



STATUTES OF THE TAMIL UNIVERSITY



STATUTES OF THE TAMIL UNIVERSITY

1. The Tamil University Statutes assented to by the Chancellor on 7th May 1983 and on 28th May 1983-- Vide D.O.letters No.2773/A1/83 dated the 7th May 1983 and No.2773/A2/83 dated the 28th May 1983 from the Secretary to Governor.
2. Amendments to the said statutes assented to by the Chancellor.
 - (i) On 23rd April 1990 - Vide letter No.6788/U2/88, dated the 23rd April, 1990
 - (ii) On 13th Nov.1990 - Vide letter No. 4280/U2/90, dated the 13th Nov.1990.
 - (iii) On 11th May 1990 - Vide letter No.29684/NUIII(1)/90-1, dated the 11th May 1990.
 - (iv) On 8th Feb.1991 - Vide Letter No.594/U2/91, dated the 8th Feb.1991.
 - (v) On 16th April 1991 - Vide letter No.595/U2/91, dated the 16th April 1991.
 - (vi) On 2nd Sep.1991 - Vide letter No.4092/U2/91, dated the 2nd Sep.1991
 - (vii) On 7th Jan.1992 - Vide letter No.12412/U2/91, dated the 7th Jan.1992.
 - (viii) On 14th Feb.1992 - Vide letter No.10205/U2/91 dated the 14th Feb.1992.
 - (ix) On 13th May 1992 - Vide letter No.4152/U2/92, dated the 13th May 1992.
 - (x) On 29th June 1992 - Vide letter No.6413/U2/92, dated the 29th June 1992.
 - (xi) On 14th July 1992 - Vide letter No.2825/U2/92 dated the 14th July 1992.
 - (xii) On 11th Jan.1994 - Vide letter No:19900/U2/93 dated the 11th Jan.1994.
 - (xiii) On 11th Jan.1994 - Vide letter No.20707/U2/93, dated the 11th Jan.1994.
 - (xiv) On 26th Nov.1994 - Vide letter No.9708/U2/94, dated the 26th Nov.1994.
 - (xv) On 1st Feb.1996 - Vide letter No.44/U2/96, dated the 1st Feb.1996.
 - (xvi) On 2nd Feb.1996 - Vide letter No.48/U2/96, dated the 2nd Feb.1996.
 - (xvii) On 25th Oct.1996 - Vide letter No.3286/U2/96 dated the 25th Oct.1996.
 - (xviii) On 29th July 1997 - Vide letter No.3230/U2/97 dated the 29th July 1997.
 - (xix) On 9th Apr.1997 - Vide letter No.46/U2/96, dated the 9th April 1997
 - (xx) On 20th Aug.1997 - Vide letter No.7345/U2/97, dated 20th Aug.1997.
 - (xxi) On 20th Aug.1997 - Vide letter No.5032/U2/97, dated the 20th Aug.1997.
 - (xxii) On 20th Aug.1997 - Vide letter No.5033/U2/97, dated the 20th Aug.1997.
 - (xxiii) On 13th Nov.1998 - Vide letter No.4210/U2/98, dated the 13th Nov.1998.
 - (xxiv) On 24th Mar.1999 - Vide letter No.5062/U2/98, dated the 24th Mar.1999.
 - (xxv) On 27th May 1999 - Vide letter No.5062/U2/97, dated the 27th May 1999.
 - (xxvi) On 5th Aug.1999 - Vide letter No.5022/U2/97, dated the 5th Aug.1999.
 - (xxvii) On 24th Mar.2000 - Vide letter No. 952/U2/98, dated the 24th March 2000
 - (xxviii) On 14th Jan & 10th Mar.2001 - Vide letter No.6894/U2/2000, dated the 14th Jan. & 10th Mar.2001.
 - (xxix) On 15th Nov.2001 - Vide letter No.4657/U2/2000, dated the 15th Nov.2001
 - (xxx) On 6th Dec.2001 - Vide letter No.6651/U2/2001, dated the 6th Dec.2001
 - (xxxi) On 31st Oct.1990 - Vide letter No.7732/U2/90, dated the 31st Oct.1990
 - (xxxii) On 9th Jan.2003 - Vide letter No.20/U2/2003, dated the 9th Jan.2003
 - (xxxiii) On 10th July 2003 - Vide letter No.2645/U2/2003, dated the 10th July 2003
 - (xxxiv) On 4th Nov.2003 - Vide letter No.5347/U2/2003, dated the 4th Nov.2003.

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1. PRELIMINARY

Cf. Act Sec.3
Establishment of the
University

1. The Tamil University was established under the Act No.9 of 1982 of Tamil Nadu Government for furthering the advancement of learning and prosecution of research in Tamil language and literature.

2. In these laws, unless the context otherwise requires,

Cf. Act Sec.2
Definition

- a) 'The Act' means the Tamil University Act 1982 as amended from time to time and section means the section of the Act;
- b) 'The Laws' of the University means the provisions of the Act, and the statutes made and to be made by the Syndicate of the University and assented to by the Chancellor of the University and such other Ordinances and rules framed by the University under the Act;
- c) 'Statutes' means the statutes of the University made under the Act;
- d) 'Prescribed' means prescribed by the Act or the statutes;
- e) 'Government' means the Tamil Nadu Government;
- f) 'Notified date' means the date specified in the notification issued under sub-section (2) of section 1 of the Act;
- g) 'Clear days' means the time to be reckoned exclusive of both the first and the last day;
- h) 'The Gazette' means the Tamil Nadu Government Gazette;
- i) 'Resolution' means a substantive proposition originally moved or finally adopted;
- j) 'Motion' means anything moved either by way of resolution or amendment in accordance with the laws;
- k) 'Officers, Authorities' means the officers and authorities respectively of the Tamil University;
- l) 'Teachers' means Professors, Emeritus Professors, Distinguished Professors, Visiting Professors, Readers, Lecturers, Lecturers (Senior Scale), Lecturers (Selection Grade) and other like persons as may be declared by the statutes to be teachers;
- m) 'University' means the Tamil University established under chapter 2 section 3 of the Act;
- n) 'University Library' means a library maintained by the University;
- o) 'Hostel' means a unit of residence for the students of the University maintained or recognized by the university in accordance with the provisions of the Act and includes a hostel recognised as such by the university under the Act;

- p) 'University Grants Commission' means the commission established under section 4 of the University Grants Commission Act 1956 (Central Act 3 of 1956);
- q) 'Recognized Institution' means an institution affiliated to or associated with or maintained by any other University in the State and recognised by the Tamil University for specific purpose; and
- r) 'Research Centre' means a research organization maintained by the Tamil University.

All words and expressions used herein and defined in the Act shall have the meanings so defined.

3. The University Office shall be open for the transaction of business during the hours prescribed by the Vice-Chancellor from time to time on all days except Sundays and Gazetted Government holidays and such other holidays as may be declared by the competent person or body. The Office and the Department may be closed for a day or part of a day on specific occasions at the discretion of the Vice-Chancellor, provided that arrangements are made for the transaction of any urgent business.

**Hours of
Business**

4. Where, by any law, any act or meeting or proceedings is directed or allowed to be done or taken in the office of the University by any Statutory Officer on a certain day, or within a prescribed period and the office is closed on that day or the last day of the prescribed period, the act or the proceedings shall be considered as done or taken in due time, as if it is done or taken on the day on which the office reopens.

**Validity of acts done
On the day following
Dies-non**

5. (1) The University shall, subject to the provisions of the Act and the statutes, be open to all persons irrespective of their religion, race, caste, sex, place of birth or any of them.

Act Sec.5

(2) Nothing contained in the sub-clause (1) shall require that the University:

- (a) Should admit to any course of study any person who does not possess the prescribed academic qualification or standard;
- (b) Should retain on the rolls of the University any student whose academic record is below the minimum standard required for the award of a degree, title, diploma or other academic distinction; or
- (c) Should admit any person or retain any persons or retain any student whose conduct is prejudicial to the interests of the University or the rights and privileges of other students and teachers.

6. Since all aspects of the administration of the Tamil University are conducted in Tamil, the Tamil version of the Laws/ Statutes has the same force and validity as that of the English version.

**Tamil version
Of the Act**

II. THE UNIVERSITY

1. The Tamil University shall be a body corporate, shall have perpetual succession and a common seal and shall sue and be sued by the said name. The University shall be of the Unitary type.

Cf. Act Sec. 3
The University

2. The headquarters of the University shall be located within the limits of the Thanjavur municipality or in any place within a radius of twenty-five kilometers around those limits.

Headquarters of
The University

3. The University may establish or recognise institutions or centres in Tamil Nadu or in other states or in other countries for the purpose of furthering the objects of the University with the prior approval of the government concerned and the University concerned.

Recognition of
other institutions

4. The University shall have the following objects namely:

- Act Sec.4 Objects of**
The University
- 1) To function as a high-level research centre in Tamil language and literature;
 - 2) To impart training to those residing within and beyond India who desire to study Tamil;
 - 3) To facilitate and regulate research in fields like art, culture, music, stage-plays, painting, sculpture, architecture, literature, grammar, linguistics, history, religion, philosophy, geography, soil sciences, astronomy, navigation and shipping, astrology, siddha medicine, engineering sciences and handicrafts that have developed on the basis of the Tamil language and literature;
 - 4) To translate books in other languages into Tamil according to the needs in consonance with the objectives of the University and also to translate books in Tamil into other languages;
 - 5) To preserve and publish palm-leaf manuscripts and rare paper manuscripts;
 - 6) To search for and compile epigraphs relating to Tamil language, Tamil culture and history of the Tamils and publish them with its findings based on research;
 - 7) To compile and publish Tamil words, expressions, colloquial terms, words peculiar to industries and agriculture, which are used by Tamils in Tamil Nadu and also in other countries where Tamils live;

- 8) To provide for research on ancient times with an eye on future scientific development;
- 9) To provide for research and determine the procedures regarding development of Tamil language embodying in itself all the educational fields existing in the developing world and evolving suitable approach therefor;
- 10) To institute studies in Tamil language and literature in relation to other Indian cultures; and
- 11) To organize advanced studies and research programmes based on a deep understanding of the trends in Tamil language and literature.

4-A. The University shall have the following powers, namely:

**The Powers of
The University**

- 1) To institute degrees, titles, diploma and other academic distinctions:
- 2) To confer degrees, titles, diploma and other academic distinctions on persons who shall have carried out research in the University or in any other institution or centre recognized by the University under conditions prescribed.

Explanation:

For the purpose of the this clause and other provisions of this Act, institution or centre recognized by the University shall mean an institution or a centre situated in India or in other countries, recognized by the University for the purpose of furthering the objects of the University;

- 3) To confer honorary degrees or other academic distinctions in the prescribed manner and under conditions prescribed;
- 4) To supervise and control hostels and to regulate and enforce discipline among the students of the University and to make arrangements for promoting their health and general welfare;
- 5) To prescribe conditions under which the award of any degree, title, diploma and other academic distinctions to persons may be withheld;
- 6) To co-operate with any other University, Authority or Association or any other Public or Private Body having in view the promotion of purposes and objects similar to those of the University for such purposes as may be agreed upon, on such terms and conditions, as may, from time to time, be prescribed;
- 7) To establish and maintain University Libraries, Research Stations, Museums for Research and Publication Bureau;
- 8) To institute research posts and to appoint persons to such posts;

- 9) To institute and award fellowships, including Travelling Fellowships, Scholarships, Medals and Prizes in the manner prescribed;
- 10) To establish, maintain or recognize Hostels for students of the University and Residential accommodation for the Staff of the University and to withdraw any such recognition;
- 11) To fix fees and to demand and receive such fees as may be prescribed;
- 12) To hold and manage endowments and other properties and funds of the University;
- 13) To borrow money with the approval of the Government on the security of the property of the University for the purposes of the University;
- 14) To enter into agreement with other bodies or persons for the purpose of promoting the objects of the University including the assuming of the management of any Institution under them and the taking over of its rights and liabilities; and
- 15) To do all such acts and things, whether incidental to the objects and powers aforesaid or not as may be necessary or desirable to further the objects of the University.

The University shall consist of the following officers: namely

**Act Sec.17
Officers of the
University**

- 1) The Chancellor,
- 2) The Pro-Chancellor,
- 3) The Vice-Chancellor,
- 4) The Deans of Faculties,
- 5) The Registrar,
- 6) The Finance Officer and
- 7) Such other persons as may be declared by the statutes to be officers of the University.

6. The Vice-Chancellor, The Registrar, The Finance Officer and other employees of the University shall be deemed when acting or purporting to act in pursuance of any of the provisions of this Act to be public servants within the meaning of section 21 of the Indian Penal Code (Central Act XLV of 1860).

**Act Sec.17 Officers
Deemed to be Public
Servants**

7. (1) No person shall be qualified for election or nomination as a member of any of the

**Act Sec.6
Disqualification for
Membership**

authorities of the University if on the date of such election or nomination, he is:

- a) Of unsound mind, deaf-mute or suffering from leprosy, or
 - b) An applicant to be adjudicated as an insolvent or an undischarged insolvent, or
 - c) Sentenced by a criminal court for any offence which in the opinion of the syndicate involves moral turpitude.
- (2) In case of dispute or doubt as to whether a person is disqualified under sub-clause 1 the syndicate shall refer such cases to the Chancellor whose decision shall be final.

8. (1) Notwithstanding anything contained in Sec.18 and 21 of the Act no person who has held office as a member for a total period of six years in any one or both of the following authorities namely: (i) The Senate; and (ii) the Syndicate shall be eligible for selection or nomination to any of the said two authorities.

**Act Sec.7
Disqualification
For Nomination
And Election**

Explanation:

- (i) For the purpose of this sub-section, the expression 'period' shall include the period of office held by any person prior to the date of the publication of the Tamil Nadu Universities Laws (Second Amendment) Act, 1991 in the Tamil Nadu Government Gazette.
 - (ii) For the purpose of computing the total period of six years referred to in this clause, the period of three years during which a person held office in one authority either by election or by nomination and the period of three years during which he held office in another authority either by election or by nomination shall be taken into account and accordingly, such person shall not be eligible for election or nomination to any one of the said two authorities.
 - (iii) Provided that for the purposes of this statute, a person who has held office for a period not less than one year in any one of the said two authorities in a casual vacancy, shall be deemed to have held office for a period of three years in that authority.
 - (iv) Provided further that for the purposes of this statute if a person is elected or nominated to one authority and such person becomes a member of another authority by virtue of the membership in the first mentioned authority, the period for which he has held office in the first mentioned authority alone shall be taken into account.
- (2) Nothing stated in this statute shall have application in respect of :-
- (i) Ex-officio members referred to in Act section 18 (a) Clause I item (9) but not

including members of the syndicate who are not otherwise members of the senate referred to in Act section 18 (a) Class I item (9) and

(ii) Ex-officio members referred to in Act section 21 (b) Class I.

9. (1) The syndicate may remove by an order in writing made in this behalf any person from membership of any authority of the University by a resolution passed by a majority of the total membership of the syndicate and by a majority of not less than two-thirds of the members of the syndicate present and voting at the meeting, if such person has been convicted by a criminal court for an offence which in the opinion of the syndicate involves moral turpitude or if he has been guilty of gross misconduct and for the same reason, the syndicate may withdraw any degree or diploma conferred on or granted to that person by the University.
- (2) The syndicate may also by an order in writing made in this behalf remove any person from the membership of any authority of the University if he becomes of unsound mind or deaf-mute or suffers from leprosy or has applied to be adjudicated as an insolvent.
- (3) No action under this clause shall be taken against any person unless he has been given a reasonable opportunity to show cause against the action proposed to be taken.
- (4) A copy of every order passed under sub-clause 9(i) or sub-clause 9(ii) as the case may be, shall as soon as may be after it is so passed be communicated to the person concerned in the manner prescribed.

10. (1) Any notice, intimation or information required to be issued and any paper, minutes or proceedings required to be sent to any person by the laws shall be sent by messenger or post to the address of that person.

- (2) Every officer of the University and every member of any authority or body constituted under the laws of the University shall communicate by addressing to the Registrar to whom all the communications may be sent; and the posting of communications to that address shall be sufficient compliance with the requirements of the laws as to notice or despatch of papers.

III. VISITATION

1. The Chancellor shall have the right to cause an inspection or inquiry to be made, by such person or persons as he may direct, of the University its buildings, University libraries, museums and equipments, and of any institutions maintained or recognized by the University and also of the research, teaching and other work conducted or done by the University, and to cause an inquiry to be made in respect of any matter connected with the University. The Chancellor shall in every case give notice to the University of his intention to cause such inspection or inquiry to be made and the University shall be entitled to be represented thereat.
2. The Chancellor shall communicate to the syndicate his views with reference to the results of such inspection or inquiry and may, after ascertaining the opinion of the syndicate thereon, advise the University upon the action to be taken and fix a time limit for taking such action.
3. The syndicate shall report to the Chancellor the action, if any, which is proposed to be taken, or has been taken upon the results of such inspection or inquiry. Such report shall be submitted within such time as the Chancellor may direct.
4. Where the syndicate has not taken action to the satisfaction of the Chancellor, within the time limit as may be fixed as in sub-section (2) above, the Chancellor may, after considering any explanation furnished or representation made by the syndicate, issue such directions as he may think fit and the syndicate shall comply with such directions. In the event of the syndicate not complying with such direction within such time as may be fixed in that behalf by the Chancellor, the Chancellor shall have power to appoint any person or body to comply with such directions and make such orders as may be necessary for the expenses thereof.

Act Sec. 8
Visitation

IV. POWER TO OBTAIN INFORMATION BY THE GOVERNMENT

**Act Sec.42
Powers to Obtain
Information**

Notwithstanding anything contained in the act or any other law for the time being in force, the Government may, by order in writing, call for any information from the University on any matter relating to the affairs of the University and the University shall, if such information is available with it furnish the government such information within a reasonable period:

Provided that in the case of information which the University considers confidential, the University may place the same before the Chancellor and the Pro-Chancellor.

V. THE CHANCELLOR

1. The Governor of Tamil Nadu shall be the Chancellor of the University. He shall by virtue of his office, be the head of the University and shall when present preside at any convocation of the University and confer degrees, titles, diploma or other academic distinctions upon persons entitled to receive them.

Act Sec.10
The Chancellor

2. The Chancellor may of his own motion or on application call for and examine the record of any officer or authority of the University in respect of any proceedings to satisfy himself as to the regularity of such proceedings or the correctness, legality or propriety of any decision taken or order passed therein: and if in any case it appears to the Chancellor that any such decision or order should be modified, annulled, reversed or remitted for reconsideration for the reason that such decision or order is not in conformity with the provisions of the act or the statutes, he may pass orders accordingly:

Powers of the
Chancellor

Provided that every application to the Chancellor for the exercise of the powers under this statute shall be referred within three months from the date of which the proceedings, decision or order to which the application relates was communicated to the applicant.

Provided further that no order prejudicial to any person shall be passed unless such person has been given an opportunity of making his representation.

Cf. Act Sec.18
Nominations to
Senate

3. (1) The Chancellor shall nominate to the senate for a period of three years two members representing the institutions recognised by the University.
- (2) The Chancellor shall nominate to the senate for a period of three years three members from among the academic experts.
- (3) Where power is conferred upon the Chancellor to nominate persons to the authorities, the Chancellor shall, to the extent necessary, nominate persons to represent interests not otherwise adequately represented.

Cf. Act Sub-Sec.3 of
Sec.16A

- (4) The Chancellor shall appoint the members of the planning board for such period as he may determine.
- (5) In case of dispute or doubt as to whether a person is disqualified under statute 14 under the heading "A. Rules applicable to all elections" in Chapter XXV Election to the Authorities of the University & Committees, the syndicate shall refer such case to the Chancellor, whose decision shall be final.

(6) The Chancellor shall nominate one person to the committee referred to in statute 2 in Chapter VII - The Vice-Chancellor.

(7) Of the two members from among the Academic experts to be nominated to the Syndicate one shall be nominated by the Chancellor.

(8) A statute passed by the syndicate shall be submitted to the Chancellor who may assent thereto or withhold his assent. A statute passed by the syndicate shall have no validity until it has been assented to by the Chancellor.

Act Sec.31 (4)
Assent to the
Statutes

(9) If any question arises whether any person has been duly elected or nominated as, or is entitled to be, a member of any authority of the University or any other body of the University, the question shall be referred to the Chancellor whose decision thereon shall be final.

Act Sec. 40 Disputes
As to the constitution
Of Authorities

(10) The Chancellor shall exercise such other powers and perform such other duties as may be conferred on him by or under the act.

Act Sec.10 (4)

VI. THE PRO-CHANCELLOR

1. The Minister in-charge of the Portfolio of Education in the State of Tamil Nadu shall be
Act Sec.11 The the Pro-Chancellor of the University.
Pro-Chancellor

2. (1) The Pro-Chancellor shall nominate three members to the senate for a period of three
Cf. Act Sec.18 years, of whom not less than two shall be to secure representation of the
Nomination to scheduled castes and scheduled tribes not otherwise adequately repre-
Senate sented.

(2) The Pro-Chancellor shall nominate to the syndicate one member from among the
academic experts for a period of three years.

(3) The Pro-Chancellor shall exercise such powers and perform such duties as may be
Act Sec.11(3) conferred on him by or under the Act.

VII. THE VICE-CHANCELLOR

The Vice-Chancellor shall be the Academic head and the Principal executive officer of the University. It shall be the duty of the Vice-Chancellor to ensure that the provisions of the act and the statutes are observed and carried out and he may exercise all powers for this purpose.

Cf. Act Sec.13

1. (a) Every appointment of the Vice-Chancellor shall be made by the Chancellor from out of a panel of three names recommended by the committee referred to in Sec. 12(2) of the Act. Such panel shall not contain the name of any member of the said committee.

Act Sec.12

**Appointment of
Vice-Chancellor**

- (b) Provided that if the Chancellor does not approve any of the persons in the panel so recommended by the committee, he may take steps to constitute another committee, in accordance with sub-section (2), to give a fresh panel of three different names and shall appoint one of the persons named in the fresh panel as the Vice-Chancellor.

2. For the purpose of the selection of the Vice-Chancellor as stated in statute 1, the said committee shall consist of five persons of whom one shall be nominated by the Chancellor, one shall be nominated by the Government, one shall be nominated by the senate and two shall be nominated by the syndicate provided that:

**Cf. Act Sec.12(2)
The Committee**

- (a) The person so nominated shall not be a member of any of the authorities of the University.
- (b) The person so nominated by the Chancellor shall convene the meetings of the committee.

3. Provided further that:

**Cf. Act Sec.12(3)
Terms of office**

- (a) The Vice-Chancellor shall hold office for a period of three years and shall be eligible for reappointment for a further period of three years provided that no person shall hold office of the Vice-Chancellor for more than six years in the aggregate.
- (b) The Chancellor may direct that a Vice-Chancellor whose term of office has expired shall continue in office for such period not exceeding a total period of one year as may be specified in the direction.
- (c) The Vice-Chancellor may be writing under his hand addressed to the Chancellor and

after giving 2 months notice resign his office provided also that the person appointed as Vice-Chancellor shall retire from office if during the term of his office or any extension thereof he completes the age of 65 years.

Grant of Leave

4. The Chancellor shall sanction all leave except casual leave to the Vice-Chancellor.

5. When any temporary vacancy occurs in the office of the Vice-Chancellor or where the Vice-Chancellor is, by reason of absence or for any other reason unable to exercise the powers and perform the duties of his office, the seniormost professor of the University shall exercise the powers and perform the duties of the Vice-Chancellor till the syndicate with the approval of the Chancellor makes the requisite arrangements for exercising the powers and performing the duties of the Vice-Chancellor.

**Act Sec.12(4)
Arrangement
During absence**

6. The Vice-Chancellor shall be a wholetime officer of the University and his emoluments and other terms and conditions of service shall be as follows:-

**Cf. Act Sec.12(5)
Salary, Allowances and
Terminal Benefits**

- (1) He shall be paid a salary of rupees three thousand per mensem and he shall be entitled without payment of rent to the use of a furnished residence throughout his term of office and no charge shall fall on the Vice-Chancellor personally in respect of the maintenance of such residence.
- (2) The Vice-Chancellor shall be entitled to such terminal benefits and allowances as may be fixed by the syndicate from time to time: Provided that where an employee of
- (a) The University; or
 - (b) Any other University or college or institution maintained by or affiliated to that University is appointed as Vice-Chancellor he shall be allowed to continue to contribute to the provident fund to which he is a subscriber and the contribution of the University shall be limited to what he had been contributing immediately before his appointment as Vice-Chancellor.
- (3) The Vice-Chancellor shall be entitled to travelling allowance at such rates as may be fixed by the syndicate.

7. (1) The Vice-Chancellor shall be entitled to earned leave on full pay at 2 1/2 days for every completed months spent by him on active service:

**Cf. Act Sec.12(5)
Earned leave, Medical
Leave, Surrender of
Leave etc.**

Provided that when the earned leave applied for by the Vice-Chancellor in sufficient time before the date of expiry of the term of his office is refused by the Chancellor in the interest of the University and if he does not avail himself of the leave before the date of expiry of the term of his office, he

shall be entitled to draw cash equivalent to leave salary after relinquishment of his office in respect of earned leave at his credit subject to a maximum of one hundred and eighty days.

- (2) The Vice-Chancellor shall be entitled on medical grounds or otherwise, leave without pay for a period not exceeding three months during the term of his office: Provided that such leave may be converted into leave on full pay to the extent to which he is entitled to earned leave under sub-clause 7(1).

8. He shall be a member, ex-officio and chairman of the Senate, Syndicate, the Finance Committee and the Planning Board, and shall be entitled to be present at and to address, any meeting of any other authority of the University but shall not be entitled to vote thereat unless he is a member of the authority, concerned.
- Cf. Act Sec.13(3)**
Chairman of Authorities

9. (a) He shall have power to convene meetings of the Senate, the Syndicate, the Finance Committee, the Planning Board and other authorities and committees of the University.

Cf. Act Sec.13(3)
Meetings, Elections

- (b) He shall have power to convene special meetings of the Senate and such other authorities as and when required.

- (c) He shall fix the election schedules.

10. The Vice-Chancellor shall in the absence of the Chancellor and Pro-Chancellor preside at any convocation of the University and confer degrees, titles, diplomas or other academic distinctions upon persons entitled to receive them.
- Cf. Act Sec.13(1)**
Power to confer Degrees

11. (1) The Vice-Chancellor may appoint such person as he deems suitable to perform the duties of the Registrar or the Finance Officer as the case may be, when their offices are vacant or when the Registrar or Finance Officer by reason of illness or absence or any other cause unable to perform the duties of their offices.
- Cf. Act Secs.14(1) d**
And 15(4): Powers of Vice-Chancellor
Powers-appointing

- (2) The Vice-Chancellor shall appoint from among the professors in the faculty the deans for every faculty who shall hold office for a period of three years.
- Cf. Act Sec.36**

- (3) If at any time there is no professor in a faculty the Vice-Chancellor shall exercise the powers of the Dean of the Faculty.

- (4) If the office of the Dean is vacant or when the Dean is by reason of illness absent or due to any other cause unable to perform the duties of his office, the Vice-Chancellor may appoint a person to perform the duties of the Dean.

**Act Sub-Sec.7 of
Sec.34-A**

- (5) If the Vice-Chancellor is satisfied that in the interest of work, it is necessary to fill the vacancy of a teacher, the appointment may be made on a temporary basis for a period not exceeding six months by local selection committee consisting of the dean of the faculty concerned, the head of the department and a nominee of the Vice-Chancellor provided that if the office of the dean and the head of the department are held by the same person, the selection committee may consist of two nominees of the Vice-Chancellor.

- (6) He shall make arrangements for the additional charge in leave vacancies and such other temporary vacancies where appointments of substitutes are not required.

- (7) The Vice-Chancellor shall be competent to transfer any employee or post from one institution maintained by the University to another such institution maintained by the University.

**Cf. Act Sub-Sec. 3
And 4 of Sec.34-A**

- (8) (a) The meetings of the selection committee shall be convened and presided over by the Vice-Chancellor.

- (b) He shall also nominate a member to the selection committee as prescribed in the first statutes.

- (9) He shall declare the satisfactory completion of probation of the teachers and the officers of the University provided the necessary formalities prescribed for each category are observed faithfully.

- (10) He shall fix advance increments on the basis of the recommendation of the selection committee appointed for the selection of candidates.

**Cf. Act Sec.13 (4)
Disciplinary Powers**

- (11) (a) He shall have power to take action on any matter and shall by order take such action as he may deem necessary but shall, as soon as may be thereafter report the action taken to the officer or authority or body who or which would have ordinarily dealt with the matter. Provided that no such order shall be passed unless the person likely to be affected has been given a reasonable opportunity of being heard.

- (b) Where action taken by the Vice-Chancellor under this sub-section affects any person in the service of the University such person shall be entitled to prefer an appeal to the syndicate within thirty days from the date on which he has notice of such action. The Vice-Chancellor shall give effect to the order passed by the syndicate on such appeal.

- (12) The Vice-Chancellor shall give effect to the orders of the syndicate regarding the appointment, suspension and dismissal of the teachers and other employees of the University.

Cf. Act Sec. 13(5)

- (13) The Vice-Chancellor shall exercise control over the affairs of the University and shall be responsible for the due maintenance of discipline in the University

Cf. Act Sec. 13(6)

- (14) The Vice-Chancellor shall exercise the following powers namely:

Financial Powers

- (a) To sanction in consultation with the syndicate grants-in-aids, to researchers and Fellowships from the University fund and the funds placed at the disposal of the University by the Government or by other agencies for the said purpose.
- (b) To sanction deputation of delegates to conferences and seminars, etc. conducted in other parts of India.
- (c) To constitute committees for evaluation of the academic work of the teachers and the functioning of the departments and to appoint examiners and report his action to the Syndicate.
- (d) To sanction the convening of seminars, conferences, committees, discussion groups, etc. the expenditure for which shall not exceed rupees ten thousand each.
- (e) To sanction advances for the chief investigators of schemes and projects which are financed by the outside agencies and report the matter to the Syndicate in its next meeting.
- (f) To accord administrative sanction for all works, repairs or original at a maximum estimate of rupees fifty thousand provided the following conditions are satisfied.
- (i) the work is one included in a scheme approved by the Syndicate.
- (ii) funds have been provided in the University budget.
- (g) To accept tenders for work or tenders or quotations for supplies required upto an estimate of rupees fifty thousand and to record the reasons if they are not the lowest of the tenders/quotations received.
- (h) To sanction any expenditure upto rupees ten thousand and reappropriation of funds upto rupees ten thousand from one major head to another provided that such sanction and the reappropriation do not involve a liability which extends beyond the financial year in question.
- (i) To sanction reimbursement of amounts spent by the employees of the University for the purchase of medicine according to the rules in force in the Government of Tamil Nadu.

- (j) To sanction all loans and advances to employees of the University provided all conditions prescribed by the Syndicate are satisfied.
- (k) To sanction permanent advances of officers and Heads of Institution under the University.
- (l) To countersign the T.A. bills of the Registrar, the Finance Officer and Deans and Heads of the Departments in the University.
- (m) To authorise opening of new Heads of Accounts for projects financed by outside agencies and when necessary to permit the opening of separate accounts in the Nationalised Banks for this purpose.
- (n) To open new Heads of Accounts, if there is an urgency and report the matter to the Finance Committee and the Syndicate as soon as it is convenient.
- (o) To effect purchase of patent equipments, machines, instruments and other such goods provided there is budgetary allocation and report to the appropriate bodies.
- (15) The Vice-Chancellor may visit any research institution for the purpose of according it recognition or for negotiating the terms and conditions for take over by the University and obtain the concurrence of the Syndicate for the said purpose.
- Visit to Institutions**
- (16) The Vice-Chancellor may delegate to a person or body any of his administrative powers and functions, other than those to be exercised by himself under the laws of the University, which shall be reported to the Syndicate at its next meeting.
- Delegation of Powers**
- (17) The Vice-Chancellor shall have power to write off the irrecoverable value of shortage of stock or irrecoverable loss of money occasioned by fraud or neglect of duty by the University employee or otherwise upto a total amount of rupees five hundred at a time and not exceeding rupees two thousand in a year. If the amount to be written off in a year exceeds the above limits, the Syndicate shall have power to accord the necessary sanction for the purpose.
- Sanction to Write Off losses**
- (18) The Vice-Chancellor shall be the representative of the University on the Association of Indian Universities, the Association of Commonwealth Universities and other similar bodies or other Associations in India or abroad. In case, he is unable to attend meetings he may depute a person to represent the University at such meetings with the concurrence of the Chancellor.
- Representation of The University in Other Organisation**

The Vice-Chancellor when deputed by the Syndicate on University business to countries outside India, such deputation shall have the approval of the Chancellor, and shall be limited to four weeks. In special case, the Chancellor may permit a further period of two weeks.

VIII. REGISTRAR

The Registrar subject to the immediate direction and control of the Vice-Chancellor shall carry out his order and render such assistance as may be required by the Vice-Chancellor in the performance of his official duties.

1. The Registrar shall be appointed by the Syndicate on the recommendation of a selection committee consisting of the following persons namely:-

Cf. Act Sec.14
Appointment of
Registrar

Vice-Chancellor - Chairman

Not less than two Syndicate members	}	Members
A nominee of the Chancellor		

His term of appointment shall be for a period of three years.

2. (1) The Registrar shall be an academician not lower in rank than that of a Lecturer (Senior scale) of a college affiliated to any University.

Cf. Act Sub.Sec.1 of
Sec.14
Terms & Conditions
Of Service

- (2) The Registrar shall be the wholetime salaried officer of the University.

- (3) The Registrar shall retire on attaining the age of fifty eight years or on the expiry of the period specified by the Syndicate whichever is earlier.
- (4) The Registrar shall receive such emoluments and perquisites as may be determined by the Syndicate if he is not a depute from the State Government or Local body or any public sector undertaking.
- (5) The Registrar shall not be eligible for election or for appointment as a member of any of the authorities of the University.
- (6) The Registrar shall be governed as regards leave Provident Fund, Pension, Insurance, retirement benefits and disciplinary matters by the statutes governing the conditions of service of the non-academic staff of the University, if he is not taken on deputation.

3. The Registrar shall not absent himself from work without the prior permission of the Vice-Chancellor if the period of absence is for 10 days or less and of the Syndicate if the period is more than ten days. When the period of absence is 10 days or less the Vice-Chancellor and when it is more than 10 days the Syndicate shall make arrangements for the performance of the duties of the Registrar in

Leave

such manner and on such terms, as the Vice-Chancellor or the Syndicate respectively may decide.

4. The Registrar may by writing under his hand inform the Vice-Chancellor his intention to resign or revert back to his parent department after giving three months notice and it shall be competent for the Syndicate on the recommendation of the Vice-Chancellor to accept his resignation or reversion.

Resignation

5. (1) The Registrar shall be the Ex-Officio Secretary of the Senate, Syndicate, the Faculties and the Boards of Studies and any committee appointed by the authorities of the University except those specified in the Act, but shall not be deemed to be a member of any of these authorities.

**Cf. Act Sub.Sec.3 of
Sec.14 Secretary of
Authorities**

- (2) He shall issue all notices for convening meetings of the Senate, the Syndicate, the Faculties, the Board of Studies and of any committee appointed by the authorities of the University except those specified in the Act.

- (3) He shall supply the Chancellor copies of the agenda of the meetings of the authorities of the University as soon as they are issued and the minutes of the proceedings of such meetings.

- (4) He shall keep the minutes of all the meetings of the Senate, the Syndicate, the Faculties, the Board of Studies and of any committee appointed by the authorities of the University except those specified in the Act.

