academic Post, Group “A”
4.	Scale of Pay	PB3 - Rs.15600 – 39100 AGP – Rs.8000 Shall be eligible for the AGP of Rs.9000 after completion of five years' service as Deputy Librarian, subject to satisfactory performance with the same designation.
5.	Whether selection post or non-selection post	By Selection in case of Promotion
6.	Age limit for direct recruits	Not exceeding 50 years (Relaxable upto 2 years by Vice Chancellor in deserving cases)

7.	Educational and other qualifications required for direct recruits	<p>Essential :</p> <p>(i) A Post-Graduate Degree in Library Science/Information Science/Documentation Science or an equivalent professional degree with at least 55% marks (or an equivalent grade) and a consistently good academic record with knowledge of computerization of library.</p> <p>(ii) Qualifying in the National Eligibility Test (NET) in Library Science conducted for the purpose by the UGC or any other agency approved by the UGC. However, candidates who have been awarded Ph.D. in Library Science/Information Science/Documentation Science shall be exempted from the requirement of minimum eligibility condition of NET.</p> <p>(iii) At least five years' experience as an Assistant Librarian or equivalent in a Central or State University or in an IIM, IIT or NIT or in a reputed Research Institute of Central Government or a State Government.</p> <p>(iv) Evidence of innovative library service, organization of published work and computerization of library.</p> <p>Desirable:</p> <p>M.Phil/Ph.D degree in Library Science/Information Science/Documentation/Archives & Manuscript keeping.</p>
8.	Whether Age, Educational and other qualifications prescribed for direct recruits will apply in the case of Promotion/Deputation/Absorption	<p>Promotion:</p> <p>Age: No</p> <p>Educational & other Qualifications: Yes</p> <p>Deputation:</p> <p>Age: Not more than 52 years Educational & other Qualifications: Yes Absorption:</p> <p>Age: Not more than 55 years.</p> <p>Educational & other Qualifications: Yes</p>
9.	Period of Probation, if any	Two years for Direct recruits.
10.	Method of recruitment.	Direct Recruitment/Promotion/Deputation/Absorption. Direct Recruitment will be done through a Personal Interview.

11.	In case of recruitments other than direct recruitment, Grade from which Promotion/Deputation/Absorption to be made	<p>Promotion: From Assistant Librarian with at least five years' regular service in IMU.</p> <p>Deputation: A person holding analogous post on regular basis (or) at least five years' experience as Assistant Librarian in the pay band of Rs. 15600 – 39100 with GP - Rs.6000 in a Central or State University or in an IIM, IIT or NIT or in a reputed Research Institute of Central Government or a State Government.</p> <p>Absorption: A deputationist who has worked as Assistant Librarian satisfactorily for a minimum period of three years in IMU, subject to concurrence from his parent organization.</p>
12.	If a Departmental Promotion Committee/Recruitment Committee exist and what is its composition?	<ol style="list-style-type: none"> i. The Vice Chancellor as Chairperson. ii. Pro-Vice Chancellor iii. One nominee of the Executive Council. iv. Two external subject experts nominated by the Vice Chancellor
13.	Age of superannuation	<p>60 years.</p> <p>For deputationist, the relevant age of the sponsoring department/agency will apply.</p>
14.	Remarks	<ol style="list-style-type: none"> (i) The upper age limit will be relaxed for the candidates belonging to SC/ST/OBC in accordance with the orders issued by the Govt. of India from time to time. (ii) The crucial date for determining the eligibility conditions shall be the closing date for receipt of applications from candidates.

Note: *The Notification published in S.No. 49 of Chapter 9 (Recruitment Rules: Academic and Administrative Service) of the Gazette of India No. 76, dated May 12, 2009 is hereby repealed*

Ordinance 05 of 2017

(Gazette 183 dated 05.05.2017)

[Vide Executive Council resolution no. EC 2016-37-12 dated 22.12.2016]

Recruitment Rules for the post of Librarian

1.	Name of the Post	Librarian
2.	Number of Posts	1
3.	Classification	Academic Post, Group "A"
4.	Scale of Pay	PB4-Rs.37400 – 67000 AGP –Rs.10000.
5.	Whether selection post or non-selection post	By Selection in case of Promotion.
6.	Age limit for direct recruits	Age: Not more than 55 years (Relaxable up to 2 years by Vice Chancellor in deserving cases)
7.	Educational and other qualifications required for direct recruits	<p>Essential :</p> <p>(i) A Post-Graduate Degree in Library Science/Information Science/Documentation Science or an equivalent professional degree with at least 55% marks (or an equivalent grade) and a consistently good academic record with knowledge of computerization of library.</p> <p>(ii) Qualifying in the National Eligibility Test (NET) in Library Science conducted for the purpose by the UGC or any other agency approved by the UGC. However, candidates who have been awarded Ph.D. in Library Science/Information Science/Documentation Science shall be exempted from the requirement of minimum eligibility condition of NET.</p> <p>(iii) At least thirteen years' experience as a Deputy Librarian or equivalent in a Central or State University or in an IIM, IIT or NIT or in a reputed Research Institute of Central Government or a State Government.</p> <p>(iv) Evidence of innovative library experience, organization of published work and</p> <p>Desirable: A M.Phil/Ph.D Degree in Library Science/ Information Science/Documentation/Archives and Manuscript- keeping.</p>

8.	Whether Age, Educational and other qualifications prescribed for direct recruits will apply in the case of Promotion/ Deputation/ Absorption	<p>Promotion: Age: No Educational & other Qualifications: Yes</p> <p>Deputation: Age: Not more than 57 years. Educational & other Qualifications: Yes</p> <p>Absorption: Age: Not more than 58 years. Educational & other Qualifications: Yes</p>
9	Period of Probation, if any	Two years for Direct Recruits
10.	Method of recruitment.	Direct Recruitment/Promotion/Deputation/Absorption. Direct Recruitment will be done through a Personal Interview.
11.	In case of recruitments by promotion, grade from which promotion/deputation/absorption to be made	<p>Promotion: From Deputy Librarian with at least thirteen years' regular service in IMU.</p> <p>Deputation:A person holding analogous post on regular basis (or) at least thirteen years' experience as Deputy Librarian in the Pay Band of Rs.15600-39100 with Grade Pay of Rs.8000 in a Central or State University or in an IIM, IIT or NIT or in a reputed Research Institute of Central Government or a State Government.</p> <p>Absorption: A Deputationist who has worked as Deputy Librarian satisfactorily for a minimum period of three years in IMU, subject to concurrence from his parent organization.</p> <p>The same educational and other qualifications as in the case of direct recruits shall apply for Promotion/Deputation/Absorption.</p>
12.	If a Departmental Promotion Committee/Recruitment Committee exist and what is its composition?	<ul style="list-style-type: none"> • The Vice Chancellor as Chairperson. • Pro-Vice Chancellor • A nominee of the Visitor • Two persons not in the service of the University, who have special knowledge of the subject of the Library Science/Library Administration to be nominated by the Executive Council • One person not in the service of the University, nominated by the Executive Council.
13.	Age of superannuation	62 years. For Deputationist, the relevant age of the sponsoring department/agency will apply.

14.	Remarks	(a) The upper age limit will be relaxed for the candidates belonging to SC/ST/OBC in accordance with the orders issued by the Government of India from time to time. (b) The crucial date for determining the eligibility conditions shall be the closing Date for receipt of applications from candidates.
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Note: *The Notification published in S.No. 48 of Chapter 9 (Recruitment Rules: Academic and Administrative Service) of the Gazette of India No. 76, dated May 12, 2009 is hereby repealed.*

Ordinance 06 of 2017

(Gazette 183 dated 05.05.2017)

[Executive Council resolution no. EC 2016-37-19dated 22.12.2016]

Ordinance on the Biometric Attendance System

1. This Ordinance will apply to all employees of the Indian Maritime University. "Employee" means any teacher or non-teaching staff of the University who has been appointed by the University or who stood transferred to the University by virtue of Section 49 of the IMU Act 2008 and includes deputationists of the University.
2. The office timings are from 09:30 AM to 05:30 PM with 30 minutes of lunch break and these timings should be scrupulously observed. The Vice Chancellor may modify these timings for particular categories of employees or in special cases if circumstances so warrant.
3. Each working day shall consist of 2 sessions. The forenoon session shall be deemed to be from 9.30 am to 1.30 pm and the afternoon session from 1.30 pm to 5.30 pm.
4. Early leaving shall be treated on the same footing as late arrival.
5. All employees, teachers as well as non-teaching staff, other than those who may be specifically exempted by the Vice Chancellor, will be required to compulsorily mark their arrival and departure times in the Biometric Attendance System machine.
6. Arrival in the morning shall be recorded between 9:30 am and 9:40 am. Similarly, departure in the evening shall be recorded between 5.20 pm and 5.30 pm.
7. Arrival in the office after 09.40 am and departure from office before 5.20 pm for whatever reason shall be reckoned as half-a-day's Casual Leave.
8. Where an employee attends for only half a day, arrival after 9.40 am and departure before 1.20 pm in the forenoon session, and arrival after 1.40 pm and departure before 5.20 pm in the afternoon session for whatever reason shall be reckoned as half-a-day's Casual leave.
9. But late attendance or early departure up to an hour, on not more than two occasions in a month and for justifiable reasons, may be condoned by the Campus Director or the Registrar as the case may be, provided the employee makes good this shortfall by working extra time preferably within the same week. This includes late arrival due to delays in common office transport. In such cases, the Registrar may revise the transport timings to ensure that such delays are avoided.
10. No permission for or ratification of late attendance shall be given by anybody other than what is stated in paras 6 to 8 above.

11. If the Casual Leave of the employee is already exhausted, it will be treated as Earned Leave or any other leave to which he is entitled, failing which as leave without pay. Habitual late coming implies lack of devotion to duty and shall be a ground for disciplinary action.
12. Where an employee is required to go for an official meeting in the morning in another office directly from home or to proceed for an official meeting in the late afternoon from where he is not likely to return to office, an advance written intimation by email or letter to this effect shall be given to the Campus Director or Registrar as the case may be. Provided that the official meeting is one which the employee has been directed to attend by an Officer not below the rank of a Deputy Registrar.
13. Where an employee is required to do official work outside the office as when organizing a function or receiving and escorting VIPs or undergoing training or is required to proceed on an official tour outside the headquarters, an advance written intimation by email or letter to this effect shall be given to the Campus Director or Registrar as the case may be.
Provided that the official work or tour is one which the employee has been directed to do by the Campus Director or Registrar as the case may be.
14. All installed machines and corridors leading to these machines shall be under 24-hour surveillance physically or through CCTV cameras.
15. Disciplinary/legal action shall be initiated against any employee who doesn't abide by the Biometric Attendance System (BAS) or is found to be directly or indirectly tampering with the BAS or with the surveillance system or unauthorisedly tampering with the attendance particulars.
16. The Biometric Attendance System will be monitored by Administration Section and maintained by IT section. The Ordinance shall take retrospective effect from 27.07.2015

Ordinance 10 of 2015

(Gazette 183 dated 19.07.2018)

[EC 2015-30-24 dated 25-02-2015. Amended vide EC 2017-38-33 dated 28-03-2017]

“Recruitment Rules for the post of Private Secretary

1.	Name of the Post	Private Secretary
2.	Number of Posts	4
3.	Classification	Secretarial Post, Group 'B'
4.	Scale of Pay	Pay Band of Rs.9300-34800 with a Grade Pay of Rs.4800.
5.	Whether selection post or non-selection post	Not applicable for Direct Recruitment/ Deputation. By Selection in case of Promotion.
6.	Age limit for direct recruits	<i>Age: Not more than 45 years.</i> (Relaxable upto 2 years by Vice Chancellor in deserving cases)

7.	Educational and other qualifications required for direct recruits	<p><i>Essential:-</i></p> <p><i>Educational & Technical Qualifications:</i></p> <p>(i) A Bachelor's Degree.</p> <p>(ii) Typewriting Higher/Senior Grade in English [45 words per minute].</p> <p>(iii) Proficiency in Information & Communication Technology</p> <p><i>Service Qualification:</i> From Personal Assistant or equivalent with at least 8 years of regular service. Persons working in non-Government organisations are also eligible with requisite experience.</p> <p><i>Desirable:-</i></p> <p>(i) Shorthand Higher/Senior Grade in English [120 words per minute].</p> <p>(ii) Typing in Hindi.</p>
8.	Whether Age, Educational and other qualifications prescribed for direct recruits will apply in the case of Promotees / Deputationists/ Absorption?	<p>Promotion:</p> <p>Age: No</p> <p>Educational and other Qualification: Yes</p> <p>Deputation:</p> <p>Age: Not more than 45 years</p> <p>Educational Qualification and other Qualification: Yes</p> <p>Absorption:</p> <p>Age: Not more than 48 years.</p> <p>Educational Qualification and other Qualification: Yes.</p> <p>(Age limit for Deputation/Absorption relaxable up to 2 years by Vice Chancellor in deserving cases)</p>
9.	Period of Probation, if any	Two years for Direct Recruitment only
10.	Method of recruitment, whether by direct recruitment or by promotion or by deputation/ transfer and percentage of the vacancies to be filled by various methods.	<p>By Direct Recruitment/Promotion/Deputation/Absorption.</p> <p>Direct Recruitment will be done through an Online Screening Test and Skill Test in Typing. Persons who have qualified in the Screening Test alone will be called for the Skill Test. (There will be no Interview).</p> <p>Online Screening Test is not necessary in the case of Promotion, Deputation and Absorption.</p>

11.	In case of recruitments by promotion/ deputation/ transfer, grades from which promotion/ deputation/ absorption /transfer to be made	<p>Promotion: From Personal Assistant or equivalent with at least 8 years of regular service.</p> <p>Deputation: A person holding analogous post on regular basis (or) at least 8 years' experience as Personal Assistant or equivalent post working in the Pay Band of Rs.9300-34800 with a Grade Pay of Rs.4200 in any Central/ State University or autonomous educational/ research institution, Central/ State Government or Government undertaking, Port Trust, etc.</p> <p>Absorption: A Deputationist who has worked as Private Secretary satisfactorily for a minimum period of 3 years in IMU, subject to concurrence from his parent organization.</p> <p>The Executive Council reserves the right to relax the service qualification, if fully eligible candidates are not available to fill up the vacancies.</p>
12	If a Departmental Promotion Committee/ Recruitment Committee exist and what is its composition?	<p>(i) Registrar as Chairperson.</p> <p>(ii) One Campus Director nominated by the Vice Chancellor.</p> <p>(iii) Two nominees of the Vice Chancellor.</p>
13.	Age of superannuation	<p>Age of superannuation: 60 years.</p> <p>For Deputationists, relevant age of the Sponsoring Department/Agency will apply.</p>
14.	Remarks	<p>(1) The upper age limit will be relaxed for the candidates belonging to SC/ST/OBC/PwD candidates, in accordance with the orders issued by the Govt. of India from time to time.</p> <p>(2) The crucial date for determining the eligibility conditions shall be the closing date for receipt of applications from candidates.</p> <p>The Vice Chancellor is authorised to devise an appropriate Computer-based (Online) Screening Test.</p>

Ordinance 34 of 2015

(Gazette 183 dated 19.07.2018)

[EC 2015-31-42 dated 26-06-2015. Amended vide EC 2016-36-28 dated 28-09-2016 and EC 2017-38-31 dated 28-03-2017]

“Ordinance prescribing the Recruitment Rules for the post of Registrar

1.	Name of the post	Registrar
2.	Number of Posts	1
3.	Classification	Group A
4.	Scale of Pay	Pay Band 4 - Rs. 37400-67000 with GP of Rs. 10000
5.	Whether Selection post or non-Selection post	Selection post
6.	Age limit for direct recruitment	Age not more than 57 years. (Relaxable by Vice Chancellor up to 2 years in deserving cases.)

<p>7.</p>	<p>Educational and other qualifications required for direct recruitment for Registrar</p>	<p><u>Category 1: From Professors or Scientist G</u></p> <p>(i) Master's Degree with at least 55% marks or its equivalent grade of 'B' in the UGC prescribed seven point scales;</p> <p>(ii) At least a Professor or Scientist G in any Central or State University/ IIT/ NIT/IIM/ Research Organisation or equivalent.</p> <p>[OR]</p> <p><u>Category 2: From University Officers</u></p> <p>(i) Master's Degree with at least 55% marks or its equivalent grade of 'B' in the UGC prescribed seven point scales;</p> <p>(ii) As Registrar or Controller of Examinations in any Central or State University/IIT/NIT/IIM (or) as an officer with at least 15 years' administrative experience in the institutions specified above as Assistant Registrar/Deputy Registrar out of which at least 8 years shall be as Deputy Registrar.</p> <p>[OR]</p> <p><u>Category 3: From Major Ports or PSUs "From Major Ports or PSUs</u></p> <p>(i) Master's Degree with at least 55% marks or its equivalent grade of 'B' in the UGC prescribed seven point scales;</p> <p>(ii) An officer who is working as Traffic Manager or Chief Engineer or Chief mechanical Engineer or Deputy Conservator in any Major Port</p> <p>[OR]</p> <p>a person working as Senior Executive (E-7 level or above) in a Central Public Sector Enterprise or in an equivalent rank in a State PSU. [OR]</p> <p><u>Category 4: From Mariners</u></p> <p>(i) Master (Foreign Going) / MEO Class I (Motor) Certificate of Competency;</p> <p>(ii) Sailing experience of minimum of two years at Management level within the meaning of STCW Convention in force; and</p> <p>(iii) A minimum of fifteen years of experience in Maritime industry in one or more of the following areas:</p> <p>a. Sailing experience at Management level [beyond the prescribed minimum of two years indicated in (b) above];</p> <p>b. Teaching Nautical Science or Marine Engineering in a recognised maritime institution;</p>
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		<p>c. Nautical or Engineering Surveyor in Directorate General of Shipping or in any recognized Classification Society;</p> <p>d. Technical Superintendent in any reputed Ship-owning or Ship-managing company.</p> <p>[OR]</p> <p><u>Category 5: From Group A officers of Central / State Governments</u> Serving or retired Group A officer of Central/State Governments not below the rank of Additional Secretary in State Governments or Director in Central Government.</p>
8.	Whether Age & Educational qualifications prescribed for direct recruits will apply in the case of Deputationists?	<p><i>Age limit:</i> Yes.</p> <p><i>Educational qualifications:</i> Yes, except in the case of Category 5.</p>
9.	Period of probation, if any	Two years for Direct Recruitment only.
10.	Method of recruitment.	Direct Recruitment [or] Deputation of a person holding an analogous post on regular basis.
11.	If a Selection Committee exists, what is its composition?	<p>(i) Selection Committee will consist of:</p> <p>(ii) The Vice-Chancellor as Chairperson.</p> <p>(iii) Two members of the Executive Council nominated by it.</p> <p>(iv) One person not in the service of the University nominated by the</p> <p>(v) Executive Council.</p> <p>(vi) One person nominated by the Visitor.</p> <p>(e) One person nominated by the Court.</p>
12.	Remarks	<p>(i) Appointment to the post of Registrar will be for a tenure of 5 years initially. Eligible for only one extension up to a maximum of 5 years subject to satisfactory performance.</p> <p>(ii) Age of superannuation: 62 years for Direct Recruits.</p> <p>(iii) For Deputationists, relevant age of the sponsoring department/agency will apply subject to a maximum of 62 years.</p> <p>(iv) A relaxation of 5% marks (from 55% to 50%) at the Master's Degree level will be allowed for candidates belonging to SC/ST/PwD categories.</p> <p>(v) The crucial date for determining the eligibility conditions shall be the closing date for receipt of applications from candidates.</p> <p>(vi) IMU's decision as to whether a post is equivalent or not is final. If a candidate's experience spans more than one Category/sub- Category, the same will be added to arrive at his eligibility.</p>

Ordinance 07 of 2017

(Gazette 183 dated 19.07.2018)

[EC 2017-38-20 dated 28.03.2017]

“Ordinance Governing the Control and Appeal of the Employees of the University

PART – I GENERAL

1. (1) This Ordinance replaces “Chapter 3 - Ordinances Governing the Control and Appeal of the Employees of the University” that was notified in the Official Gazette No. 76 on 12.05.2009.
(2) It shall be deemed to have come into force from 14th November 2008.
2. In this Ordinance unless the context otherwise requires:-
 - (a) “Appointing Authority” means the authority empowered to make appointments.
 - (b) “Disciplinary Authority” in relation to the imposition of penalty on an employee means the authority as such competent under this Ordinance to impose on him any of the penalties specified in para 6.
 - (c) “Employee” means any teacher or non-teaching staff of the University who has been appointed by the University or who stood transferred to the University by virtue of Section 49 of the IMU Act 2008 and includes deputationists of the University.
3. This Ordinance shall apply to all the employees of the University except persons on daily wages/consolidated pay.

If any doubt arises as to whether this Ordinance applies to any person, the matter shall be referred to the Executive Council which shall decide the same.

4. Nothing in this Ordinance shall operate to deprive any employee of any right or privilege to which he is entitled by the terms of any agreement subsisting between any such person and the University on the commencement of this Ordinance.

“PART – II SUSPENSION

5. (1) The appointing authority or any authority to which it is subordinate or the disciplinary authority or any other authority empowered by the Executive Council in that behalf may place an employee under suspension –
 - (a) where a disciplinary proceeding against him is contemplated or is pending or
 - (b) where a case against him in respect of any criminal offence is under investigation, enquiry or trial:

Provided that where the order of suspension is made by an authority lower than the appointing authority, such authority shall forthwith report to the appointing authority the circumstances in which the order was made.

Note: The Registrar shall be the competent authority to suspend non-teaching employees of Group ‘B’ and Group ‘C’; the Vice Chancellor shall be the competent authority to suspend teaching as well as non-teaching employees of Group ‘A’; while the suspension of the Pro-Vice Chancellor, Registrar, Controller of Examinations, Finance Officer and Campus Directors shall be done by the Executive Council.

- (2) An employee shall be deemed to have been placed under suspension by an order of appointing authority:-
 - (a) with effect from the date of this detention if he is detained in custody, whether on a criminal charge or otherwise, for a period exceeding forty-eight hours.

- (b) with effect from the date of his conviction, if in the event of a conviction for an offence, he is sentenced to a term of imprisonment exceeding forty-eight hours and is not forthwith dismissed or removed or compulsorily retired consequent to such conviction

Explanation: The period of forty-eight hours referred to in para 5(2)(b) shall be computed from the commencement of the imprisonment after the conviction and for this purpose intermittent period of imprisonment, if any, shall be taken into account.

- (3) Where a penalty of dismissal, removal or compulsory retirement from service, imposed upon an employee under suspension is set aside on appeal or on review under this Ordinance and the case is remitted for further enquiry or action or with any direction, the orders of his suspension shall be deemed to have continued in force on and from the date for the original order of dismissal, removal or compulsory retirement and shall remain in force until further orders.

- (4) Where a penalty of dismissal, removal or compulsory retirement from service imposed upon an employee is set aside or declared or rendered void in consequence of or by a decision of a court of law and the disciplinary authority, on a consideration of the circumstances of the case, decides to hold further enquiry against him on the allegation which the penalty of dismissal, removal, or compulsory retirement was originally imposed, the employee shall be deemed to have been placed under suspension by the appointing authority from the date of the original order of dismissal, removal or compulsory retirement and shall continue to remain under suspension until further orders:

Provided that no such further enquiry shall be ordered unless it is intended to meet a situation where the court has passed an order purely on technical grounds without going into the merits of the case.

- (5) (a) An order of suspension made or deemed to have been made shall continue to remain in force until it is modified or revoked by the authority competent to do so.

(b) Where an employee is suspended or is deemed to have been suspended (whether in connection with any disciplinary proceeding or otherwise) and any other disciplinary proceeding is commenced against him during the continuance of that suspension, the authority competent to place him under suspension may, for reasons to be recorded by him in writing, direct that the employee shall continue to be under suspension until the termination of all or any such proceedings.

(c) An order of suspension made or deemed to have been made may at any time be modified or revoked by the authority which made or is deemed to have made the order or by any authority to which that authority is subordinate.

(d) An order of suspension made or deemed to have been made shall be reviewed by the authority competent to modify or revoke the suspension, before the expiry of one hundred and eighty days from the effective date of suspension and pass orders either extending or revoking the suspension. Extension of suspension shall not be for a period exceeding one hundred and eighty days at a time.

Provided that no such review of suspension shall be necessary in the case of deemed suspension under para 5(ii), if the employee continues to be under suspension at the time of completion of one hundred and

eighty days of suspension and the one hundred eighty days period in such case will count from the date the employee detained in custody is released from detention or the date on which the fact of his release from detention is intimated to his appointing authority, whichever is later.

PART – III PENALTIES AND DISCIPLINARY AUTHORITIES

6. The following penalties may for good and sufficient reasons and as hereinafter provided, be imposed on an employee namely:-

Minor Penalties

- (i) Censure
- (ii) Withholding of promotion
- (iii) Recovery from the pay of the whole or part of any pecuniary loss caused by him to the University by negligence or breach of laws of the University or directions of superior authorities.
- (iv) Withholding of increments of pay. Provided that where such an order cannot be given effect to for any reason, the monetary value equivalent to the amount of increments ordered to be withheld can be recovered from pay to the extent necessary.

Major Penalties

- (v) Reduction to a lower stage in the time scale of pay for a specified period, with further directions as to whether or not the employee will earn increments of pay during the period of such reduction and whether on the expiry of such period the reduction will or will not have the effect of postponing the further increments of his pay.
- (vi) Reduction to a lower time-scale of pay, grade or post or service shall ordinarily be a bar to the promotion of the employee to the time-scale of pay grade, post or service from which he was reduced with or without further directions regarding conditions of restoration to the grade or post of service from which such reduction has been made.
- (vii) Compulsory retirement
- (viii) Removal from service.
- (ix) Dismissal from service

Explanation: The following shall not amount to a penalty within the meaning of this para, namely:-

- (a) Stoppage of an employee at the efficiency bar in the time scale of pay on the ground of his unfitness to cross the bar.
- (b) Non promotion of an employee whether in a substantive or officiating capacity, after consideration of his case for promotion to a grade or post to which the employee is eligible;
- (c) Reversion of an employee appointed on probation to any other grade or post, to his permanent grade or post during or at the end of the period of probation in accordance with the terms of his appointment or the laws and orders governing such probation.
- (d) Reversion of an employee officiating in a higher grade or post to a lower grade or post, on the ground that the employee is considered to be unsuitable for such higher grade or post or on any administrative ground unconnected with the conduct.

