



# **PERIYAR UNIVERSITY**

## **ACT, STATUTES, REGULATIONS AND RULES**



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### THE PERIYAR UNIVERSITY ACT, 1997

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**ACT**

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*An Act to provide for the establishment and incorporation of University Salem*

BE it enacted by the Legislative Assembly of the State of Tamil Nadu in the forty eighth Year of the Republic of India as follows :-

**CHAPTER I  
PRELIMINARY**

Short title,  
extent,  
application and  
commencement

1. (1) This Act may be called the Periyar University Act, 1997.

(2) It extends to the area comprising the districts of Salem, Dharmapuri and Rajaji in the State of Tamil Nadu.

(3) It applies to all colleges and institutions situated within the University area and affiliated to, or approved by, the University in accordance with the provisions of this Act or the statutes, ordinances and regulations made thereunder and also to all colleges and institutions deemed to be affiliated to, or approved by, the University under this Act.

Definitions.

(4) This section and sections 2, 3, 4, 5, 9, 10, 11, 12, 13, 14, 15, 16, 18, 19, 46, 55, 56, 57 and 65 shall come into force at once and the rest of this Act shall come into force on such date as the Government may by notification, appoint.

2. In this Act, unless the context otherwise requires. -

(a) "affiliated college" means any college situated within the University area and affiliated to the University and providing courses of study for admission to the examinations for degrees of the University and includes a college deemed to be affiliated to the University under this Act;

(b) "approved college" means any college situated within the University area and approved by the University and providing courses of study for admission to the examinations for titles and diplomas of the University and includes a college deemed to be approved by the University under this Act;

(c) "autonomous college" means any college designated as an autonomous college by statutes;

(d) "college" means any college or any institution maintained or approved by, or affiliated to the University and providing courses of study for admission to the examinations of the University;

(e) "Government" means the State Government;

(f) "hostel" means a unit of residence for the students of the University maintained or recognised by the University in accordance with the provisions of this Act and includes a hostel deemed to be recognised by the University under this Act;

(g) "notified date" means the date specified in the notification issued under sub-section (4) of section I:

(h) "post-graduate, college" means a University college or an affiliated college situated within the University area and providing post-graduate courses of study leading upto the post - graduate degrees of the University;

(i) "prescribed" means prescribed by this Act or the statutes ordinances or regulations;

(j) "Principal" means the head of a college;

(k) "Professional college" means a college established or maintained by the University or affiliated to the University and providing courses of study leading upto the professional degrees of the University

(l) "registered graduate" means a graduate registered under this Act;

(m) "statutes", "ordinances" and "regulations" means, respectively the statutes, ordinances and regulations of the University made or continued in force under this Act;

(n) "teachers" mean such Lecturers, Readers, Assistant Professors.

Professors and other persons giving instruction in University college or laboratories, in affiliated or approved colleges, or in hostels, and Librarians as may be declared by the statutes to be teachers;

(o) "teacher of the University" means persons appointed by the University to give instruction on its behalf;

(p) "University" means the Periyar University;

(q) "University area" means the area to which this Act extends under sub-section (2) of section I ;

(r) "University centre" means any, area within the University area recognised by the Government on the recommendation of the University and containing one or more colleges competent to engage in higher teaching and research work and to promote University life in a manner calculated to prepare for the institution of a new University;

(s) "University college" means a college or a college combined with a research Institute maintained by the University, whether instituted by it or not, and providing courses of study leading upto the post - graduate and professional degrees of the University;

Central Act 30  
of 1956

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

(u) "University laboratory" means laboratory maintained by the University whether instituted by it or not, and intended for the carrying on and advancement of research work;

(v) "University Lecturer", "University Reader" or "University Professor" means a Lecturer, Reader or Professor, respectively, appointed or deemed to be appointed as such by the University;

(w) "University library" means a library maintained by the University, whether instituted by it or not.

## CHAPTER II

### THE UNIVERSITY

3. (I) There shall be established a University by the name the Periyar University.

The  
University

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

(3) The head quarters of the University shall be located within the limits of the Salem City Municipal Corporation or in any place within the radius of twenty five kilometres around those limits.

4. The University shall have the following objects and powers, namely;

(1) to provide for instruction and training in such branches of learning as it may determine;

Objects and  
Powers of  
University.

(2) to provide for research and for the advancement and dissemination of knowledge;

(3) to institute degrees, titles diplomas and other academic distinctions.

(4) to hold examinations and to confer degrees, titles, diplomas and other academic distinctions on persons who.

(a) shall have pursued and approved course of study in a University college or laboratory or in an affiliated or approved college, unless exempted therefrom in the manner prescribed by the statutes and shall have passed the prescribed examinations of the University; or

(b) shall have carried on research under conditions prescribed;

(5) to confer degrees, titles, diplomas and other academic distinctions on persons who shall have pursued an approved course of study in an autonomous college;

(6) to hold examinations and to confer degrees, titles, diplomas and other academic distinctions on persons who shall have pursued an approved course of study by correspondence, whether residing within the University area or not and to provide such lectures and instructions for persons not being residents within the University area under conditions prescribed;

(7) to confer honorary degrees or other academic distinctions under conditions prescribed;

(8) to institute, maintain and manage institutes of research, University colleges and laboratories, libraries, museums and other institutions necessary to carryout the objects of the University.

(9) to affiliate colleges to the University as affiliated, professional or post graduate colleges under conditions prescribed and to withdraw affiliation from colleges;

(10) to approve colleges providing courses of study for admission to the examinations for titles and diplomas of the University under conditions prescribed and to withdraw such approval:

(11) to designate any college as an autonomous college with the concurrence of the Government, in the manner and under conditions prescribed and to cancel such designation;

(12) to institute lectureships, readerships, professorships and any other teaching posts required by the University and to appoint persons to such lectureships, readerships, professorships and other teaching posts;

(13) to institute and award fellowships, travelling fellowships, scholarships, studentships, bursaries, exhibitions, medals and prizes in accordance with the statutes;

(14) to establish, maintain and manage hostels to recognise hostels not maintained by the University and to withdraw recognition therefrom:

(15) to exercise such control over the students of the University through the colleges, as will secure their health and well - being and discipline;

(16) to hold and manage endowments and other properties and funds of the University.

(17) to borrow money, with approval of the Government, on the security of the property of the University for the purpose of the University.

(18) to fix fees and to demand and receive such fees as may be prescribed.

(19) to make grants from the funds of the University for the maintenance of National cadet corps.

(20) to institute and maintain a University Extension Board;



(21) to institute and provide funds for the maintenance of:

- (a) a publication bureau ;
- (b) an employment bureau ;
- (c) student's unions;
- (d) University athletic clubs; and
- (e) other similar associations.

(22) to encourage co-operation among the colleges, laboratories and institutes in the University area and co-operative with other Universities and other authorities in such manner and for such purposes as the University may determine.

(23) to recommend to the Government the recognition of any area within the University IS I University Centre; and .

(24) generally to do all such other acts and things IS may be necessary or desirable to further the objects of the University.

5. (1) No college within the University area shall be Affiliated to any University other than the Periyar University.

Colleges noc

(2) No institution affiliated to, or associated with, or maintained by any other University in the State of Tamil Nadu shall be recognised by the University for any purpose except with the prior approval of the Government and the University concerned.

to be affiliated to any other University and recognition of Institutions by University

6. (I) No person shall be qualified for nomination or election as I member of any of the Authorities of the University, if, on the date of such nomination or election, he is-

Disqualification for membership

(a) of unsound mind or a deaf mute; or

(b) an applicant to be adjudicated as 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 I person is disqualified under sub- section (I), the Syndicate shall determine and its decision shall be final.

7 (I) Notwithstanding anything contained in section 20, 23 or 24, no person who has held office as a member for a total period of six years in any one or more, of the following authorities of the University, namely :-

Disqualification for election or nomination to Senate. Stand ing Comminee on Acadamic Affairs and Syndicate in certain cases.

(i) The Senate,

(ii) the Standing Committee on Academic Affairs, and

(iii) the Syndicate,

shall be eligible for election or nomination to any of the said three authorities:

Provided that for the purpose of computing the total period of six an referred to in this sub-section, 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 three authorities;

Provided further that for the purpose of this sub-section, a person who has held office for a period not less than one year in anyone of the said three authorities in a casual vacancy shall be deemed to have held office for a period of three years in that authority;

Provided also that for the purpose of this sub-section, if a person was elected or nominated to one authority and such person became a member of another authority by virtue of the membership in the first mentioned authority, the period for which he held office in the first mentioned authority alone shall be taken into account.

(2) Nothing in sub-section (I) shall have application in respect of

(i) ex-officio members referred to in section 20 (a), Class I, but not including members of the Syndicate who are not otherwise members of the Senate referred to in item (13); and

(ii) ex-officio members referred to in section 23 (2) (a), Class I and section 24 (b), Class 1.

Visitation

8 (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, laboratories, libraries, museums, workshops and equipment and of any institution maintained, recognised and other work conducted or done by the University, and 10 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 10 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 does not take action to the satisfaction of the Chancellor within a reasonable time, 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 directions 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 or the expenses thereof.

Officers of  
University

9. The University shall consist of the following officers, namely:

(1) The Chancellor;

(2) The Pro-Chancellor;

(3) The Vice-Chancellor;

(4) The Registrar;

(5) The Finance Officer;

(6) The Controller of Examinations and

(7) Such other persons as may be declared by the statutes to be officers of the University.

The Chancellor

10. (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, diplomas or other academic distinctions upon persons entitled to receive them.

(2) Where power is conferred upon the Chancellor to nominate persons to the authorities, the Chancellor shall, in consultation with the Vice-Chancellor and to the extent necessary nominate persons to represent interests not otherwise adequately represented.

(3) 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, he may pass orders accordingly.

Provided that every application to the chancellor for the exercise of the powers under this section shall be preferred within three months from the date on 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.

(4) The Chancellor shall exercise such other powers and perform such other duties as may be conferred on him by or under this Act.

II. (1) The Minister-in-charge of the portfolio of Education in the State of Tamil Nadu shall be the Pro-Chancellor of the University. The Pro-Chancellor

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

12 (1) 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 sub section 92). Such panel shall not contain the name of any member of the said committee. The Vice-Chancellor

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 Vice-Chancellor.

(2) For the purpose of sub-section (I), the Committee shall consist of three persons of whom one shall be nominated by the Government, one shall be nominated by the Senate and one 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.

(3) 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 the office of the Vice-Chancellor for more than six years in the aggregate:

Provided further that

(a) 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;

(b) The Vice-Chancellor may, by writing under his hand addressed to the Chancellor and after giving two months notice, resign his office:

Provided also that a person appointed as Vice-Chancellor shall retire from office if, during the term of his office or any extension thereof, he completes the age sixty - five years,

(4) When any temporary vacancy occurs in the office of the Vice-Chancellor or when the Vice-Chancellor is, by reason of illness, absence or for any other reason, unable to exercise the powers and perform the duties of his office, the senior most Professor of the university shall exercise the powers and perform the duties of the Vice-Chancellor till the Syndicate makes the requisite arrangements for exercising the powers and performing the duties of the Vice-Chancellor.

(5) The Vice-Chancellor shall be a whole time officer of the University and his emoluments and other terms and conditions of service shall be as follows:

(i) There shall be paid to the Vice-Chancellor a fixed salary of seven thousand six hundred rupees 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;

(ii) The Vice-Chancellor shall be entitled to such terminal benefits and allowances as may be fixed by the Syndicate with the approval of the Chancellor 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;

(iii) The Vice-Chancellor shall be entitled to travelling allowances at such rates as may be fixed by the Syndicate;

(iv) The Vice-Chancellor shall be entitled to earned leave on full pay at one eleventh of the periods spent by him on active service;

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 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 credit subject to a maximum of two hundred and forty days.

Provided that such leave may be converted into leave on full pay to the extent to which he is entitled to earned leave under clause (iv)

Powers  
and  
duties of  
Vice  
Chancellor

13. (i) The Vice-Chancellor shall be the academic head and the principal executive officer of the University and shall, in the absence of the Chancellor and the Pro-Chancellor, preside at any convocation of the University and confer degrees, titles, diplomas or other academic distinctions upon persons entitled to receive them. He shall be a member ex-officio and Chairman of the Senate, the Syndicate, the Standing Committee on Academic Affairs and the Finance Committee and shall be entitled to be present at, and to address, any meeting of any authority of the University but shall not be entitled to vote there at, unless he is a member of the authority concerned.

(2) It shall be the duty of the Vice-Chancellor to ensure that the provisions of this Act, the statutes, ordinances and regulations are observed and carried out and he may exercise all powers necessary for this purpose.

(3) The Vice-Chancellor shall have power to convene meetings of the Senate, the Syndicate, the Standing Committee on Academic Affairs and the Finance Committee.

(4) (a) The Vice-Chancellor 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) When the 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.

(5) 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.

(6) 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.

(7) The Vice-Chancellor shall be responsible for the co-ordination and integration of teaching and research, extension education and curriculum development.

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

14. (I) The Registrar shall be a whole-time salaried officer of the University The Registrar appointed by the Syndicate and the terms and conditions of service of the Registrar shall be as follows :

The Registrar

(i) The holder of the post of Registrar shall be an academician not lower in rank than that of professor of a college affiliated to any University ;

(ii) The Registrar shall hold office for a period of three years;

Provided that the Registrar shall retire on attaining the age of fifty-eight years or on the expiry of the period specified in this clause, whichever is earlier;

(iii) The emoluments and other terms and conditions of service of the Registrar shall be such as may be prescribed;

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

(2) (a) The Registrar shall have power to take disciplinary action against such of the employees excluding teachers of the University and academic staff, as may be specified in the orders of the Syndicate and to suspend them pending inquiry, to administer warnings to them or to impose on them the penalty of censure or withholding of increments :

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

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

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

Provided that an appeal shall lie to the Syndicate against an order of the Vice-Chancellor imposing any penalty ;

(d) No appeal under clause (b) or clause (c) shall be preferred after the expiry of sixty days from the date on which the order appeal against was received by the appellant

(3) The Registrar shall be the ex-officio Secretary to the Senate, the Syndicate, the Faculties and the Boards of Studies, but shall not be deemed to be a member of any of these authorities.

(4) It shall be the duty of the Registrar :-

(a) to be the custodian of the records, the common seal and such other property of the University as the Syndicate shall commit to his charge ;

(b) to issue all notices convening meetings of the Senate, the Syndicate, the Faculties, the Boards of Studies, the Boards of Examiners and of any Committee appointed by the authorities of the University;

(d) to conduct the official correspondence of the Syndicates ;

(e) to supply to 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; and

(f) to exercise such other powers and perform such other duties as may be specified in the statutes, the ordinances or the regulations or as may be required, from time to time, by the Syndicate or the Vice-Chancellor.

(5) In all suits and other legal proceedings by or against the University, the pleadings 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.

The Finance  
Officer

15 (1) The Finance Officer shall be a whole-time salaried office of the University appointed by the Syndicate for such period as may be specified by the Syndicate in this behalf.

(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.

(3) The emoluments and other terms and conditions of service of the Finance Officer shall be such as may be prescribed by the ordinances.

(4) The Finance Officer shall retire on attaining the age of fifty-eight years or on the expiry of the period specified by the Syndicate under sub-section (I), whichever is earlier:

Provided that the Finance Officer shall, notwithstanding his attaining the age of fifty-eight years, continue in office until his successor is appointed and enters upon his office or until the expiry of a period of one year, whichever is earlier.

(5) 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 person as the Vice-Chancellor may appoint for the purpose.

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

(7) The Finance Officer shall,

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

(b) exercise such other powers and perform such other financial functions as may be assigned to him by the syndicate or as may be prescribed by the statutes or the ordinances:

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.

- (8) Subject to the control of the Syndicate, the Finance Officer shall,
- (a) hold and manage the property and investments on the University including trust and endowed property;
  - (b) ensure that the limits fixed by the Syndicate for recurring and non-recurring expenditure for a year are not exceeded and that all moneys are expended on the purposes for which they are granted or allotted;
  - (c) be responsible for the preparation of annual accounts, financial estimates, and the budget of the University and for their presentation to the Syndicate;
  - (d) keep a constant watch on the cash and bank balances and of investments;
  - (e) watch the progress of the collection of revenue and advise on the methods of collection employed;
  - (f) ensure that the registers of buildings, lands, furniture and equipments are maintained up-to-date, and that stock checking is conducted, of equipments and other consumable materials in all offices, special centres, specialised laboratories and colleges maintained by the University;
  - (g) 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; and
  - (h) call from any office, centre, laboratory and college maintained by the University, any information or returns that he may consider necessary for the performance of his duties.

(9) The receipt of the Finance Officer or of the person or persons duly authorised in this behalf by the Syndicate for any money payable to the University shall be sufficient discharge for payment of such money.

16. (1) The Controller of Examinations shall be a whole-time officer of the University appointed by the Syndicate for such period and on such terms and conditions as may be prescribed. The Controller of Examinations

(2) The Controller of Examinations shall exercise such powers and perform such duties as may be prescribed

17 The authorities of the University shall be the senate, the Syndicate, the Standing Committee on Academic Affairs, the Faculties, the Board of Studies, the Finance Committee the Planning Board and such other authorities as may be declared by the statutes to be authorities of the University. Authorities of University

18 (I) There shall be constituted a planning Board of the University which shall advise generally on the planning and development of the University and keep under review the standard of education and research in the University. The Planning Board

(2) The planning Board shall consist of the following members, namely:

- (i) the Vice-Chancellor, who shall be the ex-officio Chairman of the Board; and

- (ii) not more than eight persons of high academic standing.

(3) The members of the Planning Board shall be appointed by the Chancellor and shall hold office for such period as he may determine.

(4) The planning Board shall, in addition to all other powers vested in it by this Act, have the right to advise the Syndicate and the Standing Committee on Academic Affairs on any academic matter.

Vice-Chancellor and other officers, etc., to be public servants

19. The Vice-Chancellor, the Registrar, the Finance Officer, the Controller of Examinations 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 1868

### CHAPTER III

#### THE SENATE AND THE STANDING COMMITTEE ON ACADEMIC AFFAIRS

##### POWERS AND DUTIES

20 (a) The senate shall consist of the following members, namely:-

##### Class I - Ex - Officio Members

- (1) The Chancellor ;
- (2) The Pro-Chancellor ;
- (3) The Vice-Chancellor ;
- (4) The Director of Collegiate Education ;
- (5) The Director of School Education in-charge of Higher Secondary Education;
- (6) The Director of Technical Education;
- (7) The Director of Legal Studies;
- (8) The Director of Medical Education;
- (9) Heads of University Departments of Study and Research;
- (10) Principals of all affiliated colleges;
- (11) The Librarian of the University Library;
- (12) The Director of Physical Education of the University; and
- (13) Members of the Syndicate who are not otherwise members of the senate.

##### Class II - Other Members

- (1) One member elected by teachers of each affiliated college;
- (2) One member elected from among themselves by the Secretaries of the college committees of the private colleges, as defined in the Tamil Nadu Private Colleges (Regulation) Act, 1976 within the University area;
- (3) One member elected by Headmasters of Higher Secondary Schools in each revenue district within the University area;
- (4) Two members elected by registered graduates in each revenue district within the University area from among themselves ;
- (5) Two members elected by the Members of the Tamil Nadu Legislative Assembly from among themselves;
- (6) Not more than eight members nominated by the Chancellor representing
  - (i) recognised research institutions ;
  - (ii) recognised cultural association;

President's Act  
19 of 1976



- (iii) Chambers of Commerce;
- (iv) Industries;
- (v) Authors ;
- (vi) Journalists ;
- (vii) Lawyers ;
- (viii) Sports; and

(7) Six members nominated by the Pro-Chancellor of whom not less than three shall be nominated to secure the representation of the Scheduled Castes and Scheduled Tribes not otherwise adequately represented.

Explanation:- In case the Secretary to Government, in-charge of Higher Education or the Secretary to Government, in-charge of Health and Family Welfare, or the Secretary to Government, in-charge of Law, who is a member of the Senate by Virtue of item (13) wider Class I - Ex-Officio Members is unable to attend any meeting of tile Senate for any reason, he may depute any officer of his department, not lower in rank than that of Deputy Secretary to Government, to attend such meeting. The officer so deputed shall have the right to take part in the discussions of the meeting and shall have the right to vote.

(b) (i) Save as otherwise provided, elected and nominated member of the Senate shall hold office for a period of three years and such member 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 hold 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.

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.

Provided further that where an elected or a 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 a choice, he shall be deemed to have vacated his office as an elected or a nominated member.

(c) 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.

(d) The Vice-Chancellor shall be the ex-officio Chairman of the Senate.

(e) The members of the Senate 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 sub-section shall preclude any member from drawing his normal emoluments to which he is entitled by virtue of the office he holds.

(f) A member of the Senate other than an 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 regulation shall take effect from the date of its acceptance by the Chancellor.

21. Subject to the other provisions of this Act, the Senate shall have the following powers and functions, namely :-

- (a) to review, from time to time, the broad policies and programme of the University and to suggest measures for the Improvement and development of the University;
- (b) to advise the Chancellor in respect of any matter, which may be referred to it for advice : and

Senate to  
review the  
broad policies  
and  
programmes  
of University

Meeting of Senate	<p>(c) to exercise such other powers and perform such other functions as may be prescribed by the statutes.</p> <p>22 (1) The Senate shall meet atleast twice in every year on dates to be fixed by the Vice- Chancellor. One of such meetings shall be called the annual meeting. The Senate may also meet at such other time as it may, from time to time, determine.</p> <p>(2) One-third of the total strength of the members of the Senate shall be the quorum required for a meeting of the Senate:</p> <p>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, title, diplomas or other academic distinctions.</p> <p>(3) The Vice-Chancellor may, whenever he thinks fit, and shall upon a requisition in writing signed by not than fifty percent of the total members-of the Senate, convene a special meeting of the Senate.</p>
The Standing Committee on Academic Affairs.	<p>23 (1) There shall be a Standing Committee on Academic Affairs of the University which shall, subject ; the provisions of this Act, the statutes and the ordinances co-ordinate and exercise general supervision over the academic affairs of the University.</p> <p>(2) (a) the Standing Committee on Academic Affairs shall, in addition to the Vice-Chancellor; consist of the following members, namely :-</p> <p style="text-align: center;"><b>Class I - Ex - Officio Members</b></p> <p>(1) The Director of Collegiate Education;</p> <p>(2) The Director of Technical Education;</p> <p>(3) The Director Medical Education;</p> <p>(4) The Chairmen of all Boards for Under-graduate and Post-graduate courses of studies; and</p> <p>(5) The Deans of all Faculties.</p> <p style="text-align: center;"><b>Class II - Other Members</b></p> <p>Two members elected by Principals of affiliated colleges from among themselves in accordance with the system of proportional representation by means of the single transferable vote.</p> <p>(b) The Vice-Chancellor shall be the ex-officio Chairman of the Standing Committee on Academic Affairs.</p> <p>(c) (i) The member of the Standing Committee on Academic Affairs other than the ex-officio members, shall hold office for a period of three years and such members shall be eligible for election for not more than another period of three years.</p> <p>(ii) Where a member b elected or nominated to the Standing Committee on Academic Affairs to a casual vacancy, the period of office hold 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:</p> <p>Provided that a member of the Standing Committee on Academic Affairs 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 Standing Committee on Academic Affairs from the date on which he cease to be a member of that electorate or body or the holder of that appointment, as the case may be:</p> <p>Provided further that where an elected member of the Standing Committee on Academic Affairs is appointed temporarily to any of the offices by virtue of which he is entitled to be a member of the Standing Committee on Academic Affairs ex-officio, he</p>

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 Standing Committee on Academic Affairs by virtue of his election 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 a choice, he shall be deemed to have vacated his office as an elected member.

(d) The members of the Standing Committee on Academic affairs 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.

(e) A member of the Standing Committee on Academic Affairs, 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.

(3) The powers and duties of the Standing Committee on Academic Affairs shall be such as may be prescribed by the statutes.

#### **CHAPTER IV**

#### **THE SYNDICATE**

24 (a) The Chancellor shall, as soon as may be after the first Vice-Chancellor is appointed under section 55 constitute the Syndicate. The Syndicate

(b) 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 Higher Education;
- (2) The Secretary to Government in -charge of Health and Family Welfare;
- (3) The Secretary to Government In-charge Of Law;
- (4) The Director of Collegiate Education;
- (5) The Director of Technical Education;
- (6) The Director of Medical Education: and
- (7) The Director of Legal Studies;

##### **Class II - Other Members**

(1) Two members elected by principals of affiliated colleges from among themselves In accordance with the system of proportional representation by means of the single transferable vote;

(2) Two members elected by teachers of affiliated colleges, other than principals, from among themselves who are members of the Senate, in accordance with the system of proportional representation by means of the single transferable vote.

Explanation - For the purpose of this Item "teachers" shall mean those teachers elected to the senate by the teachers of the affiliated colleges from among themselves.

(3) One University Professor for every ten Heads of Departments of study and research, schools of excellence or centres of advanced studies, or part thereof, to be nominated by rotation among such Departments, schools and centres by the Chancellor on the recommendation of the Vice-Chancellor.

(4) One member, not falling under any of the above three categories, elected by the Senate from among its members;

(5) Three members from among the Academic Experts nominated by the Chancellor;

(6) One University Reader nominated by the Vice-Chancellor by rotation according to seniority;

(7) One University Lecturer nominated by the Vice-Chancellor by rotation according to seniority;

(8) One member nominated by the Government to secure representation of the Scheduled Castes and the Scheduled Tribes from the members of the teaching faculty; and

(9) One member nominated by the Government to secure representation of the Most Backward Classes and the Denotified Communities from among the members of the teaching faculty.

(c) The Vice-Chancellor shall be the ex-officio Chairman of the Syndicate.

(d) In case the Secretary to Government, in-charge of Higher Education or the Secretary Government in-charge of Health and Family Welfare, or the Secretary to Government in-charge of Law 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 Deputy Secretary to Government to attend the meetings. The officer so deputed shall have the right to take part in the discussions of the meeting and shall have the right to vote.

(e) (i) Save as otherwise provided, the members of the Syndicate other than the ex-officio members shall hold office for a period of three years and such member shall be eligible for election or nomination for not more than another period of three years.

(ii) where a member is elected or a nominated to the Syndicate to a casual vacancy, the period of office hold for not less than one year by any such member shall be constructed as a full period of three years for the purpose of this clause:

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 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 a nominated member of the Syndicate is appointed temporarily to any of the offices 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 a 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 a choice, he shall be deemed to have vacated his office as an elected or a nominated member.

(f) 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.

(g) 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.

(h) 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.

Powers  
of Syndic  
-ate

25 (a) The Syndicate shall have the following powers, namely:

- (1) to make statutes and amend or repeal the statutes;
- (2) to make ordinances and amend or repeal the same;
- (3) to co-operate with other Universities, other academic authorities and colleges in such manner and for such purposes as it may determine;
- (4) to provide, for instruction and training in such branches of learning as it may think fit;
- (5) to prescribe the conditions for approving colleges or institutions in which provision made for the preparation of students for titles or diplomas of the University and to withdraw such approval;
- (6) to provide for research and advancement and dissemination of knowledge;
- (7) to institute lecturerships, readerships, professorships and any other teaching posts required by the University; ,
- (8) to prescribe the conditions for affiliating colleges to the University and to withdraw affiliation from colleges;
- (9) to prescribe the manner in which, and the conditions subject to which, a college may be designated as an autonomous college and such designation may be cancelled;
- (10) To provide such lectures and instructions for students of University colleges, affiliated colleges and approved colleges as the Senate may determine and also to provide for lectures and instructions to persons not being students of colleges and to grant diplomas to them;
- (11) to institute degrees, titles, diplomas and other academic distinctions
- (12) to confer degrees, titles, diplomas and other academic distinction on persons who.
  - (a) shall have pursued an approved course of study in University college or laboratory or in an affiliated or approved college or have been exempted therefrom in the manner prescribed and shall have passed The prescribed examinations of the University.
  - (b) Shall have carried on research under conditions prescribed;
- (13) to confer honorary degrees of academic distinctions on the recommendation of not less than two thirds of the members of the Syndicate;
- (14) to establish and maintain hostels;
- (15) to institute fellowships travelling fellowships scholarships, studentships bursaries, exhibitions medals and prizes;
- (16) to prescribe the fees to be charged for the approval and affiliation of colleges for admission to the examinations degrees, titles and diplomas of the University, for the registration of graduates for the renewal of such registration and for any of the purposes specified in section 4:

(17) to consider and take such actions as it may deem fit on the annual report, the annual accounts and the financial estimates;

(18) to institute a University Extension Board and to maintain it;

(19) to Institute Publication bureau, students unions, employment bureau and University athletic clubs and to maintain them;

(20) 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 this Act;

(21) to make statutes regulating the method 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;

(22) to recommend to the Government the recognition of an area within the University area as University Centre;

(23) to hold, control and administer the properties and funds of the University;

(24) to direct the form, custody and use of the common seal of the University;

(25) to regulate and determine all matters concerning the University in accordance with this Act, the statutes, the ordinances and the regulations;

(26) to administer all properties and funds placed at the disposal of the University for specific purposes ;

(27) (a) to appoint the University Lecturers, University Readers, University Professors and the teachers of the University, fix their emoluments, If any; define their duties and the conditions of their services and provide for filling up of temporary vacancies;

(b) to make ordinances specifying the mode of appointment of administrative and other similar posts and fix their emoluments if any, define their duties and the conditions of their services and provide for filling up of temporary vacancies;

(28) to suspend and dismiss the University Lecturers, University Readers, University Professors and the teachers and other employees of the University.

(29) 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;

(30) (i) 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;

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

(31) to affiliate colleges within the University area to the University and to recognise colleges as approved colleges;

(32) to designate any college as an autonomous college with the concurrence of the Government and to cancel such designation;

(33) 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 ordinances and the conditions imposed thereunder:

(34) to arrange for and direct, the Inspection of all University colleges, affiliated and approved colleges and hostels;

(35) to prescribe the qualification of teachers in University, colleges, affiliated and approved colleges and hostels;

(36) to award fellowships, travelling fellowships, scholarships, studentships bursaries, exhibitions medals and prizes in accordance with the statutes;

(37) to charge and collect such fees as may be prescribed;

(38) to conduct the University examinations and approve and publish the results thereof,

(39) to make ordinances regarding the admission of students to the University or prescribing examinations to be recognised as equivalent to University examinations;

(40) to appoint members to the Boards of Studies;

(41) (i) to appoint examiners, after consideration of the recommendations of the Boards of Studies; and

(ii) to fix their remuneration;

(42) to supervise and control the residence and discipline of the students of the University and make arrangements through the colleges for securing their health and well-being.

(43) to institute and manage University Centres, University colleges and laboratories, libraries, museums, institutes of research and other institutions established or maintained by the University;

(44) to manage hostels instituted by the University;

(45) to regulate the working of the University Extension Board;

(46) to manage any publication bureau, students' unions, employment bureau and, University athletic clubs instituted by the University;

(47) to review the instruction and teaching of the University;

(48) to promote research within the University and to require reports, from time to time of such research;

(49) to exercise such other powers and perform such other duties as may be conferred or imposed on it by this Act or the statutes, ordinances or regulations; and

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

(b) the Syndicate may consult the Standing Committee on Academic affairs in respect of any academic matter, where it considers such consultation is necessary.

26 (1) The Syndicate shall meet at such time and places and shall subject to the provisions of sub-sections (2) and (3), observe such rules of procedure in regard to transaction of business at its meetings including the quorum at meetings as may be prescribed; Meetings of Syndicate

Provided that the Syndicate shall meet at least once in every three months.

(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 to any meeting. Such person may speak in, and otherwise take part in, the proceedings of such meeting 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.

Annual report

27. The annual report of the University shall be prepared by the Syndicate and shall be submitted to the Senate 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 Government for information.

Annual accounts

28 (1) The annual accounts of the University shall be submitted to such examination and submitted to such examination and audit as the Government may direct and a copy of the annual accounts and audit report shall be submitted to the Government.

(2) The University shall settle objections raised in such audit 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 ordinances and copies thereof shall be submitted to the Senate at its next meeting and to the Government within three months of such publication.

## **CHAPTER V**

### **THE FACULTIES, THE BOARDS OF STUDIES, THE FINANCE COMMITTEE AND OTHER AUTHORITIES**

Constitution and functions of faculties

29 (1) The University shall include Faculties of Arts, Science, Law, Engineering and Technology, Education Commerce, Indian and other Languages, Fine Arts and such other Faculties as may be prescribed by the statutes.

(2) The constitution and functions of the Faculties shall, in all other respects, be such as may be prescribed by the regulations.

(3) Notwithstanding anything contained in sub-section (2), the Standing Committee on Academic Affairs may, on the recommendations of the Syndicate, appoint any teacher of the University as a member of a Faculty.

(4) Each Faculty shall comprise such departments of teaching as may be prescribed by the statutes.

The Boards of Studies

30. There shall be Boards of Studies attached to each department of teaching. The constitution and powers of the Boards of Studies shall be such as may be prescribed by the ordinances.

Constitution of other authorities

31. The constitution and powers of such other bodies as may be declared by the statutes to be authorities of the University shall be such as may be prescribed.

Finance committee

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

(i) The Vice-Chancellor.

(ii) The Secretary to Government incharge of Finance;

(iii) The Secretary to Government In-charge of Higher Education;

(iv) Three members nominated by the Syndicate from among its members of whom one shall be Professor and one shall be a person nominated to the Syndicate by the Chancellor.



(2) If for any reason the officer referred to in clause (ii) or clause (iii) of subsection (I) 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 Deputy Secretary to Government to attend such meeting the officer so deputed shall have the right to take part in the discussions to the Committee and shall have the right to vote.

(3) The Vice-Chancellor shall be the ex-officio Chairman of, and the Finance Officer shall be the ex-officio Secretary to, the Finance Committee.

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

(5) The Finance Committee shall meet at least twice in the every year to examine the accounts and to scrutinise proposals for expenditure.

(6) 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 for approval.

(7) 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.

(8) The Finance Committee shall

- (a) review the financial position of the University from time to time;
- (b) make recommendations to the Syndicate on every proposal involving investment or expenditure for which not 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 and Colleges;
- (d) make recommendations to the Syndicate on all matters relating to the finances of the University; and
- (e) perform such other function as may be prescribed.

(9) The financial estimates of the University prepared by the Finance Officer shall be laid before the Finance Committee for consideration and comments. The said estimates, as modified by the Finance Committee, shall then be laid before the Syndicate for consideration. The Syndicate may accept the modification made by the Finance Committee.

## **CHAPTER VI**

### **STATUTES ORDINANCES AND REGULATIONS**

33. Subject to the provisions of this Act, the statutes any provide for all or any of the following matters, namely :-

Statutes

- (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 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 meetings of the authorities including the quorum for the transactions of business at such meetings;

(vii) the authentication of the orders of decisions of the authorities;

(viii) the formation of departments of teaching at the University and the University colleges;

(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 and other persons employed by the University;

(xii) the institution of pension, gratuity, insurance or provident fund for the benefit of the officers, teachers 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, hostels and laboratories;

(xv) the conditions for residence of students of the University in the halls and hostels and the levy of fees and other charges for such residence;

(xvi) the conditions of registration of graduates and the maintenance of register thereof;

(xvii) the conditions of recognition of approved colleges and of affiliation to the University of affiliated colleges;

(xviii) the manner in which, and the conditions subject to which, a college may be designated as an autonomous college or the designation of such college may be cancelled and the matters incidental to the administration of autonomous colleges including the, institution or reconstitution, powers and duties of Standing Committee on Academic Affairs, Staff Council, Boards of Studies and Boards of Examiners;

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

(xx) any other matter which is required to be or may be prescribed by the statutes; 34 (I) The Syndicate may, from time to time, make statutes and amend or repeal the statutes in the manner hereafter provided in this section.

Statutes,  
how made

(2) The Standing Committee on Academic Affairs may propose to the Syndicate the draft of any statute or of any amendment to or of repeal of, a statute to be passed by the Syndicate and such draft shall be considered by the Syndicate at its next meeting;

Provided that the Standing Committee on Academic Affairs shall not propose the draft of any statute or of any amendment to, or of repeal of, a statute relating to matters other than academic affairs.

(3) The Syndicate may consider the draft proposed by the Standing Committee on Academic Affairs under sub-section

(2) and may either pass the draft or reject or return it with or without amendments to the Standing Committee on Academic Affairs for reconsideration.

(4) (a) Any member of the Syndicate may propose to the Syndicate the draft of a statute or of any amendment to, or of repeal of, a statute and the Syndicate may either accept or reject the draft, if it relates to a matter not falling within the purview of the Standing Committee on Academic Affairs;

(b) In case such draft relates to a matter within the purview of the Standing Committee on Academic Affairs, the Syndicate shall refer it for consideration to the Standing Committee on Academic Affairs, which may either report to the Syndicate that it does not approve the draft or submit the draft to the Syndicate in such form as the Standing Committee on Academic Affairs may approve and the Syndicate may either pass without amendment or reject the draft.

(5) A statute or an amendment to, or repeal of, a statute passed by the Syndicate shall be submitted to the Chancellor who may assent thereto or withhold his assent. A statute or an amendment to or repeal of, a statute passed by the Syndicate shall have no validity until it has been assented to by the Chancellor.

Ordinances

35. Subject to the provisions of this Act and the statutes, the ordinary provide for all or any of the following matters, namely:.

(i) the admission of students to the University and its approved or affiliated colleges and the levy of fees in University colleges and laboratories;

(ii) the courses of study leading to all degrees, titles, diplomas and other academic distinctions or the University;

(iii) the conditions of residence of students of the University and the levy of fees for residence in hostels maintained by the University;

(iv) the conditions of recognition of hostels not maintained by the University;

(v) the conditions under which the students shall be admitted to the courses of study leading to degrees, titles, diplomas and other academic distinctions of the University;

(vi) the conduct of examinations of the University and the conditions on which students shall be admitted to such examinations;

(vii) the manner in which exemption relating to the admission or students to examinations may be given;

(viii) the conditions and mode of appointment and duties of examining bodies and examiners;

(ix) the maintenance of discipline among the students of the University;

(x) the fees to be charged for courses of study, research, experiment and practical training and for admissions to the examinations for degrees, titles, diplomas and other academic distinctions of the University;

(xi) the qualifications and emoluments of teachers of the University;

(xii) the conditions subject to which persons who may hereafter be permanently employed may be recognised as qualified to give instruction in affiliated and approved colleges and hostels; and

(xiii) any other matter which by this Act or the statutes is required to be or may be prescribed by the ordinances.

36 (1) In making ordinances, the Syndicate shall consult,

(i) The Boards of Studies when such ordinances affect the appointment and duties of examiners; and

Ordinance  
how made

(ii) the Standing Committee on Academic Affairs when they affect the conduct or standard of examinations, or the conditions of residence of students.

(2) All ordinances made by the Syndicate shall have effect from such date as it may direct, but every ordinance so made shall be submitted as soon as may be to the Chancellor and the Senate and shall be considered by the Senate at its next succeeding meeting .

(3) The Chancellor may direct that the operation of any ordinance shall be suspended until such time as the Senate has had an opportunity of considering the same.

Regulations,  
how made

37 (1) the Standing Committee on Academic Affairs may make regulations consistent with this Act the statutes and the ordinances to carry out the duties assigned to it thereunder.

