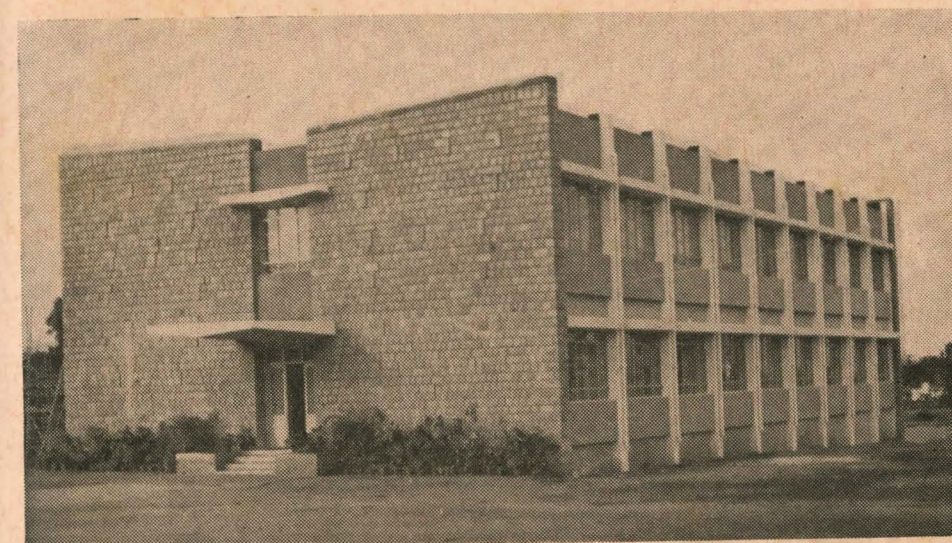
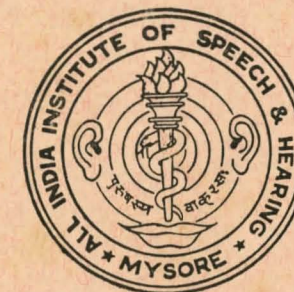
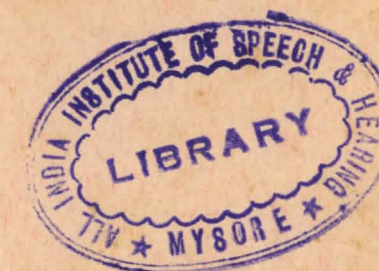


# CALENDAR

1970-71



ALL INDIA INSTITUTE OF SPEECH AND HEARING  
MANASAGANGOTRI, MYSORE-6



Phone: 20715 & 22502

"LOGOPEDICS"



ALL INDIA INSTITUTE OF SPEECH AND HEARING, MYSORE-6

C A L E N D A R

( 1970 - 1971 )

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THE INSTITUTE CALENDAR - 1970-1971

First Term

June 16, 1970

The Institute reopens for the academic year 1970-71. Classes begin.

October 15, 1970

End of the first term

October 16, 1970

Mid-term vacation begins

Second term

November 16, 1970

Classes resume  
Mid-term examination during this week.

April 15, 1971

End of the second term

April-May 1971

Promotion and University Examinations for the B.Sc and M.Sc students.

Monthly tests for all the classes during the last week of every month in both the terms.

During the Summer Vacation the senior students will attend to the clinical work in batches.

The Institute remains closed on Sundays and Second Saturdays of every month and also on the following General Holidays:

15.8.70  
4.9.70  
30.9.70  
2.10.70  
9.10.70  
29.10.70  
13.11.70  
1.12.70  
25.12.70  
26.1.71  
8.3.71

Independence Day  
Ganesha Chaturthi  
Mahalaya Amavasya  
Mahatma Gandhi's Birthday  
Dussehra/Ayudha Pooja  
Divali  
Guru Nanak's Birthday  
Id-ul Fitr  
Christmas Day  
Republic Day  
Moharrum



The All India Institute of Speech and Hearing is being governed by the following General and Executive Councils

GENERAL COUNCIL

- |     |  |                  |
|-----|--|------------------|
| (a) | His Highness the Maharaja of Mysore<br>Sri Jayachamaraja Wodeyar   | Patron           |
| (b) | Sri K.K.Shah<br>Union Minister for Health, Family Planning, Works, Housing and Urban Development                                 | President        |
| (c) | Prof.D.Javare Gowda<br>Vice-Chancellor<br>University of Mysore   | Vice-President   |
| (d) | Sri Y.Ramakrishna<br>Health Minister<br>Government of Mysore   | Member           |
| (e) | Sri Kidwai<br>Secretary/Additional Secretary,<br>Union Ministry of Health, Family Planning, Works, Housing and Urban Development | Member           |
| (f) | Sri G.K.Bhanot<br>Joint Secretary<br>Union Ministry of Finance (Health)<br>(Department of Expenditure)                           | Member           |
| (g) | Dr.P.K.Duraiswamy<br>Director-General of Health Services<br>New Delhi  | Member           |
| (h) | Dr.A.R.Govinda Rao<br>Dean, Medical Faculty,<br>University of Mysore   | Member           |
| (i) | A Representative of the Department of Health, Govt. of Mysore  | Member           |
| (j) | A Representative of the Union Ministry of Education,<br>Government of India  | Member           |
| (k) | A Representative of the Department of Law & Social Security  | Member           |
| (l) | Dr.J.J.Dharmaraj<br>Director: All India Institute of Speech and Hearing, Mysore-6  | Member Secretary |

- |     |   |        |
|-----|---|--------|
| (m) | One member of the Teaching Staff of the All India Institute of Speech and Hearing, Mysore     | Member |
| (n) | Any such other member as may be admitted as member from time to time by the Executive Council |        |

EXECUTIVE COUNCIL

- |    |   |                  |
|----|---|------------------|
| 1. | Sri K.K.Shah<br>Union Minister for Health, Family Planning, Works, Housing and Urban Development                      | Chairman         |
| 2. | Prof.D.Javare Gowda<br>Vice-Chancellor<br>University of Mysore  | Vice-Chairman    |
| 3. | Sri Y.Ramakrishna<br>Minister of Health<br>Government of Mysore   | Member           |
| 4. | Sri Kidwai<br>Additional Secretary<br>Union Ministry of Health, Family Planning, Works, Housing and Urban Development | Member           |
| 5. | Sri G.K.Bhanot<br>Joint Secretary<br>Ministry of Finance (Health)<br>Department of Expenditure                        | Member           |
| 6. | Dr.P.K.Duraiswami<br>Director-General of Health Services, New Delhi   | Member           |
| 7. | Dr.J.J.Dharmaraj<br>Director: All India Institute of Speech & Hearing, Mysore-6                                       | Member Secretary |