- (e) Replacement of the services of an employee, whose services had been borrowed from outside authority, at the disposal of such authority.
 - (f) Compulsory retirement of an employee in accordance with the provisions relating to his superannuation or retirement.
 - (g) Termination of the services :-
 - i. of an employee appointed on probation during or at the end of the period of his probation on grounds of unsatisfactory performance or gross indiscipline or grave misconduct; or
 - ii. of a temporary employee in accordance with the terms of appointment; or
 - iii. of an employee employed under an agreement, in accordance with the terms of such agreement.
7. (1) The Executive Council may impose any of the penalties specified in para 6 on any employee except the imposition of a Major Penalty on a deputationist or a deemed deputationist which must be referred to the concerned appointing authority.
- (2) The Vice-Chancellor may impose on any employee any of the Minor Penalties specified in clauses (i), (ii), (iii) and (iv) of para 6.
Provided that an appeal shall lie to the Executive Council against an order of the Vice-Chancellor imposing any penalty.
- (3) The Registrar may impose on any non-teaching employee of Group 'B' or Group 'C' any of the Minor Penalties specified in clauses (i), (ii), (iii) and (iv) of para 6.
Provided that an appeal shall lie to the Vice-Chancellor against any order of the Registrar imposing any penalty.
8. (1) The Executive Council or any other authority empowered by it by general or special order may –
- (a) Institute disciplinary proceedings against any employee;
 - (b) direct a disciplinary authority to institute disciplinary proceedings against any employee on whom that disciplinary authority is competent to impose under this Ordinance any of the penalties specified in para 6.
- (2) A disciplinary authority competent under this Ordinance to impose any of the penalties specified in clauses (i) to (iv) of para 6 may institute disciplinary proceedings against any employee for the imposition of any of the penalties specified in clause (v) to (ix) of para 6 notwithstanding that such disciplinary authority is not competent under those rules to impose any of the latter penalties, and shall make a report to the Executive Council along with its recommendations.”

PART – IV PROCEDURE FOR IMPOSING PENALTIES

9. (1) No order imposing any of the penalties specified in clauses (v) to (ix) of para 6 shall be made except after an enquiry held as may be, in the manner provided in this para and para 11.
- (2) Whenever the disciplinary authority is of the opinion that there are grounds for enquiry into the truth of any imputation of misconduct or misbehaviour against any employee. It may itself enquire into, or appoint under this para an authority to enquire into the truth thereof.

Explanation: Where the disciplinary authority itself holds the enquiry, any reference in sub-para (7) to sub-

para (20) (22) to the enquiring authority shall be construed as a reference to the disciplinary authority.

- (3) Where it is proposed to hold an enquiry against an employee under this para and para 11, the disciplinary authority shall draw up or cause to be drawn up:
 - (i) the substance of the imputations of misconduct or misbehaviour into definite and distinct articles of charge;
 - (ii) a statement of the imputations of misconduct or misbehaviour in support of each article of charge which shall contain:
 - (a) A statement of all relevant facts including any admission or confessions made by the employee.
 - (b) A list of documents by which and a list of witnesses by whom the articles of charge are proposed to be sustained.
- (4) The disciplinary authority shall deliver or cause to be delivered to the employee a copy of the articles of charge, the statement of the imputations of misconduct or misbehaviour and a list of documents and witnesses by which each article of charge is proposed to be sustained, and shall require the employee to submit within such time as may be specified, a written statement of his defence and to state whether he desires to be heard in person.
- (5)
 - (a) On receipt of the written statement of defence the disciplinary authority may itself enquire into such of the articles of charge as are not admitted, or if it considers it necessary to do so, appoint under sub-para (ii) an Inquiring authority for the purpose and where all the articles of charge have been admitted by the employee in his written statement of defence the disciplinary authority shall record its findings on each charge after taking such evidence as it may think fit and shall act in the manner laid down in Para 10.
 - (b) If no written statement of defence is submitted by the employee, the disciplinary authority may itself inquire into the articles of charge, or may, if it considers it necessary to do so, appoint, under sub-para (ii) an Inquiring authority for the purpose.
 - (c) Where the disciplinary authority itself inquires into any article of charge or appoints an Inquiring authority for holding an Inquiry into such charge, it may by an order, appoint an employee to be known as the "presenting officer" to present on its behalf the case in support to the articles of charge.
- (6) The disciplinary authority shall, where it is not the inquiring authority forward to the Inquiring authority.
 - (i) a copy of the articles of charge and statement of the imputations of misconduct or misbehaviour ;
 - (ii) a copy of the written statement of defence, if any, submitted by the employee;
 - (iii) a copy of the statements of witnesses, if any, referred to in sub para (3);
 - (iv) evidence proving the delivery of the documents referred to in sub-para (3) to them;
 - (v) a copy of the order appointing the Presenting Officer.
- (7) The employee shall appear in person before the enquiring authority on such day and at such time within fifteen working days from the date of receipt by him of the articles of charge and the statement of the imputations of misconduct or misbehaviour as the Inquiring authority may, by a notice in writing specify in this behalf, or within such further time, not exceeding fifteen days, as the inquiring authority may allow.

- (8) The employee may take the assistance of any other employee to present the case on his behalf but shall not engage a legal practitioner for the purpose.
- (9) If the employee who has not admitted any of the articles of charge in his written statement of defence, appears before the Inquiring authority, such authority shall ask him whether he is guilty or has any defence to make and if he pleads guilty to any of the articles of charge, the inquiring authority shall record the plea, sign the record and obtain the signature of the employee thereon.
- (10) The inquiring authority shall return a finding of guilt in respect of those articles of charge to which the employee pleads guilty.
- (11) The inquiring authority shall, if the employee fails to appear within the specified time or refuses or omits to plead guilty, require the Presenting Officer to produce the evidence by which he proposes to prove the articles of charge and shall adjourn the case to a later date not exceeding thirty days, after recording an order that employee may for the purpose of preparing his evidence;
 - (i) inspect within five days of the order or within such further time not exceeding five days as the inquiring authority may allow, the documents specified in the list referred to in sub-para (3)
 - (ii) Submit a list of witnesses to be examined on his behalf.

Note: If the employee applies orally or in writing for the supply of copies of the statement of witnesses mentioned in the list referred to in sub-para (2) the inquiring authority shall furnish to the employee with such copies as early as possible and in any case not less than three days before the commencement of the examination of the witnesses on behalf of the disciplinary authority.

- (iii) Give a notice within ten days of the order or within such further time not exceeding ten days as an inquiring authority may allow, the production of any documents which are in possession of the University but not mentioned, in the list referred to in sub-para 3.

Note: The employee shall indicate the relevance of the documents required by him to be produced by the University.

- (12) The inquiring authority shall, on receipt of the notice for the production of documents forward the same or copies thereof to the authority in whose custody or possession the documents are kept, with a requisition for the production of the documents by such date as may be specified in such requisition.
Provided that, the inquiring authority may, for reasons to be recorded by it in writing, refuse to requisition such of the documents as are, in its opinion, not relevant to the case or not in the best interests of the University.
- (13) On receipt of the requisition referred to in sub-para (12) every authority having the custody or possession of the requisitioned documents shall produce the same before the inquiring authority:
Provided that, if the authority having the custody or possession of the requisitioned documents is satisfied for reasons to be recorded by it in writing that the production of all or any of such documents could be against the public interest of the University, it shall inform the inquiring authority accordingly and the inquiring authority shall, on being so informed, communicated the information to the employee and withdraw the requisition made by it for the production of such documents.

- (14) On the date fixed for the inquiry the oral and documentary evidence by which the articles of charge are proposed to be proved shall be produced by or on behalf of the disciplinary authority. The witness shall be examined by or on behalf of the employee. The Presenting Officer shall be entitled to re-examine the witnesses on any points on which they have been cross examined. The inquiring authority may also put such questions to the witnesses as it thinks fit.
- (15) If it shall appear necessary before the close of the case on behalf of the disciplinary authority, may in its discretion, allow the Presenting Officer to produce evidence not included in the list given to the employee, or may itself call for new evidence or recall and re-examine any witnesses and in such case the employee shall be entitled to have, if he demands it, a copy of the list of further evidence proposed to be produced and an adjournment of the inquiry for at least three clear days before the production of such new evidence, exclusive of the day of adjournment and the day to which the inquiry is adjourned. The inquiring authority shall give the employee an opportunity of inspecting such documents before they are taken on the record. The inquiring authority may also allow the employee to produce new evidence if it is of the opinion that the production of such evidence is necessary in the interests of justice.
- Note:* New evidence shall not be permitted or called for or any witness shall not be recalled to fill up any gap in the evidence. Such evidence may be called for only when there is an inherent lacuna or defect in the evidence which has been produced originally.
- (16) When the case of the disciplinary authority is closed, the employee shall be required to state his defence, orally or in writing as he may prefer. If the defence is made orally, it shall be recorded and the employee shall be required to sign the record. In either case a copy of the statement of defence shall be given to the Presenting Officer, if any, appointed.
- (17) The evidence on behalf of the employee shall then be produced. The employee may examine himself in the own behalf if he so prefers. The witnesses produced by the employee shall then be examined and shall be liable to cross-examination, re-examination and examination by the inquiring authority.
- (18) The inquiring authority may, after the employee closes his case, and shall if the employee has not examined himself generally question him on the circumstances appearing against the employee in the evidence for the purpose of enabling the employee to explain any circumstances appearing in evidence against him.
- (19) The inquiring authority may, after the completion of the production of evidence, hear the Presenting Officer, if any, appointed, and the employee, or permit them to file written briefs of their respective case, if they so desire.
- (20) If the employee to whom the copy of the articles of charge has been delivered, does not submit the written statement of the defence on or before the date specified for the purpose or does not appear in person before the inquiring authority or otherwise fails or refuses to comply with the provisions of this para, the inquiring authority may hold the inquiry *ex-parte*.
- (21) (a) Where a disciplinary authority competent to impose any of the penalties specified in clauses (i) to (iv) of para 6 but not competent to impose any of the penalties specified in clauses (v) to (ix) of the para has itself enquired into or caused to be inquired into the articles of any charge and that authority having regard to its own findings or having regard to its decision on any of the opinion that the penalties specified in clauses (v)

to (ix) of para 6 should be imposed on the employee, that authority shall forward the records of the inquiry to such disciplinary authority as is competent to impose the last mentioned penalties.

(b) The disciplinary authority to which the records are so forwarded may act on the evidence on the record or may, if it is of the opinion that further examination of any of the witnesses is necessary in the interest of justice, recall the witness and examine, cross-examine and re-examine the witnesses and may impose on the employee such penalty as it may deem fit in accordance with this Ordinance.

(22) Whenever any inquiring authority, after having heard and recorded the whole or any part of the evidence in an inquiry ceases to exercise jurisdiction therein, and is succeeded by another inquiring authority which has, and which exercises such jurisdiction, the inquiring authority so succeeding may act on the evidence so recorded by its predecessor, or partly recorded by itself.

Provided that if the succeeding inquiring authority is of the opinion that further examination of any of the witnesses whose evidence has already been recorded is necessary in the interests of justice, it may recall, examine, cross-examine and re-examine any such witnesses as herein before provided.

(23) (i) After the conclusion of the inquiry, report shall be prepared and it shall contain –

- (a) the articles of charge and the statement of the imputations of misconduct or misbehaviour;
- (b) the defence of the employee in respect of each article of charge;
- (c) an assessment of the evidence in respect of each article of charge.
- (d) the findings on each article of charge and reasons therefor.

Explanation:

If in the opinion of the inquiring authority the proceedings of the inquiry establish any article of the charge different from the original articles of the charge, it may record its findings on such article of charge:

Provided that the findings on such article of charge shall not be recorded unless the employee has either admitted the facts on which such articles of charge is based or has had a reasonable opportunity of defending himself against such article of charge.

(ii) The inquiring authority, where it is not itself the disciplinary authority shall forward to the disciplinary authority the records of inquiry which shall include –

- (a) The report prepared by it under clause (i)
- (b) The written statement of defence, if any submitted by the employee;
- (c) The oral and documentary evidence produced in the course of the enquiry.
- (d) Written briefs, if any, filed by the Presenting Officer or the employee or both during the course of the inquiry and
- (e) The order, if any made by the disciplinary authority and the inquiring authority in regard to the inquiry.

10. (1) The disciplinary authority, if it is not itself the inquiring authority may, for reasons to be recorded in writing, remit the case to the inquiring authority for further inquiry and report and the inquiring authority shall thereupon proceed to hold the further inquiry according to the provisions of para 9 as far as may be.
 - (2) The disciplinary authority shall, if it disagrees with the findings of the inquiring authority on any article of charge record its reasons for such disagreement and record its own findings on such charge, if the evidence on record is sufficient for the purpose.
 - (3) If the disciplinary authority having regard to its findings on all or any of the articles of charge is of the opinion that any of the penalties specified in clause (i) to (iv) of para 6 should be imposed on the employee, it shall notwithstanding anything contained in para 11, make an order imposing such penalty.
 - (4) If the disciplinary authority having regard to its findings on all or any of the articles of charge and on the basis of the evidence adduced during the inquiry is of the opinion that any of the penalties specified in clauses (v) to (ix) of para 6 should be imposed on the University employee, it shall make an order imposing such penalty and it shall not be necessary to give the University employee any opportunity of making representation on the penalty proposed to be imposed.
11. (1) Subject to the provision of sub-para (3) of para 10, no order imposing on an employee any of the penalties specified in clauses (i) to (iv) of para 6 shall be made except after –
 - (a) informing the employee in writing of the proposal to take action against him and of the imputations of misconduct or misbehaviour on which it is proposed to be taken and giving him a reasonable opportunity of making such representation as he may wish to make against the proposal;
 - (b) holding an inquiry in the manner laid down in sub-paras (3) to (23) of para 9 in every case in which the disciplinary authority is of the opinion that such inquiry is necessary.
 - (c) Taking the representation if any, submitted by the employee under clause (a) and the record of inquiry, if any, held, under clause (b) into consideration, and
 - (d) recording a finding on each imputation of misconduct or misbehaviour;
 - (2) Notwithstanding anything contained in clause (b) of sub-para (1) if in a case it is proposed, after considering the representation, if any, made by the employee under clause (a) of that sub-para to withhold increments of pay and such withholding of increments is likely to affect adversely the amount of pension payable to the employee or to withhold increments of pay for a period exceeding three years or to withhold increments of pay with cumulative effect for any period, an inquiry shall be held in the manner laid down in sub-para (3) to (23) of para 9, before making any order imposing on the employee any such penalty.
 - (3) The record of the proceedings in such cases shall include –
 - (a) a copy of the intimation to the employee of the proposal to take action against him;
 - (b) a copy of the statement of imputations of misconduct or misbehaviour delivered to him;
 - (c) his representation, if any,
 - (d) the evidence produced during inquiry;
 - (e) the findings on each imputation of misconduct or misbehaviour; and
 - (f) the orders on the case together with the reasons thereof.

12. Orders passed by the disciplinary authority shall be communicated to the employee who shall also be supplied with a copy of the report of inquiry, if any, held by the disciplinary authority and a copy of its findings, on each article of charge, or where the disciplinary authority is not the inquiring authority a copy of the report of the inquiring authority and a statement of the findings of the disciplinary authority together with brief reasons for its disagreement, if any, with the findings of the inquiring authority unless they have already been supplied to him.
13. (1) Where two or more employees are concerned in any case, the Executive Council or any other authority competent to impose the penalty of dismissal from service on all such employees may make an order directing that disciplinary action against all of them may be taken in a common proceeding.
(2) Subject to the provisions of sub-para (2) of para 7 any such order shall specify
 - (i) the authority which may function as the disciplinary authority for the purpose of such common proceedings;
 - (ii) the penalties specified in para 6 such disciplinary authority shall be competent to impose;
 - (iii) whether the procedure laid down in para 9 and para 10 or para 11 shall be followed in the proceedings
14. Notwithstanding anything contained in para 9 to para 13 –
 - (1) where any penalty is imposed on an employee on the ground of conduct which has led to this conviction on a criminal charge, or
 - (2) where the disciplinary authority is satisfied, for reasons to be recorded by it in writing that it is not reasonably practicable to hold an inquiry in the manner provided in this Ordinance the disciplinary authority may consider the circumstances of the case and make such orders thereon as it deems fit.
15. (1) Where the services of an employee are lent to an outside authority (hereinafter in this para referred to as the ‘borrowing authority’) the borrowing authority shall have the power of the appointing authority for the purpose of placing such employee under suspension and of the disciplinary authority for the purpose of conducting a disciplinary proceedings against him;
Provided that the borrowing authority shall forthwith inform the University which lent the services of the employee of the circumstances leads to the order of suspension of such employee or the commencement of disciplinary proceeding, as the case may be.
(2) In the light of the findings in the disciplinary proceeding conducted against an employee
 - (i) If the borrowing authority is of the opinion that any of the penalties specified in clauses (i) to (iv) of para 6 should be imposed on the employee, it may after consultation with the University, make such orders on the case as it deems necessary;
Provided that in the event of a difference of opinion between the borrowing authority and the University, the services of the employee shall be replaced at the disposal of the University.
 - (ii) If the borrowing authority is of the opinion that any of the penalties specified in clauses (v) to (ix) of para 6 should be imposed on the employee it shall replace his services at the disposal of the University and transmit to it the proceedings of the inquiry and thereupon the University may pass such orders thereon as it may deem necessary;

Provided that, before passing any such order, the disciplinary authority shall comply with the provisions of sub-para (3) and (4) of para 10.

Explanation : The disciplinary authority may make an order under this clause on the record of the inquiry transmitted to it by the borrowing authority, after holding such further inquiry as it may deem necessary, as far as may be, in accordance with para 9.

16. (1) Where an order of suspension is made or a disciplinary proceeding is conducted against an employee whose services have been borrowed from an outside authority lending his services (herein after in this para referred to as “the lending authority”), the lending authority shall forthwith be informed of the circumstances leading to the order of the suspension of the employee or of the commencement of the disciplinary proceedings, as the case may be.
- (2) If, in the light of the findings in the disciplinary proceedings conducted against the employee, the disciplinary authority is of the opinion that any of the penalties specified in clauses (i) to (iv) of para 6 should be imposed on him, it may, subject to the provisions of sub-para (3) of para 10, after consultation with the lending authority, pass such orders on the case as it may deem necessary:
- (i) Provided that in the event of a difference of opinion between the University and the lending authority, the services of the employee shall be placed at the disposal of the lending authority for further action. Provided further that this shall not be applicable to the case of deemed deputationists who stood transferred permanently to the University under Section 49(i) of the IMU Act 2008. In the case of deemed deputationists, in the event of a difference of opinion between the University and the Director- General of Shipping, the matter shall be referred to the Ministry of Shipping whose decision shall be final.
- (ii) If the disciplinary authority is of the opinion that any of the penalties specified in clauses (v) to (ix) of para 6 should be imposed on the employee it shall transmit the proceedings of the inquiry to the lending authority for such action as it may deem necessary.

PART – V APPEAL

17. Notwithstanding anything contained in this part, no appeal shall lie against –
- (i) any order made by the Executive Council ;
- (ii) any order of an interlocutory nature other than an order of suspension;
- (iii) any order passed by an inquiring authority in the course of an inquiry under para 9.
18. Subject to the provisions of para 17, an employee may prefer and appeal against all or any of the following orders, namely :-
- (i) an order of suspension made or deemed to have been made under para 5.
- (ii) an order imposing any of the penalties specified in para 6 whether made by the disciplinary authority or by an appellate authority;

- (iii) an order enhancing any penalty imposed under para 6;
- (iv) an order which -
 - (a) denies or varies to his disadvantage his pay, allowances, pension or other conditions of service, as regulated by rules or by agreement; or
 - (b) interprets to his disadvantage the provisions of any such rule or agreement;
- (v) An order –
 - (a) stopping him at the efficiency bar in the-time scale of pay on the ground of his unfitness to cross the bar;
 - (b) reducing or withholding the pension or denying the maximum pension admissible to him under the paras;
 - (c) reverting him, while officiating in a higher grade or post to a lower grade or post otherwise than as a penalty;
 - (d) determining the subsistence and other allowances to be paid to him for the period of suspension or for the period during which he is deemed to be under suspension or for any portion thereof;
 - (e) determining his pay and allowances;
 - i. for the period of suspension ; or
 - ii. for the period from the date of his dismissal, removal, or compulsory retirement from service or from the date of his reduction to a lower grade, post, time-scale or stage in a time-scale of pay, to the date of his reinstatement or restoration to his grade or post, or
 - (f) determining whether or not the period from the date of his suspension or from the date of his dismissal, removal, compulsory retirement, or reduction to a lower grade, post, time-scale of pay or stage in a time-scale of pay to the date of his reinstatement to his service, grade or post shall be treated as a period spent on duty for any purposes.

Explanation: In this para, the expression ‘employee’ includes a person who has ceased to be in the service of the University.

The expression ‘pension’ includes additional pension, gratuity and any other retirement benefits.

19. (1) An employee, including a person who has ceased to be in the service of the University, may prefer an appeal against all or any of the orders specified in para 18 to the Executive Council or the Appointing Authority concerned.
- (2) Notwithstanding anything contained in sub-para (1) –
 - a. An appeal against an order in common proceeding held under para 13 will lie to the authority to which the authority functioning as the disciplinary authority for the purposes of that proceeding is immediately subordinate.
 - b. Where the person who made the order appealed against becomes by virtue, of his subsequent appointment or otherwise, the appellate authority in respect of such order, an appeal against such order shall lie to the authority to which such person is immediately subordinate.
20. No appeal preferred under this part shall be entertained unless such appeal is preferred within a period of sixty

days from the date on which a copy of the order appealed against is delivered to the appellant.

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

21. (1) Every person preferring an appeal shall do so separately and in his own name.
 - (2) The appeal shall be presented to the authority to whom the appeal lies a copy being forwarded by the appellant to the authority which made the order appealed against. It shall not contain any disrespectful or improper language and shall be complete in itself.
 - (3) The authority which made the order appealed against shall on receipt of copy of the appeal, forward the same with its comments thereon together with the relevant records, to the appellate authority without any avoidable delay, and without waiting for any direction from the appellate authority.
22. (1) In the case of an appeal against an order of suspension the appellate authority shall consider whether in the light of the provisions of para 5 and having regard to the circumstances of the case, the order of suspension is justified or not and confirm or revoke the order accordingly.
 - (2) In the case of an appeal against an order imposing any of the penalties specified in para 6 or enhancing any penalty impose under the said para the appellate authority shall consider-
 - (a) Whether the procedure laid down in this Ordinance has been complied with;
 - (b) Whether the findings of the disciplinary authority are warranted by the evidence on the record; and
 - (c) Whether the penalty or the enhanced penalty impose is adequate or inadequate, or severe and pass orders-
 - (i) confirming, enhancing, reducing, or setting aside the penalty; or
 - (ii) remitting the case to the authority which imposed or enhanced the penalty or to any other authority with such direction as it may deem fit in the circumstances of the case:

Provided that –

- (i) if such enhanced penalty which the appellate authority proposes to impose is one of the penalties specified in clauses (v) to (ix) of para 6 and an inquiry under para 9 has not already been held in the case, the appellate authority shall subject to the provisions of para 14 itself hold such inquiry or direct that such inquiry be held in accordance with the provisions of para 9 and thereafter on a consideration of the proceedings of such inquiry and after giving the appellant a reasonable opportunity as far as may be in accordance with the provisions of sub-para (4) of para 10 of making a representation against the penalty proposed on the basis of the evidence adduced during such inquiry, make such orders as it may deem fit.
 - (ii) No order imposing an enhanced penalty shall be made in any case unless the appellant has been given a reasonable opportunity as far as may be, in accordance with the provisions of para 11 of making a representation against such enhanced penalty.
 - (iii) In an appeal against any other order specified in para 18, the appellate authority shall consider all the circumstances of the case and make such orders as it may deem just and equitable.
23. The authority which made the order appealed against shall give effect to the orders passed by the appellate authority.

PART – VI REVISION AND REVIEW

24. (A) (1) Notwithstanding anything contained in this Ordinance:

- (i) The Executive Council; or
- (ii) The appellate authority, within six months of the date of the orders proposed to be revised, may, at any time, either on its own motion or otherwise call for the records of any inquiry and revise any order made under this Ordinance from which an appeal is allowed but from which no appeal has been preferred and may –
 - (a) confirm, modify or set aside the order; or
 - (b) confirm, reduce, enhance or set aside the penalty imposed by the order or impose any penalty where no penalty has been imposed; or
 - (c) remit the case to the authority which made the order or to any other authority directing such authority to make such further inquiry as may consider proper in the circumstances of the case; or
 - (d) pass such other orders as it may deem fit:

Provided that no order imposing or enhancing any penalty shall be made by a revising authority unless the employee concerned has been given a reasonable opportunity of making a representation against the penalty proposed and where it is proposed to impose any of the penalties specified in clauses (v) to (ix) of para 6 or enhance the penalty imposed by the order sought to be revised to any of the penalties specified in those clauses, no such penalty shall be imposed except after an inquiry in the manner laid down in para 9 and after giving a reasonable opportunity to the employee concerned of showing cause against the penalty proposed on the basis of the evidence adduced during the enquiry.

(A) (2) No proceeding for revision be commenced until after –

- (i) the expiry of the period of limitation for an appeal, or
- (ii) the disposal of the appeal, where any such appeal has been preferred.

(A) (3) An application for revision shall be dealt with in the same manner as if it were an appeal under this Ordinance.

(B) (1) Subject to other provisions of this Ordinance, the Executive Council has the power to review any order made by it if the order is found to contain any mistake of fact or mistake of law or arithmetical mistake or clerical mistake or any other mistake apparent on the face of the record. Such a review may be done only once, and on the basis of a petition filed by the affected party within thirty days from the date of receipt of the order.

(B) (2) The power to review must be exercised only in the rarest of rare cases, and only after the Executive Council is satisfied that the material error has resulted in a wrong order. There shall be no reopening of the case except for a reconsideration of its previous decision by the Executive Council based on the records already available and in the light of the points raised in the review petition

PART VII MISCELLANEOUS

25. Every order, notice and other process made or issued under this Ordinance shall be served in person on the employee concerned or communicated to him by registered post and/or e-mail and such mode of delivery shall be deemed to be a proper service.
26. Save as otherwise expressly provided in this Ordinance, the authority competent under this Ordinance to make an order may, for good and sufficient reasons or if sufficient cause is shown, extend the time specified in this Ordinance or condone any delay.
27. If any doubt arises as to the interpretation of any of the provisions of this Ordinance, the matter shall be referred to the Executive Council which shall decide the same and its decision shall be final.”

***Note:** The Notification published at Chapter 3 of the Ordinances Governing Administrative Matters of Gazette of India No. 76, dated 12th May 2009 is hereby repealed.*

Ordinance 09 of 2017

(Gazette 183 dated 19.07.2018)

[EC 2017-39-04 dated 14-06-2017]

“Ordinance prescribing the Procedure to be followed by Selection Committee in making recommendations

1. *Composition:* The composition of the Selection Committees for recruitment to a particular post shall be as prescribed in Statute 21(2) or as per the Ordinance prescribing the Recruitment Rules for that post.
2. *Tenure of Nominees in the Selection Committee:* The tenure of the nominees to the Selection Committees shall be for a period of 3 years.
3. *Convening a Meeting:* The meeting of a Selection Committee shall be convened by the Vice-Chancellor or in his absence by the Pro-Vice-Chancellor [as per Statute 21(4)].
4. *Notice for the Meeting:* The Registrar shall issue a notice of the meeting to all the members of the Selection Committee by giving at least seven days’ time ordinarily.
5. *Venue of the Meeting:* The Selection Committee for various posts shall ordinarily meet at IMU Headquarters in Chennai or at any of its Campuses. In special cases, at the discretion of the Vice Chancellor, the Selection Committee may meet at any other place in India or abroad.
6. *Presiding at the Meeting:* The Vice-Chancellor, or in his absence, the Pro-Vice-Chancellor shall preside at the meetings of a Selection Committee [as per Statute 21(3)].
7. *Quorum:*
 - a. A meeting of Selection Committee shall be held valid only if either Vice Chancellor or the Pro-Vice Chancellor is present.
 - b. For the posts mentioned in the Statute 21(2), the proceedings of the Selection Committee shall not be held valid unless:
 - i. Where the number of Visitor’s nominee and the persons nominated by the Executive Council is four in all, at least three of them attend the meeting; and
 - ii. Where the number of Visitor’s nominee and the persons nominated by the Executive Council is three in all, at least two of them attend the meeting.