6. (1) In all suits and other legal proceedings by or against the University the pleading shall be signed and verified by the Registrar and all processes in such suits and proceedings shall be issued to and served on the Registrar.

**Act Sub-Sec(5) of
Sec.14
Functions general**

- (2) He shall be the custodian of the Records, the common seal and such other property of the University as the Syndicate shall commit to his charge.

- (3) He shall conduct the official correspondence of the Syndicate.

- (4) Subject to the general direction and control of the Vice-Chancellor, the Registrar shall be incharge of the administration of the University office and shall have power to fix and define the functions and duties of the officers and employees of the University other than those working under the direct supervision of the Finance Officer.

- (5) He shall take all steps for the efficient working of the University office subject to the prior approval of the Vice-Chancellor.

- (6) He shall forward applications from the non-academic employees belonging to the B, C and D classes of the University service for appointments outside the University, subject to the service conditions laid down in the statute.

7. The Registrar shall exercise such other powers and perform such other duties as may be specified in the statutes or as may be required, from time to time, by the Syndicate or the Vice-Chancellor.

Cf. Act Sub. Sec.2 (a) of Sec.14 Disciplinary Powers (a) The Registrar shall have power to take disciplinary action against such of the non-academic employees belonging to categories C and D and to suspend them, pending enquiry, and to inflict minor punishments mentioned in statute XIV, of chapter XXVI, and shown in appendix IV.

- (b) 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.
- (c) An appeal shall lie to the Vice-Chancellor against any order of the Registrar imposing any of the penalties specified in sub-clause (a).
- (d) In any case where the enquiry discloses that punishment beyond the power of the Registrar is called for, the Registrar shall upon conclusion of the enquiry make a report to the Vice-Chancellor along with his recommendation provided that an appeal shall lie to the Syndicate against an order of the Vice-Chancellor imposing any penalty.
- (e) No appeal under clause (c) or clause (d) shall be preferred after the expiry of sixty days from the date on which the order appealed against was received by the appellent.

8. (1) He shall call for quotations for printing minutes of meetings, reports etc., from private presses and accept the lowest quotation.

Financial Powers

- (2) He shall sanction expenditure for the printing of reports, proceedings etc., at private presses on the basis of the lowest among quotations subject to the budget provision.
- (3) He shall sanction expenditure on account of bills for printing at the Government Press or Co-operative Press subject to the budget provision.
- (4) He shall sanction the printing of the new forms and registers except for the financial transactions of the University.
- (5) He shall sanction the purchase of service postage stamps upto a limit of rupees two thousand five hundred at a time.
- (6) He shall sanction purchases not exceeding rupees two thousand only after obtaining necessary quotation if such purchases are urgent and budgetary provision is available.

- (7) He shall sanction the petty items of contingent expenditure upto rupees two hundred only on each occasion in the University office under the head, "Office expenses and miscellaneous".
 - (8) He shall sanction the indents for stationery articles from the University stores or to purchase them from the Co-operative or Government Stores and to issue articles to the subordinate institutions according to necessity.
 - (9) He shall sanction according to rules the release of deposits including the deposits in the academic departments or library except the security deposits, for building work after ascertaining nonliability of the depositor from all departments under the University.
 - (10) He shall engage coolies for carrying out office work on a casual basis and not on monthly or other long term or semilong term basis, after obtaining the prior sanction of the Vice-Chancellor.
 - (11) He shall sign along with the Finance Officer any cheque of the University for amounts exceeding Rupees Seventy Five thousand.
 - (12) He shall call for quotations and tenders wherever necessary, prepare comparative statements scrutinise the quotations and tenders and in consultation with the Finance Officer make recommendations and place them for acceptance or otherwise to the Vice-Chancellor or the Syndicate as the case may be.
 - (13) He shall sign contracts and other agreements on behalf of the University under the direction of the Vice-Chancellor or Syndicate as the case may be.
9. The Registrar shall on application previously made for the purpose fix a convenient hour and arrange for any member of a Faculty or Senate to have access to the proceedings of the body in which he is a member. The members of the Syndicate shall have access to all the documents of the University office except those connected with the examinations and those of a confidential nature.
- Access to
University Records**

IX. THE DEPUTY REGISTRAR

1. It shall be competent for the Syndicate to appoint a Deputy Registrar and the appointment shall be made by written order which shall be lodged with the Registrar.
Deputy Registrar
2. (1) The mode of recruitment, qualification, age etc., shall be as specified for this post in Appendix I. He shall be paid a salary in the scale of pay for the post as specified in Appendix II.
Terms & Conditions

(2) The Deputy Registrar shall be governed by the rules applicable to the non-academics as regards the general service conditions.
3. The Deputy Registrar shall devote his wholetime to the duties of his office. He shall perform such duties as may, from time to time, be assigned to him by the Vice-Chancellor. He shall render such assistance as may be required by the Registrar in the performance of his official duties.
Functions

X. THE ASSISTANT REGISTRAR

1. It shall be competent for the Syndicate to appoint Assistant Registrars and the appointments shall be made by written order which shall be lodged with the Registrar.
Assistant Registrar
2. (1) The mode of recruitment, qualification, age etc., shall be as specified for this post in Appendix I. He shall be paid a salary in the scale of pay for the post as specified in Appendix II.
Terms and Conditions

(2) The Assistant Registrar shall be governed by the rules applicable to the non-academic as regards the general service conditions.
3. The Assistant Registrar shall devote his wholetime to the duties of his office. He shall perform such duties as may, from time to time be assigned to him by the Registrar. He shall render such assistance as may be required by the Registrar in the performance of his official duties.
Functions

XI. FINANCE OFFICER

The Finance Officer shall exercise general supervision over the funds of the University and shall advise the University as regards its financial policy.

1. (1) The Finance Officer shall be a whole time salaried officer of the University appointed by the Syndicate for such period as may be specified by the Syndicate in this behalf.
Cf. Act Sec. 15
Appointment of Finance Officer
- (2) Every appointment of the Finance Officer shall be made by the Syndicate from out of a panel of three names recommended by the Government.
2. (1) The Finance Officer shall be appointed by the Syndicate and the emoluments payable to the Finance Officer shall be as far as possible equal to those of the Registrar unless otherwise specified by the Government in its deputation order.
Cf. Act Sec. 15
Terms and Conditions Of Finance Officer
- (2) The Finance Officer shall retire on attaining the age of fifty eight years or on the expiry of the period specified by the Syndicate whichever is earlier. Provided further that the Finance Officer shall, not withstanding the attaining the age of 58 years, continue in office until his successor is appointed and enters on his office or until the expiry of a period of one year whichever is earlier.
3. 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 Finance Officer shall be performed by such suitable persons as the Vice-Chancellor may appoint for the purpose.
Arrangement During absence
4. The Finance Officer shall be the ex-officio secretary of the Finance Committee but shall not be deemed to be a member of that committee. The Finance Officer shall exercise such other powers and perform such other financial functions as may be assigned to him by the Vice-Chancellor or the Syndicate from time to time: Provided that the Finance Officer shall not incur any expenditure or make any investment exceeding such amount as may be prescribed without the previous approval of the Syndicate.
5. (1) Subject to the general direction and control of the Vice-Chancellor, the Finance Officer shall be in charge of the Finance, Accounts and Audit branches of the University.
Cf. Act Sec. 15
Finance estimate Audit etc.,
- (2) He shall make all arrangements for the transaction of business for the meeting of the Finance Committee.

- (3) He shall be responsible for the preparation of the annual accounts, financial estimates and the budget of the University in consultation with the Vice-Chancellor before presenting them to the Finance Committee and to the Syndicate.
- (4) He shall be responsible for the proper maintenance of the accounts of the University and for making arrangements for the audit and payment of bills presented at the University office.
- (5) He shall settle objections raised by the Audit appointed by the Government and carry out after obtaining the approval of the Syndicate such instructions as may be issued by the Government on that Audit Report.
- (6) He shall help the University in publishing the Audited Accounts so that they may be submitted to the Senate at its next meeting and to the Government within three months of such publications.

6. The Finance Officer shall:

- (1) Keep a constant watch on the Cash and Bank balances and of the investments;
- (2) With the approval of the Vice-Chancellor invest in deposits, securities etc., an amount not exceeding rupees ten thousand only which shall be reported to the Finance Committee and the Syndicate immediately;
- (3) Hold and manage the property and investments of the University including trust and endowed property;
- (4) Ensure that the limits fixed by the Syndicate for recurring and non-recurring expenditure for the budget year are not exceeded and that the funds are expended on the purpose for which they are granted or allotted;
- (5) Bring to the notice of the Vice-Chancellor any unauthorised expenditure or other Financial irregularity and suggest appropriate action to be taken against persons at fault;
- (6) Scrutinise every item of new expenditure not provided for in the budget estimate of the University and advise the Vice-Chancellor for appropriate action;
- (7) Realise and receive grants or other moneys due to the University from Central and State Governments, University Grants Commission and other bodies, institutions and individuals;
- (8) Be the custodian and disbursing officer of the Tamil University funds and all payments received by him shall be credited to those funds;
- (9) Disburse all salary bills including arrears of salary not exceeding one year, contingent

bills like electricity, water, land and municipal tax, phone and other rental bills, recoup permanent advances, payment of all T.A. bills after ensuring that general sanction is received from the competent authorities;

- (10) Make all authorised payments out of the University funds;
- (11) Draw cheques on his own signature upto an amount of rupees ten thousand and with the signature of the Registrar cheques exceeding rupees ten thousand;
- (12) Watch the progress of the collection of revenue and advise on the improved methods of collection
- (13) The receipt of the Finance Officer or any person or persons duly authorised in this behalf by the Syndicate for any money payable to the University shall be sufficient discharge for the payment of such money.

7. (1) He shall suggest any new mode of accounting or forms or registers for the proper accounting in the University office and in the departments and research centres maintained by the University.

Maintenance of Records

- (2) He shall ensure that the Registers of buildings, land, furniture, equipments, donors, endowments and such other registers as required by the laws of the University are maintained and made upto date and the stock checking is conducted of equipments and other consumable materials in all offices and research centres maintained by the University.
- (3) He shall call from any office or research centres maintained by the University any information or returns that he may consider necessary for the performance of his duties.
- (4) It shall be his duty to scrutinise the quotations and tenders received and sign along with the Registrar, the comparative statement and make recommendations for accepting the tenders, quotations or otherwise.

Powers Sanctioning

8. (1) To meet the day to day requirements of the Finance section, he shall sanction petty claims of contingent expenditure upto Rs.200/- only at a time.
- (2) He shall after obtaining necessary quotations sanction purchases for the Finance section not exceeding rupees two thousand only if such purchases are urgent and if budgetary provision is available.
- (3) He shall sanction payment of bills submitted by the departments of the Government and the Co-operative bodies for supplies effected on the basis of orders placed by competent authorities of the University if there is budget allotment.

XII. TEACHERS OF THE UNIVERSITY

The teachers of the University shall include the Professors, Emeritus Professors, Distinguished Professors, Visiting Professors, Readers, Lecturers, Lecturers (Senior Scale), Lecturers (Selection Grade) and other like persons as may be declared by the statutes to be teachers attached to the departments of study and research.

1. The Syndicate shall have power to institute from time to time, after considering the recommendations of the respective Faculty and Board of Studies, any Professorships including Emeritus Professorships, Distinguished Professorships and Visiting Professorships, Readerships, Lecturerships (Senior scale), Lecturerships (Selection Grade) and other teaching and research posts in the concerned subjects and prescribe the several terms and the conditions under which any of these posts should be instituted.

**Cf. Act Sec.22(4)
Power to institute
Professorship, etc**

**Abolition or
Suspension of
Teaching and
Research posts**

2. The Syndicate shall have power to suspend or abolish any of the posts mentioned in statute 1 on receipt of a report from the Deans of Faculties who shall consult the respective Heads of Departments thereon.

3. Teachers of the University shall be of five classes namely Professors including Distinguished Professors, Visiting Professors, and Emeritus Professors. Readers, Lecturers, Lecturers (Senior Scale) and Lecturer (Selection Grade). The main duties of these teachers shall be to engage in research, teaching and guidance and to co-ordinate the studies in their respective subjects.

**Classification of
Academic posts**

4. (1) Notwithstanding anything contained in these statutes for recruitment, it shall be competent for the Syndicate to appoint distinguished academics of repute who have retired from the service of this or of any other University or an affiliated college of any University in India or abroad or well known researchers from other streams as Emeritus Professors or Readers such terms of salary and conditions as may be decided upon by the Syndicate.

**Emeritus Professor
Or Reader**

Distinguished Professorships (2) It shall be competent for the Syndicate to appoint any Distinguished Professor from among the Professors of the University for short terms ranging from one to three years, if candidates with a distinguished record of research known both Nationally and Internationally are available. The salary of such Distinguished Professors shall be higher than the maximum fixed for the Professorship of the University.

Honorary Professor/ Researchers for Projects (3) It shall be open to the Syndicate to appoint academics without salary as Honorary Professors or Researchers with salary for interdisciplinary research in the University to undertake such projects in their respective subjects.

5. I. Candidates shall be selected for appointment as full-time Professors and Readers of the University by a selection committee consisting of

**Cf. Act Sec.34-A
Committee to
Appoint teachers**

(1) The Head of the Department concerned if he is a Professor.

(2) Dean or a Professor to be nominated by the Vice-Chancellor and

(3) Three persons not in the service of the University to be nominated by the Syndicate for their special knowledge of or interest in the subject with which the Professor or the Reader as the case may be to be selected. Among the three such persons one person shall be nominated from among the Scheduled Caste/Scheduled Tribe.

II. In the case of Lecturers and Researchers the selection committee shall consist of

Lecturers

(1) The Head of the Department concerned.

(2) Two persons not in the service of the University to be nominated by the Syndicate for their special knowledge of or interest in the subject with which the Lecturer will be concerned among the two such persons one person shall be nominated from among the Scheduled Caste/Scheduled Tribe.

(3) One Professor to be nominated by the Vice-Chancellor.

III. In the case of the Librarian, the Director of Documentation and Library Service the selection committee shall consist of

**Director of
Documentation
And Library
Service**

(1) Two persons not in the service of the University to be nominated by the Syndicate having special knowledge of the subjects of library science or library administration will be concerned among the two such persons one person shall be nominated from among the Scheduled Caste/Scheduled Tribe.

(2) One person not in the service of the University nominated by the Syndicate.

- IV. Besides the members stipulated for inclusion in the selection committee mentioned in clauses I, II & III the selection committees shall include as members, the Vice-Chancellor and a nominee each of the Chancellor and the Government.
- V. The Vice-Chancellor shall convene and preside at the meetings of the selection committee.

Explanation I:

Where the appointments are being made for an interdisciplinary project, the head of the project shall be deemed to be the Head of the Department concerned.

Explanation II:

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

Explanation III:

Atleast four out of five or three out of four members, as the case may be, concerned with the speciality referred to in clause I, II and III shall be present at the selection committee meeting.

It shall be competent for the Syndicate to exclude from the committee any of the above persons, who subsequently happen to be also an applicant for the post in connection with which the committee has been constituted.

If the Syndicate is unable to accept the recommendations made by a selection committee, it shall record its reasons and submit the case to the Chancellor for final orders.

- VI. 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 provisions:

Provided that if the Vice-Chancellor is satisfied that in the interest of work it is necessary to fill the vacancy, the appointment may be made on a 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 Faculty 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 consist of two nominees of the Vice-Chancellor:

Provided further that in case of sudden casual vacancies in 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 a regular Selection Committee, for appointment under this Act, be continued in service on such temporary employment unless he is subsequently selected by a local Selection Committee or a regular Selection Committee, for a temporary or permanent appointment, as the case may be.

6. Notwithstanding anything contained in the foregoing, it shall also be competent for the Syndicate to promote on a subsequent date to the higher grade, anyone who as originally appointed in a lower grade, provided such higher posts to which promotions are to be effected have been instituted by the Syndicate, in the University Departments and the procedure for selection by direct recruitment as prescribed for in the statutes of the University be followed in their cases also.
- Appointment by Promotion**

7. (1) Excepting those who have already gained experience and distinction in their subject and who were being appointed on invitation as Professors, all appointees shall be on probation for a period of two years which can be extended by one year and shall be subject to confirmation by the Syndicate on the satisfactory completion of the probation.
- Probation and Confirmation**

- (2) The Committee presided over by the Vice-Chancellor consisting of the Head of the Department concerned and the Dean of the Faculty concerned and two outside experts in the subject nominated by the Vice-Chancellor shall evaluate the work of the candidate and if necessary examine him orally and make recommendations whether he can be declared to have completed his probation satisfactorily or otherwise.
- Completion Of Probation**

8. Nothing contained in Statute 7(1) shall prevent the Syndicate to waive probation in the case of Visiting Professors, Honorary Professors and Distinguished Professors appointed for a short term with special provision as regard to salary and other conditions of service.
- Short term Appointments**

Qualification, Age etc.

9. The qualifications, age etc. for different categories of academics shall be as detailed in Appendix I.

10. The academics of different kinds shall be paid a salary in the scales of pay for such posts as
Salary detailed in Appendix II.

11. (1) A paid academic of the University shall not engage himself in remunerative work
Conditions without the express permission of the Syndicate.
Of Service

Pension-cum-Provident (2) Permanent full-time academics of the University shall be entitled to
Fund-cum-Gratuity- the benefits of Pension-cum-Provident Fund-cum-Gratuity-cum-In-
Cum-Insurance surance in accordance with the statutes framed for the purpose.

(3) Any teacher or member of the University is liable to be transferred to any one of
 the research Centres maintained by the University in any part of the
Transfer country or abroad.

(4) (a) Teachers of the University shall be required to reside in Thanjavur or any other
 research centre in other areas to which the teacher is assigned during the term
 period except during the vacation period or during the period of ordinary or com-
 bined leave. Permission to leave Thanjavur or any other research centre in other
 places during term period may be granted by the Vice-Chancellor.

(b) In the case of teachers who are to leave the headquarters for visiting foreign coun-
 tries, the permission shall ordinarily be granted by the Syndicate.

12. (a) Full-time academics of the University shall be entitled to a summer vacation of sixty
 days from second May to thirtieth of June (inclusive of both days, all
Holidays gazetted holidays and the days declared as holidays by the Syndicate or
and Vacation other competent authority)

Academics who are entrusted with archaeological excavations or field work during the
 summer vacation may be refused summer vacation and on such refusal the vacation
 period will be governed by the relevant statutes dealing with reduction of earned leave
 to academics in vacation department.

13. Casual leave may be granted upto a limit of 20 days in a calendar year; the absence on
 casual leave being treated as duty for purpose of calculation of other leave.
Casual leave The maximum period for which a University teacher may absent
 himself continuously on casual leave (including gazetted holidays) shall
 not exceed ten days.

14. All teachers who have put in six years of continuous and qualifying service are eligible for
 sabbatical leave of six months with full salary and allowance during which
Sabbatical leave period they will be, with the permission of the Syndicate for study

purpose, allowed to go or work in other Universities in India or to do research outside the Tamil University. This leave cannot be combined with any other leave except the summer or winter vacation.

- Deputation For Training, Study, Employment Etc.**
- (a) The academics inclusive of the Curator of the Museum of the Manuscripts Library deputed for higher training by the University on its own, the salary and other service conditions of such deputationists in the University will be protected and the University will decide on giving an appropriate amount to cover his tuition fees, allowances for his travel and stay after taking into consideration the monetary benefits if any offered to him by the host institution. The person deputed by the University shall execute a bond to serve the University at a ratio 3:1 i.e., to serve the University for a period of three years, for every spell of one year spent on deputation. Violation of any of the conditions of deputation by the deputationist shall entail refund of the salary and other monetary benefits received by him from the University.

Such academic who secures fellowships or other teaching or research assignments with monetary benefits with the approval of the University shall be granted leave subject to a maximum of two years and his salary and other service conditions in the University will be protected provided that he pays his leave salary and pensionary contributions to the University during his period of leave. He shall execute a bond to serve the University at the ratio 2:1 i.e. to serve the University for a period of two years for every spell of one year of leave. Violation of the conditions of grant of leave on the part of the person on leave shall entail refund of the salary and allowances if any received by him during the period of leave provided that he were in actual service of the University.

The leave thus availed of shall not be included while calculating the period of sabbatical leave. The maximum period of deputation/leave shall not exceed two years. Short term fellowships visits, training programmes which shall not exceed three months will not be covered under this statute.

15. **Study leave** The Syndicate may grant leave to the teachers of the University, in case of occasion there-fore on such terms as it may deem necessary in each case.
16. **Power to grant leave** The Syndicate shall have power to grant leave to teachers of the University and to pay them leave allowance in accordance with such rules as may be prescribed except the casual leave.
17. **Recall for duty** Leave cannot be claimed as a matter of right; and when the exigencies of the University service so require discretion to refuse or revoke leave of any description is vested with the authority or officer empowered to grant it viz., the Syndicate, Vice-Chancellor, Dean, Head of the Department etc.

18. (1) Each Department of the University shall have a head who shall be a professor:

Cf. Act Sec. 35
Head of Department

Provided if the Department has more than one Professor the senior most shall be appointed by the Vice-Chancellor to be the Head of the Department:

Provided also that if in any department there is no Professor, the senior most Reader or senior most Lecturer (Selection Grade) or senior most Lecturer (Senior Scale) or Lecturer in that order shall be appointed to be the Head of the Department by the Vice-Chancellor.

Declining
Headship

- (2) It shall be open to the Professor, or Reader or Lecturer (Selection Grade) or Lecturer (Senior Scale) or Lecturer to decline the offer of appointment as Head of the Department in which case the next senior most in position shall be appointed as the Head of the Department.

- (3) The Head of the Department shall hold office for a period of three years and shall be eligible for reappointment.
- (4) A Head of the Department may resign his office at any time during the tenure of his office.
- (5) The Headship of Department shall be rotated among the teachers of a department according to seniority so that, all teachers shall have equal opportunity in planning the development of the concerned Department.

19. (1) The Head of the Department will be responsible for the day-to-day academic activities of the Department will lay down research proposals for his colleagues in his Department and ensure their implementation from time to time.

Duties

- (2) The Head of the Department shall carry out the academic guidelines of the University and perform such academic and administrative duties as may be assigned to him by the Vice-Chancellor and the Syndicate.
- (3) It shall be the duty of a University Professor, to engage in research, to deliver lectures, to conduct classes, and to do any other academic work relating to the subject of his specialisation at the Headquarters or in the Research Centres in other places or in any other academic institution as directed by the Syndicate.
- (4) It shall be the duty of a University Professor wherever necessary to direct and supervise the work of research fellows in branches of knowledge relating to the subject of his specialization.
- (5) A University Professor shall, if so required, advise the Board of Studies as regards any research problem for intensive study or courses of study or on other matters relating to the subject connected with his specialization.

20. The Special duties of the holders of particular posts shall be such as may be prescribed and in force from time to time.

21. (1) Part-Time teachers of the University shall be appointed only for special reasons. They shall perform all duties as may be assigned to them.
- Part-Time Teachers**
- (2) They shall be appointed for such periods and paid such salaries as may be fixed in each case taking into consideration the grade of the teachers and the amount of time they are to devote to the work in the University. They shall be entitled as in the case of the teachers of the University, to summer vacation and all gazetted holidays in addition to those days declared as holidays by the Syndicate or other competent authority.
22. The Syndicate upon sufficient cause shown and after due investigation, shall have by a resolution approved of by not less than two-thirds of the members of the
- Act Sec.22(19)** resolution approved of by not less than two-thirds of the members of the
- Power to suspend** Syndicate present powers to suspend any Teacher of the University
- Teachers** from office and from the emoluments thereof in whole or in part for any
- period not exceeding one year, or to require him to retire, or to deprive him of office; provided such sentence of suspension, etc. shall have to be ratified by the Chancellor.
23. Normally the retirement of a teacher shall be on completion of sixty years subject however to his being physically fit over the age of fifty five. A member of the
- Retirement** academic staff may be permitted to retire after completing twenty years
- of qualifying service; for good and sufficient causes the Syndicate may permit voluntary retirement on completion of fifteen years of qualifying service.

XIII. THE AUTHORITIES OF THE UNIVERSITY

1. The authorities of the University shall be:

**Act Sec.16 and
Statute Authorities
Of the University**

- 1) The Senate,
- 2) The Syndicate,
- 3) The Finance Committee,
- 4) The Planning Board,
- 5) The Faculties,

- 6) The Boards of Studies and research and such other authorities as may be declared by the statutes to be authorities of the University.

2. 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 conveniently may be, by the person or body who or which nominated or elected the member whose place has become vacant and the person nominated or elected to a casual vacancy shall be a member of such authority or Body for the residue of the term for which the person whose place he fills would have been a member;

**Act Sec.37
Filling of
Casual Vacancies**

Provided that vacancies arising by efflux of time among elected members of any authority or other body of the University may be filled at elections which may be fixed by the Vice-Chancellor to take place on such days not earlier than two months from the date on which the vacancies arise, as he thinks fit:

Provided further that no casual vacancy shall be filled if such vacancy occurs within six months before the date of the expiry of the terms of the members of any authority or other Body of the University.

3. No Act or Proceeding of any authority or other Body of the University shall be invalidated merely by reason of the existence of any vacancy or of any defect or irregularity in the election or appointment of a member of any authority or other Body of the University or of any defect or irregularity in such Act or Proceeding not affecting the merits of the case or on the ground only that the Senate did not meet twice in any year.

**Act Sec.38
Proceedings not
Invalidated by
Vacancies**

4. (1) The Syndicate may remove by an order in writing made in this behalf any person from membership of any authority of the University by a resolution passed by a majority of the total membership of the Syndicate and by a majority of not less than two thirds of the members of the Syndicate present and voting at the meeting, if such person has been convicted by a criminal court for an offence which in the opinion of the Syndicate involves moral turpitude or if he has been guilty of gross misconduct and for the same reason, the Syndicate may withdrawn any degree or diploma conferred on or granted to that person by the University.

Act Sec.39
Removal from
Membership

(2) The Syndicate may also by an order in writing made in this behalf remove any person from the membership of any authority of the University, if he becomes of unsound mind or deaf-mute or suffers from leprosy or has applied to be adjudicated or has been adjudicated as an insolvent.

(3) No action under this section shall be taken against any person unless he has been given a reasonable opportunity to show cause against the action proposed to be taken.

(4) A copy of every order passed under sub-clause (1) or sub-clause (2) of this statute as the case may be, shall as soon as may be after it is so passed, be communicated to the person concerned in the manner prescribed.

5. (1) No person shall be qualified for election or nomination as a member of any of the authorities of the University if, on the date of such election or nomination, he is,

Act Sec.6
Disqualification
For membership

(a) Of unsound mind, deaf-mute or suffering from leprosy, or

(b) An applicant to be adjudicated as an insolvent or an undischarged insolvent, or

(c) Sentenced by a criminal court to imprisonment for any offence involving moral turpitude.

(2) In case of dispute or doubt as to, whether a person is disqualified under sub-clause (1) the Syndicate shall refer such case to the Chancellor whose decision shall be final.

6. (1) No person who has held office as a member for a total period of six years in any one or both of the following authorities, namely: (i) the Senate; and (ii) the Syndicate, shall be eligible for election or nomination to any of the said two authorities.

Cf. Act Sec.7
Disqualification
For election or
Nomination

Explanation I:

For the purpose of computing the total period of six years referred to in this clause, the

period of three years during which a person held office in one authority either by election or by nomination and the period of three years during which he held office in another authority either by election or by nomination shall be taken into account and accordingly, such person shall not be eligible for election or nomination to any one of the said two authorities:

Provided that for the purposes of this clause, a person who has held office in any one of the said two authorities in a casual vacancy, shall be deemed to have held office for a period of three years in that authority;

Provided further that for the purposes of this clause if a person is elected or nominated to one authority and such person becomes a member of another authority by virtue of the membership in the first mentioned authority, the period for which he has held office in the first mentioned authority, alone shall be taken into account.

(2) Nothing in clause (1) shall have application in respect of

(i) Ex-officio members referred to in section 18 (a) Class I, of the act but not including members of the syndicate who are not otherwise members of the Senate referred to in item (9) thereof and

(ii) Ex-officio members referred to in Act Section 21 (b) Class I.

7. If any question arises whether any person has been duly elected or nominated as, or is entitled to be a member of any authority of the University or other Body of the University, the question shall be referred to the Chancellor whose decision thereon shall be final.

Act Sec.40 Disputes as To the constitution of Authorities and bodies

8. (1) All the authorities of the University shall have power to constitute or reconstitute committees and to delegate to them such of their powers as they deem fit. Such committees shall, save as otherwise provided, consist of members of the authority concerned and of such other persons, if any, as the authority in each case may thing fit.

Act Sec.41 Constitution of Committees

(2) The resolutions passed at the meetings of the committees constituted by the authorities shall be placed in the subsequent open meeting of the authority concerned for consideration and confirmation.

XIV. THE SENATE

1. (a) The Senate shall consist of the following persons namely:

Act Sec.18
Composition of
The Senate

Class I - Ex-officio Members:

- (1) The Chancellor,
- (2) The Pro-Chancellor,
- (3) The Vice-Chancellor,
- (4) The Secretary to Government in-charge of Education,
- (5) The Secretary to Government in-charge of Finance,
- (5) (a) The Secretary to Government in-charge of Public Health and Family Welfare,
(b) The Secretary to Government in-charge of Tamil Development - culture
- (6) The Director of Tamil Development,
- (7) The Director of International Institute of Tamil Studies,
- (8) Heads of the University Departments of study and research and
- (9) Members of the Syndicate who are not otherwise members of the Senate.

Class II - Other Members:

- (1) Two members elected by the members of the Tamil Nadu Legislative Assembly from among themselves and one member elected by the members of the Tamil Nadu Legislative Council from among themselves,
- (2) Two members representing the institutions recognised by the University to be nominated by the Chancellor,
- (3) Three members from among the academic experts to be nominated by the Chancellor,
- (4) Three members nominated by the Pro-Chancellor of whom not less than two shall be nominated to secure the representation of the Scheduled castes and Scheduled tribes not otherwise adequately represented,
- (5) One member elected from among themselves by the members of the Madurai Tamil Sangam,
- (6) One member elected from among themselves by the members of the Thanjavur Karanthai Tamil Sangam,

- (b) In case the Secretary to Government in-charge of Education or the Secretary to Government in-charge of Finance or the Secretary to Government in-charge of Public Health and Family Welfare or the Secretary to Government in-charge of Tamil Development - Culture is unable to attend the meetings of the Senate for any reason he may depute any officer of the concerned department not lower in rank than that of a Deputy Secretary to Government to attend the meetings.

Provided that a member of the Senate who is elected or nominated in his capacity as a member of a particular electorate or body, or the holder of a particular appointment, shall cease to be a member of Senate from the date on which he ceases to be, a member of that electorate or body, or the holder of that appointment as the case may be.

- (c) i. Save as otherwise provided, elected and nominated members of the Senate shall hold office for a period of three years and such members shall be eligible for election or nomination for not more than another period of three years.
- ii. Where a member is elected or nominated to the Senate to a casual vacancy, the period of office held for not less than one year by any such member shall be construed as a full period of three years for the purpose of this clause.

Explanation:

For the purpose of this clause, the expression 'period' shall include the period of office held by any person prior to the date of the publication of the Tamil Nadu Universities Laws (Second Amendment) Act, 1991, in the Tamil Nadu Government Gazette.

Provided that a member of the Tamil Nadu Legislative Assembly shall cease to be a member of the Senate from the date on which he ceases to be a member of the Tamil Nadu Legislative Assembly.

Provided further that where an elected or nominated member of the Senate is appointed temporarily to any of the offices by virtue of which he is entitled to be a member of the Senate Ex-officio, he shall, by notice in writing signed by him and communicated to the Vice-Chancellor within seven days from the date of his taking charge of his appointment choose whether he will continue to be a member of the Senate by virtue of his election or nomination or whether he will vacate office as such member and become a member Ex-officio by virtue of his appointment and the choice shall be conclusive on failure to make such choice he shall be deemed to have vacated his office as an elected or nominated member.

- (d) When a person ceases to be a member of the Senate, he shall cease to be a member of any of the authorities of the University of which he may happen to be a member by virtue of his membership of the Senate.

2. The Senate shall have the following powers and functions namely:

Act Sec.19
Powers and Functions
of the Senate Cf.Act
Sec.24

(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) (1) To consider the annual report and pass resolutions thereon and communicate the same to the Syndicate for taking action in accordance therewith:

Note: The Syndicate shall inform the Senate the action taken by it. A copy of the report with a copy of the resolutions thereon, if any, of the Senate shall be submitted to the Chancellor and to the Government,

(b) (2) On receipt of a copy of the Annual report the Government shall cause a copy of such report together with their comments thereon to be laid before the Legislative Assembly.

Cf.Act Sec.25

(c) (1) The audited account shall be published by the Syndicate and copies thereof shall be presented to the Senate at its next meeting.

(c) (2) The Government shall cause the Annual accounts and the audit report together with their comments to be laid before the Legislative Assembly.

Note: The copies shall be submitted to the Chancellor and to the Government within three months of the Publication.

Cf.Act Sec.22 (20)

(d) The report of the Syndicate, accepting on behalf of the University endowments, bequests, donations, grants and transfers of any movable and immovable properties made to it shall be presented to the Senate at its next meeting.

(e) To advise the Chancellor in respect of any matter which may be referred to it for advice, and

(f) To exercise such other powers and perform such other functions as may be provided by the statutes.

3. There shall be two ordinary meetings of the Senate in the year on dates to be fixed by the Vice-Chancellor. One of these meetings shall be the annual meeting and it shall ordinarily be held in the month of March. The Senate may also meet at such other times as it may, from time to time determine.

Cf.Act Sec.20(1)
Meeting of the Senate

4. (a) The Vice-Chancellor may, whenever he thinks fit and shall, upon a requisition in writing signed by not less than fifty percent of the members of the Senate, convene a special meeting of the Senate.

Act Sec.20 (3)
Special Meetings of
The Senate

Statute Requisition For a Special Meeting (b) Any requisition for a special meeting must be in writing signed by the requisitionists, and must be forwarded to the Registrar with a copy of the resolution or resolutions to be moved at the meeting and also the name of the proposer of each resolution.

Statutes Business At Special Meetings Of the Senate 5. At a special meeting of a Senate convened by the Vice-Chancellor under statute 4 (a) no business other than that brought forward by the Syndicate or the Vice-chancellor shall be transacted, besides the resolutions given notice of by the requisitionists.

Notice of Meetings 6. The Registrar shall, under the directions of the Vice-Chancellor, give not less than four weeks notice of the date of an ordinary meeting. The Registrar shall, with the notice for the annual meeting, also send to each member, copies of the annual report of the Syndicate.

Date for forwarding Resolutions for Ordinary meeting 7. (a) Any member who wishes to move a resolution at an ordinary meeting shall forward a copy of the resolution to the Registrar so as to reach him not less than 20 clear days before the date of meeting.

(b) The Registrar shall place all such resolutions before the Vice-Chancellor who shall direct him to include such resolutions in the Agenda, provided that no resolution which does not comply with the following conditions shall be admissible:

(i) It shall be clearly and precisely expressed and shall raise substantially one definite issue;

(ii) It shall not raise issues which do not fall within the powers of the University and the Senate;

(iii) It shall not contain arguments, inferences, ironical expressions of defamatory statements, nor shall it refer to the character or conduct, of persons except in their official or public capacity; and

(iv) It shall not refer to any matter which is under adjudication by a court of law.

Nature of Resolutions (c) No resolution shall be moved at any meeting of the Senate on a subject which is not primarily the concern of the University. The Chairman shall be the sole judge as to whether a subject is primarily the concern of the University or not, and his decision thereon shall be final.