(2) All such regulations shall have effect from such date as the Standing Committee on Academic Affairs may direct but every regulation so made shall be submitted, as soon as may be, to the Senate for its consideration at its next succeeding meeting.

## **CHAPTER VII**

### **ADMISSION AND RESIDENCE OF STUDENTS**

Admission to  
University  
courses

38 (1) No persons shall be admitted to a course of study in the University for admission to the examinations for degrees, titles, or diplomas of the University unless he

(i) has passed the examination prescribed therefor; and

(ii) fulfils such other conditions as may be prescribed by the University;

(2) Every candidate for a University examination shall, unless exempted from the provisions of this sub-section by a special order of the Syndicate made or the recommendation of the Standing Committee on Academic Affairs, be enrolled as a member of a University college or laboratory or of an affiliated or approved college. Any such exemption may be made subject to such conditions as the Syndicate may think fit.

(3) Students exempted from the provisions of sub-section (2) and students admitted in accordance with the conditions prescribed, to courses of study other than courses of study for a degree shall be non-collegiate students of the University.

Admission to  
University  
examinations.

39. No candidate shall be admitted to any University examination unless he is enrolled as a member of University college or laboratory or of an affiliated or approved college and has satisfied the requirements as to the attendance required under the regulations for the same or unless he is exempted from such requirements of enrolment or attendance or both by an order of the Syndicate passed on the recommendation of the Standing Committee on Academic Affairs made under the regulations prescribed, Exemptions granted under this section shall be subject to such conditions as the Syndicate may think fit.

Attendance  
qualifying for  
University  
Examinations.

40. No attendance at instruction given in any college or institution, other than that conducted, affiliated or approved by the University, shall qualify for admission to any examination of the University,

Residences and  
hostels

41. Every student of the University other than a non-collegiate student shall be required to reside in a hostel or under such other conditions as may be prescribed.

## **CHAPTER VIII**

### **UNIVERSITY FUNDS**

General  
Fund

42. The University shall have General Fund to which shall be credited

(a) its income from fees grants donations and gifts, if any;

(b) any contribution or grant made by the Central Government, 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.

## **CHAPTER IX**

### **CONDITIONS OR SERVICE**

Pension,  
gratuity, etc.

43. (1) The University shall institute for the benefit of its officers, teachers and other persons employed by the University, such pension gratuity, insurance and provident fund as it may deem fit, in such manner and subject to such conditions, as may be prescribed.

Central Act  
XIX of 1925

(2) When the University has so instituted a Provident Fund under sub-section (1) the Government may declare that the provisions of the Provident Funds Act, 1925 shall apply to such funds as it the university where a local authority and the fund a Government Provident Fund.

(3) The University may, in consultation with the Finance Committee, invest the Provident fund amount in such manner as it may determine.

44. Subject to the provisions of this Act, the appointment, procedure for selection, pay and allowances and other conditions of service of officers, teachers and other persons employed in the University shall be such as may be prescribed.

Conditions of  
service

Explanation - For the purposes of this section, the word "officers" shall not include the Chancellor and the Pro-Chancellor.

45 (1) There shall be Selection Committees for making recommendations to the Syndicate for appointment to the posts of Professor, Assistant Professor, Reader, Lecturer and Librarian of Institutions maintained by the University.

Selection  
Committee

(2) The Selection Committee for appointment to the posts specified in column (1) of the Table below shall consist of the Vice-Chancellor, a nominee of the Chancellor, a nominee of the Government and the persons specified in the corresponding entry in column (2) of the said Table and in the case of appointment of a Professor, Assistant professor, Reader or Lecturer in a Department, where there is no Head of the Department, shall also consist of a person nominated by the Standing Committee on Academic Affairs from among its members :-

#### THE TABLE

(1)	(2)
Professor, Assistant Professor or Reader	<p>(i) The Head of the Department concerned if he is a Professor;</p> <p>(ii) One Director or a Dean or a Professor to be nominated by the Vice-Chancellor;</p> <p>(iii) Three persons not service of the University nominated by the Syndicate from out of a panel of names recommended by the Standing Committee on Academic Affairs for their special knowledge of, or interest in, the subject with which the Professor, Assistant Professor or Reader will be concerned.</p>
Lecturer	<p>(i) the Head of the Department concerned;</p> <p>(ii) One Professor to be nominated by the Vice - Chancellor;</p> <p>(iii) Two persons not in the service of the University nominated by the Syndicate from out of a panel of names recommended by the Standing Committee on Academic Affairs for their special knowledge of, or interest in, the subject with which the lecturer will be concerned.</p>
Librarian	<p>(i) Two persons not in the service of the University, who have special knowledge of the subject of, Library Science or Library Administration, to be nominated by the Syndicate;</p> <p>(ii) One person, not in the service of the University, nominated by the Syndicate.</p>

Explanation I - Where the appointments are being made for an inter-disciplinary project, the Head of the Project shall be deemed to be 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 that the Vice-Chancellor shall consult the Head of the Department and the Dean of Faculty before nominating the Professor.

Explanation III- At least three out of four or two out of three members, as the case may be, concerned with the speciality referred to under column (2) shall be present at the Selection Committee meeting.

(3) the Vice-Chancellor shall preside at the meetings of a Selection Committee

(4) The meetings of a Selection Committee shall be convened by the Vice-Chancellor.

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

(6) If the 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.

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

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

46 (1) Each Department of the University shall have a Head who shall be a Professor or Director and whose duties and functions and terms and conditions of appointment shall be prescribed by the ordinances:

Terms and  
conditions of  
service of  
Head of  
Departments

Provided that if there is more than one Professor in any Department the Head of the Department shall be appointed in the manner prescribed by the ordinances:

Provided further that in a department where there is no Professor, an Assistant Professor or a Reader may be appointed as Head of the Department in the manner prescribed by the ordinances.

(2) It shall be open to a Professor or an Assistant Professor or a reader to decline the officer of appointment as Head of the Department.

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

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

(5) A Head of the Department shall perform such functions as may be prescribed by the ordinances.

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

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

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.

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

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

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

## **CHAPTER X MISCELLANEOUS**

48. 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; 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 term of the members of any authority or other body of the University:

49. 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. Proceeding of the University authority and bodies not invalidated by vacancies

50 (1) The Syndicate may

(a) on the recommendation of not less than two thirds of the members of the Syndicate remove by an order in writing made in this behalf the name of any person from the register of graduates; or

(b) 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 university Removal from membership of university



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 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-section (1) or sub - section (2) 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 by regulations.

Disputes as to  
constitution of  
University  
authorities and  
bodies

51. 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.

Constitution of  
committees

52. 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 think fit.

Power to obtain  
information

53. Notwithstanding anything contained in this Act, or in any other law for the time being in force, the Government may, by order in writing call for any information from the University or any matter relating to the affairs of the University and the University shall, if such information is available with it, furnish the Government with 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 Pro-Chancellor.

Registration of  
graduates.

54 (1) On and after the notified date every person ordinarily resident within the University area, who -

(i) has been for at least three years a graduate of any University in the territory of India; or

(ii) is a registered graduate of any University in the territory of India shall be entitled to have his name entered in the register of graduates maintained under this Act for a period of five years on payment of such fee and subject to such conditions as may be prescribed by the statutes,

(2) All applications for registration under sub-section (1) shall be sent to the Registrar together with the prescribed fee and such proof of qualifications as may be prescribed by the statutes.

(3) The Registrar shall, on receipt of an application made under sub-section (2) and after making such enquiry as he deems fit enter in the register of graduates the name of the applicant;

(4) Every person whose name has been entered in the register of graduates under, sub-section (3) shall be entitled to have such entry renewed every five years on application made in that behalf to the Registrar within such time, in such manner and on payment of such fee as may be prescribed by the Statutes.



55. Notwithstanding anything contained in sub-section (I) of section 12 within three months from the date of publication of this Act in the Tamil Nadu Government Gazette the first Vice-Chancellor shall be appointed by the Government on a salary to be fixed by them for a period not exceeding three years and on such other conditions as they think fit:

Appointment  
of first Vice-  
Chancellor

Provided that a person appointed as first Vice-Chancellor shall retire from office if, during the term of his office he completes the age of sixty five years.

56. Notwithstanding anything contained in sub-section (I) of section 14, within three months from the date of publication of this Act in the Tamil Nadu Government Gazette, the first Registrar shall be appointed by the Government on a salary to be fixed by them for a period not exceeding three years and on such conditions as they think fit :

Appointment  
of first  
Registrar

Provided that the person appointed as first Registrar shall retire from office if, during the term of his office, he completes the age of fifty - eight years.

57 (1) It shall be duty of the Vice-Chancellor to make arrangements for constituting the Senate, the Syndicate and the Standing Committee on Academic Affairs and such other authorities of the University within six months after the notified date or such longer period, not exceeding one year as the Government may by notification, direct.

Transitory  
powers of  
first Vice-  
Chancellor

(2) The first Vice-Chancellor shall in consultation with the Government, make such rules as may be necessary for the functioning of the University.

(3) The authorities constituted under sub-section (1) shall commence to exercise their functions on such date as the Government may by notification, specify in this behalf.

(4) It shall be the duty of the first Vice-Chancellor to draft such statutes, ordinances and regulations as may be necessary and submit them to the respective authorities competent to deal with them for their disposal. Such statutes, ordinances and regulations, when framed, shall be published in the Tamil Nadu Government Gazette.

(5) Notwithstanding anything contained in this Act and the statutes and until such time an authority is duly constituted the first Vice-Chancellor may appoint any officer or constitute any committee temporarily to exercise and perform any of the powers and duties of such authority under this Act and the statutes.

58 (1) Every person who immediately before the notified date, is serving in connection with the affairs of the Chennai University in the University Centre at Salem Shall, as from the said date become an employee of the Periyar University and shall cease to be an employee of the Chennai University.

Transfer of  
service of certain  
employees of  
Chennai  
University  
to the University

(2) (a) As soon as may be, after the notified date, the Government may after consulting the Vice-Chancellors of the Chennai University and the Periyar University, direct by general or special order that such of the employees of the Chennai University as are specified in such order shall stand allotted to serve in connection with the affairs of the Periyar University, with on and from such date as may be specified in such order;

Provided that no such direction shall be issued in respect of any such person without his consent for such allotment.

(b) with effect on and from the date specified in the order under clause (a), the persons specified in such order shall become employees of the Periyar University and shall to be employees of the Chennai University.

(3) Every person referred to in sub-section (1) or sub-section (2) shall hold office under the Periyar University by the same tenure, at the same remuneration and upon the same terms and conditions and with the same rights and privileges as to pension or gratuity, if any and other matters as he would have held the same on the notified date or the date specified in the order under sub-section (2) as the case may be, as if this Act had not been passed.

Transfer of accumulation in provident fund and other like funds	<p>(4) The liability to pay pension and gratuity to the persons referred to in subsections (I) and (2) shall be the liability of the Periyar University.</p> <p>59 (1) The sums at the credit of the provident fund accounts of the persons referred to in sub-section (I) of section 58 as on the notified date and of the persons referred to in sub-section (2) of that section as on the date specified in the order under clause (a) of the said sub-section (2) shall be transferred to the Periyar University and the liability in respect of the said provident fund accounts shall be the liability of the Periyar University.</p> <p>(2) There shall be paid to the Periyar University out of the accumulations in the superannuation fund and other like funds, if any, of the Chennai University such amounts as been credited to the superannuation fund or other like funds if any on behalf of the persons referred to in sub-sections (1) and (2) of section 58. The amount so paid shall form part of the superannuation fund or other like funds, if any; that may be established by the Periyar University for the benefit of its employees.</p>	
Payment of certain amount by Chennai University	<p>60 (1) The Chennai University shall, out of its funds as on the notified date, pay to the Periyar University such amount as the Government may, in consultation with the Chennai University, specify.</p> <p>2) The amount payable under sub-section (I) shall be in addition to the amounts payable by the Chennai University to the Periyar University under section 58,</p>	
Tamil Nadu Act VII of 1923 not to apply	<p>61 (I) Subject to the provisions of sub-sections (2) to (9), the Chennai University Act, 1923 shall; with effect on and from the notified date, cease to apply in respect of the areas to which the provisions of this Act extend.</p> <p>(2) Such cessor shall not affect -</p> <p>(a) the previous operation of the Chennai University Act, 1923 in respect of the areas to which the provisions of this Act extend; or</p> <p>(b) any penalty, forfeiture or punishment incurred in respect of any offence committed against the Chennai University Act, 1923 : or</p> <p>(c) any investigation, legal proceeding or remedy in respect of such penalty, forfeiture-or punishment and any such investigation, legal proceeding or remedy may instituted, continued or enforced and any such penalty, forfeiture or punishment may be imposed as if this Act had not been passed.</p> <p>(3) Notwithstanding anything contained in sub-section (I), all statutes, ordinances and regulations made under the Chennai University Act. 1923 and in force on the notified date, shall in so far as they are not inconsistent with this Act, continue to be in force in the University area until they are replaced by the statutes, ordinances and regulations to be made under this Act.</p> <p>(4) Notwithstanding anything contained in this Act, the statutes, ordinances and regulations continued in force under sub-section (3) or made under this Act, every person who, immediately before the notified date, was a student of a college within the University area affiliated to, or approved by the Chennai University and of the Departments of the University or was eligible for any of the examinations of the Chennai University shall be permitted to complete his course of study in the Periyar University, and the Periyar University shall make arrangements for the instruction teaching and training for such students for such period and in such manner as may be determined by the Periyar University in accordance with the course of study in the Chennai University and such students shall, during such period be admitted to the examinations held or conducted by the Chennai University and the corresponding degree, diploma or other academic distinctions of the Chennai University shall be conferred upon the qualified students on the-result of such examinations by the Chennai University.</p> <p>(5) All property, whether movable or immovable, including lands buildings, equipments, books and library and all rights of whatsoever kind owned by or vested in, or held in trust by immediately before the notified date, the Chennai</p>	<p>Tamil Nadu Act VII of 1923</p> <p>Tamil Nadu Act VII of 1923</p> <p>Tamil Nadu Act VII of 1923</p> <p>Tamil Nadu Act VII of 1923</p>

University at the University centre at Salem as well as all liabilities legally subsisting against that University at that Centre shall stand transferred to, and vest in, the Periyar University.

(6) All colleges including oriental colleges, within the University area which immediately before the notified date

(a) continue to be affiliated to or recognised by the Chennai University ;

(b) Provide courses of study for admission to the examination for degrees of the Chennai University, shall be deemed to be colleges affiliated to the Periyar University under this Act and the provisions of this Act shall, far as may be, apply accordingly.

(7) All colleges within the University area which, immediately before the notified date continue to be recognised by the Chennai University as oriental colleges providing courses of study for admission to the examinations of that University, for titles and diplomas, shall be deemed to be colleges approved by the Periyar University under this Act and the provisions of this Act shall, as far as may be, apply accordingly.

(8) All hostels within the University area which continue to be recognised by the Chennai University, immediately before the notified date, shall be deemed to be hostels recognised by the Periyar University under this Act and the provisions of this Act, shall, as far as may be, apply accordingly.

(9) Subject to the provisions of sub-section (2) but without prejudice to the provisions of sub-sections (3) to (7), anything done or any action taken before the notified date under any provisions of the Chennai University Act, 1923 in respect of any area to which the provisions of this Act extend shall be deemed to have been done or taken under the corresponding provision of this Act and shall continue to have effect accordingly unless and until superseded by anything done or any action taken under the corresponding provision of this Act.

Tamil Nadu  
Act VII of  
1923

62 (1) The Librarian shall be a whole time officer of the University appointed by the Syndicate on the recommendation of the Selection Committee constituted for the purpose, for such period and on such terms and conditions as may be prescribed. The Librarian

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

63 (1) The Syndicate may invite a person of high academic distinction and professional attainments to accept a post of professor in the University on such terms and conditions as it deems fit, and on the person agreeing to do so, appoint him to the post. Special mode of appointment

(2) The Syndicate may appoint a teacher or any other member of the academic staff working in any other University or organisation for undertaking a joint project in accordance with the manner laid down in the ordinances. Member

64 The Syndicate shall, at the end of every three years from the notified date, submit, a report to the Government on the condition of affiliated and approved colleges within the University area. The Government shall take such action on it as they deem fit. Report on affiliated colleges.

Power to remove  
difficulties

65 (1) If any difficulty arises as to the first constitution or reconstitution of any authority of the University after the notified date or otherwise in giving effect to the provisions of this Act, the Government may, by notification, make such provision, not inconsistent with the provisions of this Act, as may appear to them to be necessary or expedient for removing the difficulty;

Provided that no such notification shall be issued after the expiry of five years from the date of establishment of the University under section 3.

(2) Every notification issued under sub-section (1) or under any other provisions of this Act shall, as soon as possible after it is issued, be placed on the table of the Legislative Assembly and if before the expiry of the session in which it is so placed or the next session, the Assembly makes any modification in any such notification or the Assembly decides that the notification should not be issued the notification shall thereafter have effect only in such modified form or be of no effect, as the case may be so, however, that any such modification or annulment shall be without prejudice to the validity of anything previously done under that notification.

**(By order of the Governor)**

**A.K. RAJAN**

Secretary to Government  
Law Department.



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# STATUTES

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## STATUTES OF THE PERIYAR UNIVERSITY

In exercise of the powers conferred by section 33, read with sub-section (4) of Section 57 of the Periyar University Act, 1997 (Tamil Nadu Act, 45 of 1997), the Vice-Chancellor of the Periyar University, Salem, hereby makes the following Statutes of the Periyar University, with the approval of the Chancellor, namely :-

### CHAPTER I

#### PRELIMINARY

*(See Sections 1 and 2 of the Periyar University Act, 1997)*

#### 1. Short title and Commencement: -

- (a) These Statutes shall be called "*The Statutes of the Periyar University*".
- (b) They shall come into force from the date of assent of the Chancellor and shall be published in the Tamil Nadu Government Gazette.

#### 2. Definitions :-

In the Statutes, unless the context otherwise requires:-

- (a) '*The Laws*' of the University means the provisions and rules laid down in the Act, the Statutes, the Ordinances and the Regulations;
- (b) '*The Act*', means the Periyar University Act, 1997 (Tamil Nadu Act 45, of 1997); (c) '*Section*' means a section of the Act;
- (d) '*Clause*' means a Sub-division of the Statutes, the Ordinance or the Regulations; (e) '*The Gazette*' means the Tamil Nadu Government Gazette;
- (f) '*Clear days*' means the number of days to be reckoned exclusive of both the first and last days;
- (g) '*Resolution*' means substantive proposition originally moved or finally adopted; (h) '*Motion*' means anything moved either by way of resolution or amendment;
- (i) '*Academic Year*' means a period of twelve months commencing from the first day of June; Provided that in the case of teachers who are granted extension of service till the end of the academic year, the academic year shall mean a period of ten months from the first day of June.
- g) '*Financial Year*' means a period of twelve months commencing from the first day of April every year;
- (k) '*Department*' means a Periyar University Department of Study and/or Research or Extension or a Department functioning for a specific purpose maintained out of the Periyar University Fund;
- (l) '*Head of the Department*' means the teacher in charge of a Department responsible for its administration including its day-to-day working;
- (m) '*School of Excellence*' means a specialized institution maintained by the University for advanced study and research. It also means an institution, governed by a separate board of governors and registered under Societies Registration Act, sponsored by and affiliated to the University for Postgraduate Study and Research;

- (n) '*University employee*' means every person in the whole-time employment of the University (other than a person so employed in the contingent or work establishment) and paid for from the University fund;
- (o) '*Officers*', '*authorities*' and '*servants*' mean the officers, authorities and servants of the University respectively; and
- (p) All other words and expressions used but not defined in these Statutes shall bear the meanings as assigned to them in the Act of the Periyar University.

### **3. Despatch of Notices and Papers :-**

Any notice, intimation, or information required to be given and any paper, minutes or proceedings to be sent to any person by the law shall, unless otherwise provided, be given or sent through a messenger or despatched through post to the address of the person.

### **4. Addresses:-**

Every officer/employee of the University and every member of a University authority/ committee/body appointed/nominated/elected under the laws of the University and every candidate for any examination for a course of study of the University and every person appearing for any convocation of the University shall furnish, to the Registrar of the University or any other Officer so designated for that specific purpose, his postal address and subsequent changes if any thereon to which communications intended to him/her from the University are to be despatched and sent as stipulated in Statute 3 shall be in sufficient compliance with the requirements of the laws as to notice.

### **5. Validity of the Acts done on the day following Dies non :-**

Where, by any law; any Act or proceeding is directed or allowed to be done or taken in the office of the University or in any statutory office 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 proceeding shall be considered as done or taken in due time if it is done or taken on the day on which the office re-opens.

### **6. Hours of Business :-**

The hours of business for transacting the business of the University shall be from 10.00 to 17.45 hours with a break of 30 minutes to be availed for lunch between 13.00 to 14.00 hours or as fixed by the Vice-Chancellor from time to time by an executive order on all days except Sundays and Gazetted holidays and such other holidays as may be declared by the Government. The timings are applicable to the University Department of Studies and or research. The office of the University and the University Departments may be closed at the discretion of the Vice-Chancellor for a day or part of a day on particular occasions provided that arrangements are made for the transaction of any urgent business. In the case of teachers who have definite class work outside the prescribed hours, the hours may be suitably modified in each case with the approval of the Vice-Chancellor.



**CHAPTER II****THE UNIVERSITY**

*(See Sections 3 to 7 of Periyar University Act, 1997)*

**1. The University :**

- (1) There shall be established a University by the name the Periyar University.
- (2) The University shall be a body corporate, shall have perpetual succession and a common seal and shall sue and be sued by the said name.
- (3) The head quarters of the University shall be located within the limits of the Salem city Municipal Corporation or in any place within the radius of twenty five kilometres around those limits.

**2. Objects and Powers of University :**

The University shall have the following objects and powers, namely :-

- (1) to provide for instruction and training in such branches of learning as it may determine; (2) to provide for research and for the advancement and dissemination of knowledge;
- (3) to institute degrees, titles, diplomas and other academic distinctions;
- (4) to hold examinations and to confer degrees, titles, diplomas and other academic distinctions on persons who-
  - (a) shall have pursued and approved course of study in a University college or laboratory or in an affiliated or approved college, unless exempted therefrom in the manner prescribed by the statutes and shall have passed the prescribed examinations of the University; or
  - (b) shall have carried on research under conditions prescribed;
- (5) to confer degrees, titles, diplomas and other academic distinctions on persons who shall have pursued an approved course of study in an autonomous college;
- (6) to hold examinations and to confer degrees, titles, diplomas and other academic distinctions on persons who shall have pursued an approved course of study by correspondence, whether residing within the University area or not and to provide such lectures and instructions for persons not being residents within the University area under conditions prescribed;
- (7) to confer honorary degrees or other academic distinctions under conditions prescribed; (8) to institute, maintain and manage institutes of research, University colleges and laboratories, libraries, museums and other institutions necessary to carryout tile objects of the University.
- (9) to affiliate colleges to the University as affiliated, professional or post graduate colleges under conditions prescribed and to withdraw affiliation, from colleges;

- (10) to approve colleges providing courses of study for admission to the examinations for titles and diplomas of the University under conditions prescribed and to withdraw such approval;
- (11) to designate any college as an autonomous college with the concurrence of the Government, in the manner and under conditions prescribed and to cancel such designation;
- (12) to institute lecturerships, readerships, professorships and any other teaching posts required by the University and to appoint persons to such lecturerships, readerships, professorships and other teaching posts;
- (13) to institute and award fellowships, travelling fellowships, scholarships, studentships, bursaries, exhibitions, medals and prizes in accordance with the statutes;
- (14) to establish, maintain and manage hostels to recognise hostels not maintained by the University and to withdraw recognition therefrom;
- (15) to exercise such control over the students of the University through the colleges, as will secure their health and well-being and discipline;
- (16) to hold and manage endowments and other properties and funds of the University; (17) to borrow money, with approval of the Government, on the security of the property of the University for the purpose of the University;
- (18) to fix fees and to demand and receive such fees as may be prescribed;
- (19) to make grants from the funds of the University for the maintenance of National cadet corps;
- (20) to institute and maintain a University Extension Board;
- (21) to institute and provide funds for the maintenance of:
  - (a) a publication bureau;
  - (b) an employment bureau;
  - (c) student's unions;
  - (d) University athletic clubs; and
  - (e) other similar associations.
- (22) to encourage co-operation among the colleges, laboratories and institutes in the University area and co-operative with other Universities and other authorities in such manner and for such purposes as the University may determine.
- (23) to recommend to the Government the recognition of any area within the University area as a University Centre; and
- (24) generally to do all such other acts and things as may be necessary or desirable to further the objects of the University.

### **3. Colleges not to be affiliated to any other University and recognition of Institutions by University**

- (1) No College within the University area shall be affiliated to any University other than the Periyar University.

- (2) No institution affiliated to, or associated with, or maintained by any other University in the State of Tamil Nadu shall be recognised by the University for any purpose except with the prior approval of the Government and the University concerned.

#### **4. Disqualification for membership**

- (1) No person shall be qualified for nomination or election as a member of any of the authorities of the University, if, on the date of such nomination or election, he is-
- (a) of unsound mind or a deaf mute; 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-section (1), the Syndicate shall determine and its decision shall be final.

#### **5. Disqualification for election or nomination to Senate, Standing Committee on Academic Affairs and Syndicate in certain cases.**

- (1) Notwithstanding anything contained in section 20, 23 or 24, no person who has held office as a member for a total period of six years in anyone or more of the following authorities of the University, namely:-
- (i) The Senate,
  - (ii) the Standing Committee on Academic Affairs, and
  - (iii) the Syndicate.

shall be eligible for election or nomination to any of the said three authorities:

Provided that for the purpose of computing the total period of six years referred to in this sub-section, 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 anyone of the said three authorities;

Provided further that for the purpose of this sub-section, a person who has held office for a period not less than one year in anyone of the said three authorities in a casual vacancy shall be deemed to have held office for a period of three years in that authority;

Provided also that for the purpose of this sub-section, if a person was elected or nominated to one authority and such person became a member of another authority by virtue of the membership in the first mentioned authority, the period for which he held office in the first mentioned authority alone shall be taken into account.

- (2) Nothing in sub-section (1) shall have application in respect of
- (i) ex - officio members referred to in section 20 (a), Class I, but not including members of the Syndicate who are not otherwise members of the Senate referred to in item (13); and
  - (ii) ex-officio members referred to in section 23 (2) (a), Class I and section 24 (b), Class I.

**CHAPTER III****VISITATION**

*(See Section 8 of Periyar University Act, 1997)*

- (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, laboratories, libraries, museums, workshops and equipment and of any institution maintained, recognised 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 does not take action to the satisfaction of the Chancellor within a reasonable time, 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 directions within such time as may be fixed in the 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.

## CHAPTER IV

### OFFICERS OF THE UNIVERSITY

*(See Section 9 of Periyar University Act, 1997)*

#### 1. THE CHANCELLOR AND 2. THE PRO-CHANCELLOR

*(See Sections 10 and 11 of Periyar University Act, 1997)*

#### 3. THE VICE-CHANCELLOR

*(See Sections 12 and 13 of Periyar University Act, 1997)*

#### General :

- (1) The Vice-Chancellor shall be the academic and administrative head and the principal executive officer of the University.
- (2) The Vice-Chancellor shall be a whole-time officer of the University and his emoluments and other terms and conditions of service shall be as follows :-
  - (i) the Vice-Chancellor shall be paid a pay of Rs.25,000/- (twenty five thousand rupees per mensem) and allowances applicable as per the rules of the Government of Tamil Nadu.
  - (ii) the Vice-Chancellor shall be provided with a car and a rent free 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;
  - (iii) the Vice-Chancellor when travelling on University business shall be entitled to travelling and halting allowances applicable to Group 'A' officers as per the rules of the Government of Tamil Nadu and shall be paid 2/3rd of additional allowances such as daily allowances, incidental charges etc. for halts and travels and for reimbursement of other incidental expenses.
- (3) 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 the office of the Vice-Chancellor for more than six years in the aggregate.

Provided further that

- (a) the Chancellor may direct 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;
- (b) the Vice-Chancellor may by writing under his hand addressed to the Chancellor and after giving two months notice, resign his office.

Provided also that a 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 sixty-five years.

- (4) When any temporary vacancy occurs in the office of the Vice-Chancellor or when the Vice-Chancellor is, by reason of illness, absence for any other reason unable to exercise the powers and perform the duties of his office, the senior-most Professor of the University shall exercise the powers and perform the duties of the Vice-Chancellor till the Syndicate make the requisite arrangements for exercising the powers and performing the duties of the Vice-Chancellor.

(5) *Powers and Duties of the Vice-Chancellor:- (Section 13 of the Act)*

In addition to the powers and duties conferred on the Vice-Chancellor under section 13 of the Act, the following duties and powers shall also be exercised by him, as provided under subsection 8 of section 13 of the Act:

- (a) subject to provision available in the budget the Vice-Chancellor is competent to sanction the creation of all teaching and non-teaching posts, other than those specified under section 9 of the Act. He shall also be competent to fill up all categories of vacanti/temporary posts (excluding those specified under section 9 of the Act) for a period of one year at a time provided provisions are available in the budget.
- (b) he is competent to abolish or retrench such posts, which are considered superfluous in the University subject to the protection given to the individuals in such posts.
- (c) to constitute such ad hoc committees / sub committees, for the specific purposes such as admitting students into the University, selecting certain categories of staff as detailed in the Regulations, for conducting enquiries into the affairs of the University and for such other purposes.
- (d) to transfer any officer / employee from one Institution / Department / Centre to another Institution / Department / Centre maintained by the University.
- (e) to convert / re-designate the existing post based on the requirements in the interest of the University.
- (f) to approve the selection of the staff of the University as per the regulations;
- (g) to suspend and or punish or / dismiss any employee as per Regulations of the University and to punish and / or dismiss any student as per the rules of the University.
- (h) to depute officers, teachers and other employees of the University on any University work within and outside the State ;
- (i) to permit teachers and officers to attend the meetings and conferences recognised by the University within and outside the State;
- (j) to sanction the convening of Seminars, Committees, Discussions Groups etc., the expenditure on our part not exceeding Rs. 50,000/- within the budget provisions each case.
- (k) to accord administrative sanction for all works original or repairs upto a maximum estimate of Rs. 5 lakhs provided the following conditions are satisfied:
  - (i) The work one included in the scheme approved by the Syndicate.
  - (ii) Funds have been provided in the University budget.
- (l) to accept tenders for works or tenders / quotations for supplies required upto estimate of Rupees five lakhs and to record the reasons if they are not the lowest of the tenders or quotations received.
- (m) to sanction any expenditure upto Rs. 50,000/- and re appropriation of funds upto Rupees five lakhs from one major head to another, provided that such sanction and the reappropriation do not involve a liability which exceeds beyond the financial year in question;
- (n) to recommend and forward to the University Grants Commission and Union Ministry of Education and other funding agencies, the proposals made by the University teaching departments, constituent and affiliated colleges and other recognised institutions for grant of financial assistance under various schemes;

- (o) power to pay honorarium to persons coming over to Periyar University for consultation, Special / Invitation Lecture, Chairing / Participation in workshop etc an such other University affairs not exceeding Rs. 2000/- per person per day in addition to eligible travelling allowance as per Tamil Nadu Government Travelling Allowance rules.
- (p) to sanction honorarium to subordinate staff for specified purpose and to sanction honorarium to anyone assigned with a specific task or job in the University provided that the assignment so specified will be limited to a period of 6 months and the amount of honorarium thus paid shall not exceed Rs. 5000/- per month.

Provided further that the task so assigned needs further extension of time the Vice-Chancellor is competent to give another extension to the same period.

- (q) He shall have power to authorise the publication of results of all the examinations.
- (r) The Vice-Chancellor may take up review of research/ teaching / extension work done in the University departments / affiliated colleges / constituent colleges.
- (s) *The Vice-Chancellor may inspect or cause an inspection and / or ask for a report:-*
  - (i) on the general condition and research and teaching equipment of any institution or college maintained or recognised by or affiliated to the University or any hostel;
  - (ii) for the purpose of according any recognition; and
  - (iii) for negotiating the terms and conditions for taking over of any college / institution by the University.
- (t) To transfer or draft suitable personal from oilier departments or universities for any suitable post for a period of not exceeding one year at a time and this may be extended if necessary.
- (u) To make arrangements for the additional charge in all leave vacancies and such oilier temporary vacancies where appointment of substitutes are not required. He shall be competent to deploy the staff on specific requirement.
- (v) The Vice-Chancellor shall have power to grant advance increments not exceeding five at a time, on the basis of the recommendation of the selection committee constituted for the selection of candidates.
- (w) The Vice-Chancellor shall arrange to get the names of two persons nominated one each by the Senate and Syndicate as required in sub-section (2) of Section 12 of the Act and shall intimate the names to the Chancellor three months prior to the expiry of his term of office.
- (x) The Vice-Chancellor shall have Financial Power-
  - (i) to sanction grants to researchers and fellowships from the funds placed at the disposal of the University by the Government or by any other agencies for the said purpose;
  - (ii) to sanction expenditure on the deputation of delegates to conferences, seminars etc., conducted in other parts of India and outside India.
  - (iii) to sanction advances for the principal investigators of schemes and projects which are financed by the Government and non-governmental/outside agencies as per the rules and report to the Syndicate.
  - (vi) to sanction permanent advances to the officers, and the Heads of the departments in the University / Colleges;
  - (v) 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 scheduled banks for this purpose;

- (vi) to open new Heads of Accounts, if there is an urgency and report to the Finance Committee;
- (vii) to accord sanction to effect purchase of patent equipment/machine, instruments and other such goods provided there is budgetary allocation;
- (viii) to sanction refund of deposits of earnest moneys, securities, etc., on the basis of the recommendation of Heads of Departments;
- (y) the Vice-Chancellor shall have such other financial/administrative powers as may be delegated by the Syndicate from time to time;
- (z) the Vice-Chancellor may delegate to an officer of the University or body or committee any of his administrative powers and functions, other than those to be exercised by himself under the Act and as and when done, shall report to the Syndicate for information.

**(6) *Representation of the University in other organisation:***

The Vice-Chancellor shall be the representative of the University in the Association of Indian Universities, Association of Commonwealth Universities and other similar bodies or other associations in India or abroad and pay the membership and registration fees prescribed from time to time. In case he is unable to attend meetings he may depute a person/ officer of the University to represent the University at such meetings with the concurrence of the Chancellor.

**(7) *Deputation of the Vice-Chancellor:***

The Vice-Chancellor may be deputed by the Syndicate on University business or at the request of the Government on Government business or in the public interest to any part of India or outside India. The period of deputation outside Periyar University area shall not exceed three months each time.

It shall be competent for the Syndicate to make the requisite arrangements for exercising the powers and performing the duties of the Vice-Chancellor during the period of deputation, with the approval of the Chancellor provided that the arrangements made shall be such as not to entail any additional expenditure to the University.

**(8) *Leave:***

- (i) The Chancellor shall sanction all kinds of leave except casual leave to the Vice-Chancellor.
- (ii) The Vice-Chancellor shall be entitled to twelve days of casual leave in a calendar year and leave on full pay for one eleventh of the period spent on duty. The Vice-Chancellor shall also be entitled in case of illness or on account of private affairs, to leave with pay, for a period of not exceeding three months and entitled to surrender earned leave at his credit for encashment during any three years tenure.
- (iii) The Vice-Chancellor shall be entitled to medical concessions as prescribed by the Tamil Nadu State Government.

**(9) Election of members to the selection committee for the appointment of the Vice-Chancellor. (Section 12(1) & (2) of the Act and Statute 5 (w))**

The nominees of the Senate and Syndicate shall normally be chosen by consent. If however, there is suggestion for more than one person to be the nominee of the respective University authority, the nominee can be decided by a majority in the Senate or Syndicate.



(10) Procedure of Elections of members to the Selection Committee for the appointment of the Vice-Chancellor

- (i) When a permanent vacancy occurs or is about to occur in the office of the Vice-Chancellor, the Registrar upon the direction from the Vice-Chancellor/in the absence of the Vice-Chancellor, under the direction of the Syndicate cause a notification of the fact to be published in the Gazette and take immediate steps for the constitution of the committee referred to in the section 12 sub-section (1) and (2) of the Periyar University Act mentioning the date and hour of the last date for the filing nominations and the place, date and hour for the scrutiny of the nomination papers. The last date for filing nomination must be atleast 14 clear days from the date of publication of the notification. A copy of the said notification be sent to the Chancellor and to each of the members of the Senate and the Syndicate and be placed at the next meeting of the Syndicate immediately after the publication of the notification.
- (ii)
  - (a) Each member of the Syndicate as well as Senate shall have a right to nominate not more than one person of high standing who is not a member of any of the authorities of the University, to the committee referred to in section 12 sub section (1) &: (2) of the Act .
  - (b) The Registrar shall call for nominations for election of one person by the members of the Senate and one by the members of the Syndicate to the said committee.
  - (c) Every nomination shall be in writing signed by the proposer who shall be a member of the Senate and seconder in writing by another member of the Senate called the seconder in the form prescribed. No nomination shall be valid unless it contains the signatures of both the proposer and the seconder.
  - (d) The nomination form shall also be signed by the person proposed expressing his consent to be nominated.
  - (e) Every nomination must be presented before the Registrar either by proposer or the seconder or the person proposed, before 3.00 p.m. on the date notified as the last date fer filing nomination.
  - (f) Soon after the expiry of the last date and hour for receipt on nominations, the Registrar shall scrutinize the nomination papers at the place, date and hour 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 shall be published on the notice board of the office of the office of the University. A copy of the list shall be sent to the persons nominated for election, if he/ she or they were not present at the time of the scrutiny.
  - (g) Any person whose nomination had been declared valid may withdraw his/her nomination by a letter in writing and presented 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 a 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 nominations such withdrawal, once made, shall be final.
- (iii) If the number of persons validly nominated and who have not withdrawn is only one that person shall be deemed to have been duly elected and nominated by the Senate to the Committee referred to in Statute 9 and shall be so declared by the Registrar.
  - (a) If the number of persons validly nominated and who have not withdrawn is more than one, each member 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 fixed for the meeting.

- (b) The election shall be held at the next ordinary meeting of the Senate immediately proceeding the date when the office of the Vice-Chancellor shall fall vacant, provided that the Vice-Chancellor shall convene special meeting of the Senate for election of the nominee if he thinks it necessary.
  - (c) 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.
  - (d) All the members present at the meeting shall be entitled to vote. No vote can 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.
  - (e) 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. The Registrar shall then enter his name in 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 nominees arranged in alphabetical order.
  - (f) When a member has received a ballot paper, he shall proceed to the place arranged for making the vote and shall mark thereon by " \* " 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 ..
  - (g) If a member inadvertently spoils a ballot paper, he may return it to the Registrar, who shall, if satisfied of such inadvertance, give him another ballot 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.
  - (h) Two scrutinizers shall be selected by the Chairperson 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 Chairperson. The person securing the highest number of votes shall be declared by the Chair duly elected and nominated by the Senate to the Committee referred to in the Act.
- (iv) The Chairperson of the meeting held for the purpose of the election under Act shall conduct others items of business, if any, but the business of electing a member to the Committee shall proceed all other business and shall be disposed of before the meeting is adjourned or before any other item, if any on the agenda is considered.
- (v) (a) The Statutes in this Chapter relating to the procedure for nomination and election of person by the Senate to the Committee referred to in Act shall as far as may be necessary apply to the nomination and election of a person by the Syndicate to the committee mentioned in the Act the word I Syndicate I being read in substitution of the word 'Senate' wherever necessary.
- (b) Not withstanding anything contained herein it shall be competent for the Syndicate to elect such nominee to the Committee by a resolution assented to by the majority of the members of the Syndicate after obtaining the consent of the concerned nominee to serve on the committee.
- (vi) The Registrar shall report to the Chancellor of the names of the persons elected by the Senate and the Syndicate to the Committee. After the Government nominates the third member to the Committee, the names of the members of the Committee shall be published in the Gazette. The member nominated by the Government shall be the convenor, of the Committee.