- c. For all other posts, the Quorum shall be N-2, where N is the number of members in the Selection Committee for that particular post.
8. Shortlisting of Applications:
- a. Scrutiny of applications shall be done by a 'Screening Committee' appointed by the Vice Chancellor.
Shortlisting of candidates shall be done as per the Ordinance Prescribing the Recruitment Rules for the particular post.
 - b. In cases where large number of candidates have to be called for Personal Interview, the 'Screening Committee' as defined in Para 8(a) above shall be authorized to use a fair method to shortlist candidates based on their academic performance and/or work experience and/or any other criteria as he may deem fit.
 - c. The decision of the Vice Chancellor regarding the eligibility of a candidate to a particular post shall be final.
9. Evaluation and Recommendation of Names:
- a. The Selection Committee may devise a fair, rational and objective method to evaluate a candidate's academic profile, work experience and/or his performance in the Written Test and/or Presentation and/or Personal Interview for making recommendations to the Executive Council.
 - b. In case of deserving candidates, the Screening Committee may recommend to the Executive Council for providing upto 5 increments to such candidates
 - c. The Minutes of the meeting of the Selection Committee shall be placed before the Executive Council for its consideration and recommendation.
 - (d) Appointment orders shall be issued only after the approval of the Executive Council. Such approvals may also be taken in-circulation, if situation warrants.
 - e. The Selection Committee may also recommend suitable number of names to be placed in the waiting list in the order of merit. In case, any of the person(s) in the main list declines to join, appointment order may be issued to be next person(s) in the waiting list, which shall be valid for one year from date of the approval of the Executive Council.
10. The Vice Chancellor shall have the power to lay down the procedure in respect of any matter not mentioned in the Statute or in this Ordinance."

Ordinance 01 of 2018
(Gazette 183 dated 19.07.2018)
[EC 2018-43-06 dated 29.01.2018]

Recruitment Rules for the post of Assistant Professor (Marine Engineering) in the School of Marine Engineering and Technology.

1.	Name of the post	Assistant Professor
2.	No. of posts	12
3.	Specialization	Marine Engineering
4.	Classification	Academic Post
5.	Scale of Pay	Pay Band-3 Rs.15600–39100 with AGP Rs.6000.
6.	Whether Selection post or Non-selection post	Selection Post
7.	Age limit	50
8.	Educational and other qualifications required for Direct Recruitment.	<p>Category 1 Essential: a) Directorate General (Shipping) recognized MEO Class I (Motor) Certificate of Competency; b) Sailing experience for a minimum period of six months at Management level within the meaning of STCW Convention in force;</p> <p>Desirable: a) Ph.D in a relevant discipline. b) Research publications such as books/ research papers/policy papers as per the UGC/IMU norms. c) Teaching experience in Directorate General (Shipping) recognized training institutes.</p> <p>Category 2 Essential: a) B.E/B.Tech degree in Marine Engineering with at least 55% marks or an equivalent grade and M.E/M.Tech in relevant discipline with at least 55% marks or an equivalent grade [OR] B.E/B.Tech degree with at least 55% marks or an equivalent grade along with PGDME/GME course approved by Directorate General (Shipping) with at least 55% marks or an equivalent grade and M.E/M.Tech in relevant discipline with at least 55% marks or an equivalent grade b) Sailing experience for a minimum period of six months at any level within the meaning of STCW Convention in force;</p> <p>Desirable: a) Ph.D in a relevant discipline. b) Research publications such as books/ research papers/policy papers as per the UGC norms. c) Teaching experience in Directorate General (Shipping) approved training institutes.</p>

9.	Period of Probation	2 years.
10.	Composition of Selection Committee	<p>The Selection Committee shall consist of:</p> <ul style="list-style-type: none"> (i) Vice-Chancellor (ii) Pro-Vice-Chancellor (iii) A nominee of the Visitor (iv) The Head of the Department concerned. (v) One Professor to be nominated by the Vice-Chancellor. (vi) Two persons not in the service of the University, nominated by the Executive Council, out of a panel of names recommended by the Academic Council for their special knowledge of, or interest in the subject with which the Assistant Professor will be concerned. <p>Quorum for the meeting shall be as per Statute 21(3).</p>
11.	Additional Service benefits	<p>On completion of every 3 years of service in IMU, a Faculty is eligible for 6 months of special leave that could be used for the purposes of higher studies / industrial exposure / sailing / research subject to IMU terms and conditions.</p>
12.	Age of superannuation	65 years.
13.	Remarks	<ul style="list-style-type: none"> a) Reservations as per Government of India/UGC guidelines would be applicable. b) The crucial date for determining the eligibility conditions shall be the closing date for receipt of applications from candidates. c) Sailing experience is to be reckoned from the entries related to sign-on and sign-off from ships as mentioned in the Continuous Discharge Certificate of the prospective candidate. d) The educational qualifications must be from a university/institution recognised by Statutory Authorities. e) Higher start within the pay band can be considered in deserving cases. f) The relevancy of qualifications and the Screening of applications will be done by an Expert Scrutiny Committee.

Note: The Notification published vide Ordinance 25 of 2015 in Gazette 305 dated 03-09-2015 is hereby repealed.

Ordinance 02 of 2018

(Gazette 183 dated 19.07.2018)

[EC 2018-43-06 dated 29.01.2018]

Recruitment Rules for the post of Assistant Professor (Mechanical Engineering) in the School of Marine Engineering and Technology.

1.	Name of the post	Assistant Professor
2.	No. of posts	8
3.	Specialization	Mechanical Engineering
4.	Classification	Academic Post
5.	Scale of Pay	Pay Band-3 Rs.15600–39100 with AGP Rs.6000.
6.	Whether Selection post or Non-selection post	Selection Post
7.	Age limit	50
8.	Educational and other qualifications required for Direct Recruitment.	Essential: a) Good academic record with at least 55% marks or an equivalent grade at both UG and PG level or at Integrated PG level in a relevant engineering discipline. Desirable: a) Ph.D in a relevant discipline. b) Research publications such as books/ research papers/policy papers as per the UGC norms.
9.	Period of Probation	2 years
10.	Composition of Selection Committee	The Selection Committee shall consist of: (i) Vice-Chancellor (ii) Pro-Vice-Chancellor (iii) A nominee of the Visitor (iv) The Head of the Department concerned. (v) One Professor to be nominated by the Vice-Chancellor. (vi) Two persons not in the service of the University, nominated by the Executive Council, out of a panel of names recommended by the Academic Council for their special knowledge of, or interest in the subject with which the Assistant Professor will be concerned. Quorum for the meeting shall be as per Statute 21(3).
11.	Additional Service benefits	On completion of every 3 years of service in IMU, a Faculty is eligible for 6 months of special leave that could be used for the purposes of higher studies / industrial exposure / sailing / research subject to IMU terms and conditions.
12.	Age of superannuation	65 years.

13.	Remarks	<p>a) Reservations as per Government of India/UGC guidelines would be applicable.</p> <p>b) The crucial date for determining the eligibility conditions shall be the closing date for receipt of applications from candidates.</p> <p>c) For disciplines in which formal U.G degree is available it would be preferable under clause 8 (a). For example, for the post of Assistant Professor (Mechanical Engineering), a U.G degree in Mechanical Engineering shall be a preferable qualification.</p> <p>d) The educational qualifications must be from a university/institution recognised by Statutory Authorities.</p> <p>e) Higher start within the pay band can be considered in deserving cases.</p> <p>f) The relevancy of qualifications and the Screening of applications will be done by an Expert Scrutiny Committee.</p>
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Note: The Notification published vide Ordinance 02 of 2016 in Gazette 441 dated 02-12-2016 is hereby repealed.

Ordinance 03 of 2018

(Gazette 183 dated 19.07.2018)

[EC 2018-43-06 dated 29.01.2018]

Recruitment Rules for the post of Assistant Professor (Electrical Engineering) in the School of Marine Engineering and Technology.

1.	Name of the post	Assistant Professor
2.	No. of posts	2
3.	Specialization	Electrical Engineering
4.	Classification	Academic Post
5.	Scale of Pay	Pay Band-3 Rs.15600–39100 with AGP Rs.6000.
6.	Whether Selection post or Non-selection post	Selection Post
7.	Age limit	50
8.	Educational and other qualifications required for Direct Recruitment.	<p>Essential:</p> <p>a) Good academic record with at least 55% marks or an equivalent grade at both UG and PG level or at Integrated PG level in a relevant engineering discipline.</p> <p>Desirable:</p> <p>a) Ph.D in a relevant discipline.</p> <p>b) Research publications such as books/ research papers/policy papers as per the UGC norms.</p>

9.	Period of Probation	2 years
10.	Composition of Selection Committee	<p>The Selection Committee shall consist of:</p> <ul style="list-style-type: none"> (i) Vice-Chancellor (ii) Pro-Vice-Chancellor (iii) A nominee of the Visitor (iv) The Head of the Department concerned. (iv) One Professor to be nominated by the Vice-Chancellor. (v) Two persons not in the service of the University, nominated by the Executive Council, out of a panel of names recommended by the Academic Council for their special knowledge of, or interest in the subject with which the Assistant Professor will be concerned. <p>Quorum for the meeting shall be as per Statute 21(3).</p>
11.	Additional Service benefits	<p>On completion of every 3 years of service in IMU, a Faculty is eligible for 6 months of special leave that could be used for the purposes of higher studies / industrial exposure / sailing / research subject to IMU terms and conditions.</p>
12.	Age of superannuation	65 years.
13.	Remarks	<ul style="list-style-type: none"> a) Reservations as per Government of India/UGC guidelines would be applicable. b) The crucial date for determining the eligibility conditions shall be the closing date for receipt of applications from candidates. c) For disciplines in which formal U.G degree is available it would be preferable under clause 8 (a). For example, for the post of Assistant Professor (Mechanical Engineering), a U.G degree in Mechanical Engineering shall be a preferable qualification. d) The educational qualifications must be from a university/institution recognised by Statutory Authorities. e) Higher start within the pay band can be considered in deserving cases. f) The relevancy of qualifications and the Screening of applications will be done by an Expert Scrutiny Committee.

Note: The Notification published vide Ordinance 04 of 2016 in Gazette 441 dated 02-12-2016 is hereby repealed.

Ordinance 04 of 2018

(Gazette 183 dated 19.07.2018)

[EC 2018-43-06 dated 29.01.2018]

Recruitment Rules for the post of Associate Professor (Marine Engineering) in the School of Marine Engineering and Technology.

1.	Name of the post	Associate Professor
2.	No. of posts	14
3.	Specialization	Marine Engineering
4.	Classification	Academic Post
5.	Scale of Pay	Pay Band-4 Rs.37400 – 67000 with AGP Rs.9000.
6.	Whether Selection post or Non-selection post	Selection Post
7.	Age limit	60

<p>8.</p>	<p>Educational and other qualifications required for Direct Recruitment.</p>	<p><i>Category 1: Mariners without Ph.D</i> Essential: a) Directorate General (Shipping) recognized MEO Class I (Motor) Certificate of Competency; b) Sailing experience for a minimum period of two years at Management level within the meaning of STCW Convention in force; c) A minimum of six years of experience in Maritime industry in one or more of the following areas: i. Sailing experience at Management level beyond the prescribed minimum of two years indicated in (b) above. For the purpose of calculation of total work experience (for clause c), the sailing experience at Management level beyond the prescribed minimum of two years indicated in (b) shall be multiplied by a factor of two. ii. Teaching Marine Engineering in a Directorate General (Shipping) recognised maritime institution/ university iii. Engineering Surveyor in Directorate General of Shipping or in any recognized Classification Society or equivalent. iv. Technical Superintendent in any reputed Ship-owning or Ship-managing Company or equivalent. Desirable: a) Research publications such as books/ research papers/policy papers as per the UGC norms.</p> <p><i>Category 2: Mariners with Ph.D</i> Essential: a) Directorate General (Shipping) recognized MEO Class I (Motor) Certificate of Competency; b) Sailing experience for a minimum period of two years at Management level within the meaning of STCW Convention in force; c) A Ph.D. Degree in relevant discipline. d) A minimum of two years of experience in Maritime industry in one or more of the following areas: i. Sailing experience at Management level beyond the prescribed minimum of two years indicated in (c) above. For the purpose of calculation of total work experience (for clause d), the sailing experience at Management level beyond the prescribed minimum of two years indicated in (b) shall be multiplied by a factor of two. ii. Teaching Marine Engineering in a Directorate General (Shipping) recognised maritime institution/ university iii. Engineering Surveyor in Directorate General of Shipping or in any recognized Classification Society or equivalent. iv. Technical Superintendent in any reputed Ship-owning or Ship-managing company or equivalent.</p>
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		<p>Desirable:</p> <p>a) Research publications such as books/ research papers/policy papers as per the UGC norms.</p> <p>b) Experience of guiding Ph.D scholars.</p> <p><i>Category 3: From Assistant Professors with Ph.D</i></p> <p>Essential:</p> <p>a) Good academic record with at least 55% marks or an equivalent grade at both UG and PG level or at Integrated PG level in a relevant discipline.</p> <p>b) A Ph.D. Degree in relevant discipline.</p> <p>c) A minimum of eight years of teaching/ research/industry experience in a relevant area of which at least four years should be at the level of Assistant Professor in a University, College or Research Organisation.</p> <p>Desirable:</p> <p>a) Research publications such as books/ research papers/policy papers as per the UGC norms</p> <p>b) Experience of guiding Ph.D scholars.</p>
9.	Period of Probation	1 year
10.	Composition of Selection Committee	<p>The Selection Committee shall consist of:</p> <p>(i) Vice-Chancellor</p> <p>(ii) Pro-Vice-Chancellor</p> <p>(iii) A nominee of the Visitor</p> <p>(iv) The Head of the Department concerned.</p> <p>(v) One Professor to be nominated by the Vice-Chancellor.</p> <p>(vi) Two persons not in the service of the University, nominated by the Executive Council, out of a panel of names recommended by the Academic Council for their special knowledge of, or interest in the subject with which the Associate Professor will be concerned.</p> <p>Quorum for the meeting shall be as per Statute 21(3).</p>
11.	Additional Service benefits	On completion of every 3 years of service in IMU, a Faculty is eligible for 6 months of special leave that could be used for the purposes of higher studies / industrial exposure / sailing / research subject to IMU terms and conditions.
12.	Age of superannuation	65 Years

13.	Remarks	<p>a) Reservations as per Government of India/UGC guidelines would be applicable.</p> <p>b) The crucial date for determining the eligibility conditions shall be the closing date for receipt of applications from candidates.</p> <p>c) Sailing experience is to be reckoned from the entries related to sign-on and sign-off from ships as mentioned in the Continuous Discharge Certificate of the prospective candidate.</p> <p>d) The educational qualifications must be from a university/institution recognised by Statutory Authorities.</p> <p>e) Higher start within the pay band can be considered in deserving cases. f) The relevancy of qualifications and the Screening of applications will be done by an Expert Scrutiny Committee.</p>
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Note: The Notification published vide Ordinance 26 of 2015 in Gazette 305 dated 03-09-2015 is hereby repealed.

Ordinance 05 of 2018

(Gazette 183 dated 19.07.2018)

[EC 2018-43-06 dated 29.01.2018]

Recruitment Rules for the post of Associate Professor (Mechanical Engineering) in the School of Marine Engineering and Technology.

1.	Name of the post	Associate Professor
2.	No. of posts	4
3.	Specialization	Mechanical Engineering
4.	Classification	Academic Post
5.	Scale of Pay	Pay Band-4 Rs.37400 – 67000 with AGP Rs.9000.
6.	Whether Selection post or Non-selection post	Selection Post
7.	Age limit	60
8.	Educational and other qualifications required for Direct Recruitment.	<p>Essential:</p> <p>a) Good academic record with at least 55% marks or an equivalent grade at both UG and PG level or at Integrated PG level in a relevant engineering discipline.</p> <p>b) Ph.D. Degree in a relevant discipline.</p> <p>c) A minimum of eight years of teaching/research/industry experience in a relevant area of which at least four years should be at the level of Assistant Professor in a University, College or Research Organisation.</p> <p>Desirable:</p> <p>a) Research publications such as books/ research papers/policy papers as per the UGC norms.</p> <p>b) Experience of guiding Ph.D scholars.</p>
9.	Period of Probation	1 year

10.	Composition of Selection Committee	<p>The Selection Committee shall consist of:</p> <ul style="list-style-type: none"> (i) Vice-Chancellor (ii) Pro-Vice-Chancellor (iii) A nominee of the Visitor (iv) The Head of the Department concerned. (v) One Professor to be nominated by the Vice-Chancellor. (vi) Two persons not in the service of the University, nominated by the Executive Council, out of a panel of names recommended by the Academic Council for their special knowledge of, or interest in the subject with which the Associate Professor will be concerned. <p>Quorum for the meeting shall be as per Statute 21(3).</p>
11.	Additional Service benefits	On completion of every 3 years of service in IMU, a Faculty is eligible for 6 months of special leave that could be used for the purposes of higher studies / industrial exposure / sailing / research subject to IMU terms and conditions.
12.	Age of superannuation	65 Years
13.	Remarks	<ul style="list-style-type: none"> a) Reservations as per Government of India/UGC guidelines would be applicable. b) The crucial date for determining the eligibility conditions shall be the closing date for receipt of applications from candidates. c) For disciplines in which formal U.G degree is available it would be preferable under clause 8 (a). For example, for the post of Assistant Professor (Mechanical Engineering), a U.G degree in Mechanical Engineering shall be a preferable qualification. The educational qualifications must be from a university/institution recognised by Statutory Authorities. d) Higher start within the pay band can be considered in deserving cases. e) The relevancy of qualifications and the Screening of applications will be done by an Expert Scrutiny Committee.

Note: The Notification published vide Ordinance 03 of 2016 in Gazette 441 dated 02-12-2016 is hereby repealed.

Ordinance 06 of 2018

(Gazette 183 dated 19.07.2018)

[EC 2018-43-06 dated 29.01.2018]

Recruitment Rules for the post of Associate Professor (Electrical Engineering) in the School of Marine Engineering and Technology.

1.	Name of the post	Associate Professor
2.	No. of posts	2
3.	Specialization	Electrical Engineering
4.	Classification	Academic Post
5.	Scale of Pay	Pay Band-4 Rs.37400 – 67000 with AGP Rs.9000.

6.	Whether Selection post or Non-selection post	Selection Post
7.	Age limit	60
8.	Educational and other qualifications required for Direct Recruitment.	<p>Essential:</p> <p>a) Good academic record with at least 55% marks or an equivalent grade at both UG and PG level or at Integrated PG level in a relevant engineering discipline.</p> <p>b) Ph.D. Degree in a relevant discipline.</p> <p>c) A minimum of eight years of teaching/research/industry experience in a relevant area of which at least four years should be at the level of Assistant Professor in a University, College or Research Organisation.</p> <p>Desirable:</p> <p>a) Research publications such as books/ research papers/policy papers as per the UGC norms.</p> <p>b) Experience of guiding Ph.D scholars.</p>
9.	Period of Probation	1 year
10.	Composition of Selection Committee	<p>The Selection Committee shall consist of:</p> <p>(i) Vice-Chancellor</p> <p>(ii) Pro-Vice-Chancellor</p> <p>(iii) A nominee of the Visitor</p> <p>(iv) The Head of the Department concerned.</p> <p>(v) One Professor to be nominated by the Vice-Chancellor.</p> <p>(vi) Two persons not in the service of the University, nominated by the Executive Council, out of a panel of names recommended by the Academic Council for their special knowledge of, or interest in the subject with which the Associate Professor will be concerned.</p> <p>Quorum for the meeting shall be as per Statute 21(3).</p>
11.	Additional Service benefits	On completion of every 3 years of service in IMU, a Faculty is eligible for 6 months of special leave that could be used for the purposes of higher studies / industrial exposure / sailing / research subject to IMU terms and conditions.
12.	Age of superannuation	65 Years
13.	Remarks	<p>a) Reservations as per Government of India/UGC guidelines would be applicable.</p> <p>b) The crucial date for determining the eligibility conditions shall be the closing date for receipt of applications from candidates.</p> <p>c) For disciplines in which formal U.G degree is available it would be preferable under clause 8 (a). For example, for the post of Assistant Professor (Mechanical Engineering), U.G degree in Mechanical Engineering shall be a preferable qualification.</p> <p>d) The educational qualifications must be from a university/institution recognised by Statutory Authorities.</p> <p>e) Higher start within the pay band can be considered in deserving cases.</p> <p>f) The relevancy of qualifications and the Screening of applications will be done by an Expert Scrutiny Committee.</p>

Note: The Notification published vide Ordinance 05 of 2016 in Gazette 441 dated 02-12-2016 is hereby repealed.

Ordinance 07 of 2018
(Gazette 183 dated 19.07.2018)
[EC 2018-43-06 dated 29.01.2018]

Recruitment Rules for the post of Professor (Marine Engineering) in the School of Marine Engineering and Technology.

1.	Name of the post	Professor
2.	No. of post	7
3.	Specialization	Marine Engineering
4.	Classification	Academic Post
5.	Scale of Pay	Pay Band-4 Rs.37400 – 67000 with AGP Rs.10,000.
6.	Whether Selection post or Non-selection post	Selection Post
7.	Age limit	60
8.	Educational and other qualifications required for Direct Recruitment.	<p><i>Category 1: Mariners with Ph.D</i></p> <p>Essential:</p> <ol style="list-style-type: none"> a) Directorate General (Shipping) recognised MEO Class I (Motor) Certificate of Competency; b) Sailing experience for a minimum period of two years at Management level within the meaning of STCW Convention in force; c) A Ph.D. Degree in relevant discipline. d) A minimum of seven years of experience in Maritime industry in one or more of the following areas: <ol style="list-style-type: none"> i. Sailing experience at Management level beyond the prescribed minimum of two years indicated in (b) above. For the purpose of calculation of total work experience (for clause d), the sailing experience at Management level beyond the prescribed minimum of two years indicated in (b) shall be multiplied by a factor of two. ii. Teaching Marine Engineering in a Directorate General (Shipping) recognised maritime institution iii. Engineering Surveyor in Directorate General of Shipping or in any recognized Classification Society iv. Technical Superintendent in any reputed Ship-owning or Ship-managing company <p>Desirable:</p> <ol style="list-style-type: none"> a) Research publications such as books/ research papers/policy papers as per the UGC norms. b) Experience of guiding Ph.D scholars. <p><i>Category 2: Associate Professors with Ph.D</i></p> <p>Essential:</p> <ol style="list-style-type: none"> a) Good academic record with at least 55% marks or an equivalent grade at both UG and PG level or at Integrated PG level in a relevant discipline. b) A Ph.D. Degree in relevant discipline. c) A minimum of ten years of teaching/ research/industry experience in a relevant area of which at least five years should be at the level of Associate Professor in a University, College or Research Organisation. <p>Desirable:</p> <ol style="list-style-type: none"> a) Research publications such as books/ research papers/policy papers as per the UGC norms. b) Experience of guiding Ph.D scholars.

9.	Period of Probation	1 year
10.	Composition of Selection Committee	As per IMU Statutes.
11.	Additional Service benefits	On completion of every 3 years of service in IMU, a Faculty is eligible for 6 months of special leave that could be used for the purposes of higher studies / industrial exposure / sailing / research subject to IMU terms and conditions.
12.	Age of superannuation	65 Years
13.	Remarks	<ul style="list-style-type: none"> a) Reservations as per Government of India/UGC guidelines would be applicable. b) The crucial date for determining the eligibility conditions shall be the closing date for receipt of applications from candidates. c) Sailing experience is to be reckoned from the entries related to sign-on and sign-off from ships as mentioned in the Continuous Discharge Certificate of the prospective candidate. d) The educational qualifications must be from a university/institution recognised by Statutory Authorities. e) Higher start within the pay band can be considered in deserving cases. f) The relevancy of qualifications and the Screening of applications will be done by an Expert Scrutiny Committee.

Note: The Notification published vide Ordinance 27 of 2015 in Gazette 305 dated 03-09-2015 is hereby repealed.

Ordinance 08 of 2018

(Gazette 183 dated 19.07.2018)

[EC 2018-43-06 dated 29.01.2018]

Recruitment Rules for the post of Professor (Mechanical Engineering) in the School of Marine Engineering and Technology.

1.	Name of the post	Professor
2.	No. of posts	1
3.	Specialization	Mechanical Engineering
4.	Classification	Academic Post
5.	Scale of Pay	Pay Band-4 Rs.37400 – 67000 with AGP Rs.10,000.
6.	Whether Selection post or Non-selection post	Selection Post
7.	Age limit	60

8.	Educational and other qualifications required for Direct Recruitment.	<p>Essential:</p> <p>a) Good academic record with at least 55% marks or an equivalent grade at both UG and PG level or at Integrated PG level in a relevant engineering discipline.</p> <p>b) Ph.D. Degree in a relevant discipline.</p> <p>c) A minimum of ten years of teaching/ research/industry experience in a relevant area of which at least five years should be at the level of Associate Professor in a University, College or Research Organisation.</p> <p>Desirable:</p> <p>a) Research publications such as books/ research papers/policy papers as per the UGC norms.</p> <p>b) Experience of guiding Ph.D scholars.</p>
9.	Period of Probation	1 year
10.	Composition of Selection Committee	As per IMU Statutes.
11.	Additional Service benefits	On completion of every 3 years of service in IMU, a Faculty is eligible for 6 months of special leave that could be used for the purposes of higher studies / industrial exposure / sailing / research subject to IMU terms and conditions.
12.	Age of superannuation	65 Years
13.	Remarks	<p>a) Reservations as per Government of India/UGC guidelines would be applicable.</p> <p>b) The crucial date for determining the eligibility conditions shall be the closing date for receipt of applications from candidates.</p> <p>c) For disciplines in which formal U.G degree is available it would be preferable under clause 8 (a). For example, for the post of Assistant Professor (Mechanical Engineering), a U.G degree in Mechanical Engineering shall be a preferable qualification.</p> <p>d) The educational qualifications must be from a university/institution recognised by Statutory Authorities.</p> <p>e) Higher start within the pay band can be considered in deserving cases.</p> <p>f) The relevancy of qualifications and the Screening of applications will be done by an Expert Scrutiny Committee.</p>

Ordinance 09 of 2018

(Gazette 183 dated 19.07.2018)

[EC 2018-43-06 dated 29.01.2018]

Recruitment Rules for the post of Assistant Professor (Nautical Science) in the School of Nautical Studies.