Admissible Resolutions In Agenda paper 8. The Syndicate shall cause each resolution of which notice has been given in accordance with statute 7 of this chapter to be placed on the agenda paper of the meeting at which it is to be moved.

9. **Identical Resolutions** A motion substantially identical with one already moved and disposed of at a meeting shall not be moved at a subsequent meeting. A motion substantially identical in part with one already disposed of at a meeting shall not be placed on the agenda paper at a subsequent meeting within a period of eleven months unless the mover omits such parts, provided, however, it shall be open to the Syndicate or the Vice-Chancellor to bring forward any subject for reconsideration at a meeting before the expiry of the eleven months aforesaid if in its or his opinion such reconsideration has been rendered necessary by fresh facts.
10. **Issue of Agenda paper** Not less than fifteen days before the date of an ordinary meeting and not less than 12 days before the date of a special meeting, the Registrar shall issue to every member an agenda paper specifying the day and the hour of the meeting and the business to be brought before the meeting, but the non-receipt of the agenda paper by any member shall not invalidate the proceedings of the meeting, provided that the Syndicate or the Vice-Chancellor may bring any business which is in its or in his opinion urgent before any ordinary or special meeting with shorter notice or without placing the same on the agenda paper.
11. **Notice of Amendments** Any member who wishes to move an amendment to a resolution on the agenda paper of any ordinary or special meeting of the Senate shall forward a copy of the same to the Registrar so as to reach him not less than ten clear days before the day of the meeting at which the resolution is to be moved.
12. **Final Agenda** The Registrar shall, on the receipt of amendments given in accordance with statute II of this chapter, prepare an amended agenda paper showing all the resolutions as in the original agenda paper and all the amendments, together with the resolutions, if any, brought forward by the Syndicate or the Vice-Chancellor under the provision of statute 10 supra and shall post a copy of it to each member of the Senate not less than five days before the date of any meeting.
13. **Meetings Hours Of Meeting** The Senate shall ordinarily meet at 10 a.m. on the day fixed, and shall, if there is business, continue to sit till 4 p.m., with an interval for lunch for an hour as the Chairman may propose:
- Provided that, if at the time prescribed for the adjournment, proceedings under closure motion are in progress, the Chairman shall not adjourn the meeting until the questions consequent thereon, have been decided;
- Provided further that, if any voting is in progress the voting and the proceedings consequent thereon shall be completed before the meeting is adjourned;
- Provided further that on occasions of emergency the Chairman shall have power to suspend or adjourn the meeting.

14. The Vice-Chancellor shall, in the absence of the Chancellor or the Pro-Chancellor, preside at the meetings of the Senate, but if the Vice-Chancellor is not present, the members present shall elect a Chairman from among themselves.
- Cf. Act Sec. 13 (1)**
Chairman of the meeting

15. (a) One third of the total strength of the Senate shall be the quorum for a meeting of the Senate. If there is no quorum within fifteen minutes after the time appointed for a meeting; the meeting shall not be held; and the Registrar shall make a record of the fact.
- Act Sec. 20(2)**
Quorum

Note: Provided that such quorum shall not be required at a convocation of the University or a meeting of the Senate held for the purpose of conferring degrees, titles, diploma or other academic distinctions.

- (b) If at any time during the progress of a meeting any member shall call attention to the number of members present, the Chairman shall within a reasonable time count the number of the members present, and if there is no quorum he shall declare the meeting dissolved and shall leave the chair. All such dissolutions shall be recorded by the Registrar and the record shall be signed by the Chairman.
- No Quorum**

16. The Chairman shall, if so desired, in a meeting at which there is quorum, adjourn the meeting from time to time but, subject to the provisions of the other laws, no business shall be transacted at any adjourned meeting other than the business left unfinished at the meeting from which the adjournment took place.
- Adjournments and Adjourned meetings**

17. When a meeting is adjourned for fifteen days or more, not less than ten days notice of the adjourned meeting and of the business to be transacted at it, shall be given. Save as aforesaid it shall not be necessary to give any notice of an adjourned meeting or of the business to be transacted at an adjourned meeting.
- Notice of Adjourned Meetings**

Note: Provided that such quorum shall not be required at a convocation of the University or a meeting of the Senate held for the purpose of conferring degrees, titles, diploma or other academic distinctions.

18. At every meeting of the Senate the following shall be the order of business, after the election, if it be necessary, of a chairman for the meeting.

- Order of Business**
- (i) Any motion for a change in the order of business as stated in the agenda paper;
 - (ii) Business brought forward by the Chancellor;
 - (iii) Business brought forward by the Vice-Chancellor;

- (iv) Business brought forward by the Syndicate;
- (v) Business brought forward by the members of the Senate.

**Motions without
Previous notice**

19. At any meeting of the Senate the following resolutions may be moved without previous notice:

- (i) A motion for a change in the order of business as stated in the agenda paper;
- (ii) A motion for the adjournment of the meeting;
- (iii) A motion that the meeting may pass on to the next business on the agenda paper;
- (iv) A motion that the meeting be dissolved;
- (v) A motion that the Senate may go into a committee to consider any subject before the meeting;
- (vi) A motion for the appointment of a committee to inquire into and report on any matter before the Senate at the time;

20. At any meeting of the Senate, motions of a complimentary character may, without previous notice, be moved from the Chair or by any member with the previous permission of the Chair.

**Complimentary
Motion**

21. (a) Any member may, without previous notice move any amendment to any resolution brought forward by the Syndicate or the Vice-Chancellor under the previous contained in statute 10 of this chapter.

**Statute Amendments
To the resolutions
With short notice**

(b) At any meeting of the Senate the following amendments may be moved without previous notice:

**Amendments
without notice**

- (i) Amendments of a purely verbal or formal kind which, in the opinion of the Chairman, do not affect the sense or import of the motion to which they refer;
- (ii) Amendments to any resolution or amendment on the agenda paper, which in the opinion of the Chairman have been rendered necessary by and are consequential upon any motion passed by the Senate at the same meeting;

- (iii) Amendments to a motion for a change in the order of business as stated in the agenda paper substituting an order different from that in the motion;
- (iv) Amendments to a motion for an adjournment of the meeting, substituting a time different from that in the motion; and,
- (v) Amendments to a motion for the appointment of a committee, whether for enlarging or restricting its purposes or the questions remitted to it, or for adding to or omitting the names of members proposed to from it, provided that no question shall be remitted to a committee which is not comprised within the matter which is under the consideration of the Senate at that time.

**Statute Resolution or
Amendments not on
Agenda paper**

22. Save as otherwise permitted in statutes 7, 11, 19, 20 and 21 of this chapter no resolution or amendment which is not placed on the agenda paper shall be moved at the meeting.

23. When any motion under statutes 19 (ii), (iii) & (iv) of this chapter has been brought forward and has been negatived no other motion of the same kind shall be again brought forward until after the lapse of what the Chairman shall deem a reasonable time nor shall any discussion be allowed on such second or subsequent motion brought forward during a discussion on the same question.

**Statute Motion
Negatived**

24. A motion for the adjournment of a meeting shall be in the form -- "That this meeting do now adjourn to" followed by words, indicating the day and hour proposed for the adjourned meeting.

**Statute Form to
Adjournment motion**

25. A motion for the adjournment of a meeting on any particular question may be made at any time, but shall not be made so as to interrupt a speech. If a motion for the adjournment of debate be carried, the debate shall be adjourned to the time specified in the motion. The meeting shall pass to the next business, if any, on the agenda paper. If either of such motions be negatived the business of the meeting shall be resumed.

**Statute Motion
For adjournment
Of debate**

**Statute
Motion to
Pass to the
Business**

26. A motion to pass on to the next business on the paper may be moved at any time but not so as to interrupt a speech. If the motion be carried, the motion under discussion together with any amendments to it shall drop.

27. A motion for the dissolution of a meeting shall be in the form -- "That this meeting do now dissolve to" -- and may be made at any time but not so as to interrupt a speech. If such a motion be carried out the business still before the meeting shall drop and the Chairman shall declare the meeting dissolved.

**Statute
Motion for
Dissolution**

**Statute Motion
for appointment
of a committee**

28. A motion for the appointment of a committee to consider any question before the Senate at the time shall state the purpose for which the committee is to be constituted and the names of its members and convener.

29. (a) Amendment to a motion shall be

**Nature of
Amendments**

(i) By leaving out a word or words;

(ii) By leaving out a word or words, in order to insert some other word or words; and

(iii) By adding or inserting a word or words.

**Form of
Amendments**

(b) When the amendment is of the first kind, the form in which it is proposed shall be -- 'That the words (mentioning them) be left out of the resolution'. When the amendment is of the second kind, the form shall be -- 'That the words (mentioning them) be added or inserted', after leaving out word or words mentioning them. When the amendment is of the third kind, the form shall be -- 'That the words (mentioning them) be added or inserted' and there shall then follow words specifying the place in which the words mentioned are to be added or inserted.

**Order of
Amendments**

30. The order in which amendments to a resolution are to be brought forward shall be determined by the Chairman.

Scope of Amendments

31. (a) No amendments shall be proposed which would reduce the original resolution to its negative or opposite form,

Negative Amendments**Relevancy of
Amendments**

(b) Every amendment must be relevant to the resolution to which it refers and must be framed so as to form there with an intelligible and consistent sentence,

**Amendment to motion
For adjournment**

(c) No amendments shall be moved to a motion for adjournment of meeting or debate except one substituting a different day or hour.

Resolutions, Amendments and Motions in General

32. A mover may speak on his motion before he actually proposes it; but a speech is only allowed on the distinct understanding that he speaks on the question and that he concludes by proposing his motion formally.

Proposal of motion

33. Every motion at a meeting must be seconded; otherwise it shall drop. Any member may second a motion by saying, "I second the motion". A member who seconds a substantive motion but not an amendment covered under statutes 21 b (iv) and 31 (c) may second the motion saying, "I second the motion and reserve my speech".

**Motion to be
Seconded**

When a motion has been moved and seconded, it shall be stated from the Chair, unless it be ruled out of order by the Chairman.

**No. of Resolutions and
Amendments at a time**

34. Not more than one resolution and one amendment thereto shall be placed before - meeting at the same time.

**Motions not
Moved**

35. Any resolution or amendment standing in the name of a member who is absent from the meeting or who declines to move it, may be moved by any other member.

36. (1) No motion or amendment shall be withdrawn from the decision of the meeting without its unanimous consent but this consent shall be presumed if the mover states his wish to withdraw the motion and the Chairman after an interval during which the dissent is expressed announced that it is withdrawn.

**Withdrawal of
Motions**

- (2) A motion cannot be withdrawn in the absence of the member who moved it. Where an amendment has been proposed to a resolution, the original motion cannot be withdrawn, until the amendment has been first disposed of.

37. No motion under statute 19 (ii), (iii) and (iv) of this chapter shall be moved or seconded by any member who during the discussion of any particular item of business, has already moved or seconded any one of such motions.

**Motions under
Rule 19**

38. No speech shall ordinarily exceed ten minutes in duration provided that the Vice-Chancellor may at his discretion allow the mover of a resolution or of an amendment when moving the same to speak for not more than 15 minutes.

**Statute Duration
Of speeches**

**Statute
Order of
Speeches**

39. The member who first rises to speak at the conclusion of a speech has the right to be heard. In cases of competition, the Chairman shall decide the priority of speakers.

40. (a) No member can speak on a question more than once except where the mover, has the right of reply as provided for in statute 42. A member who has spoken on a motion and resumed his seat cannot subsequently rise to move or second an amendment to the same motion. A member who has moved or seconded an amendment cannot speak again on the original motion after the amendment has been disposed of. A member who has moved or seconded an original motion

**Statute Right to
Make speeches**

or spoken on it or moved or seconded an amendment thereto cannot subsequently move or second another amendment to the same motion, or move or second a motion under any of the statutes 19 and 21 (b) during the debate on the same motion. He may, however, speak on those new motions, when proposed by another member.

- Speeches in Adjourned Meetings** (b) A member who, during the meeting moves for the adjournment of the debate may, if the motion for adjournment is carried, speak on the question during the adjourned meeting.
41. The Chairman has the same right of moving or seconding or speaking on a resolution or amendment as any other member, but he shall vacate the chair while so engaged, and the chair shall during such time be taken by a member nominated by the Chairman. Without leaving the chair, the Chairman may, however, at his discretion or at the request of any member, explain to the meeting the scope of any resolution or amendment.
- Speeches by Chairman**
42. When the Chairman has ascertained that no other member entitled to address the meeting desires to speak, the mover of a substantive motion may reply upon the whole debate. The mover of a resolution of the kind specified in statute 19 of this chapter or of an amendment shall have no right of reply. No member shall speak on a question after the mover has entered on his reply.
- Right to Reply**
43. Any member may rise to explain any misconception of expression used by him; but he shall confine himself strictly to such explanation. Such personal explanation may be offered whilst another member is speaking, only if the member who is speaking gives way by resuming his seat.
- Personal Explanations**
44. Any member may call the Chairman's attention to a point of order even whilst another member is speaking but he shall confine himself to a statement of the point of order and shall not make a speech on such point of order.
- Point of Order**
45. Chairman shall be the sole judge on any point of order, and may call any member to order, and shall have power to take such action, as may be necessary, to enforce his decision.
- Power of Chairman In Point of order**
46. When the meeting on a motion is concluded or if there be no meeting, the Chairman shall put the question to vote by saying, 'The question is' followed by the words of the motion, and the Senate shall then divide unless the Chairman ascertains that the question is carried affirmatively, by a unanimous vote. If there be an amendment, he shall say, 'It has been moved' (followed by the words of the resolution) then he shall say, 'since it has been moved by way of amendment, followed by the words of the amendment and then, if the amendment be one of the kind specified in subclause (1) of statute 29 of this chapter, he shall put the question by saying, 'Shall the words or word proposed to be left out be left out?' If the amendment be of the kind specified in
- Putting Motions to vote**

sub-clause (ii) of the same statute he shall put the question by saying, 'Shall the following word or words . . . be left out in order to add or insert the following word or words?' If the amendment be of the kind specified in sub-clause (iii) of the same statute he shall put a question by saying, 'Shall these words be there added or inserted.' If an amendment be negatived, the original resolution shall be again stated from the chair, and any other amendments, if any, thereto may then be moved. If an amendment be carried, the resolution as amended shall be stated from chair and may then be debated as a substantive resolution to which the further amendments, if any, to the original resolution may be moved, and such further amendments shall be disposed of in the same manner as the previous amendment.

Voting

47. (a) All resolutions considered at the meeting of the Senate shall be decided by a majority of the votes of the members present unless a particular majority is required by the laws of the University. If the votes including that of the Chairman be equally divided, the Chairman shall have a casting vote.
- Decision on Resolution**
- (b) On any motion being put to the vote, the Senate shall divide. The manner in which a decision shall be effected shall be left to the discretion and direction of the Chairman. The vote of each member voting shall be recorded if any member present desires that this shall be done. In that case the names of members who abstained from voting shall also be recorded.

Questions and Answers

- (c) At any ordinary meeting of the Senate any member may ask any question for the purpose of obtaining information from the Syndicate on any matter concerning the University.
- Questions**
- (d) The Syndicate may disallow a question on the ground that it cannot be answered consistently with the interests of the University.
- Disallowance of Questions**
- (e) No question shall be admitted unless it complies with the following conditions:
- (a) It shall not publish any name or statement not strictly necessary to make the question intelligible;
- (b) If a question contains a statement the member asking it shall make himself responsible for the accuracy of the statement;
- (c) It shall not contain arguments, inferences, ironical expressions or defamatory statements;
- Rules**
- Re-questions**

- (d) It shall not ask for an expression of opinion or the solution of an abstract legal question or of a hypothetical proposition;
- (e) It shall not refer to the character or conduct of any person except; in his official capacity as connected with University.
- Notice of Questions**
- (f) Any member who intends to ask a question shall forward to the Registrar a notice in writing to that effect, together with a copy of the question to be asked, so as to reach him not less than thirty clear days before the date of an ordinary meeting.
- (g) No person can ask more than 15 (fifteen) questions and no question shall refer to more than one subject.
- Admissibility Of questions**
- (h) After the last date for the receipt of questions the Syndicate shall consider the admissibility or otherwise of the questions and the answers that should be given thereto.
- Disallowance of Questions, and Syndicate's Decision**
- (i) (i) The Syndicate shall decide on the admissibility of a question and shall disallow any question which, in its opinion, contravenes the provision of these laws, notifying to the person concerned the ground on which the question was disallowed.
- (ii) The Syndicate may also disallow at its discretion:
- (1) Any question which involves the preparation of elaborate statements or statistics,
 - (2) Any question the answer to which involves an excessive amount of time and labour, and
 - (3) The decision of the Syndicate be final and no discussion thereon shall be permitted at any meeting of the Senate.
- Answer to questions**
- (j) Questions which have been admitted and the answers thereto shall be printed and circulated to the members of the Senate along with the amended agenda.
- Answering of Questions at Meetings**
- (k) The Chairman shall call out the name of each questioner in the order in which the names are printed, specifying the serial number of his question, and make a sufficient pause to give him or any other member a reasonable opportunity of rising in his place and putting a supplementary question. Supplementary questions must be put immediately after the principal question to which they relate.
- (l) Unless otherwise decided upon by the Senate at a meeting, the time allotted for answering questions shall not exceed one hour.

Supplementary Questions (m) Any member may put a supplementary question for the purpose of further elucidating any matter of fact, regarding which an answer has been given, provided that the Chairman shall disallow any supplementary question, if, in his opinion, it infringes the laws. The decision of the Chairman shall be final and no discussion shall be permitted at any meeting of the Senate.

(n) Supplementary questions shall be answered by members nominated by the Syndicate for the purpose.

Answering of Supplementary Questions (o) The Chairman may decline to allow a supplementary question being put without notice, and the member nominated to answer any supplementary question may decline to answer it without notice, in which case the supplementary question may be put by the questioner only in the form of fresh question at a subsequent meeting of the Senate.

No discussion On questions (p) No discussion shall be permitted in respect of any question or of any answer given to a question.

General

48. The Chairman may direct any member, whose conduct is in his opinion grossly disorderly, to withdraw immediately from the Senate and any member so ordered to withdraw shall do forthwith and absent himself during the remainder of the day's meeting.

Powers of Chairman

Suspension of Meeting 49. The Chairman may in the case of grave disorder arising in the Senate suspend any sitting for a time to be specified by him.

Minutes

50. The minutes of all proceedings of each meeting of the Senate shall be signed by the Chairman of the meeting. The Registrar within four weeks of a meeting shall send a copy of the minutes of that meeting so signed by the Chairman to each member of the Senate.

Minutes of Meeting

51. (a) If no exception is taken by any member who was present at the meeting to the correctness of the minutes within ten days of the sending of the minute, they shall be deemed to be correct.

(b) If such exception be taken within the time aforesaid by means of a letter addressed to

Procedure when Exception is taken the Registrar, definitely specifying the points which require correction in the minutes, the minutes shall be brought forward by the Syndicate at the next meeting of the Senate for confirmation or correction by such of the members as were present when the business was transacted to which the minutes refer.

Senate in Committee

52. (a) The proceedings of the Senate in committee shall be governed by the same rules of debate as those of the Senate except that no notice of a motion shall be required and that a motion need not be seconded and that a member may speak on a motion any number of time.

Senate in Committee

(b) The resolutions of the Senate in committee shall not become final unless they are confirmed by the Senate in open meeting.

XV. SYNDICATE

Act Sec.21
Composition of
Syndicate

1. The Syndicate shall, in addition to the Vice-Chancellor consist of the following members namely:

Class I - Ex-officio Members:

- (1) The Secretary to Government in-charge of Education;
- (2) The Secretary to Government in-charge of Finance;
- (2.A) The Secretary to Government in-charge of Health and Family Welfare;
- (2.AA) The Secretary to Government in-charge of Tamil Development - Culture.
- (3) The Director of Tamil Development;
- (4) The Director of International Institute of Tamil Studies;
- (5) Three members from among the Deans of the University nominated by rotation in the order of seniority.

Class II - Other Members:

- (1) Two members elected by the members of the Senate from among themselves; provided that the member so elected shall not be an employee of the University or any institution or centre recognised by the University.
- (2) Two members from among the Academic experts of whom one shall be nominated by the Chancellor and one shall be nominated by the Pro-Chancellor.

Act Sec.21 (c)
Chairman of Syndicate

2. The Vice-Chancellor shall be the Ex-officio Chairman of the Syndicate.

3. (1) In case the Secretary to Government in charge of Education or the Secretary to Government in charge of Finance or the Secretary to Government in-charge of Health and Family Welfare or the Secretary to Government in-charge of Tamil Development - Culture is unable to attend the meetings of the Syndicate for any reason, he may depute any officer of his department not lower in rank than that of a Deputy Secretary to Government to attend the meetings.

Act Sec.21
Term of Office

- (2) 1. Save as otherwise provided, elected and nominated members of the Syndicate shall hold office for a period of three years and such members shall be eligible for election or nomination for not more than another period of three years.

- ii. Where a member is elected or nominated to the Syndicate to a casual vacancy, the period of office held for not less than one year by any such member shall be construed as a full period of three years for the purpose of this clause.

Explanation:

For the purpose of this clause, the expression "period" shall include the period of office held by any person prior to the date of the publication of the Tamil Nadu Universities Laws (Second Amendment) Act. 1991 in the Tamil Nadu Government Gazette.

Provided that a member of the Syndicate who is elected or nominated in his capacity as, a member of a particular electorate or body, or the holder of a particular appointment, shall cease to be a member of the Syndicate from the date on which he ceases to be a member of that electorate or body, or the holder of that appointment. as the ~~case~~ may be:

Provided further that where an elected or nominated member of the Syndicate is appointed temporarily to any office by virtue of which he is entitled to be a member of the Syndicate Ex-officio he shall, by notice in writing signed by him and communicated to the Vice-Chancellor within seven days from the date of his taking charge of his appointment, choose whether he will continue to be member of the Syndicate by virtue of his election or nomination or whether he will vacate office as such member and become a member Ex-officio by virtue of his appointment and the choice shall be conclusive. On failure to make such choice, he shall be deemed to have vacated his office as an elected or nominated member.

- (3) When a person ceases to be a member of the Syndicate, he shall cease to be a member of any of the authorities of the University of which he may happen to be a member by virtue of his membership of the Syndicate.
- (4) The members of the Syndicate shall not be entitled to receive any remuneration from the University except such daily and travelling allowances as may be prescribed:

Provided that nothing contained in this clause shall preclude any member from drawing his normal emoluments to which he is entitled by virtue of the office he holds.

4. (a) A member of the Syndicate, other than Ex-officio member may tender resignation of his membership at any time before the term of his office expires. Such resignation shall be conveyed to the Chancellor by a letter in writing by the member, and the resignation shall take effect from the date of its acceptance by the Chancellor.

**Resignation of
Membership**

5. (1) The Syndicate may remove by an order in writing made in this behalf any person from

Act Sec.39 Power to Remove membership Of the University

membership of any authority of the University by a resolution passed by a majority of the total membership of the Syndicate and by a majority of not less than two thirds of the members of the Syndicate present and voting at the meeting, if such person has been convicted by a criminal court for an offence which in the opinion of the Syndicate involves moral turpitude or he has been guilty of gross misconduct and for the same reason the Syndicate may withdraw any degree or diploma conferred on or granted to that person by the University.

- (2) The Syndicate may also by an order in writing made in this behalf remove any person from the membership of any authority of the University if he becomes of unsound mind or deaf-mute or suffers from leprosy or has applied to be adjudicated or has been adjudicated as an insolvent.
- (3) After giving a reasonable opportunity to the person concerned to show cause against the action proposed to be taken against him under this statute, the Syndicate shall give a copy of every order passed under the above two clauses as soon as may be to the person concerned in the manner prescribed.

6. The Syndicate shall have the following powers:

Cf. Act Sec.31 (2) (3) & (4) 22(1) & 30 Power to make Statutes

- (1) To make statutes and amend or repeal the statutes. Any member of the Syndicate may propose to the Syndicate the draft of a statute and the Syndicate may either accept or reject the draft.

A statute passed by the Syndicate shall be submitted to the Chancellor who may assent thereto or withhold his assent. The statutes passed by the Syndicate shall have no validity until it has been assented to by the Chancellor.

Cf. Act Sec.22 and 4 Academic Powers

- (2) To provide for research and advancement and dissemination of knowledge in Tamil language and literature.
- (3) To facilitate and regulate research in consultation with the faculties and other academic authorities in the fields like art, culture, music, stage-plays, painting, sculpture, architecture, literature, grammar, linguistics, history, religion, philosophy, geography, soil sciences, astronomy, navigation and shipping, astrology, siddha medicine, engineering, science and handicrafts that have developed on the basis of Tamil language and literature;
 - (a) To implement studies in Tamil language and literature in relation to other cultures;
- (4) To promote research within the University and to require reports, from time to time, of such research;
- (5) To review the research, teaching and such other academic activities of the University;

- (6) To institute fellowships, travelling fellowships, scholarships, studentships, bursaries, exhibitions, medals and prizes and to award the same in accordance with the statutes;
- (7) To institute Assistant Professorships (Lecturerships), Associate Professorships (Readerships), Professorships and any other teaching or research posts required by the University;
- (8) To prescribe the qualifications of teachers;
- (9) To prescribe the qualifications of the teachers of institutions recognised by the University for specific purpose an affiliated to or associated with or maintained by any other University;
- (10) To institute degrees, titles, diplomas and other academic distinctions;
- (11) To confer degrees, titles, diplomas and other academic distinctions on persons who shall have carried on research under conditions prescribed;
- (12) To confer honorary degrees or other academic distinctions on the recommendation of not less than two-thirds of the members of the Syndicate;
- (13) To prescribe conditions under which the award of any degree, title, diploma and other academic distinctions to persons may be withheld;
- (14) To refer any matter to the Faculties or to the Boards of Studies or to the Boards of Examinations or any Committee of persons and to call for a report and consider it;
- (15) To organise training courses within and beyond India who desire to study Tamil language and literature on the recommendation of the faculties and the Board of Studies concerned;
- (16) To arrange for translation of books from other languages to Tamil and from Tamil to other languages in consultation with the Faculties concerned and other Academic authorities;

**Appointing
Powers**

- (17) To appoint a teacher or any other academic staff working in any other University or organisation for undertaking a joint project in accordance with the recommendations of the Faculties or the Board of Studies;
- (18) To invite a person of high academic distinction and high professional attainments to accept the post of Professor in the University on such terms and conditions as it deems fit and appoint him to the post;

- (19) To consider the recommendations of the Planning Board;
- (20) To appoint members to the Boards of Studies and Faculties;
- (21) (a) To appoint Examiners, after consideration of the recommendations of the Board of Studies; and
 - (b) To fix their remuneration;
- (22) (a) To appoint the University Lecturers, Lecturers (Senior scale), Lecturers (Selection Grade), Readers, Professors, Emeritus Professors, Distinguished Professors, Visiting Professors, Researchers and other academic staff of the University, fix their emoluments, define the duties and the conditions of their services and provide for filling up of temporary vacancies;
 - (b) To make statutes specifying the mode of appointment of administrative and other similar posts and fix their emoluments, if any, define the duties and conditions of their services and provide for filling up of temporary vacancies;
- (23) (a) To appoint members to the selection committee as prescribed in Sec.34-A. of the Act;
 - (b) To record the reasons and to submit the same to the Chancellor for final orders if the Syndicate is unable to accept the recommendations made by the selection committee for the appointment of Professors, Readers, Lecturers, Researchers and the Librarian;
- (24) To sanction the payment to a temporary servant of the University who has served for not less than ten years continuously gratuity of an amount calculated according to the prevalent rules provided that
 - (i) He retires on account of certified incapacity such incapacity having arisen from causes beyond his control;
 - (ii) His services are terminated as the result of a reduction in the temporary establishment of the University or by abolition of the post;
 - (iii) He attains the age of fifty eight; or
 - (iv) When a teacher retires voluntarily.
- (25) To suspend and dismiss the University Lecturers, Readers, Professors, Researchers and other employees of the University;
- (26) To fix and determine the clerical, and other establishments of the University and to dismiss the members of such establishments and to frame from time to time such rules and regulations governing the general condition of service, leave and allowance

attached thereto, compassionate allowance, gratuities and pension, insurance and commutation of the same and such other privileges and concessions as may be applicable to such establishments;

- (27) To recognise with the prior approval of the government and the concerned University, institutions affiliated to or associated with or maintained by any other University for specific purpose;
- (28) To arrange for and direct inspection of all recognised institutions and hostels;
- (29) To co-operate with other Universities, other academic authorities and colleges in such manner and for such purposes as it may determine;
- (30) (a) To co-operate with any other University, authority or association or any other public or private body having in view the functions and objectives similar to those of the Tamil University;
- (b) To identify the specific purposes and the terms and conditions for fulfilling these purposes and frame rules for them;
- (31) To enter into agreement with other bodies or persons for the purpose of promoting the objectives of the University including the assuming of the management of any institution under them and taking over of its rights and liabilities;
- (32) To enter into any agreement with the central or any state government or with a private management for assuming the management of any institution and for taking over its properties and liabilities or for any other purposes not repugnant to the provisions of the Tamil University Act;
- (33) To conduct such examinations as necessary for the pursuit of research and publish the results thereof;
- (34) To make statutes regarding the admission of students to the University;
- (35) To make necessary rules and regulations for recognising examination as equivalent to the Tamil University examinations;
- (36) To establish and maintain halls and hostels;
- (37) To recognise hostels not maintained by the University and to suspend or withdraw recognition of any hostel which is not conducted in accordance with the statutes and the conditions imposed thereunder;
- (38) To arrange for and direct the inspection of hostels;

- (39) To supervise and control the residence and discipline of the students of the University and make arrangements for securing their health and well-being;
- (40) Subject to the provisions in the Act, statutes and other laws to take cognisance of any misconduct of any student in the University or in the recognised institutions or in a hostel or approved lodging brought to the notice of the Syndicate by the competent authorities and to punish such misconduct by expulsion from any University examination or from any University posts or from any convocation for the purpose of conferring degrees either permanently or for a specified period or by the cancellation of the University examination for which he appeared or by the deprivation of any University scholarship, fellowship or benefits held by him or by cancellation of any University prize or medal awarded to him;
- (41) To institute a publication bureau and to maintain it;

Powers, Publication etc.

- (42) To manage the publication bureau instituted by the University;
- (43) To institute and manage libraries, museums, institutes or research and other institutions established or maintained by the University;
- (44) To hold, control and administer the properties and funds of the University;
- (45) To administer all properties and funds placed at the disposal of the University for specific purposes;
- (46) To change and collect such fees as may be prescribed;
- (47) To accept on behalf of the University endowments bequests, donations, grants and transfers of any movable and immovable properties made to it: Provided that all such endowments, bequests, donations, grants and transfers shall be reported to the Senate at its next meeting.
- (48) To accept loans offered by the State or the Central Government on such conditions as may be acceptable to the Syndicate for the construction of students' hostels, quarters for staff or for any other purposes approved by the Syndicate and to make arrangements for the repayment of such loans;
- (49) (a) To raise, on behalf of the University, loans from the Central or any State Government or the public or any corporation owned or controlled by the Central or any State Government;
- (b) To borrow money with the approval of the government on the security of the property of the University for the purposes of the University;

- (50) To invest any funds belonging to the University including any unapplied income in any of the securities with the power to vary such investments or to place on fixed deposit in any National Bank approved in this behalf by the Tamil Nadu Government any portion of such money not required for current expenditure on the advice of the Finance Committee;
- (51) To provide for purchase of lands, buildings, premises, furniture, laboratory, apparatus, equipment and other means needed for carrying on the work of the University;
- (52) To fix, determine and award travelling expenses and allowances to persons lawfully engaged or employed in the University business;
- (53) To reappropriate from one head to another any sum exceeding rupees ten thousand and not involving recurring liability;
- (54) To incur expenditure outside or in excess of the budget allotment for implementing new schemes and projects of any kind to be financed either in whole or in part by the Government or University Grants Commission or any other agency;
- (55) To direct the form, custody and use of the common seal of the University;
- (56) To make statutes regulating the methods of election to the authorities of the University and the procedure at the meeting of the Senate, Syndicate and other authorities of the University and the quorum of members required for the transaction of business by the authorities of the University other than the Senate;
- (57) Subject to the provisions in the laws to dispense with a strict compliance with the laws of the University with reference to the time, place and manner of examinations, hours of transaction of business in the office of the University, the dates for payment of examination fees or fees for convocation, for submission of applications for examinations and for convocations and for attendance certificates, the recognition of examination and the exemption from the production of academic certificates, submission of thesis for research degrees, application for certificates for having passed any examinations, application for recognition of courses pursued in other universities.
- (58) To consider and take such action as it may deem fit on the annual report, the annual accounts and the financial estimates;
- (59) To regulate and determine all matters concerning the University in accordance with this Act and the statutes;
- (60) To exercise such other powers and perform such other duties as may be conferred or imposed on it by the Act or the statutes; and

**Power of
Delegation**

- (61) To delegate any of its powers to the Vice Chancellor or to a committee from among its own members or to a committee appointed in accordance with the statutes.

7. (1) The Syndicate shall meet at such times and places as decided by the Vice-Chancellor at least once in three months.

**Act Sec.23
Meeting of the
Syndicate**

- (2) The Vice-Chancellor or in his absence any member chosen by the members present shall preside at a meeting of the Syndicate.
- (3) All questions at any meeting of the Syndicate shall be decided by a majority of the votes of the members present and voting and in the case of an equality of votes, the Vice-Chancellor or the member presiding, as the case may be, shall have and exercise a second or casting vote.
- (4) (a) The Syndicate may, for the purpose of consultation invite any person having, special knowledge or practical experience in any subject under consideration to attend any meeting. Such person may speak in, and otherwise take part in, the proceedings of meetings but shall not be entitled to vote;
- (b) The person so invited shall be entitled to such daily and travelling allowances as are admissible to a member of the Syndicate.

Conduct of the Business of the Syndicate:**Procedure at
The Meeting**

- 8 The conduct of the business of the Syndicate and the procedure for voting are 'mutatis mutandis' those prescribed for the conduct of the business of the Senate.

- 9 (1) The annual report of the University shall be prepared by the Syndicate and shall be submitted to the Senate on or before such date as may be prescribed by the statutes and shall be considered by the Senate at its next annual meeting. The Senate may pass resolutions thereon and communicate the same to the Syndicate which shall take action in accordance therewith. The Syndicate shall inform the Senate of the action taken by it. A copy of the report with a copy of the resolutions thereon, if any, of the Senate shall be submitted to the Chancellor and to the Government.

**Act Sec.25
Annual Report**

- (2) On receipt of a copy of the Annual report the Government shall cause a copy of such report together with their comments thereon to be laid before the Legislative Assembly.

10. (1) The annual accounts of the University shall be submitted to such examination and audit as the Government may direct.
- Act Sec.25**
Annual Accounts
- (2) The University shall settle objections raised in such audit report and carry out such instructions as may be issued by the Government on the audit report.
- (3) The accounts when audited shall be published by the Syndicate in such manner as may be prescribed by the statutes and copies thereof shall be submitted to the Senate at its meeting and to the Chancellor and to the Government within three months of such publication.
- (4) The Government shall cause the Annual accounts and the audit report together with their comments to be laid before the Legislative Assembly.
11. The Financial estimate of the University prepared by the finance officer and considered and modified by the Finance Committee shall be laid before the Syndicate for consideration. The Syndicate may accept the modifications made by the Finance Committee.
- Act Sec.29(9)**
Financial Estimate
12. The Syndicate shall have power to accord necessary sanction to write off the irrecoverable value of shortages of stock or irrecoverable loss of money occasioned by fraud or neglect of duty of the University employee or otherwise exceeding a total amount of rupees five hundred at a time and exceeding rupees two thousand per annum.
- Sanction to**
Write off losses

XVI. FINANCE COMMITTEE

1. (1) The Finance Committee shall consist of the following members, namely:

Act Sec.29 (1) & (2)
Composition of
Finance Committee

- (a) The Vice-Chancellor;
- (b) The Secretary to Government in-charge of Finance;
- (c) The Secretary to Government in-charge of education;
- (c.A) The Secretary to Government in-charge of Tamil Development- Culture and
- (d) Three members nominated by the Syndicate from among its members of whom one shall be a Professor, one shall be a person nominated to the Syndicate by the Chancellor and one shall be a person nominated by the Pro-Chancellor.