- (vii) The Committee shall meet soon after the names of three members are published and submit to the Chancellor a panel containing the names of three persons suitable for holding 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.
- (viii) The process of electing nominees of the Senate and the Syndicate to the Selection Committee for the appointment of the Vice-Chancellor shall be completed before three months of the expiry of the term of office of the Vice-Chancellor.

#### **4. THE REGISTRAR**

*(See Section 14 of Periyar University Act, 1997)*

##### **(1) Appointment of the Registrar:**

The Vice-Chancellor upon the recommendation and approval of the Syndicate shall appoint the Registrar by deputation / recruitment. He shall hold the office for a term upto three years. He shall be eligible for appointment to another term upto three years, by the Syndicate, on specific recommendation of the Vice-Chancellor.

The Selection committee for making recommendations to the Syndicate for appointment to the post of Registrar shall consist of the Vice-Chancellor as Chairman; one member of the Syndicate and one expert from outside the University nominated by the Chancellor as Members.

- (2) The Registrar shall be paid in the scale of pay applicable to the University Professor from time to time.
  - (i) The Registrar shall be an academician not lower in rank than that of a University Professor or a Professor of an affiliated College.
  - (ii) The Registrar shall retire on attaining the age of 58 years or on the expiry of the period specified under the Act in section 14 (1) of the Periyar University or under the Statutes whichever is earlier.
- (3) The Registrar shall be governed with regard to leave, provident fund, pension, insurance, retirement benefits and disciplinary proceedings by the Statutes governing the conditions of service of the University employees, as applicable to the University Professor.
- (4) The Registrar shall be responsible to the Vice-Chancellor in the exercise of powers and duties assigned to him in the section 14(4) of Act and shall exercise such other additional powers and duties assigned to him by the Vice-Chancellor.
  - (a) Subject to the direction and control of the Vice-Chancellor, the Registrar shall be in overall charge of the administration of the University office and shall have powers to fix and define the functions and duties of the officers and employees of the University.
  - (b) He shall be responsible for admission of students and for the maintenance of permanent records of each student including his / her academic accomplishments, conduct etc.

- (c) The Registrar with the approval of Vice-Chancellor shall sanction leave of all kinds to teaching and non-teaching employees and maintain the service and leave records of all the personnel in accordance with regulations.
- (d) He shall call for quotations and tenders wherever necessary and prepare comparative statements, scrutinise the quotations and tenders in consultation with the Finance Officer and make recommendations to the Vice-Chancellor for accepting quotations/ tenders.
- (e) He shall sign contracts and other agreements on behalf of the University under the direction of the Vice-Chancellor.
- (f) The Registrar shall not be eligible for nomination or Election or for appointment as a member of any of the authorities of the University.

**(5) Resignation / Reversion:**

The Registrar may, by writing, 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.

- (6) It shall be the power of the Syndicate to dispense with the services of the Registrar at any time by giving a notice of 3 months to him or his parent organisation from which he is deputed.
- (7) The Registrar shall have power to take disciplinary action against such of the employees, excluding teachers of the University and academic staff as may be specified in the orders of the Syndicate / Vice-Chancellor and to suspend them pending enquiry, to administer warnings to them or to impose on them the penalty of censure or withholding of increments.

**(a) Deputy Registrar:**

It shall be competent for the Syndicate to appoint Deputy Registrar, who shall generally assist the Registrar / Controller of Examinations in the discharge of his administrative duties, and carry out such duties as may be assigned to him by the Syndicate and the Vice-Chancellor. The salary, conditions of service, leave etc., shall be such as may be prescribed in the ordinances.

**(b) Assistant Registrars :**

It shall be competent for the Syndicate to appoint Assistant Registrars, to generally assist the Registrar / Controller of Examinations in the discharge of his duties. He will discharge such duties as may be assigned to him by the Syndicate and the Vice-Chancellor too. His salary, conditions of service, leave etc., shall be such as may be prescribed in the ordinances.

## **5. THE FINANCE OFFICER**

*(See Section 15 of Periyar University Act 1997)*

**(1) Appointment: (Act 15(1) & 15(2)) :**

- (a) 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 the behalf.
- (b) Every appointment of Finance Officer shall be made by the Syndicate from out of the panel of three names recommended by the Government.

(2) In addition to the duties mentioned in Section 15(7, 8 & 9) of the Act the Finance Officer shall perform the following duties:

- (a) shall be responsible to the Vice-Chancellor in the exercise of powers and duties prescribed to him in the laws of the University and shall be subject to the direction and control of the Vice-Chancellor.
- (b) shall make all arrangements for the transaction of business for the meeting of the Finance Committee.
- (c) shall be responsible for the proper maintenance of the accounts of the University, to make arrangements for the audit and payment of bills presented at the University office.
- (d) shall arrange to settle objections raised by the audit (LF / AG) and carry out such instructions as may be issued by the Vice-Chancellor/Syndicate on that audit report and Government of Tamil Nadu.
- (e) shall make arrangements with the approval of the Vice-Chancellor for the publication of the audited statement of accounts so that it may be submitted to the Government and other appropriate authorities of the University within three months of such publication ..
- (f) shall prepare the monthly accounts of the University and shall produce for audit, which is concurrent, all the registers/ records and accounts connected with financial transactions.
- (g) shall be responsible for the preparation of annual accounts, financial estimates and the budget of the University in consultation with the Vice-Chancellor before presenting them to the Finance Committee and the Syndicate. In the case of financial estimates, he shall consult the Registrar and obtain the estimates for the year got from the departments and other institutions of the University. He shall prepare before 1st February the annual financial estimate for the ensuing year. He shall perform such other duties as may be prescribed or required by the Vice-Chancellor to be carried out from time to time.
- (h) shall arrange for the annual stock verification. For this purpose, he shall submit to the Vice-Chancellor in January of every year, proposals for the appointment of stock verifiers, for various departments, sections etc. He shall ensure that the stock verification as on 31st March is conducted regularly before the end of May of every year. The report of stock verification shall be placed before the Vice-Chancellor for orders.

(i) ***The Finance Officer shall :***

- (1) with the approval of the Vice-Chancellor, arrange to deposit the amounts.
- (2) scrutinise every item of new expenditure not provided for in the budget estimate of the University and shall suggest appropriate action to the Vice-Chancellor.
- (3) 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.
- (4) shall disburse all salary bills including arrears of salary, contingent bills like electricity, water, land, municipal tax, phone and rental bills, recoup permanent advances / imprest advances, payment of all Travelling Allowance bills after ensuring that general sanction is received from competent Authorities.

- (5) shall make all authorised payments from the University funds.
- (6) in respect of expenses sanctioned by the Vice-Chancellor Syndicate, the cheques shall be signed by the Finance Officer up to Rs.2,00,000/- (Rupees two lakhs only) and the Finance Officer and the Registrar, above Rs.2,00,000/- (Rupees two lakhs only).
- (7) shall evolve and install suitable system of accounting and business procedure and prescribe Accounts Manual for use in the University Office and Departments.
- (j) shall, with the approval of the Vice-Chancellor, 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 the competent authorities of the University subject to budget allotment.
- (k) shall scrutinize quotations and tenders received and countersign, the comparative statements and make recommendations to the Vice-Chancellor through the Registrar for accepting the tenders, quotations or otherwise.
- (l) shall sign all contracts made on behalf of the University and exercise such other powers as prescribed by the Act, Statutes and Regulations, pertaining to accounts and finances of the University for which he shall be directly responsible to the Vice-Chancellor.
- (3) The Finance Officer shall not be eligible for election or nomination as a member to any of the authorities of the University.
- (4) He shall perform such other duties as may be prescribed or required by the Vice-Chancellor from time to time.

**(5) Resignation/Reversion:**

The Finance Officer may, by writing, 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.

- (6) It shall be the power of the Syndicate to dispense with the services of the Finance Officer at any time by giving a notice of 3 months to him or his parent organisation from which deputed.

## **6. CONTROLLER OF EXAMINATIONS**

*(See Section 16 of Periyar University Act, 1997)*

**(1) Mode of Appointment:**

The Vice-Chancellor upon the recommendation and approval of the Syndicate shall appoint the Controller of Examinations by deputation / recruitment. His term of appointment shall be for a period upto three years. He shall be eligible for re-appointment for a further period upto three years by the Syndicate upon specific recommendations of the Vice-Chancellor.

The Selection committee for making recommendations to the Syndicate for appointment to the post of Controller of Examinations shall consist of the Vice-Chancellor as Chairman, one member of the Syndicate and one expert from outside the University nominated by the Chancellor as Members.

- (2) The holder of the post of the Controller of Examinations shall be an academician not lower in rank of a Professor of an University Department or an affiliated college.

- (3) The Controller of Examinations shall be paid in the scale of University Professor from time to time as the case may be.

The Controller of the Examinations shall retire on attaining the age of 58 or on the expiry of the period specified by the Syndicate whichever is earlier.

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

**(5) Powers and Duties:**

The Controller of Examinations shall -

- (a) be responsible for the conduct of all University Examinations as prescribed by the authorities of the University and for the due execution of all process connected there with, such as scheduling, appointment of question paper setters from the panel of names recommended by the Board of Studies and appointment of Chief Superintendent, Camp Officers, Examiners, Squad members, etc. and all other matters connected with the University examinations with the prior approval of the Vice - Chancellor.
- (b) be responsible for the safe custody of all question / answer papers, documents, certificates and other confidential files connected with the conduct of all University examinations.
- (c) keep the minutes of meeting of Boards of Examiners and all Committees appointed by the said Boards/ Syndicate sub-committee and pass on a copy of minutes of such meetings to the Registrar then and there (in a week's time).
- (d) countersign the Travelling Allowance bills and remuneration bills of examiners and paper setters and all other bills relating to examinations.
- (e) place cases relating to malpractices at the examinations with the relevant reports before the Vice-Chancellor.
- (f) maintain the register of matriculates and permanent records of each student including his / her academic accomplishments, conduct etc.
- (g) be responsible for the collection of fees for the various examinations and such other fees/ costs related to the conduct of examinations / awarding degree.
- (h) pass on to the Finance Officer the documents of all payments made towards examination fees etc., by the candidates after preparation of nominal rolls.
- (i) be responsible for the Registration of candidates for research degrees and for the evaluation of the thesis by Boards of Examiners appointed by the Vice-Chancellor/ Syndicate for the purpose.
- (j) call for tenders/quotations for printing question papers, degree certificates, registers, forms etc., for the Examination section and shall countersign the comparative statements in consultation with the Finance Officer and make recommendations to the Vice-Chancellor for accepting the tenders/quotations.
- (k) arrange to publish the results of the University Examinations with the prior approval of the Vice-Chancellor/Syndicate.
- (l) make all arrangements for the conduct of annual Convocation and maintain all connected records/ registers.

- (m) be responsible for the maintenance of a register of all degrees and diplomas conferred by the University and a register of graduates and other information deemed necessary.
- (n) be responsible for performing such other duties as directed by the Vice-Chancellor.
- (6) The Controller of Examinations shall not be eligible for nomination or election as a member of any of the University authorities.
- (7) The Controller of Examinations 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.
- (8) It shall be the power of the Syndicate to dispense with the services of the Controller of Examinations at any time by giving a notice of 3 months to him and his parent organisation from which he is deputed.

## **7. DEAN OF THE FACULTY**

*(See Sections 9 (7) of Periyar University Act, 1997)*

### **(1) The Dean of the Faculty:-**

- (a) shall be the Head of the Faculty, responsible to the Vice-Chancellor for the academic activities;
- (b) shall be responsible for the due observance of the Statutes and other Regulations relating to the Faculty;
- (c) with the approval of the Vice-Chancellor, he or she shall formulate and present policies to the Board of Studies for its consideration on matters relating to the Faculty; and
- (d) shall preside over meetings of the Board of Studies of the Faculty.

### **(2) The Dean for each Faculty shall be nominated in the following manner:-**

Wherever there is only one Head of the University Department in a Faculty, he / she shall be nominated by the Vice-Chancellor as the Dean of the Faculty. In case there are more than one Head of the Department in a Faculty, the Deanship of the Faculty shall be rotated once in two years in the order of seniority among the Heads of Departments / Professors.

## **8. OTHER OFFICERS OF THE UNIVERSITY**

*(See Sections 9 (7) of Periyar University Act, 1997)*

- (1) It shall be competent for the Syndicate to appoint Dean of College Development Council, Liaison Officer, Deputy Registrars, Assistant Registrars, Director Students Welfare and Public Relations Officer in the scales of pay as prescribed by the Government of Tamil Nadu from time to time and they shall devote their whole time to the duties of the respective offices, and shall perform such work as may be assigned from time to time by the Vice-Chancellor.
- (2) The officers constituted under para (1) above shall be governed as regards leave, provident fund, gratuity, pension and retirement benefits by the rules of the University / Tamil Nadu Government issued from time to time.



## CHAPTER V

### AUTHORITIES OF THE UNIVERSITY

*(See Section 17 of the Periyar University Act, 1997)*

**1. The authorities of the University shall be:**

- (1) The Senate;
- (2) The Syndicate;
- (3) The Standing Committee on Academic affairs;
- (4) The Faculties;
- (5) The Board of Studies;
- (6) The Finance Committee;
- (7) The Planning Board; and
- (8) Such other authorities as may be declared by the Statutes to be authorities of the University.

#### (1) THE SENATE

*(See Section 20-22 of the Periyar University Act, 1997)*

**I. Powers and Functions:**

In addition to the powers and functions of the Senate conferred by section 21 of the Act, the Senate shall -

1. Consider the annual report of the University.
2. Consider the audited annual accounts of the University.
3. Consider ordinance made by the Syndicate.
4. Consider regulations made by the Standing Committee on Academic Affairs.
5. Consider the report on affiliated / approved colleges presented by the Syndicate at the end of every three years from the notified date.

If any resolution is passed by the Senate, the Syndicate shall take action as it deems fit whenever necessary. The Syndicate may either accept or reject such proposal contained in such resolution.

**B. Meeting of the Senate:**

**(1) Meetings convened by the Vice-Chancellor:**

In addition to the ordinary meetings of the Senate as provided in section 22(1) of the Act, the Vice-Chancellor may, whenever he thinks fit, convene meetings of the Senate.

- (2) The Vice-Chancellor shall, upon a requisition in writing signed by not less than fifty percent of the total members of the Senate, convene a special meeting of the Senate.
- (3) The Senate shall meet ordinarily at least twice in every year on dates to be fixed by the Vice-Chancellor.

**(4) Notice of Meeting:**

- (a) The Registrar shall, under the direction of the Vice-Chancellor, give not less than six weeks notice of the date of an ordinary meeting.
- (b) Not less than fifteen clear days notice shall ordinarily be given for a special meeting convened by the Vice-Chancellor in respect of the meeting convened under section 22(3) of the Act. Provided that any requisition for a special meeting must be forwarded to the Registrar with a copy of resolution or resolutions intended to be moved at the meeting and also the name of proposer of each resolution. Along with the notice of the meeting the Registrar shall also send to each member a statement of the business to be transacted at the meeting.
- (c) In case of urgency, the Vice-Chancellor may convene a special meeting at short notice. (d) 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 thirty clear days before the date of the meeting.
  - (i) No person can give more than three resolutions in a meeting.
  - (ii) A member who has forwarded a resolution by giving a written notice, which shall reach the Registrar not less than two clear days before the date fixed for the Despatch of the Agenda paper, can withdraw the resolution.
  - (iii) The Registrar shall, by the direction of the Vice-Chancellor, include the resolutions in the agenda provided that the resolutions comply with the following:
    - (a) The resolution shall express the issue clearly and precisely.
    - (b) No resolutions, which fall outside the powers of the University / Syndicate, shall be admitted.
    - (c) It shall not contain arguments, inferences, ironical expressions or defamatory statements, nor shall it refer to the character or conduct of a person except in their official or public capacity.
    - (d) Matters under adjudication by a court of law shall not be admitted.
    - (e) When resolutions are not included in the agenda paper under direction from the Vice-Chancellor on any of the grounds mentioned above, the Registrar shall intimate the fact to the member stating the objection.
- (5) At a special meeting of the Senate convened by the Vice-Chancellor no business other than that brought forward by the Vice-Chancellor shall be transacted.
- (6) Identical Resolution: A motion substantially identical with one already moved and disposed off at a previous meeting shall not be placed on the agenda paper at a subsequent meeting. Provided, however, it shall be open to the Syndicate or the Vice-Chancellor to bring forward any subject for reconsideration at a meeting if in its or his opinion such reconsideration has been rendered necessary by fresh facts.

Resolutions for which due notice has been received by the Registrar under the Statute shall be included in the amended agenda paper with the approval of the Vice-Chancellor.

- (7) Issue of Agenda papers: Not less than 21 clear days before the date of an ordinary meeting and not less than 15 clear days before the date of special meeting, the Registrar shall, under the directions of the Vice-Chancellor issue to every member an agenda paper specifying the day and hour of the meeting and the business to be brought before the meeting, but 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 in its or his opinion is urgent before any ordinary or special meeting with shorter notice or without placing the same on the agenda paper.
- (8) Notice of Amendment: 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 nine clear days before the day of the meeting at which the resolution is to be moved; provided that, in the case of special meeting convened of which less than 15 days notice has been given, the Vice-Chancellor may accept amendments on shorter notice.

The provisions governing the admissibility of resolutions shall also applicable to amendments.

- (9) Final agenda: The Registrar shall on the receipt of amendments given in accordance with rules, prepare an amended agenda paper showing all the resolutions as in the original agenda paper and all the admissible amendments together with the resolutions, if any, brought forward by the Syndicate or the Vice-Chancellor under the provisions of Statute 8 supra and after approval of the Vice-Chancellor, shall post a copy to each member of the Senate not less than five clear days before the date of any meeting.
- (10) Hours of tile meeting: Unless the Senate otherwise resolve, the Senate shall meet at 11.00 hours on the day appointed for the meeting and shall, if there is business, continue to sit till 16.00 hours with an interval of an hour for lunch.

Provided that on occasions of emergency the Chairman shall have the power to suspend or adjourn the meeting.

Provided further, if any voting is in progress, the voting and the proceeding consequent thereon shall be completed before the meeting is adjourned.

- (11) Chairman of the Meeting : The Vice-Chancellor, as Chairman of the Senate, shall preside over at all meetings of the Senate; but if the Vice-Chancellor be not present, the members present shall elect a Chairman from among themselves.

**(12) Quorum of tile meeting:**

- (a) One third of the total strength of the members of the Senate shall be Quorum for a meeting of the Senate. If there is a short fall in the Quorum the meeting shall not be conducted provided that the Quorum is not restored within 15 minutes of the appointed time and the Registrar shall make a record of the fact.
- (b) No Quorum : If at any time during the progress of a meeting any member shall call the attention of the Chairman about the inadequacy of the number of members present, he shall within a reasonable time count the number of members present, and if a Quorum be not present, he shall declare the meeting dissolved and shall leave the chair. All such dissolutions shall be recorded by the Registrar, and record shall be signed by the Chairman.

- (13) Adjournments and Adjourned Meetings: Subject to the provisions of other laws, no business shall be transacted at any adjourned meeting other than the business left unfinished at the meeting which was adjourned. Provided that the Syndicate or the Vice-chancellor may bring any urgent business before the adjourned meeting with or without notice
- (14) Notice of Adjourned Meetings: When a meeting is adjourned for 15 days or more, not less than 10 clear 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 the adjourned meeting or of the business to be transacted at an adjourned meeting.
- (15) Order of the business: The business to be transacted at a meeting of the Senate shall be placed on the agenda paper in the following order:-
- (i) The answering of questions, if any;
  - (ii) Business brought forward by the Syndicate and the Vice-Chancellor;
  - (iii) Business brought forward by the Standing Committee on Academic Affairs;
  - (iv) Business brought forward by other University Authorities;
  - (v) Business brought forward by members of the Senate.
- Provided however, that the Chairman at his discretion effect changes in the order of business as he deems fit.

#### **Questions and Answers**

- (16) At any ordinary meeting of the Senate, members may ask questions for the purpose of obtaining information from the Syndicate on matters concerning the University.
- (17) The Syndicate shall have the right not to answer a question in the interest of the University.
- (18) No question shall be admitted unless it complies with the following conditions:-
- (i) it shall not publish any name or statement not strictly necessary to make the question intelligible,
  - (ii) if a question contains a statement, the member asking it shall be responsible for the accuracy of the statement.
  - (iii) it shall not contain arguments, ironical expressions or defamatory statements,
  - (iv) it shall not ask for an expression of opinion or the solution of an abstract legal question or of a hypothetical proposition,
  - (v) it shall not refer to the character or conduct of any person except his official capacity as connected with the University.
- (19) Questions :**
- (i) 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 the Registrar not less than 30 clear days before the date of an ordinary meeting.
  - (ii) No member can ask more than three questions including sub-questions and no questions shall refer to more than one subject.

- (20) After the last date for the receipt of questions, the Vice-Chancellor shall consider admissibility or otherwise of the questions and the answers that should be given thereto ..

**(21) Questions disallowed:-**

- (i) The Syndicate sub committee shall consider the admissibility of a question and shall disallow any question which in its opinion contravenes the provisions of the laws. If a question is disallowed, it shall duly be notified to the persons concerned, stating the ground on which it is disallowed.
  - (ii) The decision of the Syndicate be final and no discussion thereon shall be permitted at any meeting of the Senate.
  - (iii) The Syndicate may also disallow, at its discretion:-
    - (a) any question involving preparation of elaborate statements or statistics, and (b) any question the answer to which involves an excessive time and labour.
- (22) Questions which have been admitted and the answers thereto shall be circulated to the members of the Senate along with the amended agenda.

**(23) Order of questions:-**

- (i) The Chairman shall call out the name of each questioner serially in alphabetical order, specifying the serial number of his questions and make a sufficient pause to give him or any other member a reasonable opportunity of rising from his place, and putting a supplementary question. Supplementary questions must be put immediately after the principal questions to which they relate.
  - (ii) Unless otherwise decided upon by the Senate at a meeting, the time allotted for answering questions shall not exceed one hour.
- (24) Supplementary questions for elucidating pertinent information may be allowed to be raised at the discretion of the Chairman. Those which infringe the laws shall be disallowed by the Chairman and his ruling in this regard is final. The supplementary questions, permitted by the Chairman, shall be answered by the members nominated by the Syndicate for the purpose.
- (25) If such supplementary questions require more time for answering, the same shall be disallowed by the Chairman. However, such questions may be put as fresh questions for answering at a subsequent Senate meeting.
- (26) No discussion shall be permitted in respect of any question or of any answer given to a question.

***Motion without Notice***

**(27) Motions involving the following need no notice :-**

- (i) Motions for the correction of clerical/typographical mistakes in notices of motions, reports or statements or other business placed before the meeting.
- (ii) Motions of complementary character.
- (iii) Specific amendment, if any, pertaining to the resolution brought forward by the Syndicate, the Vice-Chancellor or any authority for consideration in a special meeting.

**(28) A resolution without previous notice may be permitted to be moved at a Senate meeting under the following context :-**

- (i) The resolution is not included in the agenda but brought forward by the Syndicate or the Vice-Chancellor.
- (ii) A motion that requests reconsideration of a decision or recommendation of the Syndicate, the Standing Committee on Academic Affairs, the Faculty, Board of Studies or any Committee.
- (iii) A motion for the appointment of a Committee to consider and report on any matter before the Senate at that time.
- (iv) A motion for the adjournment of the meeting or the debate on any question to a specified time.
- (v) A motion for the adjournment of the debate on any question to the next meeting of the Senate.
- (vi) A motion that the meeting be dissolved.
- (vii) A motion that the meeting pass to the next business on the agenda paper. (viii) A motion that the question be now put.

**(29) Amendments without previous notice:-**

Amendments covering following exigencies can be moved without previous notice: -

- (i) A motion requesting reconsideration or review of the decision or recommendation by the Syndicate, the Standing Committee on Academic Affairs, a Faculty, a Board of Studies or a Committee.
- (ii) Motion for the appointment of a Committee.
- (iii) Motion remitting any matter to the Syndicate or the Standing Committee on Academic Affairs or a Faculty or Board of Studies.
- (iv) Motion for the adjournment of the meeting or debate to a specified time.
- (v) Motion brought forward by the Syndicate or the Vice-Chancellor at special meetings or ordinary meetings.
- (vi) Motion for amendment to any resolution or amendment on the agenda paper, which in the opinion of the Chairman, has been rendered necessary by and consequential upon any motion be passed by the Senate at the same meeting.
- (vii) Motions that do not affect the sense or impart of the motion to which they refer.

**(30) Scope of amendments :-**

- (i) Negative amendments: No amendment shall be proposed which would reduce the original resolution to its negative or opposite form.
- (ii) Relevancy of the amendments: Each amendment must be relevant to the resolution to which it refers and must be framed so as to form therewith an intelligible and consistent sentence.
- (iii) Amendment to Motion for adjournment: No amendments shall be moved to a motion for adjournment of meeting or debate except one substituting a different day or hour.

- (31) Any mover of a motion, on permission from the Chairman, be allowed to speak to the question and conclude it by proposing his motion only.

**(32) *Nature of amendments:***

- (a) Amendments to a motion shall be: -
- (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.
- (b) Amendments of the first kind should adopt the form in which it is proposed as "That the words (mentioning them) be left out of the resolutions ".

When the amendment is of the second kind, the form shall be "That the words (mentioning them) be left out of the resolutions and that the words (mentioning them) be added or inserted" and there shall then follow words specifying the place in which words mentioned are to be added or inserted.

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 or to be added or inserted.

**(33) *Order of Amendments:***

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

**(34) *Motions to be seconded:***

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 the substantive motion' but not an amendment to a motion, may second the motion saying, "I second the motion and reserve my speech".

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.

**(35) *Number of Resolutions and amendment at a time:***

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

**(36) *Motions not moved:***

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 if permitted by the Chair.

**(37) *Withdrawal of Motions:***

- (i) 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 no dissent is expressed, announces that it is withdrawn.

- (ii) 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.

**(38) Motion under Statute 13:**

No motion shall be moved or seconded by any member who during the discussion of any particular item of business, has already moved or seconded any such motions.

**(39) Duration of speeches:**

No speech shall ordinarily exceed five minutes in duration provided that the Chairman may at his discretion allow the mover of the resolution or of an amendment when moving the same to speak for more than five minutes and has power to make him resume his seat.

**(40) Order of speeches:**

Who rises to speak first at the conclusion of a speech shall ordinarily be heard. In case of more than one rising on an occasion, the Chairman shall decide the priority of speakers.

**(41) Right to make speeches:**

No member can speak to a question more than once except where the mover has the right to reply as provided for in Statute 43. A member who has moved or seconded an amendment thereto cannot subsequently move or second another amendment to the same motion, or move or second a motion during the debate on the same motion, when proposed by another member.

**(42) Speeches by Chairman:**

The Chairman has the right to move or second or speak on a resolution or amendment 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. The Chairman, however, may at his discretion or at the request of any member, explain to the meeting the scope of any resolution or amendment.

**(43) Right to reply:**

When the Chairman has ascertained that no other member entitled to address the meeting desires to speak, the mover of a motion may reply upon the whole debate. No member shall speak on a question after the mover has started his reply.

**(44) Personal explanation:**

A member may rise to explain any misconception of expression used by him provided he strictly restricts his explanation to the point of misconception. In this regard intervention of a speaker may be allowed provided the speaker gives way by resuming his seat

**(45) Procedure on motions:**

Motions made under Statute 28 of this chapter shall take precedence of any question that may be before the meeting at the time and must be disposed off before such question.

- (46) A motion under Statute 28 (iv), (vi) & (vii) of this chapter, already brought before for consideration but negated, shall not be brought forward either in its original form or in any other form during a meeting.



**(47) Cancellation Modification of a Motion :-**

- (i) A motion under Law or a Regulation placed before the Senate (as per Statute 27 and 28) may be for its cancellation or modification. A motion for the cancellation of an Ordinance or a Regulation shall be in the form "That Ordinance or Regulation (mentioning it) be cancelled". A motion for the modification of an Ordinance or Regulation shall be in the form "That the Ordinance or Regulation, (mentioning it) be modified followed by words indicating the modification proposed".
  - (ii) To a motion for the cancellation of an ordinance or regulation, an amendment may be moved for its modification. To a motion for the modification of an ordinance or regulation an amendment may be moved for its cancellation or for different modifications to the one proposed in the original motion.
- (48) A motion requesting the Syndicate, the SCAA or any other University Authority, or Committee to review or reconsider its decision or recommendation may be made at any time during the debate on any such decision or recommendation, but shall not be made so as to interrupt a speech. The motion shall specify the matter proposed to be referred to the Syndicate or other University Authority / Committee and may also indicate generally the direction in which the mover desires review or reconsideration. The motion may also include a request that the Authority or Committee shall report to the Senate by a specified date, provided that, if no date is mentioned for the submission of the report, such report shall be made at the next meeting of the Senate convened and if it is not possible to do so, the fact shall be reported to the Senate at such a meeting.

**(49) Motion for Appointment of a Committee:**

- (i) A motion for the appointment of a committee to consider and report upon any question before the Senate may be made at any time, but so as not to interrupt a speech. The motion shall state the purpose for which the committee is to be constituted and the name of its members and convenor. The motion may include any instruction and may also specify the date for submission of the report. An amendment may be proposed for enlarging or restricting the purpose for which the committee is to be appointed or the questions remitted to it or for giving it an instruction or for adding or omitting the names of members proposed to form it or for fixing a date, or a different date to the one already fixed in the original motion or the submission of the report, provided however that, if no date is mentioned for the submission of the report, such report shall be made at the next meeting of the Senate convened and if it is not possible to do so, the fact shall be reported to the Senate at such a meeting.
  - (ii) If the mover of the resolution or of any amendment thereto proposes to include in the committee persons who are not members of the Senate or who being members are not present at the meeting shall state at the meeting that he has obtained the consent of such persons to their names being proposed for inclusion.
- (50) A motion remitting any matter to the Syndicate, or any other University Authority may be made at any time but not so as to interrupt a speech. The motion shall specify the matter proposed to be remitted and may also be indicated generally the direction in which the matter remitted is to be considered. The motion may also include an instruction and may specify a date for the submission of the report by the Authority, provided however that, if no date is mentioned for the submission of the report such report shall be made

at the next meeting of the Senate convened, and if it is not possible to do so, the fact shall be reported to the Senate at such a meeting.

- (51) (a) A motion for the adjournment of the meeting or debate to a specified time may be made at any time, but so as not to interrupt a speech.
- (b) An amendment to any motion for adjournment of the meeting or debate shall be for substituting a different day or hour for the one originally proposed.
- (c) If the motion for the adjournment of the debate be carried, the debate shall stand adjourned to the time specified in the motion and the meeting shall pass to the next business, if any, on the agenda.
- (d) If the motion for the adjournment of the debate is carried, the member who has moved it may claim precedence or take part at a later period in the debate when it is resumed. A member who moves the adjournment of the debate with the intention of taking part in it when resumed must confine himself when moving the motion for adjournment to the bare words of the motion. If the motion for adjournment is negatived, the mover cannot speak again on the main question.
- (52) A motion that the Senate resolve itself into a Committee may be made at any time, but not so as to interrupt a speech. The motion shall specify the item or items of business to be considered in Committee.
- (53) (a) A motion for the dissolution of a meeting shall be made at any time but not so as to interrupt a speech.
- (b) If the Chairman shall be of the opinion that the motion for dissolution is an abuse of the rules of the meeting, the Chairman may disallow the motion.
- (c) If the motion be carried, the business still before the meeting shall drop and the Chairman shall declare the meeting dissolved.
- (54) (a) A motion to pass to the next business or for closure shall be moved at any time after the main question has been stated by the Chairman, but not so as to interrupt a speech.
- (b) The member moving the motion shall confine himself to the words of the motion. The member who seconds the motion shall confine himself to the words "I second the motion". If the Chairman shall be of the opinion that the motion to pass over to the next item is an abuse of the rules of the meeting, he may decline to permit passing on to the next business. If the Chairman accepts the motion, it shall be put forth with or without amendment and debate. If the motion is carried, the main question together with the amendments to it, if any, moved or given notice or shall drop.

### SPEECHES

- (55) (a) A member can speak only when there is a question before the meeting or he moves or seconds a motion, except,
  - (i) when putting a question or answering a question;
  - (ii) When speaking to a point of order;

- (iii) When offering a personal explanation;
  - (iv) When with the special permission of the Chairman, making a statement.
- (b) A member may speak before moving any motion, which he intends to move, shall speak on the question and conclude his speech by formally moving the motion.
- (56) (a) Except as otherwise provided, a member may not speak more than once to the same question.
- (b) A member who has spoken to the main question may not move or second an amendment or a motion under Statute 27 during the debate on the same question; but he may speak to any such new question when moved and seconded by other members, if debate is permissible.
- (c) Any member may speak, move or second an amendment to any motion other than those already disposed off under Statutes 27 & 28.
- Provided that a member may move or second more than one amendment to a main question, when the main question is related to the framing, cancellation or modification of Statutes, Ordinances or Regulations:
- Provided further that a member who successfully moves the adjournment of the debate on any question to a special time may claim precedence or take part at a later period in the debate when it is resumed.
- (d) A member who complains that his speech has been misunderstood, or that his conduct or character has been impugned in the debate, may be allowed to make a personal explanation.
- (e) A member may with the special permission of the Chairman, make a statement on any matter arising from the debate on the question.
- (57) Right to reply: When the Chairman has ascertained that no other member, entitled to address the meeting, desires to speak, the mover of the resolution may reply upon the whole debate, provided that the mover of the resolution of the kind specified in the Statute 27 or of an amendment shall have no right to reply. No member shall speak on a question after the mover has entered on his reply.
- (58) Duration of Speeches: No speech shall exceed five minutes in duration, provided that the Chairman may, at his discretion, allow a longer period to any speaker;
- Provided further that the Chairman may, at his discretion limit the duration of speeches on any subject at any stage to a shorter period than that specified above.
- (59) (a) Any member may call the Chairman's attention to a point of order even while another member is speaking, but shall continue himself to a statement of the point of order and shall not make a speech on such point of order.
- (b) No point of order can be raised while the Chairman is taking the vote on a question or taking a poll, except with his permission and only on a matter arising out of the vote or poll. The Chairman may deal with the matter immediately, or when the vote or poll is completed.

**(60) Power of Chairman:**

- (a) The Chairman shall call any member to order, and shall have power to take such action as may be necessary to enforce his decision.

- (b) The Chairman may direct any member, whose conduct is, in his opinion, grossly in disorder, to withdraw immediately from the Senate and any member so ordered to withdraw shall do so forthwith and absent himself during the remainder of the day's meeting.
  - (c) Suspension of the Meeting: The Chairman may in the case of grave disorder arising in the Senate, suspend any sitting for a time to be specified by him.
- (61) When the debate on a resolution is concluded or if there is no debate, the Chairman shall put the resolution to vote and declare the result. When the debate on an amendment, if any, is concluded or if there is no debate on the amendment, if any, the Chairman shall put the amendment to vote and declare the result.

### **VOTING**

- (62) Decisions of resolution: All resolutions considered at a meeting of a Senate shall be decided by majority of the votes of the members present unless a particular majority is required by the laws of the University. The Chairman shall be entitled to vote on any question. If the votes are equally divided, the Chairman shall have a casting vote.
- (63) On any motion being put to the vote, the manner in which the vote of meeting to be taken, shall be left to the discretion and direction of the Chairman. If, as soon as the Chairman announces the result of the voting on any particular motion, any member demands a poll, the same shall be taken. In that case, the vote of each member voting shall be recorded and the names of the members who abstain from voting shall also be recorded.

### **GENERAL**

- (64) A member must speak on the question under considerations. The Chairman may direct a member to resume his seat if he persists in irrelevance or tedious repetition either of his own arguments or the arguments used by other members.
- (65) If the Chairman rises, the member speaking or offering to speak must sit down at once. (66) The Chairman shall be the sole judge on any point of order, and may call any member to order, and shall have all powers necessary to enforce his decisions on all points of order.
- (67) The Chairman may direct any member whose conduct is in his opinion grossly in disorder to withdraw immediately from the meeting and any member so ordered to withdraw shall do so forthwith and absent himself from the rest of the meeting.
- (68) The Chairman may in the case of grave disorder arising at a meeting, suspend the meeting for a time to be specified by him.

**(69) *Minutes of the meeting:***

The minutes and proceeding of each meeting of the Senate shall be prepared by the Registrar and signed by the Chairman of the meeting. The Registrar shall, within four weeks after the meeting, send a printed copy of the minutes of that meeting so signed to each member of the Senate.

**(70) *Procedure when exception is taken:***

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

- (b) If such exception be taken within the time aforesaid by means of a letter addressed to the Registrar specifically mentioning the points which require correction in the minutes, and if the Syndicate is satisfied with the points of exception the minutes shall be brought forward by the Syndicate at the next meeting of the Senate for confirmation.
- (71) Representatives of the Press and Visitors may be admitted to the meeting of the Senate if they have obtained prior permission from the Vice-Chancellor.
- (72) Members of the Senate attending a meeting shall sign in a Register kept for the purpose before they attend the meeting.

## 2. THE SYNDICATE

(See Sections 24 to 27 of Periyar University Act, 1997)

- (1) The Syndicate shall be the executive authority of the University to regulate and determine all matters concerning the University in accordance with the Act, the Statutes, the Ordinances and the Regulations.

**(2) Powers of the Syndicate:**

Subject to the Provisions of Section 25 (a) of the Periyar University Act, 1997, the Syndicate shall exercise the following powers:

- (a) approve the institution of all the technical posts of the University, on the recommendation of the Standing Committee on Academic Affairs /Board of Studies./ Vice-Chancellor.
- (b) create / redesignate / convert technical and non-technical posts not covered under subsection (7) of section 25 (a) of the Act and abolish or retrench such posts on the recommendation of the Vice-Chancellor.
- (c) the Syndicate shall normally meet at the place as decided by the Vice-Chancellor.
- (d) the official members and other members of the Syndicate shall be paid Daily and Travelling Allowances on par with Group 'A' officers of the State Government or at the rates, admissible under rules as approved by the Syndicate.
- (e) the proceedings of the Syndicate shall be recorded by the Registrar and within seven, days after the meeting, the signed copy shall be circulated among its members after approval by the Vice-Chancellor or the presiding officer as the case may be.
- (f) the annual report of the University shall be prepared under the direction of the Vice-Chancellor and submitted to the Syndicate meeting at which it is to be considered.

**(3) Meetings of the Syndicate:**

- (a) The Syndicate shall meet at such times and places as decided by the Vice- Chancellor.  
Provided that the Syndicate shall meet at least once in every three months.
- (b) In case of urgency, the Vice-Chancellor may convene a special meeting at short notice.
- (c) The Vice-Chancellor if present shall preside over the meeting, but if the Vice-Chancellor be not present the members present shall elect a Chairman from among themselves.