STAFF MEMBERS OF THE INSTITUTE

- |    |   |                            |
|----|---|----------------------------|
| 1. | Dr.J.J.Dharmaraj, M.S.  | Director                   |
| 2. | Dr.N.Rathna, M.S.(Hunter)<br>M.S.(Gallaudet), M.A.T.,<br>Ed.D.(Indiana) | Reader in Speech Pathology |
| 3. | Sri J.Bharath Raj, M.A., D.M.P.   | Reader in Psychology       |



- |  |                              |
|--|------------------------------|
| 4. Miss Shailaja Nikam, M.A.(California)   | Reader in Speech Pathology   |
| 5. Sri M.N.Hegde, M.A., D.M. & S.P.  | Lecturer in Psychology       |
| 6. Mrs Saraswathi Menon, M.A.(Columbia)  | Lecturer in Speech Pathology |
| 7. Miss D.Shyamala, M.Sc.  | Lecturer in Speech Pathology |
| 8. Sri P.D.Manohar, M.A., M.Sc.  | Lecturer in Speech Pathology |
| 9. Sri Vyasa Murthy, M.N., M.Sc.,  | Lecturer in Audiology        |
| 10. Sri S.P.C.Pandaley, M.Sc.  | Lecturer in Audiology        |
| 11. Sri S.Sathyanarayana Murthy, M.Sc., (Tech.)  | Lecturer in Electronics      |
| 12. Sri M.V.Govindarajan, M.A., B.Lib.Sc.  | Librarian                    |
| 13. Sri E.P.Balakrishnan, M.A., M.Ed.  | Clinical Assistant           |
| 14. Sri P.Chandra, B.Com., B.Ed.   | Clinical Assistant           |
| 15. Mrs Iffath Aslam, B.A., B.Ed.  | Clinical Assistant           |
| 16. Mrs Sowmyamala S, B.Sc., B.Ed., Dip.Phy.Edn.   | Clinical Assistant           |
| 17. Dr.K.G.Das, M.D., M.R.C.P.(Eng.)<br>Professor of Medicine,<br>Mysore Medical College, Mysore                             | Visiting Physician           |
| 18. Dr.I.Amla, M.B.B.S., M.R.C.P.,<br>D.C.H., Mysore Medical College,<br>Mysore  | Visiting Paediatrician       |
| 19. Dr.P.S.Subba Rao, M.B.B.S., D.A.B.O.,<br>F.A.C.S.(USA), Associate Professor of<br>E.N.T., Mysore Medical College, Mysore | Visiting E.N.T. Specialist   |
| 20. Dr.Thomas Eapen, B.D.S.(Bombay)<br>Dental Clinic: Opposite Town Hall<br>Square, Mysore-1                                 | Visiting Dental Specialist   |
| 21. Professor of Neurosurgery,<br>All India Institute of Mental<br>Health, Bangalore   | Visiting Neurosurgeon        |

- |  |                                   |
|--|-----------------------------------|
| 22. Associate Professor of Neurology,<br>All India Institute of Mental<br>Health, Bangalore                  | Visiting Neurologist              |
| 23. Dr.Krishna Urs, M.B.B.S., M.S.,<br>Associate Professor of Physiology,<br>Mysore Medical College, Mysore  | Part-time Professor of Anatomy    |
| 24. Dr.D.Ekanthappa, M.B.B.S., M.S.,<br>Associate Professor of Physiology,<br>Mysore Medical College, Mysore | Part-time Professor of Physiology |
| 25. Dr.U.Ramachandraiah, M.B.B.S., M.D.<br>Professor of Pathology,<br>Mysore Medical College, Mysore         | Part-time Professor of Pathology  |
| 26. Dr.Upadyaya, M.A., Ph.D.,<br>Central Institute of Indian<br>Languages, Manasagangotri, Mysore            | Part-time Lecturer in Linguistics |
| 27. Sri Mohamed Ismail Khan Durrani,<br>B.A.(Hons), Lecturer in English,<br>Yuvaraja's College, Mysore       | Part-time Lecturer in English     |
| 28. Sri K.H.Radhakrishna, B.Com.,<br>Dip-in-Steno.   | Acting Office Superintendent      |



## ALL INDIA INSTITUTE OF SPEECH AND HEARING, MYSORE

On the invitation of the Government of India, late Dr. Martin F. Palmer, Consultant in the United States Department of Health Education and Welfare, Director, Institute of Logopedics, Wichita, University of Kansas, visited India in 1963 to study the problems of communicative disorders. On the basis of his recommendations, this Institute was established in Mysore on 9th August 1965. The main objectives of the Institute are to provide professional education, research facilities and clinical service in the field of Speech and Hearing where the number of trained persons in India is negligibly small.

His Highness Sri Jayachamaraja Wadiyar, Maharaja of Mysore had donated 20 acres of land for the Institute. As the land donated was not suitable to the requirements of the Institute, the University of Mysore allotted 32 acres of land in their campus on lease basis for housing this Institute. The foundation stone for the Institute was laid by the President of India on 25th July 1966 in the University Campus. As an interim arrangement, the University has provided accommodation for the Institute and hostel facilities for the students in their buildings.

Based on the recommendations of late Dr. Palmer the Institute has started training towards the M.Sc., degree course in Speech and Hearing. The course was inaugurated on 2nd October 1966 by the Honourable Minister for Health and Family Planning, and in July 1967 B.Sc. course was also started.

The Institute has been registered under the Society's registration Act, as an autonomous body with effect from 10th October 1966 to provide for greater flexibility of action than might be possible otherwise. It is financed by the Government of India and is governed by a General Council and Executive Council.

### PROSPECTS FOR THE GRADUATES IN THE AREA

There is a great demand for the qualified persons in this field to help those millions who are suffering from the disorders of speech and hearing. At present there are not many centres in the country which are engaged in this type of work and the Central and State Governments are going to open speech and hearing centres in all the major hospitals where the graduates of this Institute will take up diagnostic, therapeutic and research work. The increase in number of re-

habilitation programmes and expanding medical and auxilliary services in the country create a wide choice of jobs and excellent prospects for employment. Apart from the hospitals these speech pathologists and audiologists will find employment in rehabilitation centres and special schools for screening students for these defects. Some may prefer private practice for which there is a great demand and some may prefer teaching positions and become lecturers and professors at the training centres for speech therapists and audiologists. There is also very good scope to take up research as a career in speech pathology and audiology.

### RESEARCH ACTIVITIES

Several research projects dealing with various aspects of speech and hearing problems have been planned. A Research Project is being executed with the assistance of the U.S. Government to evolve a comprehensive speech and hearing rehabilitation programme. Research is an integral part of the training programme towards M.Sc. and all the students will be expected to take up individual problems. The Institute is also receiving assistance from the Kingdom of Denmark in the training and Clinical Services.