- (2) If for any reason the officer referred to in sub-clause (b) or sub-clause (c) of clause(1) is unable to attend any meeting of the finance committee, he may depute any officer of his department not lower in rank than that of a Deputy Secretary to Government to attend such meeting. The officer so deputed shall have the right to take part in the discussion of the committee and shall have the right to vote.

Act Sec.29 (3)
Chairman and Secretary

2. The Vice-Chancellor shall be the ex-officio chairman and the Finance Officer shall be the ex-officio secretary of the Finance Committee.

Act Sec.29 (4)
Member's Term of Office

3. All members of the Finance Committee, other than ex-officio members shall hold office for a period of three years.

4. (1) The Finance Committee shall meet atleast twice in every year to examine the accounts and to scrutinise proposals for expenditure.

Act Sec.29 (5)-(9)
Functions

- (2) The annual accounts of the University prepared by the Finance Officer shall be laid before the Finance Committee for consideration and comments and thereafter submitted to the Syndicate with the modifications made by the Finance Committee for approval.
- (3) 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.
- (4) The Finance Committee shall:
 - (a) Review the financial position of the University from time to time;
 - (b) Make recommendation to the Syndicate on every proposal involving investment

or expenditure for which no provision has been made in the annual financial estimates or which involves expenditure in excess of the amount provided for in the annual financial estimates;

- (c) Prescribe the methods and procedure and forms for maintaining the accounts of the University;
- (d) Make recommendations to the Syndicate on all matters relating to the finances of the University; and
- (e) Perform such other functions as may be prescribed.

5. The financial estimates of the University shall be placed before the Finance Committee for its consideration and comments on or before the 15th of February and with the modifications made by the Finance Committee laid before the Syndicate for its consideration and acceptance on or before the 15th March every year. The Syndicate may accept the modifications made by the Finance Committee.

Cf. Act Sec. 29 (9)
Acceptance by
Syndicate

Meetings
Quorum

6. The procedure for conducting the meeting shall be as prescribed for Syndicate wherever they are applicable. Quorum shall be as prescribed for the Syndicate.

7. The Finance Committee shall have power:

Powers of the
Finance Committee

- (1) To consider and recommend to the Syndicate on behalf of the University loans from the Central or any State Government or the public or any corporation owned or controlled by the Centre or by any State Government;
- (2) To consider and recommend to the Syndicate the terms and conditions for the borrowal of money with the approval of the Government if it involves pledging of immovable properties;
- (3) To consider and recommend to the Syndicate the holding and controlling of the administration of the properties and funds of the University;
- (4) To consider and recommend to the Syndicate the mode of administration of all properties and all funds placed at the disposal of the University for specific purposes;
- (5) To advise the Syndicate to determine as to how the provident fund amount of the University may be invested;
- (6) To consider the draft replies prepared by the Finance Officer to the objections raised by the Audit and recommend to the Syndicate for its consideration and publication before admitting to the Senate and to the Chancellor and to the Government; and
- (7) To perform such other functions and exercise such other powers assigned to it by the Syndicate from time to time concerning financial matters.

XVII. THE PLANNING BOARD

**Cf Act Sub-Sec(1)
of Sec.16-A
Planning Board**

1. There shall be a Planning Board for the University.

2. The Planning Board shall have the following members, namely:

**Composition of Act
Sub-Secs.(2) and (3)
of Sec.16 (A)**

- (i) The Vice-Chancellor who shall be the Chairman of the Board;
- (ii) Not more than eight persons of high academic standing to be appointed by the Chancellor for such period as he may determine.

**Act Sub-Sec.(2) of
Sec.16-A Chairman**

3. The Vice-Chancellor shall preside over the meetings of the committee. In his absence the senior most member by age shall preside.

4. The Board shall have the following powers:

**Powers Cf.Act
Sec.16-A**

- (a) To advise generally on the planning and development of the University;
- (b) To keep under review the standard of education and research in the University; and
- (c) To advise the Syndicate on any academic matter.

5. (a) The Board shall meet atleast once in a year;

**Meeting and
Minutes**

- (b) The Registrar shall issue the notice for convening the meetings of the Board;
- (c) The minutes shall be prepared by the Registrar with the approval of the Vice-Chancellor, or the Chairman who presides over the meeting.

XVIII. THE FACULTIES OF THE UNIVERSITY

1. The Tamil University shall have the following faculties:

Act Sec.26
Faculties of the
University

- (1) Faculty of Arts,
- (2) Faculty of Manuscriptology,
- (3) Faculty of Developing Tamil,
- (4) Faculty of Language,
- (5) Faculty of Science and
- (6) Such other Faculties as may be instituted by competent authorities from time to time and declared by the statutes as such.

2. (a) Each Faculty shall comprise such departments of teaching and research as may be specified in the statutes -

Constitution
Of Faculties

- (b) Each Faculty shall have:
 - (i) The Chairman of the Boards of studies under the purview of the Faculty;
 - (ii) Four members well known for their expert knowledge in the subjects concerned under the faculty to be nominated by the Syndicate;
 - (iii) One member from among the members of each Board of Studies other than the Chairman to be nominated by the Vice-Chancellor; and
 - (iv) As and when needed specialists may be invited for each Faculty, with the prior sanction of the Vice-Chancellor.

Eligibility
To vote

3. A person may be a member of more than one Faculty but shall have only one vote in elections from the combined Faculties if any or at a joint meeting of the Faculties.

5. (a) The Dean shall be appointed by the Vice-Chancellor from among the Professors under the Faculty, and shall hold office for a period of three years and shall be eligible for reappointment; provided that a Dean on attaining the age of fifty eight years shall cease to hold office as such:

Cf. Act Sec.36

Notwithstanding anything contained in sub clause (a) of statute 5 where a Professor or the Dean in a Faculty has attained the age of fifty eight years, the Vice-Chancellor may, if he is satisfied that such Professor or Dean has rendered meritorious service for

furthering the advancement of learning or prosecution of research in Tamil, appoint such Professor or continue such Dean in office, as the Dean of that Faculty:
Provided further that if at any time there is no Professor in a Faculty, the Vice-Chancellor shall exercise the powers of the Dean of the Faculty.

- (b) When the office of the Dean is vacant or when the Dean is by reason or illness, absence or any other cause unable to perform the duties of his office, the Vice-Chancellor may appoint a member of the Faculty who shall be any one of the heads of Departments in the Faculty to act as Dean and the person so appointed shall discharge the functions of the Dean in consultation with the Vice-Chancellor.
- (c) The Faculty shall be reconstituted once in three years by the Syndicate.

6. (a) (1) The Dean shall be the Head of the Faculty and shall be responsible for the conduct and maintenance of the standards of research in the Faculty.

Powers of the Dean
Cf. Act Sub-Sec. (4)
Of Sec. 36

- (2) The Dean shall preside over the meetings of the Faculty.

- (b) He shall co-ordinate and direct the work of the Departments under the Faculty with the advice of the Heads of the Departments and shall function under the overall control of the Vice-Chancellor.
- (c) He shall review from time to time the work and progress of the projects implemented in the Departments along with the Heads of Departments/Teachers/Researchers in every Department under the Faculty.
- (d) He shall review the budget estimate of each Department and propose such changes if any, for the effective implementation of the research projects or/and studies.
- (e) He shall have the right to be present and to speak at any meeting of the Boards of Studies or the Committees of the Faculty, as the case may be, but shall not have the right to vote thereat unless he is a member thereof.

Powers of
Faculty

7. (a) To consider and report on any matter referred to it by the Syndicate, and by the Vice-Chancellor;

- (b) To consider and co-ordinate the resolutions of the Boards of Studies of the Departments under its purview;
- (c) To make recommendations to the Syndicate in all matters connected with the upkeep and improvement of standard in research and teaching;
- (d) To endorse, add and recommend names of experts for evaluation of thesis, books, research reports and academic work of teachers and research scholars;
- (e) To recommend and to supplement the list of names of scholars who can be invited as Special Fellows from India and elsewhere;

- (f) To propose additions or alterations in the statutes and laws pertaining to the improvement of research and studies in the University;
- (g) To call for proposals for research and studies from the Boards of Studies on the subjects dealt with by the Faculties;
- (h) To remit any matter to the Board of Studies on the subjects comprised of the Faculty, regarding research proposals and studies;
- (i) To suggest to the Syndicate new areas of research and arrange for programmes of work especially of interdisciplinary type;
- (j) To appoint committees of the Faculty to consider and report on matters referred to them;
- (k) To propose procedures to implement projects funded by outside agencies;
- (l) To recommend to the Vice-Chancellor the calling of joint meetings of the Faculties for considering any matter of interest common to more than one Faculty.

Meeting

8. (a) Every Faculty shall meet atleast once in every academic year.

(b) The notice of every meeting shall be issued by the Registrar.

(c) The Vice-Chancellor may at any time cause a meeting of a Faculty to be convened.

9. (a) The Vice-Chancellor may direct two or more Faculties to hold a joint meeting for the disposal of any question affecting more than one Faculty.

Joint Meeting

(b) Notice for the joint meetings of two or more Faculties shall be issued by the Registrar and the said meetings shall be presided over by the Vice-Chancellor and in his absence by any one of the Deans of the Faculties nominated by the Vice-Chancellor for that purpose.

Notice of Meeting

10. Fifteen days clear notice shall be given for a meeting of the Faculty or for the joint meeting of the Faculties.

Quorum

11. (a) One third of the number of members in the said Faculty forms the quorum.

(b) The quorum of the joint meeting of two or more Faculties shall be one third of the total number of members in the said Faculties no one member however being counted more than one.

Procedure And Minutes

12. The conduct of business at meetings of Faculties shall be regulated in accordance with the statutes governing the meetings of the Senate wherever applicable.

13. The minutes of the meeting shall be forwarded by the Registrar to the members of the Faculty or the Faculties if it is a joint meeting.

XIX. THE BOARD OF STUDIES

**C. Act Sec. 27 and
Statutes Board of
Studies**

1. There shall be a Board of Studies attached to each Department of teaching and research or groups of related subjects in the University.

2. (1) The Board shall have not less than four members who are not in the service of the University and nominated by the Syndicate and all the teachers of the concerned Department shall be the ex-officio members of the Board of Studies. The Board may also with the specific approval of the Vice-Chancellor invite specialists in the subjects of research.

**Constitution of
Board of Studies**

- (2) The Board of Studies shall be reconstituted by the Syndicate once in three years.

- (3) (a) The Chairman of the Board of Studies shall ordinarily be the Head of the Department of the study of the University.

Chairman

- (b) The Chairman shall be appointed by the Vice-Chancellor for a period not exceeding three years at the first instance which can be renewed.
- (c) In the absence of the Chairman the senior most ex-officio member present shall preside over the meetings.

4. It shall be the duty of the Board of Studies:

Functions

- (a) To consider the research proposals undertaken by the teachers in the Department, and modify or alter such proposals as it deems fit;
- (b) To suggest new areas of research connected with the subject under the purview of the Board;
- (c) To review the work done and to suggest ways and means of completing the work in time;
- (d) To propose courses for research degrees and the minimum requirements for admission to such courses;
- (e) To propose diploma courses, certificate courses etc., in the subject and the minimum requirements for admission to such courses;

- (f) To suggest the names of eminent scholars in India and abroad for invitation as Special Research Fellows; and
- (g) It shall be the duty of the Board of Studies to consider and report on any matter concerning the subject under its purview referred to it by the Faculty, Senate, Syndicate and the Vice-Chancellor.

5. Each Board shall have the following powers:

Powers

- (a) To propose names of suitable experts for evaluating thesis, research reports, books, the academic work of teachers as and when required;
- (b) To propose to the Faculties subjects for inter-disciplinary research and ways and means for the upkeep and the improvement of the standard of teaching and research;
- (c) To propose subjects for book writing, titles for translation and languages from which or to which such titles should be translated and the names of experts suitable for the topics;
- (d) To consider any other matter relevant for the improvement of the standard of teaching and research pertaining to the Board.

6. (a) Board of Studies shall ordinarily meet once in a year but the Vice-Chancellor may direct the convening of additional meetings as and when required.

Meetings

- (b) Notice to the meetings of the Board of Studies shall be issued by the Registrar.

Quorum

- 7. The quorum of the meeting shall be one third of the total number of members of the Board; fraction if any shall be ignored.

Procedure and Minutes

- 8. The procedure prescribed for the conduct of the meeting of the Senate wherever applicable, shall be followed for the meetings of the Board. The minutes of the meeting shall be prepared and forwarded by the Registrar within fifteen days with the concurrence of the Chairman of the Board concerned.

XX. UNIVERSITY DEPARTMENTS OF TEACHING AND RESEARCH

Act Sec.26
Faculties

1. The University shall comprise the Faculties of Arts, Manuscriptology, Developing Tamil, Language and Science.

2. Each Faculty shall comprise the following Departments namely:

Act Sec.26
Sub. sec. (3)

Departments

(1) Faculty of Arts:

- (i) Department of Sculpture
- (ii) Department of Painting
- (iii) Department of Music and
- (iv) Department of Drama

(2) Faculty of Manuscriptology:

- (i) Department of Palmleaf Manuscripts
- (ii) Department of Rare Paper Manuscripts
- (iii) Department of Epigraphy and
- (iv) Department of Underwater Archaeology
(Centre for Underwater Archaeology)

(3) Faculty of Developing Tamil:

- (i) Department of Tamil Studies in Foreign Countries
- (ii) Department of Translation
- (iii) Department of Lexicography
- (iv) Department of Social Sciences and
- (v) Department of Scientific Tamil and Tamil Development

(4) Faculty of Language:

- (i) Department of Literature
- (ii) Department of Linguistics
- (iii) Department of Philosophy (School of Philosophy)
- (iv) Department of Tribal Research (Tribal Research Centre)
- (v) Department of Folklore and
- (vi) School of Indian Languages

(5) Faculty of Science:

- (i) Department of Siddha Medicine
- (ii) Department of Ancient Science
- (iii) Department of Industries and Earth Sciences
- (iv) Department of Architecture and
- (v) Department of Computer Science

XXI. THE AWARD OF RESEARCH DEGREES

I. THE AWARD OF D.LITT./D.Sc BY RESEARCH AND STUDY

Objects The Degree of Doctor of letters (D.Litt./D.Sc.) will be awarded to the candidate who has a distinguished record of research and after completion of a minimum residential requirement of three years in the Tamil University and has submitted a meritorious thesis in the opinion of the adjudicators appointed for the purpose. The object is to encourage high level inter-disciplinary research among young researchers.

Preliminary Registration 1. Candidates desirous of pursuing higher research leading to D.Litt./D.Sc degree in the Tamil University shall apply for a preliminary registration in the form prescribed and work for a period of nine to twelve months under a Head of the Dept./Guide and appear for a qualifying examination. The syllabus and the conduct of examination shall be as prescribed by the committee consisting of the Dean of the Faculty, the Head of the Department and the Guide concerned.

The said committee of the Dean of the Faculty, the Head of the Department and the Guide will meet within two weeks after the preliminary registration and frame the syllabus and fix the dates for the qualifying examination which shall be intimated to the candidate within a week.

Qualifications 2. Candidates who have obtained a Ph.D., or equivalent degree from other Universities and have passed a qualifying examination after spending a period ranging from nine to twelve months in any one of the Departments or institutions or centres maintained or recognised by the Tamil University shall be eligible to pursue higher research leading to the award of D.Litt./D.Sc. Degree.

Registration and Approval 3. The application for registration after passing the qualifying examination shall be made to the Registrar in the prescribed manner, with the recommendations of the Guiding Teacher, the Head of the Department and the Dean concerned.

Approval by The Syndicate 4. The Syndicate shall dispose of the application and the researcher approved for registration by the Syndicate as a candidate for D.Litt./D.Sc., shall work in one or more Departments or Research institutions or Centres maintained or recognised by the University.

5. The candidate registered shall be guided by a Board with his Guiding teacher as the Convenor and the Head of the Department concerned (if the Guiding teacher is not the Head of the Department), the Dean of the Faculty concerned and two distinguished academics as members, of whom one shall be from a different faculty of the University and one shall be a distinguished academic who is not a member of any of the Faculties in the University. The Board shall review the work of the candidate at the time of the qualifying examination and thereafter every six months, so that, the performance of the candidate shall be continuously excellent. The board may frame its procedure of evaluation, so that the quality of research of the candidate shall be assessed objectively.

Board of Guides
6. All candidates to be admitted for D.Litt./D.Sc. shall be full time scholars in the Departments or in any one of the Research institutions or centres recognised or managed by the University and shall be paid ordinarily a Fellowship (Senior or Junior).

Fellowships for D.Litt/D.Sc.
7. The candidates shall have the privilege of guided research and shall participate in seminars connected with the topic of research as advised by the Board of guides/Guiding teacher.

Participation in Seminars
8. The candidates should acquire during the period of their candidacy, proficiency in anyone of the Indian Languages other than his mother tongue or in a foreign language other than English. The standard of acquisition of another language shall not in general be less than standard attained by a matriculate student in a country or state where the language is the State language. The specific requirement and standard shall be prescribed by the Board of guides.

Language test
9. The Guiding teacher/Board of guidance shall send a biannual report to the Registrar about the progress of the scholar concerned in research.

Biannual Report
10. The Syndicate may cancel the registration of the candidate in case of unsatisfactory work or discontinuance of the candidate by leaving the University or misconduct.

Termination Of Fellowship
11. On completion of two years after the qualifying examination the candidate shall submit four copies of his thesis embodying the research findings in Tamil with the required fee through the Board of guides/Guiding teacher to the Registrar for evaluation.

Thesis
12. A board of three examiners nominated by the Syndicate (The Syndicate shall nominate one of the three examiners as the convenor) from a panel of ten experts recommended by the Board of Guides shall evaluate the thesis and on receipt of the unanimous recommendation on the fitness of the thesis for the award of the degree, the University shall arrange for a viva examination for the

Valuation Award of degree

candidate and to declare the results if his performance in the viva examination is also found to be satisfactory. The viva Board shall consist of the members of the Board of examiners for the thesis if they are from India, and the Board of Guides and all the Faculty members of the University who shall be specially invited for the purpose.

13. Candidates applying for D.Litt./D.Sc. shall pay the following fees:-

Fees Prescribed	(a) Registration Fee	Rs.50/-
	(b) Examination fee for qualifying Examination	Rs.50/-
	(c) The Library fee to be paid in July, October & January beginning from the date of registration	Rs.50/- per term
	(d) The fee for evaluation of the thesis	Rs.400/-
	(e) The convocation in which the degree is conferred in person	Rs.50/-
	(f) In absentia	Rs.75/-

II. THE AWARD OF PH.D. (DOCTOR OF PHILOSOPHY)

1. ELIGIBILITY

1.1 Full Time Scholars

- 1.1.1 A candidate who has qualified for the Master's Degree with 55% of marks in aggregate in the Faculties of Arts, Science, Fine Arts, Indian and other Languages, Commerce, Teaching and Management Sciences of any University recognised by this University and who has subsequently carried out research work for a minimum period of three years under the guidance of a Research Guide after provisional registration as hereinafter prescribed, in a Department of this University may present himself for the Degree of Doctor of Philosophy.
- 1.1.2 A candidate who has qualified for the M.Phil. Degree with 55% of marks in aggregate or a Degree accepted as equivalent thereto by this University and who has subsequently carried out research work for a minimum period of two years under the guidance of a Research Guide after provisional registration, as hereinafter prescribed in a Department of this University may present himself for the Degree of Doctor of Philosophy.
- 1.1.3 A candidate who has qualified for the Master's Degree with 55% of marks in aggregate in the Faculties of Law, Engineering, Technology, Veterinary Science or the Doctor of Medicine or Master of Surgery in the Faculty of Medicine of any University recognised by this University and who has subsequently carried out research for a minimum period of two years under the guidance of a Research Guide after provisional registration, as hereinafter prescribed, in a Department of this University may present himself for the Degree of Doctor of Philosophy.
- 1.1.4 A candidate who has qualified for the M.B.B.S. or B.E., Degree with 55% of marks in aggregate of any University recognised by this University and who has subsequently carried out research for a minimum period of four years under the guidance of a Research Guide after provisional registration, as hereinafter prescribed, in a Department of this University may present himself for the Degree of Doctor of Philosophy.

1.2 Part Time Scholars

- 1.2.1 A teacher with two years experience working in Department of this University or

those who educationally serve in Universities, Colleges, Higher Secondary Schools, National Research centres and other allied institutions approved by Tamil University or any eminent person if he posses the qualified degree mentioned under any of the sections 1.1.1 to 1.1.4 shall be eligible for provisional registration for the Ph.D. degree under these regulations and carry out research work under the guidance of a Research Guide for a minimum period which is longer by one year than the minimum period prescribed for his counterpart full-time scholar.

- 1.2.2 A candidate from anywhere in India or from abroad can register for Ph.D. as part time student.

1.3 Interdisciplinary Research

A candidate possessing the qualifying degree in one subject shall be permitted to carryout research in another related subject/department facilitating interdisciplinary research; however, for such candidates, the specific discipline under which the Ph.D. degree is to be awarded shall be decided by the Syndicate on the advice of the Research Guide of the University.

1.4 Research under Joint Supervision

When the area of research is interdisciplinary as in 1.3 and requires assistance from more than one Research Guide, the Principal Research Guide may co-opt another eligible expert as a co-guide to the candidate after getting approval from the University. The Principal Research Guide in these cases is deemed to be the Research Guide for the candidate.

2. PROCEDURE FOR REGISTRATION

2.1 Full-Time Course

Candidates seeking admission in the full-time programme shall obtain the prescribed preliminary forms from the University and submit them through the Heads of the University Department. These candidates, on intimation, shall submit the provisional registration forms with the prescribed fees. The candidates who have qualified for research Fellowships by writing the centrally conducted UGC/CSIR and similar test working in Departmental Projects, and FIP candidates shall join directly the University Department, depending upon the vacancies available.

2.2 Part-Time Course

Candidates seeking admission in the part-time programme shall after obtaining the concurrence of the Research Guide and the Head of the concerned University Department submit the preliminary forms to the Registrar.

2.3. Registration Sessions

There shall be four sessions for registration as noted below:

SESSION	LAST DATE FOR RECEIPT OF PRELIMINARY APPLICATION
January	December 1
April	March 1
July	June 1
October	September 1

3. PROVISIONAL REGISTRATION

- 3.1 A candidate, who satisfied all the conditions prescribed, shall, after approval by the University be provisionally registered for the Ph.D. degree from 1st January 1st April, 1st July and 1st October as the case may be.

4. QUALIFICATIONS FOR RESEARCH GUIDE

- 4.1 A person may be recognised as Research Guide in any Faculty if he possesses a Ph.D. degree, one year of Post-Doctoral experience, and evidence of Research publications, during the past three years.
- 4.2 On the recommendation of the Research Committee of the University and on considerations of individual merit, persons possessing any other equal qualifications shall be declared eligible to be a Research Guide.
- 4.3 A Research guide shall not undertake to offer guidance for Ph.D. work for more than 12 candidates including part-time scholars, at a time and any change of guide can be effected only with the approval of the Vice-Chancellor. No change of Research Guide is permitted unless the guide leaves the institution.
- 4.4 The Ph.D. candidates with M.Phil. Degree, who have completed 2/3 years in the case of full-time/part-time after registration and Ph.D., candidates with P.G. Degree who have completed 3/4 years in case of full-time/part-time after registration and are deemed to have completed their course. The guide can take fresh candidates in those vacancies. However the candidate can submit his/her thesis upto the period prescribed in the University statute 7.6.

5. DOCTORAL COMMITTEE

The Doctoral Committee shall consist of Research Guide, Head of the Department and the Faculty Dean and the meeting of the committee shall be called for by the Research

Guide. This Committee shall conduct the Part-I Examination for the candidate. In case of joint supervision, both the Guides will form the Doctoral Committee.

6. EXAMINATION PART - I

- 6.1 Unless otherwise indicated, each candidate, provisionally registered shall be required to carryout research work and undergo such courses of instruction as may be suggested by the Research Guide during the first year of his provisional registration. Such courses of instruction shall be in the light of the candidate's attainment and with a view to fulfilling the requirements of research.
- 6.2 Such courses of instruction may be given short term courses lasting from three to four months in such subjects as may be chosen by the Research Guide and through seminars, discussions, occasional lectures, laboratory techniques, or field work.
- 6.3 A candidate while undergoing the course of study during the first year may also undertake such research work as the Research Guide may advise him to do, but shall not be a candidate for any other Examination conducted by any University during the period of research.
- 6.4 On the completion of such courses, every candidate shall be examined by the Doctoral Committee by written and or oral Examinations. Based on the result of these Examinations the Research Guide shall report to the University at the end of the first year of provisional registration on the candidate's fitness to proceed with the research work for the Ph.D. degree.
- 6.5 In case where a candidate is not approved at the end of the Examination under Part-I, the Doctoral Committee may recommend that the candidate should undergo a furthercourse for a period not exceeding six months at the end of which he shall be examined again and if found fit, he shall be permitted to proceed with his research work.
- 6.6 A candidate who is not approved a second time by the Doctoral Committee shall not be permitted to continue and his provisional registration shall be cancelled.
- 6.7 A candidate with M.Phil. or M.Litt. or equivalent qualification may be exempted from Part-I Examination by the Vice-Chancellor on the recommendation of the Research Guide.

7. CONFIRMATION OF PROVISIONAL REGISTRATION AND DURATION OF RESEARCH

- 7.1 The provisional registration of a candidate for the Ph.D. degree shall be confirmed when recommended by the Doctoral Committee on the basis of Part-I Examination.

- 7.2 In all, he shall carryout research work for a minimum total period prescribed in section 1.1.1 or 1.1.2 or 1.1.3 or 1.1.4 of the regulations after provisional registration as the case may be.
- 7.3 During the course of the research period for reasons approved by the Research Guide a candidate may be permitted to spend not more than one year in an institution and or on a project approved for the purpose, outside the University for carrying on research in the fields related to the subject or investigation/ research.
- 7.4 The candidate shall however be required to have put in a minimum of 30 conduct days for each year of his Ph.D. course directly under the Research Guide in order to scrutinise the work that is being done by the candidate.
- 7.5 After the registration is confirmed, the candidate shall submit a working paper/ progress report once in every year to the Research Guide till he submits synopsis. A certificate to this effect from the Research Guide shall accompany the synopsis submitted by the candidate.
- 7.6 The maximum period prescribed for research work is five years for full-time scholars and six years for the part-time scholars.

8. LANGUAGE OF THE SYNOPSIS AND THESIS

The synopsis and thesis may be written in Tamil or English. If the synopsis is in English, a Tamil version shall also be submitted along with the synopsis in English, If the thesis is in English, a synopsis shall be submitted in Tamil along with the thesis.

9. TITLE OF THE THESIS

The exact title of the Thesis shall be intimated to the University along with the submission of the synopsis and no change in the title shall be accepted after the submission of the synopsis. However a provisional title indicating the problem on which the Researcher is carrying on the work shall be communicated to the University within 18 months after the provisional registration in the case of full-time Research students and 24 months in the case of part-time Research students.

10. SYNOPSIS

When the candidate, whose registration has been confirmed, completes his research work and is sure of compiling the results into the thesis within a period of three to six months, he shall submit six copies of the synopsis of the proposed thesis to the University through his Research Guide along with the prescribed application form and fee.

11. SUBMISSION OF THESIS

- 11.1 Not later than six months after the submission of the synopsis, but after the expiry of the minimum period of research prescribed, every candidate shall submit through the Research Guide to the Head of the University Department with his application for Ph.D. Degree, five copies of the thesis of which one shall be placed in the Departmental Library where he conducted research. The Head of the University Department shall forward copies of the thesis to the Registrar. The thesis shall be received on any day after the completion of the minimum period of research, but within the maximum permitted period. (see. section 11.3)
- 11.2 The candidate may also include as supplementary papers, to his thesis, printed copies of any contribution or contributions to the knowledge of his subject that he had published in journals or periodicals.
- 11.3 When a candidate is not able to submit his thesis within the maximum period stipulated in 7.6, he may apply, with penalty fees, for an extension time of six months in the first instance and of another six months in the final instance. This one year limit of time extension pertains to both the full-time and part-time candidates. No candidate shall be permitted to submit his thesis after a period of six years in the case of full-time and seven years in the case of part-time programme from the date of provisional registration.

12. PANEL OF EXAMINERS FOR THE THESIS

The Panel of examiners may consist of Examiners from India or abroad as per the suggestions of Research Guide. The Panel must consist of 6 Examiners and 3 viva-voce Examiners as recommended by the Research Guide.

13. VALUATION OF THE THESIS

- 13.1 The thesis shall be referred by the University for evaluation to a Board of Examiners appointed by the Vice-Chancellor consisting of three persons of whom 2 shall be from the panel of the Examiners suggested by the Research Guide and the 3rd shall be the Research Guide. As soon as the synopsis and the panel of Examiners are received, the University shall take steps to fix the Board of Examiners, without waiting for the receipt of the thesis.
- 13.2 Each Examiner appointed to examine and assess the thesis shall be requested to send his report, within two months from the date of receipt of the thesis, to the Registrar where there is joint supervision, the Principal Research Guide will be the internal thesis Examiner.

- 13.3 The report of an Examiner should include;
- * A critical survey of the work of the candidate as embodied in the thesis;
 - * Details of any questions to be asked or points to be clarified at the viva-voce Examination, where applicable; and
 - * A definite recommendation as to whether the thesis attains the standard for the Ph.D. degree or not.
- 13.4 If any one of the Examiners give a definite recommendation against the award of the degree, reference to an additional Examiner shall be made.
- 13.5 If two of the Examiners give definite report against the award, the thesis shall be rejected.
- 13.6 If the Examiners are unable to make a definite recommendation for the award of the degree for the thesis in the form submitted, they should indicate whether the thesis may be accerted in a revised form, and if so, what revision would be considered appropriate.
- 13.7 If any Examiner makes a qualified recommendation, the candidate may be required to revise and resubmit his thesis, or alternatively, to proceed with the viva-voce Examination, whichever seems appropriate to the Vice-Chancellor in the light of the Examiner's report and the advice of the Research Guide. In the latter case, any clarifications desired by the Examiners shall be obtained from the candidate at the time of the viva-voce Examination. A candidate shall not be permitted to resubmit the thesis more than once.
- 13.8 Normally, a resubmitted thesis shall be sent to the original Examiners. However, if any Examiner is not available, substitutes may be appointed.

14. PUBLIC VIVA - VOCE EXAMINATION

- 14.1 A public viva-voce Examination shall be arranged after all the thesis reports have been received, unless two or more referees who have examined the thesis report adversely. This Examination shall be conducted by a Board constituted as follows:
- * One external Examiner within the panel nominated by the Vice-Chancellor, preferably one of the Indian Examiners of the Indian Examiner of the thesis and
 - * The Research Guide who shall be Convenor of the Board.
- 14.2 The viva-voce Examination shall primarily be designed to test the understanding of the candidate on the subject matter of the thesis and his competence in the

general field of his study. The candidate shall be asked to give an account of the research work embodied in the thesis, highlighting the new contribution made, the methods and techniques employed and the place that the topic of research occupies in the general field of study. Since, the Examination is conducted after the evaluation of the thesis by the referees, all points raised by them (including those of the referee under section 13.4) are to be clarified during this Examination. For this purpose, the reports of all the Examiners who adjudicate the thesis shall be made available to the members of the Board for the viva-voce Examination.

- 14.3 A pass in the viva-voce Examination is compulsory. If a candidate fails in this Examination, he shall be allowed to appear once again after four months from the date of the first viva-voce Examination. In the event of his failing again, his candidature for the degree shall be rejected.

15. CONSOLIDATED RECOMMENDATION

If the candidate passes the viva-voce Examination, the viva-voce Examination Board shall consolidate the recommendations for the award of the degree based on:

- * The reports of the Examiners who adjudicated the thesis, and
- * The evaluation of the candidate's performance in the viva-voce Examination.

The Board shall then forward its consolidated recommendation with the classification **HIGHLY COMMENDED/COMMENDED** to the Registrar along with such other documents may be required by the University for its consideration. For placing the thesis under the **HIGHLY COMMENDED** category, it should have been so placed by all the Examiners.

16. CERTIFICATE FOR RESEARCH DEGREE

Every candidate shall submit with his application for the Research Degree and thesis, a certificate from the Research Guide under whom he worked, that the thesis submitted is a record of research work done by the candidate during the period of study under him and that the thesis has not previously formed the basis for the award to the candidate of any Degree, Diploma, Associateship, Fellowship or other similar title, together with a statement from the Research Guide indicating the extent to which the thesis represents independent work on the part of the candidate. If the thesis submitted has formed in part, the basis for the award of a previous research degree, the candidate shall clearly set forth in a preface or written statement the portion or portions which have formed the basis for the award of the previous degree.

17. PUBLICATION OF THESIS

The thesis, whether approved or not, shall not be published without the sanction of the

Syndicate and the Syndicate may grant permission for the publication subject to such conditions as it may impose.

18. FEES FOR PH.D. PROGRAMME (FULL-TIME AND PART-TIME)

1. Registration Fee	Rs.100/-
2. Research Fee/Tuition Fee (per annum)	Rs.500/-
3. Laboratory fee (per annum) (for Science Faculty only)	Rs.1500/-
4. Library Deposit	Rs. 300/-
5. Fee for accepting Degrees awarded by other Universities	Rs. 100/-
6. Caution Deposit	Rs. 500/-

For Foreigners

7. Students from European countries	300 US\$
Students from other developed countries	150 US\$
Students from under developed countries	100 US\$

SYNOPSIS SUBMISSION

i. Fee for first submission	Rs. 350/-
ii. Fee for second submission	Rs. 200/-

LATE SUBMISSION OF THESIS

i. Fee for first extension (six months)	Rs. 200/-
ii. Fee for second extension (six months)	Rs. 250/-

XXI-III. THE AWARD OF M.PHIL. (MASTER OF PHILOSOPHY)

FULL-TIME

1. QUALIFICATIONS

(a) Students who register for M.Phil. full-time or part-time should have obtained 55% of marks in their post graduate course recognised by Tamil University. Those who were awarded the P.G.degree in their respective discipline may commence their research study for M.Phil either in the Departments of the Tamil University or in any Institution of higher learning approved by this University after the registration. Those who are found eligible by the Research Committee alone will be admitted for this research.

(b) If this University has approved and recognised as equivalent, the degree such as B.A.,(Hons), M.A., B.Sc.,(Hons); B.Com.,(Hons), awarded by other Universities under the old regulations, the holders of those degrees also will be allowed to register for M.Phil. Degree course. Those who get a pass in the Entrance Examination for M.Phil conducted by the Tamil University will be admitted to M.Phil., degree course. Exemption from this entrance test will be given to those who have already passed GATE, NET, UGC test etc.

2. Full-time researchers for M.Phil degree shall have to study for one full academic year consisting of two semesters. Part-time researchers shall have to do it in two years. Those who attend 75% of the total period of working days alone will be permitted to sit for the examination.