**(4) *Quorum for the meeting:***

One third of the members of the Syndicate shall be the quorum required for a meeting of the Syndicate. In case, if there is no quorum, a second meeting shall be convened by giving 15 days notice in advance and no quorum is required for such a meeting.

**(5) *Conduct of the Business of the Syndicate:***

The Conduct of a business of the Syndicate and procedure for voting mutatis mutandis those as prescribed for the conduct of the business of the Senate.

- (6) The Syndicate shall have powers to take action on its own motion or on receipt of complaints of any malpractice indulged in any way by any member of the Staff of the University or College / Research Departments of the University, colleges affiliated, recognised and approved by the University or any Superintendent of the examinations or by an examiner or by any student of the University, College / Research Departments of the University or colleges affiliated to, recognised and approved by the University and take appropriate action thereon.

**(7) *Syndicate to incur unforeseen expenditure:***

The Syndicate may incur expenditure outside or in excess of the provision made in the budget as approved by the Finance Committee in case such expenditure is unforeseen and does not involve recurring commitment, and subject also to the condition that it shall be reported to the Finance Committee for ratification. This is outside the Vice-Chancellor's discretionary fund.

- (8) New scheme or project of any kind to be financed either in whole or in part by the University Grants Commission or by the Government or by the University shall be undertaken with the Finance Committee's approval. In the case of recurring commitment in regard to such projects, no such commitment shall be made or undertaken unless the State Government or the University Grants Commission grants would be forthcoming for meeting the recurring cost of the scheme, or other endowment or funds would meet the cost of such projects permanently.

**(9) *Pension, Provident Fund for Staff :***

The University shall institute for the benefit of officers, teachers and employees of the University such scheme of Pension-cum-Gratuity and Provident Fund as the Tamil Nadu Government may decide and approved by the Syndicate. The funds earmarked and invested for such purpose shall be deemed to be trust funds, and cannot be applied for any other purposes than those specified in the scheme or diverted for other purposes temporarily.

**(10) *Opinion by Circulation:***

It shall be open to the Vice-Chancellor, in urgent cases, to obtain the opinion of the Syndicate by Circulation. Such opinion together with the action taken thereon shall be reported to the Syndicate in the next meeting for information.

**3. THE STANDING COMMITTEE ON ACADEMIC AFFAIRS (SCAA)**

*(See Section 23 of Periyar University Act, 1997)*

The SCAA shall be an authority of the University to co-ordinate and exercise general supervision over the academic affairs of the University, subject to the provisions of the Act, the Statutes and Ordinances.

- (1) Constitution of SCAA- section 23 (2) of the Periyar University Act 1997.

The SCAA shall in addition to the Vice-Chancellor as its ex-officio Chairman consist of the following persons namely:

***Class I - ex-officio- members:***

- i. The Director of Collegiate Education
- ii. The Director of Technical Education
- iii. The Director of Medical Education
- iv. The Chairmen of all Boards of Studies for both Under-Graduate & Post-Graduate courses and Research Studies.
- v. Deans of all Faculties

***Class II - other members:***

Two members elected by the Principals of affiliated colleges from among themselves in accordance with the system of proportional representation by means of single transferable vote.

- (2) ***Powers and Functions (Section 23 (3) of the Periyar University Act 1997):-***

In addition to the powers and duties mentioned in the Act, the Statutes and the Ordinances, the SCAA shall have the following powers, namely: -

- (a) to make recommendations to the Syndicate to conduct Convocations for the conferment of degrees;
- (b) to make recommendations to the Syndicate for the conferment of Honorary Degree of Doctor of Science (Honoris Causa) and other academic distinctions;
- (c) to make recommendations for the creation of additional faculties when found necessary, for the approval of the Syndicate;
- (d) to make recommendations to the Vice-Chancellor to modify the regulations regarding admission of students into the University;

Provided the modifications are made in conformity with the rules and regulations of the Government that are already in force and that may be issued from time to time in this regard;

- (e) to make recommendations for the approval of the Vice-Chancellor regarding the fixation, payment and receipt of fees and penalty for non-payment in time by the students of the University and affiliated colleges;
- (f) to constitute committees for the institution of scholarships, fellowships, students hips, medals, prizes, grants-in-aid, etc., and to formulate rules for such awards from time to time.
- (g) to make Regulations and amend or repeal the same;
- (h) to advise the Senate and Syndicate on all academic matters;
- (i) to make proposals to the Syndicate for framing ordinances for the conduct or standard of examinations or the conditions of residence of students;

- (j) to make Regulations for the constitution and functions of the Faculties;
- (k) to make Regulations for the encouragement of co-operation and reciprocity among University Colleges, Departments, Laboratories and Research Centres with a view to promote academic standards.
- (l) to make Regulations regarding courses of study, examinations and the conditions on which students of University Colleges, Departments and Laboratories and Research Centres shall be admitted to examinations of the University;
- (m) to approve, modify or reject the recommendations of boards of studies regarding text books and syllabi required to be prescribed under the regulations;
- (n) to make proposals to the Syndicate for the framing of Ordinances, for the management of University Colleges, Laboratories, Libraries, Museums, Institutes of Research and Hostels instituted and managed by the University;
- (o) to recommend to the syndicate schemes for the constitution or reconstitution of departments of teaching;
- (p) to advise the Syndicate on the promotion of research in the University;
- (q) to receive and to consider reports from the Syndicate reviewing the courses of study and teaching of the University and the research work done in the University;
- (r) to nominate a person wherever provided, from among the members of the Standing Committee on Academic Affairs to be in the Selection Committee for making recommendation to the Syndicate for appointments to the posts of Professor, Reader and Lecturer in the Departments of Study and Research and Institutions maintained by the University.

#### **MEETINGS AND PROCEEDINGS**

- (3) (a) There shall be one meeting of the Standing Committee on Academic Affairs in a year on date to be fixed by the Vice-Chancellor.
- (b) The Vice-Chancellor may whenever he thinks fit, convene a special meeting of the Standing Committee on Academic Affairs.
- (c) The Vice-Chancellor may, at his discretion postpone the date fixed for an ordinary or special meeting of the Standing Committee on Academic Affairs.

**(4) Notice of Meetings:-**

The Registrar shall, under the direction of the Vice-Chancellor, give not less than four weeks' notice of the date of an ordinary meeting.

**(5) Date for forwarding Resolutions:-**

Any member who wishes to move a resolution on the item of the agenda at an ordinary meeting shall forward a copy of the resolution to the Registrar so as to reach him not less than twenty days before the date of the meeting. A member who has forwarded a resolution may, by giving a written notice, which shall reach the Registrar not less than two clear days before the date fixed for the despatch of the agenda paper, withdraw the resolution.



**(6) Resolution to be placed on Agenda Paper:-**

The Registrar, under the direction of the Vice-Chancellor, shall cause each resolution of which notice has been given in accordance with Statute 3 above of this section and which is in conformity of admissibility, to be placed on the agenda paper of the meeting at which it is to be moved.

**(7) Agenda Paper.-**

Not less than twelve days before the date of every meeting, the Registrar shall issue to every member an agenda paper specifying the day and the hour of the meeting and 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 Vice-Chancellor may bring any business which in his opinion is urgent before any meeting with shorter notice or without placing the same on the agenda paper.

**(8) Notice of Amendments:-**

Any member who wishes to move an amendment to a resolution on the agenda paper of any meeting shall forward a copy of the same to the Registrar so as to reach him not less than nine days before the day of the meeting at which the resolution is to be moved.

**(9) Amended Agenda Paper:-**

The Registrar shall, on the receipt of amendments given in accordance with Statute 6 of this section, prepare, under the direction of the Vice-Chancellor, an amended paper showing all the resolutions and amendments.

The Registrar shall supply copy of the amended Agenda to each member of the SCAA not less than five clear days before the date of the meeting.

**(10) Quorum :-**

One third of the members of the SCAA shall be the quorum. In case, there is no quorum in a meeting, a second meeting shall be convened by giving 15 days notice and no quorum is required for such a meeting.

**(11) Chairman of the Meeting :-**

The Vice-Chancellor shall preside at all meetings of the SCAA. In the absence of the Vice-chancellor the SCAA may elect one of the members present as the Chairman for that meeting.

### **BUSINESS OF MEETING**

**(12) Order of Business :-**

At every meeting of the SCAA the following shall be the order of business after the election, if it be necessary, of the Chairman.

- (i) Business brought forward by the Vice-Chancellor including business remitted by the Senate and the Syndicate.
- (ii) Business brought forward by the Faculties.
- (iii) Business brought forward by the Board of Studies.
- (iv) Business brought forward by members of the SCAA.

**(13) Procedure at Meetings :-**

The Procedure at meetings of the SCAA shall be regulated generally by the procedure laid down for the Senate, so far as it is applicable. Members of the SCAA attending a meeting shall sign in a Register kept for the purpose before they take their places at the meeting.

- (14) The Registrar shall be the Ex-Officio Secretary of the SCAA, but shall not be deemed to be a member.
- (15) The minutes and proceedings of the meeting shall be prepared within three weeks by the Registrar and circulated among the members after the approval of the Vice-Chancellor, or the Chairman who presides over the meeting.

**4. THE FACULTIES OF THE UNIVERSITY:**

*(See Section 29(1) and (4) of the Periyar University Act, 1997)*

- (1) The Periyar University shall have the following faculties; (a) Faculty of Arts;
  - (b) Faculty of Science;
  - (c) Faculty of Engineering and Technology; (d) Faculty of Education;
  - (e) Faculty of Commerce;
  - (f) Faculty of Indian and other Languages; (g) Faculty of Fine Arts; and
  - (h) Such other Faculties as may be instituted by competent authorities from time to time.
- (1) The Dean of the respective Faculty shall be responsible to the Vice-Chancellor for the various academic activities of the Faculty.
  - (2) Each faculty shall consist of departments, which shall undertake teaching, research and extension education as recommended by the SCAA and the Board of Studies.
  - (3) The courses and subjects of study under each of the Faculty shall be as prescribed from time to time by the SCAA in consultation with the Board of Studies of the respective Faculty.

**(2) DEANS OF FACULTIES**

*(See Section 47 of the Periyar University Act, 1997)*

- (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;

Notwithstanding anything contained in sub-clause (a) of Statute 4 where a Professor or the Dean in a Faculty has attained the age of 58 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 the subject concerned, appoint such Professor or continue such Dean in office, as the Dean of that Faculty for a period of one year;

Provided further that if at any time there is no Professor in a Faculty, the Vice-Chancellor shall exercise the power of the Dean of the Faculty.

- (b) When the post 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 anyone of the Heads of Department 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.

**(3) Powers of the Dean:- (See Section 47(3) of the Act)**

**The Dean shall:**

- (a) (i) be the Head of the Faculty and shall be responsible for the conduct and maintenance of the Standards of Teaching and Research in the Faculty;
- (ii) preside over the meetings of the Faculty shall be responsible for performing such other duties as directed by the Vice-Chancellor;
- (b) co-ordinate and direct the work of the Departments under the Faculty and shall function under the overall control of the Vice-Chancellor;
- (c) review from time to time the work and progress of the teaching and projects implemented in the departments along with the Heads of the Departments/Teachers/Researchers in every department under the faculty;
- (d) 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) 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; and
- (f) be responsible for performing such other duties as directed by the Vice-Chancellor.

**(4) Powers of Faculty:**

- (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 theses, books, research reports and academic work of teachers and research scholars;
- (e) To recommend and to supplement the list of names of experts 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) The courses and subjects of study under each of the Faculty shall be as prescribed from time to time by the Standing Committee on Academic Affairs in consultation with the Board of Studies of the respective Faculty.
- (m) 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.

**(5) Meetings:**

- (a) Every Faculty shall meet at least 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.

**(6) Joint Meetings:**

- (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.
- (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 anyone of the Deans of the Faculties nominated by the Vice-Chancellor for that purpose.

**(7) Notice of Meeting:**

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

**(8) Quorum:**

- (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 once.

**(9) Procedure and Minutes:**

The conduct of Business at meetings of Faculties shall be regulated in accordance with the Statutes governing the meetings of the Senate wherever applicable.

- (10) The Chairman of the meeting shall cause to record the minutes of the meeting. 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.

## UNIVERSITY DEPARTMENTS

**(1) *University Departments of Study and Research:***

A University Department of Study and Research is one established by Statute and under the direct control of the University.

***Departments***

Different Departments of the Faculty shall be recognised and the Heads of the Departments shall be appointed by the Vice-Chancellor. The Department shall be the primary unit of administration for the purpose of Education, Research and wherever necessary extension education in the particular field of knowledge.

**(2) *Subjects-Provision of Departments:***

There shall be University Departments of Study and Research in the following branches of knowledge:

1. Department of Applied Micro-Biology
2. Department of Chemistry
3. Department of Commerce
4. Department of Computer Science
5. Department of Geography
6. Department of Geology
7. Department of Mathematics
8. Department of Physics
9. Department of Tamil (Languages)

and such other departments as required from time to time and approved by the Syndicate.

**(3) *Head of Department:***

The Head of a Department shall be a person of the rank of a Professor or Reader to be appointed by the Vice-Chancellor as per the provision in section 46 of the Act. Where there are more than one Professor in the Department, the Vice-Chancellor shall appoint the Head of the Department on a rotational basis.

In a Department in which there is a University Professor / Reader / Lecturer appointed as the Head of the Department, all the other members of the Faculty in the Department shall work under the direction and supervision of such Head of the Department.

**(4) *Functions of the Head of Department: (as per section 46(5) of the Act)***

***The Head of each Department:-***

- (a) shall be responsible to the Vice-Chancellor / Registrar / Dean for administrative, academic and all other activities of the Department.
- (b) shall report on the teaching, research and extension education works of the department to the Vice-Chancellor / Registrar / Dean.
- (c) shall have general supervision of the work of students in the department.
- (d) shall prepare the Departmental budget in time.

- (e) shall be responsible for distribution and expenditure of departmental funds and for the care of departmental property; and
- (f) shall carry out any other functions as may be directed by the Vice-Chancellor.

**(5) *University Professorships, Emeritus Professorships, Readerships and Lecturerships :***

**(a) *Power to institute Professorships etc.***

The Syndicate shall have power to determine from time to time, in consultation with the Standing Committee on Academic Affairs, wherever it deems necessary, and on the recommendation of the Vice-Chancellor, the subject for which the Professorships, Readerships, Lecturerships, (including those in the Selection Grade and in the Senior Scale) or other teaching posts should be instituted and the several terms and conditions subject to which such Professorships, Readerships, Lecturerships or other teaching posts, should be instituted.

**(b) *Suspension or Abolition of Professorship, etc.***

The Syndicate shall have powers to abolish or suspend any Professorships, Readerships, Lecturerships or other teaching posts on report from the Vice-Chancellor thereon.

**(c) *Classification of Teachers:***

The teachers of the University shall be classified as Professors, Readers, Lecturers in the Selection Grade, Lecturers (Senior Scale) and Lecturers. The duties of the Readers and Lecturers are to teach and to engage in research activities and extension activities. The duties of Professors shall include in addition to teaching and research and extension the guidance and co-ordination of studies in their subjects in consultation with the colleagues.

**(d) *Emeritus Professors:***

Notwithstanding anything contained in the Statutes, it shall be competent for the Syndicate to appoint distinguished Professors of repute who have retired from service of this or any other University or affiliated colleges of this or any other University as Emeritus Professors on such terms as may be decided upon by the Syndicate.

**(e) *Honorary Teachers:***

It shall be open to the Syndicate to appoint teachers in this University without salary to take part in the work of the University in their respective subjects.

**(f) *Part-time Teachers:***

Part-time teachers of the University may be appointed by the Vice-Chancellor for special reasons and shall ordinarily be chosen from amongst the members of the staff of the affiliated colleges and shall perform such duties as may be assigned to them. They shall be appointed for such period and paid such salaries as may be fixed in each case, regard being had to the grade of the teachers and to the amount of time they are to devote to the work of the University. They shall be entitled for vacation and other holidays.

**(g) *Duties of Professors:***

It shall be the duty of the University Professors, as the Syndicate may direct-

- (i) To deliver lectures, conduct classes, engage in research and any other academic work related to the Department;

- (ii) To direct and supervise the work of research students in branches of knowledge related to the subject of their specialisation concerned; and
- (iii) To advise the Standing Committee on Academic Affairs and the Syndicate, if required, with regard to any course of study or examination of the University or on other matters relating to the subject connected with the respective areas of their specialisation.
- (iv) Such other work assigned from time to time by the Vice-Chancellor.

**(h) Duties of Readers and Lecturers:**

- (1) The duties of the Readers and Lecturers (including Lecturers in the Selection Grade and Lecturers in the Senior Scale) are to teach and to engage in research and extension work. They are also to guide and supervise the work of research students in branches of knowledge related to the subject to such other work assigned by the Head of the Department and the Vice-Chancellor from time to time.
- (2) Nothing contained in the Statutes shall preclude the proper authority from entrusting any work Connected with the University, academic or administrative, from time to time, to any member of the University.

## **5. THE BOARDS OF STUDIES**

*(See Section 30 of the Periyar University Act, 1997)*

- (1) (a) There shall be a Board of Studies for each faculty of Teaching or groups of related subjects in the University.
- (b) The Board of Studies shall consist of the following:
  - (i) University Dean of the Faculty / University Head of the Department of the concerned faculty - Chairman.
  - (ii) Other Deans / Heads of Department of the concerned faculty - Ex-officio Members.
  - (iii) Three Professors in the Faculty to be nominated by the Vice-Chancellor - Members on rotation.
  - (iv) Two Readers and One Lecturer in a Faculty to be nominated by the Vice-Chancellor Members on rotation.
  - (v) One or more Deans / Head of the Departments of other Faculties of the University to be nominated by the Vice-Chancellor-Members on rotation.
  - (vi) Two experts in the concerned subjects from outside the University to be nominated by the Vice-Chancellor-Members.

**(2) (ii) Term of office:**

Members of the Boards of studies other than Ex-officio members shall normally hold the office for a period of not exceeding three years or such a period as may be fixed at the time of the appointment; provided that the Vice-Chancellor may declare any member of a Board to have vacated his / her membership if he / she leaves India or for other valid reasons such as transfer from this University area.

**(3) Chairmanship:**

In the event of a vacancy in the post of the Chairman, the Vice-Chancellor shall appoint a Member of the Board to act as Chairman until a permanent arrangement is made.

**(4) Functions:**

- (i) It shall be the duty of each Board of Studies to consider and report on any matter referred
- (ii) To propose course of study for various programmes offered in the respective Faculty of the University.
- (iii) To propose Curricula of the University and advice the Standing Committee on Academic Affairs with regard to all questions referred to in connection with the syllabi for various Under Graduate and Post Graduate Programmes.
- (iv) Each Board shall:
  - (a) recommend to the Syndicate persons suitable for appointment as Examiners in the subject with which it deals;
  - (b) recommend text books whenever necessary;
  - (c) make recommendations in regard to courses of study, regulations and panel of examinations in the subject with which it deals;
  - (v) The Board of studies shall exercise such other powers and perform such other duties as directed by the Standing Committee on Academic Affairs and the Syndicate.

**(5) Meetings:**

Meetings of Boards of studies shall be convened by the Registrar under the directions of the Vice-Chancellor at such times and places as may be necessary. Where, in the temporary absence of a Chairman, a meeting of a Board of Studies is required to be convened for the purpose of urgently dealing with any University business, the Vice-Chancellor may direct the Registrar or any other officer of the University to act as convenor.

**(6) Quorum:**

Three members shall form a Quorum for any meeting of the Boards of Studies. In case there is no Quorum the Vice-Chancellor may co-opt available subject experts locally. The members present shall discuss the agenda for the meeting and the minutes of the discussion shall be circulated among members of the Board, with agenda, for information.

**(7) Minutes of the Meeting:**

The final minutes of every meeting shall be prepared by the Chairman, signature obtained from the members and the same shall be forwarded to the Registrar within one week from the date of the meeting held.

**(8) Opinion by Circulation:**

It shall be open to the Vice-Chancellor, in urgent cases, to obtain the opinion of any Board of Studies by Circulation. Such opinion together with the action taken thereon shall be reported to the Board in the next meeting.

**(9) Decisions of the Board only Recommendatory in Nature:**

All decisions and opinions of the Boards of Studies are only recommendatory in nature and it is upto the Vice-Chancellor / Syndicate and other appropriate authorities of the University to take action on the recommendations of the Board.



- (10) There shall also be a Board of Research studies common to all the branches of studies other than the one mentioned in 1 (b). This board shall not have more than fifteen members. The functions of this board shall be prescribed by the Syndicate from time to time: However, the following shall ordinarily be the functions of the Board of Research studies:-
- (i) To advise the Vice-Chancellor and the Syndicate on all matters concerning the research programmes undertaken in the university departments and departments of research in the affiliated and constituent colleges and centres of research recognised by this university and formulate the rules governing research degrees.
  - (ii) To plan for inter-disciplinary research programmes.
  - (iii) To make recommendations with regard to general guidelines to be followed in making selection of research students for admission and for award of fellowships.

## **6. THE FINANCE COMMITTEE**

*(See Sections 17 & 32 of the Periyar University Act, 1997)*

- (1) There shall be a Finance Committee as provided for in Section 17 and 32 of the Act.**

- (2) Secretary :**

The Finance Officer of the University shall be the ex-officio Secretary of the Finance Committee but he shall not be deemed to be a member of the Committee.

- (3) Convening of Meetings of the Finance Committee :-**

- (a) The meeting of the Finance Committee shall be convened by the Vice-Chancellor. The meetings shall normally be convened in January to consider the Financial Estimates and in July to consider the annual accounts, budget estimate, revised estimate, etc., and at such other times as the Vice-Chancellor may consider necessary.
- (b) A week notice of the meeting shall ordinarily be given but the Vice-Chancellor may convene the meeting at a short notice.
- (c) In all questions coming up for consideration, the majority decision shall prevail. In the event of a tie, the Vice-Chancellor shall have a second and casting vote.
- (d) The rules regarding the conduct of meeting of the Syndicate shall wherever applicable be applied to the meetings of the Finance Committee.

- (4) (a) Powers and Duties:**

The Powers and duties of the Finance Committee shall be as provided for in sub-sections (5), (6), (7), (8) and (9) of Sections 32 of the Act.

- (b) Annual Accounts: (Section 28 of the Act)**

- (i) The annual accounts prepared by the Finance Officer shall be submitted to such examination and audit as the Government may direct and a copy of the annual accounts and audit reports shall be submitted to the Government / Finance Committee.
- (ii) The Finance Officer shall, before such date as may be prescribed by the Statutes, prepare the annual financial estimates for the ensuing year.

- (iii) The annual accounts and the annual financial estimates prepared by the Finance Officer shall be placed before the Syndicate together with the remarks of the Finance Committee for approval and the Syndicate may pass a resolution with reference thereto and communicate the same to the Finance Officer who shall take action in accordance therewith.
  - (c) Provided that it shall be competent to the Syndicate to remit any matter for the consideration of the Finance Committee.
  - (d) To perform such other functions and exercise such other powers assigned to it by the Syndicate from time to time concerning financial matters.
- (5) Minutes of the Meeting:**

Minutes of the meeting shall be recorded by the Finance Officer, and within seven days after the meeting shall be circulated among the members after approval by the Vice-Chancellor. The finance officer shall transmit immediately after each meeting a copy of the minutes to the Registrar, who shall place the same before the Syndicate at its next meeting.

## **7. THE PLANNING BOARD**

*(See Section 18 of Periyar University Act, 1997)*

There shall be a Planning Board for the University as per provisions in section 18 of the Act

- (1) The Planning Board shall have the following members, namely:-**
- a) the Vice-Chancellor who shall be the Chairman of the Board;
  - b) not more than eight persons of high academic standing to be appointed by the Chancellor for such period as he may determine.
- (2) The Vice-Chancellor shall preside over the meetings of the committee. In his absence the senior most member by age shall preside.
- (3) The Board shall have the following powers:**
- (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 and Standing Committee on Academic Affairs on any academic matter.
- (4) Meeting and Minutes:**
- (a) The Board shall meet at least once in a year ;
  - (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, and circulated among its members within ten days after the meeting.

## CHAPTER VI

### ACADEMIC ACTIVITIES OF THE UNIVERSITY

**(1) *Admissions to the University Courses: (as per section 38 of the Act)***

- (1) Students shall be admitted to the University in accordance with the regulations approved by the Standing Committee on Academic Affairs. Any modifications to the regulations shall be made by the Vice-Chancellor on the recommendations of the Standing Committee on Academic Affairs in consonance with the rules of the Government that are in force and that may be issued from time to time by the Government in this regard.
- (2) The number of students to be admitted will be decided by the Syndicate on the recommendations of the Standing Committee on Academic Affairs.

**(2) *Courses of Study:-***

The University shall offer the courses leading to the following undergraduate and postgraduate degrees:

1. Bachelor of Arts
2. Bachelor of Science
3. Bachelor of Computer Applications
4. Bachelor of Commerce
5. Bachelor of Business Administration
6. Bachelor of Bank Management
7. Bachelor of Engineering
8. Master of Arts
9. Master of Science
10. Master of Computer Applications
11. Master of Commerce
12. Master of Business Administration
13. Master of Engineering
14. Master of Philosophy
15. Doctor of Philosophy

These and other additional degrees, diplomas and certificate courses shall be offered by the University as decided from time to time by the Syndicate.

The detailed Rules for admission of students, on the courses and curricula, on the method of examination and on award of degrees shall be prescribed by the Syndicate, on the recommendations of the Board of Studies.

**(3) *System of Instructions:***

The system of instructions shall be as prescribed by the Syndicate from time to time.

**(4) *Students' fees and other charges:-***

- (i) The fixation, payment and receipt of the University fees shall be determined by the Syndicate from time to time.

(ii) The University fees, other than the Hostel fees, shall be classified in the following main categories:-

- (1) Admission Fee;
- (2) Tuition Fee;
- (3) Laboratory Fee;
- (4) Library Fee;
- (5) Medical Fee;
- (6) Examination Fee;
- (7) University Registration Fee;
- (8) Contribution to such educational social and recreational funds as may be prescribed; and
- (9) Any other fees prescribed from time to time.

(iii) The amount chargeable under each category or any modifications in such fees at various levels of academic pursuit, as well as the terms of payment and the provision of penalties for non-payment shall be determined by the Syndicate.

**(5) *Scholarships and Fellowships:***

- (1) Appropriate Committees shall be constituted by the Vice-Chancellor and the Syndicate for the institution of Scholarships, Fellowships, Studentships, Medals, Prizes and the like.
- (2) The award of the Scholarships, Fellowships, etc., mentioned in clause (1) above and also the grants-in-aid, loans, etc., shall be as per Rules formulated from time to time by the authorities.
- (3) Funds and endowments for the existing Scholarships, fellowships, prizes, medals, etc., administered either by the Government or by the Government Departments shall be placed at the disposal of the University and shall be granted by the University as per the existing Rules, which may be modified by the Syndicate as and when found necessary.

## **CONVOCATION**

**(6) *Convocation to confer degrees:***

The Convocation for the purpose of conferring degrees shall be held every year ordinarily in the month of September or as early as possible thereafter and/ or at such other times as the Chancellor shall direct". The degrees shall be conferred either in person or in absentia. The procedure for admission to the Convocation and in respect of the conduct and proceedings of the Convocation shall be as prescribed in the regulations.

**(7) *Award of Degrees and Diplomas:***

The Syndicate shall approve the award of Degrees, Diplomas and other academic distinctions and the procedure for which shall be as approved from time to time by the authorities.

### **HONORARY DEGREES (Honoris Causa)**

**(8) *Honorary Degrees (Honoris Causa) and other academic distinctions:***

- (1) The Honorary degree of Doctor of Science / Doctor of Letters (Honoris Causa) shall be conferred 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, Research and Development, a fit and proper person to receive such a degree.
- (2) The Syndicate shall, subject to prior approval by the Chancellor, have powers to confer the Honorary degree (Honoris Causa) and other academic distinctions on the recommendations of the authorities of the University.
- (3) All proposals for the conferment of the Honorary degree (Honoris Causa) and other academic distinctions shall be made by a Committee consisting of the Vice-Chancellor and the Deans and shall be placed before the Syndicate for recommendation and submitted to the Chancellor for His/Her assent
- (4) The Honorary Degree (Honoris Causa) and other academic distinctions shall be conferred at a Convocation, or at a special convocation, and may be taken in person or in absentia.
- (5) The presentation of the Honorary Degree (Honoris Causa) conferred on a person at the Convocation shall be made by the Vice-Chancellor, or by a person nominated by the Vice-Chancellor.
- (6) The Honorary Degree (Honoris Causa) / Diploma / Certificate shall be signed by the Vice-Chancellor and the Chancellor.

**(9) *Recognition of Institutions:***

The University may recognise certain Institutions, which are located within the State of Tamil Nadu or outside for the purpose of collaboration in Teaching and Research. For this purpose, the Vice-Chancellor may recognise the Institutions on specific recommendations of the Syndicate, SCAA or the Board of research studies, as the case may be.

**(10) *University Library:***

There shall be a Central University Library at the campus of the University. The University Library shall be headed by the University Librarian who shall be responsible to the Vice-Chancellor for proper maintenance and running of the University Library and its branches. The detailed procedures for acquisition of books, periodicals and other publications and for loaning them to the members shall be as approved by the Vice-Chancellor.

**CHAPTER VII**  
**FILLING UP VACANCIES AMONG MEMBERS OF THE**  
**AUTHORITIES (REQUIRED) THROUGH ELECTION**

*(See Section 20 sub section 7-b (i & ii), 7-c, 48, 50 & 51 of the Periyar University Act, 1997)*

*Rules and Procedures for the Conduct of Elections to the Authorities of the Periyar University:*

**(1) The Vice-Chancellor to direct the holding of elections:**

Except as otherwise provided in the Law of University 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, form of nomination, letter of intimation, form of declaration, ballot paper and cover and envelope for any election;
- (c) To decide the validity or invalidity of each ballot paper or each vote recorded; and
- (d) To declare the results of the election except in the case of elections mentioned in Clause-7 (a) of this chapter, the officers who are authorised by the Vice-Chancellor to hold the election shall exercise the powers referred to under (a), (c) and (d) as above;

***Provided that it shall be competent for the Vice-Chancellor, when any emergency arises -***

- (1) to assume all the powers of the Returning Officer and function as such either by himself or by specifically authorising any other person when in the course of the holding of any election, the Returning Officer is not able to or incapacitated from discharging his duties; and
- (2) to postpone the date fixed in the programme for transaction of business connected with holding the election process at any intermediate stage. If such contingency arises, the Vice-Chancellor shall record his reasons for acting so.
- (3) If any question arises as to whether any person has been duly elected or is not entitled to be a member of any authority or body of the University the Vice-Chancellor shall refer the matter to the Chancellor, whose decision thereon shall be final, as per provisions in sections 50 and 51 of the Periyar University Act 1997.

**(2) Election not invalid by reason of vacancies in the electorate :-**

- (a) No election to any authority of the University shall be invalid by reason of any vacancy amongst the persons entitled to vote at such election, or of the loss during transmission of any notice or ballot paper.
- (b) No act or proceeding of any authority or other body of the University shall be invalidated merely by reasons of the existence of a vacancy or vacancies among its members or the invalidity of the election of any of the members.

**(3) Dates from which elections take effect :-**

- (a) The results of all elections shall be published in the Tamil Nadu Government Gazette.
- (b) In the cases of anticipatory elections the result declared will take its effect from the date of occurrence of the vacancy and in other cases from the date of declaration of the result of the election.

**(4) Dates from which members elected:**

In the case of elections held under the amended 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.

**(5) Objections to Elections :**

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

**(6) Preservation of Election Papers:**

The nominations, the cast ballot papers, and the record of result declaration of each election shall be preserved in the University office or in the office of the officer mentioned in Rule 7 (a) and (b) as the case may be, for a period of three months after the date of election or till the date of final disposal of the objections to the election. The entire records of the election shall be destroyed after a period of three months from the date of declaration of the result or after the final disposal of the objection arose in respect of the particular election.

**(7) Elections conducted by Agencies other than the University:**

- (a) 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 shall thereupon hold the election in accordance with the rules framed and shall exercise the powers and perform the duties of the Vice-Chancellor and the Registrar in so far as the particular election is concerned under the above mentioned statutes and proviso indicated above.

Serial No.	Name of the Electorate	No. of persons To be elected	University Authority to which elected	Official to hold the election/ Returning Officer
(1)	(2)	(3)	(4)	(5)
1.	Tamil Nadu Legislative Assembly	Two	Senate	Secretary to the Legislative Assembly Fort St. George, Chennai - 600 009.
2.	Headmasters of Higher Secondary Schools recognised by the State Government.	One from each Revenue District within the University area	Senate	The Director of Higher Secondary Education or a person authorised by the Director not below the rank of Chief Educational Officer.
3.	Teachers of affiliated Colleges.	One from each College	Senate	Principals of the respective colleges

- (b) 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 final list of valid nomination, 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.

**ELECTIONS CONDUCTED BY THE UNIVERSITY**

Serial No.	Name of the Electorate	No. of Persons to be elected	University Authority to Which elected	Returning Officer
(1)	(2)	(3)	(4)	(5)
1.	Registered Graduates	Two from each Revenue District within the University area	Senate	Registrar
2.	Secretaries of Private College Committees.	One	Senate	Registrar
3.	Principals of affiliated colleges.	Two	Standing Committee on Academic Affairs.	Registrar
4.	Principals of affiliated colleges.	Two	Syndicate	Registrar
5.	Teachers of Affiliated colleges other than Principals who are members of the Senate elected by the teachers of affiliated colleges.	Two	Syndicate	Registrar
6.	Senate members among themselves not falling Under section 24(b) Class-II-other members sub-section 1,2 and 4 of the Act.	One	Syndicate	Registrar
7.	Senate Members	One	Committee for recommending a panel of persons for Vice-Chancellorship.	Registrar
8.	Syndicate Members	One	Committee for recommending a panel of persons for Vice-Chancellorship.	Registrar

Forms relating to all elections to the various authorities of the University are given in the Appendix-XV.

**(8) Registrar or any Authorised Officer to conduct Elections:**

- (a) The Vice-Chancellor may direct the Registrar or any other officer of the University to do all things necessary for the conduct of all elections to the various University bodies.
- (b) The Vice-Chancellor may also delegate in writing the powers connected with the conduct of elections of the University to the Registrar or any other authorised person.



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

**(9) Notification of Vacancy:**

If a vacancy occurs or is about to occur by efflux of time, among the members of the University authority, a notification of the fact shall be published in the Gazette. The electorate concerned shall be informed about the vacancy, which is about to occur well in advance so that action can be taken to complete the election before the date of occurrence of the vacancy.

**(10) Nature of Poll:**

The Registrar/Officer specified for the purpose shall notify the nature of polling. Save as otherwise provided, in all elections under the Act, 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 except in regard to the elections enumerated below:

- (i) Elections to the Syndicate under section 24(b), Class II (1), (2) & (4) of the Act.
- (ii) Elections to the Standing Committee on Academic Affairs under section 23 sub section 2 (a), Class II- other members (a) of the Act.

*Such elections shall be conducted as follows:*

- (a) The direct polling shall take place by secret ballot on the day of the meeting of the electing authority concerned, between the hours of meeting as fixed by the Vice-Chancellor on that day.
- (b) 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 ten clear days fixed for the poll.
- (c) All members present at the meeting shall be entitled to vote. No vote shall be permitted to be cast 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.
- (d) The Returning Officer shall ascertain that the person desiring to vote is a member who has not already voted and shall enter his name upon the counter file of ballot paper/ or in a register maintained for the purpose of the election and shall then hand over to the member the ballot paper corresponding to that counter file or number in the register after initialling the ballot paper on the back thereof. Every ballot paper shall contain the names of all candidates for election arranged in alphabetical order. There shall not be serial numbers or any other identifying mark on the ballot paper.
- (e) When a member has received a ballot paper he or she shall proceed to the place arranged for marking the vote and shall 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 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 a ballot box placed in front of the Returning Officer.

- (f) If a member inadvertently spoils a ballot paper he may return it to the Returning Officer 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/register.
- (g) In the case of all elections at the close of the poll or when all the members present have voted, the Returning Officer shall, with the help of such members of the University Staff as he may consider necessary, proceed with the counting of 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.

**(11) Recount of votes:**

The request for recounting of votes received immediately after the counting is completed either from a candidate or from his agent may be accepted by the Returning Officer at his discretion and the decision of the Returning Officer regarding recounting shall be final. An appeal for recount should be followed with valid reasons. Recounting fees of Rs.100/- should be paid for which an official receipt will be given by the Returning Officer, such request for recounting shall be permitted only once in a particular election.

**(12) A ballot paper shall be invalid if:**

- (a) it does not bear the Registrar's/Returning Officer's initials; or
- (b) a voter signs his or 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 of uncertainty.

Provided that 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 to which candidate it is intended to apply, the vote concerned but not whole ballot paper shall be invalid on that account.

- (13) Whenever applicable the Tellers/Officials entrusted with the counting of ballots shall, after preparing the result sheet, deliver it to the Returning Officer who shall declare the result of the elections as stated in Statute 14.
- (14) 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 receive an equal number of votes and if they cannot all be declared elected, the final election shall be made by drawing lots in such manner as the Returning Officer may determine.
- (15) After election process is over, all ballot papers shall be put in a cover, sealed and deposited in the custody of Registrar/Officer nominated for the purpose for a period of three months after which these can be destroyed.

**(16) Eligibility of acting persons to take part in elections:**

When persons holding office as Principals of Colleges, Teachers in Colleges, or Headmasters of Higher Secondary Schools are entitled to take part in an election, the persons for the time

being acting as Principals, Teachers or Headmasters and performing the duties of each such office shall have all rights and powers vested in them by the Act and by these Laws.

- (17) (a) "Teacher of affiliated colleges for the purpose of section 20(a)-Class II-other members sub-section (1) and section 24(b)-Class II-other members-subsection (2) of the act" means teachers in colleges as defined in section 2(n) of the chapter I of the Act including Directors of Physical Education in Colleges but excluded Tutors, Demonstrators and Physical Instructors.
- (b) "Headmasters of Higher Secondary Schools" means Headmasters of complete Higher Secondary Schools within the territorial jurisdiction of the University recognised by the local Government.

**(18) Nominations:**

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 on the authority, if elected and 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, takes effect, and nomination paper must reach the Registrar/Returning Officer within the date and hour fixed which shall be, in the case of the election of members of the Senate by Registered Graduates, not later than fourteen clear days and, in the case of all other elections, not later than ten clear days after the publication of the notification in the Tamil Nadu Government Gazette.

- (a) An elector shall be eligible to subscribe either as proposer or as seconder in nomination papers, only as many times as there are vacancies but not more.
- (b) Nomination papers shall be enclosed in an envelope superscribed as "Nominations to the..... by....." and sent by Registered Post with acknowledgement due so as to reach the Registrar within the date and hour fixed or delivered to the Registrar, during office hours either in person or by messenger within the date and hour fixed.
- (c) Nomination papers that are NOT enclosed in an envelope superscribed as specified and sent by Registered Post or not delivered in person or by messenger as required above be declared invalid.
- (d) Subject to the proviso hereunder, no person who is a member of an authority through a particular electorate shall be eligible for election to the same authority through another electorate without his having previously resigned his membership.

It shall be competent, however, in the case of an anticipatory vacancy, for a person who is already a member of the authority, elector 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 ceases to be a member of that authority.