### THE COURSES OFFERED AT THE INSTITUTE

At present the Institute is conducting the M.Sc. and the B.Sc. courses in Speech and Hearing. It is proposed to conduct diploma courses and short term courses for medical graduates and several levels of education required for different types of Speech and Hearing work.

#### I. TWO YEARS' MASTER'S DEGREE COURSE IN SPEECH AND HEARING

The Institute offers courses for the degree of Master of Science in Speech and Hearing of the University of Mysore

#### DURATION

The duration of the course is of three academic years including the post examination internship of one year. In order to qualify for the M.Sc. Degree, every candidate will have to undergo an internship for a period of twelve months after passing the final examination at the end of the second year, in an Institution recognised by the University of Mysore. However, this is not required in case of those who have already obtained the B.Sc. degree in Speech and Hearing.



## QUALIFICATION FOR ADMISSION

Candidates who have passed a Bachelor's Degree in any of the following areas from a recognised University will be eligible for admission to M.Sc. Degree course, with at least 50% of marks in the optional subjects (45% for Scheduled Caste and Scheduled Tribes).

- (a) Speech and Hearing
- (b) Psychology
- (c) Physical or natural sciences
- (d) Education
- (e) Linguistics
- (f) Medicine

Additional qualification in the education of the handicapped, occupational therapy, physiotherapy or nursing is desirable. Since the medium of instruction is English, the candidates must be proficient in that language.

### MEDICAL CERTIFICATES

All candidates should produce the required medical certificate before joining the course.

### AGE LIMITS

The age limit for admission to M.Sc. degree course is 25 years. The candidate should not be over 25 on 1st July of the year in which they are to be admitted (28 years in case of Scheduled Caste and Tribes).

### NUMBER OF SEATS AVAILABLE

There are eight seats available for admission to the M.Sc. degree course.

### STIPEND

The candidates selected for the M.Sc. course will be paid a monthly stipend of Rs.200/- per month for nine months during the I & II year and Rs.200/- for twelve months during internship

All stipendaries are required to execute a bond with

the Institute to the effect that they would successfully complete the specified years of study and that if they discontinue the same, they would repay the amount of stipend they have received and also that they would serve in a recognised Institution for not less than a period of three years after the completion of the course.

### ATTENDANCE, PROGRESS AND CONDUCT

Each year shall be taken as a unit for purposes of calculating attendance and a student shall be considered to have completed the attendance for the year if he has attended not less than three-fourths of the number of working periods in each of the three categories - lectures, seminars and practicals/clinical work during each year. There shall be no condonation of shortage of attendance.

A student's progress and conduct shall be certified as "satisfactory" by the Head of the Institution.

A student who does not satisfy the requirements of attendance, progress and conduct shall not be promoted to the next class or permitted to take the examination as the case may be.

### ACADEMIC YEAR

The academic year for the course shall be from 15th June to 30th March of the following year. Each year shall consist of two terms as follows:

FIRST TERM : 15th June to 15th October

SECOND TERM : 16th November to 15th March

The vacation and other holidays during the year shall be as prescribed by the University from year to year.



No. OF HOURS OF TUITION PER WEEK

1st year : 18 hours of lecture  
12 hours of practicals, seminar,  
Clinical work

2nd year : 16 hours of lecture  
10 hours of practicals, seminar,  
Clinical work

WORKING HOURS

Week days (including Saturdays)

THEORY : 10-00 A.M. to 1 P.M.

PRACTICALS : 2-00 P.M. to 5-00 P.M.

SCHEME OF EXAMINATION

There shall be two University examinations. The first examination at the end of the first year of the course shall be called M.Sc.(Previous) and at the end of the second year of the course shall be called M.Sc.(Final).

The M.Sc.(Previous) examination shall consist of: Five theory papers of 100 marks each plus 100 marks for Internal Class Assessment, totally 600 marks.

PAPER-I : Clinical Audiology & Experimental Audiology  
PAPER-II : Voice Disorders and Cleft Palate  
PAPER-III : Statistics and Research Methods  
PAPER-IV : Clinical Psychology and Psychology of the Exceptional  
PAPER-V : Counselling and Psychotherapy

The M.Sc.(Final) examination shall consist of: Three theory papers - each of 100 marks.

PAPER-I : Neurological Disorders - Aphasia, Cerebral Palsy, Mental Retardation  
PAPER-II : Speech, Hearing & Communication; Experimental Phonetics  
PAPER-III : Electives: 1. Electronic Instrumentation and Acoustics OR  
2. Clinical Procedures with the orally handicapped.

Dissertation	...	100 marks
Viva-voce for II year	...	100 marks
Internal class assessment (theory)	...	100 marks
Internal assessment (Clinical)	...	100 marks
		Total 3: 700 marks

Each theory paper shall be of three hours duration. Candidates for the M.Sc.(Previous) and M.Sc.(Final) examinations shall apply for each examination when appearing for the first time. The examination shall be held in the month of May each year.

MINIMA FOR A PASS

(1) No candidate shall be declared to have passed the M.Sc.(Previous) Examination unless he obtains 50 per cent in the aggregate marks for the whole examination.

(2) No candidate shall be declared to have passed the M.Sc.(Final) examination unless:

- (i) he obtains not less than 40% of the marks in aggregate of the written papers and internal assessment.
- (ii) he obtains not less than 40% of the marks in aggregate of the Dissertation, Viva-voce and practicals/clinical work.
- (iii) he obtains not less than 50% of the marks in aggregate of the whole examination.

(3) A candidate who fails to secure the minimum for a pass in the previous examination shall be permitted to go to the final year class. He shall take the previous examination along with the final examination. However, his results for the final examination shall not be declared until he passes the previous examination.

CLASSIFICATION OF SUCCESSFUL CANDIDATES

No class shall be declared in the M.Sc. previous examination and the candidates successful in the examination shall be declared to have passed or not passed.

The successful candidates in the M.Sc.(Previous) and M.Sc.(Final) examinations shall be classified as follows taking into account the marks obtained in both the examinations together:

FIRST CLASS: Those who obtain not less than 60% of the aggregate marks of the previous and final examinations  
SECOND CLASS: Other successful candidates.

The names of the candidates shall be arranged in order of merit.



### REJECTION OF TAKING THE EXAMINATION

A candidate who has put in the requisite attendance for the course may be permitted to reject and take the examination at his option in the next year. Such rejection shall be exercised only once and the candidate should make such applications before the commencement of the examination.