3. COURSE OF STUDY (SYLLABUS) IN OUTLINE

This course of study consists of three papers, under Part-I and a dissertation under Part-II

Part-I	First paper	- Research Methodology
	Second Paper	- A general paper on the advancement of the subject of discipline under reference
	Third Paper	- A study on the background of the topic chosen.

First paper is common for all students. In the second paper, out of broadbased six units meant for the development of the Department or the subject or the discipline, two units may be chosen.

Detailed syllabus for the first two papers will be recommended by the Board of Studies of the respective Departments.

The topic or the syllabus for the third paper shall have to be recommended by the Research Guide to the Board of Studies. This may be changed according to the requirement of the researcher.

BOARD OF EXAMINERS

The University shall conduct the examination with the help of the Board of Examiners appointed for the purpose.

There shall be three examiners of whom two shall be externals and the remaining one shall be the guide himself.

SCHEME OF EXAMINATION

Examination for the first and the second papers will be conducted at the end of the first semester. The examination for the third paper will be at the end of the second semester. Every written examination shall have the maximum of the 100 marks each. Fifty marks will be awarded for Internal valuation. The duration of the examination is three hours.

- (a) The examination of the first, second and third papers must be viewed in to - pass will be given if only the student secures fifty percent of marks each in the University examination and in the Internal valuation.

(b) Part II - (Second Semester) - Dissertation

The full-time researcher shall do the research work in a title relevant to the Department wherein the researcher registered and submit the dissertation to the University in about 5 or 6 months. Under the part-time programme, the dissertation may be submitted in about 10 months or one year, irrespective of whether the candidate has passed or not the subjects under Part -I. This time-limit will come into force from the beginning of the next month after the examinations under Part-I are over. If the researcher does not submit the dissertation within the time specified, he may be given an extension of three more months. Still if the dissertation is not submitted, another three months may be extended on payment of a penalty fee. If under both these extensions, the researcher has not submitted his dissertation, his registration should be deemed to have been extinct and the registration of the candidate should be made afresh for this degree.

The M.Phil dissertation should not exceed 150 pages in typescript, preferably in Tamil. If it is in English or in any other language, its abstract shall have to be submitted in Tamil.

One External examiner and the Research guide shall evaluate the dissertation to the maximum of 150 marks from among the panel of three examiners, one shall be an external examiner if necessary, the Vice-Chancellor may ask for a fresh panel of examiners.

5. GRADES FOR THE SUCCESSFUL CANDIDATES

Those who have passed the Part-I and Part-II of the M.Phil. Degree in the first attempt itself will be graded as noted below.

Total marks secured in Part -I and Part-II Grade/Class

1.	75 and above	-	Distinction
2.	60 to 74	-	First class
3.	50 to 59	-	Second class

Those who have passed the M.Phil Degree in attempts will not be eligible for Distinction and First Class but will deemed to have passed in Second Class irrespective of the marks they secure.

6. NUMBER OF ATTEMPTS PERMISSIBLE

No researcher shall be allowed to appear for any written examination for more than two times. No dissertation will be allowed to be submitted. The re-submission of the dissertation shall be submitted in a period of three months commencing from the first of the next month after the announcement of the result of the examination. In toto, all the examinations under Part-I and Part-II shall have to be completed in a period of maximum 30 months calculating from the first date of the next month after the registration for M.Phil. is over.

7. CONVOCATION

Unless a candidate is declared to have passed both in Part-I and Part-II, he will not be eligible for the Degree and no convocation need be conducted.

8. QUALIFICATIONS FOR CONDUCTING M.PHIL.

- (a) Minimum of two years research experience in the relevant department after obtaining the Ph.D. in the subject (the Syndicate may even appoint guides on the basis of their special qualification)
- (b) Each Department shall be permitted to admit upto 10 candidates for M.Phil.
- (c) Various Departments of the University will conduct M.Phil. Degree course, subject to the approval of the University. This M.Phil. Degree course may even be undertaken by Departments and Research Institutes within the jurisdiction of this University.
- (d) If the research topic is inter-disciplinary, the concerned teaching member of the other department will also be taken as a joint guide.
- (e) No change of guide will be permitted for the M.Phil candidates unless the faculty member leaves the University or goes on long leave.

PART-TIME

9. QUALIFICATIONS

- (a) Those who educationally serve in the Universities, Colleges and other allied research institutions approved by Tamil University, if possess the educational qualifications mentioned in Rule No.1 may register for M.Phil. and conduct with research relevant Department/Centre of the University.
- (b) If the Higher-Secondary teachers in the vicinity of the Tamil University possess the qualifications under Rule No.1 may also register for M.Phil and do research in the relevant Department of the University. But they should have not less than three years of teaching experience in the Higher-Secondary classes.

10. The duration for the Part-time research is two years. The syllabus under Part-I in the first year and the rest under Part-II in the second year should covered.

11. OTHER INFORMATIONS

The rules governing the Scheme of examination, minimum marks prescribed for a pass, the time-limit and its extension for the submission of dissertation are all applicable to the Part-time scholars as they are prescribed to the Full-time scholars the Qualifications and experience that are meant for their guides are as much as those that are prescribed for the Full-time research. The time-limit permissible for the attempts of the examinations under Part-I and Part-II of the syllabus shall be for a period of twelve months commencing from the first date of the month of registration. Applications for Full-time M.Phil. may be called for from July 1st of every year. Last date for receiving applications may be fixed as July 15th and admission should be made on 1st August.

12. M.PHIL - TUTION FEES (FULL-TIME, PART-TIME)

	Science	Humanities
Annual Tution fees	Rs.300/-	Rs.300/-
Special fees	Rs.200/-	Rs.200/-
Laboratory fees	Rs.500/-	--
Registration fees	Rs.50/-	Rs.50/-
Part-I Examination fees (Paper-I & Paper II - 2x100)	Rs.200/-	Rs.200/-
For submission of dissertation	Rs.150/-	Rs.150/-
Belated submission of M.Phil. dissertation		

(a) First extension of time (3 months)	Rs.100/-	Rs.100/-
(b) Second extension of time (3 months)	Rs.150/-	Rs.150/-

M.PHIL. RE-REGISTRATION

- (a) The re-registration in every case will be permitted on the basis of individual merit and suitability.
- (b) For doing re-registration, the students shall have to pay the following fees for the second semester/year

	Science	Humanities
Tution fees (Annual)	Rs.250/-	Rs.250/-
Special fees	Rs.100/-	Rs.100/-
Laboratory fees	Rs.400/-	---
Re-registration fee	Rs.50/-	Rs.50/-

- (c) After the expiry of one-year, in registration, no more time-extension will be permitted.

13. DIPLOMA FOR THE RESEARCH DEGREE

Every student shall, at the time of submitting the application for registering and handing over the thesis shall enclose a certificate from the Guide to the effect that "this dissertation submitted under the guidance of (Name of the guide) has not been submitted elsewhere for award of any diploma or certificate". Along with this, the guide will give a separate certificate that the dissertation is the result of the individual effort of the researcher. If a part of this dissertation formed the basis of an already submitted dissertation, the researcher shall specifically make a note of this fact detailing which of those part or parts have been dealt with either in his introduction or elsewhere in his dissertation.

14. PUBLICATION OF THE DISSERTATION

No dissertation either approved or unapproved shall be published without the permission of the Syndicate. However, in certain individual cases, the Syndicate may permit the publication of the dissertation.

XXI-IV. THE AWARD OF POST GRADUATE DEGREES (MASTER OF ARTS)

1. **ELIGIBILITY**

Students who enroll for P.G. Degree course should have passed in any Degree from a recognised University in India or abroad with relevant subjects.

2. **DURATION OF COURSE**

The duration of Course for P.G.courses are 2 Academic years consisting of 4 semesters

3. **SYLLABUS FOR THE COURSE**

The syllabus for the course will be as prescribed by the respective Board of Studies of the University departments and approved by the Syndicate.

4. **FEE FOR THE COURSE**

The Syndicate is empowered to fix and revise the Fee.

5. **SCHEME OF EXAMINATIONS**

Written Examinations will be conducted at the end of each Semester. Every paper shall have the maximum of 100 marks. Minimum pass mark will be 50. Those who have not obtained the minimum marks in any paper, they may appear for that paper in subsequent Examinations.

Unless a Candidate is declared to have passed in all the papers prescribed, he will not be eligible to receive the degree.

XXII. UNIVERSITY FUNDS

The University shall have a General Fund to which shall be credited:

Act Sec.32

General Funds

- (a) Its income from fees, grants, donations and gifts if any;
- (b) Any contribution or grant made by the Central Government, any State Government, the University Grants Commission or like authority, any local authority or any corporation owned or controlled by the Government; and
- (c) Endowments and other receipts.

XXIII. LEGAL ADVISER

1. It shall be competent for the Syndicate to appoint a Legal Advisor for such period and on such remuneration and other terms, to perform such duties as it may fix
Legal Adviser from time to time.
Terms of appointment
2. The legal advisor so appointed shall not be a member of any Authority of the University.

XXIV. LEGISLATION

1. Subject to the provisions of the Act, the statutes made by the Syndicate and assented to by the Chancellor may provide for all or any of the following namely:

Cf. Act Sec.30

Statutes

Matters Comprising

- i. The holding of convocation to confer degrees;
- ii. The conferment of honorary degrees and academic distinctions;
- iii. The constitution, powers and functions of the authorities of the University;
- iv. The manner of filling up of vacancies among members of the authorities.
- v. The allowances to be paid to the members of the authorities and committees thereof;
- vi. The procedure at the meetings of the authorities including the quorum for the transactions of business at such meetings;
- vii. The authentication of the orders or decision of the authorities;
- viii. The formation of departments of teaching and research at the University;
- ix. The term of office and methods of appointment and conditions of service of the officers of the University other than the Chancellor and the Pro-Chancellor;
- x. The qualifications of the teachers and other persons employed by the University;
- xi. The classification, the method of appointment and determination of the terms and conditions of service of teachers/researchers and other persons employed by the University;
- xii. The institution of pension, gratuity, insurance and provident fund for the benefit of the officers, teachers/researchers and other persons employed by the University;
- xiii. The institution of fellowships, travelling fellowships, scholarships, studentships, bursaries, exhibitions, medals and prizes and the conditions of award thereof;
- xiv. The establishment and maintenance of halls and hostels;
- xv. The conditions for residence of students of the University in the halls and hostels

maintained by the University and the levy of fees and other charges for such residence;

- xvi. The delegation of powers vested in the authorities or officers of the University;
- xvii. The admission of the students to the University;
- xviii. The conditions of recognition of hostels not maintained by the University;
- xix. The conditions and mode of appointment and duties of examining bodies and examiners;
- xx. The maintenance of discipline among the students of the University;
- xxi. The fees to be charged for research;
- xxii. The procedure for arbitration in case of dispute between employees or students of the University;
- xxiii. The procedure for appeals to the Syndicate by students against the action of any officer or authority of the University;
- xxiv. The constitution and the terms of reference of the grievances committee for the employees and students of the University;
- xxv. The participation of students and research scholars in the affairs of the University;
- xxvi. The establishment and abolition of faculties and departments;
- xxvii. The creation, composition and functions of any other body which is considered necessary for improving the academic life of the University; and
- xxviii. Any other matter which is required to be or may be prescribed by the statutes.

2. (1) Deleted.

Act Sec.31
Statutes how made

- (2) The Syndicate, may, from time to time, make statutes and amend or repeal the statutes in the manner hereinafter provided in this statute.
- (3) Any member of the Syndicate may propose to the Syndicate the draft of a statute and the Syndicate may either accept or reject the draft.
- (4) A statute passed by the Syndicate shall be submitted to the Chancellor who may assent thereto or withhold his assent. A statute passed by the Syndicate shall have no validity until it has been assented to by the Chancellor.

XXV. ELECTION TO THE AUTHORITIES OF THE UNIVERSITY & COMMITTEES

A. Rules Applicable to All Elections:

**Vice-Chancellor
To direct the
Holding of
Elections**

1. Except as otherwise provided in the laws, the Vice-Chancellor shall direct the holding of all elections and shall have power

- (a) To fix the mode and date of elections;

- (b) To determine the form of notice, nomination, ballot paper etc., for any election;

- (c) To decide the validity or invalidity of such ballot paper or of each vote recorded; and

- (d) To declare the results of each election.

Delegation of certain powers of returning officer supersession.

2. The Vice-Chancellor may delegate the power to decide the validity of each ballot paper or of each vote recorded and to declare the results of each election to the Returning Officer. The decision of the Vice-Chancellor or the Officers named in statute or the Returning Officer to whom the power has been delegated shall be, subject to the provisions in section 40 of Chapter IX of the Tamil University Act be final:

**Delegation of
Certain powers to
Returning officer
Supersession**

Provided that it shall be competent for the Vice-Chancellor when any emergency arises (1) to assume the powers of the Returning Officer and function as such either by himself or by deputing any other person when in the course of the conduct of any election, the Returning Officer cannot carry out his duties; and (2) to postpone the date or dates fixed in the programme for transaction of business connected with the election at any intermediate stage. The Vice-Chancellor shall record his reasons for so acting.

**Act Sec.40
Disputes to be
Referred to
Chancellor**

3. If any question arises whether any person has been duly elected or nominated as or is entitled to be a member of any authority or body of the University, the question shall be referred by the Vice-Chancellor to the Chancellor whose decision thereon shall be final.

4. Any vacancy among the elected members of any authority of the University shall be filled up as soon as conveniently may be, by the electorate, which elected the member whose place has become vacant.

Filling up Vacancies

5. The person to be elected to a casual vacancy shall be a member of such authority or body for the residue of the term for which the person whose place he/she fills would have been a member:

Casual Vacancies

Provided further, that no casual vacancy shall be filled if such vacancy occurs within six months before the date of the expiry of the term of the member of any authority or other body of the University.

6. Provided that the vacancies arising by efflux of time among the elected members of any authority or other body of the University may be filled by elections which may be fixed by the Vice-Chancellor to take place on such dates not earlier than two months from the date of which the vacancies arise, as he thinks fit.

Vacancies by Efflux of time

Not invalidated By vacancies in Electorates etc.

7. No election to an authority of the University shall be invalid by reason of any vacancy among the persons entitled to vote at such elections or by the loss during transmission of any notice or ballot paper.

Publication of Election results

8. The results of all elections shall be published in the Tamil Nadu Government Gazette.

9. The declared result of election shall take effect, in the case of anticipatory election, from the date of the occurrence of the vacancy and in other cases, from the date of declaration of the result of the election.

Date of Taking effect

In the case of elections held under the amendment Act, if any, taking into consideration the notification of the Government, all those elected shall be declared as members of the authorities, from the date of the notification indicated.

10. Objections to elections shall be made in writing and shall be forwarded to the Vice-Chancellor so as to reach him within seven clear working days after the declaration of the results of the elections.

Objections to Elections

The Vice-Chancellor, on receipt of the objections, shall consider the merit of the objections and issue his verdict within thirty days from the date of receipt of the objections.

11. The ballot papers together with the other election documents of each election shall be preserved in the office of the Registrar or the office of the officer referred to in statute 2, as the case may be, for a period of three months after the date of the election or if any question arises as to the election, until it is disposed of finally, whichever is later.

**Preservation of
Election papers**

12. The Returning Officer may, for sufficient reason, with the previous consent of the Vice-Chancellor, postpone the date or dates fixed in the programme for the publication of the final list of valid nominations, for despatch of ballot papers for poll or for scrutiny and counting of votes, when at any intermediate stage of an election, any objection, or any question is raised, which necessitates the postponement of the programme.

**Postponing of
Election programme**

**Delegation of Power
For arrangements
Conduct of elections**

13. The Vice-Chancellor may direct the Registrar or any other officer to make necessary arrangements for the conduct of all elections to the various University authorities and bodies.

14. No person shall be qualified for election or nomination as a member of any of the authorities of the University if, on the date of such election or nomination, he is --

**Disqualifications
For elections**

(a) Of unsound mind, deaf-mute or suffering from leprosy or any incurable disease;

(b) An applicant to be adjudicated as an insolvent or an undischarged insolvent; or

(c) Sentenced by a criminal court to imprisonment for any offence involving moral turpitude.

15. In the case of elections enumerated below, the Vice-Chancellor shall direct the holding of the election within a date specified by him and the officers referred to in the last column of the following statement shall thereupon hold the election in accordance with the rules framed and shall exercise the powers and performs the duties of the Vice-Chancellor and the Registrar under the above mentioned rules and provision indicated above in so far as the particular election is concerned.

**Elections
Conducted by
Other agencies**

Sl. No.	Name of the Electorate	No. of persons to be elected	University authority to which elected	Official to hold the election
1.	Tamil Nadu Legislative Assembly	2	Senate	Secretary to the Legislative Assembly, Fort St. George, Chennai
2	Tamil Nadu Legislative Council	1	Senate	Secretary to the Legislative Council, Fort St. George, Chennai

3	Madurai Tamil Sangam, Madurai	1	Senate	The Returning Officer appointed by the Vice-Chancellor
4.	Thanjavur Karanthai Tamil Sangam	1	Senate	The Returning Officer appointed by the Vice-Chancellor
5.	Senate Members Tamil University	2	Syndicate	Registrar, Tamil University

Notwithstanding anything contained in this statute, the election to the Senate by the Tamil Nadu Legislative Assembly and by the Tamil Nadu Legislative Council shall be conducted by the Secretary of the Tamil Nadu Legislative Assembly and the Tamil Nadu Legislative Council respectively, in accordance with such directions as the Speaker of the Legislative Assembly or the Chairman of the Legislative Council, as the case may be from time to time issue.

The election of members from the Madurai Tamil Sangam and from the Thanjavur Karanthai Tamil Sangam shall be so conducted by the respective Officers specified in the last column of the above statement, in accordance with such directions as the Vice-Chancellor or the person authorised by the Vice-Chancellor, may from time to time issue.

B. Rules for the Conduct of Elections By the Method of Postal-Voting:

16. The method of postal-voting with the option to deposit the envelopes in a ballot box on the day of the poll shall be adopted for elections to the Senate from Madurai Tamil Sangam, Madurai and Thanjavur Karanthai Tamil Sangam, Thanjavur.

Postal-voting

17. Any individual enrolled as member of the Madurai Tamil Sangam and Thanjavur Karanthai Tamil Sangam at least six months prior to the notification of the election shall only be eligible to participate in the election provided for on the occasion of the first election held under the Act. All those who were members before such date as may be fixed in the notification for calling for nomination shall be eligible to participate in the election. Any member of the above bodies shall be entitled to peruse by previous appointment, the voters list in the office of the respective bodies. He/She shall also be entitled to receive a copy of the voters list on payment of a sum to be prescribed by the respective bodies. The voters list shall be maintained by arranging the names in the alphabetical order.

Maintenance of voters list

18. If any vacancy which has to be filled up by an election conducted by the University, occurs, or is about to occur by efflux of time among the members of any University authority a notification of the fact, the nature of polling and programme of election shall be published as prescribed in the Tamil Nadu Government Gazette.

Notification Of vacancy

19. Each elector shall be at liberty to nominate a qualified person to fill the vacancy. Every nomination shall be in the prescribed form and shall be made by an elector in writing and shall be seconded in writing by another elector. Every such nomination shall be accompanied by a statement, signed by the nominee agreeing to serve if elected, on the authority, declaring that he/she is not already a member of the authority to which he/she seeks election, or if he/she is already a member, that his/her term of office as such would expire before the membership for which he/she is seeking election will take effect. The nomination paper must reach the Returning Officer within the date and hour fixed which shall not be earlier than ten clear days after the date of publication of the notification in the Tamil Nadu Government Gazette.
- Filing Nominations**
20. Nomination papers shall be enclosed in an envelope superscribed "Nomination to the ... by" and sent by registered post (acknowledgement due) so as to reach the Registrar or delivered to the Returning Officer during office hours either in person or by messenger within the date and hour fixed.
- Mode of Sending nomination**
- Nomination papers that are not enclosed in an envelope superscribed as stated above and sent by Registered Post without acknowledgement due or are not delivered in person or by messenger as required above, shall be declared invalid.
21. Subject to the provisions hereunder no person who is a member of an authority through a particular electorate shall be eligible for election to the same authority through that electorate without his having previously resigned his membership.
- Eligibility for Nomination**
- It shall be competent however in the case of an anticipatory vacancy, for a person who is already a member of the authority elected by a particular electorate to stand as a candidate in such anticipatory vacancy, provided the date of membership in that vacancy shall be posterior to the date on which he would cease to be a member of that authority.
22. (1) All nomination papers shall be scrutinised by the Returning Officer or other officer authorised by him on his behalf on the date and at the hour and at the place appointed and notified in the notice of the vacancy. Candidates and a representative of each candidate appointed in writing by him may be present at the scrutiny.
- Scrutiny of Nomination Papers**
- (2) After scrutiny, a list of candidates whose nomination papers have been declared valid shall be published by affixing the same on the notice board in the office of the Returning Officer on the same day and a copy of the same shall be forwarded to each of the candidates nominated for election.
23. Any candidate may withdraw his candidature by notice in writing superscribed by him and sent by registered post so as to reach the Returning Officer or other person authorised by him not later than three O'Clock in the afternoon of the day fixed for withdrawal, which shall have five clear days after
- Withdrawal of Nomination**

the last date for receipt of nominations. A candidate who has withdrawn his candidature shall not be allowed to cancel the withdrawal or to be renominated as a candidate for the same election.

**Publication
Of valid
Nominations**

24. The Returning Officer or other person authorised by him shall publish on the same day after the time for withdrawal of nomination has expired, the final list of candidates validly nominated.

25. If the number of candidates who are validly nominated and who have not withdrawn their candidature in the manner and within the time specified does not exceed or is less than the number of vacancies to be filled, all such candidates shall be declared to be duly elected and if the number of such candidates declared elected is less than the number of vacancies, the constituency shall be called upon to elect a person or persons, as the case may be, to fill the remaining vacancy or vacancies.

If the number of candidates who are validly nominated and who have not withdrawn their candidature in the manner prescribed and within the time specified is greater than the number of vacancies to be filled, the election shall be proceeded within the manner prescribed.

26. The Registrar shall forward to each elector through the post a numbered declaration paper, a ballot paper on which the names of the candidates with their address shall be arranged in alphabetical order and which shall bear on it the Registrar's initials and the last date for posting, a ballot paper cover and an envelope addressed to the Registrar, together with a letter of intimation stating the number of vacancies, the date and hours fixed for the poll, and the day and the hours fixed for the scrutiny and counting of votes. The papers shall be forwarded to the address entered against the name of the elector in the electoral roll or if the elector has since the publication or preparation of the roll changed his address and intimated the fact in writing to the Registrar atleast fourteen days before the first date of despatch of ballot papers to the address so given.

**Despatch of
Ballot papers**

27. The date fixed for the poll shall have not less than ten clear days, after the date of posting of the ballot papers.

Date of Poll

28. The elector shall after filling up the declaration paper and the ballot paper in accordance with the directions given in the letter of intimation, enclose the ballot paper in the ballot paper cover and paste it and enclose the cover and the declaration paper in the envelope addressed to the Registrar and send the envelope by registered post so as to reach the Registrar not later than the day and the hour fixed for the poll.

Voting

Provided that, the elector may, at his option, either in person or by an agent, deposit the envelope addressed to the Registrar in the ballot box on the day and during the hours fixed for the poll.

29. If an elector is incapacitated from blindness or other physical cause from voting in the manner prescribed, it shall be competent for him to record his vote by the hand of any of the persons enumerated below and such person shall, certify the incapacity on the declaration paper, and attest in it the fact of his having been requested by the elector to mark the ballot paper for him and of its having been so marked by him in the presence of the elector.
- Recording
Of votes
Of electors
Physically
Handicapped**

The following persons are empowered to attest votes of incapacitated electors:

Stipendiary Magistrate,
A Gazetted Officer.

30. An elector who has not received his ballot and other connected papers sent by post, or who has lost them, or whose papers, have been inadvertently spoilt, before their despatch back to the Returning Officer may transmit a declaration to that effect signed by himself and require the Returning Officer to send him new papers in place of those not received, lost or spoilt; and if the papers have been spoilt, the spoilt papers shall be returned to the Returning Officer who shall cancel them on receipt. In every case, when new papers are issued, a mark shall be placed against the number of elector's name in the Returning Officer's electoral roll to denote that new papers have been issued in place of those not received, lost or spoilt.
- Voting papers
Spoiled or lost**

31. On the day at the hour appointed for the scrutiny and counting of votes, the envelopes received from the electors by the Registrar, except those which have not either been sent by registered post so as to reach the Registrar not later than the day and latest hour fixed for the poll or deposited in the ballot box provided on the day and during the hours fixed for the poll, shall be arranged and counted. They shall then be opened and the declaration papers and the ballot paper covers examined.
- Counting
Of Votes**

32. A ballot paper cover shall be rejected, if:

- Rejection of
Ballot paper
Covers**
- (i) The envelope contains no declaration paper outside the ballot paper cover; or
 - (ii) The declaration paper is not the one sent by the Registrar; or
 - (iii) The declaration or attestation is not in accordance with the rules; or
 - (iv) The ballot paper is placed outside the ballot paper cover; or

(v) More than one declaration paper or cover containing ballot paper have been enclosed in one and the same envelope; or

(vi) If the declaration paper is not duly signed.

In each case of rejection the word 'rejected' shall be entered on the ballot paper cover or the declaration paper.

33. Ballot papers when invalid: A ballot paper shall be invalid if:

**Invalid
ballot papers**

- (i) It does not bear the Registrar's initials; or
- (ii) A voter signs his name or writes any word, or makes any mark on it, by which it becomes recognisable; or
- (iii) No vote is recorded thereon; or
- (iv) The number of votes recorded thereon exceeds the number of vacancies to be filled; or
- (v) It is void for uncertainty;

Provided that where more than one vote can be given on the same ballot paper, if one of the marks is so placed as to render it doubtful as to which candidate it is intended to apply, the vote concerned but not the whole ballot paper shall be invalid on that account.

34. (1) No person shall be present at the scrutiny and counting of votes except the Vice-Chancellor, the Registrar and such persons as the Vice-Chancellor may appoint to assist the Registrar, the candidates and not more than two representatives of each candidate appointed in writing by him/her.

**Persons who may
Be present at
Scrutiny of votes**

(2) Members who have filed nominations for a particular election shall not be engaged for the conduct of that election.

35. The nominee or the nominees received the highest number of votes shall be declared to be duly elected. When two or more nominees receive an equal number of votes and they cannot all be declared elected, the final election shall be made by drawing lots.

**Declaration
Of results**

The Vice-Chancellor shall then declare the names of the candidates who have been duly elected.

36. The Registrar/Returning Officer shall prepare a form showing:

**Election
Returns**

- 1. Number of votes polled;
- 2. Number of Ballot-paper covers rejected;

3. Number of Ballot-papers invalidated;
4. Number of valid votes.

Rules of the Conduct of Elections at the Meeting of the Electing Authority:

37. Whenever an election has to be conducted at a meeting of the electing authority the procedure prescribed under statutes 18 to 25 shall mutatis mutandis be followed in addition to the following statutes.
- Elections by Authorities**
38. If the number of valid nominations exceeds the number of vacancies to be filled the Vice-Chancellor will hold the election on the next meeting day or at a meeting specially called for the purpose, between 11.00 a.m. and 4.00 p.m. on that day.
- Date of Election**
39. A notice regarding the date on which the poll will be held and final list of candidates validly nominated shall be sent to every member of the electing authority concerned not less than 10 clear days before the date fixed for the poll.
- Notice of Election**
40. All members present at the meeting shall be entitled to vote. No vote shall be given by proxy or by post. Members present shall sign in the nominal electoral roll kept for the purpose as a record of voting at the election.
- Proxy not Allowed**
41. The Returning Officer shall ascertain that the person desiring to vote is a member who has not already voted and shall enter his/her name upon the counterfoil of the ballot paper in a ballot paper book which shall be provided for the purpose of the election and shall then tear out the ballot paper corresponding to that counterfoil and having initialled the ballot paper on the back thereof shall hand it to the member. Every ballot paper shall contain the names of all candidates for election arranged in alphabetical order.
- Issue of Ballot paper**
42. When a member has received a ballot paper he shall proceed to the place arranged for marking the vote and shall mark thereon by putting a cross mark thus: X against the name or names of persons, the member intends to vote for. The number of nominees for whom each elector may vote, may be less than or equal to, but shall not be more than the number of vacancies to be filled in. The member shall then fold the ballot paper and drop it in the ballot box placed in front of the Returning Officer.
- Voting**

43. **Spoiled Ballot papers** If a member inadvertently spoils a ballot paper, he/she shall return it to the Returning Officer, who shall, if satisfied of such inadvertence, give him/her another ballot paper and retain the spoiled ballot paper and this spoiled ballot paper shall be immediately cancelled and the fact of cancellation shall be noted on the counterfoil and signed by the Returning Officer.
44. **Counting Of votes** (1) In the case of election to Syndicate, the Returning Officer shall appoint from among the members present, as many tellers as he may consider necessary. After the polling is concluded he shall handover the ballot box to them for counting of the votes obtained by each candidate and for preparing the result sheet. In case of doubt about the validity of any ballot paper, the tellers shall refer the matter to the Returning Officer for his decision.
- (2) In the case of elections other than those to the Syndicate, at the close of the poll, the Returning Officer shall, with the help of such office staff as he may consider necessary, proceed with the counting of the votes obtained by each candidate and prepare the result sheet. In case of doubt about the validity of any ballot paper, the matter shall be decided by the Returning Officer whose decision shall be final.
45. **Recount Of Votes** In the above election, any candidate or his agent has the right to demand a recount of the votes immediately after the counting is completed. The Returning Officer may at his discretion order a recount of the votes and the decision of the Returning Officer regarding recounting shall be final. While demanding recount of votes, the candidates or the agent should pay sum of rupees one hundred towards recounting fee for which an official receipt will be issued by the Returning Officer. A candidate or his/her agent may demand recounting of votes only once in a particular election.
46. **Invalid Ballot-papers** A ballot paper shall be invalid, if:
- (a) It does not bear the Registrar's initials; or
 - (b) A voter signs his/her name or writes any word, or makes any mark on it, by which it becomes recognizable; or
 - (c) No vote is recorded thereon; or
 - (d) The number of votes recorded thereon exceeds the number of vacancies to be filled; or
 - (e) It is void for uncertainty.

Provided that where more than one vote can be given on the same ballot paper, if one of the marks is so placed as to render it doubtful as to which candidate it is intended to apply, the vote concerned but not the whole ballot paper shall be invalid on that account.

47. The tellers in the case of elections, to the Syndicate shall after preparing the result sheet deliver it to the Returning Officer, who shall declare the result of the elections as stated hereunder. The Returning Officer, shall after preparing the result sheet in other cases, declare the result of the election as stated hereunder this statute.
- Preparation of Result sheet**
48. The candidate or candidates equal in number to the number of vacancies, receiving the largest number of votes shall be declared duly elected. When two or more candidates received an equal number of votes and if they cannot all be declared elected, the final election shall be made by drawing in such manner as the Returning Officer may determine.
- Declaration Of results**

D. Committee for Recommending a Panel for Vice-Chancellorship:

1. The Committee referred to in sub section (1) of the Sec.12 of the Act shall consist of five persons of whom one shall be nominated by the Chancellor, one shall be nominated by the Government, one shall be nominated by the Senate and two shall be nominated by the Syndicate, provided that the person so nominated shall not be a member of any of the authorities of the University.
- Act Sec.12 (2) Committee**
2. When a permanent vacancy of the office of the Vice-Chancellor occurs or is about to occur, the Registrar shall under the direction of the Syndicate cause a notification of the fact to be published in the Tamil Nadu Government Gazette and take immediate steps for the constitution of the Committee referred to in Statute 1, mentioning the date and hour of the last date for filing nomination papers and the place, date and hour of scrutinising the nomination papers. The dates for filing nominations must be atleast 14 clear days after the date of publication of the notification in the Tamil Nadu Government Gazette. The Registrar shall send a copy of the notification to the Chancellor, Pro-Chancellor, and to each member of the Senate and Syndicate immediately after publication of the notification.
- Notification**
3. (1) Each member of the Senate shall have a right to nominate not more than one person who is not a member of any of the authorities of the University, to the said Committee. Similarly each member of the Syndicate shall have a right to nominate not more than two persons who are not members of any of the authorities of the University to the said Committee.
- Eligibility for Nomination**
- (2) The Registrar shall call for nominations for election of one person by the members of the Senate and two persons by the members of the Syndicate to the said Committee.

4. (1) Every nomination shall be in writing signed by the proposer who shall be a member of the Senate and seconded by a member of the Senate called the seconder in the form prescribed. (vide Appendix). No nomination shall be valid unless it contains the signature of both the proposer and the seconder.
- Form of Nomination by The Senate**
- (2) The nomination form shall also be signed by the person proposed expressing his consent to be nominated.
- (3) Every nomination must be presented before the Registrar or the person authorised by him either by the proposer or the seconder or the person proposed, before 3 p.m. on the date notified as the last date for filing nomination.
5. Soon after the expiry of the last date and hour fixed for receipt of nominations, the Registrar or the person authorised by him shall scrutinise the nomination papers at the place, date and hour already notified. The proposer or the seconder or the proposed nominees are entitled to be present at the time of the scrutiny. A list of persons whose nominations have been declared valid by the Registrar or the person authorised by him shall be published on the notice board of the office of the University. A copy of the list shall be sent to the persons nominated for election if he or they were not present at the time of the scrutiny.
- List of valid Nominations**
6. Any person whose nomination has been declared valid may withdraw his nomination by a letter in writing and present it to the Registrar in person not later than seven clear days after the date of publication of valid nominations or by a letter in writing and attested by any other member of the Senate and sent by registered post to the Registrar so as to reach him not later than the above said seven clear days after the date of publication of the above said nomination. Such withdrawal once made shall be final.
- Withdrawal of Nomination**
7. (a) If the number of persons validly nominated is only one and if he has not withdrawn that person shall be deemed to have been duly elected and nominated by the Senate to the said committee and shall be so declared by the Registrar.
- Election of A member**
- (b) If the number of persons who have been validly nominated and who have not withdrawn is more than one, each members of the Senate shall be informed of the date and hour fixed by the Vice-Chancellor for the meeting and a list of such persons shall be sent to each member of the Senate not less than ten clear days before the date of the meeting.
8. The election shall be held at the next ordinary meeting of the Senate immediately preceding the date when the office of the Vice-Chancellor shall fall vacant, provided that the Vice-Chancellor shall convene a special meeting of the Senate for election of the nominee if he thinks it necessary.
- Date of Election**

9. (a) The election shall be conducted by secret ballot at the place specifically set apart for the purpose and the ballot box properly locked and sealed shall be provided to receive the votes of the nominees.

**Election
Procedure**

- (b) All members present at the meeting shall be entitled to vote. No vote can be given by proxy; members present shall sign in the nominal electoral roll kept for the purpose as a record of voting at the election.
- (c) Before a member is ready to vote, the Registrar shall ascertain and satisfy himself that the person desiring to vote is a member who has not already voted in this election. The Registrar shall then enter his name upon the counterfoil of the ballot paper in the ballot paper book which shall be provided for the purpose of the election and shall then tear out the ballot paper corresponding to the counterfoil and having initialled the ballot paper on the back thereof shall hand it over to the member. Every ballot paper shall contain the names of all the nominees arranged in alphabetical order.
- (d) When a member has received a ballot paper he shall proceed to the place arranged for marking the vote and shall mark thereon by "X" against the name for whom he intends to vote. The number of nominees for whom each elector may vote shall be only one. The member shall then fold the ballot paper and drop it in the ballot box placed in front of the Returning Officer.
- (e) If a member inadvertently spoils a ballot paper, he may return it to the Registrar, who shall if satisfied of such inadvertence, give him another paper, and retain the spoiled paper and this spoiled paper shall be immediately cancelled and the fact of such cancellation shall be noted on the counterfoil.
- (f) Two scrutinisers shall be selected by the Chairman of the meeting of the Senate to count the votes polled. The counting shall be done in the presence of the members of the Senate present and the Chairman. Persons securing the highest number of votes shall be declared by the Chairman of the meeting to have been duly elected and nominated by the Senate to the Committee referred to in statute 1 of the chapter.