**(19) Scrutiny of nomination papers :**

- (a) All nomination papers shall be scrutinized by the Returning Officer or other Officer authorised by him in his behalf on the date and hour and at the place appointed and notified in the notice of vacancy.

Candidates and representative each candidate appointed in writing by him may be present at the time of scrutiny.

- (b) If, after the scrutiny of nomination papers the number of candidates validly nominated is equal to or less than the number of vacancies to be filled, the candidates so validly nominated shall be declared duly elected.
- (c) If the number of candidates declared as elected is less than the number of vacancies, the constituency shall be called upon to elect person or persons as the case may be, to fill the remaining vacancies.
- (d) If, after scrutiny, the number of candidates validly nominated is greater than the number of vacancies, the final list of candidates for the election 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.

**(20) *Withdrawal of nominations:***

Any candidate may withdraw his candidature by notice in writing sent by Registered Post so as to reach the Returning Officer or delivered to the Returning Officer or other person authorised by him not later than 3 O'clock in the afternoon of the day fixed for withdrawal, which, shall be five clear days after the last date for receipt of nomination. 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.

**(21) *Publication of valid nominations:***

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

- (22) Members who have filed nominations for a particular election shall not be engaged for any work regarding the conduct of that election.

**(23) *Declaration of election of validly nominated candidates:***

- (a) 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 person or persons, as the case may be, to fill the remaining vacancies.
- (b) 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 in the manner prescribed.

**(24) *Despatch of Ballot Paper:***

The Registrar/Returning Officer shall forward to each elector (through the post wherever necessary) a numbered declaration paper, a ballot paper on which the names of the candidates with their addresses arranged in alphabetical order and which shall bear on it the Registrar's/ Returning Officer's initials and the last date of

posting, a ballot paper cover and an envelope addressed to the Registrar/Returning Officer together with a letter of intimation stating the number of vacancies, the date and hours fixed for the poll, and the day and hour fixed for scrutiny and counting of votes. The paper shall be forwarded to the address entered against the name of each 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 at least 14 days before the first date of despatch of the ballot papers, to the address so given..

The date fixed for the poll shall be, for the election of members of the Senate by Registered Graduates, not less than 14 clear days from the last date of posting the ballot papers, and for other elections, not less than 10 clear days after the date of posting of the ballot papers.

**(25) Voting:**

The elector shall, after filling up the declaration 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 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 latest hour fixed for the poll.

Provided that, at his option, the elector may, 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.

**(26) Recording of votes of Electors-Physically handicapped / incapacitated:**

If all 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, on the declaration paper, certify the incapacity and attest 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.

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

1. Stipendiary Magistrates
2. A Gazetted Officer
3. Principals of Affiliated Colleges
4. Headmasters of Recognised Higher Secondary Schools
5. Members of the Senate or Syndicate

**(27) Procedure when ballot papers are lost or spoilt:**

An elector who has not received his ballot and other connected papers sent by post, or who has lost them or whose papers, before their despatch back to the Registrar/Returning Officer have inadvertently been spoilt, may transmit a declaration to that effect signed by himself and request the Registrar 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 Registrar / 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 Register (Electoral Roll) to denote that new papers have been issued in place of those not received, lost or spoilt.

**(28) Procedure on counting:**

On the day at the hour appointed for the scrutiny and counting of votes, envelopes received from the electors by the Registrar/Returning Officer except those which have not either been

sent by Registered Post so as to reach the Registrar not later than the day and the latest hour fixed for the poll or deposited in the ballot box provided on the day during the hours fixed for the poll, shall be arranged and counted. Groups of election papers and covers sent in a single cover by Registered Post to the Registrar/Returning Officer shall be rejected. They shall then be opened and the declaration papers and the ballot paper covers examined. Postal delay in the deliverance of the ballot and related papers sent by an electorate to the Registrar / Returning Officer beyond the appointed day and hour shall not entail validity of such papers.

**(29) *Ballot Paper cover when rejected:***

A ballot paper cover shall be rejected, if-

- (i) it is not the cover sent by the Registrar/Returning Officer; or
- (ii) the envelope contains no declaration paper outside the ballot paper cover; or (iii) the declaration paper is not the one sent by the Registrar/Returning Officer; or (iv) the declaration or attestation is not in accordance with the rules; or
- (v) the ballot paper is placed outside the ballot paper cover; or
- (vi) more than one declaration paper or cover containing the ballot paper have been enclosed in one and the same envelope; or
- (vii) the declaration paper is not duly signed.

In each case of rejection, the word "Rejected" shall be endorsed on the ballot paper cover or the declaration paper.

**(30) *Persons who may be present at Scrutiny and Counting of Votes:***

No person other than the Vice-Chancellor, the Registrar/Returning Officer and such persons as the Vice-Chancellor may appoint candidates to assist the Registrar/Returning Officer, and not more than one representative of each candidate appointed in writing by him shall be present at the scrutiny and counting of votes.

**(31) *Election as per section 20 (a) Class II-other members sub-section (1) of the Act:***

The election of one member to the Senate by the teachers of each affiliated college other than the Principal shall be governed by the following:-

- (a) The election shall be held by secret ballot, on the day fixed by the University among the teachers of the College.  
(Teachers of the College for the purpose of this rule means as defined in Statute 17(a) of this Chapter)
- (b) Not less than seven clear days before the date of election, notice shall be issued by the Returning Officer furnishing information regarding:-
  - (i) The number of vacancies to be filled up.
  - (ii) Last date and hour of filing the nominations.
  - (i) Date and hour for the scrutiny of nominations.
  - (ii) Date and hour for the publication of valid list of nominations.
  - (iii) Last date and hour for withdrawal of candidature.
  - (iv) The place, date and time of issue of ballot paper, polling, scrutiny and
  - (v) Counting of votes.

- (c) A copy of notice as issued above shall be published in the college notice board.
- (d) The Principal shall be the Returning Officer for the election. In the absence of the Principal the teacher holding charge of the Principal shall be the Returning Officer for the election. In such cases the fact may be informed to the Registrar in advance.
- (e) Provided that, if after the scrutiny of nominations and after the time for withdrawal of candidature is over, the Returning Officer finds that the number of candidates validly nominated is less than or equal to the number of vacancies to be filled, he shall declare such candidate or candidates to be duly elected and if the number of valid nominations exceed the number of vacancies to be filled further process for the election shall be proceeded with, as per the notice issued earlier in this regard.

Other rules for the conduct of election shall generally confirm to the rules prescribed for University elections.

**(32) Elections without Proportional Representation:**

In the elections enumerated below, the procedure prescribed in the preceding Statutes and below shall be followed:-

- (a) One member elected to the Senate by the teachers of each affiliated college;
- (b) One member elected from among themselves by the Secretaries of the college committees of the private colleges, as defined in the Tamil Nadu Private Colleges (Regulation) Act, 1976 within the University area;
- (c) One member elected to the Senate by the Headmasters of Higher Secondary Schools in each revenue district within the University area;
- (d) Two members elected to the Senate by the Registered Graduates in each revenue district within the University area from among themselves.
- (e) Two members elected to the Senate by the members of Tamil Nadu Legislative Assembly from among themselves.

**(33) Ballot papers when invalid:**

A ballot paper shall be invalid if:

- (a) it does not bear the Registrar's/Returning Officer'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 of 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 to which candidate it is intended to apply, the vote concerned but not the whole ballot paper shall be invalid on that account.

**(34) Declaration of results:**

The Nominee or Nominees receiving 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.

The Vice-Chancellor or the Officer authorised by him on his behalf shall then declare the names of candidates who have been duly elected.

**(35) Election with proportional representation:**

In the elections enumerated below, the procedure prescribed in the following Statutes shall be followed, the elections being held with the system of proportional representation by means of single transferable vote:

- (a) Election of two members to the Syndicate by the Principals of affiliated colleges from among themselves.
- (b) Election of two members to the Syndicate by the Teachers of affiliated colleges, other than Principals from among themselves who are members of the Senate.

**(36) Voting:**

All voters shall be entitled to vote. Each voter shall have only one vote.

**(37) Invalid ballot papers:**

The ballot paper covers, other than those rejected under Statute 27 of this section, shall be opened and the ballot papers taken out and mixed together in the Vice-Chancellor's presence. The Vice-Chancellor shall then proceed to counting the votes, rejecting as invalid any ballot paper,

- (a) which does not bear the Registrar's / Returning Officer's initial; or
- (b) on which a voter signs his name or writes any word, or makes any mark, by which it becomes recognisable; or
- (c) on which the figure 1 is not marked; or
- (d) on which the figure 1 is set opposite the names of more than one candidate; or
- (e) on which the figure 1 and some other figure are set opposite the names of the same candidate; or
- (f) which is void of uncertainty.

On every paper so rejected, the Vice-Chancellor shall endorse the word "Invalid" and such papers shall be kept in a separate bundle.

**(38) Definition of terms:**

- (i) "Continuing candidates" means candidates not elected or not excluded from the poll at any given time.
- (ii) "Exhausted papers" means ballot papers on which no further preference is recorded for continuing candidate; provided that a paper shall also be deemed to be exhausted in any case in which -
  - (a) the names of two or more candidates, whether continuing or not, are marked with the same figure and are next in order of preference; or
  - (b) the names of the candidate next in order of preference, whether continuing or not is marked:
    - (b-i) by a figure or not following consecutively after some other figure on the ballot paper.
    - (b-ii) by two or more figures.



- (iii) "First Preference" means, the figure 1 set opposite the name of any candidate; "Second Preference" similarly names the figure 2, "Third Preference" the figure 3, and so on;
- (iv) "Original Vote" in regard to any candidate means, the votes derived from the ballot papers on which a first preference is recorded for such candidate.
- (v) "Surplus" means the number by which the votes of any candidate, original and transferred exceeds the quota as defined in Statute 41 of this chapter.
- (vi) "Transferred Votes" in regard to any candidate means votes credited to such candidate which are derived from ballot papers on which a second or subsequent preference is recorded for such candidate.
- (vii) "Unexhausted Paper" means ballot papers on which a further preference is recorded for a continuing candidate.

**(39) Procedure for Elections with proportional representation:**

In carrying out the operations prescribed in the Statutes hereinafter contained, the procedures is as follows:-

- (i) all fractions shall be disregarded; and
- (ii) all preferences recorded for candidates already elected or excluded for the poll shall be ignored.

**(40) Division into parcels according to first preferences:**

After the invalid ballot papers, if any, have been rejected, the remaining papers shall be divided into parcels according to first preferences recorded for each candidate and the number of papers in each parcel noted.

**(41) Quota:**

The number of the papers in all parcels shall then be added together and the total divided by a number exceeding by one the number of vacancies to be filled, and the result increased by one shall be the number sufficient to secure the return of a candidate (hereinafter called the quota).

If at any time a number of candidates equal to number of persons to be elected have obtained the quota, such candidate shall be treated as elected and no further steps shall be taken.

**(42) Candidates when elected:**

Any candidate, in whose parcel the number of votes on the first preferences being counted is equal to or greater than the quota, shall be deemed declared.

**(43) Transfer of Surplus Papers:**

If the number of the papers in any such parcel is equal to the quota, the papers shall be set aside as finally dealt with.

If the number of the papers in any such parcel is greater than the quota, the surplus shall be transferred to the continuing candidates indicated on the ballot papers as next in the order of the voter's preference, in the manner prescribed in the following Statute.

**(44) Surplus ballot papers how dealt with:**

- (a) If and whenever as the result of any-operation prescribed by these Statutes a candidate has a surplus, that surplus shall be transferred in accordance with this Statute.

- (b) If, in ascertaining the number of papers to be transferred from a sub-parcel, fractional parts are found to exist and if, owing to the existence of such fractional parts, the number of papers to be transferred is less than surplus, as many of these fractional parts taken in the order of their magnitude, beginning with their largest, as are necessary to make the total number of papers to be transferred equal to the surplus, shall be reckoned as the value of units, and the remaining fractional parts shall be ignored. If two or more fractional parts are of equal magnitude, that fractional part shall be deemed to be the larger which arises from the larger sub-parcel, and if the sub-parcels in question are equal in size, preference shall be given to the candidates who have obtained the larger number of original votes.
- (c) If more than one candidate has a surplus, the largest surplus shall be dealt with first and the others in order of magnitude; provided that every surplus arising on the first count of votes, shall be dealt with before those arising on the second count, and so on.
- (d) When two or more surpluses are equal, the Vice-Chancellor shall decide, which shall be dealt with first.
- (e)
  - (i) If the surplus of any candidate to be transferred arises from original votes only, all the papers in the parcel belonging to the candidate whose surplus is to be transferred shall be examined and the unexhausted papers divided into sub-parcels according to the next preferences recorded thereon. A separate sub-parcel shall also be made of the exhausted papers.
  - (ii) The number of papers in each sub-parcel and the total of all unexhausted papers shall then be ascertained.
  - (iii) If the total number of unexhausted papers is equal or less than the surplus, all the sub-parcels shall be transferred to the continuing candidates.
  - (iv) If the total number of unexhausted papers is greater than the surplus, they shall be transferred from each sub-parcel the number of papers which bears the same proportion to the number of papers in the sub-parcel as the surplus bears to the total number of unexhausted papers in the order in which such papers have been transferred.
- (f) If the surplus of any candidate to be transferred arises from transferred as well as original votes, all the papers in the sub-parcel last transferred to the candidate shall be re-examined, and the unexhausted papers divided into sub-parcels according to the next preference recorded thereon. The sub-parcels shall be dealt with in the same manner as provided in file case of such parcel referred to in Clause (e).
- (g) The papers transferred to each candidate shall be added in the form of a sub-parcel to the papers already belonging to such candidate.
- (h) All papers in the parcel or sub-parcel of an elected candidate shall not be transferred and this Statute shall be set aside as finally dealt with.

***(45) Exclusion of candidate lowest on the poll:***

- (i) If after all the surpluses have been transferred as herein-before directed less than the number of candidates required has been elected, the candidate lowest in the poll shall be excluded from the poll and his unexhausted papers distributed among the continuing candidates according to the next preferences recorded thereon. Any exhausted papers shall be set aside as finally dealt with.

- (ii) The papers containing the original votes of an excluded candidate shall first be transferred.
  - (iii) The papers containing transferred votes of an excluded candidate shall then be transferred in the order of the transfer in which he obtained them.
  - (iv) Each of such transfers shall be deemed to be a separate transfer.
  - (v) If the total of the votes of the two or more candidates lowest on the poll, together with any surplus votes not transferred is less than the votes credited to the next highest candidate, those candidates may, in one operation, be excluded from the poll and their votes transferred in accordance with the direction given in Clauses (i) to (iv) above.
  - (vi) The process directed by the Statute shall be repeated on the successive exclusions of the candidate lowest on the poll until the last vacancy is filled either by the election of a candidate with the quota, or as hereinafter provided.
- (46) If as a result of a transfer of papers under these Statutes, the number of votes obtained by a candidate is equal to or greater than the quota, the transfer then proceeding shall be completed but no further papers shall be transferred to him.
- (47) (a) If after the completion of any transfer under these Statutes the number of the votes of any candidate shall be equal to or greater than the quota, he shall be deemed elected.
- (b) If the number of the votes of any such candidate shall be equal to the quota, the whole of the papers on which such votes are recorded shall be set aside as finally dealt with.
- (c) Distribution of Surplus:
- If the number of the votes of any such candidate shall be greater than the quota, his surplus shall thereupon be distributed in the manner herein before provided, before the exclusion of any other candidate.
- (48) (a) When the number of continuing candidates is reduced to the number of vacancies remaining unfilled, the remaining candidates shall be deemed elected.
- (b) When only one vacancy remains unfilled and the number of the votes of some one continuing candidate exceeds the total of all the votes of the other continuing candidates, together with any surplus not transferred that candidate shall be deemed elected.
- (c) When only one vacancy remains unfilled and there are only two continuing candidates, and those two candidates have each the same number of votes and no surplus remains capable of transfer, one candidate shall be excluded under the next succeeding Statute, and the other deemed elected.

**(49) *Equal Surpluses - Two or more candidates lower on the Poll:***

If when there is more than one surplus to be distributed, two or more surpluses are equal or if at any time it becomes necessary to exclude a candidate and two or more candidates have the same number of votes and are the lowest on the poll record shall be had to the original votes of each candidates and the candidates for whom the fewest original votes are recorded shall have his surplus first distributed, or shall be first excluded,

as the case may be. If the number of their original votes is the same, the Vice-Chancellor shall decide by lot which candidate shall have his surplus distributed or be excluded.

**(50) *Recounting of Ballot Papers:***

Any candidate or his agent may, at any time during the counting of the votes, either before the commencement or after the completion of transfer of votes (whether surplus or otherwise) request the Vice-Chancellor to re-examine and re-count the papers of all candidates or of any candidate (not being papers set aside at any previous transfer as finally dealt with) and the Vice-Chancellor shall, if satisfied of the reasons given for the request, forthwith arrange to re-examine and re-count the same. The Vice-Chancellor may also at his discretion arrange to re-count votes, either once or more often, in any case, in which he is not satisfied as to the accuracy of any previous count, provided that nothing herein shall make obligatory on the Vice-Chancellor to re-count the same votes more than once.

**(51) *Declaration of Results:***

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

**(52) *Election Return:***

The Registrar shall prepare a form showing:

1. The number of voters who voted.
2. The number of ballot papers rejected:
  - (a) as being received too late;
  - (b) for being sent by ordinary post or any other mode of despatch;
  - (c) for irregularities connected with the declaration;
  - (d) as invalid.

**(53) *Electoral roll/Register of Graduates:***

The Syndicate shall maintain the register on which

- (a) any graduate of any Statutory University in the territory of India who has been graduate for at least three years; and
- (b) any registered graduate of any University in the territory of India shall be entitled to have his name entered and retained for a period of five years, subject to the conditions prescribed hereunder, provided that in either case he has been ordinarily a resident in the periyar University area ..

**(54) *Conditions of Registration:***

- (i) A graduate seeking enrolment should be ordinarily a resident within the University area for a period of three years preceeding registration.
- (ii) He shall apply in the prescribed form to the Registrar for enrolment with a prescribed fee.
- (iii) He shall with application produce evidence-

- (a) of his having qualified for a degree from a Statutory University in the territory of India; and
- (b) of being ordinarily a resident within the Periyar University area for the period as prescribed above. The evidence of residences shall be in the form of a Certificate from an 'A' or '8' Grade officer of the Government or from the Head of the Institution where he is employed, provided such institution is recognised by the Government.

**(55) *Scrutiny of Applications and Registration:***

All applications for registration shall be made to the Registrar in the form prescribed together with the proofs of qualification, and of residence as stated above. The Registrar on receipt of the application with prescribed fee shall make such enquiries as he deems fit and enroll the graduates in the register on satisfactory fulfilment of the conditions, for a period of five years. Such registration shall ordinarily take effect from the 1st April or the 1st October following and the period of five years shall be reckoned from such date.

**(56) *Change of address-notification:***

A graduate who has registered shall notify the Registrar any change of address of his residence immediately.

A registered graduate who changes his address to a place outside the University area shall have his name deleted from the Register of Graduates and any graduate shall be entitled to have his name retained in the register only so long as he is ordinarily residing within the University area.

**(57) *Eligibility for Election:***

Graduates who are enrolled at least three months prior to the date of election shall only be eligible to participate in an election; provided that on the occasion of the first election after the notification, all those who registered before such date as may be fixed in the notification for registration of graduates shall be eligible to participate in the election.

**(58) *Renewal of Registration:***

At the expiry of the five year period, the names of the registered graduates who do not apply for continuance thereon together with the fee prescribed for renewal, if any, shall be deleted from the register. Applications for renewal shall be made in the prescribed form and fee, if any, and shall be forwarded to the Registrar with a certificate of continued residence in the University area as prescribed above, and shall be sent by Registered post with acknowledgement due in an envelope franked "Application for Renewal of Registration" on the left hand top corner. Any application not sent in a cover franked as stated above by Registered Post with acknowledgement due or not delivered in person will not be accepted. Graduates who have so renewed shall be eligible to participate in the elections from the date of renewal.

**(59) *Annual Revision:***

The Register of graduates shall be revised every year on the first October. Graduates may notify before 31st March preceding, any change in their address or any information relating to any change of residence or demise of any Registered Graduate.

Any omission or error in the Register of Graduates shall not by itself vitiate any election.

***(60) Supply of copy of Register of Graduates:***

Any Registered Graduate shall be entitled to peruse the list of Registered Graduates in the office by previous appointment with the Registrar. He shall also be entitled to receive a copy of the list on payment of a sum as prescribed.

The list of registered graduates shall be maintained district-wise, arranged in the alphabetical order in respect of each district

***(61) Register of Headmasters of recognised Higher Secondary Schools:***

The Registrar of the University shall maintain for each revenue district in the University area, a register showing the names and addresses of Headmasters of complete Higher Secondary Schools recognised by the local State Government

## CHAPTER VIII

## CONDITIONS OF SERVICE AND RECRUITMENT

(See Sections 43, 44 and 45 of the Periyar University Act, 1997)

1. **General:**(1) **Title:-**

These Statutes shall be known as "Service Statutes of the Establishment under the Periyar University".

(2) **Application:-**

These Statutes shall be applicable to all staff of the University not regulated by separate laws framed in accordance with the provisions of the Act and Statutes. For academic staff and others governed by separate laws, these Statutes shall apply as far as they are not inconsistent with the said separate laws.

In the case of those on Foreign Service from Government Department, 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 University.

Unless specified, the rules of the Government will be applicable.

In respect of contractual appointment, the contract conditions will prevail over these Statutes. In regard to matters not specifically dealt with in contract agreement, the provisions in these Statutes will apply.

(3) **Relaxation:**

The Syndicate may relax any of the provisions of these Statutes in exceptional cases in favour of an individual or a group of individuals as the Syndicate may deem fit.

2. **Definitions:**

In these Statutes, unless the context otherwise required:

- (i) "Act" means the Periyar University Act 1997 as amended from time to time.
- (ii) "Senate" means the Senate of the Periyar University.
- (iii) "Syndicate" means the Syndicate of the Periyar University.
- (iv) "The Vice-Chancellor" means the Vice-Chancellor of the Periyar University.
- (v) "Appointing Authority" in respect of posts in the University means the authority empowered to make appointments under the Act and Statutes.
- (vi) "Employee" means an employee of the Periyar University.
- (vii) "Department" means the University Department of Teaching and Research.

3. **Classification of Staff:**

- (1) The employees of the University shall be classified as follows: (based on the scale of pay as adopted by the State Government from time to time):

Group A - Employees whose minimum pay in the time-scale is Rs. 10,000/- or more per month.

Group B - Employees whose minimum pay in the time-scale is Rs. 5,500/- and above but below Rs. 10,000/- per month

Group C - Employees whose minimum pay in the time scale is Rs. 3050/- and above but below Rs. 5,500/- per month

Group D - Employees in the Post of pay scale the minimum of which is below Rs. 3,050/- per month

- (2) The scales of pay of the employees of the University shall be as specified in Appendix-I. The scales of pay of the employees under Group C and Group D shall be the same as applicable from time to time to the employees in the corresponding posts in the Tamil Nadu Government Service. The special pay and other allowances admissible to the employees shall be at the rates applicable to the employees in the corresponding Post in the Tamil Nadu Government Service, as decided from time to time by the University. However, the Syndicate shall have Powers to revise the scales of pay and allowances attached to any of the posts of the University as and when necessary.

#### 4. RECRUITMENT

The Syndicate shall have the Powers to create teaching and non-teaching Posts, on specific recommendations of the Vice-Chancellor, from time to time based on the need.

- (1) Qualification and method of recruitment:-

Recruitment to the various posts shall be made:

- (1) by direct recruitment;
- (2) by transfer;
- (3) by promotion through selection from the lower category;
- (4) by deputation on foreign service from Central or State Governments or other Universities or Affiliated Colleges or from Public Sector undertakings and local bodies;
- (i) The qualification, method of recruitment and appointing authority in respect of various Posts in the University shall be as specified in the Appendix-I. The qualifications and procedures for recruitment prescribed in Appendix-I shall apply to the Posts in the University after the date to be specified by the Government under section 58 of the Act. Appointments to Temporary Post shall be made as per section 45 (7) of the Act.
- (ii) Applications to the various categories of Posts in the University shall be made in the prescribed forms given in the Appendix-II for technical Posts and in Appendix-III for non-technical Posts. For all technical Posts in the University, a fee of Rs.100/- shall be collected and for non-technical Posts, a fee of Rs.50/- shall be Collected along with each application, which will be decided by the Syndicate from time to time.
- (iii) On expiry of the last date for receipt of applications, all the applications shall be compiled and placed before a Screening Committee constituted for the purpose by the Vice-Chancellor. The Screening committee, after tabulating the applications and comparing the qualifications of the applicants, shall prepare a list of names of candidates to be called for interview and place it before the Vice-Chancellor for his approval. When necessary, the candidates from among the approved list shall be called for interview to appear before the Selection Committee on a specified date, at their own expense.
- (iv) For certain higher categories of Post where competent men are not easily available, the University may Contact persons either directly or indirectly and place the bio-data of such persons before the Selection



Committee for its consideration. When such candidates are called for interview the University shall defray the travelling expenses as per the rates admissible to the post.

- (v) Where necessary, the Selection Committee may, with the approval of the Syndicate, relax the minimum requirements / qualifications in favour of the candidates who are otherwise considered as qualified for selection.
- (vi) The Selection Committee shall furnish a panel of not more than three names arranged in the order of merit in respect of each post. While recommending the panel of names of more than one post in the same category, the Selection Committee shall rank all the names in one panel.
- (vii) The period of validity of any panel prepared by the Selection Committee shall be one year from the date of approval.
- (viii) The appointment by the appointing authority shall be made strictly in the order of ranking from the approved panel.
- (ix) In the interest of the University work, any employee shall be liable for transfer to any other post / related department within the jurisdiction of the University.

The ratio among direct recruitment, promotion and deputation shall be decided by the Syndicate from time to time on specific proposal from the Vice-Chancellor.

Note : Direct recruitment shall be made by obtaining a list of qualified candidates from the Employment Exchange as per the Government Order in this regard. However, the University shall recruit through advertisement in the press or any other mode of recruitment as specified in the Statutes provided that eligible candidates are not available from the Employment Exchange. It is provided further that any of the candidates working under contingency / or temporary category in the University may be permitted to apply for such posts provided that they fulfil the qualifications prescribed for the post.

The University may engage any qualified person (Age : not more than 58 years) to any of the posts in the University on deputation / contractual basis for a specific period.

**(2) Reservation:**

The rules of communal reservation as in force in the Tamil Nadu Government Service from time to time shall apply in the case of all direct recruitments.

**(3) Criteria for Promotion:**

All promotions shall be selection based on merit, efficiency / contribution and seniority from among candidates possessing the qualifications prescribed, subject to evaluation by a Committee appointed as in para 4 of this section. The seniority may be considered when merit and efficiency are approximately equal.

**(4) Selection Committee:**

- (a) Except in the case of appointments otherwise stated, all appointments of teaching staff will be made by the Syndicate from the panels recommended by Selection Committee, constituted for this purpose as provided in section 45 of the Act. Except in the case of appointments, otherwise stated in the Act/ Statutes, all appointments of the administrative and other non-teaching staff shall be made by the

Vice-Chancellor on getting the approval of the Syndicate from the panel of names recommended by the Selection Committees constituted for the purpose. Such Selection Committees constituted shall consist of the members as shown below:

1. Groups 'B' and 'C'

Vice-Chancellor	-	Chairman
One Head of the Department/Professor nominated by the Vice-Chancellor	-	Member
Two experts from outside the University nominated by the Syndicate from a panel of four members prepared by the Vice-Chancellor	-	Members

II. Group 'D'

Registrar	-	Chairman
Head of the Department/Professor nominated by the Vice-Chancellor	-	Member
One Expert from outside the University nominated by the Syndicate from a panel of three members prepared by the Vice-Chancellor	-	Member

The Vice-Chancellor shall appoint the members of the Selection Committee, for every Selection.

All appointments made by the appointing authority shall be deemed to have been made on behalf of the University.

In the case of teaching staff, the qualifications / procedure prescribed by the U.G.C. for various categories and approved by the Government of Tamil Nadu shall generally be followed and for non teaching staff such procedure prescribed by Tamil Nadu Government from time to time will be followed, subject to such modifications, as the Syndicate might consider necessary.

**(b) *Employees on Deputation:***

Nothing contained in the Statutes regarding age, qualification, etc., shall preclude any employee who has been appointed on deputation from the Government/Public Bodies/ Other Universities/ Affiliated Colleges from being appointed in comparable posts, if he/ she is found to be suitable for regular absorption in the University Service.

**(c) *Special Qualifications for Technical Persons:***

Nothing contained in these Statutes shall preclude the prescription of any special qualification by the Syndicate for the technical personnel, as additional qualifications (essential and desirable) as and when required.

**(d) *Revision of Qualification:***

Nothing contained in the Statutes shall preclude the Syndicate from revising the educational qualifications and age limit in accordance with the recommendations of the UGC/ AICTE for teaching posts with the approval of the Government of Tamil Nadu.

**(5) Submission of Certificates:**

Every person appointed as Member of the Staff of the University shall, before actually joining the University should produce:

- (a) Evidence of age;
- (b) Community Certificate;
- (c) Evidence of Educational Qualification;
- (d) Proper relief certificate from the previous employer; and
- (e) A certificate of medical fitness (as prescribed in Appendix-IV) from a medical officer not below in rank of a Civil Surgeon that the person is physically fit for the job and that he suffers from no disability, contagious diseases which would affect the discharge of his duties in the University.

**(6) Temporary Appointment by the Vice-Chancellor.**

Where it has become necessary owing to an urgency to fill immediately a vacancy in any teaching/non-teaching posts, directly or by promotion and there would be undue delay in making such appointment in accordance with the Statutes, the Vice-Chancellor may promote or appoint a person temporarily for a period not exceeding six months at a time but not exceeding one year in total or till such appointee is regularised or 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. Such appointments/promotions shall be reported to the Syndicate in the next meeting.

**5. PROBATION:****(1) Period of Probation:**

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.

- (a) For non-teaching, recruited at the base level, sanctioning increment/the declaration of probation will be on passing the Account Test for subordinate officers-Part I and the test in District Office Manual or the tests as prescribed for the posts in the case of promotions too.
- (b) For any promotion of non-teaching cadre passing the account test for Executive Officers is a prerequisite for inclusion in the seniority list.
- (c) The special qualifications set in (a) & (b) above are in addition to other qualifications set in for the post in the Appendix-I.

**(2) (a) Completion of Probation:**

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 an assessment either declare him/her to have completed his/her probation satisfactorily or extend his/her probation by such period as is considered necessary, not exceeding one year to make a further assessment

of his/her suitability provided such orders shall be issued within three months after the date of completion of probation or terminate his/her service. If an assessment at the end of the extended period of probation shows that his/her work is not satisfactory, his/her appointment shall then be terminated or demoted to a lower post. Such an order shall be issued within three months after the date of the completion of the extended period. Provided further that such action on the employee shall be based on the approval of the Syndicate.

**(b) *Mode of Assessment of Academics:***

A committee presided over by the Vice-Chancellor and consisting of the Head of the Department/Professor of concerned Department and an expert member from outside the University nominated by the Syndicate from among the panel of three names prepared by the Vice-Chancellor shall evaluate the work of the probationer and make recommendations whether he/ she can be declared as having completed his/her probation satisfactorily or otherwise.

- (c) The Syndicate will decide whether those who have completed probation in one cadre need to be put on probation in subsequent promotion/selection.

**6. FURNISHING OF SECURITY AND AGREEMENT:**

**(1) *Security Deposit:***

Any person appointed to the categories for which security is considered necessary by the Syndicate shall furnish the security in cash or in any other manner as prescribed by the Syndicate from time to time.

**(2) *Agreement for Probationer/Contract Appointment :***

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 format prescribed on a stamped paper.

**(3) *Agreement after Completion of Probation:***

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 format on a stamped paper.

**7. NOTICE FOR LEAVING EMPLOYMENT:**

**(1) *Notice by a member:***

An approved probationer of the University other than the staff in Group D shall not leave or discontinue his/her service on his/her own accord without first giving three calendar months' notice or by paying an amount equivalent to his salary of three calendar months in lieu thereof. The appointing authority shall have the right to accept or refuse the request on valid grounds.

**(2) *Notice by others:***

A probationer or a temporary employee of any Group and a regular employee of Group D shall not leave or discontinue his/her service on his/her own accord without first giving one calendar month notice or salary in lieu thereof.

## 8. RETIREMENT:

### (a) *Age of Retirement:*

Non-Teaching employee of Groups A, B, C and O shall retire from the University service on the last day of the month in which he/ she completes his/her 58th year of age. The age of retirement for teaching Staff is 58 and they will retire on the last day of the month.

Provided that the age of retirement is subject to change as per the Government order issued from time to time.

### (b) *Re-employment:*

Provided that the Syndicate may re-employ any such employee for one year in respect of non-teaching staff and two years in respect of teaching staff in recognition of outstanding contribution to the University on such terms and conditions as may be prescribed by the Syndicate.

Provided that such re-appointments are subject to review by a Committee appointed by the Syndicate every year. Provided further, that any such employed person shall cease to continue in office on attaining the age of 63 in the case of teachers and 60 in the case of non-teaching employees.

## 9. COMPULSORY/VOLUNTARY RETIREMENT - NOTICE ISSUANCE

### (1) *Teaching & Non-teaching Staff:*

Notwithstanding anything contained in these Statutes, the Syndicate based on the specific recommendations of a Committee constituted for reviewing the status of an employee whose function in the discharge of his duties is found to be gravely inferior or his conduct and character are not befitting the status of the University may be ordered to be compulsorily retired in the interest of the University.

Provided that the employee is given all the reasonable opportunities to explain his case as per the rules in force. Such non-teaching and teaching staff shall be given notice of not less than three months or the pay and allowances in lieu of such notice. The amended Fundamental Rules as applicable to the Employees of the Government of Tamil Nadu shall apply mutatis mutandis to the teaching and non-teaching staff of the Periyar University.

In such cases when a 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 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 retirements.

### (2) *Voluntary Retirement:*

Any teaching and non-teaching staff who has completed the qualifying service as stipulated in the Tamil Nadu Government fundamental rules mutatis mutandis may opt to retire by giving notice of not less than three months in writing to the Syndicate. 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.

***Explanation No. - I:***

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

***Explanation No. - 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) *Review Petition:***

Any employee, compulsorily retired either under Statute (2)I or Statute (2)II above, may file a review petition, if he/ she desires within one month to the Syndicate from the date of receipt of the orders.

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.

**10. SCALE OF PAY AND ALLOWANCES:****(1) *Pay and Revision of Pay:***

The scales of pay admissible to various categories of posts in the University shall be fixed as given in Appendix-I.

Provided that the Dearness Allowance, House Rent Allowance, City Compensatory Allowance shall be regulated as per the rules applicable to the employees of the Government of Tamil Nadu from time to time.

**(2) *Sanction of Advance Increments:***

All appointments shall ordinarily be made at the minimum of the scale of pay prescribed for the post provided, however, that the Syndicate / Vice-Chancellor in special cases may authorise fixation of pay at a higher stage in the pay scale based on the recommendation of the selection Committee. Such higher fixation shall be subject to a maximum of five additional increments unless it is a question of protecting the previous emoluments of the selected candidates.

**(3) *Applicability of Fundamental Rules :***

The Fundamental Rules of the Tamil Nadu Government shall apply in general regarding pay fixation, increments, joining time, Foreign Service, additional charge, etc., wherever it is not inconsistent with any of the provisions under these Statutes and the Ordinances.

**(4) *Creation & filling up of Temporary Posts:***

Whenever the University creates a temporary post for a specified period not exceeding two years at a time for a specific purpose, the Syndicate may prescribe ad hoc rules to govern the recruitment, qualifications and scale of pay, etc.

**11. RECORD OF SERVICE:****(1) *Service Register:***

There shall be a service register for every employee in which all matters relating to his/ her service in the University shall be entered. The service register shall contain in particular a history of service from the date

of his appointment including increment, promotion, reward, punishment and all other special events of his/her service career. The service register shall also contain a Leave form for the employee showing a complete record of all kinds of leave other than casual leave taken by him/her. The service register shall be in the form as prescribed for the employees of the Tamil Nadu Government.

**(2) *Personal Performance Appraisal File:***

The personal performance appraisal file shall be maintained for all employees. The form and procedure shall be as followed in the Tamil Nadu Government from time to time.

The officers who are to write, countersign and maintain the personal files shall be as prescribed in the Appendix- V.

**12. LEAVE**

**(1) (a) *Kinds of Leave:***

The following are the various kinds of leave admissible to the employees (Teaching & Non-Teaching) of the University:-

- i. Earned Leave
- ii. Maternity Leave.
- iii. Unearned Leave on Medical Certificate.
- iv. Unearned Leave on Private affairs.
- v. Study Leave.
- vi. Sabbatical Leave (applicable for Teaching Staff only)
- vii. Casual leave including Special Casual leave.
- viii. Other types of leave as provided in the Tamil Nadu Government Leave Rules.

**(b) *The Tamil Nadu Government Leave rules shall be applicable in all cases except in the following:***

All temporary women employees are also eligible for Maternity Leave. But they should have completed one year of service. They shall first be sanctioned earned leave at their credit and the balance shall be sanctioned as Maternity Leave.

**(c) *Quantum of earned leave for teachers is 15 full days per year.***

**(d) *Study Leave:***

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

- (i) *Conditions:-* The employees should have completed at least five years of service and there should be five years before the time of retirement. They should belong to A and B Groups of employees and execute a bond prescribed.
- (ii) *Quantum of Leave:-* Study leave shall be granted for twelve months at a time and 24 months in all.
- (iii) *Purpose:-* The purpose of grant of such leave is to continue academic pursuit in or outside India.
- (iv) *Leave Salary:-* Pay allowed during study leave is full pay if deputed by the University. Administrative powers of competent authorities to sanction leave are given in the Appendix - VI.

**(2) Holiday & Vacation:**

Full-time teachers of the University shall be entitled to a summer vacation of two months from 1st May to 30th of June (both days inclusive) and all Gazetted holidays.

**(3) Sabbatical Leave:****1. Eligibility:**

The Teachers of the University shall be eligible for grant of sabbatical leave for a period of one year at the end of every six years of continuous service in the University for undertaking study, research and writing of books within the country or abroad.

**2. Service:**

In reckoning the service in the Teachers' grade for this purpose, six years of service rendered without any break will be taken into account that is, it should not be intervened by any absence for a period exceeding three months of the University session (excluding vacation). For any absence for a period exceeding three months of service, an additional period of equal duration will have to be rendered for the completion of six years of service, for the purpose of Sabbatical Leave.

**3. Duration:**

- (a) Sabbatical Leave shall be granted for a period of twelve months including vacation.

Vacation will not be allowed to be prefixed or suffixed with Sabbatical Leave.

- (b) Sabbatical Leave may be availed of, only twice during the entire period of service of a teacher in the University, provided he has rendered approved service of not less than six years before each spell of Sabbatical Leave.

**4. Service Benefits:**

During the period of Sabbatical Leave the Teacher shall be allowed to draw the normal increments on the due date and the period of leave shall also count as regular service for the purpose of pension/retirement benefits, provided that the Teacher rejoins the University on the expiry of his leave.

**Note :-**

The programme to be followed during Sabbatical Leave shall be submitted for approval (by the University) along with the application for grant of leave.