1.	Name of the post	Assistant Professor
2.	No. of posts	8
3.	Specialization	Nautical Science
4.	Classification	Academic Post
5.	Scale of Pay	Pay Band-3 Rs.15600–39100 with AGP Rs.6000.
6.	Whether Selection post or Non-selection post	Selection Post
7.	Age limit	50
8.	Educational and other qualifications required for Direct Recruitment.	Essential: a) Directorate General (Shipping) recognized Master (Foreign Going) Certificate of Competency; b) Sailing experience for a minimum period of six months at Management level within the meaning of STCW Convention in force; Desirable: a) Ph.D in a relevant discipline. b) Research publications such as books/ research papers/policy papers as per the UGC norms. c) Teaching experience in Directorate General (Shipping) approved training institutes.
9.	Period of Probation	2 years
10.	Composition of Selection Committee	The Selection Committee shall consist of: (i) Vice-Chancellor (ii) Pro-Vice-Chancellor (iii) A nominee of the Visitor (iv) The Head of the Department concerned. (v) One Professor to be nominated by the Vice-Chancellor. (vi) Two persons not in the service of the University, nominated by the Executive Council, out of a panel of names recommended by the Academic Council for their special knowledge of, or interest in the subject with which the Assistant Professor will be concerned. Quorum for the meeting shall be as per Statute 21(3).
11.	Additional Service benefits	On completion of every 3 years of service in IMU, a Faculty is eligible for 6 months of special leave that could be used for the purposes of higher studies / industrial exposure / sailing / research subject to IMU terms and conditions.

12.	Age of superannuation	65 years.
13.	Remarks	<p>a) Reservations as per Government of India/UGC guidelines would be applicable.</p> <p>b) The crucial date for determining the eligibility conditions shall be the closing date for receipt of applications from candidates.</p> <p>c) Sailing experience is to be reckoned from the entries related to sign-on and sign-off from ships as mentioned in the Continuous Discharge Certificate of the prospective candidate.</p> <p>d) The educational qualifications must be from a university/institution recognised by Statutory Authorities.</p> <p>e) Higher start within the pay band can be considered in deserving cases.</p> <p>f) The relevancy of qualifications and the Screening of applications will be done by an Expert Scrutiny Committee.</p>

Note: The Notification published vide Ordinance 22 of 2015 in Gazette 305 dated 03-09-2015 is hereby repealed.

Ordinance 10 of 2018

(Gazette 183 dated 19.07.2018)

[EC 2018-43-06 dated 29.01.2018]

Recruitment Rules for the post of Assistant Professor (Electronics and Communications) in the School of Nautical Studies.

1.	Name of the post	Assistant Professor
2.	No. of posts	3
3.	Specialization	Electronics and Communications Engineering
4.	Classification	Academic Post
5.	Scale of Pay	Pay Band-3 Rs.15600–39100 with AGP Rs.6000.
6.	Whether Selection post or Non-selection post	Selection Post
7.	Age limit	50
8.	Educational and other qualifications required for Direct Recruitment.	<p>Essential:</p> <p>a) Good academic record with at least 55% marks or an equivalent grade at both UG and PG level or at Integrated PG level in a relevant engineering discipline.</p> <p>Desirable:</p> <p>a) Ph.D in a relevant discipline.</p> <p>b) Research publications such as books/research papers/policy papers as per the UGC norms.</p>
9.	Period of Probation	2 years

10.	Composition of Selection Committee	<p>The Selection Committee shall consist of:</p> <ul style="list-style-type: none"> (i) Vice-Chancellor (ii) Pro-Vice-Chancellor (iii) A nominee of the Visitor (iv) The Head of the Department concerned. (v) One Professor to be nominated by the Vice-Chancellor. (vi) Two persons not in the service of the University, nominated by the Executive Council, out of a panel of names recommended by the Academic Council for their special knowledge of, or interest in the subject with which the Assistant Professor will be concerned. <p>Quorum for the meeting shall be as per Statute 21(3).</p>
11.	Additional Service benefits	On completion of every 3 years of service in IMU, a Faculty is eligible for 6 months of special leave that could be used for the purposes of higher studies / industrial exposure / sailing / research subject to IMU terms and conditions.
12.	Age of superannuation	65 years.
13.	Remarks	<ul style="list-style-type: none"> a) Reservations as per Government of India/UGC guidelines would be applicable. b) The crucial date for determining the eligibility conditions shall be the closing date for receipt of applications from candidates. c) For disciplines in which formal U.G degree is available it would be preferable under clause 8 (a). For example, for the post of Assistant Professor (Mechanical Engineering), a U.G degree in Mechanical Engineering shall be a preferable qualification. d) The educational qualifications must be from a university/institution recognised by Statutory Authorities. e) Higher start within the pay band can be considered in deserving cases. f) The relevancy of qualifications and the Screening of applications will be done by an Expert Scrutiny Committee.

Note: The Notification published vide Ordinance 06 of 2016 in Gazette 441 dated 02-12-2016 is hereby repealed.

Ordinance 11 of 2018

(Gazette 183 dated 19.07.2018)

[EC 2018-43-06 dated 29.01.2018]

Recruitment Rules for the post of Assistant Professor (Mathematics) in the School of Nautical Studies.

1.	Name of the post	Assistant Professor
2.	No. of posts	5
3.	Specialization	Mathematics
4.	Classification	Academic Post
5.	Scale of Pay	Pay Band-3 Rs.15600–39100 with AGP Rs.6000.
6.	Whether Selection post or Non-selection post	Selection Post
7.	Age limit	50
8.	Educational and other qualifications required for Direct Recruitment.	Essential: 1. Good academic record with at least 55% marks or an equivalent grade at both UG and PG level or at Integrated PG level in a relevant discipline. 2. Ph.D in a relevant discipline. Desirable: a) Research publications such as books/research papers/policy papers as per the UGC norms.
9.	Period of Probation	2 years.
10.	Composition of Selection Committee	The Selection Committee shall consist of: (i) Vice-Chancellor (ii) Pro-Vice-Chancellor (iii) A nominee of the Visitor (iv) The Head of the Department concerned. (v) One Professor to be nominated by the Vice-Chancellor. (vi) Two persons not in the service of the University, nominated by the Executive Council, out of a panel of names recommended by the Academic Council for their special knowledge of, or interest in the subject with which the Assistant Professor will be concerned. Quorum for the meeting shall be as per Statute 21(3).
11.	Additional Service benefits	On completion of every 3 years of service in IMU, a Faculty is eligible for 6 months of special leave that could be used for the purposes of higher studies/industrial exposure/sailing/research subject to IMU terms and conditions.
12.	Age of superannuation	65 years.

13.	Remarks	<p>a) Reservations as per Government of India/UGC guidelines would be applicable.</p> <p>b) The crucial date for determining the eligibility conditions shall be the closing date for receipt of applications from candidates.</p> <p>c) The educational qualifications must be from a university/institution recognised by Statutory Authorities.</p> <p>d) Higher start within the pay band can be considered in deserving cases.</p> <p>e) The relevancy of qualifications and the Screening of applications will be done by an Expert Scrutiny Committee.</p>
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Note: The Notification published vide Ordinance 07 of 2016 in Gazette 441 dated 02-12-2016 is hereby repealed.

Ordinance 12 of 2018

(Gazette 183 dated 19.07.2018)

[EC 2018-43-06 dated 29.01.2018]

Recruitment Rules for the post of Associate Professor (Nautical Science) in the School of Nautical Studies.

1.	Name of the post	Associate Professor
2.	No. of posts	14
3.	Specialization	Nautical Science
4.	Classification	Academic Post
5.	Scale of Pay	Pay Band-4 Rs.37400 – 67000 with AGP Rs.9000.
6.	Whether Selection post or Non-selection post	Selection Post
7.	Age limit	60

<p>8.</p>	<p>Educational and other qualifications required for Direct Recruitment.</p>	<p><i>Category 1: Mariners without Ph.D</i></p> <p>Essential:</p> <ul style="list-style-type: none"> a) Directorate General (Shipping) recognised Master (Foreign Going) Certificate of Competency; b) Sailing experience for a minimum period of two years at Management level within the meaning of STCW Convention in force; c) A minimum of six years of experience in Maritime industry in one or more of the following areas: <ul style="list-style-type: none"> i. Sailing experience at Management level beyond the prescribed minimum of two years indicated in (b) above. For the purpose of calculation of total work experience (for clause c), the sailing experience at Management level beyond the prescribed minimum of two years indicated in (b) shall be multiplied by a factor of two. ii. Teaching Nautical Science in a Directorate General (Shipping) recognised maritime institution iii. Nautical Surveyor in Directorate General of Shipping or in any recognized Classification Society iv. Technical Superintendent in any reputed Ship-owning or Ship-managing company v. Pilot in Major Port. <p>Desirable:</p> <ul style="list-style-type: none"> a) Research publications such as books/research papers/policy papers as per the UGC norms. <p><i>Category 2: Mariners with Ph.D</i></p> <p>Essential:</p> <ul style="list-style-type: none"> a) Directorate General (Shipping) recognized Master (Foreign Going) Certificate of Competency; b) Sailing experience for a minimum period of two years at Management level within the meaning of STCW Convention in force; c) A Ph.D. Degree in relevant discipline. d) A minimum of two years of experience in Maritime industry in one or more of the following areas: <ul style="list-style-type: none"> i. Sailing experience at Management level beyond the prescribed minimum of two years indicated in (b) above. For the purpose of calculation of total work experience (for clause d), the sailing experience at Management level beyond the prescribed minimum of two years indicated in (b) shall be multiplied by a factor of two. ii. Teaching Nautical Science in a Directorate General (Shipping) recognised maritime institution iii. Nautical Surveyor in Directorate General of Shipping or in any recognized Classification Society iv. Technical Superintendent in any reputed Ship-owning or Ship-managing Company. v. Pilot in Major Port.
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		<p>Desirable:</p> <p>a) Research publications such as books/research papers/policy papers as per the UGC norms.</p> <p>b) Experience of guiding Ph.D scholars.</p> <p><i>Category 3: From Assistant Professors with Ph.D</i></p> <p>Essential:</p> <p>a) Good academic record with at least 55% marks or an equivalent grade at both UG and PG level or at Integrated PG level in a relevant discipline.</p> <p>b) A Ph.D. Degree in relevant discipline.</p> <p>c) A minimum of eight years of teaching/ research/ industry experience in a relevant area of which at least four years should be at the level of Assistant Professor in a University, College or Research Organisation.</p> <p>Desirable:</p> <p>a) Research publications such as books/research papers/policy papers as per the UGC norms</p> <p>b) Experience of guiding Ph.D scholars.</p>
9.	Period of Probation	1 year
10.	Composition of Selection Committee	<p>The Selection Committee shall consist of:</p> <p>(i) Vice-Chancellor</p> <p>(ii) Pro-Vice-Chancellor</p> <p>(iii) A nominee of the Visitor</p> <p>(iv) The Head of the Department concerned.</p> <p>(v) One Professor to be nominated by the Vice-Chancellor.</p> <p>(vi) Two persons not in the service of the University, nominated by the Executive Council, out of a panel of names recommended by the Academic Council for their special knowledge of, or interest in the subject with which the Associate Professor will be concerned.</p> <p>Quorum for the meeting shall be as per Statute 21(3).</p>
11.	Additional Service benefits	On completion of every 3 years of service in IMU, a Faculty is eligible for 6 months of special leave that could be used for the purposes of higher studies/industrial exposure/sailing/research subject to IMU terms and conditions.
12.	Age of superannuation	65 Years

13.	Remarks	<p>a) Reservations as per Government of India/UGC guidelines would be applicable.</p> <p>b) The crucial date for determining the eligibility conditions shall be the closing date for receipt of applications from candidates.</p> <p>c) Sailing experience is to be reckoned from the entries related to sign-on and sign-off from ships as mentioned in the Continuous Discharge Certificate of the prospective candidate.</p> <p>d) The educational qualifications must be from a university/institution recognised by Statutory Authorities.</p> <p>e) Higher start within the pay band can be considered in deserving cases.</p> <p>f) The relevancy of qualifications and the Screening of applications will be done by an Expert Scrutiny Committee.</p>
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Note: The Notification published vide Ordinance 23 of 2015 in Gazette 305 dated 03-09-2015 is hereby repealed.

Ordinance 13 of 2018

(Gazette 183 dated 19.07.2018)

[EC 2018-43-06 dated 29.01.2018]

Recruitment Rules for the post of Professor (Nautical Science) in the School of Nautical Studies.

1.	Name of the post	Professor
2.	No. of posts	7
3.	Specialization	Nautical Science
4.	Classification	Academic Post
5.	Scale of Pay	Pay Band-4 Rs.37400 – 67000 with AGP Rs.10000.
6.	Whether Selection post or Non-selection post	Selection Post
7.	Age limit	60

8.	Educational and other qualifications required for Direct Recruitment.	<p><i>Category 1: Mariners with Ph.D</i></p> <p>Essential:</p> <ul style="list-style-type: none"> a) Directorate General (Shipping) recognised Master (Foreign Going) Certificate of Competency; b) Sailing experience for a minimum period of two years at Management level within the meaning of STCW Convention in force; c) A Ph.D. Degree in relevant discipline. d) A minimum of seven years of experience in Maritime industry in one or more of the following areas: <ul style="list-style-type: none"> i. Sailing experience at Management level beyond the prescribed minimum of two years indicated in (b) above. For the purpose of calculation of total work experience (for clause d), the sailing experience at Management level beyond the prescribed minimum of two years indicated in (b) shall be multiplied by a factor of two. ii. Teaching Nautical Science in a Directorate General (Shipping) recognised maritime institution iii. Nautical Surveyor in Directorate General of Shipping or in any recognized Classification Society iv. Technical Superintendent in any reputed Ship-owning or Ship-managing company. v. Pilot in Major Port. <p>Desirable:</p> <ul style="list-style-type: none"> a) Research publications such as books/ research papers/policy papers as per the UGC norms. b) Experience of guiding Ph.D scholars. <p><i>Category 2: Associate Professors with Ph.D</i></p> <p>Essential:</p> <ul style="list-style-type: none"> a) Good academic record with at least 55% marks or an equivalent grade at both UG and PG level or at Integrated PG level in a relevant discipline. b) A Ph.D. Degree in relevant discipline. c) A minimum of ten years of teaching/ research/industry experience in a relevant area of which at least five years should be at the level of Associate Professor in a University, College or Research Organization. <p>Desirable:</p> <ul style="list-style-type: none"> a) Research publications such as books/research papers/policy papers as per the UGC norms. b) Experience of guiding Ph.D scholars.
9.	Period of Probation	1 year

10.	Composition of Selection Committee	As per IMU Statutes.
11.	Additional Service benefits	On completion of every 3 years of service in IMU, a Faculty is eligible for 6 months of special leave that could be used for the purposes of higher studies/industrial exposure/sailing/research subject to IMU terms and conditions
12.	Age of superannuation	65 Years
13.	Remarks	<ul style="list-style-type: none"> a) Reservations as per Government of India/UGC guidelines would be applicable. b) The crucial date for determining the eligibility conditions shall be the closing date for receipt of applications from candidates. c) Sailing experience is to be reckoned from the entries related to sign-on and sign-off from ships as mentioned in the Continuous Discharge Certificate of the prospective candidate. d) The educational qualifications must be from a university/institution recognised by Statutory Authorities. e) Higher start within the pay band can be considered in deserving cases. f) The relevancy of qualifications and the Screening of applications will be done by an Expert Scrutiny Committee.

Note: The Notification published vide Ordinance 24 of 2015 in Gazette 305 dated 03-09-2015 is hereby repealed.

Ordinance 14 of 2018

(Gazette 183 dated 19.07.2018)

[EC 2018-43-06 dated 29.01.2018]

Recruitment Rules for the post of Assistant Professor (Naval Architecture) in the School of Naval Architecture and Ocean Engineering.

1.	Name of the post	Assistant Professor
2.	No. of posts	2
3.	Specialization	Naval Architecture
4.	Classification	Academic Post
5.	Scale of Pay	Pay Band-3 Rs.15600–39100 with AGP Rs.6000.
6.	Whether Selection post or Non-selection post	Selection Post
7.	Age limit	50

8.	Educational and other qualifications required for Direct Recruitment.	<p>Essential:</p> <p>a) Good academic record with at least 55% marks or an equivalent grade at both UG and PG level or at Integrated PG level in a relevant engineering discipline.</p> <p>Desirable:</p> <p>a) Ph.D in a relevant discipline.</p> <p>b) Research publications such as books/research papers/policy papers as per the UGC norms.</p>
9.	Period of Probation	2 years
10.	Composition of Selection Committee	<p>The Selection Committee shall consist of:</p> <p>(i) Vice-Chancellor</p> <p>(ii) Pro-Vice-Chancellor</p> <p>(iii) A nominee of the Visitor</p> <p>(iv) The Head of the Department concerned.</p> <p>(v) One Professor to be nominated by the Vice-Chancellor.</p> <p>(vi) Two persons not in the service of the University, nominated by the Executive Council, out of a panel of names recommended by the Academic Council for their special knowledge of, or interest in the subject with which the Assistant Professor will be concerned.</p> <p>Quorum for the meeting shall be as per Statute 21(3).</p>
11.	Additional Service benefits	On completion of every 3 years of service in IMU, a Faculty is eligible for 6 months of special leave that could be used for the purposes of higher studies/industrial exposure/sailing/research subject to IMU terms and conditions.
12.	Age of superannuation	65 years.
13.	Remarks	<p>a) Reservations as per Government of India/UGC guidelines would be applicable.</p> <p>b) The crucial date for determining the eligibility conditions shall be the closing date for receipt of applications from candidates.</p> <p>c) For disciplines in which formal U.G degree is available it would be preferable under clause 8 (a). For example, for the post of Assistant Professor (Mechanical Engineering), a U.G degree in Mechanical Engineering shall be a preferable qualification.</p> <p>d) The educational qualifications must be from a university/institution recognised by Statutory Authorities.</p> <p>e) Higher start within the pay band can be considered in deserving cases.</p> <p>f) The relevancy of qualifications and the Screening of applications will be done by an Expert Scrutiny Committee.</p>

Note: The Notification published vide Ordinance 69 of 2015 in Gazette 298 dated 20-07-2016 is hereby repealed.

Ordinance 15 of 2018

(Gazette 183 dated 19.07.2018)

[EC 2018-43-06 dated 29.01.2018]

**Recruitment Rules for the post of Assistant Professor (Ocean Engineering) in the School of Naval
Architecture and Ocean Engineering.**

1.	Name of the post	Assistant Professor
2.	No. of posts	1
3.	Specialization	Ocean Engineering
4.	Classification	Academic Post
5.	Scale of Pay	Pay Band-3 Rs.15600–39100 with AGP Rs.6000.
6.	Whether Selection post or Non-selection post	Selection Post
7.	Age limit	50
8.	Educational and other qualifications required for Direct Recruitment.	Essential: a) Good academic record with at least 55% marks or an equivalent grade at both UG and PG level or at Integrated PG level in a relevant engineering discipline. Desirable: a) Ph.D in a relevant discipline. b) Research publications such as books/research papers/policy papers as per the UGC norms
9.	Period of Probation	2 years
10.	Composition of Selection Committee	The Selection Committee shall consist of: (i) Vice-Chancellor (ii) Pro-Vice-Chancellor (iii) A nominee of the Visitor (iv) The Head of the Department concerned. (v) One Professor to be nominated by the Vice-Chancellor. (vi) Two persons not in the service of the University, nominated by the Executive Council, out of a panel of names recommended by the Academic Council for their special knowledge of, or interest in the subject with which the Assistant Professor will be concerned. Quorum for the meeting shall be as per Statute 21(3).
11.	Additional Service benefits	On completion of every 3 years of service in IMU, a Faculty is eligible for 6 months of special leave that could be used for the purposes of higher studies/industrial exposure/sailing/research subject to IMU terms and conditions.
12.	Age of superannuation	65 years.

13.	Remarks	<p>a) Reservations as per Government of India/UGC guidelines would be applicable.</p> <p>b) The crucial date for determining the eligibility conditions shall be the closing date for receipt of applications from candidates.</p> <p>c) For disciplines in which formal U.G degree is available it would be preferable under clause 8 (a). For example, for the post of Assistant Professor (Mechanical Engineering), a U.G degree in Mechanical Engineering shall be a preferable qualification.</p> <p>d) The educational qualifications must be from a university/institution recognised by Statutory Authorities.</p> <p>e) Higher start within the pay band can be considered in deserving cases.</p> <p>f) The relevancy of qualifications and the Screening of applications will be done by an Expert Scrutiny Committee.</p>
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Ordinance 16 of 2018

(Gazette 183 dated 19.07.2018)

[EC 2018-43-06 dated 29.01.2018]

Recruitment Rules for the post of Assistant Professor (Mechanical Engineering) in the School of Naval Architecture and Ocean Engineering.

1.	Name of the post	Assistant Professor
2.	No. of posts	1
3.	Specialization	Mechanical Engineering
4.	Classification	Academic Post
5.	Scale of Pay	Pay Band-3 Rs.15600–39100 with AGP Rs.6000.
6.	Whether Selection post or Non-selection post	Selection Post
7.	Age limit	50
8.	Educational and other qualifications required for Direct Recruitment.	<p>Essential:</p> <p>a) Good academic record with at least 55% marks or an equivalent grade at both UG and PG level or at Integrated PG level in a relevant engineering discipline.</p> <p>Desirable:</p> <p>a) Ph.D in a relevant discipline.</p> <p>b) Research publications such as books/ research papers/policy papers as per the UGC norms.</p>
9.	Period of Probation	2 years

10.	Composition of Selection Committee	<p>The Selection Committee shall consist of:</p> <ul style="list-style-type: none"> (i) Vice-Chancellor (ii) Pro-Vice-Chancellor (iii) A nominee of the Visitor (iv) The Head of the Department concerned. (v) One Professor to be nominated by the Vice-Chancellor. (vi) Two persons not in the service of the University, nominated by the Executive Council, out of a panel of names recommended by the Academic Council for their special knowledge of, or interest in the subject with which the Assistant Professor will be concerned. <p>Quorum for the meeting shall be as per Statute 21(3).</p>
11.	Additional Service benefits	<p>On completion of every 3 years of service in IMU, a Faculty is eligible for 6 months of special leave that could be used for the purposes of higher studies/industrial exposure/sailing/research subject to IMU terms and conditions.</p>
12.	Age of superannuation	65 years.
13.	Remarks	<ul style="list-style-type: none"> a) Reservations as per Government of India/UGC guidelines would be applicable. b) The crucial date for determining the eligibility conditions shall be the closing date for receipt of applications from candidates. c) For disciplines in which formal U.G degree is available it would be preferable under clause 8 (a). For example, for the post of Assistant Professor (Mechanical Engineering), a U.G degree in Mechanical Engineering shall be a preferable qualification. d) The educational qualifications must be from a university/institution recognised by Statutory Authorities. e) Higher start within the pay band can be considered in deserving cases. f) The relevancy of qualifications and the Screening of applications will be done by an Expert Scrutiny Committee.

Ordinance 17 of 2018
(Gazette 183 dated 19.07.2018)
[EC 2018-43-06 dated 29.01.2018]

Recruitment Rules for the post of Assistant Professor (Marine Engineering) in the School of Naval Architecture and Ocean Engineering.

1.	Name of the post	Assistant Professor
2.	No. of posts	1
3.	Specialization	Marine Engineering
4.	Classification	Academic Post
5.	Scale of Pay	Pay Band-3 Rs.15600–39100 with AGP Rs.6000.
6.	Whether Selection post or Non-selection post	Selection Post
7.	Age limit	50
8.	Educational and other qualifications required for Direct Recruitment.	<p>Category 1 Essential:</p> <ul style="list-style-type: none"> a) Directorate General (Shipping) recognized MEO Class I (Motor) Certificate of Competency; b) Sailing experience for a minimum period of six months at Management level within the meaning of STCW Convention in force; <p>Desirable:</p> <ul style="list-style-type: none"> a) Ph.D in a relevant discipline. b) Research publications such as books/ research papers/policy papers as per the UGC/IMU norms. c) Teaching experience in Directorate General (Shipping) recognized training institutes. <p>Category 2 Essential:</p> <ul style="list-style-type: none"> a) B.E/B.Tech degree in Marine Engineering with at least 55% marks or an equivalent grade and M.E/M.Tech in relevant discipline with at least 55% marks or an equivalent grade [OR] B.E/B.Tech degree with at least 55% marks or an equivalent grade along with PGDME/GME course approved by Directorate General (Shipping) with at least 55% marks or an equivalent grade and M.E/M.Tech in relevant discipline with at least 55% marks or an equivalent grade b) Sailing experience for a minimum period of six months at any level within the meaning of STCW Convention in force; <p>Desirable:</p> <ul style="list-style-type: none"> a) Ph.D in a relevant discipline. b) Research publications such as books/ research papers/policy papers as per the UGC norms. c) Teaching experience in Directorate General (Shipping) approved training institutes.

9.	Period of Probation	2 years.
10.	Composition of Selection Committee	<p>The Selection Committee shall consist of:</p> <ul style="list-style-type: none"> (i) Vice-Chancellor (ii) Pro-Vice-Chancellor (iii) A nominee of the Visitor (iv) The Head of the Department concerned. (v) One Professor to be nominated by the Vice-Chancellor. (vi) Two persons not in the service of the University, nominated by the Executive Council, out of a panel of names recommended by the Academic Council for their special knowledge of, or interest in the subject with which the Assistant Professor will be concerned. <p>Quorum for the meeting shall be as per Statute 21(3).</p>
11.	Additional Service benefits	On completion of every 3 years of service in IMU, a Faculty is eligible for 6 months of special leave that could be used for the purposes of higher studies / industrial exposure / sailing / research subject to IMU terms and conditions.
12.	Age of superannuation	65 years.
13.	Remarks	<ul style="list-style-type: none"> a) Reservations as per Government of India/UGC guidelines would be applicable. b) The crucial date for determining the eligibility conditions shall be the closing date for receipt of applications from candidates. c) Sailing experience is to be reckoned from the entries related to sign-on and sign-off from ships as mentioned in the Continuous Discharge Certificate of the prospective candidate. d) The educational qualifications must be from a university/institution recognised by Statutory Authorities. e) Higher start within the pay band can be considered in deserving cases. f) The relevancy of qualifications and the Screening of applications will be done by an Expert Scrutiny Committee.

Ordinance 18 of 2018

(Gazette 183 dated 19.07.2018)

[EC 2018-43-06 dated 29.01.2018]

Recruitment Rules for the post of Associate Professor (Naval Architecture) in the School of Naval Architecture and Ocean Engineering.