### BREAK OF CONTINUITY

A candidate for the Master's Degree who has failed to secure a pass either in the previous or final Examination within a period of four academic years after admission to the First Year of the Course may not be permitted to take the examination again and he has to join for the First year of the Master's Degree Course or the Second year again as a fresh candidate.

### F E E S

Tuition	...	Nil
Examination fee	...	Rs. 60-00 for each Examination
Marks sheet fee	...	Rs. 3-00
Total: Rs. 63-00		
Registration fee (University)	...	Rs. 3-00
Admission fee	...	Rs. 5-00
Library fee	...	Rs. 2-00
Sports fee	...	Rs. 6-00
Reading room fee	...	Rs. 4-00
Medical fee	...	Rs. 2-00
Calendar & Journals	...	Rs. 6-00
Caution deposit (Refundable)	...	Rs. 150-00
Total:-		Rs. 178-00

It is intended that the level of proficiency attained by the students after training be equivalent to that attained by students in other parts of the world. The courses of study and the hours and methods of work have been designed with this in view, and they would demand a dedicated effort from the students. A great emphasis is laid on practical experience in handling cases with speech and hearing problems. The students start working with cases under supervision very early in the training programme.

### II. THREE YEARS BACHELOR'S DEGREE COURSE IN SPEECH AND HEARING

#### DURATION OF THE COURSE

The Institute offers a three year's course leading to the degree of Bachelor of Science (B.Sc.) in Speech and Hearing of the University of Mysore.

#### QUALIFICATIONS FOR ADMISSION

Candidates who have passed the pre-university examination of the University of Mysore or of any other recognised Institution with Physics, Chemistry and Biology as their optional subjects with at least 50% marks (45% for Scheduled Caste & Tribes) are eligible for admission.

#### NUMBER OF SEATS

Fifteen students are admitted to the B.Sc. Degree Course every year.

#### AGE LIMIT

Minimum : 16 years on 1st July  
Maximum : 23 years on 1st July  
(26 years in case of Scheduled Caste & Tribes)

#### S T I P E N D

Selected candidates will get a stipend of Rs. 75/- per month for twelve months for three years.

The rules and regulations governing attendance, progress and conduct, academic year and working hours are the same as those for the M.Sc. Course.



COURSE OF STUDY

The course of study leading to the B.Sc. degree will comprise the following:

I YEAR:

English  
Basic Science - Physics and Mathematics  
Basic Medical Sciences : Elementary Human Anatomy  
                                    Physiology & Pathology  
                                    Essentials of Medicine  
                                    and Surgery  
Introduction to Psychology & Social Dynamics  
Linguistics and Phonetics  
Introduction to Speech Pathology and Audiology

II YEAR:

Psychology

1. Developmental Psychology
2. Introduction to Clinical Psychology and mental testing
3. Statistics

Speech Pathology

1. Introduction to Speech Pathology
2. Voice and Articulation
3. Organisation of Speech & Hearing Centres

Audiology

1. Speech Reading
2. Hearing Aids and Auditory Training

III YEAR

Speech Pathology

1. Speech therapeutic methods
2. Stuttering
3. Organic speech problems
4. Practicals

Audiology

1. Special tests in Audiometry
2. Education of the Aurally Handicapped
3. Supervised teaching of the deaf
4. Practicals

NOTE: The copies of the detailed Curricula, as approved by the University are available in the Library for consultation.

SCHEME OF EXAMINATION

At the end of the first academic year a class examination will be held in the following subjects:

English  
Basic Sciences  
Basic Medical Sciences  
Psychology and Social Dynamics  
Phonetics and Linguistics  
Introduction to Speech Pathology & Audiology

There shall be two public examinations one at the end of second academic year and the final at the end of the third academic year.

The class examination at the end of first academic year shall consist of six theory papers of three hours duration carrying 100 marks each. Passing the class examination is compulsory for all the candidates.

A candidate who has not passed the class examination will not be eligible to appear for the public examination. However, he will be permitted to enter the next year and has to successfully complete the class examination in the subjects which will be held at intervals of four months, twice a year (i.e., in August and December every year).

The public examination at the end of the second academic year shall consist of three theory papers of 100 marks each of three hours duration in two parts.

PART-I : Consists of two theory papers in Psychology

1. Developmental Psychology
2. Introduction to clinical Psychology & Mental Testing

PART-II: Consists of one theory paper in Statistics.

20% in each of these 3 papers shall be set apart for assessment of class marks.

The public examination at the end of the third academic year shall consist of six theory papers of three hours duration of 100 marks each. 20% of each theory paper will be set apart for assessment of practical and clinical class work throughout the three years. There shall be no practical examinations.



B.Sc. Final - Public Examination

PART-I : Speech Pathology

Paper-I : Introduction to Speech Pathology and Voice and Articulation

Paper-II : Speech Therapeutic methods and Organisation of Speech and Hearing Centres

Paper-III : Stuttering and Organic Speech problems

Practicals: (Class assessment)

PART-II : Audiology

Paper-I : Speech Reading, Hearing Aids and Auditory Training

Paper-II : Education of the Aurally Handicapped

Paper-III : Introduction to Audiology and Special Tests in Audiology

Practicals: (Class assessment)

II. APPEARANCES FOR PUBLIC EXAMINATION

Candidates appearing for the public examinations at the end of 2nd and 3rd academic years shall apply for all the parts in each examination when appearing for the first time. These examinations shall be held twice a year.

If a candidate fails in a part or parts will appear for all the papers of that part or parts at the next examination.

MINIMA FOR A PASS

(a) No candidate shall be declared to have passed in the class examination in the basic subjects held at the end of the first year unless he obtains not less than 35% of marks in each subjects.

(b) No candidate shall be declared to have passed in the public examination held at the end of the second year in the subjects mentioned unless he obtains the minimum of 30% in each paper and an aggregate of not less than 35% in each part.

(c) No candidate shall be declared to have passed in

the final examination held at the end of the 3rd year unless he obtains not less than 35% of marks in each paper and an aggregate of not less than 40% marks in each of the two parts

(d) A candidate who fails to secure the minimum for a pass in the public examination at the end of the 2nd year shall be permitted to the third year class. But he should successfully complete the same atleast six months prior to appearing for the final examination.

CLASSIFICATION OF SUCCESSFUL CANDIDATES

Successful candidates at the public examination shall be classed in the respective parts on the basis of the aggregate marks.

First class ... Those who obtain not less than 60% of the aggregate marks in the part.

Second class ... Those who obtain less than 60% of the aggregate marks in the part, but not less than 50%

Third class ... Other successful candidates

The names of those who pass in the I and II class shall be published in the order of merit and the names of those who pass in III class, shall be published in the alphabetical order.