**5. Salary:**

A Teacher shall, during the period of Sabbatical Leave, be paid full pay and allowances (subject to the prescribed conditions being fulfilled) at the rates applicable to him/her immediately prior to his/her proceedings on Sabbatical Leave. The University shall not, however, fill up his/her post. The teaching and academic work in the department shall be shared amongst the existing teachers in the department during the absence of the teachers on sabbatical leave.

**6. Restrictions:**

- (i) A Teacher on sabbatical leave shall not take up, during the period of that leave, any regular appointment under another organisation in India or abroad.



- (ii) Sabbatical leave can not be granted as a matter of right The Syndicate reserves the right to stipulate conditions/rules for the purpose of granting Sabbatical leave.
- 7. The Teacher shall submit the proposed programme to be followed during the sabbatical leave to the University. On return from the leave, a report on the nature of study, research or writing undertaken during the period of leave shall be submitted to the University.

**(4) (a) *Grant of Casual Leave:***

The Casual leave shall be sanctioned by the Vice-Chancellor for the Heads of the Departments, the Deans, the Registrar, the Controller of Examinations and the Finance Officer. The Heads of the Departments shall sanction the casual leave for the teaching and non-teaching staff of their departments. The Registrar, the Controller of Examinations and the Finance Officer shall grant the casual leave to the staff working under them.

**(b) *Grant to leave other than Casual Leave:***

The Vice-Chancellor shall sanction the earned leave and the medical leave to the teaching and non-teaching staff of Groups A and B. The Registrar under delegation from the Vice-Chancellor shall grant all kinds of leave to the non-teaching staff of Groups C and D.

**(5) *Recall for Duty:***

Leave cannot be claimed as a matter of right and when the exigencies of service so demand leave of any kind may be refused or the employee may be compulsorily recalled from leave by the authority empowered to grant it, viz., the Vice-Chancellor, the Registrar, the Deans, the Heads of the Departments and such other authorities. If in administrative interest it is so required, the Vice-Chancellor shall have the over-riding powers to revoke or cancel any related orders passed by other officers when duly represented. The administrative powers of the competent authorities shall be as specified in Appendix VI

**(6) *Not to be employed during Leave:***

A University employee on leave shall not accept or take up any employment of service or receive any remuneration, provided that it shall not apply in cases of sabbatical and study leave. Wilful absence from duty after the expiry of leave may be treated as misconduct attracting disciplinary actions.

### **13. DISCIPLINE AND CONTROL**

In matters of disciplinary proceedings, the Tamil Nadu Civil Services (Discipline and Appeal) Rules, as amended from time to time shall be applicable.

The code of conduct of the employees shall be as given in Appendix-VII.

**(1) (a) *Causes for Imposing Penalties:-***

An employee of the University 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 conform to the instructions of his superiors or any irregularities in the discharge of his duties or any criminal offence involving moral turpitude shall be liable for the following penalties by the competent authorities (Appendix VIII & IX)

**(b) Kinds of Penalties:-**

The following penalties may for sufficient reasons, be imposed on a University employee, namely:-

**1. Minor Penalties:**

- (a) Censure
- (b) Stoppage of increment with or without cumulative effect
- (c) Fine (in the case of employees of Group D.)

**2. Major Penalties:**

- (a) Stoppage of increment with cumulative effect.
- (b) Suspension for a period of two months that could be extended for another period of two months by the competent appellate authority pending enquiry which shall be treated as a substantive punishment for either the whole period or a part.
- (c) Reduction to a lower category of the University service. (d) Termination/dismissal from the service.
- (e) Compulsory retirement.

**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 these punishments.

**(2) Procedure:-****(1) Disciplinary Authorities:**

Any appeal to the Syndicate should be addressed to the Registrar who is the ex-officio Secretary to the Syndicate.

**(2) Power to Suspend Employees:**

The authority competent to impose major punishment will have powers for suspending an employee, pending enquiry, if in their opinion, the continuance of the employee in service is detrimental either to the proposed enquiry or interest or reputation of the University.

Notwithstanding anything contained in the above Clause, the Vice-Chancellor when he deems fit may suspend or take action on any employee pending enquiry as per section 13(4)(a) of the Act and report thereafter to the Syndicate.

**(3) Period of Suspension:**

Period of suspension should not normally exceed three months. Unless the period is extended beyond three months for specific reasons, over an order to be issued within the said three months, with the approval of the appellate authority, the suspension order shall be deemed to have been revoked.

**(4) Authority to revoke suspension:**

The Registrar/Dean in cases where he himself has ordered the suspension, can revoke it on the orders of the Vice-Chancellor. The Vice-Chancellor can revoke his own orders of suspension pending enquiry as well as

the orders of suspensions pending enquiry issued by the Registrar / Dean and any other Officers of the University.

**(5) *Imposing Minor and Major Penalties:-***

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 an oral enquiry and / or oral hearing and if so, the details of witness 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.

**(6) *Supersession by the Vice-Chancellor:-***

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 he thinks fit in the interests of the University.

**14. DISCIPLINARY ACTION AGAINST EMPLOYEES DRAWN ON FOREIGN SERVICE TERMS**

***Power to suspend Deputationists:-***

The Government of Tamil Nadu Rules regarding disciplinary action in respect of officers on foreign service shall be applicable in respect of all employees working in the University on deputation. If the Syndicate feels it necessary such officer may be reverted back to the Department concerned with a report to take action on such employees, in respect of alleged irregularities committed by him during his/her employment in the University.

**15. CONDUCT AND DISCIPLINE:**

- (i) 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 employee 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.
- (ii) No University employee shall indulge in any criticism of the University administration in such a manner as savours of defiance and insubordination or causes or is likely to cause embarrassment to the administration.
- (iii) No University employee shall associate himself with or take an active part in politics. The Syndicate's decision on this aspect of an employee's conduct shall be final.
- (iv) Employees shall not submit directly applications for appointment to higher posts in the University / else where or for advance increments or for other kinds of preferment. But they may submit their claims to higher posts etc., through proper channel.
- (v) A whole time University employee may be entrusted with any work connected with the University, academic or administrative, 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.

- (vi) 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 an amount and of such character as may be determined by the Syndicate. This shall be a condition attached to the posts and shall not entitle the employees concerned, who fill the posts to claim any additional remuneration or compensation or privilege on this account
- (vii) The Syndicate reserves the right to frame suitable rules and amend or add to them.
- (viii) 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 Vice-Chancellor and the Registrar will be the authorities to make the requisition for a preliminary enquiry and order a detailed enquiry by the Director of Vigilance and Anti-Corruption in respect of A/B Groups and C/ D 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.

The detailed procedure governing the discipline and control of the employees and competent authorities to impose penalties shall be as detailed in Appendices-VIII and IX.

## **16. PENSION CUM GRATUITY:**

### **(1) *Eligibility and Benefits:***

All members whether regularised or permanent are eligible for pensionary benefits subject to the conditions prescribed. The Tamil Nadu Government Pension rules in force and as amended from time to time are applicable to the Periyar University Employees. The pensionary benefits are:-

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

### **(2) *Conditions for grant of Pension:***

The main conditions of the grant of pensionary benefits are:

- (i) the service should be under the University; and
- (ii) the service should be paid for by the University.

### **(3) *Maintenance of Service Book:***

- (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.
  - i) Qualifying Service
  - ii) Average Emoluments
  - iii) Last Emoluments drawn
- (b) The University shall maintain a service book for every employee in complete and upto date shape with the entries therein duly verified and authenticated by the competent authority. The concerned employee will be required to peruse and attest the same once in five years.

The record of verification of service with reference to paybills 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:***

Qualifying service is to be computed, taking into account the total service of the employee from the date of his joining in service upto the date of 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 services 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 off to the next higher half-year.

		Year	Month	Days	
<b>For example</b>	i)	30	5	20	is 60 half-years
	ii)	30	6	00	is 61 half-years

- (b) Overstayal of joining time, if not regularised 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 the proceeding 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:***

- (a) "Emoluments" means (i) Pay (ii) Special Pay (iii) Personal Pay and (iv) any other remuneration which is specially classed.
- (b) "Average Emoluments" mean the average of monthly emoluments actually drawn during the last ten months of the service of the member before his retirement. If during this period, the member is on extraordinary leave or on suspension treated as such, then the period of calculation of ten months is to be prepositioned to arrive at a total period of ten months.
- (c) It will, therefore, be seen that only actually drawn amounts during the last ten 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 accrues during the earned leave if the total earned leave taken at a time exceeds 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 the 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) Service Gratuity:**

Pension which is a monthly payment after retirement calculated as per rules, will be payable only if a person completes a minimum qualifying service of ten years (i.e. 20 half years) as per graded scales indicated in Statute 7(i) 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".

**LIST "A" SERVICE GRATUITY (LUMP SUM PAYMENT)**

Completed half year period	Rate of Gratuity
1	½ month emoluments
2	1 -do-
3	1½ -do-
4	2 -do-
5	2½ -do-
6	3 -do-
7	3½ -do-
8	4 -do-
9	4 <sup>3</sup> / <sub>8</sub> -do-
10	4½ -do-
11	5 <sup>5</sup> / <sub>8</sub> -do-
12	5½ -do-
13	5 <sup>7</sup> / <sub>8</sub> -do-
14	6½ -do-
15	6 <sup>3</sup> / <sub>8</sub> -do-
16	7 -do-
17	7 <sup>3</sup> / <sub>8</sub> -do-
18	7½ -do-
19	8 <sup>1</sup> / <sub>8</sub> -do-

**(7) Rate of Pension:**

- (i) In the case of the members who have completed thirty years of qualifying service and above, the pension (monthly payment) is calculated at the rate 50% of the last pay drawn by the individual.
- (ii) In 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 (i) above in the same ratio as the actual number of completed half-year service bears to 60 half-years.
- (iii) The pensioner is entitled to draw along with pension, DA and such other concessions as may be sanctioned by the Government of Tamil Nadu from time to time and accepted by the University.

**(8) Death-cum-Retirement Gratuity:**

- (a) This is calculated on the last emoluments drawn by the University employee before his retirement at the rates indicated below for each completed half year of qualifying service in the case of retirement, provided he has been completed at least five years of qualifying service at the time of his retirement.

The 'Emoluments' means (i) pay (ii) special pay (iii) personal pay and (iv) dearness allowance last drawn.

- (b) In the case of retirement, the death-cum-retirement gratuity is calculated at 114 th of the last emoluments drawn for each completed half year of service, subject to a maximum of 161/2 times of last emoluments drawn and subject to a maximum amount as fixed by the Tamil Nadu Government from time to time and approved by the Syndicate.
- (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 is as follows:
  - (i) In the case of less than 1 year qualifying service. - 2 times last emoluments drawn.
  - (ii) Above one year but less than 5 years qualifying service. - 6 times last emoluments drawn.
  - (iii) Above 5 years of qualifying service but less than 20 years - 12 times last emoluments drawn
  - (iv) 20 years and above - ½ month emoluments for every completed six monthly period subject to a maximum of 33 times of monthly emoluments

**(9) Family Pension:*****Rate of Family Pension:***

This is also calculated with reference to the last emoluments drawn as indicated below:

'Death while in service' will be paid family pension @ 50% of pay last drawn for a period of seven years from the date following the death or for a period upto the date on which the deceased University employee would have attained the age of 60 years if had he/she remained alive whichever occurs earlier and thereafter normal rate of pension (30% of the last pay drawn). DA is also paid to the family pensioners at the same rate and same

conditions as per the pensioners. The minimum family pension will be Rs.1,275/- p.m. or as per the pension rules of Tamil Nadu Government and revised from time to time.

**(10) The Classification of the other kinds of Pension are:**

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 at least three 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. In case he has to address the appointing authority through proper channel, it is to be reckoned from the date of receipt in the office of the appointing authority.

During the notice period the employee should not be on leave on loss of pay.

**(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 employee has completed twenty five 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 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 Pension:**

This is granted to a person who by physical or mental infirmity is permanently incapacitated for the University service.

If the member was on duty the date of effect of retirement will be the date of medical certificate. If he was on leave during the period when medical certificate was granted the date of his retirement will be the date of his return to duty.

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 as stipulated in rule 39 of the Tamil Nadu Pension Rules.

No compensation pension is payable for the period in respect of which he receives pay and allowances in lieu of notice.

#### (11) **General Instructions:**

##### (i) *Fixing the Date of Birth:*

For the calculation of pension, the date of birth of the employee is necessary. If the year alone is given, the date of birth should be taken as the 1st July of that year. If the year and month are known but not the exact date, 16th of that month should be taken as the date of birth of the University employee.

##### (ii) *Date of Retirement in the month:*

If the Date of Birth of the University employee falls between the second day and the last day of the month, he will be permitted to retire on the afternoon of the last day of that month.

##### (iii) *Eligible Service for Pension:*

In the case of a member who retires 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 allowances and extraordinary leave on medical certificates will count for pension and gratuity.

#### (12) **Encashment of Earned Leave:**

Encashment of 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 as per the Tamil Nadu Government orders from time to time.

#### (13) 1 **Commutation of Pension:**

Pensioners shall be allowed to commute for a lumpsum payment any portion not exceeding 40% of the pension granted to them by the University.

##### 2 **Commutation Table:**

The lumpsum payable on commutation shall be calculated in accordance with the orders of the Tamil Nadu Government, which may be prescribed from time to time. The table of the present value is given below:

Age on next birthday	Commutation value expressed as number of years' purchase
51	12.95
52	12.66
53	12.33
54	12.05
55	11.73

56	11.42
57	11.10
58	10.78
59	10.46
60	10.13
61	09.81
62	09.48
63	09.15
64	08.82
65	08.50
66	08.17
67	07.85
68	07.53
69	07.22
70	06.91
71	06.60
72	06.30
73	06.01
74	05.72
75	05.44

**3. *Deduction of Commuted portion:***

Commutation when sanctioned shall take effect from the date of the order. 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.

**4. *Restoration not allowed:***

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.

**5. *Commuted sum paid:***

If the pensioner, dies on or after the day following that on which commutation takes effect but before receiving the commutation value, such value shall be paid to his heirs.

**6. *Commutation within one year of Retirement:***

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.

**7. *Restoration to normal pension:***

Pensioners shall be allowed restoration of the commuted portions of their pension as and when they complete fifteen years from the date of commutation.

Any amendments made to the corresponding rules under the Tamil Nadu Government will mutatis mutandis apply to these rules till amendments are incorporated under these Statutes and the rules.

**17. TRAVELLING ALLOWANCE AND TRANSFER TRAVELLING ALLOWANCE:**

**(1) Government and Special Rules:**

The Tamil Nadu Travelling Allowance Rules are applicable to the University employees. The rates of Travelling Allowance and Daily Allowance shall be adopted, as in the case of the Tamil Nadu Government Servants, for all University employees, and special rates for certain categories as shown in the Appendix-X shall be adopted for particular group of officers of the University and members of the various authorities and committees.

**(2) Rules for exceptional cases:**

Provided that the Vice-Chancellor may, in exceptional cases, allow Travelling Allowance at the rates higher than that admissible as per para (1) above.

- (3) The Transfer Travelling Allowance shall be claimed as per the Tamil Nadu Government Travelling Allowance Rules.

**18. PROVIDENT FUND-CUM-INSURANCE SCHEME FOR THE EMPLOYEES OF THE PERIYAR UNIVERSITY (As applicable to the Tamil Nadu Government Officers and Employees from time to time).**

**GENERAL**

**(1) Title:-**

These Statutes shall be called "Provident Fund-Cum-Insurance Scheme Statutes" for the employees of the Periyar University.

**(2) Application:-**

These Statutes shall apply to all the employees of the University, both teaching and non-teaching.

- (i) 'Fund' shall mean the University Provident Fund (UPF) established and maintained under these Statutes.
- (ii) 'Employees' shall mean Teaching and Non-Teaching employees of the Periyar University.
- (iii) 'University' shall mean the Periyar University.
- (iv) 'Syndicate' shall mean the Syndicate of the Periyar University.
- (v) 'Teachers' shall mean the teaching staff as mentioned in the Statutes.
- (vi) 'Non-Teaching 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.

**(3) Date of coming into force:**

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.

**(4) Composition of the Fund\*:**

The fund shall be made up of (a) subscriptions and (b) interest on the subscriptions.

**(5) Investment of the Fund:**

The corpus and all moneys of the fund shall be invested in interest bearing securities/ Nationalised Banks 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 their credit shall be transferred to the fund, if they are absorbed later in the University.

- (6) (i) The minimum rate of subscription payable by each subscriber, based on his emoluments, shall be as shown in the table below:

SI. No.	Emoluments (Rs.)	Minimum monthly rate of Subscription (Rs.)
1.	3000-3200	360
2.	3201-3500	385
3.	3501-3800	420
4.	3801-4100	455
5.	4101-4400	490
6.	4401-4700	530
7.	4701-5000	565
8.	5001-5500	600
9.	5501-6000	660
10.	6001-6500	720
11.	6501-7000	780
12.	7001-7500	840
13.	7501-8000	900
14.	8001-8500	960
15.	8501-9000	1020
16.	9001-1000	1080
17.	10001-11000	1200
18.	11001-12000	1320
19.	12001-14000	1440
20.	14001-16000	1680
21.	16001-18000	1920
22.	18001-20000	2160
23.	20001-22000	2400
24.	22001-24000	2640
25.	24001-26000	2880
26.	26001-28000	3120

\* The Tamil Nadu Government Rules will be followed in the administration of Provident Fund.

**(ii) Voluntary Increase of Subscription:**

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.

**(iii) Special P.F cum Gratuity Scheme:**

The University employees will be eligible for Special Provident Fund-cum-Gratuity Scheme on the same terms as applicable to the employees of the Tamil Nadu Government.

**(iv) When to cease subscription:**

Four months prior to the month of retirement on superannuation a subscriber, shall cease to subscribe to the Provident Fund.

**(v) Rate of Interest:**

Compound interest at the rate allowed every year to the Government servants of Tamil Nadu under General Provident Fund shall be allowed on the subscriptions less deducting the amount of advance, if any, remaining unpaid.

**(vi) Group Insurance:**

The employees of the University come under the Group Insurance Scheme of the L.I.C. According to the Scheme, in the event of the death of an employee during the period of service, a sum of Rs.20,000/- (Rupees twenty thousand) will be provided as relief to the nominee of the employee. A subscription of Rs.10/- per month will be deducted from the salary of the employees. The nomination as prescribed by the rules of the scheme shall be executed by every employee.

**(vii) Loans and advances:**

The employees of the University shall be eligible to draw loans and advances as applicable to the Tamil Nadu Government employees. The officers empowered to sanction advances are as given in Appendix - XI.

**19. PURCHASE OF STORES:**

The University shall purchase and procure stores required for proper functioning of the University. The financial powers for purchase and procurement of the various items listed in Appendix - XII.

**20. POWER TO ADD OR TO AMEND:**

The Syndicate shall be competent to alter or to add or amend or to cancel any of the above statutes, from time to time subject to the provisions contained in section 25 of the Periyar University Act, 1997.

**21. INTERPRETATION:**

The Tamil Nadu Government Rules are applicable on all questions of interpretation of these Statutes, the decision of the Vice-Chancellor/Syndicate of the University shall be final. For the matters not specifically covered in the service Statutes of the University employees, such rules governing the servants of the Tamil Nadu government shall apply unless otherwise decided by the Syndicate.

**22. SAVING:**

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.

## CHAPTER IX

### I. AFFILIATION/APPROVAL OF COLLEGES/INSTITUTIONS AND AUTONOMOUS COLLEGES

1. (a) "Affiliated College" means any college within the University area affiliated to the University, providing courses of study for admission to the examinations for degrees of the University and includes a college deemed to be affiliated to the University;
- (b) "Approved College" means any college within the University area approved by the University, providing courses of study for admission to the examinations for titles and diplomas and includes a college deemed to be approved by the University;
- (c) "College" means any college or any institution maintained or approved by or affiliated to the University, providing courses of study for admission to the examinations of the University;
- (d) "Autonomous College" means any affiliated college so designated providing its own courses of studies within the University area which has been approved to be so, by the University with the concurrence of the Government and the University Grants Commission;
- (d) "Principal" means the Head of any affiliated/approved/autonomous college. The Principal of any college is answerable to the Vice-Chancellor in carrying out the laws of this University;
- (e) "Teachers" means such Lecturers, Senior Scale Lecturers, Selection Grade Lecturers, Readers, Professors and other persons giving Instruction in the affiliated, or constituent colleges or approved colleges or in autonomous colleges or in hostels and full time Librarians, and the Director of Physical Education employed in colleges;

**2. *Power to grant Affiliation / Recognition / Approval:***

The Syndicate shall have the power to affiliate any college within the area of the University and to approve any College/Institution within the territorial jurisdiction of the University as an approved College/Institution providing courses of study for admission to the examinations for titles, degrees and diplomas of the University.

**3. *Withdrawal of Affiliation / Recognition / Approval to Colleges:***

The Syndicate shall have the power, at any time after due enquiry, to withdraw or suspend the affiliation or approval granted to any College/Institution as a whole, provided that before taking such action, the Syndicate shall inform the management of college concerned of its finding after the enquiry and shall allow it an opportunity of making such representation as it may deem fit. The report of the enquiry, and the representation made by the Management, if any, and thereon shall be placed before the Syndicate sub-committee and to the Syndicate with recommendations of the Syndicate sub-committee. The decision of the Syndicate is final and binding on the management and shall not be subjected to review by any body or authority.

- 4. *Temporary Suspension:*** After three years of inadequate enrolment of students, it shall be open to a college to suspend with prior approval of the Syndicate for a total period not exceeding three academic years, instruction in any subject or course of study in which the college is recognised / affiliated or approved. At the end of the period of suspension, work may be resumed with the previous approval of the Syndicate. If the work is not

resumed at the end of the period of suspension, the recognition/affiliation / approval previously granted shall be regarded as having lapsed, provided that when in any year a college being prepared to make the usual arrangement to give instruction in the subjects in which it has been recognised, affiliated or approved does not, for want of students open classes in one of those subjects, and it reports to the Syndicate before 1st of August it shall not be deemed that the college has suspended instruction in that subject; provided also that notwithstanding anything contained in the foregoing provision, it shall be competent for the Syndicate to consider the need for the continuance of recognition, affiliation or approval of the college in a subject which has not been taught for three consecutive years.

Affiliation or approval of a college, which has temporarily suspended instruction in any subject, shall not preclude the Syndicate from granting affiliation or approval in the same subject to any other college in the same locality.

Any action taken regarding temporary suspension of institution or closure of courses as per the Private Colleges Act must be intimated to the University before the commencement of the academic year.

#### **CONDITIONS TO BE SATISFIED BY AFFILIATED AND APPROVED COLLEGES.**

##### **5. *Managing Body:***

- (a) Every college shall be managed by a regularly constituted college committee in which the teaching staff shall be represented by the Principal and two Senior Teachers besides the representative of the University. In the case of Government College, this condition is waived. The qualification of the teaching staff shall be as prescribed by the UGC/ AICTE. It is, however, provided that in case of non-availability eligible candidates in respect of the condition pertaining to NET etc., appointment can be made on specific approval from the University.
- (b) Any change in the constitution of the Managing Committee shall be reported forthwith to the Syndicate.

##### **6. *College Council:***

- (a) Every College shall have a duly constituted College Council consisting of representatives of teaching and non-teaching staff to advise the Principal in the internal affairs of the College. If the Principal overrules the decision of the College Council, it shall be reported to the Vice-Chancellor.
- (b) The College Council Members shall consist a minimum of:
  - (i) Principal - Chairman
  - (ii) All Heads of the Departments
  - (iii) The Senate Member - University Nominee
  - (iv) Superintendent (Non-Teaching Staff)
  - (v) Physical Director
  - (vi) Librarian

**7. Financial provision and Land:**

Every College shall satisfy the Syndicate that adequate financial provision and adequate land as prescribed by the Government/Syndicate (Annexure-II) is available for its continued and efficient maintenance in the form of an endowment

In case of withdrawal of affiliation or approval or recognition granted to a college by the University the arrears of salary to the teachers and members of the non-teaching staff, and arrears of Provident Fund Contributions by the College shall be the first charge on the income and property of the Endowment.

**8. Conditions of Affiliation, Approval or Recognition:**

(a) Every college shall satisfy the Syndicate on the following points:

- (i) the suitability and adequacy of its accommodation and equipment for teaching; (Annexure-III).
- (ii) the competence and qualifications, and adequacy of its teaching staff and the conditions of their service.
- (iii) the residence, physical welfare, discipline and supervision of its students;
- (iv) no college shall do anything which would endanger national integration and social / communal and / or religious harmony; and
- (v) such other matters as are essential for the maintenance of the tone and standards of University Education.

In regard to the matters referred to above, the Syndicate shall be guided by the reports of inspections and by any rules by Government of Tamil Nadu, which may be prescribed from time to time.

(b) Every college shall satisfy the Syndicate that proper discipline is maintained in the college and hostels.

**(c) Expulsion of Student from College:-**

If any student is expelled from an approved or affiliated college, intimation of the fact of expulsion with a statement of the reasons thereof shall be given forthwith by the Principal:

- (i) to the parent or guardian of the Student; and
- (ii) to the Syndicate;
- (iii) Intimation to the Syndicate shall be accompanied by the Transfer Certificate of the Student. The Syndicate on application of the Student or his parent or guardian may, after making such enquiry as it deems proper, deliver the certificate to the student with necessary endorsement or withhold it temporarily or direct the college to readmit the student Such decision of the Syndicate shall be final.

**9. Returns from Colleges:**

Every college shall furnish such returns and other information as the Syndicate may require to enable it to judge the efficiency and shall take such action as the Syndicate may consider necessary to maintain its efficiency. In particular, the college shall submit;

- (i) a return on staff position as on 1st August and 1st January before the 15th August and 15th January of every year, should be submitted to the University. If there are changes, they should be intimated immediately.



- (ii) a statement indicating the strength of students, class-wise and subject-wise and also showing the number of sections arranged for theoretical and practical instructions with the sanctioned strength in the parallel columns;
- (iii) hostel returns showing the residents in the hostels and approved lodgings and those residing with their parents and also the provision of Wardens/Deputy Wardens and Proctors/Tutors.
- (iv) examination results indicating subject-wise and class-wise with the number of first and second classes;
- (v) report of medical inspection of the students; and
- (vi) annual report and audited statement of accounts of the college.

**10. *Inspection of Colleges:***

Every college shall be subjected to inspection from time to time by one or more persons appointed by the Vice-Chancellor / Syndicate in this behalf.

**11. *Appointments of Teaching Staff:***

Appointments to the teaching staff of a college shall be made as per provisions of the Tamil Nadu Private Colleges Act and rules approved by the Government. All appointments shall be reported to the Syndicate, which shall satisfy itself that they meet the requirements of the University. Approval of qualifications of teaching staff as appointed shall be obtained from the University within a fortnight.

**12. *Staff in College for Women:***

In the case of colleges for women, the staff shall be wholly/almost wholly composed of women.

**13. *Convenience for Women Students:***

In every college for men in which women students are admitted, separate retiring and tiffin rooms and other necessary conveniences shall be provided for the women students. There shall be at least two female teaching staff in the college.

The Government order shall be followed for reserving 30% of seats for women in places wherever admissible.

**14. *Residence of Students:***

Every college shall make adequate provision for the residence of its students, who are not residing with their parents or duly recognised guardians. Such provisions shall be in the form of hostels managed by the college and recognized by the Syndicate or other hostels recognized by the Syndicate, or approved lodgings. In a Co-educational institution a separate women hostel must be run.

**15. *Providing information and facilities:***

The college shall give full information and relevant data for the compilation of statistics by the University. Any questionnaire issued shall be faithfully answered and submitted to this University within such time as may be specified in the notification and the University Commissions appointed for inspection from time to time or for any affiliation shall be given facilities by the college.

16. Every college shall provide adequate and suitable space for games and physical exercise and shall make adequate arrangements for the Physical training of its students.
17. (a) Every college shall have on its staff a trained Director of Physical Education. In a Co-educational institution, one Physical Director shall be male and another shall be female.  
(b) Every college shall provide an adequate Library and reading room facilities and have on its staff a qualified Librarian/Professor, Reader, Selection Grade Lecturer, Lecturer in Senior Scale or Lecturer, as the case may be, in Library Science.
18. Every affiliated college shall have attached to it a Medical Officer of the qualifications prescribed by the Syndicate in order to conduct the Medical Inspection of the students of the College.

**19. Action by college on Inspection Reports:**

In respect of Inspections prescribed in the Statutes / Act, the University shall communicate to the Educational Agency its views with reference to the findings of such inspection, and every Educational Agency shall take within such period as may be fixed, such action as the Syndicate may specify and communicate the action taken to the University within the prescribed time.

Every College Inspection as prescribed above or in respect of which an enquiry has been made by the Syndicate in respect of any matter referred to in Statutes 8 and 9, of this chapter the college shall take such action within such period as may be fixed or such action as the Syndicate may specify.

**20. Conduct of Examination:**

Every college shall make arrangements for the conduct of University Examinations. It is implied as a condition of affiliation of all colleges that the college shall make available free of charge its halls, laboratories and grounds for the conduct of the University Examinations, Inter-Collegiate/Inter-University Tournaments and for any other purposes of the University and any refusal shall be deemed to be a violation of the conditions of affiliation.

**21. Registers & Records to be maintained by Collages:**

The following registers and records in the forms that may be prescribed by the Syndicate shall be maintained by each college, and in every case in which a school forms a part of the institution, they shall be maintained distinct from those kept for the school department: -

- (a) A register of admissions and withdrawals;
- (b) A register of attendance;
- (c) A register of attendance at Physical Training and other Co-curricular activities;
- (d) A register of addresses of Students;
- (e) A register of the members of the staff, showing their qualifications, previous experience, salaries, number of hours of work and classes and the subjects taught;
- (f) A register of fees paid showing dates of payments;
- (g) A counterfoil fee receipt book;
- (h) A register of scholarships and concessions of all kinds whether of tuition, boarding or lodging;

- (i) A counterfoil book of Transfer Certificates;
  - (j) A counterfoil book of Conduct Certificates;
  - (k) A counterfoil book of Certificates of Medical Inspection of Students;
  - (i) A register of marks obtained by each student at the College Examinations;
  - (m) Account books showing the financial transactions of the college as separate from those of the management. The accounts shall show all the transactions done; and
  - (n) Other registers as may be found necessary. The college shall also maintain records of internal and annual audits.
22. Every college shall conform to and be bound by the Laws of the University.

**PROCEDURE TO BE ADOPTED IN THE GRANT OF AFFILIATION,  
RECOGNITION OR APPROVAL**

23. A college applying for affiliation, recognition or approval shall send an application in the ' format prescribed to the Registrar between the 1st July and 31st October preceding the academic year in which the courses are proposed to be started 'and shall give full information in the letter of application on the following matters:-
- (a) Constitution and personnel of the Managing Body;
  - (b) Subjects and courses for which affiliation/recognition/approval is sought;
  - (c) Previous applications, if any, for affiliation, recognition or approval in the same subjects and their disposals;
  - (d) Accommodation, equipment, the strength of the college, the number of students for whom provision has been made or is proposed to be made. The plan of buildings provided or proposed to be constructed for the purpose shall also accompany such proposals; (*Annexure-III*)
  - (e) Qualifications, Salaries and workload of teachers, together with a time-table of work; (f) Hostels and playgrounds, and the residences for the Principal and the other members of the Staff;
  - (g) The Tamil Nadu Government permission for starting new colleges in the case of minority institutions and a court order according minority status;
  - (h) In the case of colleges for men, whether it is decided to admit women students also and if so the arrangements proposed for the convenience of women students;
  - (i) An undertaking that no capitation fee or donations of any kind will be collected from students/parents/ guardians/any one else, in consideration of admission;
  - (j) An undertaking that no teacher without fulfilling the qualifications laid down by the AIC/E/UGC from time to time be appointed and teachers will be paid AICTE / UGC scales of pay; and
  - (k) Fees proposed to be levied and the financial provisions made on capital expenditure, on buildings and equipments for the continued maintenance of the college.

In addition, the following assurance shall be given that no student or staff of the college will be compelled to attend neither the classes or discourses in religious matters or participate in other religious activities conducted by the college, nor they will be forced to contribute physically or financially towards these activities.

**24. *Applications when considered:***

All applications satisfying the above provisions for affiliation, recognition or approval of colleges shall be considered by the Syndicate.

**25. *Authority to submit the application:***

The application shall be made in the case of a Government College by the Director of Collegiate Education and in the case of any other College, by the responsible/authorised authority (Chairman / Secretary).

**26. *Fee for affiliation / recognition and other fees:***

A college shall pay to the University a fee for a grant of Recognition/ Affiliation/ Approval as fixed by the Syndicate from time to time for each subject in the day college / evening section. (Annexure - 1)

Every college shall collect from the students and remit to the University, within 15 days time the registration fee, matriculation fee, recognition fee, examination fee, condonation of attendance fee, if any and any other fees as may be prescribed by the University from time to time.

**27. *Procedure on receipt of application:***

The Vice-Chancellor/Syndicate may call for any further information which may deem necessary before proceeding with the application, or may advise the management that the application is premature and should be submitted in a subsequent year, or may decline to accord Recognition/ Affiliation/ Approval if the Syndicate is satisfied that the arrangements made or likely to be made, before the beginning of the academic year in which the courses are to be started for the conduct of courses are not sufficient or suitable or if the college has failed to observe the conditions laid down in respect of any previous affiliation, recognition or approval.

**28. *Inspection Commission:***

If the University decides to proceed with the application the Vice-Chancellor shall direct an inspection and enquiry to be made by a competent person or persons appointed by the University;

Provided that it shall be competent for the Vice-Chancellor / Syndicate to dispense with the enquiry above mentioned in the case of any subject or group of subjects in which it does not, for special reasons (which shall be recorded) consider an inspection is necessary.

The report of the Inspection commission should be submitted within a month from the date of inspection. The Vice-Chancellor and the Syndicate shall examine the facilities of the colleges as listed below:

**(1) *Endowment Fund:***

Every college should be registered as a society under the Societies Registration Act, 1860 (21 of 1860) or as a trust with trustee being appointed and vested with legal powers and duties and create a

non-transferable endowment fund in the name of the society or trust as the case may be. Endowment Fund for various courses and the manner of investment of the amount are given in Annexure-I.

**(2) Land:**

Each college should have the extent of land as given in Annexure-II.

The number of lecture rooms, laboratories, library, canteen/ cafeteria, hostel accommodation, etc., should be in accordance with the norms prescribed by the University as given in Annexure-III.

**(3) Civic Facilities:**

While designing the building, it may be ensured that adequate facilities such as lighting, ventilation and sanitation are provided, keeping in view the norms laid down by the Indian Standards Institution for the local authority.

**(4) Students' Hostel:**

Adequate hostel facilities should be provided according to the norms prescribed by the University from time to time.

**(5) Principal's residence:**

The Principal may be provided with residential quarters at the close proximity to the college to facilitate better administration.

**(6) Staff Quarters for Teachers:**

Suitable residential accommodation for at least 25% of the teachers along with certain common community facilities may be provided. If the college is to be established in an interior area, higher percentage of teachers may be provided with residential accommodation in order to facilitate their participation in the corporate life of the college.

**(7) Essential Services:**

Adequate facilities for essential services (water, electricity and sewerage facilities etc.) should be provided in all the buildings.

**(8) Laboratory and Equipments:**

Laboratory should have adequate safety arrangements in respect of supply and electrical fittings. Regular supply of water, electricity, etc. should be ensured. There should be separate laboratory facility for each discipline and also for the UC and PC courses.

Laboratory equipments should be in accordance with the norms prescribed by the University. Maintenance and running expenses of the laboratory should also be in accordance with the norms prescribed by the University from time to time.

**(9) Library:**

To begin with the Library should have at least 200 books in each subject. It should be increased to 300 within a period of three years. The Library should have adequate number of reference books and journals. There should be a reading room to seat at least 10% of the student strength at any time. Suitable space should be made available for the Library staff with proper furniture. There should be provision for a recurring expenditure of not

less than Rs.10,000/- per subject per annum for books apart from the grant received from the UGC for books. Qualified and adequate Library staff should be provided as per the prescribed norms.

In every discipline, at least five subject journals should be subscribed to by the Library. The UGC and the University journals, if any in the subjects concerned should also be subscribed to.

For teachers to examine the class work of students and to prepare for their own lectures, separate staff rooms for each department should be provided with infrastructural facilities.

**(10) General:**

- (a) ramps be provided in the building for the physically handicapped;
- (b) common rooms for girls and boys should be provided separately in co-educational colleges;
- (c) there should be toilets for girls and boys separately;
- (d) adequate accommodation should be provided for Principal's office, Bursar's office and for administrative staff and the Heads of Departments; and
- (e) there should be a common staff room.

**29. *Reply from the college on the fulfilment of conditions:***

The report of the Inspection Commission shall be placed before the Syndicate for its consideration. The Registrar shall forward a copy of the resolution of the Syndicate in this regard to the governing body of the institution concerned, specifying the course or courses of instruction in which the affiliation or recognition proposed to be granted together with conditions and limitations that may be imposed. The institution shall duly report to the Vice-chancellor within 15 days from the receipt of such order, regarding the fulfilment of various conditions imposed.

**30. *Syndicate to decide on the grant of affiliation / recognition:***

After considering the replies received from the college and also after making any further enquiries deemed necessary, the matter shall be placed before the Syndicate which shall decide whether affiliation, approval or recognition sought for should be granted or not.

**31. *Conditional affiliation or recognition:***

- (1) The Syndicate shall also have power to grant conditional affiliation, approval or recognition subject to the fulfilment of certain conditions and in the event of the conditions laid down not being fulfilled within the time specified and in the manner specified, such affiliation, approval or recognition shall be withdrawn, if necessary.
- (2) In the case of conditional affiliation, approval or recognition, the Vice-Chancellor may stipulate that some of the conditions shall be fulfilled before a specified date and that students may not be admitted nor applications invited for admission until the Syndicate is satisfied that the conditions have been fulfilled. The Vice-Chancellor may, for this purpose, send a second Inspection Commission and the travelling and other expenses of the Commission shall be met by the management of the college concerned.

- (3) If the conditions are fulfilled, the Syndicate shall have the power to confirm the conditional affiliation, approval or recognition, as the case may be, at the end of the period.
- (4) The Affiliation or approval granted may be provisional. If provisional recognition, affiliation or approval shall be granted for a fixed period, the length of the period and the conditions which should be fulfilled by the college before the expiry of the period shall be specified in the order of the Syndicate granting the affiliation or approval. If the conditions are not fulfilled at the end of the period fixed, the affiliation or approval shall cease automatically, and in no case shall any extension of time be permitted. If the conditions are fulfilled, the syndicate shall have the power at the end of the period, to confirm affiliation or approval.

**32. *Withdrawal of Application:***

An application for affiliation, approval or recognition may be withdrawn by the management at any time before an order is passed by the Syndicate.

**33. *Grant of affiliation, recognition or approval:***

Affiliation, recognition or approval may be granted to a college or to a department of a college which provides courses of instruction in Arts, Science, Engineering, Teaching, Commerce, Management, Oriental Learning or Fine Arts. The affiliation, recognition or approval shall be given specifically for each subject or each group of subjects.

After considering the report of the Inspection, if any, and after making any further enquiries it may deem necessary, the Syndicate shall decide whether the recognition, affiliation or approval should be granted or refused, either in whole or in part. In case the affiliation or approval is granted, the fact shall be reported to the Standing Committee on Academic Affairs and the Senate at the next meeting.