10. Chairman of the meeting of the Senate held for the purpose of this election shall conduct other items of business, if any, but the business of electing a member to the Committee shall precede all the other business and shall be disposed of before the meeting is adjourned or before any other item, if any, on the agenda is considered.

**Election not Invalid
Because of
Vacancies**

11. No election referred to in this chapter shall be invalidated by reason of any vacancy among the persons entitled to vote in the election.

12. (1) The statutes in this chapter relating to the procedure for nomination and election of a person by the Senate to the Committee referred to above shall as far as may be necessary apply to the nomination and election of two persons by the Syndicate to the Committee mentioned above, the word "Syndicate" being read in substitution of the word "Senate" wherever necessary.
- Nomination
By Syndicate**
- (2) Notwithstanding anything contained herein it shall be competent for the Syndicate to elect such nominees to the Committee by a resolution assented to by the majority of the members of the Syndicate after obtaining the consent of the concerned nominees to serve on the Committee.
- Nomination
By resolution**

E. Publication of the Names of Members of the Committee for Submitting the Panel of Three Persons for the Vice-Chancellorship:

13. The Registrar shall report to the Chancellor of the names of the persons elected by the Senate and by the Syndicate to the Committee. After the Chancellor nominates the fifth member to the Committee, the names of the members of the Committee shall be published in the Gazette. The member nominated by the Chancellor shall be the Convener of the Committee.
- Names to be
Published in
Gazette**
14. The Committee shall meet soon after the names of the Five members are published and submit to the Chancellor within a month a panel containing the names of three persons suitable for holding of the office of the Vice-Chancellor. While submitting the panel to the Chancellor the Committee shall also send a statement showing the age, educational qualifications, academic and administrative experience and other distinctions of each of the three persons whose names are included in the panel. The panel shall be in alphabetical order. The name of any member of the said Committee shall not be included in such a panel.
- Submission
Of the panel**
15. The Chancellor shall appoint one of the persons whose names are given in the panel as the Vice-Chancellor.

TAMIL UNIVERSITY, THANJAVUR
NOMINATION PAPER FOR ALL ELECTIONS

Election to the by the

Name of the Candidate :

(Please state also the academic degrees
taken, for including after the name in the
Ballot paper) :

Address of the candidate :

(Number of the candidate in the
electoral roll, if any)

Previous period of membership on the
Senate/Syndicate, if any
(elected or nominated) :

(Please mention the effective date of
membership and the date of expiry
in each body) :

Name of the Proposer :

Number of the Proposer in the
electoral roll, if any :

Signature of the Proposer :

Address :

Date:

Name of the Seconder :

Number of the Seconder in the
electoral roll, if any :

Signature of the Seconder :

Address :

Date:

CONSENT OF THE CANDIDATE

Election to theby the
.....

- (A) "I hereby declare that
..... I am not a member of the authority to
which I seek election."
- (B) "My term of office as member of the authority to which I seek election would expire
before the membership for which I am seeking election takes effect. And I agree to
serve on theif elected."
- (c) "I hereby further declare that I have not served for a total period of six years in the
past in any one or both of the following authorities, viz., the Senate, and the Syndi-
cate as per the provisions of the Tamil University Act 1982."
- (D) "I also further declare that the facts stated above are true to the best of my knowledge
and belief and that in the event of any defects or mistakes being found out in the
aforesaid declaration of mine, my nomination is liable to be rejected."

Date:

Signature of the Candidate

Note: In (A) and (B) above, please strike out the clauses which are not applicable.

TAMIL UNIVERSITY, THANJAVUR**ELECTION TO THE SENATE****LETTER OF INTIMATION**

Sir/Madam,

1. The persons whose names are printed on the ballot paper sent herewith have been nominated as candidates for election to the Senate. Should you desire to vote at this election, I have to request that you will

- (a) Fill up and sign the declaration paper;
- (b) Mark your vote, in the column provided for the purpose in the ballot paper, as desired on the ballot paper;
- (c) Enclose the ballot paper in the smaller cover and stick it; and
- (d) Put the smaller cover and the declaration paper in the envelope addressed to me and return the same to me either by registered post so as to reach me not later than p.m. on the day of20 or deposit, or cause to be deposited, the envelope addressed to me in the ballot box provided for the purpose at the office of the Registrar between am. and p.m. and on the same day.

Note : Every elector should send his/her cover containing election papers individually by registered post if it cannot be deposited in the ballot box on the above date.

2. Ballot papers will be rejected:

- (i) If the envelope enclosing the ballot paper cover and the declaration paper is not either (a) sent by registered post and received not later than the hour fixed for the closing of the poll or (b) deposited in the ballot box at the office of the Registrar on the date and between the hours fixed;
- (ii) If the envelope contains no declaration paper outside the ballot paper cover; or
- (iii) If the declaration paper is not the one sent by the Registrar; or
- (iv) If the declaration or attestation is not in accordance with the rules; or
- (v) If the ballot paper is placed outside the ballot paper cover; or

- (vi) If more than one declaration paper or cover containing ballot paper have been enclosed in one and the same envelope; or
 - (vii) If the declaration paper is not duly signed.
3. A ballot paper will be invalid if:--
- (i) It does not bear the Registrar's initials; or
 - (ii) A voter signs his name or writes any word, or makes any mark on it, by which it becomes recognisable; or
 - (iii) No vote is recorded thereon; or
 - (iv) The number of votes recorded thereon exceeds the number of vacancies to be filled; or
 - (v) It is void for uncertainty;
4. Declaration papers need not be attested, but in the case of a voter who is incapacitated on account of blindness or other physical cause from voting in the manner prescribed, it shall be competent for him to record his vote by the hand of a Stipendiary Magistrate or any other Gazetted Officer and such person shall certify the incapacity on the paper and attest in it the fact of his having been requested by the elector to mark the ballot paper for him and of its having been so marked by him in the presence of the elector.
5. If a voter inadvertently spoils a ballot paper he can return it to the Registrar, who will, if satisfied of such inadvertence issue him another paper.
6. The scrutiny and counting of votes will begin on
7. No person other than the Registrar, such other persons appointed by the Vice-Chancellor to assist the Registrar, the candidates and not more than two representatives of each candidate appointed in writing by him shall be present at the time of scrutiny.

University Buildings,
Thanjavur

REGISTRAR

Date:

TAMIL UNIVERSITY, THANJAVUR**DECLARATION PAPER**

Election to by the

.....

Serial No.:

Elector's Name:

Number in the electoral Roll if any:

Electors Declaration

I.....

.....

(Name in full and Designation)

declare that I am a Member of the Madurai Tamil Sangam, Madurai/ Thanjavur Karanthai Tamil Sangam, Thanjavur and have signed no other declaration paper at this election.

Station:

Signature

Date:

Address:

BALLOT PAPER**Counterfoil**

1. Name of the Candidate :
2. Serial Number in the Electoral roll :
3. Signature of the Voter :

Perforation**Ballot Paper**

No.

Serial Number	Name of the Candidate and address	Marks showing the voter's choice
(1)	(2)	(3)
1.		
2.		
3.		
4.		
5.		

INSTRUCTIONS TO VOTERS

1. The number of vacancies to be filled is
2. Place a cross mark 'X' against the name of the candidate(s) for whom you wish to vote.

A Ballot paper shall be invalid, if

- (a) It does not bear the Registrar's/Returning Officer's initial; or
- (b) A voter signs his/her name or writes any word, or makes any mark on it, by which it becomes recognisable; or
- (c) No vote is recorded thereon; or
- (d) The number of votes recorded thereon exceeds the number of vacancies to be filled; or
- (e) It is void for uncertainty.

APPENDIX
TAMIL UNIVERSITY
NOMINATION PAPER

Nomination for election of one member by the Senate to the Committee for recommending the panel of three names for the Vice-Chancellorship.

Name of the Candidate :
(Please state also the academic degrees
taken for inclusion after the name in the
ballot paper) :

Address of the Candidate :

Name of the Proposer :

Signature of the Proposer :

Address : Date:

Name of the Seconder :

Signature of the Seconder :

Address : Date:

Consent of the Candidate

I hereby declare that I am not a member of any of the authorities of the University and I consent to be nominated as a member of the Committee, by the Senate, for recommending the panel of three persons for the Vice-Chancellorship.

Date:

Signature of the Candidate

XXVI. SERVICE CONDITIONS OF THE ESTABLISHMENT OF THE TAMIL UNIVERSITY

ACADEMIC AND NON-ACADEMIC

(Under Sec.45 (4) of the Tamil University Act (Act IX of 1982))

1. General

Title 1. These statutes shall be known as "Service Statutes" of the Establishment under the Tamil University.

Application 2. These statutes shall be applicable to all establishments of the University not regulated by separate laws framed in accordance with the provisions of the Act and statutes and to the academic staff as far as they are not inconsistent with the separate laws framed thereunder.

In the case of those on foreign service from Government Departments, Local Bodies or any other Universities, Public sector undertakings etc., these statutes will be subject to specific terms, if any, on which the persons are lent on foreign service to the Tamil University.

Relaxation 3. The Syndicate shall not relax any of the provisions of these statutes except the minor ones in exceptional cases in favour of an individual or a group of individuals as the Syndicate may deem fit.

II. Definitions

1. In the statutes, unless the context otherwise requires:
- Definitions**
- (i) 'Act' means the Tamil University Act, 1982 (Tamil Nadu Act. No. IX of 1982) as amended from time to time.
 - (ii) "University" means the Tamil University, Thanjavur.
 - (iii) "Senate" means the Senate of the Tamil University.
 - (iv) "Syndicate" means the Syndicate of the Tamil University.
 - (v) "Vice-Chancellor" means the Vice-Chancellor of the Tamil University.

- (vi) "Government" means the Government of Tamil Nadu unless otherwise defined.
- (vii) "Appointing Authority" - in respect of posts in the University means the authority empowered to make appointments under the Act.
- (viii) "Employee" means an employee of the Tamil University.
- (ix) "Department" means the University Department of teaching and research.

III. Scope of Application

1. The University may engage any person to any service in the University either on contractual basis or on the basis of these statutes. In respect of contractual appointments of superannuated persons the contract conditions will prevail over these statutes. In regard to matters not specifically dealt with in the contract agreement, the provisions in these statutes will apply.

IV. Classification of Staff

Classification of service The employees of the University shall be classified into Four Classes as detailed below:

1. **Class (A)**
Employees whose minimum of the grade pay is rupees one thousand one hundred and fifty and above.
2. **Class (B)**
Employees whose minimum of the grade pay is rupees six hundred and above but below one thousand one hundred and fifty.
3. **Class (C)**
Employees whose minimum of the grade pay is rupees two hundred sixty five and above but below rupees six hundred.
4. **Class (D)**
Not covered by classes, A, B and C above.

V. Recruitment

1. Recruitment to the various posts shall be made by direct recruitment or by transfer or by promotion by selection from the lower category, or on foreign service from Central or State Government or other Universities or from public sector undertakings or from local bodies. The method of recruitment for each category shall be as detailed in Appendix I.

Mode of Recruitment

Note: Direct recruitment to the categories included in classes C & D of service shall be made after obtaining the list of candidates if available from the Employment Offices throughout the State.

Reservation 2. The rules of reservation as in force applicable to the government service from time to time shall apply, in the case of direct recruitment.

Criteria of Promotion 3. All promotions shall be by selection based on merit from among the candidates possessing the qualifications prescribed, seniority being considered only when merit and efficiency are approximately equal.

4. Except in the case of appointments otherwise stated all appointments of academic staff will be made by the Syndicate from the panels recommended by Selection Committees constituted for this purpose as per Section 34-A of the Act, in respect of Professor, Reader, Lecturer, Researcher and Librarian (Director of Documentation and Library Service).

Selection Committees

In respect of administrative and other non-academic staff, the appointments shall be made by the Syndicate from the panel recommended by the Selection Committees constituted for this purpose by the Vice-Chancellor. Such Selection Committee constituted shall consist of five members as shown below:

Vice-Chancellor - Chairman

One Syndicate Member - Member

Three experts in Administration and Accounting lines - Members

One of the member shall be appointed from among the Scheduled Caste/Scheduled Tribe. The members shall be appointed for every selection by the Vice-Chancellor.

5. (a) The age, qualification etc., to various posts shall be as indicated in Appendix I. All appointments made by the appointing authority shall be deemed to have been made on behalf of the University.

Qualification, age, etc.

(b) Nothing contained in the statutes regarding age, qualification etc., shall preclude any employee who has been appointed on deputation from the Government/ Public bodies from being appointed in comparable posts, if he/she is found to be suitable for regular absorption in the University service.

Appointing the Deputationists

Special Qualifications For technical Persons

(c) Nothing contained in these statutes shall preclude the prescription of any special qualifications by the Syndicate for the technical personnel as additional qualifications (essential and desirable) as and when required by the concerned Heads of departments.

(d) Notwithstanding anything contained in these statutes the Syndicate is empowered to

**Revision of
Qualification**

(1) Revise the educational qualifications, the scales of pay and age for academic posts in accordance with the recommendations of the University Grants Commission as accepted for adoption in the Universities in Tamil Nadu by the Government, and

(2) To fix, refix or revise the scales of pay for old and new administrative posts from time to time to be on par with the scales of pay for comparable posts in the Government of Tamil Nadu.

**Submission of
Certificates**

6. Every person appointed as member of the staff of the University shall before actually joining the University produce:

(a) Evidence of age,

(b) Evidence of Educational qualifications, and

(c) A certificate of Medical fitness from a Medical Officer not below the rank of Civil Assistant Surgeon that he/she is physically fit for the job and that he/she suffers from no disability, contagious disease which would affect the discharge of his/her duties in the University.

7. Where it has become necessary owing to an emergency to fill immediately a vacancy in any post, directly or by promotion and there would be undue delay in making such promotion in accordance with the statutes, the Vice-Chancellor may promote or appoint a person temporarily for a period not exceeding 6 months or till such appointee is replaced by a regularly selected candidate whichever is earlier, pending such promotion or appointment in accordance with the statutes, subject to the fact that such temporary appointees shall have all qualifications prescribed for that post.

**Temporary
appointment by
Vice-Chancellor**

VI. Probation

1. Every directly recruited employee of the University unless specifically exempted, shall be on probation for a period of two years within a continuous period of three years from the date of joining duty in the University.

**Period of
Probation**

Provided that in the case of Class D employees the probation shall be for a period of one year within a continuous period of two years from the date of joining duty.

2. (a) On completion of the period of probation the University shall make an assessment of the work of the probationers and on the basis of such assessment either declare him/her to have completed his/her probation satisfactorily or terminate his/her services or extend his/her probation by such period as is considered necessary, not exceeding one year to make a further assessment of

**Completion
Of probation**

his/her suitability, provided such orders shall be issued within three months from the normal date on which he would have completed the probation. Till an order declaring the satisfactory completion of probation is issued, the individual shall be deemed to be a probationer. If on assessment at the end of the extended period of probation his/her work is found to be not satisfactory his/her probation shall be terminated.

**Mode of
Assessment
For academics**

- (b) A Committee presided over by the Vice-Chancellor and consisting of the Head of the department concerned, the Dean of the Faculty concerned and two outside experts in the subjects concerned nominated by the Vice-Chancellor shall evaluate the work of the candidate and if necessary examine him orally and make recommendations whether he can be declared as having completed his probation satisfactorily or otherwise.

**Full
Member**

3. Upon the University declaring that a probationer has satisfactorily completed his/her probation he/she shall be regarded as a Full member of the University service.

VII. Furnishing of Security and Agreement

1. Any person appointed to the categories for which security is considered necessary by the Syndicate shall furnish the security as prescribed by the Syndicate or in any other manner prescribed by the Syndicate from time to time. The Vice-Chancellor may permit any part of the security to be collected from the pay of the individuals in instalments.

**Agreement for
Probationers
Contract
Appointments**

2. All employees appointed on probation or on contract other than the persons appointed on foreign service terms shall execute an agreement in favour of the University embodying the clauses of these statutes in the prescribed form on a stamped paper.

**Agreement
After completing
Probation**

3. All employees who have been appointed as Approved Probationers after satisfactory completion of probation shall execute an agreement in favour of the University in the prescribed form on a stamped paper.

VIII. Notice for Leaving Employment

1. A full member of the staff of the University other than the staff in Class D shall not leave or discontinue his/her service on his/her own accord without first giving three calendar month's notice or by paying an amount equivalent to his salary of three calendar months.

**Notice by
Full member**

2. A probationer or a temporary employee of any class and a regular employee of class D shall not leave or discontinue his/her services on his/her own accord without first giving one Calendar month's notice or by paying an amount equivalent to his/her salary of one month.
- Notice by Others**

IX. Retirement

- Age of Retirement and Re-employment** (1) An employee of classes A, B and C shall retire from the University service on the last day of the month in which he/she completes his/her 58th year of age in respect of non-academics.

Provided that class D employees shall retire on the last day of the month in which he/she completes his/her 60th year of age.

- (2) Any member of academics who attains the age of 60 years in the middle of an academic year may be permitted to continue till the end of that academic year.

X. Compulsory Retirement: Notice Issuance

1. (a) Notwithstanding anything contained in these statutes, the Syndicate on the basis of recommendations made by a Committee constituted by it every year for this purpose of review shall, if it is of the opinion that it is in its interest so to do, have the absolute right to retire any University academic employee by giving him/her notice of not less than three months in writing or three months pay and allowances in lieu of such notice, after he/she attained the age of fifty years.
- Procedure for Academics**

- Option For Academics** (b) Any academic after completion of the required years of qualifying service may opt to retire by giving notice of not less than three months in writing to the Syndicate.

2. Notwithstanding anything contained in these statutes, the Syndicate on the basis of the recommendations made by a Committee constituted by the Syndicate every year for this purpose of review shall, if it is of the opinion that it is in its interest so to do, have the absolute right to retire any University non-academic employee by giving him/her notice of not less than three months in writing or three months pay and allowances in lieu of such notice, after he/she has attained the age of fifty years or after he/she completed twenty years of qualifying service. Any non-academic who has attained the age of fifty years or after his completion of twenty years of qualifying service may likewise opt to retire after giving notice of not less than three months in writing to the Syndicate.
- Procedure For Non-Academics**

Explanation I:

In computing the notice period of three months, the date of service of the notice shall be excluded; the period if any spent on leave during the notice period shall also be excluded.

Explanation II:

When an University employee under suspension or against whom disciplinary action is pending seeks to retire voluntarily under this statute, the syndicate may withhold the permission sought for.

3. Any employee compulsorily retired either under statute I or statute 2 above may, if he/she chooses, file a review petition within two months to the Syndicate. from the date of receipt of order of the Syndicate. A "Review Committee" which shall be specifically constituted every year for this purpose by the Syndicate shall consider and make its recommendations to the Syndicate. The decision of the Syndicate thereon shall be final.

**Review
Petition**

XI. Scales of Pay and Allowances

**Pay and
Revision of Pay**

1. The scales of pay admissible to the various categories of academic and non-academic posts in the University shall be fixed as given in Appendix II:

Provided that the Syndicate may refix or revise

- (1) The scales of pay of academic posts in accordance with the recommendation of the University Grants Commission as accepted for adoption in the Universities in Tamil Nadu by the Government; and
- (2) The scales of pay for non-academic posts on par with those adopted or accepted for comparable posts in the Government of Tamil Nadu; and provided that the Dearness Allowance, House Rent Allowance, City Compensatory Allowance and other allowances shall be as per the rules applicable to the employees of the Government from time to time.

2. All appointments shall ordinarily be made at the minimum of the scale of pay prescribed for the post provided however that the Syndicate may authorise fixation of pay at a higher stage in the scale than that admissible, in special cases for reasons to be recorded in writing.

**Sanction of
Advance increments**

3. The Fundamental Rules of the Tamil Nadu Government shall apply in general regarding pay fixation, increments, joining time, foreign service etc., wherever it is not inconsistent with any of the provisions under these statutes and the Act.

**Applicability
Of F.R.**

**Conditions for
Temporary
Appointments**

4. Whenever the University creates a temporary post for a specified period, the Syndicate may prescribe Adhoc Rules to govern the recruitment, qualifications and scale of pay.

XII. Record of Service

1. A record of service of each employee of the University shall be maintained in the form and manner prescribed by the Syndicate, to include all details of service, pay drawn, leave, punishments etc.

Service Records**Confidential,
Performance
file**

2. An annual confidential-cum-performance file of the employees of the University shall also be maintained in the manner prescribed by rules.

XIII. Leave**Kinds of
Leave**

1. The following are the various kinds of leave admissible to the members (Academic and Non-Academic) of the University:

- I. Earned Leave
- II. Surrender Leave
- III. Maternity Leave
- IV. Unearned Leave on Medical Certificate
- V. Unearned Leave on Private affairs.
- VI. Study Leave
- VII. Sabbatical Leave and
- VIII. Casual Leave

2. Earned Leave**(A) Temporary & Probationers - other than Basic Servants**

- (1) Earned leave shall be credited to the leave account at the rate of 2 1/2 days for every two completed calendar months of service which he is likely to render in a half-year of the calendar year, subject to a maximum of 30 days.

Earned Leave

- (2) When temporary members and probationers are ousted, the leave at their credit will lapse.
- (3) Earned leave taken during probation period will extend the period of probation.
- (4) In vacation department a reduction of ten days of Earned Leave per year should be effected. The reduction shall be subject to the provisions under the title "E. Reduction of Earned Leave in the case of the members availing vacations."

(B) Approved Probationers (Full Members)

- (1) The leave account of every approved probationer who is serving other than vacation department shall be credited with earned leave, in advance, in two instalments of 15 days each on the first-day of January and first day of July of every calendar year.
 - (a) The leave at the credit of approved probationer 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 due for the forth coming half-year do not exceed the maximum limit of 240 days.
 - (b) Earned leave shall be credited to the leave account of approved probationer at the rate of 2 1/2 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.
 - (c) The credit for the half-year in which approved probationer is due to retire or resigns from the service shall be afforded only at the rate of 2 1/2 days per completed calendar month upto the date of retirement or resignation.
 - (d) When approved probationer is removed or dismissed from service or dies while in service, credit of earned leave shall be allowed at the rate of 2 1/2 days per completed calendar month upto the end of the calendar month proceeding the calendar month in which he is removed or dismissed from service or dies in service,
 - (e) If an approved probationer has availed of extraordinary leave (with or without Medical Certificate) 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.
 - (f) While affording credit of earned leave fractions of ^{or} day shall be rounded off to the nearest day.
 - (g) If employee is on leave on the last day of any particular half-year of a calendar year, he shall be entitled to earned leave credited on the first of the succeeding half-year, provided the authority competent to grant leave has reason to believe that the employee will return to duty on expiry of leave.
 - (h) Where the earned leave at the credit of an employee as on the last day of December or June 240 days or less but more than 225 days, the advance credit of 15 days earned leave on the first day of January or July to be afforded shall, instead of being credited in the leave account, be kept separately and first adjusted against the earned leave that the employee takes or surrenders during that half-year and

the balance, if any, shall be credited to the leave account at the close of the half-year subject to the conditions that balance of such earned leave plus leave already at credit do not exceed the maximum limit of 240 days.

- (i) In respect of existing incumbents, the earned leave shall be worked out at 1/11 or 1/22 of duty period as the case may be upto 31-12-95 and the balance number of days shall lapse.
- (j) It shall take effect from 1st January 1996.
- (2) Approved probationers, if ousted for want of vacancy, the leave at credit will not lapse. It can be carried forward on re-appointment.
- (3) After completion of five years of regular service or confirmation, the leave account have to be recast at the rate of 2 1/2 days for each completed calendar month of service from the date of regular appointment.

(4) Vacation Department

A reduction of Earned Leave of twenty days per year should be effected in the leave account of the persons who avail of the vacation in full. The reduction shall be subject to the provisions under the title "E.Reduction of Earned Leave in the case of the members availing vacations."

Note: Leave salary for earned leave will be the full pay and allowances last drawn.

(C) Basic Service - Temporary and Probationers

- (1) An employee of basic service, whose service less than 5 years, earned leave shall be credited to the leave account at the rate of 2 1/2 days for every two completed calendar months of service which he is likely to render in a half-year of the calendar year, subject to a maximum of 30 days.
- (2) When ousted from service, the leave at credit will lapse.
- (3) Earned Leave taken during probation period will extend the probation.
- (4) Earned Leave is not admissible in vacation department, for temporary/probationers in Basic Service.

(D) Approved Probationers and Full Members-Basic Service

- (1) An employee of basic service, whose service less than 5 year, earned leave shall be credited to the leave account at the rate of 2 1/2 days for every two completed

calendar months of service which he likely to render in a half-year of the calendar year subject to a maximum of 60 days.

- (2) Approved probationers when ousted, the leave at credit will not lapse. It can be carried forward on re-appointment.
- (3) No recasting of leave for Basic Service.
- (4) After completion of 5 years of regular service earned leave shall be credited in advance, in two instalments of 15 days each on the first day of January and first day of July of every calendar year limited to two hundred and forty days, just like other services.
- (5) In vacation department
 - (a) A reduction of 10 days per year has to effected.
 - (b) After completion of five years of regular service a reduction of 20 days per one year has to be effected. The reduction shall be subject to the provisions under the title "E.Reduction of Earned Leave in the case of the members availing vacations."
- (6) When promoted to higher service, he is eligible to earned leave and the earned leave shall be credited in advance, in two instalments of 15 days each on the first day of January and first day of July of every calendar year limited to two hundred and forty days.
- (7) On reversion and re-promotion, the leave will carried forward from the date of promotion to the other services.

(E) Reduction of Earned Leave in the Case of the members availing vacations

- (a) Those proceeding on summer vacation should without fail be on duty on the date of prior to the date of commencement of vacation and should without fail rejoin duty on the day next to the date of expiry of the vacation.
- (b) Academics of the University namely Emeritus Professors, Distinguished Professors, Honorary Professors, Visiting Professors, Researchers, Research Assistants, Chief Editors, Editors and Documentors employed in specific projects and have put in a service of not less than one year shall be eligible for a special leave not exceeding one month and may avail of it subject to the prior permission of the Head of the Department. Those who have put in a service of less than a year may avail of the special leave in proportion to the duration of their service and subject to the prior permission of the Head of the Department. They are not however eligible for either summer vacation or medical leave.

Those who are refused special leave to which they are eligible shall be eligible to

draw an amount not exceeding 10 days salary in lieu of the leave foregone by them, if the period of leave refused is one month and an amount in proportion to the duration of the leave refused if it is less than one month.

(F) General

Prefixing and Suffixing holidays with earned leave are allowed but not sandwiching.

3. Surrender Leave

- Surrender Leave**
- (i) Surrender of earned leave shall be permitted while on duty and also while on all kinds of leave except Extra-ordinary Leave without allowances (without Medical Certificate) and Unearned Leave on Private Affairs;
 - (ii) For surrender of earned leave not exceeding 30 days, the interval between one surrender and another shall be twenty four months; For surrender not exceeding fifteen days of Earned leave, the interval shall be twelve months;
 - (iii) Applications for surrender of earned leave can be made on or before the due date for surrender; Applications received within a month from the due date shall also be allowed. The date of surrender shall be indicated in the application for surrender of earned leave;
 - (iv) The leave salary shall be paid at 1/30th of the monthly salary for each day of surrender irrespective of the number of days in the months in which the earned leave is sanctioned and irrespective of the fact whether the Government servant is on duty or on leave other than Extra-ordinary leave without allowances (without Medical Certificate) and unearned leave on private affairs;
 - (v) The total number of days of earned leave availed of and the earned leave surrendered shall not exceed the maximum earned leave admissible to Government servants.

4. Maternity Leave

- Leave for Confinement**
- (1) For Full members and Approved Probationers (Married Women employees of the University only) ninety days of Maternity leave is admissible from pre-confinement rest to post-confinement recuperation at the option of the member.

Note: (i) Maternity leave shall be allowed to married women members even for their third confinement if they are having two living children and

- (ii) No Maternity leave shall be allowed for the confinement of member who is already having 3 (three) living children.

Leave After Abortion

- (2) For Abortion (Both Natural and legal abortion)
Maternity leave of six weeks in the case of period of pregnancy not exceeding twenty weeks will be allowed.

(3) (1) For Probationers and Temporary candidates**Maternity leave for Probationers etc.**

- (a) Earned leave at credit should be availed of first and balance of period falling short of two months can be granted as Maternity leave.
- (b) Temporary candidates should have completed one year of service for the eligibility to avail Maternity leave.

For Abortion

First earned leave at credit should be exhausted and the balance falling short of six weeks can be granted as Maternity leave.

Note: If employee was on any leave and confinement takes place during the leave, the Maternity leave commences from the date of confinement.

(2) For Temporary Employees who have completed one year of service: Probationers and Approved Probationers

- (a) Earned leave at credit must be taken and the balance falling short of six weeks can be granted as Maternity leave.
- (b) For normal and legalised abortions, the earned leave to be availed of first and the balance falling short of six weeks can be granted as Maternity leave.

5. Unearned Leave on Medical Certificate

- (1) An employee of the University shall be granted leave on Medical certificate for the period for which he is entitled as detailed below:

Leave on Medical Certificate admissible is as follows:

Period of Service		Leave on Medical Certificate to which the employee may be entitled	
(i)	upto 5 years :	3 months	(90 days i.e.3 x30 days)
(ii)	More than 5 years but less than 10 years :	6 months	(180 days, i.e. 6 x 30 days)
(iii)	More than 10 years but less than 15 years :	9 months	(270 days, i.e 9 x30 days)
(iv)	More than 15 years but less than 20 years :	12 months	(360 days ie. 12 x 30 days)
(v)	More than 20 years :	18 months	(540 days, i.e., 18 x 30 days)

(2)(a) For services other than basic services

Temporary hands	:	Nil
Probationers (who have completed 2 years but whose probation has not been declared)	:	180 days in all, 60 days at a time.
Approved Probationers and Full Members	:	540 days (18 x 30 days)
Leave salary	:	Full pay and Allowances last drawn

(b) For Basic Servants

Temporary	:	Nil
Probationers (Completed one year of service)	:	10 days for every completed one year of service
Approved Probationers	:	10 days for every completed year of service
Permanent Basic Servant	:	180 days (i.e 6 x 30)
After completion of 15 years of service	:	540 days (i.e. 18 x 30 days)
Leave Salary	:	Full pay and allowances last drawn

Note : The member should return to duty after the expiry of leave but not necessary in the case of leave preparatory to retirement, death or invalidation.

(3) Reference to Medical Board

Reference to Medical Board Members who have been on Unearned Leave on Medical Certificate for a period not exceeding one month (i.e.30 days) can rejoin duty on obtaining a fitness certificate from a Civil Assistant Surgeon in Government Service. To avoid any delay in getting sanction for Medical Leave, the following time limit is laid down for submission of leave applications by the University employee and for the officers to take action on such applications.

- (i) A member intending to go on Unearned Leave on Medical Certificate should submit his application well in advance (i.e.) before going on Unearned Leave on Medical Certificate and in exceptional cases, where such advance application is not possible within seven days from the date of entering on such leave.
- (ii) On receipt of such application, where reference to the Medical Board is necessary, such reference should be made within 3 days.

Reference to Medical Board is not necessary for granting Unearned Leave on Medical Certificate in the case of members who are admitted as inpatients in government hospitals for the period of treatment and also if the period of leave recommended is co-terminus with the period of treatment.

6. Unearned Leave on Private Affairs (on half pay)

Leave on
Private affairs

- (i) The leave on private affairs on half pay for a period of 3 months (90 days i.e. 3 x 30 days) for first ten years of service of an employee shall be carried forward beyond 10 years, then alone he will be eligible for the full period of 6 months (180 days) i.e. 6 x 30 days).

Leave salary shall be half of pay last drawn plus full allowances.

(ii) In the case of Basic Servants:

Temporary, Probationers, approved probationers and full members upto 15 years of serviceNil. After the completion of 15 years statute 6 (1) above shall apply.

7. Study Leave

The employees of the University shall be eligible for study leave as detailed below:

Study Leave

Conditions:

- (1) The member should have completed, at least five years of Service and should have three years of service before retirement. Members of all classes of service are eligible for study leave.
- (2) Quantum of leave: Study leave shall be granted twelve months at a time and 24 months in all.
- (3) Purpose: The purpose for grant of such leave is to study scientific or technical problems or courses of instructions in or outside India.
- (4) Leave Salary: Pay allowed during study leave is half pay plus study allowances fixed by the University.

8. Sabbatical Leave

Sabbatical
Leave

All academics who have put in six years of continuous and confirmed service are eligible for sabbatical leave of six months with full salary and allowances during which period they will be permitted for study purpose to go to or work in other Universities in India or to do research outside with the permission of the Syndicate. This leave cannot be combined with any other leave except the summer or winter vacation.

9. Casual Leave

Casual leave Casual leave may be granted upto a limit of 20 days in a calendar year; but absence on casual leave shall be treated as duty for purpose of calculation of other leaves. The maximum period for which a University employee may absent himself continuously on casual leave inclusive of gazetted holidays shall not exceed ten days. Casual leave can be granted for half a working day.

Grant of leave 10. The casual leave unless otherwise empowered shall be sanctioned by the Vice-Chancellor for the Heads of departments, Deans, Registrar and Finance Officer; the Heads of Departments for the academics and non-academics of their departments; and notify the Registrar through the concerned Dean. The Deans for the administrative personnel under their control and notify the Registrar, the Registrar for the non-academics excluding those belonging to Finance Section and the Finance Officer for those belonging to the Finance Section. The Vice-Chancellor shall sanction the earned leave and medical leave to the Heads of departments, Deans, Registrar, Finance Officer, academics and employees of Class A category. The Registrar shall grant these kinds of leave to the non-academics of classes B,C and D, working under his supervision. The Finance Officer shall grant these kinds of leave to the non-academics of classes B,C & D, working under his control.

Recall to duty 11. Leave cannot be claimed as a matter of right; and when the exigencies of the service of the University so require, discretion to refuse or revoke leave of any description is vested with the authority empowered to grant it viz., the Syndicate, Vice-Chancellor, Dean, Head of the Department, etc., and such other authorities empowered.

Not to be Employed During leave 12. A University employee on leave shall not accept or take any employment or service to receive any remuneration: Provided that it shall not apply in cases of sabbatical and study leave.

Willfull absence from duty after the expiry of leave may be treated as misconduct which will involve disciplinary action.

XIV. Discipline and Control

Causes for Imposing Penalties 1. For good and sufficient reason, including any breach of any of the statutes and laws of the University or negligence, inefficiency, insubordination or failure to show due diligence and attention in the discharge of his duties or failure to confirm to the instructions of his superiors or any irregularities in the discharge of his duties or any criminal offence involving moral turpitude, an employee of the University, shall make himself/herself liable to the following penalties:

Kinds of Penalties

(1) Minor Penalties

(a) Warning

- (b) Censure
- (c) Suspension
- (d) Stoppage of increment with or without cumulative effect
- (e) Fine not exceeding Rs.10/- at a time in the case of employees of Class D.

(2) Major Penalties

- (a) Any period of suspension pending enquiry either the whole or part of the period which shall be treated as a substantive punishment.
- (b) Reduction to a lower stage of pay or to a lower category of the University service.
- (c) Removal or dismissal from the Service.