REAPPEARANCE FOR THE DEGREE

No candidate who has been declared to have passed in part or parts of the public examinations shall be permitted to reappear again in the same part or parts.

MONTH OF EXAMINATIONS

The examinations shall be held in the month of March/April and September each year, or as may be decided by the University of Mysore.



### FEES

Examination fee II year	...	40-00
Examination fee III year	...	70-00
Marks card fee	...	3-00
		-----
Calender and Journal(Student's Assoen.)		6-00
Registration Fee (University)	...	3-00
Admission fee	...	5-00
Library fee	...	2-00
Sports fee (Student's	...	6-00
Reading room fee(Association	...	4-00
Medical fee	...	2-00
Caution deposit(refundable)	...	150-00
		-----
Total: ...		178-00
		-----

### LIBRARY OF THE INSTITUTE

The Institute has a library of its own having books concerned with all the fields of study of the Institute. It functions mainly as a reference library. However, books which are in duplicate are issued to the students of the Institute for a limited period. The library is well furnished and the students can comfortably consult the books and journals. The library also works in the evenings so that the students can read during the free hours.

The library is subscribing to twenty professional journals and they would be available for reference only.

Dr.Wendell Johnson Library is a part of the Institute Library. It is a collection of books, journals and technical reports donated by the United States of America in the name of late Dr.Wendell Johnson. Under this gift library all the back volumes of the Journal of Speech and Hearing Research, Journal of Speech and Hearing Disorders and ASHA are available.

In addition to the above, arrangements have been made to make use of the University Library by the students where a huge collection of books and journals are available.

### CLINICAL SERVICES AND THE DEPARTMENTS OF THE INSTITUTE

The Institute provides clinical service to those who are suffering from speech and hearing disorders. The Institute has at present the departments of Audiology, Speech

Pathology and Psychology which are actively engaged in the diagnostic, therapeutic and research activities. The Clinic provides the following services:-

### SPEECH PATHOLOGY

No adequate surveys have been carried out to estimate the number of people with speech defects. However, experience shows that the number is very high. Speech defects vary greatly in type and in severity. Some are organic in nature, others are of a functional nature. Some of the speech problems are amenable to medical and surgical treatment. The aim of the Institute is to minimise the communication difficulty of the cases by providing therapy and training. At present the clinic provides for diagnosis, therapy and counselling services for the following speech problems:-

1. Stuttering (Stammering)
2. Cleft Palate (people with hypernasal voices)
3. Voice Disorders : Voicelessness, Males who speak like females and viceversa, hoarse voice whispered voice, etc.
4. Aphasia : Speech and language problems associated with paralytic strokes.
5. Laryngectomees : People whose larynx (voice box) has been removed.
6. Articulatory Problems : Indistinct speech, baby talk
7. Cerebral Palsy : Difficulties of movement of limbs, tongue, lips, etc.
8. Delayed language & speech development.

### AUDIOLOGY : (Hearing)

Hearing surveys have shown that 10-15% of the school going children in India suffer from a hearing loss which range from a mild to a severe loss. This constitutes a serious economic and social problem both to the individuals and the society. The individual's education is affected and so is his communication and effective participation in social activities.



It is essential that hearing problems be detected at an early age (preferably before the age of three years) if rehabilitation is to be effective. Education of children where the hearing loss is detected after five years of age is very difficult. The earlier the rehabilitation measures are started the better are their chances of success.

A severe hearing loss or deafness is a great handicap to a child because it hinders the acquisition of speech and language. A child who does not hear the words which he can imitate cannot acquire speech and language. The hard of hearing who hear only partially imitate what they hear and therefore their speech is misarticulated. It is necessary that these persons receive medical aid where possible, be fitted with hearing aids where required and given special training like speech reading if they are to overcome the handicap of hearing loss. Even when the hearing is lost after speech has been acquired unless proper measures are taken a person's speech tends to become slurred and indistinct. The older person who has acquired a hearing loss needs special hearing therapy to prevent a deterioration in his speech. The hearing clinic at the Institute provides diagnostic facilities and also treatment and counselling facilities for:-

All types of hearing problems including deafness both in children and adults. The facilities available are as follows:

1. Diagnostic facilities including Audiometry
2. Medical advice and treatment
3. Counselling
4. Parent Education
5. Fitting of hearing aids and maintenance of hearing aid
6. Therapy classes for the hard of hearing

(Education of the deaf is a full time programme that extends over a number of years. Their rehabilitation involves a total programme of education which includes, among others, speech and language. At present the Institute is not equipped to provide this full programme necessary for these children).

#### CLINICAL PSYCHOLOGY

It is observed that most of the cases suffering from speech and/or hearing problems need to be examined for possible

psychological problems associated with them. Hearing and speech impairment inevitably have some undesirable consequences on the development and adjustment of the individual. And indeed in a few cases the entire difficulty could be traced to certain psychological problems as in the case of hysterical aphonia. Hearing impairment in young children is known to have quite severe effects on the mental development and this needs to be systematically evaluated. More often cases with speech problems exhibit difficulties in adjustment for which they need psychotherapeutic help. And in general, all parents of speech and hearing handicapped children need counselling.

The Institute has a team of qualified clinical psychologists who actively participate in the day to day service of the patients. Patients with speech and hearing disorders get the benefit of psychological investigations. The main areas touched upon are memory, intellectual abilities, aptitudes, personality and personality deviations.

Therapeutic work also is envisaged in their service. At present a number of stammerers are attending the clinic and getting the benefit of treatment. Wherever indicated psychotherapy is given as an adjunct treatment with other forms of speech training or auditory training.

#### SPECIALISTS FROM MYSORE MEDICAL COLLEGE

Professors of Otolaryngology, medicine and Paediatrics of the Mysore Medical College are visiting consultants in the Institute. Dr. Thomas Eapen is the visiting dental surgeon of the Institute. Cases which need to be examined by these specialists are presented to them for their advice.

#### WORKING HOURS

Office	...	10-00 A.M.	to	5-00 P.M.
Clinic	...	3-00 P.M.	to	5-00 P.M.

#### DISCIPLINARY REGULATIONS

##### ABSENCE AND LEAVE

1. Any student who absents himself without leave (unless such leave is satisfactorily explained) shall be punished by his losing attendance for two days for every one day's absence.

The stipendaries will lose half a day's stipend if



they abstain for one period and they will lose the whole day's stipend if they abstain for two or more periods.

2. If a student absents himself without leave for more than ten consecutive days, his name will be removed from the register and he will be readmitted only on the payment of a prescribed readmission fee.

3. The stipendiary candidates are entitled for seven days of casual leave, and for 21 days leave on Medical Grounds subject to the production of medical certificate from an authorised civil assistant surgeon, Grade-I.