**34. *Combination of Optional Subjects:***

Where a college is affiliated, recognised or approved in a number of optional subjects, the college shall be at liberty to provide instruction in any combination within the time provided it satisfies the University that the accommodation and staff and other facilities are adequate. Whenever fresh combination is proposed to be introduced, a statement of all combinations of subjects in which instruction is provided shall be forwarded to the Vice-Chancellor before the close of the academic year preceeding the year in which it is proposed to be introduced and approval obtained in advance.

**35. *Penal Action:***

In the case of any management of a college:

- (1) Not fulfilling any of the conditions prescribed for affiliation, recognition or approval; or
- (2) Not complying with any of the rules of the University; or
- (3) Not implementing any decision of the Syndicate, it shall be competent for the Syndicate:
  - (i) To suspend the provisional affiliation, recognition or approval granted to the college in any course or courses of studies;
  - (ii) To reduce the sanctioned strength of any course or courses of studies;
  - (iii) To decline to entertain any new application for additional affiliation or approval or recognition of application for increase in strength in courses of studies conducted in the college;

- (iv) To withdraw the permanent affiliation or approval or recognition granted to the college in any or all the courses of studies in which instruction is offered in the college.
- (v) To decline to forward to the UGC any application made by the management for sanction of any grant.
- (vi) To recommend to the Government to take over the management of the college temporarily or permanently; and
- (vii) To recommend to the Government to transfer the management to any other body, which it feels is capable of running the college efficiently.

**36. *Affiliation, recognition or approval not granted with retrospective effect:***

Affiliation, recognition or approval shall in no case be granted with retrospective effect. Attendance granted at courses of instruction provided in colleges or in subjects before affiliation or approval is granted shall not qualify for the grant of certificates or attendance; and such attendance shall not entitle any candidate for exemption from the production of Certificate of Attendance.

**37. *Inter-collegiate Lectures:***

Affiliation or approval granted on the basis that part of the instruction to be provided is being given as Inter-Collegiate or University lectures shall be conditional upon the continued existence of arrangements for such courses of Inter-Collegiate or University lectures.

The list of affiliated colleges in the jurisdiction of Periyar University is furnished in the Annexure-IV.

## **II. EVENING SECTION**

**1. *Starting an Evening Section / Course:***

Evening section shall be started only in an existing college and shall ordinarily be recognised only for courses in which the college is already affiliated to both UG and PG.

2. The Evening section classes shall ordinarily be conducted only in the premises of the college.

**3. *Procedure for grant of affiliation:***

For affiliation of courses in the Evening section, the University shall send an Inspection Commission as usual and the usual conditions and the procedures for affiliation shall be followed as outlined earlier.

**4. *Syllabus:***

The Syllabus, the Scheme of Examinations and conduct of Examinations for Evening section students shall be the same as for day section students and the degrees given to them shall also be the same as for day section students.

**5. *Hours of work:***

Evening section classes shall be conducted for a minimum of three hours each day between 2.00 p.m. and 9.00 p.m. on all the five days in a week and full day classes on Saturdays and Sundays wherever necessary. The Day College and Evening section classes shall not be conducted jointly.



**6. Working days:**

An Evening section shall work for a minimum of 25 hours per week, and 450 hours per semester.

**7. Principal:**

An Evening section shall function under the overall supervision of the Principal of the College.

**8. Teacher in charge:**

A senior member of the Teaching Staff may, if necessary, be put in charge of the Evening section under the overall supervision of the Principal of the College.

**9. Qualification of teachers:**

Qualification of teaching staff working in Evening section should be subject to the approval by the University as per the prescribed AICTE/UGC norms.

**10. Workload:**

The workload of full-time Evening section teachers shall not exceed that prescribed for the Day section. Separate staff for administrative purpose shall be employed for the Evening section as may be found necessary.

**11. Facilities:**

All the academic facilities available in the college like library, laboratory, etc., shall also be made available to the students and teachers of the Evening section and necessary supporting staff for the purpose should be appointed.

Admission: Preference may be given to employees of the Government and Quasi Government.

### **III. SELF-FINANCING COLLEGES**

The following conditions as in Affiliated College are to be satisfied for starting a self-financing college:

**1. Prior Government Permission:**

Application for affiliation shall be made only after obtaining permission from the Government of Tamil Nadu for starting a self-financing college.

**2. Staff recruitment, qualification etc. same as other affiliated colleges:**

The staff recruitment policy in respect of their number, qualifications etc., shall conform to what is prescribed in respect of other affiliated colleges.

**3. Applications of rules of reservation:**

The management of self-financing colleges shall be allowed to admit candidates of their choice against the management quota fixed by the Government subject to the conditions that may be prescribed by the University/Government from time to time. Candidates for the remaining seats shall be admitted strictly following the rules of reservation prescribed by the Government from time to time and on merit.

**4. Satisfying minimum qualification:**

The candidates to be admitted under management quota shall satisfy the minimum educational qualification prescribed by the University/Government of Tamil Nadu for the course concerned.

5) ***Undertaking not to collect capitation fee:***

The management of the college shall give an undertaking that no capitation fee in any form will be collected from the students seeking admission in the college.

6) ***Fees to be collected:***

The tuition fees and special fees shall be collected from the students only at the rate fixed, if any, by the University from time to time.

7) Unless otherwise provided for in the above Statutes, the laws of the University in respect of affiliated colleges shall be applicable in general to the self-financing colleges also.

#### **IV. ESTABLISHMENT OF HOSTELS AND HALLS OF RESIDENCE**

(a) ***General***

1. ***Syndicate to prescribe conditions:***

The Syndicate shall prescribe from time to time such general or special norms as it may deem necessary for recognition of hostels and shall have powers to grant or to withhold or withdraw recognition to any hostel.

2. ***Students to live in Hostel:***

Students who do not live with their parents, or with guardians as approved by the Principal, shall reside in a hostel. In case adequate hostel accommodation is not available, they may be permitted to stay in lodges inspected and approved by the respective college authorities. Every college shall maintain a register of "Approved Lodging".

"Approved Lodging" means lodging houses periodically inspected by the college and included in a Register of Approved Lodging maintained by the College and also approved by the University.

3. ***Procedure for the recognition of Hostels:***

Any person or a body of persons who desire that a hostel maintained or managed by them should be recognised by the college and approved by the University shall apply to the University for such recognition with the following information to be furnished:

- a) Suitability of buildings;
- b) Adequacy of accommodation;
- c) Suitability of the neighbourhood;
- d) Educational Supervision;
- e) Sanitary condition;
- f) Medical help;
- g) Provision of games facilities etc.

The University after scrutiny of the application reserves the right of recognition.

4. ***Management:***

Hostels which are not managed by the University or colleges shall be managed by a regularly constituted governing body appointed by the persons or body maintaining the hostel, the constitution of which shall be periodically reported to and approved by the University.

**5. *Appointment of superintending staff:***

Appointment of the superintending staff of every such hostel shall be made by the governing body or by any authority to whom the body may have delegated the power and all such appointments should be intimated to the University.

**6. *Withdrawal of recognition:***

The University shall have power to suspend or withdraw the recognition of any hostel temporarily or permanently when it is not conducted in accordance with the conditions stipulated by the University from time to time.

Provided that no such action shall be taken without affording the management of such hostels, an opportunity of making representation.

**7. *Inspection:***

The Vice-Chancellor shall arrange for periodical inspections of all hostels and approved lodgings and may order a special inspection of any hostel or approved lodging to be made whenever he considers it desirable to do so and shall take such action on the report as he deems fit.

**8. *Registered Hostel:***

The Registrar shall maintain a Register of approved lodgings and recognised hostels, in which alone the students can reside.

**9. *Disciplinary supervision of Students in Hostels:***

Students living in hostel shall be under the disciplinary supervision of the Director of Students' Welfare/ Warden/Deputy Warden. Students living in hostels or approved lodgings shall be assigned to individual members of their college staff if the Warden / Deputy Warden is not a member of staff.

**(b). *University Hostel***

- (1) The University shall maintain separate hostels for men students and women students.
- (2) Full-time and/or Part-time Wardens shall be responsible for proper arrangements relating to boarding and lodging of all categories of persons in the hostels maintained by the University. They shall be responsible to the Vice-Chancellor. The detailed rules for the upkeep, maintenance and running of the hostels shall be framed separately.

## **V. AUTONOMOUS COLLEGES**

### ***(Section 33 (xviii) of the Periyar University Act, 1997)***

The following Statutes incorporate the UGC revised guidelines on the scheme of Autonomous Colleges:

**1. *Relationship with the Parent University and other Educational Institutions:-***

The autonomous colleges will have autonomy to draw upon the exercise of the University departments and other institutions in framing curriculum, devising the methods of evaluation, conduct of examinations and selection of teachers following the AICTE/UGC norms. The autonomous colleges will also have freedom to enter into collaborative teaching, research or extension education programmes with other colleges and institution of

higher learning with a view to strengthen their programmes and take benefit of facilities existing elsewhere. While the parent Universities of the autonomous colleges will accept the course; curriculum, methodologies of teaching, evaluation and examination, etc., the Universities will also help the colleges to develop their academic programmes, improve the faculty and provide necessary guidance through participation in different statutory bodies recommended for autonomous colleges.

## **2. Award of Degree / Diploma:-**

The Degree/ diploma will be awarded by the parent University and the name of the College will be mentioned in the Degree/Diploma. It may, however in due course be possible to consider the cases of selected colleges to award their own degrees by considering them under the deemed University provision of the UGC Act.

## **3. Criteria for identification of institutions for grant of Autonomy:**

While the following factors can help to identify the institutions to claim autonomous status, it needs to be emphasized that autonomy should be less a reward for good performance during the past but rather a means to achieve higher standard and grater creativity in the future.

- (i) Academic reputation and previous performance in the University Examinations and their academic and co-curricular activities.
- (ii) Academic attainments of the faculty.
- (iii) The mode of selection of students and teachers viz., whether such selection is without regard to caste, creed, or social class.
- (iv) Physical facilities e.g. library, accommodation and equipment, etc.,
- (v) Institutional management, viz., whether it is motivated by and responsive to academic consideration.
- (vi) The financial resources that the management/State Government can provide for the development of the institution(s).
- (vii) The responsiveness of the administrative structure to the view of staff and students.
- (viii) Extent of academic freedom enjoyed by the faculty for advanced scholarship, research and experimentation and involvement in educational innovation and reforms.

## **4. Conferment of Autonomous Status:-**

The autonomous status to a college will be conferred by its parent University to which it is affiliated, with the concurrence of the UGC and the concerned State Government.

The right of autonomy may not be conferred once for all. The exercise of rights on conferment of autonomous status by a college will however have to be continuously earned and deserved. The status of autonomy may be granted initially for a period of five years but a review should be undertaken after three years by the University with the help of a Committee to be constituted by the Vice-Chancellor for the purpose. The Committee may comprise academic experts as follows:

- (a) One nominee of the Vice-Chancellor;
- (b) One nominee of the State Government;
- (c) One nominee of the UGC;
- (d) One Principal of an autonomous college to be nominated by the parent University; and
- (e) An officer of the parent University.

In case of evidence of declining standards, it should be open to the University, after careful scrutiny, to revoke the autonomous status.

In the case of Government colleges and the colleges managed by corporate management, it would be helpful if a faculty is not transferred from the college after autonomous status is conferred on it. Further, appropriate statutory and advisory bodies are to be constituted for proper governance of the colleges.

#### **5. *Procedure for Conferment of Autonomous Status:-***

- (i) With a view for effective implementation of the scheme of autonomous colleges, each University will constitute a Standing Committee including representatives of the UGC and the State Government.
- (ii) The University will invite proposals from colleges for conferment of autonomous status on the basis of guidelines and as per the proforma. The proposals may be placed before the Standing Committee that may be constituted by the university according to the foregoing para (i) above. The committee may visit the colleges and discuss the proposal with the management and/ or a faculty member so as to make its recommendations.
- (iii) The recommendations on approval of the Vice-Chancellor may be placed before the Syndicate for approval, then forwarded to the UGC and the State Government for concurrence. After the concurrence of the UGC and the State Government is available, the University will notify the conferment of autonomous status to the colleges.

#### **6. *Mechanics for implementation of autonomy at tile college level :-***

Preparing a College for Autonomy: There are several areas where proper preparation is necessary if college autonomy is to be implemented successfully. These are Staff preparation, departmental preparation, institutional preparation, to prepare the students and the community, so on. All the preparations should be completed well before autonomy is conferred to a college so that no part of the college community is found unprepared for the new responsibility, which the college is called upon to shoulder.

##### **(a) Staff Preparation:-**

It is essential to get the entire staff of the college involved in the thinking and planning process for autonomy from the very beginning, so that they have a sense of participation in the decision making process at every stage .of preparation. Every possible step should be taken to motivate the faculty members towards the concept of college autonomy. This can be done through seminars and workshop sessions to make them familiar with the objectives and rationale of autonomy.

**(b) Departmental Preparation:-**

An important responsibility of the department will be to evolve suitable courses for the major or related subjects, prepare course materials, revise the courses and bring them upto date or modify them in the light of experience and in time with the changing needs of society.

**(c) Institutional Preparation:-**

Since the autonomous college will be called upon to perform many of the functions hitherto done by the University, the college will have to study the academic, administrative management and financial implications of such a change-over and prepare itself to discharge its new functions efficiently.

**7. Governance of an Autonomous College:-**

The college will have the following committees to ensure proper management of academic, financial and general administrative affairs.

- (i) The Governing Body/Board of Management (as may be named)
- (ii) The Academic Council.
- (iii) The Board of Studies.

The college will in addition, have non-statutory advisory bodies like Planning and Evaluation Committee, Admission Committee, Examination Committee, Library Committee, Committee on Students' Welfare and Extra-curricular activities, Finance Committee and Grievances / Appeals Committee, for help and advice to facilitate smooth working and development of the college. The composition and functions of these committees are given separately.

**(i) Governing Body:-**

The Governing Body or Board of Management will inter-alia, have the representatives of the State Government and the University are given separately.

- (ii) Academic Council will be solely responsible for all academic matters such as the framing of academics policies, approving courses, regulations, syllabus, etc. The Council will ensure involvement of faculty at all levels and also outside experts including the representatives of the University. The decision taken by the Academic Council will not be subject to any further rectification by the University Academic Council or other statutory bodies of the University. The powers and functions of the Academic Council are given separately.
- (iii) Board of Studies are basic units in the academic system. Their functions will include prescribing the regulations and syllabus for various courses, reviewing and updating the syllabus from time to time, introducing new courses, determining the details of the elements for continuous assessment, recommending panels for appointment of examiners, question paper setters for the end-semester examinations, special lectures etc. The composition of Board of Studies and its functions are given separately.

**8. Monitoring, Evaluation and Accountability of Autonomy:**

Each autonomous college will, with the approval of its Academic Council constitute appropriate mechanism to evaluate its academic performance, improvement in standards, success of the laid down regulations on different matters and how best it has used the autonomous status.

The autonomous college may in this regard, profitably utilize the expertise from the University or other institutions. The parameters of monitoring to be devised could be the report of the autonomous college providing information relating to such aspects as the composition character of students, teacher recruitment and qualifications, innovative curricular and cocurricular programmes, remedial teaching for weak students, in-service training for teachers, research output publications, inter-collegiate, state, national and international level conferences, extension programmes etc. Outstanding achievements of individual students and teachers, distinctive academic thrust of the institution and development programmes and proposals too, should form part of the information furnished by the autonomous college.

There will be self-evaluation in each year by the college. In addition, there will be two external evaluations, one after three years and the second after five years which will also determine continuance or otherwise of the autonomous status.

Suitable norms need to be formulated by the autonomous colleges for their accountability for personnel, financial and physical resources in relation to the specific academic objectives and over-all national development.

The external accountability may include analysis of contents of courses, course options, co-curricular and extra-curricular activities, performance of students, students employment, teachers, contribution for generation of knowledge and teachers, contribution to extension, etc.

The internal accountability may include resource acquisition, efficiency index, average workload, average time distribution between lectures, tutorials, practicals, group discussions, project work, teaching aids used, programmes and activities planned and implemented, professional development of the teachers, utilisation of infrastructural facilities, membership of books/journals in the library.

A top analysis of faculty may also be taken up periodically.

## **9. General Matters:-**

- (i) The University will set up a mechanism with the College Development Council for encouraging the movement towards autonomous status and processing the proposals for conferment of autonomous status.
- (ii) (a) The employees, both teaching and non-teaching of a college on conferment of autonomous status will continue to be governed by the same terms and conditions of service as on the date of conferment of autonomous status. The benefit revision of any terms and conditions of service will become available to the employees mutatis mutandis when the respective University to which the college is affiliated decides to review the service conditions of its employees.
- (b) All recruitment of teaching and non-teaching staff shall be directed by the Governing Council and Board of Management of the autonomous College and in accordance with the Policy recommended by the UGC namely advertisement in newspaper and selection by a Committee including two externals approved by the Vice-Chancellor.
- (iii) It would be necessary to orient the Principals and provide intensive training to teachers of autonomous colleges in areas such as:

- Objectives of autonomy and accountability;
- Innovations to make teaching and learning more effective; Evaluation methods;
- Linking of their creative activities with social needs through Research and Extension;
- Planning of academic programmes;
- Financial management;
- Administrative management
- Rapport with the University, etc.

The orientation and re-orientation of Principals/College Teachers should be done periodically on a continuing basis.

The University and autonomous colleges may jointly draw appropriate orientation training programmes.

- (iv) The University should enquire that students of autonomous colleges are not denied or treated otherwise for admission in courses at higher levels in the University-non .;autonomous colleges.
- (v) The UGC will welcome research projects, which may promote and improve the functioning of autonomous system in Indian Universities. These may include studies, development of model acts, statutes, guidelines on financial and academic freedom, development of monitoring instruments for review/appraisal, model on alternative University-College relationship etc.
- (vi) Autonomous colleges will be free to explore the possibilities of having research project from agencies like the ICSSR, ICAR, CSIR, DST, industry etc.
- (vii) Organisation of special need-based short-term courses of continuing education may be an important activity of autonomous colleges.
- (viii) The UGC may allocate a few earmarked junior Research Fellowships exclusively for autonomous colleges under its scheme of Research Fellowships at anyone time.
- (ix) The guidelines are suggestive; Universities and autonomous colleges could adopt alternative strategies with a view to achieve the objectives of autonomy. The ideals of autonomy would be better appreciated and implemented in a participatory approach among the State Government, University, UGC and Autonomous Colleges. The following are for information and guidance in this regard.

**10. Statutory and non-statutory bodies in an autonomous college:**

Administration and Finance	Academic Affairs
* Governing Body/Board of Management	Academic Council*
*** Appeal and Grievances Committee	Board of Studies*
*** Finance Committee	Examination Committee**
*** Planning and Evaluation Committee	Admission Committee**
	Students' Welfare and
	-Extra-curricular Committee**
	Library Committee **

Note: \* Statutory Body

\*\* Committee to be constituted by the Academic Council

\*\*\* To be constituted by the Governing Body.



## ***II. Composition and functions of the Governing Body/Board of Management of an Autonomous College:***

### ***I. Composition:***

- (i) Three members to be nominated for a period of two years by the Trust/Management of the College of whom one will be the Chairman (The person so nominated shall include at least one outstanding Educationist/Scientist/Jurist/Management Expert).
- (ii) Two seniormost teachers of the college to be nominated in rotation according to seniority by the Principal for a period of two years.
- (iii) One University Professor nominated by the Vice-Chancellor.
- (iv) One nominee of the State Government.
- (v) One nominee of the UGC.
- (vi) The Principal of the college. Ex-officio Member-Secretary.

### ***II. Term:***

The term of the nominated members at 1-5 shall be for a period of two years and the same persons except for members at (2) shall be eligible for re-nomination for another term.

### ***III. Meeting:***

The Governing Body/Board of Management shall meet at least thrice a year.

### ***IV. Functions:***

The Governing Body/Board of Management shall have powers to:

- (a) Lay down service conditions, emoluments, travelling allowances, the teaching and non-teaching staff in the college;
- (b) Lay down procedure for selection/recruitment of teaching/non-teaching staff and to appoint the same in the college;
- (c) Regulate and enforce discipline among members of teaching and non-teaching staff in accordance with the rules/procedure laid down in this regard;
- (d) Invest any money belonging to the college in Scheduled Banks and securities, etc., as it shall from time to time think fit in the purchase of immovable property;
- (e) Transfer or accept transfer of any movable or immovable property of the college;
- (f) Fix the fees and other charges payable by the students of the college on the recommendations of the SCAA and after obtaining advice of the Finance Committee and the University;
- (g) Entertain, adjudicate upon and if thought fit, constitute a committee for advising to redress the grievances of the staff members of the college;
- (h) Delegate administrative and financial powers to the Principal and other functionaries in the college for its smooth functioning; .
- (i) Institute scholarships, fellowships, studentships, medals, prizes and certificates on the recommendations of the Academic Council;
- (j) Accept endowments for specific purposes;

- (k) Approve Institution of new programmes of study leading to degrees and or diplomas;
- (l) Approve annual report of the college and
- (m) Perform such other functions and institute Committees, as may be necessary and deemed fit for the proper development and to fulfil the objectives for which the college was established and the national concern.

**12. Composition of the Academic Council and its functions in an Autonomous College:**

**I. Composition:**

1. Principal: CHAIRMAN
2. All the Heads of Departments in the College;
3. Four teachers of the college representing different levels of teaching staff by rotation on the basis of the seniority of service in the college;
4. Not less than four experts from outside the College representing such profession as Industry, Commerce, Education, Medicine, Engineering, etc., to be nominated by the Governing Body/Board of Management of the College with the approval of the Vice-chancellor of the parent University;
5. Three nominees of the University nominated by the Vice-Chancellor;
6. One representative of the State Government;
7. Two Post-graduate students and two Undergraduate students, one each representing major disciplines and outstanding sportsman/woman of the college .to be nominated by the Principal on the basis of merit; and
8. Officer-In-charge of the academic programmes of the College. - Non-Member Secretary.

**II. Term of the members:**

The term of the nominated members shall be two years and one year in the case of students

**III. Meetings:**

The Principal shall convene the meeting of the Academic Council at least once a year.

**IV. Functions:**

Without prejudice to the generality of functions mentioned, the Academic Council shall have powers to:-

- (a) scrutinize and approve the proposals with or without modification of the Boards of Studies with regard to courses of study, the academic regulations, curricular, syllabi and modifications thereof, instructional and evaluation arrangements, methods, procedures relevant thereto, etc., provided that where the Academic Council differs on any proposal, it will have a right to return the matter for reconsideration to the Boards of Studies concerned or reject it;
- (b) make regulations regarding the admission of students to different programmes of study in the college;

- (c) frame regulations for conduct of examinations and initiate measures for improving quality of teaching students evaluation and student advisory programme in the college;
- (d) make regulations for sports, extra curricular activities, proper maintenance and functioning of the play grounds and hostels;
- (e) approve candidates for conferment of degrees, diplomas or certificates by the parent University;
- (f) recommend to the Governing Body proposal for institution of new programmes of study;
- (g) recommend to the Governing Body for institution of scholarships, studentships, fellowships, prizes and of medals and to frame regulations for the award of the same;
- (h) advise the Governing Body on suggestion (s) pertaining to academic affairs made by it; and
- (i) perform such other functions as may be assigned by the Governing Body/Board of Management or University.

**13. *Composition of the Board of Studies and its functions in an Autonomous College:***

**I. *Composition:***

1. Head of the Department concerned - CHAIRMAN
2. All the teachers in the department, having five years of service in the college.
3. Two experts in the subject from outside the College to be nominated by the Academic Council with the approval of the Vice-Chancellor of parent University.
4. Two experts to be nominated by the Vice-Chancellor.

The Chairman of the Board of Studies may with the approval of the Principal of the College:

- (a) Co-opt. experts from outside the college whenever special courses of studies are to be formulated;
- (b) Co-opt. other members of staff of the same or other Department(s) of the College.

**II. *Term:***

The term of the nominated members shall be two years.

**III. *Meeting:***

The Principal of the college shall draw schedule for meeting of the Boards of Studies for different departments. The meeting may be scheduled as and when required but necessarily twice a year.

**IV. *Functions:***

The Board of Studies of a department in the college shall -

- (a) prepare syllabi for various courses keeping in view the objectives of the college and the national requirement for consideration and approval of the Academic Council;

- (b) suggest methodologies for innovative teaching and evaluation techniques;
- (c) suggest panel of names to the Academic Council for appointment of question paper setters, examiners, etc.; and
- (d) to co-ordinate research, teaching, extension and other academic activities in the Department/College.

#### **14. Awards Committee for Autonomous Colleges:**

There shall be an Awards Committee for each of the Autonomous Colleges in the University and Constitution and its functions are as follows:

##### **I. Membership:**

There shall be a statutory body called the Awards Committee for each Autonomous College. The committee shall consist of:-

- (1) The Principal - CHAIRMAN
- (2) The Vice-Principal/Senior most Professor.
- (3) The Dean/Head of the Department to be nominated by the Vice-Chancellor of the parent University.
- (4) Not more than five Professors - to be decided by the college.
- (5) One expert member nominated by the Syndicate of parent University.

The Vice-Chancellor/Syndicate may, depending on felt needs, make such changes as are necessary, in the constitution of the Awards committee, from time to time.

##### **II. Functions of the Awards Committee:**

- (1) To prescribe the records and the format for the maintenance of continued assessment as well as final examination results.
- (2) To scrutinise the evaluation with regard to procedures, standard, frequency, method and fairness and to issue instructions to the college for change, improvement and additions.
- (3) To scrutinise the records of evaluation in all their details.
- (4) To scrutinise the results of the Semester Examinations.
- (5) To recommend to the University, the award of Diplomas, Degrees and other certificates to successful candidates through the college Committee.
- (6) To perform such other functions as may be prescribed by the parent University.
- (7) The Awards Committee will meet at least twice a year and once in each semester.

##### **III. General:**

The results of examinations and recommendations for award of University Certificates, Diplomas and Degrees, after the approval of the Awards Committee are to be forwarded to the University by the College Committee with its endorsement. The College Committee should not make any change. The Committee may refer the results, back to the Awards Committee with remarks, if any, or forward the results to the University with its

comments. The results shall not be referred back to the Awards Committee, more than once for any list submitted by the Awards committee.

The College Committee shall forward the results to the University within 15 days after the receipt of the list from the Awards Committee, or within a week, if the list is received after having been referred back to the Awards Committee with remarks.

**15. *Composition of the Finance Committee and its functions in an Autonomous College:***

***I. Composition:***

- (1) The Principal. CHAIRMAN
- (2) One person to be nominated by the Governing Body of the College for two years.
- (3) One senior most teacher of the college to be nominated in rotation by the Principal for two years.
- (4) One person nominated by the Vice-Chancellor for two years.

The Finance Committee will be an advisory body to the Governing Body/Board of Management and will meet at least twice a year.

***II. Functions:***

All proposals relating to creation of posts, sanction of capital expenditure, annual accounts, financial estimates and audit reports shall be laid before the Financial Committee for advice and recommendations to the Governing Body/Board of Management.

**16. *Composition and Functions of Planning and Evaluation Committee:-***

***I. Composition:***

1. The Principal - CHAIRMAN
2. Two Heads of Departments to be nominated in rotation by order of seniority by the Principal/Management.
3. Two expert nominees of the Vice-Chancellor.
4. One expert from outside the College/University to be nominated by the Governing Body/Board of Management.
5. Librarian of the College.
6. One teacher other than the Head of the Department to be nominated by rotation in order of seniority by the Principal.
7. One non-teaching member of staff to be nominated by rotation in order of seniority by the Principal.
8. One Post-graduate and one Under-graduate student to be nominated by the Principal on the basis of academic performance.
9. One outstanding sportsman/woman of the college.

***II. Term:***

The term of the nominated members shall be two years and one year in the case of students. The expert nominee of the University and the Governing Body/Board of Management will be eligible for renomination.

**III. Meeting:**

The Committee will meet at least twice a year.

**IV. Functions:**

The Committee will advise the Principal, the Governing Body and the Academic Council on:

- (a) The plans for development of the curriculum / college and members necessary to check deterioration in the standards of teaching and disciplines in the college.
- (b) On ways and means to implement different programmes and the general welfare activities in regard to the staff and students and:
- (c) Measures necessary for general improvement in the working of the college.

## CHAPTER X

### RESEARCH FELLOWSHIP AND GRANTS - IN - AID OF RESEARCH ETC.,

**I. *Awards by the University in-aid-of research will be of two kinds:-***

- (A) Research Fellowships ..
- (B) Grants-in-aid of research.

***(A) Research Fellowships***

**1. *General:***

Research Fellowships may be awarded annually to Post-Graduates of this University in accordance with the rules set forth by the Standing Committee on Academic Affairs and Syndicate from time to time, if the candidates of sufficient merit with aptitude for research present themselves.

The fellowships will be tenable only in the University.

**2. *Qualifications:***

No candidate shall be eligible for fellowship unless he has qualified for Master's Degree in any Faculty in this University or any other University recognised as equivalent thereto. The fellowships may also be awarded annually to such persons who have qualified for the Degree of Master of Philosophy or Doctor of Philosophy or to holders of any higher degree.

**3. *Number of Fellowships:***

The number of research fellowships that will be awarded annually shall be limited to the provision in the budget for the year.

Provided, however, the total number of research students working in a non-teaching department or a teaching department under each supervisor shall not exceed six including part-time candidates.

**4. *Application when made:***

- (i) A candidate for a fellowship must send his application in the prescribed form to the Registrar through the Head of the Department of the University with the recommendation of the Supervisor under whom he proposes to work, so as to reach the Registrar not later than the 31st July of each academic year. The candidate must state in his application the objective and programme of his research and the subject he proposes to undertake. He must also state the Institution where he proposes to conduct his research.
- (ii) The applications, together with the reports thereon of the Head of the University Department and recommendation of the approved supervisor shall then be placed before the Vice-Chancellor, indicating the recommendation in the order of preference.

**5. *Procedure regarding award of Fellowship:***

The Vice-Chancellor shall examine and permit the persons so recommended to commence research work in the University Departments or in other Institutions as the case may be, up to the number of available seats.

Candidates so selected/approved by the Vice-Chancellor shall work in the University Departments or other institutions for not less than three months, at the end of which period such Heads of the Departments or the

Professors of the Institutions shall submit a report on the involvement / ability in research shown by the Candidate working under them.

The Syndicate may, however, on the recommendation of the Vice-Chancellor, award fellowships and without, insisting on the probation in cases of candidates who have worked previously, as non-stipendiary research workers for not less than six months in the Department where they propose to work, provided the applications have been recommended. Further such awards do not prejudice the application from new applicants.

The Syndicate may extend the period of probation of any candidates selected, if the Head of the Department or the Professor so recommends.

Awards of University research fellowships for the year shall, thereafter, be made by the Syndicate from among the above candidates, after considering the reports of the Supervisors of the candidates on their work.

6. The awards of fellowships shall take effect from the dates on which the candidates commence work in the Department or the Institution, after the selection by the Vice-Chancellor or from the date, which the Syndicate may fix while making the award.

The selection of a candidate who fails to report to the Department and to start research work within one month after the selection by the Vice-Chancellor will be rejected for the award.

**7. *Place of Research:***

Research students in subjects in which there are University Departments or Laboratories or Institutions, shall work normally under the guidance and supervision of the respective Head of the Department, Laboratory or Institute.

**8. *Value and Tenure:***

The value of fellowship in the subjects included in the Faculties of Arts, Science, Oriental Learning, Fine Arts, Commerce, Education, Engineering, Indian and other Languages shall be monthly with a contingent amount as fixed by the Syndicate subject to budget provisions.

The fellowships shall in the first instance be awarded for one year. They shall ordinarily be continued for another year on the recommendation of the Supervisor or the Head of the Department. In the case of the students who have registered for the Ph.D. Degree, the fellowship may be continued for third year also.

In deserving cases extension of stipendiary fellowships shall be given for the fourth year also for the Ph.D. Degree with the approval of the Vice-Chancellor/Syndicate.

**9. *Fees:***

Research students working in the Department of the University shall pay such fees as may be prescribed from time to time.

**10. *Report of Work Progress:***

During the tenure of his/her fellowship the holder must engage diligently in his/her investigation. A monthly report by the research fellow on his work and progress shall be submitted to the Supervisor. The same may be forwarded to the competent authority with the remarks of the Supervisor. The Syndicate shall have the power to deprive him of his fellowship at any time, if in its opinion his progress is not satisfactory.



Each research student shall enter into an agreement on the stamp paper to the value of Rs.25/- (twenty five only) with the University, the terms of which shall be specified by the Syndicate, agreeing to engage himself diligently in research work as programmed and approved during the tenure of the fellowship and to refund with interest to the University the amount of the fellowship drawn by him from the beginning in case of resignation before the expiry of his tenure or forfeiture of the fellowship for misconduct or for unsatisfactory progress or for failure to abide by the Statutes, Ordinances of the University governing the holding of research fellowships, or the condition issued to him from time to time by the University.

#### **11. *Results of Investigation:***

Each research student shall submit two copies of the papers/report embodying the results and giving an account of investigations to the Syndicate within a period of three months from the date of termination of the fellowship.

Payment of the fellowship for the last quarter will be made after the receipt and approval of the final report.

It shall be open to the student to submit to the Syndicate at a prior date to that stipulated, the result of any completed portion of his research.

12. A student shall not, during the tenure of his fellowship, be at liberty to publish any results of his investigation until he has laid them before the Syndicate in accordance with the laws of this Chapter and obtained prior sanction for such publication.
13. The research fellows may be given 12 days casual leave throughout the academic year in addition to all Gazette holidays.

#### **(B) *Grants-in-aid of Research***

Grants-in-aid, to cover expenses in connection with research may be given at the discretion of the Syndicate to persons who do not desire to become full-time research workers, but are desirous of prosecuting definite research work in the University subject to the availability of budget provisions.

#### ***General***

The Syndicate shall have power to defray out of the University funds such expenditure incurred in connection with research as, in its judgement, is reasonable. The Syndicate will also make arrangements, wherever necessary for affording facilities for the prosecution of research. The Syndicate may permit persons to work in the Research Departments of the University as non-stipendiary workers; but such persons shall pay such fees as are levied for research fellows.

It shall be competent (or the Syndicate to award prizes for approved work on modern subjects published in any of the Indian Languages subject to such rules and conditions as the Syndicate may prescribe from time to time.

**CHAPTER XI****MISCELLANEOUS****1. Civil Works:**

- (a) The University may construct, procure, own and maintain civil structures such as offices, laboratories, library and other non-residential and residential accommodations for proper functioning of the University.
- (b) The execution of the civil works related to such of the items under (a) above shall be undertaken by the Public Works Department / Director of Technical Education of Tamil Nadu Government or private contractors with the sanction of the competent authorities.
- (c) The detailed procedure for planning, estimation, approval, construction and mode of execution of the civil works shall be as prescribed/ decided from time to time.

**2. Staff Housing:**

The University may procure, construct, own and take on lease any buildings and use them as residential quarters to the University employees for the proper functioning of the University. The University may provide and operate for the benefit of its employees health, recreational, schooling and other ancillary facilities.

**3. Annual Report: (Section 27 of the Periyar University Act, 1997)**

- (a) The Annual report of the University as per section 27 of the Act, shall cover all the teaching, research and developmental activities of the University for the year ending 31st March. It shall also include a brief statement on the finances and accounts of the University and on the University Library. The Heads of each of the University Departments/Institutions/Colleges affiliated to the University shall be responsible for the preparation and submission of the Annual Reports pertaining to their responsibilities within such time as directed by the Vice-Chancellor.
- (b) The annual report of the University shall be prepared under the direction of the Vice-Chancellor and submitted to the Syndicate at the meeting at which it is to be considered.
- (c) The Syndicate shall, consider the annual report.
- (d) The Syndicate shall place the annual report before annual meeting of the Senate for consideration and forward it to the State Government.

**4. Powers of Authorities:**

The powers of the authorities of the University, not covered by the Act and Statutes, shall be as prescribed in the regulations. Subject to the provision under section 31 of the Act, the powers of committees appointed by the Vice-Chancellor shall be as prescribed by the Vice-Chancellor.

**5. *Legal Advisor / Standing Counsel:***

It shall be competent for the Syndicate to appoint a Legal Advisor/Standing Counsel for the University for such period on such terms as it may decide to perform such duties as it may fix from time to time. The Legal Advisors/Standing Counsel so appointed shall not be a member of any of the authorities of the University.

**6. *Removal of difficulties:***

In case any difficulty arises giving effect to the provisions of these Statutes, the Syndicate may pass such order as necessary for the purpose of removing the difficulty, provided such an order is not repugnant to the provisions of the Act.

**7. *Rules of the University:***

For implementing the provisions of the University Act, Statutes and Regulations and for other purposes not contained therein the Vice-Chancellor, and other employees authorised by the Vice-Chancellor, shall prescribe detailed Rules and Guidelines which shall be followed by the employees with the approval of the Syndicate.

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# REGULATIONS

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## REGULATIONS OF THE PERIYAR UNIVERSITY

In exercise of the powers conferred by clause in Section 37, read with sub-section (4) of Section 57 of the Periyar University Act, 1997 (Tamil Nadu Act 45 of 1997) the following Regulations of the Periyar University are made with the approval of the Chancellor, namely:-

### CHAPTER I

#### GENERAL

#### **1. Short title, commencement and interpretation:-**

- (1) These Regulations shall be called, "The Regulations of the Periyar University". They shall come into force from the date of publication in the Tamil Nadu Government Gazette.
- (2) Unless the context otherwise requires the words and expressions used in these Regulations shall be interpreted to have the same meaning as they have in the Act and Statutes.

#### **2. Definitions:-**

- (1) "*Act*" means the Periyar University Act, 1997 (Tamil Nadu Act 45 of 1997).
- (2) "*Clause*" means a sub-division of a Regulation.
- (3) "*Competent Authority*" means the authority empowered to exercise such powers under the Regulations and Rules of the University.
- (4) "*Duty*" includes service as a probationer or apprentice, provided that such service is followed by confirmation, without break.
- (5) "*Employee*" means a whole-time appointee in any post of the University.
- (6) "*First Appointment*" means appointment of a person for the first time either on a permanent or temporary basis in the University.
- (7) "*Foreign Service*" means service in which an employee receives his salary with the sanction of the competent authority of the University, from any source other than University Funds.
- (8) "*Holiday*" means a day prescribed or notified by the University as such or with reference to any particular office of the University.
- (9) "*Honorarium*" means a recurring or non-recurring payment granted to any person from the University Funds as remuneration for work of occasional or intermittent character.
- (10) "*Leave Salary*" means the monthly amount paid by the University to an employee on leave.
- (11) "*Lien*" means the title of an employee to hold substantively or temporarily, either immediately or on the termination of a period or periods of absence, a permanent post
- (12) "*Month*" means a calendar month. In calculating a period expressed in terms of months and days, complete calendar month, irrespective of the number of days in each month, should be first calculated and the odd number of days calculated subsequently.
- (13) "*Officiate*" An University employee officiates in a post when he performs the duties of a post in which

another employee holds a lien. An employee may, however, be appointed to officiate in a vacant post on which no other employee holds a lien.