(3) Recovery of losses

Recovery ordered by the competent authority, of the loss, if any, caused to the University by any act or omission in addition to any of the punishments mentioned under items (1) and (2) above.

2. Procedure

- Disciplinary Authorities**
- (1) The authorities competent to impose penalties and punishments and the appellate authorities and appeal time shall be as indicated in Appendix IV. The delay in preferring appeal upto fifteen days may be condoned by the appellate authorities. Any appeal to the Syndicate should be addressed to the Registrar who is the ex-officio secretary of the Syndicate.

- Power to Suspend Employees**
- (2) The Vice-Chancellor in the case of any academic and non-academic employee of the University and the Registrar in the case of non-academic staff belonging to class C excluding the category of superintendents and class D are empowered to place them under suspension, pending enquiry if in their opinion the continuance of the employee in service will be detrimental either to the proposed enquiry or interest or reputation of the University.

Notwithstanding anything contained in the above clause the Vice-Chancellor may when he desires necessary, suspend any employee pending enquiry.

- Subsistence Allowance**
- (3) During such period he/she shall receive a subsistence allowance equivalent to 50% of his/her pay, but will not be entitled to draw any allowances, special pay etc., other than Dearness Allowance relatable to the subsistence allowance.

- Review of Subsistences Allowances**
- (4) A review may be made six months after the date of suspension for considering the sanction of subsistence allowance at an enhanced rate upto 75% of his/her pay, if the enquiry is prolonged for no fault of the employee concerned.

(5) The Registrar in cases where he himself ordered the suspension pending enquiry of an employee can revoke the suspension order at any time. The Vice-Chancellor can revoke his own orders of suspension pending enquiry as well as the orders of suspension pending enquiry issued by the Registrar.

Authority to Revoke Suspension

(6) Before imposing any of the minor penalties the delinquent employee shall be given an opportunity to explain his position. Before inflicting any of the major penalties the defaults of the delinquent employee shall be reduced to a form of charge and served on him. He shall be required to state whether there shall be a oral enquiry and/or oral hearing and if so the details of witnesses to be examined. On completion of that enquiry or/and oral hearing the charges and explanation of the delinquent employee should be examined and a verdict together with the punishment shall be recorded in writing and served on the delinquent employee.

Imposing Minor and Major Penalties

(7) The Vice-Chancellor can take charge of the proceedings of an enquiry at any stage of the enquiry and complete or cause to complete the enquiry in the manner which he thinks fit in the interests of the University.

Supersession by Vice-Chancellor

(8) *Disciplinary action against employees appointed on foreign service terms.*

Power to suspend Deputationists

- (a) Pending enquiry the Vice-Chancellor in the case of any academic and non-academic employee who is appointed on foreign service terms in the University and the Registrar in the case of categories of non-academic staff coming under non-academic B,C & D classes appointed under foreign service are empowered to place them under suspension if in their opinion the continuance of the employee in service will be detrimental either to the proposed enquiry or interest/reputation of the University.

Notwithstanding anything contained in the above clause the Vice-Chancellor may when he desires necessary suspend any employee pending enquiry.

Provided further that the circumstances leading to the suspension of the employee shall be reported forthwith to the lending authority.

The procedure prescribed in statute 3(6) of para XIV will apply in full in respect of employees who are appointed on foreign service terms in the University.

Provided further that in a case where it is considered that the punishment of compulsory retirement, removal or dismissal should be imposed, the Vice-Chancellor/Registrar should complete the enquiry and revert the person concerned to the lending authority alongwith the above records and recommendation for such action as that authority may consider necessary.

Provided further that in a case where it is considered that minor punishments such as censure, stoppage of increment with or without cumulative effect should be imposed the Vice-Chancellor/Registrar should complete the inquiry and consult the lending authority before imposing the penalty.

XV. Conduct and Discipline

1. No University employee shall take part in any act or movement which is calculated in the judgement of the Syndicate to bring the University into disrepute. It shall be the duty of everyone of the employees to honour the confidence reposed in him by the University and not to divulge any information obtained by him in the course of his official duties to outsiders or to make any use of which would be improper.
- Conduct rules**
2. No University employee shall indulge in any criticism of the University administration in such manner as savours of defiance and insubordination or causes or is likely to cause embarrassment to the administration.
 3. No University employee shall associate himself with or take part active or otherwise in politics. The Syndicate's decision on this aspect of an employee's conduct shall be final.
 4. Employees shall not submit applications direct for appointment to higher posts etc. in the University or for advance increments or for other kinds of preferment. But they may submit their claims for appointment to higher posts etc. through the officers under whom they work if they have any special representations to make.
 5. A whole-time University employee may be employed in any manner as required by the proper authority without any liability to meet the claim for additional remuneration; he shall not accept while in University service additional employment or any employment on part time basis with or without emoluments or honorary work without the previous sanction of the Vice-Chancellor or any other competent authority in writing.
 6. Persons on appointment and employees on transfer to posts dealing with cash, stores and other valuables including books shall at the discretion of the Syndicate furnish security to the University for such amount and of such character as may be determined by the Syndicate. The security shall be attached to the post and shall not entitle the employee concerned, who fills the post to claim any additional remuneration or compensation or privilege on this account.
 7. The Syndicate reserves the rights to frame suitable rules and amend or add to them.
 8. The conduct and functioning of all those paid out of University funds shall be brought under the purview of the Director of Vigilance and Anti-Corruption constituted by the Government of Tamil Nadu. The Registrar/Vice-Chancellor will be the authority to make

requisition for a preliminary enquiry and order a detailed enquiry by the Director of Vigilance and Anti-Corruption in respect of C and D groups and A/B groups respectively. In the case of the Vice-Chancellor no preliminary enquiry shall be made by the Director of Vigilance and Anti-Corruption, without a specific order of the Chancellor.

XVI. Pension cum Gratuity

1. All members whether temporary or permanent are eligible for pensionary benefits subject to the conditions prescribed.

Eligibility and Benefits

The pensionary benefits are:

- (i) Pension or Service Gratuity
- (ii) Death-cum-Retirement Gratuity
- (iii) Family Pension

2. The main conditions for the grant of pensionary benefits are

Conditions for Grant of pension

- (i) The service should be under the University and

(ii) The service should be paid for by the University: Provided that in the case of a teacher who gets appointed in the University after having served in some other University/Institution and whose pension fund accumulation in the other University/Institution is transferred to the University or who himself pays such amount that would be accumulated in the pension fund till he left the University wherein he has served previously had the University/Institution where he previously served maintained the pension fund his previous service in the other University/Institution for which pension fund has been transferred or paid shall count for pension as qualifying service under statute 4 and for service gratuity under statute 6.

3. (a) To compute these pensionary benefits for an employee, the following three items have to be verified/computed with reference to the Service Book of the employee.

Maintenance of Service Book

- (i) Qualifying Service
- (ii) Average Emoluments
- (iii) Last Emoluments drawn
- (b) The University shall maintain a Service Book for every employee in complete and up-to-date shape with the entries therein duly verified and authenticated by the competent authority. The record of verification of service with reference to pay bills and acquittances should be made periodically/annually in the Service Book under proper attestation. The date of birth should be correctly noted and attested.

4. **Qualifying Service for Pension** is to be computed, taking into account the total service of the employee from the date of his entering in service upto the date of his retirement/death in service; which will be termed as Gross Qualifying Service. The broken period of a month is to be calculated separately taking thirty days as a month.

- (a) From the Gross Qualifying Service, the following service are to be deducted to arrive at the Net Qualifying Service.

Gross Qualifying Service: Year, Month, Date.

Deduct the following service from the Gross Qualifying Service:

1. Boy Service (Service prior to his completion of eighteen years).
2. Extraordinary Leave without Medical Certificate.
3. Suspension treated as a penalty.
4. Overstayal of joining time, not regularised.

The balance will be the Net Qualifying Service which is to be expressed in terms of Completed half-year, without any rounding of to the next higher half year.

	Year	Month	Days
For Example (i)	30	5	20 is 60 half-years
(ii)	30	6	00 is 61 half-years

- (b) Overstayal of joining time, if not regularised either by extension of joining time or by grant of leave, will be treated as "Overstayal of joining time". This period will not count for pension.
- (c) The period of suspension should be decided at the time of finalising a proceedings against an University employee. If this period of suspension is partly treated as duty and partly as punishment, then the punishment period will not be treated as duty and so it will not count for pension. If the entire period is not treated as duty, then that entire period will not count for pension.

5. **Average Emoluments**

**Emoluments
And average
Emoluments**

- (a) First of all "Emoluments" mean (i) Pay (ii) Special Pay (iii) Personal Pay (iv) Dearness Pay and (v) any other remuneration which is specially classed as 'emoluments'.
- (b) "Average emoluments" means the average of monthly emoluments actually drawn during the last 10 months of the service of the member before his retirement. If during this period, a member was on Extra-ordinary Leave or on suspension treated as such, then the period of calculation of 10 months is to be prepositioned to arrive at a total period of 10 months.

(c) It will therefore be seen that only actually drawn amounts during the last 10 months have to be taken into account and not any amount which has not actually been drawn. But, there are some exceptions as noted below:

(i) Instead of the actual leave salary drawn during Earned Leave or Half-Pay Leave etc., the duty pay which he would have drawn but for going on leave, will count.

(ii) The increment which accrued during the Earned Leave if the total Earned Leave taken at a time exceeded one hundred and twenty days, though not actually drawn, will be treated as having been drawn and included in the calculation of average emoluments.

(d) Pay drawn on Foreign Service cannot be considered as 'Emoluments' for purpose of calculation of pensionary benefits. Only the pay which he would have drawn in the University but for going on Foreign Service will count.

6. Pension, which is monthly payment after retirement calculated as per rules, will be payable only if a person completes a minimum qualifying service of 10 years (i.e., 20 half-years) as per graded scales indicated in statute 7 (ii) below. In the case of retirement, where the total completed half years of Qualifying Service is less than twenty, the pensioner will be eligible for a lumpsum payment of "Service Gratuity" in lieu of pension as per graded scale indicated in list 'A'.

SERVICE GRATUITY (lumpsum payment)

Completed half year period	Rate of Gratuity
1	1/2 months emoluments
2	1 -do-
3	1 1/2 -do-
4	2 -do-
5	2 1/2 -do-
6	3 -do-
7	3 1/2 -do-
8	4 -do-
9	4 3/8 -do-
10	4 3/4 -do-
11	5 1/8 -do-
12	5 1/2 -do-
13	5 7/8 -do-
14	6 1/4 -do-
15	6 5/8 -do-
16	7 -do-
17	7 3/8 -do-
18	7 3/4 -do-
19	8 1/8 -do-

- Rate of Pension**
7. (i) In case of members who have completed 30 years of Qualifying Service and above the pension (monthly payment) is calculated upto 50% of average emoluments drawn during the last 10 months of service rendered or 50% of pay last drawn whichever is higher.
- (ii) In the cases where the Qualifying Service is 10 years or 20 half-years and more but is less than 30 years or 60 half-years, the pension will be proportionate to that calculated as in item(1) above in the same ratio as the actual number of completed half-year service bears to 60 half-years.
(This amendment shall come into force retrospectively with effect from 1.7.96)
- (iii) The pensioner is entitled to draw along with pension, D.A. and such other concessions as may be sanctioned by the Government of Tamil Nadu from time to time and accepted by the University.
- Pension Fund**
- 7-A. (1) A separate Pension Fund shall be constituted by the University and it shall pay in respect of each of its employees eligible for pension at such rates as may be prescribed by the Government on behalf of their employees on foreign service.
- (2) Pensioners who retire from the University service shall be paid only from out of this Pension Fund.
- (3) The Pension Fund shall be deposited in a Nationalised Bank under a separate account and operated by the Finance Officer.
- (4) The surplus under Pension Fund which is not required for immediate disbursement of pension shall be invested in some Nationalised Bank as is being done in the case of surplus funds under other University accounts.
- (5) In the case of teaching staff who get themselves appointed in other Universities/ Institutions in Tamil Nadu and other states in India to better their prospects or for other reasons the University shall calculate the pension fund accumulation in their accounts on the date of leaving the service of the University and transfer them to the University/Institution wherein they take up employment provided that there is pension scheme in vogue in the University/Institution where such persons are transferred and provided further that their application for appointment has been duly forwarded through the University with its approval.
- (a) The provisions contained in 7-A(5) above shall also be applicable to all the academics who got relieved before 20-08-97.
- (6) In respect of teachers who get themselves appointed in this University having served in some other University/Institution in Tamil Nadu and other states in India those teachers shall have the pension funds accumulated in other Universities/Institutions for the period of their service transferred to this University. In case, the University/

Institution from where the teachers come to this University does not have pension scheme the pensioner may himself pay such amount that would have accumulated in the pension fund if the University/ Institution where he was previously serving has pension scheme and has maintained pension fund.

- (7) In respect of those teachers who have their pension fund accumulation in their previous University/Institution transferred to this University or pay themselves the pension contributinos that could have accumulated till they left the University/Institution wherein they have served previously the period of pensionable service shall be calculated taking into consideration the previous service also for which pension fund has been transferred or paid.
- (8) The Pension Fund accumulations, if any, to be remitted by those, teachers for counting their previous service shall be calculated on the basis of this records provided by the institution where they worked previously. The Syndicate is empowered to waive the interest portion in respect of the contribution to be remitted by those teachers.
- (9) The University shall bear the Pensionary liabilities for the entire Qualifying Service of teachers rendered by them in Government/Aided colleges as the Government will not pay any pro-rata pensionary liability to the Universities. This arrangement is based on counting of past service of teachers (both Government and Aided colleges) who take up appointment in Universities and vice-versa and hence an similar appointment from Universities to Government colleges, the pension liability for the past service in University be taken over the Government.

8 Death-cum-Retirement Gratuity

Retirement Gratuity

- (a) This is calculated on the last emolument drawn by the University Servant before his retirement at the rates indicated below for each completed half-year of Qualifying Service in the case of retirement, provided, he has completed atleast 5 years of qualifying service at the time of his retirement.
- (b) In the case of retirement, the Death-cum-Retirement Gratuity is calculated at 1/4th of the last emolument drawn for each completed half-year of service, subject to a maximum of 16 1/2 times of last emolument drawn, and subject to a maximum of Rs.1,00,000/- (Rupees One lakh only).
(This amendment shall come into force retrospectively with effect from 14-12-1987)
- (c) In the case of death in service, while calculating Death-cum-Retirement Gratuity, as per formula indicated above, the minimum Death-cum-Retirement Gratuity payable is as follows:
 - (i) Less than 1 year
Qualifying Service : Two times of monthly emoluments
 - (ii) One year or more, but less than
five years Qualifying Service : Six times of monthly emoluments

- (iii) Five years or more but less than twenty years : Twelve times of monthly emoluments
- (iv) Twenty years or more : Half of monthly emoluments for every completed six monthly period of Qualifying Service subject to a maximum for 33 times of monthly emoluments provided that the amount of death gratuity in no case exceeds Rs.1,00,000/-

(This amendment shall come into force retrospectively with effect from 14-12-1987)

- (d) In respect of those teachers who have their pension fund accumulation in their previous University/Institution transferred to this University or pay themselves the pension contributions that could have accumulated till they left the University/Institution where they have served previously, their previous service for which pension fund has been transferred or paid shall also be taken into account as Qualifying Service for pension and Death-cum-Gratuity.

9. Family Pension

- (a) The family pension is to be calculated with reference to last emoluments drawn at the uniform rate of 30% subject to a minimum of rupees three hundred and seventy five per mensem and a maximum of Rs. One thousand two hundred and fifty only.

Rate of Family Pension

- (b) In the case of death in harness, if the deceased member had put in at least 7 years of Qualifying Service at the time of his death, then the family is eligible for enhanced rate of Family Pension as indicated below for a limited period of 7 years from the date of death or for a period upto the date on which the deceased member would have attained the age of 65 years if he had remained alive, whichever is less and there after at the normal rate of Family Pension.

Enhanced Rate: Half of the last emoluments drawn; or

Rupees One thousand two hundred and fifty whichever is less.

(This amendment shall come into force retrospectively with effect from 1.6.88.)

10. The classification of the other kinds of pensions are:

Other Pensions

- (1) Retiring Pension (Voluntary and Compulsory)
- (2) Invalid Pension
- (3) Compensation Pension

(1) Retiring Pension

(a) Voluntary Retirement

- (i) After completing twenty five years of Qualifying Service or fifty years of age a member may retire voluntarily after giving to the appointing authority, a notice in writing atleast 3 months before the date on which he wishes to retire. However, he cannot withdraw such notice subsequently except with the specific approval of that authority and the withdrawal should be before the date from which he originally wanted to retire.
- (ii) The three months notice period is to be reckoned from the date of its receipt in the office of the immediate superior if he has to address the appointing authority through proper channel or the date of receipt in the office of the appointing authority.

(b) Compulsory Retirement

- (i) Similarly, the appointing authority can order compulsory retirement of a member in Public interest after giving three months notice or three months pay in lieu of such notice at any time after the University Servant has completed twenty years of qualifying service or fifty years of age.
- (ii) In such cases, when the member has been compulsorily retired from service as a penalty he may be granted by the authority competent to impose such penalty, pension or gratuity or both, at pensionary a rate not less than 2/3rd of normal pensionary benefits which will be due to him if he retires normally on the date of compulsory retirement.

(2) Invalid Pensions

This is granted to a person who by physical or mental infirmity, is permanently incapacitated for the University Service.

The date of effect of retirement will be the date of Medical Certificate, if the member was on duty or the date on which he will return to duty, if he was on leave during the period when Medical Certificate was granted.

If the infirmity is curable and the member refuses to get cured by operation or otherwise, no pension or gratuity need be admitted, if the competent authority decides so on merits.

If the medical authority recommends a less laborious work than the one which he is presently involved then the member may be appointed to that less laborious work on a lower pay or otherwise; if he does not accept that post, he can be granted pension.

(3) Compensation Pension

This is granted after giving three months notice to a person who is discharged from service owing to the abolition of a permanent post, if the employee refuses to accept another appointment on such pay as may be offered.

No compensation pension is payable for the period in respect of which he receives pay and allowances in lieu of notice.

11. General Instructions

Fixing the Date of birth (i) For the calculation of pension, the date of birth of the member servant is necessary. If the year alone is given, the date of birth should be taken as the first July of that year. If the year and month is known but not the exact date, 16th of that month should be taken as the date of birth of the University Servant.

(ii) The two dates, which necessitate the calculation of pensionary benefits are (a) the date of retirement and (b) the date of death in harness.

Date of Retirement The month (iii) If the date of birth of the University servants falls between the second day and the last of the month, he will be permitted to retire on the afternoon of the last day of that month (In the case of superannuation).

Eligible service For pension (iv) In the case of a member who retired after a temporary or officiating service, whether rendered in a regular capacity or not, his service shall count in full as Qualifying Service even if it is not followed by confirmation. All the leave with allowance and extraordinary leave on Medical Certificate will count for pension and gratuity.

Encashment of Earned Leave 12. (a) The Earned Leave at the credit of the employee on the date of superannuation or retirement can be sanctioned by the authorities who sanction the leave. But the surrender leave salary is subject to the deduction of pension, pension equivalent of the Death-cum-Retirement Gratuity and Dearness Allowances granted to the pensioners.

(b) At the time of retirement, 50% of the leave on private affairs standing to the credit of the employees upto a maximum of 90 days be entitled for full leave salary. Full leave salary including Dearness Allowance and all other allowances normally admissible while going on leave during service be allowed for the entire period of earned leave encashment at the time of retirement. It will come into force from 1st July 1996.

Commutation of Pension 13. (1) Pensioners shall be allowed to commute for a lumpsum payment any portion not exceeding one third of the pension granted to them by the University. The commutation of pension shall not be applicable to those who retire voluntarily but have not completed 50 years of age.

Power to Refuse Sanctioning authorities (pension sanctioning authorities) may, in their discretion refuse commutation of pension in the case of a pensioner who has been guilty of grave misconduct.

- (2) The lumpsum payable on commutation shall be calculated in accordance with the table or tables of present values which may be prescribed from time to time. The table of the present value is given below:

**Commutation
Table**

Age next birthday	Commutation value expressed as number of years' purchase
51	12-95
52	12-66
53	12-35
54	12-05
55	12-05
56	11-42
57	11-10
58	10-78
59	10-46
60	10-13
61	9-81
62	9-48
63	9-15
64	8-82
65	8-50
66	8-17
67	7-85
68	7-53
69	7-22
70	6-91
71	6-60
72	6-30
73	6-01
74	5-72
75	5-44

- (3) Commutation when sanctioned shall take effect on a date to be specified in the order. Such date shall ordinarily be about one month from the date of the order and all calculations shall be made with reference to the date so specified. Payment of commuted portions of pension shall cease from the date specified and the sum payable on commutation shall be paid with reference to the date so specified.

**Deduction of
Commutated Portion**

- | | |
|--|--|
| Restoration
Not allowed | (4) A commutation once given effect to cannot be rescinded, that is the portion of the pension commuted cannot be restored on refund of its capitalised value. |
| Commutated sum
Paid to heirs | (5) If the pensioner, dies on or after the day following that on which commutation took effect but before receiving the commutation value, such value shall be paid to his heirs. |
| Commutation
Within one
Year of
Retirement | (6) An employee who applies for commutation of pension within one year from the date of retirement on superannuation will not be subjected to medical examination. This condition will not apply to pensioners retiring otherwise than on superannuation and will not also cover persons retiring on superannuation who apply for commutation of pension after one year of their date of retirement. |
| Restoration to
Normal pension | (7) Pensioners shall be allowed restoration of the commuted portions of their pension as and when they complete fifteen years from the date of retirement. |

XVII. Travelling Allowance and Transfer Travelling Allowance

- | | |
|---|---|
| Government and
Special rules | 1. The Rules issued under Tamil Nadu Special Pay and allowances Part II are applicable to the University employees in general except in cases where special rules are framed for a particular class of Officers of the University. (Vide Appendix III). |
| Rule for
Exceptional
Cases | 2. Provided that the Vice-Chancellor may, in exceptional cases, allow Travelling Allowance at the rates higher than that admissible as per Tamil Nadu Travelling Allowance rules for specific reasons. |

XVIII. Provident Fund

Provident Fund-cum-Insurance Scheme for the Employees of the Tamil University.

1. General

- | | |
|--------------------|---|
| Title | (1) These statutes shall be called "Provident Fund-cum-Insurance Scheme statutes" for the Employees of the Tamil University, Thanjavur. |
| Application | (2) These statutes shall apply to all the existing Tamil University Academic and Non-Academic employees. |

(3) In these statutes, unless there is anything repugnant to the subject or context:

- (i) 'Fund' shall mean the Provident Fund established and maintained under these statutes.
- (ii) 'Employees' shall mean Academic and Non-Academic employees of the Tamil University.
- (iii) 'University' shall mean the Tamil University.
- (iv) 'Syndicate' shall mean the Syndicate of the Tamil University.
- (v) 'Teachers' shall mean the Academics as mentioned in the statutes.
- (vi) 'Non-Academic Employees' shall mean the Administrative and establishment personnel.
- (vii) 'Pay' includes pay, substantive and officiating, special pay, personal pay, leave salary and all dearness allowances.
- (viii) 'Subscriber' shall mean a person eligible to subscribe to the fund under these statutes and subscribing thereto.
- (ix) 'Subscription' shall mean the sum remitted to the fund by a subscriber under these statutes.

**Date of coming
Into Force**

2. The statutes shall come into force from such date as notified. Subject to the provisions of these statutes, subscription to the fund shall be compulsory for all employees.

**Composition
Of the fund**

3. The fund shall be made up of (a) Subscriptions and (b) Interest on the subscriptions.

**Investments of
The Fund**

4. The corpus and all moneys of the fund shall be invested in interest bearing securities as approved by the Syndicate on the recommendations of the Finance Committee.

Note:

In the case of employees who are already subscribers to other Provident Funds of the Government or local bodies etc., the amounts at the credit shall be transferred to the fund, if they are absorbed later in the University.

**Rate of
Subscription**

5. (i) The minimum rate of subscription payable by each subscriber, based on his emoluments, shall be as shown in the table below:

S.No.	Emoluments	Minimum monthly rate of subscription Rs.
1.	185-250	15
2.	251-350	20
3.	351-500	30

4.	501- 650	40
5.	651- 800	50
6.	801-1000	60
7.	1001-1150	70
8.	1151-1300	80
9.	1301-1500	90
10.	1501-1650	100
11.	1651-1800	110
12.	1801-2000	120
13.	2001-2150	130
14.	2151-2300	140
15.	2301-2500	150
16.	2501-2650	160
17.	2651-2800	170
18.	2801-3000	180

(ii) Voluntary increase over and above the rate of subscription mentioned in the above table is permissible and it shall be made by a subscriber only on two occasions in a year namely in the pay for March drawn in April and in the pay for September drawn in October. Such members are also allowed to reduce the rate of subscription once in a year subject to the condition that the minimum subscription will be as indicated in the above table.

Voluntary Increase of Subscription

(iii) An employee who is continuously employed for not less than six months, will be required to subscribe to the Provident Fund, irrespective of the fact whether he is a temporary or a regular employee.

Temporary Employees to Subscribe

(iv) Four months prior to the month of retirement on superannuation a subscriber shall cease to subscribe to the Provident Fund.

When to cease Subscription

6. The subscription of each subscriber shall be deducted every month from his pay and credited to his account. It shall be considered as paid to the fund, on the first day of the month following that in respect of which the pay is due.

7. The account of subscriber shall show:

Recovery of Subscription

Accounts

(1) The amount of his subscriptions with interest thereon.

(2) Forfeiture, if any under these statutes.

(3) Moneys, if any, debited against such account.

8. Interest on subscriptions

Rate of Interest

- (i) Compound interest at the rate allowed every year to Government servants of Tamil Nadu under General Provident Fund shall be allowed on the subscriptions less the amount of advance, if any, remaining unpaid.
- (ii) In the event of resignation or retirement of a subscriber, interest shall be calculated upto the date of his resignation or retirement. If a subscriber proceeding on leave preparatory to retirement desires to close his provident fund account, interest shall be payable only upto the date of application for such closing of account.
- (iii) In the event of the death of a subscriber, interest shall be calculated upto the date of payment to the nominees or legal heir of the deceased, provided, however no interest shall be paid for any period exceeding 6 months from the date of his death.

9. Rights in respect of subscriptions and interests

In the event of a subscriber ceasing to be the employee of the University or on his death, the Syndicate shall, subject to any deduction to be made on account of all sums due from him to the University fund, pay to the person entitled thereto the amount of subscription and the interest thereon standing to his credit on the date of his ceasing to be in such employ or on his death, together with, in the case of death, interest for such further period as may be allowable under statute 11.

Rights of Paying back to Heirs

10. (i) Every subscriber shall, on admission to this fund fill, sign in the presence of two witnesses and deliver the "Form of Nomination" appended in the prescribed form. A subscriber shall ordinarily nominate his wife or his children, natural or adopted. In the case of unmarried employee he/she shall ordinarily nominate his/her parent, brother or sister. If there are no such persons mentioned above he/she can nominate any person/persons or a body of individuals incorporated or not.

Nominees

- (ii) He shall be at liberty to deliver revised nominations, from time to time. This nomination shall be kept in the personal custody of the Finance Officer of the University. An acknowledgement shall be sent for every nomination received and when a revised nomination is delivered, the previous nomination shall be returned to the subscriber along with the acknowledgement for the revised nomination. The person or persons appearing in the latest nomination shall be recognised by the fund and the receipt of such person or persons shall be a complete discharge of all liabilities in respect of the fund. A register shall be maintained in the Finance Section in which the names of all nominees shall be entered.

Revision of Nominations

**Rights to refuse
To accept
Nominations**

(iii) The subscriber may nominate one person or any number of persons as his nominee or nominees and if he nominates more than one person he must enter in the 'Form of Nomination' the proportion in which the amount payable shall be distributed among them. The nomination shall normally be accepted by the Vice-Chancellor of the University. The Syndicate shall have the right to refuse to accept the nomination of any person without assigning any reason for such refusal and the subscriber shall thereupon register some other person approved by the Syndicate.

**Liability,
Non-Liability of
Forfeiture of the fund**

11. (i) The University will not be bound by nor will it recognise the assignment or encumbrance executed or attempted to be created which affects the disposal of the amount standing to the credit of a subscriber who dies before retirement.

(ii) The subscriptions and interest thereon of a subscriber are not liable to forfeiture on dismissal or on conviction by a criminal court, except for an offence for which the penalty of forfeiture of the offender's property is ordered by a competent court of law.

12. The accounts of each subscriber shall be closed:

**Closing of
Accounts and
Payments**

(i) When he is dismissed or removed or discharged from the service of the University or called upon to resign on account of misconduct or inefficiency or when he resigns.
(or)

(ii) When he retires from service or when his services are dispensed with owing to a reduction of establishment.

(or)

(iii) When he dies

Provided that when a subscriber is dismissed, removed or discharged from service the amount standing to his credit in the fund shall not be paid to him until the appeal time allowed, if any, is over or unless he states in writing that he will not prefer an appeal.

(iv) When a subscriber proceeds on leave preparatory to retirement, at any time between the date of commencement of such leave and the date of retirement.

(v) When the account of a subscriber is closed the amount payable to him under these rules shall be audited by the University before payment.

**Temporary
Withdrawals**

13. (1) The Vice-Chancellor may, at his discretion, grant to a subscriber an advance of a sum which does not exceed 60% of the amount of the subscriptions and interest thereon or the percentage allowed by the Government of Tamil Nadu to its employees from time to time standing to his credit at the time of making such advance for any of the following purposes:

- (a) To pay the expenses incurred in connection with the illness of himself or a member or a members of his family dependant upon him.
 - (b) To pay the expenses in connection with marriages, funerals or ceremonies which by the religion of the subscriber it is incumbent upon him to perform and in connection with which it is obligatory that expenditure should be incurred.
 - (c) For such other purposes as the construction of a house, purchase of a site or a house as the authority may consider reasonable.
- (2) An advance shall be recovered in thirty monthly instalments (unless the subscriber elects earlier repayment of the sum) deducted from the subscriber's pay commencing from the first payment of a full month's pay after the advance is granted.
- (3) No interest need be recovered from the subscriber for the temporary withdrawals granted to him.
- (4) (a) A subscriber may be granted a second advance for the purposes mentioned in sub-clause 1 above by the Vice-Chancellor after the expiry of six months from the date of sanction of the first advance; the quantum of second advance shall not exceed 60% of the amount of subscription and interest thereon or the percentage allowed by the Government of Tamil Nadu to its employees from time to time standing to his credit at the time of making such advance.
- (b) The recovery of this advance outstanding and the number of instalments shall be regulated under sub-clause 2 above.

14. (1) Part-final withdrawals may be sanctioned by the Vice-Chancellor for the reasons mentioned under statute 13 at any time after the completion of fifteen years of service (including broken period of service if any) of a subscriber or within ten years before the date of his retirement on superannuation, whichever is earlier, from the amount standing to his credit in the fund. Only one withdrawal can be allowed for one and the same reason.

**Part-final
Withdrawal**

- (2) Conversion of a temporary withdrawal into a part-final withdrawal: A subscriber who has already drawn or may draw in future a temporary withdrawal under statute 13 for any of the purposes specified therein may convert, at his discretion, by written request addressed to the Vice-Chancellor, the balance outstanding against him into a part-final withdrawal subject to the eligibility of service included in statute 14 (1).

Explanation In cases where all the advances consolidated are convertible and the subscriber requests for conversion of all these advances, the entire outstanding balance shall be allowed to be converted into a part-final withdrawal.

- (3) (a) There shall be an interval of twelve months between one part-final withdrawal and another. The same duration is applicable between one conversion of part-final withdrawal and the next part-final withdrawal.

- (b) . There shall be an interval of six months between the sanction of one part-final withdrawal and one temporary withdrawal and vice-versa.

Accounts

15. (1) The account of every subscriber shall be made upto date yearly- as on 31st March.

- (2) Each subscriber shall, at the close of the year, be furnished with a statement of his account showing the amount of his subscription and interest thereon and the amount of advances outstanding if any.

Accounts slip**Group Insurance**

16. Every member of the academic and non-academic staff of the University shall subscribe to the Group insurance scheme instituted by the University.

Maintenance of Account Books

17. The following Account books/forms shall be maintained by the Finance Officer in the Finance Section in the forms prescribed:

(a) Account Books:

- (i) Register of Subscribers
- (ii) Cash book
- (iii) Abstract of Provident Fund Institution
- (iv) Provident Fund Ledger
- (v) Register of Withdrawals
- (vi) Investment Register

(b) Forms:

- (i) Nomination form
- (ii) Annual Account slips
- (iii) Application for temporary withdrawal
- (iv) Application for Part-final Withdrawal
- (v) Refund voucher

Statutes Binding on Subscribers

18. Save as otherwise provided for in chapter XIX these statutes and any amendments thereto shall be binding on every subscriber and every person deriving title from him.

- Interpretation** 19. The power of interpreting these statutes and of deciding cases of dispute or doubt is vested in the Syndicate and its decision shall be final.
20. The Syndicate may, from time to time, issue general or special instructions as may be necessary consistent with the statutes for the time being in force as to:
- Management** (a) Conduct of the business of the fund.
(b) Any other matter relating to the fund.
21. The power of amending or adding to or repealing these statutes or any of them shall vest in the Syndicate. The subscribers in service shall, on the introduction of such changes, be bound by such amendments.
- Alterations in the statutes**

XIX. Power to Add or to Amend

- Act Sec.31 Amendments to Statutes** The Syndicate shall be competent to alter or to add or to amend or to cancel any of the above statutes, from time to time subject to the provisions contained in Sec.31 of the Act.

XX. Interpretation

- Interpretation** On all questions of interpretation of these statutes the decision of the Vice-Chancellor of the University shall be final. On matters not specifically covered in the service statutes of the University employees, such rules governing the servants of Tamil Nadu Government shall apply unless otherwise decided by the Syndicate.

XXI. Saving

- To frame Necessary rules** Such other rules as are considered necessary to carry out the functions of the University will be framed by the Syndicate as and when necessary under the respective headings.

XXVII. A. CONVOCATION FOR CONFERRING DEGREES

1. Convocations for conferring degrees shall ordinarily be held every year in the month of August and also at such other times as the Chancellor shall direct. The
Convocation Tamil University awards only D.Litt/D.Sc., degrees by research and study.

2. Candidates for all degrees, including those who are to be admitted 'In absentia' should submit to the Registrar their applications for admission to their degrees in the prescribed form on a date prescribed by the Syndicate every year before the convocation.
Date of Application

The Registrar shall place before the Syndicate a consolidated statement showing the number of candidates for various degrees on whom degrees are to be conferred.

Admission to Convocation for a Second time for the Same degree

3. No candidate who has already proceeded to a degree and has been awarded his diploma shall be admitted for the same degree, a second time at a convocation, notwithstanding that he may have qualified in an additional group or branch or in an additional language.

4. After obtaining the approval of the Syndicate, the Registrar shall prepare a list of candidates who have applied and on whom degrees are to be conferred 'In person' and 'In absentia'. The Diplomas, for the candidates who are admitted 'In absentia' will be sent by Registered post to the candidate concerned.
Degree 'In absentia'

Officers to Assemble in Senate Hall

5. The Chancellor, the Pro-Chancellor, the Vice-Chancellor, the Deans of the Faculties and the members of the Senate shall wear the academic robes prescribed and assemble in the Senate Hall at the appointed hour.

Chairman of Convocation

6. In the absence of the Chancellor, the Pro-Chancellor if present shall preside; if not, the Vice-Chancellor shall preside; in their absence any member of the Senate nominated by the Chancellor shall preside.