1.	Name of the post	Associate Professor
2.	No. of posts	2
3.	Specialization	Naval Architecture
4.	Classification	Academic Post
5.	Scale of Pay	Pay Band-4 Rs.37400 – 67000 with AGP Rs.9000.
6.	Whether Selection post or Non-selection post	Selection Post
7.	Age limit	60
8.	Educational and other qualifications required for Direct Recruitment.	<p>Essential:</p> <ul style="list-style-type: none">a) Good academic record with at least 55% marks or an equivalent grade at both UG and PG level or at Integrated PG level in a relevant engineering discipline.b) Ph.D. Degree in a relevant discipline.c) A minimum of eight years of teaching/research/industry experience in a relevant area of which at least four years should be at the level of Assistant Professor in a University, College or Research Organisation. <p>Desirable:</p> <ul style="list-style-type: none">a) Research publications such as books/ research papers/policy papers as per the UGC norms.b) Experience of guiding Ph.D scholars.
9.	Period of Probation	1 year

10.	Composition of Selection Committee	<p>The Selection Committee shall consist of:</p> <ul style="list-style-type: none"> (i) Vice-Chancellor (ii) Pro-Vice-Chancellor (iii) A nominee of the Visitor (iv) The Head of the Department concerned. (v) One Professor to be nominated by the Vice-Chancellor. (vi) Two persons not in the service of the University, nominated by the Executive Council, out of a panel of names recommended by the Academic Council for their special knowledge of, or interest in the subject with which the Associate Professor will be concerned.
11.	Additional Service benefits	On completion of every 3 years of service in IMU, a Faculty is eligible for 6 months of special leave that could be used for the purposes of higher studies/industrial exposure/sailing/research subject to IMU terms and conditions.
12.	Age of superannuation	65 Years
13.	Remarks	<ul style="list-style-type: none"> a) Reservations as per Government of India/UGC guidelines would be applicable. b) The crucial date for determining the eligibility conditions shall be the closing date for receipt of applications from candidates. c) For disciplines in which formal U.G degree is available it would be preferable under clause 8 (a). For example, for the post of Assistant Professor (Mechanical Engineering), a U.G degree in Mechanical Engineering shall be a preferable qualification. d) The educational qualifications must be from a university/institution recognised by Statutory Authorities. e) Higher start within the pay band can be considered in deserving cases. f) The relevancy of qualifications and the Screening of applications will be done by an Expert Scrutiny Committee.

Note: The Notification published vide Ordinance 70 of 2015 in Gazette 298 dated 20-07-2016 is hereby repealed.

Ordinance 19 of 2018

(Gazette 183 dated 19.07.2018)

[EC 2018-43-06 dated 29.01.2018]

**Recruitment Rules for the post of Associate Professor (Ocean Engineering) in the School of Naval
Architecture and Ocean Engineering.**

1.	Name of the post	Associate Professor
2.	No. of posts	1
3.	Specialization	Ocean Engineering
4.	Classification	Academic Post
5.	Scale of Pay	Pay Band-4 Rs.37400 – 67000 with AGP Rs.9000.
6.	Whether Selection post or Non-selection post	Selection Post
7.	Age limit	60
8.	Educational and other qualifications required for Direct Recruitment.	<p>Essential:</p> <ul style="list-style-type: none">a) Good academic record with at least 55% marks or an equivalent grade at both UG and PG level or at Integrated PG level in a relevant engineering discipline.b) Ph.D. Degree in a relevant discipline.c) A minimum of eight years of teaching/research/industry experience in a relevant area of which at least four years should be at the level of Assistant Professor in a University, College or Research Organisation. <p>Desirable:</p> <ul style="list-style-type: none">a) Research publications such as books/ research papers/policy papers as per the UGC norms.b) Experience of guiding Ph.D scholars.
9.	Period of Probation	1 year
10.	Composition of Selection Committee	<p>The Selection Committee shall consist of:</p> <ul style="list-style-type: none">(i) Vice-Chancellor(ii) Pro-Vice-Chancellor(iii) A nominee of the Visitor(iv) The Head of the Department concerned.(v) One Professor to be nominated by the Vice-Chancellor.(vi) Two persons not in the service of the University, nominated by the Executive Council, out of a panel of names recommended by the Academic Council for their special knowledge of, or interest in the subject with which the Associate Professor will be concerned. <p>Quorum for the meeting shall be as per Statute 21(3).</p>

11.	Additional Service benefits	On completion of every 3 years of service in IMU, a Faculty is eligible for 6 months of special leave that could be used for the purposes of higher studies/industrial exposure/sailing/research subject to IMU terms and conditions.
12.	Age of superannuation	65 Years
13.	Remarks	<p>a) Reservations as per Government of India/UGC guidelines would be applicable.</p> <p>b) The crucial date for determining the eligibility conditions shall be the closing date for receipt of applications from candidates.</p> <p>c) For disciplines in which formal U.G degree is available it would be preferable under clause 8 (a). For example, for the post of Assistant Professor (Mechanical Engineering), a U.G degree in Mechanical Engineering shall be a preferable qualification.</p> <p>d) The educational qualifications must be from a university/institution recognised by Statutory Authorities.</p> <p>e) Higher start within the pay band can be considered in deserving cases.</p> <p>f) The relevancy of qualifications and the Screening of applications will be done by an Expert Scrutiny Committee.</p>

Ordinance 20 of 2018

(Gazette 183 dated 19.07.2018)

[EC 2018-43-06 dated 29.01.2018]

Recruitment Rules for the post of Associate Professor (Dredging and Harbour Engineering) in the School of Naval Architecture and Ocean Engineering.

1.	Name of the post	Associate Professor
2.	No. of posts	1
3.	Specialization	Dredging and Harbour Engineering
4.	Classification	Academic Post
5.	Scale of Pay	Pay Band-4 Rs.37400 – 67000 with AGP Rs.9000.
6.	Whether Selection post or Non-selection post	Selection Post
7.	Age limit	60
8.	Educational and other qualifications required for Direct Recruitment.	<p>Essential:</p> <p>a) Good academic record with at least 55% marks or an equivalent grade at both UG and PG level or at Integrated PG level in a relevant engineering discipline.</p> <p>b) Ph.D. Degree in a relevant discipline.</p> <p>c) A minimum of eight years of teaching/research/industry experience in a relevant area of which at least four years should be at the level of Assistant Professor in a University, College or Research Organisation.</p> <p>Desirable:</p> <p>a) Research publications such as books/research papers/policy papers as per the UGC norms.</p> <p>b) Experience of guiding Ph.D scholars.</p>

9.	Period of Probation	1 year
10.	Composition of Selection Committee	<p>The Selection Committee shall consist of:</p> <ul style="list-style-type: none"> (i) Vice-Chancellor (ii) Pro-Vice-Chancellor (iii) A nominee of the Visitor (iv) The Head of the Department concerned. (v) One Professor to be nominated by the Vice-Chancellor. (vi) Two persons not in the service of the University, nominated by the Executive Council, out of a panel of names recommended by the Academic Council for their special knowledge of, or interest in the subject with which the Associate Professor will be concerned. <p>Quorum for the meeting shall be as per Statute 21(3).</p>
11.	Additional Service benefits	On completion of every 3 years of service in IMU, a Faculty is eligible for 6 months of special leave that could be used for the purposes of higher studies/industrial exposure/sailing/research subject to IMU terms and conditions.
12.	Age of superannuation	65 Years
13.	Remarks	<ul style="list-style-type: none"> a) Reservations as per Government of India/UGC guidelines would be applicable. b) The crucial date for determining the eligibility conditions shall be the closing date for receipt of applications from candidates. c) For disciplines in which formal U.G degree is available it would be preferable under clause 8 (a). For example, for the post of Assistant Professor (Mechanical Engineering), a U.G degree in Mechanical Engineering shall be a preferable qualification. d) The educational qualifications must be from a university/institution recognised by Statutory Authorities. e) Higher start within the pay band can be considered in deserving cases. f) The relevancy of qualifications and the Screening of applications will be done by an Expert Scrutiny Committee.

Ordinance 21 of 2018

(Gazette 183 dated 19.07.2018)

[EC 2018-43-06 dated 29.01.2018]

Recruitment Rules for the post of Professor (Naval Architecture) in the School of Naval Architecture and Ocean Engineering.

1.	Name of the post	Professor
2.	No. of posts	1
3.	Specialization	Naval Architecture
4.	Classification	Academic Post
5.	Scale of Pay	Pay Band-4 Rs.37400 – 67000 with AGP Rs.10,000.
6.	Whether Selection post or Non-selection post	Selection Post
7.	Age limit	60
8.	Educational and other qualifications required for Direct Recruitment.	<p>Essential:</p> <ul style="list-style-type: none">a) Good academic record with at least 55% marks or an equivalent grade at both UG and PG level or at Integrated PG level in a relevant engineering discipline.b) Ph.D. Degree in a relevant discipline.c) A minimum of ten years of teaching/ research/industry experience in a relevant area of which at least five years should be at the level of Associate Professor in a University, College or Research Organisation. <p>Desirable:</p> <ul style="list-style-type: none">a) Research publications such as books/ research papers/policy papers as per the UGC norms.b) Experience of guiding Ph.D scholars.
9.	Period of Probation	1 year
10.	Composition of Selection Committee	As per IMU Statutes.
11.	Additional Service benefits	On completion of every 3 years of service in IMU, a Faculty is eligible for 6 months of special leave that could be used for the purposes of higher studies / industrial exposure / sailing / research subject to IMU terms and conditions.
12.	Age of superannuation	65 Years

13.	Remarks	<p>a) Reservations as per Government of India/UGC guidelines would be applicable.</p> <p>b) The crucial date for determining the eligibility conditions shall be the closing date for receipt of applications from candidates.</p> <p>c) For disciplines in which formal U.G degree is available it would be preferable under clause 8 (a). For example, for the post of Assistant Professor (Mechanical Engineering), a U.G degree in Mechanical Engineering shall be a preferable qualification.</p> <p>d) The educational qualifications must be from a university/institution recognised by Statutory Authorities.</p> <p>e) Higher start within the pay band can be considered in deserving cases.</p> <p>f) The relevancy of qualifications and the Screening of applications will be done by an Expert Scrutiny Committee.</p>
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Note: The Notification published vide Ordinance 71 of 2015 in Gazette 298 dated 20-07-2016 is hereby repealed.

Ordinance 22 of 2018

(Gazette 183 dated 19.07.2018)

[EC 2018-43-06 dated 29.01.2018]

Recruitment Rules for the post of Professor (Ocean Engineering) in the School of Naval Architecture and Ocean Engineering.

1.	Name of the post	Professor
2.	No. of posts	1
3.	Specialization	Ocean Engineering
4.	Classification	Academic Post
5.	Scale of Pay	Pay Band-4 Rs.37400 – 67000 with AGP Rs.10,000.
6.	Whether Selection post or Non-selection post	Selection Post
7.	Age limit	60
8.	Educational and other qualifications required for Direct Recruitment.	<p>Essential:</p> <p>a) Good academic record with at least 55% marks or an equivalent grade at both UG and PG level or at Integrated PG level in a relevant engineering discipline.</p> <p>b) Ph.D. Degree in a relevant discipline.</p> <p>c) A minimum of ten years of teaching/ research/industry experience in a relevant area of which at least five years should be at the level of Associate Professor in a University, College or Research Organisation.</p> <p>Desirable:</p> <p>a) Research publications such as books/ research papers/policy papers as per the UGC norms.</p> <p>b) Experience of guiding Ph.D scholars.</p>

9.	Period of Probation	1 year
10.	Composition of Selection Committee	As per IMU Statutes.
11.	Additional Service benefits	On completion of every 3 years of service in IMU, a Faculty is eligible for 6 months of special leave that could be used for the purposes of higher studies / industrial exposure / sailing / research subject to IMU terms and conditions.
12.	Age of superannuation	65 Years
13.	Remarks	<ul style="list-style-type: none"> a) Reservations as per Government of India/UGC guidelines would be applicable. b) The crucial date for determining the eligibility conditions shall be the closing date for receipt of applications from candidates. c) For disciplines in which formal U.G degree is available it would be preferable under clause 8 (a). For example, for the post of Assistant Professor (Mechanical Engineering), a U.G degree in Mechanical Engineering shall be a preferable qualification. d) The educational qualifications must be from a university/institution recognised by Statutory Authorities. e) Higher start within the pay band can be considered in deserving cases. f) The relevancy of qualifications and the Screening of applications will be done by an Expert Scrutiny Committee.

Note: The Notification published vide Ordinance 71 of 2015 in Gazette 298 dated 20-07-2016 is hereby repealed.

Ordinance 23 of 2018

(Gazette 183 dated 19.07.2018)

[EC 2018-43-06 dated 29.01.2018]

Recruitment Rules for the post of

Associate Professor (Logistics & Supply Chain Management/ Port & Shipping Management) in the

School of Maritime Management

1.	Name of the post	Associate Professor
2.	No. of posts	2
3.	Specialization	Logistics & Supply Chain Management/ Port & Shipping Management
4.	Classification	Academic Post
5.	Scale of Pay	Pay Band-4 Rs.37400 – 67000 with AGP Rs.9000.
6.	Whether Selection post or Non-selection post	Selection Post
7.	Age limit	60
8.	Educational and other qualifications required for Direct Recruitment.	<p>Essential:</p> <p>a) Good academic record with at least 55% marks or an equivalent grade at both UG and PG level or at Integrated PG level in a relevant discipline.</p> <p style="text-align: center;">OR</p> <p>Good academic record with at least 55% marks or an equivalent grade at UG level and professionally qualified Chartered Accountant / Cost and Management Accountant.</p> <p>b) Ph.D in relevant discipline.</p> <p>c) A minimum of eight years of teaching/research/industry experience in a relevant area of which at least four years should be at the level of Assistant Professor in a University, College or Research Organisation.</p> <p>Desirable:</p> <p>a) Research publications such as books/ research papers/policy papers as per the UGC norms.</p> <p>b) Experience of guiding Ph.D scholars.</p>
9.	Period of Probation	1 year

10.	Composition of Selection Committee	<p>The Selection Committee shall consist of:</p> <p>(i) Vice-Chancellor</p> <p>(ii) Pro-Vice-Chancellor</p> <p>(iii) A nominee of the Visitor</p> <p>(iv) The Head of the Department concerned.</p> <p>(v) One Professor to be nominated by the Vice-Chancellor.</p> <p>(vi) Two persons not in the service of the University, nominated by the Executive Council, out of a panel of names recommended by the Academic Council for their special knowledge of, or interest in the subject with which the Associate Professor will be concerned.</p> <p>Quorum for the meeting shall be as per Statute 21(3).</p>
11.	Additional Service benefits	On completion of every 3 years of service in IMU, a Faculty is eligible for 6 months of special leave that could be used for the purposes of higher studies / industrial exposure / sailing / research subject to IMU terms and conditions.
12.	Age of superannuation	65 Years
13.	Remarks	<p>a) Reservations as per Government of India/UGC guidelines would be applicable.</p> <p>b) The crucial date for determining the eligibility conditions shall be the closing date for receipt of applications from candidates.</p> <p>c) The educational qualifications must be from a university/institution recognised by Statutory Authorities.</p> <p>d) Higher start within the pay band can be considered in deserving cases.</p> <p>e) The relevancy of qualifications and the Screening of applications will be done by an Expert Scrutiny Committee.</p>

Note: The Notification published vide Ordinance 76 of 2015 in Gazette 298 dated 20-07-2016 is hereby repealed.

Ordinance 77 of 2015

(Gazette 350 dated 12.09.2018)

[EC 2015-33-20 dated 23.12.2015. Amended vide EC 2018-46-15 dated 29.06.2018]

Recruitment Rules for the post of Professor (Economics/ Finance and Accounting) in the School of Maritime Management

1.	Name of the post	Professor
2.	No. of posts	1
3.	Specialization	Economics/ Finance and Accounting
4.	Classification	Academic Post

5.	Scale of Pay	Level 14 - 7 th CPC
6.	Whether Selection post or Non-selection post	Selection Post
7.	Age limit	60
8.	Educational and other qualifications required for Direct Recruitment.	<p>Essential:</p> <p>a) <i>Good academic record with at least 55% marks or an equivalent grade at both UG and PG level or at Integrated PG level in a relevant discipline.</i></p> <p>OR</p> <p>Good academic record with at least 55% marks or an equivalent grade at UG level and professionally qualified Chartered Accountant / Cost and Management Accountant.</p> <p>b) Ph.D in relevant discipline.</p> <p>c) <i>A minimum of ten years of teaching/research/industry experience in a relevant area of which at least five years should be at the level of Associate Professor in a University, College or Research Organisation.</i></p> <p>Desirable:</p> <p>a) Research publications such as books/ research papers/policy papers as per the UGC norms.</p> <p>b) Experience of guiding Ph.D scholars.</p>
9.	Period of Probation	1 year
10.	Composition of Selection Committee	As per IMU Statutes.
11.	<i>Additional Service benefits</i>	<i>On completion of every 3 years of service in IMU, a Faculty is eligible for 6 months of special leave that could be used for the purposes of higher studies / industrial exposure / sailing / research subject to IMU terms and conditions.</i>
12.	Age of superannuation	65 Years
13.	Remarks	<p>a) Reservations as per Government of India/UGC guidelines would be applicable.</p> <p>b) The crucial date for determining the eligibility conditions shall be the closing date for receipt of applications from candidates.</p> <p>c) The educational qualifications must be from a university/institution recognised by Statutory Authorities.</p> <p>d) Higher start within the pay band can be considered in deserving cases.</p> <p>e) The relevancy of qualifications and the Screening of applications will be done by an Expert Scrutiny Committee.</p>

Ordinance 78 of 2015

(Gazette 350 dated 12.09.2018)

[EC 2015-33-20 dated 23.12.2015. Amended vide EC 2018-46-15 dated 29.06.2018]

Recruitment Rules for the post of Professor (Logistics & Supply Chain Management/ Port & Shipping Management) in the School of Maritime Management

1.	Name of the post	Professor
2.	No. of posts	1
3.	Specialization	Logistics & Supply Chain Management/ Port & Shipping Management
4.	Classification	Academic Post
5.	Scale of Pay	Level 14 - 7 th CPC
6.	Whether Selection post or Non-selection post	Selection Post
7.	Age limit	60
8.	Educational and other qualifications required for Direct Recruitment.	Essential: a) Good academic record with at least 55% marks or an equivalent grade at both UG and PG level or at Integrated PG level in a relevant discipline. OR Good academic record with at least 55% marks or an equivalent grade at UG level and professionally qualified Chartered Accountant / Cost and Management Accountant. b) Ph.D in relevant discipline. c) A minimum of ten years of teaching/research/industry experience in a relevant area of which at least five years should be at the level of Associate Professor in a University, College or Research Organisation. Desirable: a) Research publications such as books/ research papers/policy papers as per the UGC norms. b) Experience of guiding Ph.D scholars.
9.	Period of Probation	1 year
10.	Composition of Selection Committee	As per IMU Statutes.
11.	Additional Service benefits	On completion of every 3 years of service in IMU, a Faculty is eligible for 6 months of special leave that could be used for the purposes of higher studies / industrial exposure / sailing / research subject to IMU terms and Conditions
12.	Age of superannuation	65 Years

13.	Remarks	<p>a) Reservations as per Government of India/UGC guidelines would be applicable.</p> <p>b) The crucial date for determining the eligibility conditions shall be the closing date for receipt of applications from candidates.</p> <p>c) The educational qualifications must be from a university/institution recognised by Statutory Authorities.</p> <p>d) Higher start within the pay band can be considered in deserving cases.</p> <p>e) The relevancy of qualifications and the Screening of applications will be done by an Expert Scrutiny Committee.</p>
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Ordinance 25 of 2018

(Gazette 350 dated 12.09.2018)

[EC 2018-46-01 dated 29.06.2018]

“Ordinance prescribing the norms for engagement of contract Staff in the non-Teaching category

1. All engagements of contract staff in the non-Teaching category shall be done with the approval of the Executive Council.
2. Relevant existing recruitment rules (regular/contract) as applicable shall be followed.
3. No contract staff above the age of 65 years shall be engaged.
4. Reservation policy of the Central Government shall apply to the contract positions.
5. The Selection Committee for contract post shall be approved by the Vice Chancellor. The selection process may consist of test and/or personal interview.
6. All contract staff shall enter into a contract with IMU.
7. Engagement of contract staff in Non-teaching Category shall be for a duration of one (1) year extendable by one (1) year each subject to satisfactory performance and subject to maximum duration of 3 years. No extension shall be provided beyond three (3) years under any circumstances. However the candidate shall be eligible for engagement under a fresh contract.
8. The contract staff shall be paid a monthly consolidated lump sum amount, which shall be fixed by the Selection Committee, by taking into consideration of justifications (that must be recorded) like qualification, experience, the last drawn emoluments, etc. They shall be eligible for annual increment @ 5%. Further, the consolidated remuneration paid will not exceed the emoluments at the maximum of the scale of the regular post against which appointed.
9. Contract staff shall during official engagement / travel be entitled to same allowance as that of Regular Staff at the corresponding level.
10. Statutory requirements as prescribed by the provisions on Provident Fund Act, will be applicable.
11. Applicable statutory deductions towards Income tax (TDS) etc. will be made from the consolidated remuneration.
12. DA/CCA/HRA/LTC or any other relief/ allowances / benefits are not admissible.
13. Total casual leave admissible shall not exceed 20 days (without any deduction of consolidated remuneration) per annum.

14. Contract staff can be assigned, in addition to the specific task for which appointed, any other duties by the Campus Director / Vice Chancellor.
15. The engagement can be discontinued with one month notice by either side without assigning any reason. Also, the appointee shall not have any claim whatsoever for regular appointment on any position on the basis of contract appointment.”

Ordinance 27 of 2018

(Gazette 350 dated 12.09.2018)

[EC 2018-46-23 dated 29.06.2018]

Ordinance prescribing the norms for engagement of contract Faculty.

1. Engagements of Faculty on contract basis shall be made by the Executive Council against sanctioned posts (unfilled regular/ contract).
2. Educational qualifications for Faculty (on contract) shall be same as that of regular posts in the concerned discipline.
3. The maximum entry age for engagement of Faculty on contract is 62 years.
4. Reservation and Relaxation in qualifications shall apply as per Government of India rules which are in force as amended from time to time.
5. The Selection Committee norms for engagement of Faculty on contract basis shall be same as those of Regular posts under Statute 21.
6. The selection process may consist of personal interview and making a demo lecture before the Selection Committee. In case of large number of applicants, a screening test shall be conducted in IMU HQ/ Campuses to shortlist candidates. The candidates who pass the screening test would be called for personal interview. The shortlisting of applications and decision to conduct a screening test shall be recommended by a scrutiny committee, constituted with the approval of Vice Chancellor.
7. Faculty member engaged under this Ordinance shall enter into a contract with IMU.
8. The Performance appraisal of the faculty members shall be based on the Annual Performance Report as per the format prescribed by IMU.
9. The duration of the contract engagements shall be initially for a period of one year under Statute 23. The contract can be extended for a maximum of two more instances (one year at a time) upon the recommendations of a committee constituted by the Campus Director. However the extension is subject to IMU's requirements.
10. At the end of each 3 year tenure, a contract Faculty shall be eligible upon his / her application for re-engagement for additional tenure (renewable annually), provided a review of the performance by the selection committee as indicated in Para 4 above finds the candidate suitable. A fresh contract shall be entered into by the candidate and IMU. However, the re-engagement is subject to IMU's requirements and other applicable norms.
11. The Faculty member engaged on contract shall be paid a consolidated salary which shall be fixed by the Selection Committee, by taking into consideration of justifications (that must be recorded) like qualification, experience, the last drawn emoluments, etc. They shall be eligible for annual increment @ 5%. Further, the

consolidated remuneration paid to contract Faculty member will not exceed the emoluments at the maximum of the scale of the regular post against which appointed.

12. Contract Faculty member shall during official engagement / travel be entitled to same allowance as that of Regular Faculty at the corresponding level.
13. Statutory requirements as prescribed by the provisions on Provident Fund Act, will be applicable.
14. Applicable statutory deductions towards Income tax (TDS) etc. will be made from the consolidated remuneration.
15. DA/CCA/HRA/LTC or any other relief/ allowances / benefits are not admissible.
16. Total casual leave admissible shall not exceed 20 days (without any deduction of consolidated remuneration) per annum.
17. Faculties engaged on contract basis can be assigned, in addition to the specific task for which appointed, any other duties by the Campus Director / Vice Chancellor.
18. The engagement can be discontinued with one month notice by either side without assigning any reason. Also, the appointee shall not have any claim whatsoever for regular appointment on any position on the basis of contract appointment.
19. Engagement of Visiting Faculty/Guest Faculty on hourly basis will not come under the purview of these rules.

Ordinance 28 of 2018

(Gazette 62 dated 13.02.2019)

[EC 2018-47-08 dated 23.10.2018]

Ordinance on Lien and Forwarding of Applications

The Executive Council resolved to approve the following norms with regard to granting of lien to IMU employees seeking employment in other Organisations and forwarding of application to outside Organisations:

1. Lien

- a. IMU employees who have completed 5 years of service after confirmation in a post in IMU will be given the benefit to retain lien for one year for appointments in outside Organisations.
- b. However, not more than 10% of employees in a cadre shall be extended this facility

2. Forwarding of Applications

- a. IMU shall not provide NOC or forward applications of Faculty/Staff for employment in other organisations till they complete probation period. This rule will not apply for posts advertised by UPSC and SPSC's.
- b. IMU shall not provide NOC or forward applications of Faculty/Staff who have joined IMU on deputation basis.
- c. IMU shall follow the norms prescribed in DoPT O.M. No. 28011/1/2013-Estt.(C) dated 23.12.2013 with respect to employees who have completed the probation period.

**New Clause – 5(iii)(c) in Chapter 2 [Leave Admissible to Teachers] of the Academic Ordinances
published in Gazette No 38 dated 28.01.2010**

(Gazette 62 dated 13.02.2019)

[EC 2018-47-16 dated 23.10.2018]

- 5 (iii) (c) If a Teacher/Faculty resigns or quits service, he may be granted cash equivalent in respect of earned leave at his credit on the date of cessation of service, to the extent of half of such leave at his credit, subject to a maximum of 150 days.