4. Students when attacked with illness are to report the same in writing to the Director and are to produce a Medical Certificate from a registered medical practitioner.

5. Any student absenting himself for the purposes of attending a police office or any law court shall be subjected to the same penalty as if absent without leave unless he can produce a certificate that his absence was necessary by the concerned office.

6. Leave of absence during the vacation shall be granted only to those students whose progress and conduct have been satisfactory.

7. Application for leave from a student living in a hostel must be countersigned by the concerned warden of the hostel.

#### CLASS ROOM

1. On the teacher entering his class room, the students shall arise and remain standing till they are asked to sit or till the teacher takes his seat.

2. No student shall be allowed to leave the class room without the permission of his teacher or until the class is dismissed.

3. Students are expected to assemble in the class room at the appointed hour, when the roll shall be called and the absence of any student noted. The students are required to stand up and answer their names. A student coming into the

class room after roll call may be refused admission or deprived of attendance. He shall not enter the class late without permission.

4. A student who disturbs a class in any manner or does not keep discipline may be expelled from the class by the teacher. A pupil so expelled shall be deemed to be absent for two periods without leave. The teacher's decision shall be final.

#### BOOKS AND APPARATUS

1. Every student shall provide himself with all the prescribed text books and necessary instruments.

2. Every student, to whom books or other property of the Institute are entrusted, shall be held responsible for their preservation in good condition and in the event of their being lost or damaged, they shall be required to replace them or defray their cost.

3. Any student breaking or injuring any Institute property shall be required to pay the cost of repair or replacement. In case of wilful damage, he shall also be punished in such manner as the Director may think fit. The student may not be required to pay the cost if the teacher in charge certifies that the breakage was purely due to accident and not due to any neglect on the part of the student.

#### DRESS

All students should be dressed cleanly and tidily. Suitable foot wear should be worn.

#### GENERAL

1. All the students must observe the rules and regulations of the Institute and of the hostles in which they reside. Proper behaviour is essential in this situation because the good of the student body and also the reputation of the Institute are involved. Good public relations are an asset to any Institution and more so with this Institute whose one of the objectives is to serve people. A serious view will be taken of breaches of discipline particularly those involving lack of self restraint and a failure to live



up to obligations. Repeated misconduct may result in the dismissal of the student concerned.

2. Each student is required to attend punctually at the stated hours for the lecture, seminars, conferences and clinical work.

3. Every student must attend atleast 75 per cent of the total number of classes for the year to enable him to obtain a certificate of attendance. For the M.Sc. students the attendance will not be condoned under any circumstances beyond 25% and for the B.Sc. students it may be condoned only under exceptional circumstances.

4. "Attendance Certificate", prescribed by the University, shall not be granted to any student unless he has shown satisfactory progress to the authorities responsible for granting the certificate and until he has paid all demands against him.

5. Students should attend all class and sessional examinations. Applications for leave of absence from the sessional examinations should be made through the head of the department concerned. Exemption from attendance will be granted only under exceptional circumstances. The absentees may be given a written examination by the teacher without further notice. If they fail to take this examination also they will be awarded zero for that particular examination. However, if a candidate absents himself from an examination without the permission or the reasons given by him are not satisfactory, he would be considered to have failed in the examination. In addition, they are liable to be detained in the same class or may not be permitted to sit for the University Examination.

6. At all examinations, whether class examination, monthly tests or sessional examinations, students are forbidden to take into the examination hall text books, notes or manuscripts of any kind. Any student detected violating this rule or having recourse to unfair practices will be removed from the examination room and the occurrence will be reported to the Director.

7. No student or groups of students shall form an unauthorised association or organisation. They shall not arrange any unauthorised meetings and functions for any purposes. Students shall not go on strikes, and shall not attend strikes and demonstrations at other colleges/institutions. The Director might take any action that he thinks is necessary against the defaulters, including suspension of stipend and dismissal from the Institute.

8. Students indulging in any other kinds of undesirable activities will be punished severely. If deemed necessary, they will be dismissed from the Institute.

9. Misappropriation of any property or funds of the Institute or of any recognised organisations of the Institute by the students will result in the discharge of those from the Institute.

10. Smoking within the class room, library and clinic is prohibited.

11. No game of any sort is to be played during the working hours of the Institute.

12. The Director may place himself in communication, where necessary, with the parents or guardians of the students whose attendance is irregular and conduct unsatisfactory. Students who are incorrigible even after the warnings shall lose their stipend and further are liable for discharge from the Institute.

13. The Director may issue from time to time with the approval of the appropriate authority, any other disciplinary rules regulating the conduct of students, with a view to maintain the discipline and dignity of the Institute.

### H O S T E L

The first phase of the hostel at Manasa Gangotri is complete and has been allotted to the lady students of the Institute.

The men students will continue to be accommodated at the Maharaja's College Hostel. Students staying in the Maharaja's College Hostel should strictly adhere to the rules and regulations of that hostel.

### RULES REGARDING THE INSTITUTE HOSTEL

1. (a) All applications for admission or re-admission to hostel shall be addressed to the warden. They will be registered in the order in which they are received. Applications will be considered by the Director, in consultation with the



warden and the names of persons selected for admission notified on the hostel's notice boards. The period in respect of admissions made during the course of an academic year will expire at the end of that year and admissions will be made afresh every year.

(b) Every application for admission or re-admission to the hostels should be accompanied with a registration fee of Re.1/- which will be credited to Hostel fund. This fee is not refundable. Those who are granted admission should pay an admission fee of Rs.2/- at the time of joining the hostel.

2. (a) The allotment of rooms will be at the discretion of the warden. Every member shall occupy the room assigned to him or her by the warden and shall on no account change for another, unless permitted to do so, by the warden. The occupants of the room shall be liable to pay for the repair of any damage done to the fittings and furniture of the room. The hostel authorities shall not be responsible for the loss or damage to the student's private property. Every student admitted to the hostel shall be required to pay in advance the rent and other charges as prescribed by the Institute from time to time.

(b) Each resident, on admission will be required to pay Rs.150/- (Rupees One Hundred and Fifty Only) as the Hostel Deposit, which will be returned at the time of his/her leaving the hostel every year, after adjusting any liabilities due to the hostel.

(c) The Director will have the right to refuse admission to any applicant without assigning reasons.

3. (a) The hostel establishment shall be under the direct control of the warden. Appointments etc., of members of establishment for the hostel and mess will, however, be made by the Director.

(b) The warden is responsible for proper maintenance of accounts in respect of the hostels, which he or she is in charge. If necessary, service of a clerk with experience in accounts may be made available to the warden for rendering assistance.