Grace of the Senate

7. The graces of the Senate on behalf of the candidates for admission to the several degrees will be supplicated in the following order:

Siddha Medicine	-	by the Dean of the Faculty of Science
Ancient Science	-	by the Dean of the Faculty of Science
Industries and Earth Sciences	-	by the Dean of the Faculty of Science
Computer Science	-	by the Dean of the Faculty of Science
Architecture	-	by the Dean of the Faculty of Science
Literature	-	by the Dean of the Faculty of Languages
Linguistics	-	by the Dean of the Faculty of Languages
Folklore	-	by the Dean of the Faculty of Languages
School of Indian Languages	-	by the Dean of the Faculty of Languages
Tamil Studies in Foreign Countries	-	by the Dean of the Faculty of Developing Tamil
Translation	-	by the Dean of the Faculty of Developing Tamil
Compilation	-	by the Dean of the Faculty of Developing Tamil
Scientific Tamil & Tamil Development	-	by the Dean of the Faculty of Developing Tamil
Palm-leaf Manuscripts	-	by the Dean of the Faculty of Manuscriptology
Rare paper manuscripts	-	by the Dean of the Faculty of Manuscriptology
Epigraphy	-	by the Dean of the Faculty of Manuscriptology
Sculpture	-	by the Dean of the Faculty of Arts
Painting	-	by the Dean of the Faculty of Arts
Music	-	by the Dean of the Faculty of Arts
Drama	-	by the Dean of the Faculty of Arts

8. The formula to be used for each grace shall mutatis mutandis be as follows:

Form of Grace Chancellor, I move that a grace of the Senate be passed that those persons whom the Syndicate on the reports of the Examiners has certified to be qualified for the degrees in the Faculty of be admitted to those degrees.

9. Whereupon the Chancellor shall put the question 'Shall it please you that this grace be passed?' and the Senate assenting, the Chancellor shall say 'This grace is passed'. For awarding the Diploma at a convocation the following procedures shall be followed.
- Passing Of Grace**

10. The Chancellor, the Pro-Chancellor, the Vice-Chancellor, the Deans of the Faculties and the members of the Senate shall proceed in procession to the hall in which the degrees are to be conferred.
- Procession**

- Arrangement Of Seats** 11. The Pedestal shall be so arranged that the Chancellor's chair may be somewhat in advance; the chair assigned to the Pro-Chancellor, the Vice-Chancellor, the Deans of Faculties and the members of the Senate being so arranged as to leave full space for the presentation of the candidates; special seats shall be provided in the hall for the members of the Faculties.

**Candidates to
Wear specified
Dress**

12. The candidates shall wear the prescribed dress pertaining to their respective degrees and shall be arranged opposite to the Chancellor.

**Standing of
Candidates**

13. On the procession entering the hall, the candidates shall rise and remain standing until the Chancellor, the Pro-Chancellor, the Vice-Chancellor, the Deans of the Faculties and the members of the Senate have taken their seats.

14. The Chancellor, the Pro-Chancellor, the Vice-Chancellor, the Deans of the Faculties and the members of the Senate having taken their places, the Chancellor shall say;

**Called for
Order**

“This Convocation of the Tamil University has been called to confer degrees upon (Persons on whom the Syndicate has decided to confer honorary degrees) the candidates who, in the examinations recently held for the purpose have been certified to be worthy of the same”.

15. Then an address may be made to the candidates by a member of the Senate or a member of the Faculty or by any distinguished person appointed by the Chancellor exhorting the candidates to conduct themselves suitably unto the position to which they have attained by the degrees to be conferred upon them.

**Convocation
Address****Questions**

16. Then the candidates standing, the Chancellor shall put to them the following questions:

Question: “Do you sincerely promise and declare that if admitted to the degree for which you are severally candidates, and for which you have been recommended, you will in your daily life and conversation conduct yourselves as becomes members of this University?”

Answer: “I do promise”.

Question: “Do you promise that you will, as far as possible in your life, uphold and advance social order and the well-being of your fellowmen?”

Answer: “I do promise”.

The Chancellor shall then say: “Let the candidates be now presented”.

17. Then the candidates shall be presented to the Chancellor by the Heads of their respective Faculties being Members of the Syndicate or Senate or by other Members of the Syndicate or Senate, the candidates having first received their diplomas from the Registrar.

**Presentation
Of Candidates**

18. When all the candidates for the degrees in a Faculty have been presented, the Chancellor shall say to the candidates who shall remain standing,

Admission of Degrees “By virtue of the Authority vested in me as Chancellor/Pro-Chancellor/Vice-Chancellor of the Tamil University, I admit you to the several degrees in the Faculty of for which you have been declared qualified in this University and in token thereof you have been presented with these diplomas and I authorise you to wear the robes ordained, as the insignia of your degrees.”

Record of Degrees 19. When all the candidates have been presented, the Registrar shall lay the record of the degrees that have been conferred, before the Chancellor who shall sign the same.

20. After the record has been signed, the Chancellor, the Pro-Chancellor, the Vice-Chancellor, the Deans of the Faculties and the Members of the Senate shall rise up and the Chancellor shall say:

“I dissolve the convocation”.

21. Then the Chancellor, the Pro-Chancellor, the Vice-Chancellor, the Deans of the Faculties and the Members of the Senate shall retire in procession to the Syndicate room, the graduate standing.

22. Nothing in the foregoing statutes except the statutes 5, 10, 11, 12, 14, 17, 18, 19 and 20 of this chapter, in so far as they are applicable shall apply in the case of Honorary Degrees.

B. HONORARY DEGREES

1. The Syndicate may, on the recommendation of not less than two-thirds of the members present confer any of the following honorary degrees upon a person on the ground that he is, by reason of eminent position and attainments or by virtue of his contribution to learning or eminent services to the cause of education, a fit and proper person to receive such degree.

Recommendation By the Syndicate

Doctor of Laws (L.L.D.)

Doctor of Letters (D.Litt.)

Doctor of Science (D.Sc.)

When and how Awarded

2. Honorary Degree shall be conferred only at a convocation and may be taken in person or in absentia.

Presentation By the Vice-Chancellor

3. The presentation of persons at the convocation on whom Honorary Degrees are to be conferred shall be made by the Vice-Chancellor or by any person nominated by the Syndicate.

Degree Signed by the Vice-Chancellor

4. The Diploma or Certificate or an Honorary degree shall be signed by the Chancellor.

C. ACADEMIC ROBES

The academic robes for the Chancellor, the Pro-Chancellor, the Vice-Chancellor, the Members of the Senate and the Faculties, the Registrar and the Candidate for the degrees shall be as prescribed below:

1. A purple teray velvet gown, made as in the Madras University, with two-inch gold lace down the fronts and round the bottom of the sleeves outside.

Chancellor

A white laced turban or a black velvet academic cap, bound round with gold lace and gold tassel, nine inches long.

2. A purple gown of silk or stuff, same shape as the Chancellor's and trimmed in the same way a gold laced turban in white or velvet academic cap.

Pro-Chancellor

3. A oak colour gown of silk or stuff, same shape as the Chancellor's and trimmed in the same way, but with silver lace.

Vice-Chancellor

A gold laced turban in white or velvet academic cap.

4. A black laced gown of silk or stuff, and a gold laced turban in white or velvet academic cap.

Registrar

5. A oak colour gown of silk or stuff and a scarf of scarlet silk or stuff ten centimetres wide with a fringe of the same colour, seven centimetres deep.

Deans of Faculties

A gold laced turban in white or black academic cap.

6. A black gown of silk or stuff and a scarf of scarlet silk or stuff ten centimetres wide with the fringe of the same colour seven centimetres deep and a white laced turban or black academic cap.

**Members of the
Syndicate, Senate and
Deans of Faculties**

7. Candidates shall wear a white dhoti and a white coat with a closed collar buttoned up to the neck, and a scarf of scarlet silk or stuff 10 c.m. wide and 2 metres long with a fringe of the same colour 6 c.m. deep.

Graduate

A white turban which may have a gold border.

Women candidates shall wear a sari and blouse sky blue in colour and scarf of scarlet silk or stuff and shall not wear any head dress.

After the award of the degree candidates shall wear the robe of the Dean of the Faculty who presented them for the degrees.

XXVIII. RESEARCHERS' TRAVEL AND GUIDANCE BUREAU

1. There shall be a Student's Guidance Bureau under the University for the benefit of the Researchers who have been awarded fellowships and working in the University centres and recognised institutions, and the scholars visiting Tamil University from foreign countries.
Guidance Bureau

2. An advisory Committee consisting of the Deans, the Director of the Travel and Guidance Bureau and two student Representatives with the Vice-Chancellor as Chairman shall look after the functioning of the Guidance Bureau. The Deans and the Heads of Departments shall indicate and suggest remedial actions and help the students in dealing with their emotional and psychological problems.
Advisory Committee

3. The guidance programme of the Bureau mainly includes:-
Functions
 - (i) Assisting the students in the choice of the courses and fields of specialisation;
 - (ii) Collection, compilation and making available to the students information connected with occupational and employment market;
 - (iii) Making available information regarding the preparation for different careers, training facilities, scholarships etc.;
 - (iv) Offering advice and help in planning their careers;
 - (v) Providing information regarding facilities for higher studies in India and abroad;
 - (vi) Maintaining liason between students, academics and administration and;
 - (vii) Strengthening and promoting of educational and cultural activities among the students and academics of the different centres of the University.

4. The Bureau shall guide the Foreign students to go through all the formalities required under the law of the country and it shall also make all arrangements for the travel of the researchers so as to expose them to Tamil culture and the life in Tamil Nadu.
Guidance to Foreign Students

5. The Guests and Researchers of the University may take the assistance and guidance of the Bureau in matters connected with travel within India.
Travel Assistance

APPENDIX - I

Method of Recruitment and Qualifications for Various Academic and Non-Academic Posts of the University

Note:

- i) The age qualifications noted in this Appendix will have to be taken as the age as on 1st July in the year in which the vacancy is notified.
- ii) The age qualification is relaxable by 5 years in respect of candidates belonging to SC/ST for all posts.

Academic

Sl.No.	Category of Employee	Method of Recruitment	Qualification and Experience
1.	Professor	By Direct Recruitment	<p>An Eminent Scholar with published work of high quality actively engaged in Research, 10 years experience of teaching and/or research, Experience of guiding Research at Doctoral level</p> <p style="text-align: center;">or</p> <p>An outstanding scholar with established reputation who has made significant contribution to knowledge.</p> <p>Age: Should have completed 35 years but not 50 years. Relaxable if otherwise well qualified.</p>
2.	Reader	By Direct Recruitment	<p>Good academic record with a doctoral degree or equivalent published work. Evidence of being actively engaged in (i) research or (ii) production of teaching materials, or (iii) innovation in teaching methods.</p> <p>About 5 years experience of teaching and/or research provided that at least three of these years were as Lecturer or in an equivalent position.</p> <p>This condition may be relaxed in the case of candidates with outstanding research work.</p> <p>Preference will be given to candidates who possess D.Litt/D.Sc. degree awarded by the Tamil University.</p>

Age: Should have completed 30 years but not 45 years. Relaxable if otherwise well qualified.

3. **Lecturer** By Direct Recruitment

(a) A Doctoral degree or research work of an equally high standard and

(b) Good academic record with atleast Second Class (C- in the Seven Point Scale).

Master's Degree in a relevant subject — from an Indian University or an equivalent degree from a Foreign University.

Having regard to the need for developing inter disciplinary programmes, the degrees in (a) and (b) above may be in relevant subjects.

Provided that if the Selection Committee is of the view that the research work of a candidate as evident either from his thesis or from his published work is of very high standard, it may relax any of the qualifications prescribed in (b) above.

Provided further that if a candidate possessing a Doctor's Degree or equivalent research work is not available or is not considered suitable a person possessing a good academic record (weightage being given to M.Phil., or equivalent degree or research work of quality) may be appointed provided he has done research work for atleast two years or has practical experience in a research laboratory/organisation on the condition that he will have to obtain a Doctoral Degree or give evidence of research of high standard within eight years of his appointment, failing which he will not be able to earn future increment until he fulfils these requirements.

(c) **Age:** Should have completed 25 years but not 35 years.

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|----|--|--|
| 3. | (a) Lecturer (Senior scale)
(b) Lecturer (Selection grade) | Will be governed by the conditions prescribed by the UGC and accepted by the Government of Tamil Nadu. |
| 4. | Visiting Professor | Persons of eminence without any restrictions for qualifications and age. |
| 5. | Special Research Fellow | Persons of eminence in research without any restrictions for qualifications and age. |
| 6. | Senior Research Fellow | Master's Degree in the subjects concerned and Ph.D., in the subject. |
| 7. | Junior Research Fellow | Master's Degree in the subject concerned and thesis submitted for Ph.D. In Engineering, Medicine, Painting, Dance and such other subjects the qualification is relaxable by the Syndicate. |
| 8 | Research Assistant By direct Recruitment or Transfer of Service from other categories | Essential
(a) A first or second class Master's degree in the subject concerned. In Engineering, Medicine and other Fine Arts subjects the qualification is relaxable by the Syndicate.

(b) Persons possessing M.Phil., will be awarded one increment and Ph.D. will be awarded three increments.

Desirable
(c) 5 Years Research Experience

Age
(d) Should not have completed 35 years for direct recruits.

Scale of Pay (old)
(e) Rs.2000-60-2300-75-3200-100-3500/- |

Note: The prescribed experience and age are not applicable to the existing incumbants.

Non-Academic

Sl.No.	Category of Employee	Method of Recruitment	Qualifications and Experience
1.	Registrar	By Direct Recruitment	<p>Essential:</p> <ol style="list-style-type: none"> 1. An academicians who shall not be lower in rank than that of a Lecturer (Selection Grade) of a College affiliated to any University. 2. A First or Second Class Master's Degree in any subject of a recognised Indian or Foreign University. 3. Should have completed 45 years but not 55 years at the time of application for the initial recruitment. 4. Knowledge of Tamil. <p>Desirable:</p> <ol style="list-style-type: none"> 1. Administrative or Teaching Experience of not less than four years. 2. Publications of merit.
2.	Deputy Registrar	By Direct Recruitment	<p>Essential:</p> <ol style="list-style-type: none"> (a) A First or Second Class Master's Degree and, (b) (1) At least 4 years of experience in University Administration/Accounts in a senior capacity and sound knowledge of University affairs; or (2) Lecturer in a College for not less than four years. <p>Desirable:</p> <ol style="list-style-type: none"> (a) M.B.A., or M.L., Degree (b) Publications in Tamil <p>Age: Should have completed 30 but not 40 years.</p>
3.	Assistant Registrar	By Direct Recruitment or promotion by	<p>Essential:</p> <ol style="list-style-type: none"> (a) A First or Second Class/ or A/B Grade

selection from the category of Superintendent or By Deputation from Government Service

Master's Degree of a University.

- (b) At least 5 years of service in a supervisory capacity.
- (c) A pass in Account Test for Subordinate Officers Parts I & II, District Office Manual Test.
- (d) Knowledge of Tamil.

Desirable:

M.Com., or M.B.A., or B.L., or B.G.L.,

Age:

Should not exceed 40 years.

3. (A) **Accounts Officer** By Direct Recruit or Promotion by selection from the category of Superintendent or By Deputation from Government Service.

Essential:

- (a) A First/Second Class/or A/B Grade Masters' Degree of a University.
- (b) At least 4 years of service in a supervisory capacity.
- (c) A pass in Accounts Test for Subordinate Officers Parts I & II, D.O.M. Test, Local Fund and Audit Department test, Book Keeping.
- (d) Knowledge of Tamil.

Desirable:

A pass in Accountancy Higher Grade/M.Com./M.B.A./B.L./or B.G.L.,

Age:

Should not exceed 40 years.

4. **Superintendent** By Direct Recruitment or by selection from the category of the Assistants

Essential:

- (a) A First Class Bachelor's Degree or Second Class Master's Degree of a University.
- (b) At least four years of service in the post of Assistant.
- (c) A pass in the Account Test for Subordinate Officers Part I and D.O.M. Test conducted by the Tamil Nadu Public Service Commission.
- (d) Knowledge of Tamil.

5. **Assistants** By Direct Recruitment or by promotion from the category of Junior Assistants/Typist **Essential:**
 (a) A University degree
 (b) Typewriting Higher Grade in Tamil & English.
 (c) At least five years of experience in the post of Junior Assistant.
- 5.(a) **Junior Assistant-cum-Typist** By Direct Recruitment or by promotion from the category of Record Clerk. **Essential:**
 (a) A University degree.
 (b) Typewriting Higher grade in Tamil or English and lower grade in Tamil or English.
- (b) **Record Clerk** By Direct Recruitment or by promotion from Group IV service. **Essential:**
 (a) A pass in X standard.
Desirable:
 Typewriting Higher Grade in Tamil or English and lower grade in Tamil or English.
6. **Basic Servants** By Direct Recruitment **Essential:**
 (a) A pass in Xth standard.
 (b) To ride a Bicycle.
 (c) Knowledge of Tamil.
Age:
 Should not have completed 28 years.
7. **Driver** By Direct Recruitment or on deputation **Essential:**
 (a) A pass in Xth standard.
 (b) Possession of a licence for driving heavy vehicles.
 (c) Experience in driving light/heavy vehicles for four years.
Age:
 Should not exceed 28 years.
 Age and general educational qualification may be relaxed in the case of relevant ITI certificate holder or drivers with 4 years of experience.

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|-----|--|--|---|
| 8. | Public Relations Officer | By Direct Recruitment or on deputation | <p>Essential:</p> <p>(a) A Second Class Master's Degree of a University.</p> <p>(b) Diploma in Journalism/Public Relations.</p> <p>(c) Publications of merit/write ups.</p> <p>(d) Knowledge of Tamil.</p> <p>(e) A fair knowledge in at least one other Dravidian language and also one foreign language other than English.</p> <p>(f) Experience as Public Relations Officer in the Government Department or undertaking or in a reputed firm or not less than 4 years.</p> <p>Age:
Not exceeding 28 years</p> |
| 9. | Guest House Care Taker | By Direct Recruitment or on deputation | <p>Essential:</p> <p>(1) A University degree.</p> <p>(2) Typewriting and Shorthand qualification Higher Grade in Typewriting either in English or Tamil.</p> <p>(3) A pass in Account Test for Subordinate Officers Parts I & II and D.O.M. Test conducted by Tamil Nadu Public Service Commission.
or
Diploma or Degree in Tourism or Catering.</p> <p>(4) A thorough knowledge in Tamil.</p> <p>Age:
30-40 years.</p> |
| 10. | Telephone Operator Grade I & II | By Direct Recruitment | <p>(1) A pass in 10th standard.</p> <p>(2) A certificate in Telephone Operation.</p> <p>(3) Experience in Telephone Operation for atleast three years.</p> <p>(4) Knowledge of Tamil.</p> <p>Age:
Should not have exceeded 28 years.</p> |

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|---------|---|-----------------------|---|
| 11. | Service Personnel (Sweeper & Scavenger) | By Direct Recruitment | <p>(a) Age: Should have completed 18 years but should not have completed 28 years.</p> <p>(b) Two years experience in the professions for which he is recruited.</p> |
| 12. | Canteen Butler | By Direct Recruitment | <p>Age: 30-40 years.
Not less than two years experience as a cook in a recognised hotel.</p> |
| 13. | Canteen Helper | By Direct Recruitment | <p>Age: 20-35 years.
Not less than two years experience in the profession.</p> |
| 14. (a) | Watchman & Guards | By Direct Recruitment | <p>Age: 20-35 years.
Not less than two years experience; should be of good physique.</p> |
| 14. (b) | Horticulture Officer | By Direct Recruitment | <p>Essential:
(a) A Bachelor's Degree in Horticulture.</p> <p>Desirable:
Previous experience in Park & Garden Maintenance.</p> <p>Age: Should not have completed 35 years.</p> |
| 15. | Gardner and Helper | By Direct Recruitment | <p>Age: 20-35 years
Two years experience in the profession.</p> |
| 16. | Electrician or Line Man or Electrician-cum-Plumber | By Direct Recruitment | <p>Essential:
(a) A pass in VIIIth Standard.
(b) A certificate in Craftmanship awarded by the Department of Employment and Training of Government of Tamil Nadu in the respective subject.
(c) Experience of Five years in a reputed firm.</p> <p>Age: 20-35 years.</p> |
| 17. | A.V. Technician | By Direct Recruitment | <p>Essential:
(a) A pass in 10th standard.
(b) Diploma in Electrical/Electronics.</p> |

- (c) Experience of 3 years in T.V. Operation, and in Video Camera.

Age: 20-35 years.

18. **Technician** By Direct
 Recruitment

Essential:

- (a) A pass in 10th standard.
(b) A Diploma in the subject concerned.
(c) Experience of three years in a reputed firm or Government Department.

Age: 20-35 years.

19. **Director of Document-
 tion and
 Library
 Service** By Direct
 Recruitment

Essential:

- (a) Professional Eminence with a Ph.D. in Library Science or in Storage and Retrieval of Information by making use of a Computer.
(b) Published work of a high quality and active involvement in Information Science and Library Management.
(c) Either 5 years of experience as an Associate Professor (Reader) or equivalent post or 10 years of experience in the management of research wing of a library.
(d) Knowledge of Tamil.

Desirable:

Publications in Journals of repute.

Age:

Should have completed 35 years but not 50 years.

20. **Deputy Director of Docu-
 mentation
 and Library
 Service** By Direct
 Recruitment

Essential:

- (a) A First or Second Class Master's Degree in Arts, Science or Commerce.
(b) A First or Second Class Master's Degree in Library and Information Science.
(c) 10 years experience in a College or recognised Educational Institutional libraries.
(d) Experience in reprography and computer applications in library fields.

- | | | | |
|-----|--|----------------------------------|--|
| 21. | Library
Technical
Assistant | By Direct
Recruitment | <p>Desirable:</p> <p>(a) Typewriting both English and Tamil Lower Grade.</p> <p>(b) Knowledge in other Indian and European languages.</p> <p>(c) Thorough knowledge in Tamil.</p> <p>Age: Between 30-45 years.</p> |
| 22. | Museum
Curator | By Direct
Recruitment | <p>Essential:</p> <p>(a) A First or Second Class Bachelor's Degree in Arts, Science or Commerce.</p> <p>(b) First or Second Class Bachelor's Degree in Library and Information Science (B.L.I.S) or B.Lib. Science or Diploma in Library Science.</p> <p>(c) 3 years experience in a College or recognised Educational Institutional Libraries (Relaxable in case of Post Graduate Degree holders).</p> <p>Desirable:</p> <p>(a) Typewriting English and Tamil Lower Grade.</p> <p>(b) Thorough knowledge in Tamil.</p> <p>Age: Should not have exceeded 28 years.</p> <p>Essential:</p> <p>(a) Not less than 50% marks in Master's Degree: Degree in Ethnology, Anthropology, History of Tamil and Degree or Diploma in Museology.</p> <p>(b) Ph.D. in organising Museum or Ethnology.</p> <p>(c) 5 years of service in a managerial capacity in a Museum.</p> <p>Age: 35-45 years.</p> <p>Desirable:</p> <p>(1) Knowledge of Tamil.</p> <p>(2) Publications of merit.</p> <p>(3) Experience in conducting exhibitions.</p> |

23. (a) **Museum Assistant Curator** By Direct Recruitment

Essential:

- (1) Not less than 50% marks in Master's Degree in Ethnology, Anthropology, History of Tamil and Degree or Diploma in Museology.
- (2) Not less than 50% marks in a P.G. degree in organising Museum or Ethnology.
- (3) 4 years of service in a managerial capacity in a Museum.

Age: 25-35 years

Desirable:

- (a) Knowledge in Tamil.
- (b) Publications of merit.
- (c) Experience in conducting exhibitions.

23. (b) **Technician Museum Technician Manuscripts Library** By Direct Recruitment

Essential:

- (a) A Degree in Tamil or in Tamil Culture.
- (b) Certificate in Manuscripts reading/Museology.
- (c) Practical work in the respective subjects in a reputed organisation for not less than five years.
- (d) Published work.

Age: Should have completed twenty five but not more than thirty five. Relaxable if otherwise well qualified.

24. **Private Secretary to Vice-Chancellor** By Direct Recruitment or by transfer by promotion and by selection from the post of Assistant

Essential:

- (a) A University degree.
- (b) Typewriting and Shorthand: Higher Grade in English and Tamil.
- (c) Knowledge of Tamil
- (d) Publications of merit.

Age: Between 25 and 35 years.

**25. Director of By Direct
Publications Recruitment**

Essential:

(a) A Master's Degree of an Indian or a Foreign University with not less than 50% marks.

(b) Experience in organising, executing publications and editorial work for not less than four years

or

Administrative experience of not less than four year in a managerial or responsible position in the rank of a Reader.

(c) Knowledge of Tamil.

26. For posts in the Publication Department as in other posts in the Administrative Department unless otherwise specified, the qualifications prescribed by the Government of Tamil Nadu shall be adopted for the University.

APPENDIX - II**Scales of Pay for various posts (Academics and Non-Academics)**

S.No.	Designation	Scale of Pay prescribed (in Rs.)
Academics		
1.	Professor	1500-60-1800-100-2000-125/2-2500
2.	Reader	1200-50-1300-60-1900
3.	Lecturer	700-40-1100-50-1600
4.	Visiting Professor	Not exceeding Rs.3000/- p.m. for 6 to 12 months-consolidated
5.	Special Research Fellow	Not exceeding Rs.2500/- p.m.
6.	Senior Research Fellow	Rs.900/- p.m.
7.	Junior Research Fellow	Rs.600/- p.m.
8.	Research Assistant	
Non-Academics		
I. General Administration		
1.	Registrar	1500-60-1800-100-2000-125/2-2500
2.	Deputy Registrar	1150-70-1850
3.	Assistant Registrar	750-50-1350
4.	Superintendent	525-25-765-30-855-35-925
5.	Assistant	400-15-490-20-650-25-700
6.	Junior Assistant/Typist	
7.	Record Clerk	
8.	Driver	310-10-470-15-500
9.	Basic Workers	250-5-330-10-400
II. Finance		
1.	Finance Officer	1500-60-1800-100-2000-125/2-2500 or as prescribed by Government
2.	Accounts Officer	750-50-1350

III. Public Relations

- | | | |
|----|---|--------------------------|
| 1. | Public Relations Officer | 750-50-1350 |
| 2. | Guest House Care Taker | 525-25-675-30-855-35-925 |
| 3. | a. Telephone Operator Grade I | 295-5-315-10-475 |
| | b. " Grade II | 265-5-325-10-425 |
| 4. | Watchman & Guards | 200-5-300 |
| 5. | Service Personnel
(Sweeper, Scavenger) | 200-5-300 |
| 6. | Canteen Butler | 250-5-300-10-400 |
| 7. | Canteen Helper | 200-5-300 |

IV. Park and Garden

- | | | |
|----|----------------------|---------------------------|
| 1. | Horticulture Officer | 600-30-750-35-890-40-1050 |
| 2. | Gardener and Helper | 200-5-300 |

V. Technicians

- | | | |
|----|---|--------------------------|
| 1. | Electrician or Lineman
Plumber-cum-Electrician | 250-5-330-10-400 |
| 2. | A.V.Technician | 400-15-490-20-650-25-700 |
| 3. | Technician | 400-15-490-20-650-25-700 |

VI. Library

- | | | |
|----|---|----------------------------------|
| 1. | Director of Documentation and
Library service | 1500-60-1800-100-2000-125/2-2500 |
| 2. | Deputy Director of
Documentation and Library Service | 1150-70-1850 |
| 3. | Library Technical Assistant | 400-15-490-20-650-25-700 |

VII. Museum

- | | | |
|----|-------------------|--------------|
| 1. | Curator | 1150-70-1850 |
| 2. | Assistant Curator | 750-50-1350 |

VIII. Vice-Chancellor's Establishment

- | | | |
|----|---|--------------------------|
| 1. | Private Secretary to
Vice-Chancellor | 525-25-675-30-855-35-925 |
|----|---|--------------------------|

N.B. For such other posts for which the pay scales are not prescribed, the scale of pay adopted by the Government of Tamil Nadu for comparable posts shall apply.

APPENDIX III

Special Rules for Admissibility of Travelling Allowance for Vice-Chancellor, Members of the University Authorities, Members of the Selection/Expert Committees, Registrar, Finance Officer and Deans within the Tamilnadu

Sl.No.	Category	Daily allowances admissible			Fare	Air-Fare	Actual Expenses	Remarks
		Within Tamil Nadu	Madras City	Ooty	Outside State			
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)
1.	Vice-Chancellor	Rs.44/-	Rs.88/-	See Separate Annexure Below.	1 2/3 I Class Rail Fare to cover railway fare including terminal & inciden- tal charges.	Single fare + Flight insurance + AirPort Tax + Incidental allowance of Rs.15/- each way.	In case of Taxies engaged for Local trips either at headquarters/ camping places the actual Taxi fare will be reimbursed.	1. In respect of Jour- ney to Madras city and Halt at Madras exceeding 2 days he may opt for the rates contemplated for the Boarding & Lodging prescribed for other State Headquarters including Madras limiting the claim for railway fare to the single Airconditioned first class if available or single first class.

(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)
2.	Members of the Syndicate	-do-	-do-	-do-	-do-	From Place of Residence	Nil	In the case of places connected partly by rail and partly by Road the Member/ Officer is eligible for Railway fare as mentioned in Col 6 of this table for the Railway Journey and mileage Rs.2.00 per K.m. for the journey made by Road.
3.	Members of the Senate, Faculties, Finance Committee and other authorities of the University except Board of Studies	-do-	-do-	-do-	-do-	Not permitted	Nil	ii. In respect of journey to Madras & Halt exceeding 2 days the remarks passed in respect of Vice-Chancellor is applicable to the Sl.No.2,3,4,5 &6
4.	Board of Studies	-do-	-do-	-do-	1 1/4 I class Railway Fare	Not permitted	Nil	-do-
5.	Members of the Selection/Expert Committee	-do-	-do-	-do-	1 2/3 I class Railway Fare	Permitted with the prior sanction of Vice-Chancellor	Nil	-do-

(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)
6.	Registrar, Finance Officers, Deans	-do-	-do-	-do-	1 2/3 I class Railway fare	Single Fare+ Flight Insurance+ Air Port Tax+ incidental allowance of Rs.15/- each way	Nil	Do
7.	Academics and others invited for seminar and other special meeting	Rs.30/-	Nil	Nil	Single I Class Railway fare	Nil	Nil	

Note: 1. In case of Taxes engaged for local trips either at Head Quarters/Camping places, the actual Taxi fares will be reimbursed with the sanction of Vice-Chancellor subject to the certification of the expenses for the above categories of personnel.

2. The Vice-Chancellor is empowered to sanction Air Fare actual or expense in exceptional cases.
3. Category of persons having headquarters at Madras will be paid Rs.75/- as Boarding Fees for attending the business of the University sponsored by the University instead of Rs.44/- as Rs.88/- as the case may be.
4. For tour on Pondicherry State including Karaikal daily allowance will be on par with daily allowance for tour in TamilNadu except Madras city.
5. For Halt at Thanjavur accomodation will be provided at the University Guest House free of rent if rooms are not available a maximum sum of Rs.50/- will be paid as lodging in Private Hotels.

(Cont)

Within Tamil Nadu Pondicherry State Including Karaikal		FARE	AIR FARE	ACTUAL EXPENSES	REMARKS
Within Tamil Nadu Pondicherry State	Madras City	Fare			
D A.	D A				
12	13	14	15	16	17
See separate schedule enclosed		Air conditioned I Class Rail fare	Single Fare+Flight insurance+Air Port Tax + incidental al- lowance of Rs.15/- each way	In case of Taxes engaged for local trip+ either at Head quarters camping of places the actual Taxi fares will be reimbursed	Nil
	-do-	From place to Residence	Nil		In the case of places con- nected partly by road the member/officer is eligible for railway fare as mentioned in col of this table for the rail journey and Mileage Rs.2.00 per K.M. for the journey made by Road
	-do-	Not permitted	Nil		

(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)
4.	Board of Studies	do	do	do	do	do	do	do	do	do
5.	Members of the Selection/Expert Committee	do	do	do	do	do	do	do	do	do
6.	Registrar, Finance Officer, Dean	do	do	do	do	do	do	do	do	do
7.	Academics and other invited for Seminar and other Special meeting	do	do	do	do	do	do	do	do	do

Note:

1. Where daily allowance for lodging and boarding has been separately fixed, the claim for lodging should be for the actual amount, subject to the maximum fixed and supported by the receipt for payment of the Hotel bill.
2. Certificate of having paid the Hotel bill in lieu of the actual receipt of the Hotel should not be accepted. There is no need to produce any receipt for the boarding and other charges and the amount fixed may be allowed in full
3. The Rates fixed for other State Head Quarters will also apply to Cochin, Ernakulam, Kanpur, Vizagapatnam, Poona, Baroda and other town specially notified.
4. The incidental charges for journeys in the above cases shall be regulated with reference to the Daily Allowance applicable for stay in Government Guest House/Public/Joint Sector Guest Houses and not with reference to the rate of daily allowance applicable for stay in Hotel at the respective places. In respect of Delhi, the incidental charges shall be regulated with reference to the rates of Daily Allowance applicable to Tamil Nadu House, New Delhi.
5. The rates of Daily Allowance as fixed in this Government Order shall apply also to Government employees while deputed for training outside the state the officials have to produce vouchers for lodging in case of stay in Hotel. In cases where boarding and lodging are provided by the Government Institutions, Daily Allowance at 1/4 of the rate admissible for stay in Government Guest House shall be allowed.
6. The cost of living at Pondicherry being more or less at the same level as in the surrounding towns in South Arcot District, the Government consider it not necessary to classify Pondicherry along the other State Headquarters, Union Territories. The Government accordingly direct that the ordinary rates applicable for towns other than Madras City within Tamil Nadu be applied to Pondicherry State including Karaikal as referred to in Ruling (21) under Rules 60 (a) of the Tamil Nadu Travelling Allowance Rules

12	13	14	15	16	17
		-do-	Not permitted	Nil	-do-
		-do-	Permitted with prior sanction of Vice-Chancellor	Nil	-do-
		-do-	Single fare + Flight insurance+ Air Port Tax+ incidental allowance of Rs.15/- each way	Nil	-do-
Rs.75/-	Single I Class Railway fare	Nil	Nil	Nil	Nil

APPENDIX IV

Authority Competent to Impose Penalties

ANNEX I

Category of Staff	(Minor Punishment)		(Major Punishment)	
	Authority Empowered	i) Appellate authority ii) Time allowed	Authority Empowered	i) Appellate authority ii) Time allowed
All academic and non-academic staff of the University belonging to classes A and B and Superintendents belonging to class C included in Appendix II and such other staff belonging to classes A and B specified in Appendix II.	Vice-Chancellor (Sec.13(4)(a))	i) Syndicate (Sec.13 (4) (b))	Syndicate (Sec.22(19))	i) Chancellor (Sec.10(3))
	ii) 30 days from the date of receipt of orders			ii) 3 months from the date of receipt of orders
All non-academic staff of the University in class C excluding Superintendents and class D	Registrar Sec.14(2)(a)	i) Vice-Chancellor Sec.14(2)(b)	Vice-Chancellor Sec.14(2)(c)	i) Syndicate Sec.14(2)(2)
	ii) 60 days from the date of receipt of orders Sec.14(2)(d)			ii) 60 days from the date of receipt of orders Sec.14(2)(d)
			Vice-Chancellor Sec.13(4)(a)	i) Syndicate Sec.13(4)(b)
				ii) 30 days from the date of receipt of orders Sec.13(4)(b)