Ordinance 04 of 2019

(Gazette 345 dated 30.09.2019)

[EC 2019-48-29 dated 17.05.2019]

“Mode of Performance Appraisal for Campus Directors, Officers and Non-teaching Staff of IMU Headquarters and Campuses

- The Performance Appraisal System (PAS) for Officers and Non-teaching Staff of the Indian Maritime University who are appointed on regular basis shall consist of three parts, viz. Work Output, Assessment of Personal Attitudes and Assessment of Functional Competency.
- The total marks should be reduced to a ‘score’ on a 10-point scale as follows:

<i>Score</i>	<i>Grade</i>
8 to 10	Outstanding
6 to < 8	Very Good
4 to < 6	Good
Less than 4	Poor

- The Annual Performance Appraisal Report (APAR) shall be written for each financial year that is from 1st April to 31st March of the following year. Where more than one APAR is written during the course of a financial year, each such report shall indicate the period to which it pertains. No Annual Performance Assessment Report (APAR) need be written if the period covered is less than 3 months. Instead a certificate to this effect may be kept in the file by the reporting officer.
- The Annual Performance Appraisal Report (APAR) shall be written by a “Reporting Authority” and it will then be reviewed by a “Reviewing Authority”. The Reporting Authority and Reviewing Authority shall be as under:

IMU Headquarters:

S.No	Post	Reporting Authority	Reviewing Authority
1.	Group ‘C’ Officers	AR/AR(F)	DR/DFO
2.	Group ‘B’ Officers	DR/DFO	Registrar/CoE/FO
3.	Personal Staff - Private Secretary, Personal Assistant, Stenotypist, Driver etc.	The Officer concerned	

4.	Group A officers		
(i)	Assistant Registrar, Assistant Registrar (Finance), Assistant Engineers, Assistant Librarian	DR/DFO/Deputy Librarian/Executive Engineer	Registrar/CoE/FO/ Librarian
(ii)	Deputy Registrar/Deputy Finance Officer/Deputy Librarian/ Executive Engineer	Registrar/CoE/FO/Librarian	Vice Chancellor
5.	Registrar, Finance Officer, Controller of Examinations.	Vice Chancellor	

IMU Campuses:

S.No	Post	Reporting Authority	Reviewing Authority
1.	Group 'C' Officers (Admin/Finance)	AR/AR(F)	DR
2.	Group 'C' Officers (Academic)	Concerned Faculty	HoD
3.	Group 'B' Officers (Admin/Finance)	DR	Campus Director
4.	Group 'B' Officers		
(i)	Library Assistants	Assistant Librarian	Campus Director
(ii)	Other Academic Staff	HoD	Campus Director
5.	Personal Staff - Private Secretary / Personal Assistant/Steno typist/ Driver etc.	The Officer concerned	
6.	Group A officers		
(i)	Assistant Registrars, Assistant Engineer, Assistant Librarian	DR	Campus Director.
(ii)	Assistant Registrar (Finance)	Campus Director	Vice Chancellor
(iii)	All Deputy Registrars	Campus Director	Vice Chancellor
7.	Campus Directors	Vice Chancellor	

Note:

1. In the case of Assistant Registrar (Finance) in Campuses, the Vice Chancellor, before recording his assessment as Reviewing Authority may seek a note on the Performance from the Finance Officer and this note shall form part of the records.
2. In case of legacy non-teaching employees coming under S.49(i) and S.49(ii) of the IMU Act, respective Campuses shall identify the suitable reporting and reviewing officer as per above table based on the category of the employee i.e whether Group A/B/C or Class I/II/III/IV. The same shall be communicated to the respective employee at the beginning of the financial year by the Campus Director through an Office Order.
5. If any new Section/Department is created in HQ under Registrar/CoE/FO/Librarian, the Reporting Authority for the Group A officers in that Section/Department shall be Registrar/CoE/FO/Librarian respectively.
6. The format of the Annual Performance Assessment Report (APAR) shall be as prescribed by the Executive Council from time-to-time. There shall be separate APAR formats for the Officers (Group A and Group B) and the Group C Non-Teaching staff. The Vice-Chancellor is authorised to make such modifications to the format (without changing the weightages/marks for the various Performance Indicators) as deemed necessary and obtain the ratification of the Executive Council.
7. If an official fails to submit his self-assessment report within the time limit prescribed, then the Reporting Authority and the Reviewing Authority shall be at liberty to record their marks without the self- assessment report
8. The Reporting Authority and the Reviewing Authority shall record the marks for each Performance Indicator in the relevant columns of the APAR format and also the score on the 10-point scale. When a Reporting Authority/Reviewing Authority retires, he shall give his report on within one month of retirement.
9. The overall score on the 10-point scale given by the Reviewing Authority is final.
10. Apart from the overall score on the 10-point scale, the Reporting Authority and the Reviewing Authority shall also record a brief narrative report of the official's performance within 200 words.
11. The APAR should not aim to be punitive; rather its aim should be to guide the Official to achieve his full potential and produce better results.
12. A photocopy of the APAR shall be furnished to the official for perusal under proper acknowledgement.
13. Any official who has been awarded a score below 4 on the 10-point scale may submit a written representation to the Reviewing Authority within 2 months from the date of communication of a copy of the APAR. The Reviewing Authority shall obtain the remarks of the Reporting Authority on the representation of the aggrieved official and pass such orders as appropriate regarding the amendment of the score within 3 months.
14. If any comment made in the course of the brief narrative report penned by the Reporting Authority as well as the Reviewing Authority is adverse to the official, he may submit a written representation to the Reviewing Authority. The Reviewing Authority shall obtain the remarks of the Reporting Authority on the representation of the aggrieved official and pass such orders as appropriate. The same will hold good where

a Reporting Authority has not made any adverse comment but the Reviewing Authority has made an adverse remark. Where an adverse comment has been made by the Reporting Authority and the same has been specifically rebutted by the Reviewing Authority, it shall be treated as if there is no adverse comment against the official.

15. Record keeping of APARs: All original APARs shall be maintained by the APAR Cell of IMU HQ - Administration section in IMU HQ. A copy of APARs shall also maintained by the Campuses for the employees under them.

16. Preferred timeline for generation and recording of APAR:

S.No.	Activity	To be completed by
A	Intimation to all employees regarding submission of APAR by Campuses and HQ for respective employees under their roll.	1 st April
B	Submission of self-appraisal to the Reporting Officer under intimation to APAR cell of IMU HQ.	1 st May
C	Forwarding of report by reporting officer to reviewing officer under intimation to APAR cell of IMU HQ.	1 th June
D	Forwarding of report by Reviewing Officer to APAR cell of IMU HQ.	1 st August
E	Disclosure of APAR to employee by APAR cell of IMU HQ with proper acknowledgement.	1 st September
G	Receipt of any representations	1 st October
H	Disposal of representations	1 st November

17. Unless there is anything repugnant in the Indian Maritime University Act/ Statutes/Ordinances, Guidelines issued by DoPT from time to time with regard to APAR shall be deemed to be the orders or administrative instructions under this Ordinance.



INDIAN MARITIME UNIVERSITY

**Format of Performance Appraisal Report for Group A and Group B Officers of the
Indian Maritime
University for the period from**

01st Aprilto 31stMarch

Part I: General Information

(to be filled by the Administrative Section)

1. a) Name of the officer reported upon :
- b) Designation :
2. Campus/Head Quarters :
3. Date of appointment to the present post :
4. Length of service under the reporting Officer : (from to)
5. Details of leave, trainings attended during the period under report.
: (i) Leave:- (ii) Training:-
6. Whether property return filed as per the Conduct Rules of IMU? :
If so, the actual date of filing of property return

Part II: Self Appraisal

(to be filled by the Officer reported upon)

1. Brief description of duties: (Objectives of the position you hold and the tasks you are required to perform, in about 100 words)

2. Annual work plan and achievement

Tasks to be performed	Deliverables	Achievement

Note: If considered necessary, the details can be furnished in a separate sheet of paper in the above format and attached to the PAR.

3. During the period under report, do you believe that you have made any exceptional contribution, e.g. successful completion of an extraordinarily challenging task for major systemic improvement (resulting in significant benefits to the university and/or reduction time and costs)? If so, please give a verbal description (within 100 words)
4. What are the factors that hindered your performance ?

Signature of the Officer reported upon

Part III : Appraisal

(to be filled by the Reporting Officer)

1. Assessment of “Work Output” (This assessment should rate the officer vis-à-vis his peers and not the general population. Grades should be assigned on a scale of 1-10, with 1 referring to the lowest grade and 10 to the best grade. ***(Weightage to this section would be 40%)***)

#	Attributes	Reporting Authority	Reviewing Authority
(i)	Accomplishment of planned work		
(ii)	Quality of output		
(iii)	Accomplishment of exceptional work / unforeseen tasks		
	Overall Grading on “ Work Output” [Average value of (i) to (iii)]		

2. Assessment of “Personal Attributes” (on a scale of 1-10).

(Weightage to this section would be 30%)

#	Attributes	Reporting Authority	Reviewing Authority
(i)	Attitude to work		
(ii)	Sense of responsibility		
(iii)	Maintenance of Discipline		
(iv)	Emotional stability		
(v)	Communication Skills		

(vi)	Moral Courage and willingness to take professional stand		
(vii)	Leadership qualities		
(viii)	Capacity to work in time limit		
	Overall grading on "Personal Attributes" [Average value of (i) to (viii)]		

3. Assessment of Functional Competency (on a scale of 1-10).
(Weightage to this Section will be 30%)

#	Attributes	Reporting Authority	Reviewing Authority
(i)	Knowledge of laws/ rules/ procedures/ IT skills and awareness of the local norms in the relevant area		
(ii)	Strategic planning ability		
(iii)	Decision making ability		
(iv)	Initiative		
(v)	Coordination ability		
(vi)	Ability to motivate and develop subordinates		
	Overall Grading on 'Functional Competency' [Average value of (i) to (vi)]		

4. Overall grading out of 10: [Weighted average of grading under 1, 2 and 3 above]

5. Integrity (Please tick the appropriate box)

Beyond doubt	
Since the integrity of the Officer is doubtful, a secret note is attached	
Not watched the Officer's work for sufficient time to form a definite judgment but nothing adverse has been reported to me about the officer	

6. Pen Picture by Reporting Authority (Not more than 200 words)

Signature of the Reporting Authority:

Name in Block Letters:

Designation:

Date:

REMARKS OF REVIEWING AUTHORITY

(to be filled by the Reviewing Officer)

1. Length of Service under the Reviewing Authority

2. Integrity (Please tick the appropriate box)

Beyond doubt	
Since the integrity of the Officer is doubtful, a secret note is attached	
Not watched the Officer's work for sufficient time to form a definite judgment but nothing adverse has been reported to me about the officer	

3. State clearly whether the Reviewing Authority fully agrees with the remarks of the Reporting Authority. If any modification is made by him on the remarks of the Reporting Authority, the reasons for such modification shall be indicated.

4. Comments if any, on the pen picture written by the Reporting Authority

5. Overall grading on a scale of 1 to 10:

Signature of the Reviewing Authority:

Name in Block Letters:

Designation:

Date:



INDIAN MARITIME UNIVERSITY

PROFORMA FOR PERFORMANCE APPRAISAL REPORT (PAR) FOR GROUP 'C' CATEGORIES

1st April to 31st March

PART – I – PERSONAL DATA

(To be filled in by the Staff reported upon)

1. Name -
2. Date of Birth -
3. Date of entry into IMU and the post in which he/she was appointed -
4. Present post and date of appointment -
5. Period of absence from duty on leave/ training etc., during the year - (i) Leave:
(ii) Training:
6. Whether property return has been filed as per the
Conduct rules of IMU? If so, the actual date of filing of
property return -

PART – II

(To be filled in by the Staff reported upon)

7. Brief description of duties -
8. Task to be performed -
9. Target set for the year -
10. Actual Achievements -

Name and Signature of the Staff reported
upon

PART – III

(To be filled in by the Reporting Officer)

11. Temperament:
 - (a) Is he/she calm and does he/she retain poise at times of pressure of work? -
 - (b) Does he/she get provoked easily? -
 - (c) Is he/she able to tolerate differences of Opinion? -

12. Intelligence and understanding:

(Please tick (✓) whichever is applicable)

- (a) Exceptional and has clear grasp of any matter however complicated
- (b) Is intelligent and grasps a point correctly with reasonable speed
- (c) Shows a barely adequate grasp
- (d) Very slow and / or often misses the point

PART – IV

(To be filled in by the Reporting Officer)

13. Knowledge of Rules, Codes/ Manuals, instructions and procedures:

(Please tick (✓) whichever is applicable)

- (a) Has an exceptionally good grasp of the work of the office as a whole and the Rules, Codes, Manuals generally and a thorough and intensive knowledge of work of the Section
- (b) Has a sound knowledge both of the work of the Section and that of the office as a whole
- (c) Has adequate knowledge
- (d) Not good enough

14. Quality of Work:

(Please tick (✓) whichever is applicable)

(i) Attention of details:

- (a) Perceptive comprehension
- (b) Considers all relevant details
- (c) Apt to be over-concerned with petty details and loses perspective
- (d) Inclined to be superficial

- (ii) Presentation of cases:
- (a) Extremely clear, cogent and Logical
 - (b) Very good and expresses Himself/herself clearly and concisely
 - (c) Just good enough
 - (d) Does not have ability to present cases properly
- (iii) Ability in Noting and drafting:
- (a) Excellent
 - (b) Very good
 - (c) Good
 - (d) Average
 - (e) Poor
- (iv) Promptness in disposal of work:
- (a) Very prompt
 - (b) Reasonably prompt
 - (c) Is slow and tends to delay
15. Quality of supervision:
(Please tick (✓) whichever is applicable)
- (a) Very thorough and of a high order
 - (b) Good and useful
 - (c) Average and routine
 - (d) Poor
16. Initiative and Drive:
(Please tick (✓) whichever is applicable)
- (a) Excellent
 - (b) Good
 - (c) Adequate
 - (d) Lacking
17. Readiness to assume responsibility:
(Please tick (✓) whichever is applicable)
- (a) Promptly comes forward and accepts responsibility
 - (b) Accepts responsibility, if it comes
 - (c) Tends to evade
 - (d) Passes responsibility to others

18. Attitudes towards superior and relationship with colleagues and subordinate staff:

(Please tick (✓) whichever is applicable)

(a) Towards Superiors:

- (i) Well behave and gives due regard
- (ii) Argumentative
- (iii) Inclined to be insubordinate

(b) Towards colleagues and subordinates:

- (i) Cordial and co-operative
- (ii) Keeps to himself/herself
- (iii) Quarrelsome and does not get on

19. Other observations:

- (a) Indebtedness -
- (b) Integrity -
- (c) Meritorious or special achievements during the year, commendation if any -
- (d) Serious lapse of commission or omission in his work, punishments, if any -

20. Fitness for

- Promotion: (a) (i) Fit.
(ii) if not yet fit, briefly state due to what reason he is considered as unfit.
(b) Any other remarks.

Signature of the Reporting Authority

Name in Block Letters

Designation

Date.

PART - V

REMARKS OF THE REVIEWING AUTHORITY

(To be filled in by the Reviewing Officer)

Signature of the Reviewing Authority:

Name in Block Letters:

Designation:

Date:”

Note: The Ordinance 12 of 2015 published in the Official Gazette No. 305 dated 03.09.2015 shall be repealed.

Ordinance 05 of 2019

(Gazette 345 dated 30.09.2019)

[EC agenda No. 2019-in-Circulation-02 dated 13.06.2019]

“Recruitment Rules for the post of Pro-Vice Chancellor

1.	Name of post	Pro-Vice Chancellor
2.	No. of posts	1 (at IMU Headquarters, Chennai)
3.	Classification	Group A
4.	Scale of Pay	Of a Professor of a Central University. [currently Pay Band of Rs.37400-67000 with AGP of Rs.10,000/12,000 or equivalent in 7 th CPC].
5.	Whether Selection post or Non-selection post	Selection Post
6.	Age limit for direct recruitment	<u>Not exceeding 65 years.</u>
7.	Educational and other qualifications required for direct recruitment	Should be a Professor in IMU or qualified to be appointed as a Professor in any one of the Schools of Studies in IMU.
8.	Whether Age & Educational qualifications prescribed for Direct Recruits will apply in the case of Promotees and Deputationists?	Yes.
9.	Method of Recruitment	By Direct Recruitment [or] by Lateral Transfer [or] by Deputation of a person holding an analogous post on regular basis.
10.	Composition of the Selection Committee/ Departmental Promotion Committee.	Not applicable. As per Statute 4(1), the Pro-Vice Chancellor is appointed by the Executive Council on the recommendation of the Vice Chancellor.
11.	Term of office	Such as may be decided by the Executive Council but it shall not in any case exceed 5 years or until the expiration of the term of office of the Vice Chancellor, whichever is earlier. Provided that a Pro-Vice Chancellor whose term of office has expired shall be eligible for reappointment. Provided further that in any case, a Pro-Vice Chancellor shall retire on attaining the age of <u>70 years.</u> Provided also that the Pro-Vice Chancellor shall while discharging the duties of the Vice Chancellor under clause (6) of Statute 2, continue in office notwithstanding the expiration of his term of office as Pro-Vice Chancellor, until a new Vice Chancellor or the Vice Chancellor as the case may be assumes office.”

Note: The Ordinance 8 of 2017 published in the Official Gazette No. 273 dated 19.7.2018 shall be repealed.

Ordinance 07 of 2019

(Gazette 403 dated 18.11.2019)

*[EC 2015-31-36 dated 26.06.2015. Amended vide EC 2018-43-06 dated
29.01.2018 and EC 2019-49-14 dated 24.09.2019]*

Recruitment Rules for the post of Campus Director

1.	Name of Post	Campus Director
2.	Classification	Academic Post
3.	Scale of Pay	Level 14 [Academic] under 7 th CPC plus Special Allowance of Rs. 6750/month.
4.	Whether selection post or non-selection post	Selection Post Internal Candidates selected under the direct recruitment will return to the substantive post on completion of specified tenure.
5.	Age limit	Not exceeding 62 years

6.	Educational and other qualifications required for direct recruitment/ deputation	<p><u>Category 1: Academics</u></p> <ol style="list-style-type: none"> 1. Candidate qualified to be appointed as a Professor in any of the School(s) in IMU. 2. However, the applicable age limit shall be 62 years. <p><u>Category 2: Research Organisations</u></p> <ol style="list-style-type: none"> 1. Good academic record with at least 55% marks or an equivalent grade at both UG and PG level or at Integrated PG level in a relevant engineering discipline. 2. Ph.D in Engineering. 3. Candidate should have at least ten years' experience of which at least 5 years should be in the rank of Scientist F or equivalent in Research Organisation <p style="text-align: center;">or</p> <p style="text-align: center;">In the rank of Scientist G or equivalent in Research Organisation</p> <p>Desirable: Evidence of publications in peer reviewed journals.</p> <p><u>Category 3: Mariners</u></p> <ol style="list-style-type: none"> 1. Directorate General (Shipping) recognised MEO Class I/Master Mariner (FG) with 2 years sailing experience at Management level within the meaning of STCW convention in force; 2. At least 20 years total work experience in shipping industry (sailing, on-shore, academics, classification society, and other related fields). For the purpose of calculation of total work experience, the sailing experience shall be multiplied by a factor of two. [OR] At least 10 years of sailing experience which includes 2 years sailing experience at Management level referred to in clause 1 above <p>Desirable:</p> <ol style="list-style-type: none"> a. Evidence of publications in peer reviewed journals b. Extra Masters or Extra First Class or PGDMOM obtained prior to 2014 or Ph.D <p><u>Category 4: Naval Officers</u></p> <ol style="list-style-type: none"> 1. Serving/Retired Naval officer with 5 years of experience in the rank of Commodore or equivalent/above and with experience in navigation/marine or electrical engineering/naval architecture branches. <p>Desirable</p> <ol style="list-style-type: none"> a. Evidence of publications in peer reviewed journals b. Experience in Navy Training Institutes/Headquarters.
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7.	Age of Superannuation	65 years
8.	Method of recruitment, whether by direct recruitment or by deputation/transfer and percentage of vacancies to be filled by various methods	<p>By Deputation / Direct Recruitment</p> <p>If by Deputation, the age and educational qualifications as applicable to Direct Recruits would apply.</p> <p>If by Deputation, the candidate must be in a position to complete at least one full term of 3 years before his superannuation in his parent department/agency.</p>
9.	Selection Committee	<p>The Selection Committee for appointment to the posts of Campus Directors shall consist of:</p> <ul style="list-style-type: none"> (i) Vice-Chancellor (ii) Pro-Vice-Chancellor (iii) A nominee of the Visitor (iv) Two members of the Executive Council nominated by it.

10.	Remarks	<p>a. Appointment to the post of Campus Director will be made for a tenure of 3 years initially.</p> <p>b. Eligible for 2 extensions up to 3 years at a time subject to satisfactory performance reviewed by a committee constituted as per Clause 9 above.</p> <p>c. Even though a Campus Director may be initially appointed to a particular Campus, he shall be liable for transfer to any other Campus within India.</p> <p>d. If an employee of an erstwhile legacy institute is appointed as Campus Director, the relevant age of superannuation will apply.</p> <p>e. In case of deputationists, the age of superannuation in the relevant parent organization will apply.</p> <p>f. For direct recruits to IMU, the age of superannuation shall be sixty five years.</p> <p>g. The tenure of appointment indicated in (a) and (b) above will be subject to the age of superannuation specified in (d) to (f) above.</p> <p>h. Sailing experience is to be reckoned from the entries based on sign-on and sign-off from ships as mentioned in the Continuous Discharge Certificate of the prospective candidate. For eligibility purposes in clause 6 (Category 3, Srl No.2), the sailing duration as per CDC entries will be multiplied by 2. For example, 6 months of total sailing duration as per CDC entries will be counted as 12 months (6x2) of service for calculating overall service.</p> <p>i. The crucial date for determining the eligibility conditions shall be the closing date for receipt of applications from candidates.</p> <p>j. The educational qualifications must be from a university/institution recognised by Statutory Authorities.</p> <p>k. The relevancy of qualifications and the Screening of applications will be done by an Expert Scrutiny Committee.</p> <p>l. Reservations as per Government of India/UGC guidelines would be applicable.</p>
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Note: The Special Allowance mentioned at Row No.3 of this Ordinance shall be applicable with effect from 01.07.2017.

Ordinance 03 of 2020

[EC-2019-50-04 dated 8.11.2019]

Recruitment Rules for the post of System Manager

1.	Name of the post	System Manager
2.	Number of Posts	1
3.	Classification	Group A
4.	Scale of Pay	Level 12 under 7 th CPC [Pre revised Rs. 15600-39100 + GP Rs.7600]
5.	Whether Selection post or non-Selection post	Not Applicable
6.	Age limit for direct recruitment	Not more than 45 years.
7.	Educational and other qualifications required	<p>1(a) M.E./M.Tech. in Computer Science Engineering/ Information Technology from any recognized University with minimum 55% of marks and 5 years of experience in the area as mentioned under experience.</p> <p style="text-align: center;">[OR]</p> <p>1(b) B.E/B.Tech in Computer Science Engineering/ Information Technology/MCA from any recognized University with minimum 55% of marks and 8 years of experience in the area as mentioned under experience.</p> <p style="text-align: center;">[AND]</p> <p>(2) experience: A minimum of 3 years (out of above mentioned over all experience) in EDP/IT center management in Govt. (or) PSU (or) ABs (or) University (or) reputed organization in Pay Level-10 or above or equivalent (in terms of gross salary) and on any one or more of the following areas: Hands on working experience with in-house Software/Programme development/ maintenance/ database administration/ Network operating system installation/ website/ intranet development and maintenance/ information security. Desirable:- Experience in ERP. Practical experience in Industry-standard software development, implementation and documentation process.</p>
8.	Whether Age & Educational qualifications prescribed for direct recruits will apply in the case of Deputationists?	Not Applicable
9.	Period of probation, if any	One Year
10.	Method of recruitment.	100% by Direct Recruitment. Test followed by Interview.

11.	If a Selection Committee exists, what is its composition?	(i) Vice Chancellor as Chairperson. (ii) Pro-Vice Chancellor (iii) One Director to be nominated by the Vice Chancellor (iv) Two experts in relevant discipline to be nominated by Vice Chancellor.
12.	Remarks	(i) Age of superannuation: 60 years. (ii) The crucial date for determining the eligibility conditions shall be the closing date for receipt of applications from candidates. (iii) The educational qualifications must be from a university/ institution recognized by Statutory Authorities. (iv) The decision of IMU regarding the relevancy of educational qualifications and work experience shall be final.

Note : The Recruitment Rules for the post of System Manager published vide S.No. 26 of Chapter 9 [Recruitment Rules: Academic and Administrative Service) in the Official Gazette No. 76 dated 12.05.2009 is hereby repealed.

Ordinance 04 of 2020

[EC-2019-51-01 dated 20.12.2019]

Recruitment Rules for the post of Section Officer (Finance)

1.	Name of the post	Section Officer (Finance)
2.	Number of Posts	9
3.	Classification	Group B
4.	Scale of Pay	Level 8 under 7 th CPC [Pre revised Rs. 9300-34800 + GP Rs.4800]
5.	Whether Selection post or non-Selection post	Selection Post
6.	Age limit for direct recruitment	Not more than 45 years.
7.	Educational and other qualifications required for Direct Recruitment	(i) Educational Qualification: A Bachelor's Degree in Commerce or Mathematics or Statistics. (ii) Service Qualification: At least 5 years of work experience in the area of Finance and Accounts in Level 6 under 7 th CPC or equivalent in any Central/State University or autonomous educational/ research institution, Central/ State Government or Government undertaking, Port Trust, etc. (iii) Working knowledge of Information & Communication Technology, especially in Accounting Software.
8.	Whether Age & Educational qualifications prescribed for direct recruits will apply in the case of Deputationists and Promotees?	Promotion Age: No Educational Qualifications: Yes Deputation Age: 56 years Educational Qualifications: Yes

9.	Period of probation, if any	Two years for Direct Recruits
10.	Method of recruitment.	By Promotion 50%, failing which by deputation. By Direct Recruitment: 50%. <u>Direct Recruitment:</u> will be done through an Online/Offline Screening Test and Interview. Online/Offline Screening Test is not necessary in the case of Deputation and Promotion (Interview Only). <u>Promotion:</u> From Senior Assistant (Finance) or equivalent with at least 8 years of regular service subject to assessment by Departmental Promotion Committee. <u>Deputation:</u> from a person holding analogous post on regular basis (or) at least 5 years' experience as Senior Assistant (Finance) or
11.	If a Selection Committee/ Departmental Promotion Committee exists, what is its composition?	(i) Registrar as Chairperson. (ii) One Campus Director nominated by the Vice Chancellor. (iii) Two nominees of the Vice Chancellor.
12.	Remarks	(i) Age of superannuation: 60 years. (ii) For Deputationists, relevant age of the sponsoring Department/Agency will apply subject to a maximum of 60 years. (iii) The crucial date for determining the eligibility conditions shall be the closing date for receipt of applications from candidates. (iv) The educational qualifications must be from a university/ institution recognized by Statutory Authorities. (v) The decision of IMU regarding the relevancy of

Note: The Ordinance 07 of 2015 published in the Official Gazette No. 305 dated 04.09.2015 shall be repealed.

Ordinance 05 of 2020

[EC-2019-51-01 dated 20.12.2019]

Recruitment Rules for the post of Section Officer

1.	Name of the post	Section Officer
2.	Number of Posts	17
3.	Classification	Group B
4.	Scale of Pay	Level 8 under 7 th CPC [Pre revised Rs. 9300-34800 + GP Rs.4800]
5.	Whether Selection post or non-Selection	Selection Post
6.	Age limit for direct recruitment	Not more than 45 years.

7.	Educational and other qualifications required for Direct Recruitment	(i) Educational Qualification: A Bachelor's Degree. (ii) Service Qualification: At least 5 years of work experience in the area of Administration / Establishment / Finance / Vigilance /Legal /Documentation / Academic/Examination in Level 6 under 7 th CPC or equivalent in any Central/State University or autonomous educational/ research institution, Central/ State Government or Government undertaking, Port Trust, etc. (iii) Working knowledge of Information & Communication Technology.
8.	Whether Age & Educational qualifications prescribed for direct recruits will apply in the case of Deputationists	Promotion Age: No Educational Qualifications: Yes Deputation Age: 56 years Educational Qualifications: Yes
9.	Period of probation, if any	Two years for Direct Recruits
10.	Method of recruitment.	By Promotion 50%, failing which by deputation. By Direct Recruitment: 50%. <u>Direct Recruitment</u> : will be done through an Online/Offline Screening Test and Interview. Online/Offline Screening Test is not necessary in the case of Deputation and Promotion (Interview Only). <u>Promotion</u> : From Senior Assistant or equivalent with at least 8 years of regular service subject to assessment by Departmental Promotion Committee. <u>Deputation</u> : A person holding analogous post on regular basis (or) at least 5 years' experience as Senior Assistant or equivalent post working in the area of Administration/ Establishment/ Finance/ Vigilance/ Legal/ Documentation/Academic/ Examination in Level 6 under 7 th CPC or equivalent in any Central/State University or autonomous educational/research institution, Central/State Government or Government undertaking, Port Trust, etc.
11.	If a Selection Committee exists, what is its composition?	(i) Registrar as Chairperson. (ii) One Campus Director nominated by the Vice Chancellor. (iii) Two nominees of the Vice Chancellor.
12.	Remarks	(i) Age of superannuation: 60 years. (ii) For Deputationists, relevant age of the sponsoring Department/Agency will apply subject to a maximum of 60 years. (iii) The crucial date for determining the eligibility conditions shall be the closing date for receipt of applications from candidates. (iv) The educational qualifications must be from a university/ institution recognized by Statutory Authorities. (v) The decision of IMU regarding the relevancy of educational qualifications and work experience shall be final.”