(c) The warden shall take rounds of the hostel building periodically and report to the Director, on the urgent repairs and improvements needed for the hostel to be carried out.

(d) Complaints against servants, if any, should be made to the warden in writing. No member shall demand any special service from the hostel servants, except through the warden.

#### 4. DISCIPLINE

- (i) Students shall keep their rooms scrupulously clean.
- (ii) All inmates are expected to be in the hostels by 9 p.m. except with the special permission of the warden.
- (iii) Members are not allowed to hold any meetings in hostel without the previous sanction of the warden in writing.
- (iv) No circular or subscription list shall be taken round to the members, without the permission of the warden.
- (v) Members shall refrain from playing music, singing or making noise in the hostel.
- (vi) Room lights must be switched off when a room is not in use. Verandah and passage lights shall be put out at 10-30 P.M. Boarders should not use electrical equipment like fans, iron and heaters etc.
- (vii) Members are particularly advised to be economical in the use of both electricity and water supply.
- (viii) No member may absent himself from the hostel, without previous intimation of the warden.
- (ix) No member shall stay away from the hostel at nights without the previous permission of the warden.
- (x) Members are requested to preserve discipline in the hostel by observing the above rules strictly. The warden shall take notice of any breach of the rules.
- (xi) The members, whose conduct and behaviour is observed to be unsatisfactory, will be liable to be evicted from the hostel and also may disqualify themselves for admission to the hostels. The parents or guardians of such students shall however, be appraised of the situation before hand.

5 In the case of the ladies' hostel, any member wishing to go to places other than the Institute or library shall inform the warden previously and the full address of the place to which she goes should be entered in the book kept for that



purpose. Every member shall be in the hostel before 7 p.m., unless permitted by the warden to be late on that particular day. No member shall stay for a night or spend the week end without previously obtaining permission from the warden and without a letter to the warden from her parent or guardian containing the names, relationship and addresses of friends or relations, with whom they allow their daughters to spend the night or week end. No member should leave the hostel without the permission of the warden and the Director of the Institute. For leaving the hostel her parents or guardians should apply to the Director stating the place to which she is to go. Visitors shall obtain the permission of the warden to see their friends in the hostel. Each visitor will enter his or her name, relationship, designation and address and the name of the student visited in the visitor's register. Visiting hours shall be between 4 and 6 p.m. on Saturdays and Sundays.

The names of persons, who are the relatives of the lady students and are likely to visit, must be made known before hand, i.e., before actual admission into the hostels, along with the addresses, relationship etc. In the case of defaulters, serious view will be taken, which may result in their removal from the hostels with or without notice.

#### 6. ILLNESS:

All cases of illness shall be immediately reported to the warden. The warden will make necessary arrangements and shall use his own discretion as to whether the patient may be removed to a hospital or treat in the hostel.

#### 7. MESS:

(a) For the time being there will be one vegetarian mess. It is compulsory for the students staying in the hostel to be members of the mess.

(b) The mess will have a prefect, selected by the warden once a month among the inmates of the hostel. The prefect shall be responsible for the purchase of all provisions and vegetables. They should maintain proper accounts for amounts received and expended by them and obtain bills and vouchers for all items except for purchase of vegetables and petty bazar articles. The warden may give them suitable advances, the accounts maintained by them being scrutinised regularly once in three days. No fresh advances should be given until the advance previously given are fully accounted for. The prefect shall on no account delegate the duties in respect of the purchase of stores to hostel servants or to

other persons except for minor purchases. The prefects should assist in the issue of rations as far as possible.

(c) It is imperative on the part of every member of the mess to abide by the rules and regulations of the mess in force.

(d) Membership is not transferable, either temporarily or permanently. No member can depute another person in place of himself.

(e) Every member shall pay the full mess charges for the preceding month on or before the 10th of the succeeding month to the hostel clerk and shall insist on a valid receipt being issued immediately with the signature of the warden. The accounts and charges per individual member for the month will be notified on or before the 5th of the succeeding month.

(f) In special cases, the Director may permit payments of mess charges till the end of succeeding month and recover a fine of 0-25p for each day delayed after 10th. Members failing to pay the mess charges by the end of the succeeding month shall forthwith forfeit his membership and shall not be allowed to partake in the mess from the next day. Such a member is also liable to be removed from the Hostel after due notice.

(g) In case it becomes necessary, the warden may change the date for the receipt of the mess charges after an approval from the Director.

(h) Concessions: Unless a member is continuously absent for a minimum of three full days with prior intimation to the prefect, he is not entitled to any reduction in his mess charges. Reduction of mess charges will be worked out on the basis of the actual total expenditure of the month concerned.

(i) Guests: Guests of the members are eligible to partake food etc., provided by the mess, on payments of guest charges prescribed or to be prescribed from time to time. A guest is allowed only for a limited, temporary and occasional visit sufficient notice of his visit being given to the prefect previously. No guests to stay in the hostel without previous permission from the warden. The prefect, with the prior approval of the warden, can refuse to admit guest or guests without assigning reasons.

(j) Extra Charges: Members wishing to have extras in the dishes, ghee, milk, etc., can have them on payment of the prescribed charges.

(k) Breakfasts, meals, tea, etc., will be available only during the notified hours and members coming after the notified hours are not bound to be served. Meals will not be served in rooms except in case of illness and with the permission of the warden.



(l) Staff of the Institute wishing to join the mess may do so, after obtaining written sanction of the Director and they shall be considered as special members of the mess and shall have all the benefits of membership on payment of the charges prescribed for a member. They are governed by the same rules as any other member.

(m) The staff of the kitchen are to be treated courteously and shall not be dealt with directly for indiscipline and discrepancies. Any complaints should be lodged in writing in the Register of complaints, specially kept for that purpose.

(n) Constructive suggestions to improve the mess are always welcome and the members are requested to put up their suggestions in writing in the suggestion register, which will be reviewed by the warden and if feasible, will be put into practice.

9. No student in arrears of hostel dues will be permitted to send up his application for a University Examination or sit for a class examination until the arrears are completely paid. No boarder in arrears shall be eligible for election.

10. All inmates of the hostels will abide by the above rules and the modifications issued from time to time, to these rules.

# 11. PAYMENTS (a) ANNUAL PAYMENTS

Registration	...	1-00
Admission	...	2-00
Annual depreciation fee (for cooking utensils, etc.)	...	10-00
Medical fee	...	2-00
Annual Hostel Deposits	...	150-00

## (b) OTHER PAYMENTS

Room rent per term (2 terms per year)		
Single room (per head)	...	60-00
Double or triple room (per head)	...	40-00
Establishment (monthly)	...	8-00
Water & Electricity	...	2-00

## DISCIPLINE DECLARATION

I, son/daughter, of \_\_\_\_\_ of \_\_\_\_\_ class, A.I.I.S.H., Mysore, do hereby solemnly and sincerely declare that I am fully aware of the rules and regulations of the hostel and I bind myself to obey those rules and regulations. I also declare that I will take care of all the hostel articles, books and furniture entrusted to me and I will be responsible to make good any loss or damage to the hostel property. I agree to take the decisions of the warden as final.