Note: The Ordinance 06 of 2015 published in the Official Gazette No. 305 dated 04.09.2015 shall be repealed.

Ordinance 04 of 2015

(Gazette 305 dated 03.09.2015)

[vide Executive Council resolution No.EC 2015-30-16 dated 25-02-2015]

Terms and conditions for acceptance of Endowments

A. *Terms and conditions of Endowments for Medals and Prizes*

1. The minimum donation towards an Endowment for a single Medal or Prize shall be Rs.1.00 lakh. There shall be no maximum limit. Donations greater than Rs.1.00 lakh should be in multiples of Rs.10,000.
2. The amount shall be deposited by IMU in a Nationalised Bank in Fixed Deposit in such a way as to maximize, to the extent possible, the interest accruing to the Fixed Deposit.
3. The annual interest from the Fixed Deposit shall be utilized for the giving of Medal and Prize every year.
4. For a minimum Endowment of Rs.1.00 lakh - assuming a Fixed Deposit interest rate of 8% per annum - a Medal/Prize of value approximately Rs.8,000 can be given.
5. The name of the Medal or Prize, its purpose, and the types of students to whom it can be given should be clearly specified by the donor. IMU will normally accept the donor's request in this regard. However, IMU reserves the right to reject an Endowment or to make suitable modifications in the name or purpose or the types of students to whom the Medal or Prize should be given if what was proposed by the donor is considered to be prejudicial to social harmony or to law and order or academic excellence or is impractical/impossible to implement.
6. Subject to what is stated in (5) above, it shall be the prerogative of IMU to select the students for the Medal or Prize under intimation to the donor.
7. The Medal or Prize will normally be given after one year from the date of acceptance of the Endowment by IMU. If the donor wants the Medal or Prize to be given within one year from the date of acceptance, then he should donate an additional amount equal to the value of the Medal or the Prize amount.
8. An Endowment once created in IMU is irrevocable and the donor or his heirs/successors/assignees cannot ask for it to be returned. An Endowment is deemed to be created when IMU has issued a letter to the donor intimating him the acceptance of his donation.
9. Two or more donors can institute an Endowment jointly.
10. If for any reason the Medal or Prize could not be given in a particular year, IMU shall arrange to give it as soon as it may be practicable.
11. If for any reason no student is found to be eligible to receive the Medal or Prize during a given year, the amount shall be added to the principal of the Fixed Deposit.
12. IMU's employees will not be allowed to create any Endowment in their name while in service.
13. There shall not be any financial burden upon IMU's funds in awarding the Endowment Medal or Prize.
14. Donations towards Endowments will be accepted only in the form of Demand Draft/Banker's Cheque.
15. Where endowments are received from foreign nationals or foreign companies, due compliance with the laws should be ensured.
16. There should not be any diversion of Endowment funds to other purposes.

B. Terms and conditions concerning the Endowment for Scholarships

1. The minimum donation towards an Endowment for a Scholarship shall be Rs. 3.00 lakhs. There shall be no maximum limit. But donations greater than Rs.3.00 lakh should be in multiples of Rs.10,000.
2. The amount shall be deposited by IMU in a Nationalised Bank in Fixed Deposit in such a way as to maximize, to the extent possible, the interest accruing to the Fixed Deposit.
3. The annual interest from the Fixed Deposit shall be utilized for the giving of Scholarship(s) every year.
4. For a minimum Endowment of Rs.3.00 lakhs - assuming a Fixed Deposit interest rate of 8% per annum - a Scholarship of approximately Rs.25,000 can be given.
5. The name of the Scholarship, its purpose, and the types of students to whom it can be given should be clearly specified by the donor. IMU will normally accept the donor's request in this regard. However, IMU reserves the right to reject an Endowment or to make suitable modifications in the name or purpose or the types of students to whom the Scholarship should be given if what was proposed by the donor is considered to be prejudicial to social harmony or to law and order or academic excellence or is impractical/impossible to implement.
6. Subject to what is stated in (5) above, it shall be the prerogative of IMU to select the students for the Scholarship under intimation to the donor.
7. The Scholarship will normally be given after one year from the date of acceptance of the Endowment by IMU. If the donor wants the Scholarship to be given within one year from the date of acceptance, then he should donate an additional amount equal to the value of the Scholarship amount.
8. An Endowment once created in IMU is irrevocable and the donor or his heirs/successors/assignees cannot ask for it to be returned. An Endowment is deemed to be created when IMU has issued a letter to the donor intimating him the acceptance of his donation.
9. Two or more donors can institute an Endowment jointly.
10. If for any reason the Scholarship could not be given in a particular year, IMU shall arrange to give it as soon as it may be practicable.
11. If for any reason no student is found to be eligible to receive the Scholarship during a given year, the amount shall be added to the principal of the Fixed Deposit.
12. IMU's employees will not be allowed to create any Endowment *in their name* while in service.
13. There shall not be any financial burden upon IMU's funds in awarding the Endowment Scholarship.
14. Donations towards Endowments will be accepted only in the form of Demand Draft/Banker's Cheque.
15. Where endowments are received from foreign nationals or foreign companies, due compliance with the laws should be ensured.
16. There should not be any diversion of Endowment funds to other purposes.

C. Terms and conditions concerning the Endowment for Orations

1. The minimum donation towards an Endowment for an Oration to be delivered in IMU for the benefit of the students shall be Rs.5.00 lakhs. There shall be no maximum limit. But donations greater than Rs.5.00 lakhs should be in multiples of Rs.10,000.

2. The amount shall be deposited by IMU in a Nationalised Bank in Fixed Deposit in such a way as to maximize, to the extent possible, the interest accruing to the Fixed Deposit.
3. The annual interest from the Fixed Deposit shall be utilized for organizing an Oration every year.
4. For a minimum Endowment of Rs. 5.00 lakhs - assuming a Fixed Deposit interest rate of 8% per annum – an amount of approximately Rs. 40,000 is likely to be available which should defray all the costs of organizing the Oration including the travel, boarding and lodging, honorarium to the speaker, function arrangements and so on.
5. The name of the Oration, its purpose, and the type of audience to whom it should be delivered should be clearly specified by the donor. IMU will normally accept the donor's request in this regard. However, IMU reserves the right to reject an Endowment or to make suitable modifications in the name or purpose or the type of audience to whom the Oration should be delivered if what was proposed by the donor is considered to be prejudicial to social harmony or to law and order or academic excellence or is impractical/impossible to implement.
6. Subject to what is stated in (5) above, it shall be the prerogative of IMU to organize the Oration under intimation to the donor.
7. The Oration will normally be organized after one year from the date of its acceptance by IMU. If the donor wants the Oration to be organized within one year from the date of its acceptance, then he should donate an additional amount equal to the cost of organizing the Oration.
8. An Endowment once created in IMU is irrevocable and the donor or his heirs/successors/assignees cannot ask for it to be returned. An Endowment is deemed to be created when IMU has issued a letter to the donor intimating him the acceptance of his donation.
9. Two or more donors can institute an Endowment jointly.
10. If for any reason the Oration could not be organized in a particular year, IMU shall arrange to organize it as soon as it may be practicable.
11. If there are any savings after organizing an Oration in any year, the saving shall be added to the principal of the Fixed Deposit.
12. IMU's employees will not be allowed to create any Endowment *in their name* while in service.
13. There shall not be any financial burden upon IMU's funds in organizing the Endowment Oration.
14. Donations towards Endowments will be accepted only in the form of Demand Draft/Banker's Cheque.
15. Where endowments are received from foreign nationals or foreign companies, due compliance with the laws should be ensured.
16. There should not be any diversion of Endowment funds to other purposes.

Note: The Notification published in Chapter-XII 'Award of Scholarships, Studentships, Fellowships, Medals, Prizes, Endowments etc' of "Ordinances Governing Academic Matters" of the Gazette of India No. 76, dated May 12, 2009 is hereby repealed.

Ordinance 62 of 2015

(Gazette 298 dated 20.07.2016)

[vide Executive Council resolution No.EC 2015-32-17 dated 21-08-2015]

Ordinance prescribing the Delegation of Financial Powers to the Officers of the Indian Maritime University

Sl. No.	Item of Expenditure and Extent of Delegation of Financial Powers	Administrative Approval / Sanction by	Remarks
A. (i) Expenditure out of 'Plan Funds' sanctioned by GoI.			
(a)	<i>Civil Works sanctioned under Plan funds and entrusted to CPWD (including Renovation, Repairs and Maintenance of Buildings, Roads, etc.)</i>		---
	(i) If the CPWD's proposal is within the Fund allotted for the specific item of Campus work or Headquarters work as per the approved Plan	Campus Director or Registrar, as the case may be	
	(ii) If the CPWD's proposal exceeds the Fund allotted as per the approved Plan in respect of Campus work/ Headquarters work warranting supplementary fund from IMU's Campus Development Fund or University Development Fund up to Rs.10 Crore per work	Vice Chancellor.	
	(iii) Internal re-allocations among the works/Campuses within the overall Plan Fund.	Vice Chancellor.	

(b)	<i>Purchase/Upgradation of Equipment, Machinery, Furniture, Computer Hardware and Software, Office Automation and related items sanctioned under Plan funds.</i>		<ol style="list-style-type: none"> 1. Specifications for high-value and highly technical items such as Simulators, Equipment, Machinery etc. will be prescribed by the 'High Power Experts Committee' constituted by the Vice Chancellor. 2. The Campus Director will approve the tenders upto Rs. 1 Crore based on the recommendation of the 'Purchase Committee' constituted for the Campus by the Vice-Chancellor. 3. The Vice-Chancellor will approve the tenders upto Rs.10 Crore for IMU Head Quarters based on the recommendation of the 'Purchase Committee' constituted for Head Quarters by the Vice-Chancellor.
	(i) Up to Rs.1 Crore per item – in respect of Campuses.	Campus Director	
	(ii) If the value of the equipment etc. required for Campuses is between Rs.1 Crore and Rs.10 Crore per item & in respect of all Headquarters' purchases of equipment etc. up to Rs.10 crore per item.	Vice Chancellor.	
	(iii) Internal re-allocations among the Campuses within the overall Plan Fund.	Vice Chancellor.	
(c)	<i>Books/Journals/ Magazines etc. for Libraries (Other than (d) below)</i>		<p>The choice of books, journals etc. will be recommended by 'Library Purchase Committee' constituted by Vice Chancellor.</p>
	(i) Up to Rs.50 lakhs per year– in respect of Campuses.	Campus Director	
	(ii) If the value of the purchase of books etc. required for Campuses is between Rs.50 lakhs and Rs.5 Crore per year & in respect of Headquarters' purchases of books etc. up to Rs.5 crore per year.	Vice Chancellor.	
	(iii) Internal re-allocations among the Campuses within the overall plan fund	Vice Chancellor.	

(d)	<i>E-Books/E-Journals/ E-Magazines etc. for Libraries</i>		1. As e-books, e-journals, e-magazines etc. have to be shared by Head Quarters as well as various Campuses, the subscriptions need to be centralized.
	Subscription to online e- Books/e- Magazines/e- Journals etc. up to Rs. 10 Crore in a year	Vice Chancellor.	2. The Vice Chancellor may constitute a 'High Power Experts Committee' to assist him in the digitization of the Library. 3. The choice of the e-books, e-journals, e-magazines etc. will be recommended by the ' <i>Library Purchase Committee</i> ' constituted by the Vice Chancellor.
B. Expenditure out of “Other than Plan Funds”			
(a)	<i>Physical Infrastructure Works including Renovation, Repairs and Maintenance of Buildings etc.</i>		
	1. Works entrusted to CPWD out of ‘Other than Plan Funds’:		1.Where Works are entrusted to CPWD: Administrative Approval & Expenditure Sanction by the Campus Director/Vice Chancellor within their respective limits will be based on the recommendations of the 'Works Committee' constituted by the Vice Chancellor. 2.Where works are entrusted to Agencies other than CPWD: Administrative Approval as well as Tender Approval by the Campus Director/Vice Chancellor within their respective limits will be based on the recommendations of the 'Works Committee' constituted by the Vice Chancellor. (Note: Limits for Tender Approval will be the same as Limits for Administrative Approval)
	(i) Up to Rs.1 Crore per item – in respect of Campus works.	Campus Director	
	(ii) If the value of the Campus work is between Rs.1 Crore and Rs.10 Crore per work & in respect of all Headquarters’ works up to Rs.10 crore per item	Vice Chancellor.	
	2. Works entrusted to Agencies other than CPWD out of ‘Other than Plan Funds’:		
	(i) Up to Rs.20 lakhs per work – in respect of Campus works.	Campus Director	
	(ii) If the value of the Campus work is between Rs.20 lakhs and Rs.10 Crore per work & in respect of all Headquarters’ works up to Rs.10 crore per item	Vice Chancellor.	

(b)	<i>Purchase / Upgradation of Equipment, Machinery, Furniture, Computer Hardware and Software, Office Automation and related items under 'Other than Plan Funds'</i>		1. Specifications for high-value and highly technical items such as Simulators, Equipment, Machinery etc. will be prescribed by the 'High Power Experts Committee' constituted by the Vice Chancellor.
	(i) Up to Rs.20 lakhs per item – in respect of Equipment etc. required for Campus.	Campus Director	2. The Campus Director will approve the tenders upto Rs. 20 Lakhs based on the recommendation of the 'Purchase Committee' constituted for the Campus by the Vice-Chancellor.
	(ii) If the value of the item required for Campus is between Rs.20 lakhs and Rs.10 Crore per item & in respect of all Headquarters' items up to Rs.10 crore per item.	Vice Chancellor.	3. The Vice-Chancellor will approve the tenders upto Rs. 10 Crore for IMU Head Quarters based on the recommendation of the 'Purchase Committee' constituted for Head Quarters by the Vice-Chancellor.
(c)	<i>Repairs and Maintenance of Equipment.</i>		
	(i) Up to Rs.50 lakhs per year – in respect of Repairs and Maintenance of Equipment for Campus.	Campus Director	
	(ii) If the value of the Repairs and Maintenance of Equipment for Campus is between Rs.50 lakhs and Rs.5 Crore per year & in respect of all Headquarters' Repairs and Maintenance of Equipment up to Rs.5 crore per year.	Vice Chancellor.	
(d)	<i>Outsourcing of Services (e.g. Security Guards, Gardening, Housekeeping, Other Manpower, Canteen and Mess, Conduct of Online Common Entrance Tests, Common Recruitment Tests, Online Counselling etc.)</i>		1. Tender Approval for Outsourcing of Services will be done by the Campus Director/Vice Chancellor within the respective limits based on the recommendation of the 'Purchase Committee' constituted by the Vice Chancellor. (Note: Limits for Tender Approval will be the same as Limits for Administrative Approval).
	(i) Up to Rs.3 Crore per year – in respect of Outsourcing of Services required for Campus.	Campus Director	2. Group Medical Insurance Facility for Staff or students shall be done centrally by IMU Headquarters only.

	(ii) If the value of the Outsourcing of Services for Campus is between Rs.3 Crore and Rs.15 Crore per year & in respect of all Headquarters' Outsourcing of Services up to Rs.15 crore per year.	Vice Chancellor.	
(e)	<i>Hospitality, Seminar, Workshops and Convocation.</i>		
	(i) <i>Sponsored Events:</i> Delegation up to funds received through sponsorship, donation etc. for the event - in respect of a Campus.	Campus Director	
	(ii) Other Events: Up to Rs.5 lakhs per year - in respect of a Campus.	Campus Director	
	(iii) (a) If the value of the Hospitality, Seminar and Workshops for Campus is between Rs.5 lakhs and Rs.10 Crore per year and (b) If the value of the Hospitality, Seminar, Workshops and Convocation in respect of Headquarters is up to Rs.10 crore per year.	Vice Chancellor.	
(f)	<i>Advertisements</i>		
	(i) Up to Rs.10 lakhs per year – in respect of advertisements relating to tenders, admissions, recruitments and training only required for Campus	Campus Director	<p>1. Giving of advertisements by Campus Directors for souvenirs brought out by third party agencies; educational supplements brought out by newspapers and magazines; and similar promotional advertisements shall be restricted to Rs.1 lakh per year.</p> <p>2. Advertisements in newspapers should be as per DAVP Rates.</p>

	ii) If the expenses on advertisements for Campus is between Rs.10 lakhs per year and up to Rs.10 Crore per year & in respect of all Headquarters' advertisement expenses up to Rs.10 crore per year.	Vice Chancellor.	3. The sizes of advertisements in newspapers should be kept as small as possible and the detailed information should be made available only in IMU's website. 4. Relevant guidelines issued by the Ministry of Information and Broadcasting to be followed.
(g)	<i>Purchase of Text Books and Course Materials</i>		
	(i) Up to Rs.1 Crore per year – in respect of purchase of Text Books and Course materials required for Campus.	Campus Director	1. “The Campus Director will approve the tenders upto Rs.1 Crore based on the recommendation of the ‘Purchase Committee’ constituted for the Campus by the Vice Chancellor.
	(ii) If the expenses on the purchase of Text Books and Course materials for Campus is between Rs.1 Crore per year and up to Rs.10 Crore per year.	Vice Chancellor.	2. The Vice-Chancellor will approve the tenders upto Rs.10 Crore based on the recommendation of the ‘Purchase Committee’ constituted by V.C.
(h)	<i>Vehicle Hiring, Running & Maintenance Expenses.</i>		
	(i) Up to Rs.50 lakhs per year – in respect of <i>Vehicle Hiring, Running & Maintenance Expenses</i> required for Campus.	Campus Director	Purchase of New Vehicles is not allowed except against the condemnation of an old vehicle and with the prior approval of the Vice Chancellor.

	(ii) If the Vehicle Hiring, Running & Maintenance Expenses for Campus is up to Rs.5 Crore per year & in respect of all Headquarters' Vehicle Hiring, Running & Maintenance up to Rs.5 Crore per year.	Vice Chancellor.	
(i)	<i>Office-related expenses (including postage, Telecommunication, Printing & Stationery and other such items)</i>		
	(i) Up to Rs.1 Crore per year – for Campus.	Campus Director	
	(ii) If the Office related expenses for Campus is between Rs.1 Crore and Rs.10 Crore per year & in respect of all Headquarters' expenses up to Rs.10 Crore per year.	Vice Chancellor.	
(j)	<i>Leasing in Premises</i>		
	Due to the highly variable nature of the City, Locality, Type of Building, Area of Building, Amenities provided, Purpose of use, duration of lease, etc. decisions about leasing in premises whether for Office or Residential purposes will be decided by the Executive Council only on the recommendation of the Finance Committee.		

(k)	<i>Mandatory Payments such as Salaries, Retirement benefits, Taxes, Electricity Charges, Water Charges</i>		<ol style="list-style-type: none"> 1. The initial Pay and Allowances of all newly recruited regular Teaching and Non-Teaching staff shall be fixed by Vice Chancellor. 2. Appointments/ Reappointments of Teaching and Non- Teaching staff on contract basis and fixation of Remuneration should be for a period not exceeding six months and can be done only with the prior approval of the Vice Chancellor. 3. Expenditure on Visiting Faculty shall be up to the limit prescribed by the Vice-Chancellor on the basis of workload.
	Full Delegation		
	a) In respect of Campus.	Campus Director	
	b) In respect of IMU Hqrs.	Registrar	
C.	Use of IMU's premises	No Delegation	All proposals should be submitted to the Finance Committee and Executive Council for approval

General Conditions

1. All the expenditure should be incurred subject to IMU norms and the approved Budget allocations.
2. All items beyond the powers delegated to the Vice-Chancellor should be placed before the Finance Committee and Executive Council
3. Campus Directors should incur expenditure within the delegated powers only. No ratification proposals will be entertained.
4. If there is any item of expenditure not covered by the above Table or if there is any ambiguity or lack of clarity about any item, Campus Directors/ Registrar shall seek clarification from the Vice Chancellor before incurring the expenditure.
5. If any specific instances of misuse of the delegated powers in respect of one or more items of expenditure in any Campus comes to the notice of the Vice Chancellor, he shall be at liberty to suspend the operation of the delegated power(s) in respect of the specific item(s) of expenditure for the specific Campus, and report the matter to the next meeting of the Finance Committee and Executive Council for necessary action.
6. The Assistant Registrar (Finance) of a Campus shall be under the administrative control of the Campus Director and the technical control of the Finance Officer. All Campus files involving financial commitment should necessarily be routed through the Assistant Registrar (Finance) and should normally have his concurrence. The Campus Director has the power to overrule the Assistant Registrar (Finance) in exceptional circumstances but only after recording the reasons thereof in writing. In all such cases, the Assistant Registrar (Finance) shall submit a report to the Finance Officer directly within 3 working days.

Regulation 01 of 2016

[vide Executive Council resolution No.EC 2016-36-36 dated 28-09-2016]

Regulations for the conduct of the meetings of the Executive Council

1. Membership

The Executive Council shall consist of the following members, namely:—

- a) the Vice-Chancellor, who shall be the Chairperson, *ex officio*;
- b) the Pro-Vice-Chancellor, *ex officio*;
- c) the Secretary of Ministry of Shipping, Road Transport and Highways (Department of Shipping), Government of India, or his nominee not below the rank of a Joint Secretary;
- d) the Director-General of Shipping or his nominee not below the rank of a Joint Secretary;
- e) The Chairman, Indian Port Association, New Delhi;
- f) the Financial Adviser, Ministry of Shipping, Road Transport and Highways (Department of Shipping), Government of India, or his nominee not below the rank of a Joint Secretary;
- g) five members to be nominated by the Visitor having special knowledge and/or practical experience in respect of maritime-education, industry, science or technology and other related subjects on the recommendation of the Vice-Chancellor, out of a panel of at least ten persons;
- h) one member not below the rank of Joint Secretary to be appointed by the Central Government to represent the Ministry of Defence of the Central Government
- i) one Dean of Schools of Studies nominated by the Vice-Chancellor by rotation on the basis of seniority
- j) two Directors nominated by the Vice-Chancellor by rotation on the basis of seniority;
- k) three Principals of the affiliated colleges and academic institutions nominated by the Executive Council by rotation;
- l) one Vice-Chancellor present or former, of any technical University; and
- m) one representative of the Government of the State where University is located.

The Registrar shall be *ex officio* Secretary of the Executive Council.

2. Tenure of Members

- a. The members of the Executive Council other than *ex-officio* members shall hold office for a term of three years.
- b. The 3-year tenure of a nominated Member shall commence from the date of written intimation regarding his nomination by IMU.
- c. The term of a member appointed to a casual vacancy shall be the residue of the term for which the person of whose place he fills would have been a member.

3. Number of meetings

- a. There shall be not less than four meetings of the Executive Council in a calendar year.
- b. The maximum interval between two meetings shall not be more than 150 days.

4. Convening of meetings

- a. The Vice Chancellor, in his capacity as *ex-officio* Chairperson of the Executive Council, shall convene the meetings of the Executive Council.
- b. The Vice Chancellor may also convene a special meeting if a request is made in writing by at least ten members of the Executive Council.
- c. The meetings of the Executive Council shall ordinarily be held at Chennai. They may also be held at such other places in India if the Vice Chancellor deems it fit.
- d. A meeting may be convened on any day excluding a National Holiday.
- e. The Vice Chancellor shall have the right to cancel or postpone a meeting for valid reasons to be communicated to all the members.

5. Notice of the meetings

- a. The Registrar shall issue a notice of the meeting to all the members of the Executive Council by giving at least fourteen days' time ordinarily.

Provided that an urgent meeting of the Executive Council may be convened by giving a shorter notice of not less than three days' time for valid reasons to be communicated to all the members.

- b. Notice for every meeting shall be given to every member by hand/post/fax/e-mail. For computing 'notice time', the date on which it is sent by *e-mail* shall be the criterion.

6. Quorum

- a. Seven members of the Executive Council shall form the quorum for a meeting.
- b. No business should be transacted when the quorum is not present.
- c. Participation in the meeting through electronic mode shall not be permitted.
- d. No member can depute a nominee to attend the meeting unless he is expressly authorised to do so as per Statute 11(1).
- e. The Vice Chancellor may invite any expert as 'Special Invitee' to attend the meeting but such person shall not be counted for the purposes of quorum and shall not be eligible to vote.

7. Presiding over meetings

- a. The Vice Chancellor, in his capacity as *ex-officio* Chairperson of the Executive Council, shall preside over the meetings.
- b. If the Vice Chancellor is unable to attend the meeting for any reason, then the Pro-Vice Chancellor, or in the absence of both, any other member chosen by the members present at the meeting shall preside.

8. Attendance and Leave of absence

- a. The Vice Chancellor may grant leave of absence to a member not present in the meeting and such leave of absence shall be recorded in the minutes of the meeting.
- b. An Attendance Register containing the names and signatures of the members present at the meeting shall be maintained by the Registrar.
- c. Every member who attends the meeting apart from the Vice Chancellor, the Registrar and the Special Invitees, if any, shall sign the attendance register at that meeting.
- d. The Attendance Register shall be kept in the custody of the Registrar and shall be maintained for a period of at least five years.

9. Agenda Items and Notes

- a. The Vice Chancellor, in his capacity as *ex-officio* Chairperson of the Executive Council, shall decide the Agenda Items for the meeting.
- b. Each Agenda Item requiring approval at the meeting shall have an Agenda Note setting out the details of the proposal, its scope and implications (administrative, financial, legal etc. wherever applicable), the nature of interest, if any, of a member, duly supported by copies of the relevant documents. The Agenda Notes shall be prepared by the Registrar and got approved by the Vice Chancellor before it is sent to the members.
- c. The pages of the Agenda Notes shall be consecutively numbered and the Registrar shall initial every page by way of authentication.
- d. The Agenda Notes for the meeting shall be ordinarily sent at least 7 days prior to the date of the Executive Council meeting.
- e. The Agenda Notes for the meeting shall be given to every member shall be sent to every member ordinarily by e-mail only. The Agenda Notes may also be sent by post if a member makes a specific request. However, hard copies of the complete Agenda Notes will be placed on the table of each member. For computing the time, the date on which the Agenda Notes are sent by *e-mail* shall be the relevant criterion.

- f. Notwithstanding sub-para 'd' above, if the Vice Chancellor considers that any Agenda Item is urgent or important, he may direct the Agenda Notes to be sent even after the seven-day deadline or even place it on the table at the time of the meeting. Similarly, where the Vice Chancellor considers that an Agenda Item is sensitive or confidential and it would not be prudent to circulate it in advance, he may cause it to be placed on the table at the time of the meeting.
- g. If the Executive Council considers that the Agenda Note of a certain item is incomplete or that the time for mulling over the issues is inadequate, it can defer the Agenda Item to the next meeting.
- h. If the Vice Chancellor considers that a particular Agenda Item is contentious and is consuming a disproportionate amount of time at the meeting with no decision being reached or that the Agenda Note is defective, he may defer the Agenda Item to the next meeting.
- i. Each Agenda Item shall be numbered as follows: EC (Calendar year) - (Number of the Executive Council meeting) - (Serial number of the Agenda Item). For example, the tenth Agenda Item of the 36th Executive Council Meeting held on 28.09.2016 shall be numbered as 'EC 2016-36-10'.

10. Decision Making

- a. Ordinarily, all decisions of the meeting shall be by the consensus of all members. Where warranted, the Chairman may put a motion to vote and the resolution shall be based on simple majority. In case of a tie, the Chairman shall have a casting vote.
- b. The name(s) of the member(s) who dissented or abstained from the resolution shall be recorded with the reasons, if any, in the minutes of the meeting.
- c. The name(s) of the member(s) who recused themselves from the discussion due to their interest in a particular Agenda Item shall be recorded in the minutes of the meeting.

11. Minutes of the meeting

- a. The Registrar shall prepare the minutes of the meeting with the approval of the Vice Chancellor.
- b. The minutes shall record the names of the members present in the meeting, the names of the members who were granted leave of absence, the names of the Special Invitees, if any, who attended the meeting.
- c. Apart from the resolution/decision, the minutes may contain a fair and correct summary of the deliberations. In case of major decisions, the rationale thereof shall also be indicated. Where any earlier resolution/decision is superseded or modified, the minutes shall contain a reference to such earlier resolution/decision. The minutes shall be based only on the actual deliberations that took place in the course of the meeting, and not on the basis of any written communications that may have been received from absentee members.
- d. The pages of the minutes shall be consecutively numbered and the Registrar shall initial every page to guard against tampering of the minutes in any manner in the future.
- e. The minutes of the meeting shall be sent by e-mail to all the members of the Executive Council (including those who were absent) ordinarily within 15 days from the date of the meeting but not later than 30 days.
- f. The minutes of the meeting shall be sent by e-mail as well as by post to the Chancellor and the Visitor.
- g. The errata, if any, to the minutes may be issued by the Registrar with the approval of the Vice Chancellor before the date of the next meeting of the Executive Council.
- h. Follow-up action on the minutes as approved by the Vice Chancellor shall be taken without waiting for the confirmation of the minutes at the next meeting of the Executive Council. It shall be the responsibility of the Registrar to take prompt follow-up action on the decisions taken, and to place an Action Taken Report at the next meeting of the Executive Council.
- i. Comments on the wording of the minutes, if any, received from the members shall be considered at the time of confirmation of the minutes at the next meeting of the Executive Council before the minutes are confirmed. However, such comments shall be entertained only from those members who were actually present at the meeting.
- j. The Registrar shall be the custodian of the minutes of the meetings of the Executive Council. The minutes (along with the Agenda Notes) shall be preserved permanently both in physical and electronic form.

12. Passing of Resolution-by-Circulation

- a. Without prejudice to the Vice Chancellor's powers under Section 12 (3) of the IMU Act, 2008, if the Vice Chancellor is of the opinion that an immediate decision is necessary in any matter, he may direct the Registrar to send the Agenda Note of the item-by-Circulation together with a draft resolution - by email - to all the members of the Executive Council giving them not less than three clear working days for their comments, if any. If no comments are received from a member within the time limit specified, it shall be presumed that he has no objection to the proposal.
- b. The date of the Resolution-by-Circulation shall be the last date given to the members for their comments on the Agenda Item-by-Circulation.
- c. A member may seek clarification or additional information from the Registrar with regard to the Agenda Item-by-Circulation.
- d. In cases where not less than ten members make a request that the Agenda Item-by-Circulation is best discussed in a regular meeting of the Executive Council, the Vice Chancellor shall include the subject as an Agenda Item in the next regular meeting. In all other cases, the Resolution-by-Circulation is deemed to be approved.
- e. Ordinarily, only urgent but not important Agenda Items shall be placed before the Executive Council-by-Circulation.
- f. No resolution on an Agenda Item shall be passed by-Circulation after the notice convening a regular meeting of the Executive Council has been issued.
- g. Agenda Note of an item-by-Circulation shall not be sent to the members who have an interest in that particular matter and the same shall be recorded in the Agenda Note as well as the Resolution-by-Circulation issued thereafter.
- h. The Resolution-by-Circulation shall be placed before the next Executive Council meeting for confirmation.

13. Sequence of Agenda Items

- a. The first Agenda Item of a regular meeting of the Executive Council shall be the confirmation of the minutes of the previous meeting.
- b. The second Agenda Item shall be the Action Taken Report on the minutes of the previous meeting.
- c. The next set of Agenda Items may be the confirmation of the various Resolutions-by-Circulation.
- d. The next set of Agenda Items may be reporting of the various decisions taken by the Vice Chancellor under Section 12(3) of the IMU Act, 2008.
- e. The next set of Agenda Items may be the reporting of the minutes of the immediate past meetings of the Academic Council and the Finance Committee.
- f. This will be followed by all other Agenda Items for information/decision.

14. Obligations of Members

- a. The Agenda Notes and minutes sent to the members of the Executive Council are confidential in nature and should not be divulged to outsiders.
- b. If any member has any interest in any Agenda Item under the consideration of the Executive Council, then he should *suomotu* recuse himself from the deliberations for the particular Agenda Item.
- c. If a member becomes disqualified to be a member of the Executive Council under the IMU Act, Statutes or Ordinances, then he should *suomotu* inform this fact to the Registrar at the earliest."

Note: *The Notification published in the Gazette of India No. 441, dated 2nd December 16, 2016 of [vide Executive Council resolution No.EC 2016-36-36 dated 28-09-2016]is hereby repealed*

Regulation 02 of 2016

[Finance Committee Resolution FC 2016-24-20]

Regulations for the conduct of the meetings of the Finance Committee.

1. Membership

The Finance Committee shall consist of the following members, namely:—

- a. the Vice-Chancellor;
- b. the Pro-Vice-Chancellor;
- c. three persons nominated by the Executive Council, out of whom at least one shall be a member of the Executive Council;
- d. three persons nominated by the Visitor; and
- e. atleast one person to be nominated by the Court.

2. Tenure of Members

- a. The members of the Finance Committee other than *ex-officio* members shall hold office for a term of three years.
- b. The 3-year tenure of a nominated Member shall commence from the date of written intimation regarding his nomination by IMU.
- c. The term of a member appointed to a casual vacancy shall be the residue of the term for which the person of whose place he fills would have been a member.

3. Number of meetings

- a. There shall be not less than three meetings of the Finance Committee in a calendar year.
- b. The maximum interval between two meetings shall not be more than 150 days.

4. Convening of meetings

- a. The Vice Chancellor, in his capacity as *ex-officio* Chairperson of the Finance Committee, shall convene the meetings of the Finance Committee.
- b. The Vice Chancellor may also convene a special meeting if a request is made in writing by at least five members of the Finance Committee.
- c. The meetings of the Finance Committee shall ordinarily be held at Chennai. They may also be held at such other places in India if the Vice Chancellor deems it fit.
- d. A meeting may be convened on any day excluding a National Holiday.
- e. The Vice Chancellor shall have the right to cancel or postpone a meeting for valid reasons to be communicated to all the members.

5. Notice of the meetings

- a. The Finance Officer shall issue a notice of the meeting to all the members of the Finance Committee by giving at leastfourteen days' time ordinarily.
Provided that an urgent meeting of the Finance Committee may be convened by giving a shorter notice of not less than three days' time for valid reasons to be communicated to all the members.
- b. Notice for every meeting shall be given to every member by hand/post/fax/e-mail. For computing 'notice time', the date on which it is sent by *e-mail* shall be the criterion.

6. Quorum

- a. Five members of the Finance Committee shall form the quorum for a meeting.
- b. No business should be transacted when the quorum is not present.
- c. Participation in the meeting through electronic mode shall not be permitted.
- d. No member can depute a nominee to attend the meeting.
- e. The Vice Chancellor may invite any expert as 'Special Invitee' to attend the meeting but such person shall not be counted for the purposes of quorum and shall not be eligible to vote.

7. Presiding over meetings

- a. The Vice Chancellor, in his capacity as *ex-officio* Chairperson of the Finance Committee, shall preside over the meetings.
- b. If the Vice Chancellor is unable to attend the meeting for any reason, then the Pro-Vice Chancellor, or in the absence of both, any other member chosen by the members present at the meeting shall preside.

8. Attendance and Leave of absence

- a. The Vice Chancellor may grant leave of absence to a member not present in the meeting and such leave of absence shall be recorded in the minutes of the meeting.
- b. An Attendance Register containing the names and signatures of the members present at the meeting shall be maintained by the Finance Officer.
- c. Every member who attends the meeting apart from the Vice Chancellor, the Finance Officer and the Special Invitees, if any, shall sign the attendance register at that meeting.
- d. The Attendance Register shall be kept in the custody of the Finance Officer and shall be maintained for a period of at least five years.

9. Agenda Items and Notes

- a. The Vice Chancellor, in his capacity as *ex-officio* Chairperson of the Finance Committee, shall decide the Agenda Items for the meeting.
- b. Each Agenda Item requiring approval at the meeting shall have an Agenda Note setting out the details of the proposal, its scope and implications (administrative, financial, legal etc. wherever applicable), the nature of interest, if any, of a member, duly supported by copies of the relevant documents. The Agenda Notes shall be prepared by the Finance Officer and got approved by the Vice Chancellor before it is sent to the members.
- c. All proposals relating to creation of posts, and those items which have not been included in the Budget, should be examined by the Finance Committee before they are considered by the Executive Council.
- d. The annual accounts and the financial estimates of the University prepared by the Finance Officer shall be laid before the Finance Committee for consideration and comments and thereafter submitted to the Executive Council for approval.
- e. The Finance Committee shall recommend limits for the total recurring expenditure and the total non-recurring expenditure for the year, based on the income and resources of the University (which, in the case of productive works, may include the proceeds of loans).
- f. The pages of the Agenda Notes shall be consecutively numbered and the Finance Officer shall initial every page by way of authentication.
- g. The Agenda Notes for the meeting shall be ordinarily sent at least 7 days prior to the date of the meeting of the Finance Committee.
- h. The Agenda Notes for the meeting shall be sent to every member ordinarily by e-mail only. The Agenda Notes may also be sent by post if a member makes a specific request. However, hard copies of the complete Agenda Notes will be placed on the table of each member. For computing the time, the date on which the Agenda Notes are sent by *e-mail* shall be the relevant criterion.
- i. Notwithstanding sub-para 'g' above, if the Vice Chancellor considers that any Agenda Item is urgent or important, he may direct the Agenda Notes to be sent even after the seven-day deadline or even place it on the table at the time of the meeting. Similarly, where the Vice Chancellor considers that an Agenda Item is sensitive or confidential and it would not be prudent to circulate it in advance, he may cause it to be placed on the table at the time of the meeting.

- j. If the Finance Committee considers that the Agenda Note of a certain item is incomplete or that the time for mulling over the issues is inadequate, it can defer the Agenda Item to the next meeting.
- k. If the Vice Chancellor considers that a particular Agenda Item is contentious and is consuming a disproportionate amount of time at the meeting with no decision being reached or that the Agenda Note is defective, he may defer the Agenda Item to the next meeting.
- l. Each Agenda Item shall be numbered as follows: FC (Calendar year) - (Number of the Finance Committee meeting) - (Serial number of the Agenda Item). For example, the tenth Agenda Item of the 24th Finance Committee Meeting held on 28.09.2016 shall be numbered as 'FC 2016-24-10'.

10. Decision Making

- a. Ordinarily, all decisions of the meeting shall be by the consensus of all members. Where warranted, the Chairman may put a motion to vote and the resolution shall be based on simple majority. In case of a tie, the Chairman shall have a casting vote.
- b. The name(s) of the member(s) who dissented or abstained from the resolution shall be recorded with the reasons, if any, in the minutes of the meeting.
- c. The name(s) of the member(s) who recused themselves from the discussion due to their interest in a particular Agenda Item shall be recorded in the minutes of the meeting.

11. Minutes of the meeting

- a. The Finance Officer shall prepare the minutes of the meeting with the approval of the Vice Chancellor.
- b. The minutes shall record the names of the members present in the meeting, the names of the members who were granted leave of absence, the names of the Special Invitees, if any, who attended the meeting.
- c. Apart from the resolution/decision, the minutes may contain a fair and correct summary of the deliberations. In case of major decisions, the rationale thereof shall also be indicated. Where any earlier resolution/decision is superseded or modified, the minutes shall contain a reference to such earlier resolution/decision.
- d. The pages of the minutes shall be consecutively numbered and the Finance Officer shall initial every page to guard against tampering of the minutes in any manner in the future.
- e. The minutes of the meeting shall be sent by e-mail to all the members of the Finance Committee (including those who were absent) ordinarily within 15 days from the date of the meeting but not later than 30 days.
- f. The errata, if any, to the minutes may be issued by the Finance Committee with the approval of the Vice Chancellor before the date of the next meeting of the Finance Committee.
- g. Follow-up action on the minutes as approved by the Vice Chancellor shall be taken without waiting for the confirmation of the minutes at the next meeting of the Finance Committee. It shall be the responsibility of the Finance Officer to take prompt follow-up action on the decisions taken, and to place an Action Taken Report at the next meeting of the Finance Committee.
- h. Comments on the wording of the minutes, if any, received from the members shall be considered at the time of confirmation of the minutes at the next meeting of the Finance Committee before the minutes are confirmed. However, such comments shall be entertained only from those members who were actually present at the meeting.
- i. The Finance Officer shall be the custodian of the minutes of the meetings of the Finance Committee. The minutes (along with the Agenda Notes) shall be preserved permanently both in physical and electronic form.

12. Passing of Resolution-by-Circulation

- a. Without prejudice to the Vice Chancellor's powers under Section 12 (3) of the IMU Act, 2008, if the Vice Chancellor is of the opinion that an immediate decision is necessary in any matter, he may direct the Finance Officer to send the Agenda Note of the item-by-Circulation together with a draft resolution - by email - to all the members of the Finance Committee giving them not less than three clear working days for their comments, if any. If no comments are received from a member within the time limit specified, it shall be presumed that he has no objection to the proposal.
- b. The date of the Resolution-by-Circulation shall be the last date given to the members for their comments on the Agenda Item-by-Circulation.

- c. A member may seek clarification or additional information from the Finance Officer with regard to the Agenda Item-by-Circulation.
- d. In cases where not less than five members make a request that the Agenda Item-by-Circulation is best discussed in a regular meeting of the Finance Committee, the Vice Chancellor shall include the subject as an Agenda Item in the next regular meeting. In all other cases, the Resolution-by-Circulation is deemed to be approved.
- e. Ordinarily, only urgent but not important Agenda Items shall be placed before the Finance Committee- by-Circulation.
- f. No resolution on an Agenda Item shall be passed by-Circulation after the notice convening a regular meeting of the Finance Committee has been issued.
- g. Agenda Note of an item-by-Circulation shall not be sent to the members who have an interest in that particular matter and the same shall be recorded in the Agenda Note as well as the Resolution-by-Circulation issued thereafter.
- h. The Resolution-by-Circulation shall be placed before the next Finance Committee meeting for confirmation.

13. Sequence of Agenda Items

- a. The first Agenda Item of a regular meeting of the Finance Committee shall be the confirmation of the minutes of the previous meeting.
- b. The second Agenda Item shall be the Action Taken Report on the minutes of the previous meeting.
- c. The next set of Agenda Items may be the confirmation of the various Resolutions-by-Circulation.
- d. The next set of Agenda Items may be reporting of the various decisions taken by the Vice Chancellor under Section 12(3) of the IMU Act, 2008.
- e. This will be followed by all other Agenda Items for information/decision.

14. Obligations of Members

- a. The Agenda Notes and minutes sent to the members of the Finance Committee are confidential in nature and should not be divulged to outsiders.
- b. If any member has any interest in any Agenda Item under the consideration of the Finance Committee, then he should *suomotu* recuse himself from the deliberations for the particular Agenda Item.
- c. If a member becomes disqualified to be a member of the Finance Committee under the IMU Act, Statutes or Ordinances, then he should *suo motu* inform this fact to the Finance Officer at the earliest.

Regulation 03 of 2016

[Academic Council Resolution AC 2016-16-08]

Regulations for the conduct of the meetings of the Academic Council.

1. Membership

The Academic Council shall consist of the following members, namely:—

- a. the Vice-Chancellor, who shall be the Chairperson, ex officio;
- b. the Pro-Vice-Chancellor, ex officio;
- c. the Chief Surveyor, Directorate General of Shipping, Ministry of Shipping, Road Transport and Highways (Department of Shipping), Government of India, or his nominee;
- d. the Nautical Adviser, Directorate General of Shipping, Ministry of Shipping, Road Transport and Highways (Department of Shipping), Government of India, or his nominee;
- e. the Deans of School of Studies;
- f. all Directors of University maintained Campuses;
- g. all Heads of University teaching Departments;
- h. one Professor from each University teaching Department by rotation on the basis of seniority to be nominated by the Vice Chancellor;
- i. three eminent experts in the field of Maritime Studies and related subjects, nominated by the Vice Chancellor; and
- j. two Principals of recognised Colleges

The Registrar shall be ex officio Secretary of the Academic Council.

2. Tenure of Members

- a. The members of the Academic Council other than *ex-officio* members shall hold office for a term of three years.
- b. The 3-year tenure of a nominated Member shall commence from the date of written intimation regarding his nomination by IMU.
- c. The term of a member appointed to a casual vacancy shall be the residue of the term for which the person of whose place he fills would have been a member.

3. Number of meetings

- a) There shall be not less than two meetings of the Academic Council in a calendar year.
- b) The maximum interval between two meetings shall not be more than 180 days.

4. Convening of meetings

- a. The Vice Chancellor, in his capacity as *ex-officio* Chairperson of the Academic Council, shall convene the meetings of the Academic Council.
- b. The Vice Chancellor may also convene a special meeting if a request is made in writing by at least nine members of the Academic Council.
- c. The meetings of the Academic Council shall ordinarily be held at Chennai. They may also be held at such other places in India if the Vice Chancellor deems it fit.
- d. A meeting may be convened on any day excluding a National Holiday.
- e. The Vice Chancellor shall have the right to cancel or postpone a meeting for valid reasons to be communicated to all the members.

5. Notice of the meetings

- a. The Registrar shall issue a notice of the meeting to all the members of the Academic Council by giving at least fourteen days' time ordinarily.

Provided that an urgent meeting of the Academic Council may be convened by giving a shorter notice of not less than three days' time for valid reasons to be communicated to all the members.

- b. Notice for every meeting shall be given to every member by hand/post/fax/e-mail. For computing 'notice time', the date on which it is sent by *e-mail* shall be the criterion.

6. Quorum

- a. Nine members of the Academic Council shall form the quorum for a meeting.
- b. No business should be transacted when the quorum is not present.
- c. Participation in the meeting through electronic mode shall not be permitted.
- d. No member can depute a nominee to attend the meeting unless he is expressly authorised to do so as per Statute 14(1).
- e. The Vice Chancellor may invite any expert as 'Special Invitee' to attend the meeting but such person shall not be counted for the purposes of quorum and shall not be eligible to vote.

7. Presiding over meetings

- a. The Vice Chancellor, in his capacity as *ex-officio* Chairperson of the Academic Council, shall preside over the meetings.
- b. If the Vice Chancellor is unable to attend the meeting for any reason, then the Pro-Vice Chancellor, or in the absence of both, any other member chosen by the members present at the meeting shall preside.

8. Attendance and Leave of absence

- a. The Vice Chancellor may grant leave of absence to a member not present in the meeting and such leave of absence shall be recorded in the minutes of the meeting.
- b. An Attendance Register containing the names and signatures of the members present at the meeting shall be maintained by the Registrar.
- c. Every member who attends the meeting apart from the Vice Chancellor, the Registrar and the Special Invitees, if any, shall sign the attendance register at that meeting.
- d. The Attendance Register shall be kept in the custody of the Registrar and shall be maintained for a period of at least five years.

9. Agenda Items and Notes

- a. The Vice Chancellor, in his capacity as *ex-officio* Chairperson of the Academic Council, shall decide the Agenda Items for the meeting.
- b. Each Agenda Item requiring approval at the meeting shall have an Agenda Note setting out the details of the proposal, its scope and implications (administrative, financial, legal etc. wherever applicable), the nature of interest, if any, of a member, duly supported by copies of the relevant documents. The Agenda Notes shall be prepared by the Registrar and got approved by the Vice Chancellor before it is sent to the members.
- c. The pages of the Agenda Notes shall be consecutively numbered and the Registrar shall initial every page by way of authentication.
- d. The Agenda Notes for the meeting shall be ordinarily sent at least 7 days prior to the date of the Academic Council meeting.
- e. The Agenda Notes for the meeting shall be sent to every member ordinarily by e-mail only. The Agenda Notes may also be sent by post if a member makes a specific request. However, hard copies of the complete Agenda Notes will be placed on the table of each member. For computing the time, the date on which the Agenda Notes are sent by *e-mail*

shall be the relevant criterion.

- f. Notwithstanding sub-para 'd' above, if the Vice Chancellor considers that any Agenda Item is urgent or important, he may direct the Agenda Notes to be sent even after the seven-day deadline or even place it on the table at the time of the meeting. Similarly, where the Vice Chancellor considers that an Agenda Item is sensitive or confidential and it would not be prudent to circulate it in advance, he may cause it to be placed on the table at the time of the meeting.
- g. If the Academic Council considers that the Agenda Note of a certain item is incomplete or that the time for mulling over the issues is inadequate, it can defer the Agenda Item to the next meeting.
- h. If the Vice Chancellor considers that a particular Agenda Item is contentious and is consuming a disproportionate amount of time at the meeting with no decision being reached or that the Agenda Note is defective, he may defer the Agenda Item to the next meeting.
- i. Each Agenda Item shall be numbered as follows: AC (Calendar year) - (Number of the Academic Council meeting) - (Serial number of the Agenda Item). For example, the tenth Agenda Item of the 16th Academic Council Meeting held on 08.12.2016 shall be numbered as 'AC 2016-16-10'.

10. Decision Making

- a. Ordinarily, all decisions of the meeting shall be by the consensus of all members. Where warranted, the Chairman may put a motion to vote and the resolution shall be based on simple majority. In case of a tie, the Chairman shall have a casting vote.
- b. The name(s) of the member(s) who dissented or abstained from the resolution shall be recorded with the reasons, if any, in the minutes of the meeting.
- c. The name(s) of the member(s) who recused themselves from the discussion due to their interest in a particular Agenda Item shall be recorded in the minutes of the meeting.

11. Minutes of the meeting

- a. The Registrar shall prepare the minutes of the meeting with the approval of the Vice Chancellor.
- b. The minutes shall record the names of the members present in the meeting, the names of the members who were granted leave of absence, the names of the Special Invitees, if any, who attended the meeting.
- c. Apart from the resolution/decision, the minutes may contain a fair and correct summary of the deliberations. In case of major decisions, the rationale thereof shall also be indicated. Where any earlier resolution/decision is superseded or modified, the minutes shall contain a reference to such earlier resolution/decision. The minutes shall be based only on the actual deliberations that took place in the course of the meeting, and not on the basis of any written communications that may have been received from absentee members.
- d. The pages of the minutes shall be consecutively numbered and the Registrar shall initial every page to guard against tampering of the minutes in any manner in the future.
- e. The minutes of the meeting shall be sent by e-mail to all the members of the Academic Council (including those who were absent) ordinarily within 15 days from the date of the meeting but not later than 30 days.
- f. The minutes of the meeting shall be sent by e-mail as well as by post to the Chancellor and the Visitor.
- g. The errata, if any, to the minutes may be issued by the Registrar with the approval of the Vice Chancellor before the date of the next meeting of the Academic Council.
- h. Follow-up action on the minutes as approved by the Vice Chancellor shall be taken without waiting for the confirmation of the minutes at the next meeting of the Academic Council. It shall be the responsibility of the Registrar to take prompt follow-up action on the decisions taken, and to place an Action Taken Report at the next meeting of the Academic Council.
- i. Comments on the wording of the minutes, if any, received from the members shall be

considered at the time of confirmation of the minutes at the next meeting of the Academic Council before the minutes are confirmed. However, such comments shall be entertained only from those members who were actually present at the meeting.

- j. The Registrar shall be the custodian of the minutes of the meetings of the Academic Council. The minutes (along with the Agenda Notes) shall be preserved permanently both in physical and electronic form.

12. Passing of Resolution-by-Circulation

- a. Without prejudice to the Vice Chancellor's powers under Section 12 (3) of the IMU Act, 2008, if the Vice Chancellor is of the opinion that an immediate decision is necessary in any matter, he may direct the Registrar to send the Agenda Note of the item-by-Circulation together with a draft resolution - by email - to all the members of the Academic Council giving them not less than three clear working days for their comments, if any. If no comments are received from a member within the time limit specified, it shall be presumed that he has no objection to the proposal.
- b. The date of the Resolution-by-Circulation shall be the last date given to the members for their comments on the Agenda Item-by-Circulation.
- c. A member may seek clarification or additional information from the Registrar with regard to the Agenda Item-by-Circulation.
- d. In cases where not less than nine members make a request that the Agenda Item-by-Circulation is best discussed in a regular meeting of the Academic Council, the Vice Chancellor may include the subject as an Agenda Item in the next regular meeting. In all other cases, the Resolution-by-Circulation is deemed to be approved.
- e. Ordinarily, only urgent but not important Agenda Items shall be placed before the Academic Council- by-Circulation.
- f. No resolution on an Agenda Item shall be passed by-Circulation after the notice convening a regular meeting of the Academic Council has been issued.
- g. Agenda Note of an item-by-Circulation shall not be sent to the members who have an interest in that particular matter and the same shall be recorded in the Agenda Note as well as the Resolution-by- Circulation issued thereafter.
- h. The Resolution-by-Circulation shall be placed before the next Academic Council meeting for confirmation.

13. Sequence of Agenda Items

- a. The first Agenda Item of a regular meeting of the Academic Council shall be the confirmation of the minutes of the previous meeting.
- b. The second Agenda Item shall be the Action Taken Report on the minutes of the previous meeting.
- c. The next set of Agenda Items may be the confirmation of the various Resolutions-by-Circulation.
- d. The next set of Agenda Items may be reporting of the various decisions taken by the Vice Chancellor under Section 12(3) of the IMU Act, 2008.
- e. The next set of Agenda Items may be the reporting of the minutes of the immediate past meetings of the various School Boards.
- f. This will be followed by all other Agenda Items for information/decision.

14. Obligations of Members

- a. The Agenda Notes and minutes sent to the members of the Academic Council are confidential in nature and should not be divulged to outsiders.
- b. If any member has any interest in any Agenda Item under the consideration of the Academic Council, then he should *suomotu* recuse himself from the deliberations for the particular Agenda Item.
- c. If a member becomes disqualified to be a member of the Academic Council under the IMU Act, Statutes or Ordinances, then he should *suomotu* inform this fact to the Registrar at the earliest.”