Station:

Date:

Signature of the Applicant  
Countersigned by  
Signature of the parent/  
Guardian

N.B: Subsidiary rules not inconsistent with the above rules may be framed by the authorities of the hostel from time to time.

## THE ALL INDIA INSTITUTE OF SPEECH & HEARING ASSOCIATION

1. There shall be a properly organized Association consisting of its students and teaching staff, called "The All India Institute of Speech and Hearing Association" in the A.I.I.S.H., Mysore-6:

- (i) (a) to promote social, cultural, physical and mental well being of the students and also to promote social life corporate feelings amongst students and the members of teaching staff;
- (b) to train the students for social service and for leadership;
- (c) to help the students develop intellectual abilities, moral qualities, natural gifts and talents;
- (d) to train the students in the art of self government;
- (e) to organize study circles and such other activities to foster academic interests.

(ii) The means for attainment of the above objects shall be through:

- (a) organising informal meetings on significant



occasions, lectures and debates.

- (b) Maintaining recreation halls, reading rooms, etc.
- (c) Conducting fine arts, sports, dramatic, debating and such other activities as may be decided by the President of the Association.
- (d) Organising social service activities in urban and rural areas to help the people in understanding the problems of speech and hearing.

2. Every student of the Institute, shall be an ordinary member of the association and every member of the teaching staff shall be an "Honorary Member". Every ordinary member of the association shall pay an annual subscription towards the association and sports, etc., as may be fixed by the President. An honorary member may pay an annual donation to the funds of the association. Every member shall have the right of participating in the activities of the association and every member shall be entitled to participation in the Institution days and to have a copy of the Institute magazine, when published.

### 3. ADMINISTRATION

- (a) The Director of the Institute shall be the President of the Association.
- (b) The management of the Association shall be vested in the management committee, consisting of the following:

The President  
The Vice-President  
The Treasurer  
The General Secretary  
The Sports Secretary  
One Representative from each class

### 4. ELECTIONS

The President shall fix a day for electing the student office bearers. There will be at least seven days notice of the date for the election and at least three days notice for receiving nomination in a prescribed form. The nominated members will be notified by the President three days before the

election day. The election shall be by secret ballot. In the event of the required number of candidature not being received the vacancies shall be filled in by nomination by the President. In case of any special events concerning elections and their results, the decision of the President shall be final. The Vice-President and the Treasurer will be the members of staff, nominated by the President.

### 5. THE QUORUM

The quorum for the meeting of the managing committee shall be the one third of the total number of the committee members. When a meeting of the managing committee is adjourned for want of quorum, no quorum is necessary for such an adjourned meeting, members present shall form the quorum.

The managing committee shall constitute sub-committees when necessary for various different activities.

The managing committee will meet as often as necessary but not less than twice a year. The Secretary will prepare the agenda of the managing committee in consultation with the members of the committee. Every business of the association including purchases, sales, payments, etc., shall require the sanction of the managing committee or that of the President in case of urgency. The General Secretary shall work as the Secretary of the committee. The agenda for the general body will be prepared by the managing committee.

### 6. GENERAL BODY

The General Body of the Association consists of all the ordinary members and honorary members and it shall meet once in every year during the first term to approve the business conducted by the Managing Committee during the preceding year to sanction the budget for the current year, to discuss and decide such other items, as may be placed before it by the President. Seven days prior notice to the members shall be necessary for this meeting and the quorum shall be ten per cent of the total number of members of the association. Extraordinary General Body Meetings may be summoned by the President on receipt of a requisition of 20 per cent of the members for any specific purpose giving a notice of at least three days.

All business of the General Body Meeting as well as the Managing Committee meetings shall be decided by a majority of votes of the members present. The President shall have a



casting vote in case of a tie.

The President shall have the power of vetoing the decisions of the General Bodies, Managing Committee and Sub Committee and of certifying the passage of any measure which in his opinion is necessary for proper management of the Association. He shall have also the powers in cases of special necessity and emergencies, to sanction the expenditure from the association budget to the extent necessary, for any specific purpose. He may disallow any subject brought before any meeting and permit consideration of any request not in the agenda of the meeting.

The President shall preside over the meetings of the General Bodies and the Managing Committee. In the absence of the President, Vice-President shall preside over such meetings and he shall be competent to exercise all the powers of the President on such occasions.

#### 7. CORRESPONDENCE

The routine correspondence of the association shall be conducted by the general secretary under the direction of the President. The correspondence with the University, President and Chairman of the General Council and Executive Council and other higher authorities in the state or outside shall however be conducted by the President. The Secretary shall be responsible for the issue of notices of the meetings etc., and also for maintenance of the minute books of the General Body, Managing Committee, etc. The President may nominate an elected member of the association as Joint Secretary to help the General Secretary in his work. In the absence of the General Secretary he will be carrying out all the duties and functions of the General Secretary.

#### 8. SUBSIDIARY RULES

Subsidiary rules not inconsistent with the above rules necessary for conducting the business of the association and of its constituent bodies may be prepared by the President in consultation with the Managing Committee and notified in the Association Office.

The Association clerk shall maintain a dead stock register. The Vice-President shall have power to sell or dispose off superfluous, useless or unserviceable stock in consultation with the President after observing the formalities.

At the first meeting of the Managing Committee, the General Secretary shall present a statement of accounts for the past year, amount of the reserve fund and estimated receipts during the current year. The tenure of the office bearers will be for a period of one year from June to June.

#### 9. EXTRA POWERS OF THE PRESIDENT

The President shall have the power in all cases not herein provided for, to take such action as may be necessary to promote the objects and interests of the Association and its constituent bodies if any. Disciplinary action against the defaulters, as may be necessary, shall be taken only by the President. The President shall be the Chief Executive Officer of the Association and he may for this purpose, requisition the services of the members of the Managing Committee to the extent necessary.

#### RAILWAY TRAVEL CONCESSION FOR STUDENTS

Railway concession is available for the bonafide students for travelling between their college and home, on sports and tournaments.

Concession tickets will be issued directly by the station master on production of a concession certificate duly certified and signed by the Director. The form of certificate for rail concession is standardised and is available in the Office of the Institute. The concession certificate will be in three folios. The form duly filled may be sent to the station, upto fifteen days in advance of the date of journey.