- (14) "*Pay*" means the amount drawn monthly by an employee as the pay which has been sanctioned for the post held by him substantively or in any officiating capacity and including special pay or a personal pay, if any, but not other allowances.
- (15) "*Permanent Post*" means a post carrying a rate of pay sanctioned without limit of time.
- (16) "*Personal Pay*" means additional pay granted to an employee-
  - (a) to save him from a loss of substantive pay in respect of a permanent post, due to a revision of pay or to any reduction of such substantive pay otherwise than as a disciplinary measure: or
  - (b) in exceptional circumstances, on other personal considerations.
- (17) "*Provident Fund*" means the Provident Fund instituted and maintained under these Regulations.
- (18) "*Subscriber*" means a person eligible to subscribe to the Provident Fund under these Regulations.
- (19) "*Subscription*" means the sum paid to the Provident Fund by a subscriber under these Regulations.
- (20) "*Subsistence Allowance*" means a monthly allowance made to an employee who is not in receipt of pay or leave salary.
- (21) "*Substantive Pay*" means the pay other than special pay, personal pay or emoluments classed as pay by the University, to which an employee is entitled to on account of a post to which he has been appointed substantively, or by reason of his substantive position in a cadre.
- (22) "*Substantive Post*" means a permanent post in the University.
- (23) "*Temporary Post*" means a post carrying a definite rate of pay sanctioned for a limited time.
- (24) "*Tenure Post*" means a permanent post which an individual employee may not hold for more than a limited period.
- (25) "*Time-scale of pay*" means the scale of pay which rises by periodical increments from a minimum to a maximum.
- (26) "*Transfer*", means movements of an employee from one post to another in the same station or from one station in which he is employed to another station, either to take up the duties of a new post or in consequence of a change of his headquarters.

## CHAPTER II

### AUTHORITIES OF THE UNIVERSITY

#### 3. Meetings of the Authorities -

- (1) There shall be meetings of the authorities as prescribed in the Act and Statutes.
- (2) The Vice-Chancellor may, whenever he thinks fit, convene special meetings of the authorities.

- (3) Vice-Chancellor may at his discretion postpone the date for an ordinary or special meeting.
- (4) The Registrar, under the direction of the Vice-Chancellor shall give not less than two week's notice of the date of an ordinary meeting and not less than one weeks notice for a special meeting. However, in case of urgency, the Vice-Chancellor may convene an extra-ordinary meeting at a shorter notice.
- (5) The Registrar shall with the approval of the Vice-Chancellor send to each member of the authorities, an Agenda of business to be transacted at the meeting as called for.
- (6) Any member of the Authority, who wishes to move a resolution or to present a subject for inclusion in the Agenda shall forward a copy of the resolution or the subject as the case may be, to the Registrar so as to reach him not less than 10 days before the date of the ordinary meeting.
- (7) The Registrar shall place each such resolution or subject before the Vice-Chancellor, who shall direct him, to include it in the Agenda provided:
  - (a) it shall be clearly and precisely expressed and shall raise substantially one definite issue;
  - (b) it shall not raise issues which do not fall within the powers of the University;
  - (c) it shall not contain arguments, unwarranted inferences, ironical expressions or defamatory statements, nor shall it refer to the character or conduct of persons except in their official or public capacity; and
  - (d) it shall not refer to any matter which is under adjudication by a Court of Law.
- (8) When any resolution or subject is not included in the agenda under the direction of the Vice-Chancellor, the Registrar shall intimate the fact to the member, stating the reasons therefor.
- (9) No business other than that brought forward in the agenda shall be transacted at the meetings without the approval of the Vice-Chancellor; at the special or extra-ordinary meetings, only the subjects brought forward by the Vice-Chancellor shall be transacted.

### **CHAPTER III**

#### **CLASSIFICATION OF STAFF**

##### **RECRUITMENTS AND APPOINTMENTS**

#### **4. Classification of Employees:-**

##### **(1) The employees of the University shall be classified as follows:**

Group A	-	Employees whose minimum pay in the time-scale is Rs. 10,000/- or more per month.
Group B	-	Employees whose minimum pay in the time-scale is Rs. 5,500/- and above but below Rs. 10,000/-
Group C	-	Employees whose minimum pay in the time scale is Rs. 3050/- and above but below Rs. 5,500/ -
Group D	-	Employees in the post of pay scale the minimum of which is below Rs. 3,050/-

- (2) The scales of pay of the employees of the University shall be as specified in Appendix-I. The scales of pay of the employees under Group C and D shall be the same as applicable from time to time to the employees in the corresponding posts in Tamil Nadu Government service. The special pay and other allowances admissible to the employees shall beat the rates applicable to the employees in the corresponding posts in the Tamil Nadu Government Service, as decided from time to time by the University.

**5. *Qualification and method of recruitment:-***

- (1) The qualification, method of selection and appointing authority in respect of various posts in the University shall be as specified in Appendix-I. The qualifications and procedures for recruitment prescribed in Appendix-I shall apply to posts in the University after the date to be specified by Government under Section 58 of the Act.
- (2) Applications to the various categories of posts in the University shall be made in the prescribed forms given in Appendix-II for teaching posts and in Appendix-III for non-teaching posts. For all teaching and non-teaching posts in the University, a fee of Rs.100/- shall be collected along with each application, as decided by the Syndicate from time to time.
- (3) On expiry of the last date of receipt of application, all the applications shall be compiled and placed before a Screening Committee constituted for the purpose by the Vice-Chancellor with the approval of the Syndicate. The 'Screening Committee, after tabulating the applications and comparing the qualifications of the applicants, shall prepare a list of names of candidates to be called for interview and place it before the Vice-Chancellor for his approval. When necessary, the candidates from among the approved list shall be called for interview to appear before the Selection Committee, on a specified date, at their own expense.
- (4) For certain higher categories of posts where competent men are not easily available, the University may contact persons either directly or indirectly and place the bio-data of such persons before the Selection Committee for its consideration. When such candidates are called for interview before the Selection Committee, the University shall defray the travelling expenses as per rates admissible to the Post.
- (5) Where necessary, the Selection Committee may recommend for approval of the Syndicate for relaxing the minimum requirements/qualifications in favour of candidates who are otherwise considered as qualified for selection.
- (6) The Selection Committee shall furnish a panel of not more than three names arranged in the order of merit in respect of each post. While recommending the panel of names for more than one post in the same category, the Selection Committee shall rank all the names in one panel.
- (7) The period of validity of any panel prepared by a Selection Committee shall be one year from the date of approval.



- (8) The appointment by the appointing authority shall be made strictly in the order of ranking from the approved panel.
- (9) In the interest of the University work, any employee shall be liable for transfer to any other post / related department, within the jurisdiction of the University.
- (10) The administrative powers of the competent authorities in respect of effecting postings, transfers and deputation, acceptance of resignation, etc are as given in Appendix-VI.

**6. Certificate of Physical Fitness:-**

- (1) Every employee, at the time of appointment on probation to a post in the University shall produce a certificate of Physical fitness issued by a Government Medical Officer not below the rank of Civil Surgeon.
- (2) The certificate shall be in the form given in Appendix-IV.
- (3) The following classes of employees shall be exempted from producing the certificate of Physical fitness:
  - (a) all employees transferred to the University under Section 58 of the Act; and
  - (b) all employees on deputation with the University.

**7. Verification of character and antecedents:-**

- (1) Every employee shall produce a character and conduct certificate from a responsible person and another from the Head of the institution in which he/she last studied or worked, at the time of his/her first appointment to the University.
- (2) Any employee shall be liable for any action as the appointing authority may deem fit, if at any time such authority comes to know that the antecedents of the employee had been doubtful.

**8. Verification of date of birth:-**

Every employee shall produce authentic evidence to prove the correctness of his/her date of birth.

Contract Agreement: Every employee of the University appointed on a regular basis shall be required to execute an agreement to serve the University for a minimum period of three years, in the form prescribe in the Appendix XIII. An employee who is appointed on a tenure post or in a leave vacancy or on contract basis shall also be required to execute a similar agreement to serve the University for the specified period, provided that the Syndicate may exempt any employee or category of employees from executing such an agreement.

## **CHAPTER IV**

### **SERVICE CONDITIONS, LEAVE RULES, TRAVELLING ALLOWANCE, ETC.**

**9. Fixation of pay:-**

- (1) Ordinarily a person on his first appointment to a post in the University shall start at the minimum of the time scale applicable to that post or at a stage in the scale as specified in the Regulations. Higher start in the time-scale may be granted by the appointing authority, provided the Selection Committee recommends a higher start in deserving cases.

- (2) Every employee of the University selected for appointment to a higher post shall have his pay fixed at the minimum of the time-scale applicable to such higher post or at the stage in the said time-scale next above the pay notionally arrived at by increasing his pay in the lower post by one increment whichever is higher.
- (3) If for any reason an employee holding a post in the University in a substantive capacity is transferred to a post carrying a different time-scale of pay than what he was originally entitled to, his pay should be protected in the scale, the difference in pay being treated as personal pay, to be merged in future increments.
- (4) If an employee of the University holding a post in a time-scale in a substantive capacity is transferred to a lower post on a lower time-scale of pay due to reduction in establishment strength or for other reasons than punishment of the employee, in the interest of University work, his pay in the lower post shall be so fixed that there is no monetary loss to him, the difference between the pay drawn by him in the previous post and the pay ordinarily admissible in the lower post being treated as personal pay.

#### **10. Probation :-**

- (1) Every employee on his first appointment to the service of the University shall be on probation for a period of two years on duty, within a continuous period of three years. Well before the expiry of the prescribed period of probation, the superior under whom the employee is working shall recommend to the appointing authority declaration of satisfactory completion of probation of the employee, if the work and conduct as verified from the personal files are satisfactory, or to extend the probation by a specified period if the work and conduct have not been satisfactory. In either case the decision of the appointing authority shall be communicated to the employee in writing within six months from the date of completion of the prescribed period of probation.
- (2) If the work and conduct of the employee do not show an improvement even during the extended period of probation, it shall be open to the appointing authority to order a further extension of probation subject to overall maximum of four years, or to terminate the services of the employee.
- (3) **The following periods shall not count for probation:-**
  - (a) any kind of leave other than casual leave or compensation leave; and
  - (b) holidays prefixed or affixed to leave other than casual leave and compensation leave.

#### **11. Increment:-**

- (1) An increment shall normally be drawn as a matter of course unless it is stopped before hand by a specific order of the competent authority as a measure of disciplinary action. All orders regarding withholding of an increment should indicate the period for which it is withheld and whether the withholding shall have the effect of postponing future increments.
- (a) The following periods shall count for increment:
  - (i) all periods of duty in a post of a time-scale;
  - (ii) all periods of leave with pay and allowance;
  - (iii) all periods of extra ordinary leave on medical certificate; and
  - (iv) study leave granted for prosecution and successful completion of higher studies leading to a post-graduate degree or its equivalent.
- (b) The following periods shall not count for increment:

- (i) extra ordinary leave without medical certificate;
- (ii) suspension not treated as duty or as leave but as penalty;
- (iii) overstay of leave; and
- (iv) overstay of joining time

(2) The authorities empowered to sanction periodical increments shall be as given in Appendix-XI.

#### **12. Seniority of Members in Service:-**

- (1) The seniority of an employee shall, unless he has been reduced to a lower rank as a punishment, be determined by the rank obtained by him in the list of candidates drawn by the Selection Committee, unless otherwise decided by the Vice-Chancellor.
- (2) The seniority of employees in a given category of post shall be determined on the basis of total service in the post in that category.

#### **13. Service Book:-**

There shall be a Service Book for every employee in which shall be entered all matters relating to his service in the University. The service book shall contain in particular a history of his service from the date of his appointment including increment, promotion, reward, punishment and all other special events of his service career. The Service Book shall also contain a Leave Form for the employee showing a complete record of all earned as well as unearned leave except casual leave, taken by him. The Service Book shall be in the form as prescribed for the employees of the Tamil Nadu Government.

#### **14. Personal File:-**

- (1) Personal File shall be maintained for all employees, except the Group D employees. The reports for the file shall be prepared in the form prescribed by the Tamil Nadu Government.
- (2) In the case of permanent employees and approved probationers, these reports shall be prepared once a year for the period ending 31st December, and in the case of others, once in six months for the periods ending 30th June and 31st December.
- (3) The report shall be prepared within 30 days after the end of the period for which the report relates, get countersigned by the competent authority and shown to the employee reported upon and necessary acknowledgement obtained from him for his having seen the report, before the end of August or February as the case may be.
- (4) The officers, who are to write, countersign and maintain the personal files shall be as specified in Appendix- V.

#### **15. Joining time and Transit pay:-**

- (I) Joining time shall be allowed to an employee to enable him:
    - (a) to join a new post either at the same or a new station on transfer, while on duty and
    - (b) to join a new post in a new station on return from any kind of leave of not more than six months.
- The rules of the Government of Tamil Nadu will be followed.

- (2) One day joining time shall be allowed in order to join a new post when the appointment does not necessarily involve a change of residence from the station to another. A holiday or Sunday shall count as a duty for the purpose of this rule.
- (3) In cases involving a change of Station, six days shall be allowed for preparation, and in addition, a period to cover the actual journey calculated as follows:-
- (a) for the portion of the journey which he travels or might travel:
- |                             |   |                                      |
|-----------------------------|---|--------------------------------------|
| By railway                  | - | One day for each 400 kilometres.     |
| by motor car or horse drawn | - | conveyance plying for public hire    |
|                             |   | One day for each 130 Kilometres.     |
| in any other way            | - | One day for each 25 K.m.             |
| By aircraft                 | - | Actual time occupied in the journey. |
- (b) for any fractional portion of any distance prescribed in Clause (a), an extra day is allowed:
- (c) travel by road not exceeding 8 kilometres to or from a railway station at the beginning or end of a journey does not count for joining time:
- (4) An employee on joining time will be regarded as on duty and is entitled to pay and allowances admissible for that period. An employee who does not join his post within the joining time is not entitled to any pay or leave salaries after the expiry of joining time. Willful absence from duty after the expiry of joining time may be treated as misbehaviour and action taken as deemed fit, for such absence.
- (5) If an employee is appointed to a new post while in transit from one post to another, his joining time begins on the day following that on which he receives the order of appointment.
- (6) If an employee, while in transit from one post to another, is re-posted to the original post, such posting shall be construed as appointment to a new post for the purpose of this instruction.
- (7) The appointing authority shall have powers to regularise the excess joining time availed by an employee due to late receipt of posting orders; on no account the joining time shall exceed 30 days.
- (8) An employee on joining time shall be entitled to pay and allowances which he would have drawn if he had continued in the old post or the pay which he will draw on taking charge of the new post, whichever is less.
- (9) When an employee joins his post before the expiry of his leave without availing full joining time admissible, the period of joining time not availed shall be considered as leave not enjoyed and a corresponding period of leave sanctioned shall be re-credited to his leave account.

#### **16. Additional Charge Arrangement and Charge Allowance:-**

Where a competent authority places an employee of the University in additional charge of an executive or a similar post or post of equal or higher category, he shall be granted additional charge allowance as followed in the Government of Tamil Nadu.

**17. Leave:-**

- (1) The Madras Leave Rules of 1933", as amended from time to time, shall be applicable to the employees of the University. The following kinds of leave shall be admissible.
  - (a) Earned leave
  - (b) Unearned leave on private affairs
  - (c) Unearned leave on medical certificate
  - (d) Extraordinary leave
  - (e) Maternity Leave
  - (f) Hospital leave
  - (g) Special disability leave
  - (h) Casual leave
  - (i) Compensation leave
- (2) Every employee shall be eligible for 12 days of casual leave, in a calendar year. Besides, two days of restricted/ or optional holidays shall be allowed to be avail in a calendar year on the days notified by the Government
- (3) An employee who is required by the competent authority to work on a holiday, shall be eligible for compensation leave, subject to a maximum of 20 days in a year, provided such leave shall be availed within a period of six months from the holiday in which worked.
- (4) An employee may be permitted to surrender the earned leave at his / her credit and draw leave salary in lieu thereof, subject to the terms and conditions in force from time to time under Tamil Nadu Government Service.
- (5) An employee may be permitted to encash the earned leave at his / her credit on the date of superannuation, subject to a maximum of 240 days, by the authority competent to make appointment to the post concerned. The concession shall be allowed up to a maximum of 30 days in the case of death of an employee. The rule is otherwise subject to change according to the Tamil Nadu Government Rules, as amended from time to time. The unavailed portion of unearned leave on half average pay also will qualify for encashment on superannuation; half of the total period at credit shall be reckoned for the purpose.
- (6) Leave cannot be claimed as a matter of right and when the exigencies of service so demand, leave of any description may be refused or the employee may be compulsorily recalled from leave by the sanctioning authority. The Administrative powers of the competent authorities in respect of grant of leave to the employees of the University shall be as specified in Appendix- VI.

**18. Foreign Service:-**

- (1) In addition to the provisions contained in section 58 of the Act of this University, the following Regulations shall govern the Foreign Service conditions of the employees:
  - (a) No employee of the University shall be sent on Foreign Service except with the approval of the Syndicate.

- (b) Transfer on foreign service should not ordinarily be made unless the duties to be performed after the transfer are such as should be rendered by an employee of the University or involves such technical knowledge in which experts are not easily available from any other source;
  - (c) An employee at the time of transfer on foreign service should hold a permanent post in the University.
  - (d) No employee of the University on deputation with an outside agency shall be allowed to retain a lien on his post for more than three years.
  - (e) The Vice-Chancellor shall in every case of deputation on foreign service, lay down the duration, emoluments and other conditions including all the costs involved in the transfer by way of travelling and daily allowances, etc., and provident fund and leave salary contribution to be made by the foreign employer.
- (2) Persons who are appointed in the University on deputation either from Government or from other Universities. Institutions shall be governed by the regulations of the University, and such other terms and conditions prescribed from time to time.

**19. code of conduct of the employees:-**

The code of conduct of the employees shall be given in Appendix-VII.

**20. Control and discipline of the employees:-**

- (1) The following penalties may, for good and sufficient reason and as hereinafter provided, be imposed upon an employee;
- |                 |  |
|-----------------|--|
| Minor Penalties | <ul style="list-style-type: none"> <li>(a) Censure;</li> <li>(b) fine (in the case of Group D employees only);</li> <li>(c) withholding of increments; and</li> <li>(d) recovery from pay of the whole or part of any pecuniary loss caused to the University by negligence or breach of orders.</li> </ul>                                  |
| Major penalties | <ul style="list-style-type: none"> <li>(e) reduction in rank including reduction to a lower post or time scale or to a lower stage in the same scale;</li> <li>(f) suspension;</li> <li>(g) compulsory retirement;</li> <li>(h) removal from service of the University; and</li> <li>(i) dismissal from service of the University</li> </ul> |

**Note:-**

- (a) The discharge of a person appointed otherwise than under contract to hold a temporary appointment on the expiration of the period of the appointment does not amount to removal or dismissal within the meaning of this Regulation.
- (b) The removal of a person from the University service shall not disqualify him from future employment but the dismissal of a person from the University Service shall ordinarily disqualify him from future employment.

- (2) These Regulations shall be applicable to all employees, temporary or permanent, and also those on deputation and on contractual service in the University.
- (3) The detailed procedure governing the discipline and control of the employees shall be as detailed in Appendices- VII and VIII.

**21. Retirement, Extension of Service and Re-employment:-**

- (1) The age of superannuation for all such employees who are recruited and appointed against permanent or temporary posts of the University shall be fifty-eight years. The others shall be governed by the Regulations of the respective parent organisations to which they belong or UGc. The appointing authority shall have power to extend the age of superannuation of the University employees up to sixty years, subject to the following conditions:-
  - (a) that his services are useful and essential to the University;
  - (b) that work of the employee has been outstanding in the past five years; and
  - (c) that he is found to be medically fit.
- (2) For good and sufficient reasons, the Syndicate shall have the power to re-employ a person retired from the service of the University up to a maximum of two years. The person so re-employed shall be paid salary at the rates decided by the Syndicate based on the merits of the individual case.
- (3) The Syndicate may at its discretion re-employ such of the transferred employees from the State Government service, who retire from the University while on deputation, on superannuation at the age of fifty-eight years or otherwise, for a period of not more than two years at a time, up to a maximum of sixty years of age of the incumbent. The pay and allowances of such re-employed persons shall be as decided by the appointing authority.
- (4) In respect of re-employment of the officers of the University, prior approval of the Syndicate shall be obtained. The pay and allowances of such re-employed persons shall be as decided by the Syndicate.
- (5) No person dismissed from any services shall be eligible for re-employment of any kind in the University.

**22. Issue of Retirement Notice:-**

Six months prior to an employee's attaining the age of superannuation or retirement, a notice shall be sent to him about his impending retirement, by the Registrar or other officers of the University.

**23. Gratuity-cum-pension-cum-provident fund:-**

- (1) The University shall institute Gratuity-cum-pension-cum-provident fund scheme for the benefit of the officers and employees of the University as per Tamil Nadu Government rules.
- (2) In the event of death in harness of an employee of the University his/her, nominee(s) or heir(s) is/are eligible for gratuity and family pension.

- (3) Necessary rules shall be framed separately for the provisions made in paragraphs (1) and (2) above.

**24. Daily and Travelling Allowances:-**

- (1) Officers and other employees of the University and other persons who have to travel on University business shall be paid daily and travelling allowances as per the Tamil Nadu Government Travelling Allowance Rules, as amended from time to time.
- (2) (a) Members of the Syndicate shall be entitled to draw daily and travelling allowances as applicable to Grade I Officers under the Tamil Nadu Government Travelling Allowance Rules.
- (b) All employees shall be entitled to draw daily and travelling allowances under the Tamil Nadu Travelling Allowances Rules, with reference to the basic pay plus personal pay, if any.
- (c) Employees of the State or Central Government of Corporate Bodies who have to travel on University business shall be paid daily and travelling allowances admissible under the Rules governed by their respective parent organisation.
- (d) Members of the Senate, Standing Committee on Academic Affairs, Board of Studies, other Committees specially constituted and other invitees, who do not come under any of the categories mentioned above, but travel on University business shall be paid daily and travelling allowances applicable to Grade I Officers of the Government of Tamil Nadu.
- (3) All tours by the employees outside the State of Tamil Nadu shall be authorised by the Vice-Chancellor, on the recommendation of the superior concerned.
- (4) All other tours within the State by the Officers and other employees shall be authorised as detailed in Appendix- VI.
- (5) All travel outside India by the Officers and other employees shall be authorised by the Syndicate on the recommendation of the Vice-Chancellor.
- (6) The Finance Officer with the approval of the Vice-Chancellor shall issue standing orders relating to the preferring of daily and travelling allowance claims.

**25. Medical Reimbursement Charges:-**

- (1) The Officers and other employees shall be eligible for medical concessions as per Tamil Nadu Government Medical Attendance Rules.
- (2) Where there is a University Dispensary, the resident employees shall avail the facilities therein; only under extra-ordinary circumstances they shall take treatment outside the Dispensary, under authorisation from the University Medical Officer.
- (3) Non-resident employees may take treatments out-side the University Dispensary, under authorisation from the University Medical Officer.
- (4) The University shall from time to time appoint Medical practitioners for attending on the employees.
- (5) The Finance Officer with the approval of the Vice-Chancellor, shall issue standing orders regarding claims under Medical Concession Rules.



**26. Loans and Advances:-**

- (1) The employees of the University shall be eligible to draw the various advances as applicable to the employees of the Tamil Nadu Government. The authorities empowered to sanction the advances are as given in Appendix-XI.
- (2) The grant of the advances shall be governed by the Rules and other executive orders issued by Tamil Nadu Government from time to time.
- (3) The Finance Officer with the approval of the Vice-Chancellor shall issue standing orders regarding the procedure and other matters relating to sanction and drawal of the above advances.
- (4) Subject to availability of funds, the University may at its discretion grant the following loans and advances to the officers and other employees, as per the rules and orders of Tamil Nadu Government issued from time to time.
  - (a) Festival Advance
  - (b) Handloom Advance
  - (c) Education Loan

**27. Acceptance of Examinership and Remuneration:-**

- (1) The period of absence for such work outside the University shall be treated as leave to which he is eligible if he is to receive remuneration; and if he is to receive no remuneration, the absence shall be treated as on duty.
- (2) The Vice-Chancellor may at his discretion grant permission to employees of the University to accept external examinership and other specific assignments and to receive fee remuneration. The maximum amount that can be received during a calendar year by any such employee shall not exceed Rs. 5,000/-.

**CHAPTER V****ACADEMIC PROGRAMMES****28. Withdrawal of Degrees, Diplomas, etc:-**

The Syndicate may on the recommendation of the Standing Committee on Academic Affairs by a resolution passed with a majority of not less than two-thirds of the members present and voting at the meeting, after providing an opportunity for the person concerned to explain his action in person and/or in writing, withdraw a degree, diploma, certificate or other academic distinctions conferred earlier by the University provided that the withdrawal of an Honorary Degree shall be with the concurrence of the Chancellor.

**29. Deputation for Higher Studies:-**

- (a) The University may depute any of its employees for higher studies in India or abroad leading to a certificate, diploma or degree in such subjects for which there are no adequate training facilities in the University. The procedure for selection of candidates for deputation shall be as approved by the Syndicate.

- (b) The employee selected for deputation for higher studies shall be paid his full salary during the period of deputation, the travelling expenses and suitable maintenance allowance.
- (c) The employee selected for the deputation shall execute a bond with the University ensuring successful completion of the course of study and/ or the degree programme for which he is to be deputed, failing which he should also execute in the same bond an undertaking to serve the University for a stipulated period of five years on a post assigned to him, on return from deputation.
- (d) The detailed rules for selection and deputation and for execution of bond with the University shall be as approved by the Syndicate.

## **CHAPTER VI**

### **CONVOCATION**

#### **30. Convocation for Conferring Degrees:-**

- (1) The Convocation of the University shall be held to confer degrees either in person or in absentia ordinarily once in a year. The date shall be notified by the Registrar with the approval of the Vice-Chancellor, Pro-Chancellor and the Chancellor.
- (2) The candidates for degrees shall submit to the Controller of Examinations their applications for admission to the Convocation 01\ or before the last date prescribed. The form of application and the fee payable for admission to Convocation, either in person or in absentia, shall be as prescribed. No person shall be admitted to a Convocation who has not, thus, sent his application to the Controller of Examination.
- (3) The date of Convocation shall be duly notified atleast 30 days before the date of Convocation. The last date for the receipt of application by the Controller of Examination shall be at least 15 days before the date of Convocation.
- (4) Any person, who having sent application in his name to the Controller of Examination as a candidate for a degree at a Convocation fails to appear on that occasion, shall pay again the prescribed fee when next he applies for his degree.
- (5) The Chancellor, Pro-Chancellor, Vice-Chancellor, Deans of Faculties and Members of the Syndicate and Senate shall wear the academic robes prescribed for the purpose.
- (6) In the absence of the Chancellor, the Pro-Chancellor shall preside over the Convocation. In his absence, the Vice-Chancellor shall preside.
- (7) The presentation of the persons at the Convocation on whom degrees are to be conferred shall be by the Dean of the Faculty or one of the Syndicate Members in the Faculty concerned nominated by the Vice-Chancellor.
- (8) The detailed proceedings of the Convocation ceremony shall be as given in Appendix-XVI.
- (9) The Chief Guest of the Convocation shall deliver the Convocation Address.
- (10) Academic robes shall be as prescribed below:

#### **(a) CHANCELLOR**

A purple teray velvet gown with inner silk lining for body and sleeves, with four inch gold zari for fronts and with six bars in gold zari on sleeves.

**(b) PRO-CHANCELLOR**

A purple colour velvet gown with inner silk lining for body and sleeves, with four inch gold zari for fronts and with five bars in gold zari on sleeves.

**(e) VICE-CHANCELLOR**

A purple colour velvet gown with inner silk lining for body and sleeves, with four inch gold zari for fronts and with four bars in gold zari on sleeves.

**(d) ACADEMIC ROBE FOR THE CHIEF GUEST**

A light blue velvet gown with inner silk lining for body and sleeves, and four inch gold zari for fronts and with two bars on sleeves.

Note: - It is optional to the Chief Guest of the Convocation to wear the prescribed academic robes or the robes that is applicable by virtue of his qualification.

**(e) HONORARY DEGREES (Honoris Causa) (i) DOCTOR OF LAWS (L.L.D.) :**

Gown: - A gown made of scarlet silk or stuff with facings of crimson silk.

**(ii) DOCTOR OF SCIENCE (D.Se.) :**

Gown:- A scarlet satin silk gown with four-inch silk facings.

**(Hi) DOCTOR OF LITERATURE (D.Litt.) :**

Gown:- A scarlet satin silk gown with four-inch silk facings.

**(f) REGISTRAR**

A dark blue satin silk gown with two-inch zari border for front and with two bars on sleeves.

**(g) MEMBERS OF THE SYNDICATE/SENATE**

A white satin silk gown with two-inch zari border for front and with two bars on sleeves.

**(h) GRADUATES**

Candidates who wear Indian costumes shall wear a white dhoti or trousers, a dark coloured coat with a closed collar buttoned upto the neck. All those who wear European costume shall be clothed in dark coloured material and stiff collar and tie.

The above shall not apply to Women Candidates.

**(i) DOCTOR OF PHILOSOPHY**

A gown made of white silk or stuff, cut like the Cambridge M.A. Gown

**(ii) MASTER OF COMPUTER APPLICATIONS**

A gown made of yellow silk or stuff cut like the Cambridge M.A. gown.

**(iii) MASTER OF ARTS, INDIAN AND OTHER LANGUAGES**

A gown made of yellow silk or stuff, cut like the Cambridge M.A. Degree.

**(iv) MASTER OF SCIENCE**

A gown made of yellow silk or stuff, cut like the Cambridge M.A. Gown.

**(v) MASTER OF COMMERCE**

A gown similar to that for the M.A. Degree.

**(vi) MASTER OF EDUCATION**

A gown made of yellow silk or stuff, cut like the Cambridge B.A. Gown

**(vii) MASTER OF PHYSICAL EDUCATION**

A gown made of yellow silk or stuff, cut like the Cambridge M.A. Gown.

**(viii) MASTER OF BUSINESS ADMINISTRATION.**

A gown made of yellow silk or stuff, cut like the Cambridge M.A. Degree gown.

**(ix) MASTER OF ENGINEERING**

A gown similar to that of M.C.A. Degree.

**(x) MASTER OF PHILOSOPHY**

A gown made of yellow silk or stuff, cut like the Cambridge M.A. Gown

**(xi) BACHELOR OF ARTS, INDIAN AND OTHER LANGUAGES**

A gown made of yellow stuff cut like the Cambridge B.A. gown.

**(xii) BACHELOR OF SCIENCE**

A gown made of yellow stuff cut like the Cambridge B.A. gown.

**(xiii) BACHELOR OF COMMERCE**

A gown similar to that of the B.A. Degree.

**(xiv) BACHELOR OF BUSINESS ADMINISTRATION.**

A gown similar to that of the B.A. Degree.

**(xv) BACHELOR OF EDUCATION**

A gown made of yellow stuff, cut like the Cambridge B.A. Gown

**(xvi) BACHELOR OF PHYSICAL EDUCATION**

A gown made of yellow stuff, cut like the Cambridge M.A. Gown.

**(xvii) BACHELOR OF ENGINEERING**

A gown similar to that of B.A. Degree.

The academic robes for the candidates receiving all other degrees and diplomas to be conferred by the University at the Convocation shall be as approved from time to time.

**CHAPTER VII****STAFF HOUSING AND STUDENTS HOSTEL****31. Staff Housing:-**

- (1) (a) The rules for allotment of residential quarters to the University staff and such other outside agencies shall be as approved by the Vice-Chancellor.
  - (b) The Registrar in the University Campus shall be responsible for proper allotment of the quarters and recovery of rent, following the rules therefor.
  - (c) Each occupant shall pay a maximum of 10 per cent of his basic salary as house rent when he occupies any quarters of the University or any other building allotted to him by the University and the allottee is not eligible for house rent allowance.
  - (d) The Registrar shall be responsible for annual repairs, and upkeep of all the residential quarters in the University Campus.
- (2) All the civic amenities such as hospital, dispensary, schools, clubs, shopping centre, guest house, etc., shall be maintained by the Registrar. The rules for management, utilization and service at these centres of civic amenities shall be as approved by the Vice-Chancellor.

**32. Student's Hostel and Games Facilities:-**

- (a) The University shall maintain separate hostels for (i). post-graduate and (ii) women students, and such accommodation for the convenience of day scholars in the University. It shall also maintain hostels for teachers and working women in the University. Hostel for in-service trainees of different categories shall also be provided for and maintained by the University.
- (b) The Director of Students Welfare assisted by full-time and or part-time wardens shall be responsible for proper arrangements related to boarding and lodging of all categories of persons in the hostels mentioned under clause(a) above and the messes, canteen and cafeteria attached to them. The detailed rules for the purpose shall be as approved by the Vice-Chancellor.
- (c) The Director of Students Welfare assisted by Assistant Director of Physical Education shall be responsible for providing the required facilities and for the conduct of Physical Education, indoor and outdoor games and the related activities. He shall also be responsible for proper maintenance of gymnasium, stadia, field tracks and courts, etc.
- (d) The Director of Students Welfare, assisted by the Wardens, Assistant Director of Physical Education and such other staff and student representatives of the University shall be responsible for proper maintenance of the student discipline in the hostel and messes and their various functions and activities. The detailed rules in this regard shall be as approved by the Vice-Chancellor.

**CHAPTER VIII****SCHOLARSHIPS AND MEDALS****33. Scholarships:-**

The University shall establish and maintain scholarship funds, utilising either the grants made available by the State or Central Government and other agencies, and from its own contributions with the prior approval of the Syndicate. From the Scholarship funds, grants may be made to enrolled students in the form of (a) full scholarship, (b) half-scholarship, (c) free-studentship, and (d) half-free-studentship.

**34. Medals:-**

- (a) At the end of each academic year a Gold Medal shall be awarded to the best graduating student in each of the degree programmes; the basis for such an award shall be the overall marks obtained by the student in the degree programme.
- (b) No student who has been on probation during the course of study, or of questionable conduct shall be eligible for the award.
- (c) The Gold Medal shall be presented to the candidates at the annual Convocation.
- (d) The procedure for selection of candidates and for the award shall be prescribed by the Vice-Chancellor.

**CHAPTER IX****FINANCE****35. University Funds:-**

- (1) The Finance Officer shall receive all money on behalf of the University and shall deposit it in the Scheduled Bank and maintain proper accounts therefor.
- (2) He shall from time to time make available by transfer, necessary funds required by the Heads of Departments and other Units as directed by the Vice-Chancellor.
- (3) The Finance Officer shall maintain overall accounts for the University. All the Units who operate Bank Accounts as per Clause (2) of this Regulation shall render necessary monthly accounts to the Finance Officers.
- (4) The Finance Officer shall maintain accounts for all repayable advances, Provident Fund, Endowment Funds and other Funds.
- (5) The Finance Officer shall authorise payment of Pay and Allowances of all employees of the University and shall maintain detailed records thereof.
- (6) The Finance Officer shall arrange for the maintenance of separate accounts for various amounts that do not pertain to the University viz., scholarships received from outside authorities, funds relating to extra-curricular activities of the students, etc. He shall, with the approval of the Vice-Chancellor, authorise any employee of the University to maintain the said accounts.

**36. Accounts:-**

- (1) The Finance Officer shall be responsible for maintaining the accounts under the following broad heads:-
  - (a) Separate heads for each scheme of expenditure, which is eligible for a block grant or a matching grant from Government or other bodies.
  - (b) Separate Heads for each Department or Unit.
  - (c) For such other units as shall be decided by the Finance Officer in consultation with the bodies/ employees concerned.
- (2) The Finance Officer shall issue standing orders for the manner in which the accounts are to be rendered by the various offices and on other matters relating to maintenance of accounts.

**37. Receipts:-**

- (1) All receipts due to the University shall be caused to be remitted direct into the scheduled Bank under the respective heads of accounts of the University.
- (2) The Finance Officers shall authorise any employee of the University to collect the revenue or fees wherever the remittance ill the State Bank is not feasible due to specific reasons. In such cases, the authorised employee shall remit the collections of the day, in to the Bank on the following working day.
- (3) Grants to the University from the State and Central Governments, UGC and other agencies shall be received by the Finance Officer and credited into the Bank.
- (4) Tuition, examination and other fees due from the students shall be collected by the respective institutions concerned and remitted into the Bank, under intimation to the Finance officer.

**38. Budget:-**

- (1) The Finance Officer shall prepare the budget estimate for the University and place it before the Vice-Chancellor for getting the approval of the Syndicate. The procedure for collecting the required data and for finalisation of the budget proposals shall be as prescribed from time to time.
- (2) If an occasion arises to incur an expenditure not authorised in the annual financial estimate as approved by the Syndicate, the Vice-Chancellor shall authorise incurring of the expenditure if it relates to inevitable items of payments. All such cases shall first be placed before the Finance Committee for its comments and than to the Syndicate for ratification.
- (3) After the close of the financial year the Finance Officer shall prepare a statement of expenditure and savings for placing before the Syndicate by the Vice-Chancellor for getting the ratification of the Syndicate.
- (4) If an excess expenditure under one hand can be met from the savings under another head, the Vice-Chancellor shall permit re-appropriation of funds, on the recommendations of the Finance Officer.

- (5) For incurring an expenditure on new schemes or civil works not contemplated in the financial statement of that year the Finance Officer shall prepare a supplementary statement showing the estimated amount of expenditure to be placed before the Finance Committee and the Syndicate for consideration.

However, the initial expenditure on UGC and other schemes financed by outside agencies will be met from the University funds. Wherever the schemes are sanctioned to the University on matching grant basis, such schemes requiring less than Rs. 1 lakh as matching share of the University be implemented by re-appropriation of funds under the authority of the Vice-Chancellor and those requiring more than Rs. 1 lakh be placed before the Syndicate for necessary action.

### **39. Drawal of Money:-**

- (1) The authorised employee shall draw bills required for his office establishment, contingencies etc., in the manner prescribed by the University. The following shall be authorised to draw bills for their respective offices: (a) Registrar, (b) Finance Officer (c) Deans, (d) Director of Student Welfare (e) Heads of Departments and (f) such others authorised from time to time.
- (2) At the main campus of the University, the Bank Account shall be operated only by the Finance Officer/ Registrar or in their absence, an employee authorised by the Vice-Chancellor.
- (3) All bills relating to pay, allowances, contingencies, etc., shall be presented to the Finance Officer or an employee authorised by him, who shall pre-audit the claim and issue the cheques. The authorised employee shall disburse the amount and maintain proper accounts and acquittances. The authorised employee at other centres shall draw bills subject to post-audit. The Finance Officer shall take such safeguards and checks to ensure that the money drawn at other centres is on proper bills supported by proper sanctions.
- (4) All authorised employees shall prefer claims according to the financial sanctions and powers delegated to them by the competent authority. Each contingent bill should be accompanied by sanction order issued by the competent authority.
- (5) All amounts shall be drawn only after the supplies are received or services rendered. In exceptional cases where the amount is required to be paid in advance, the concurrence of the Finance Officer should be obtained. In such cases, the advance drawn should be adjusted by detailed bills as soon as the supply is received or services are rendered.
- (6) Every authorised employee shall be given a permanent advance for meeting unforeseen and petty expenses for carrying out his duties and responsibilities. The amount of permanent advance shall be fixed by the Vice-Chancellor in consultation with the employee concerned and the Finance Officer.
- (7) The Finance Officer shall issue standing orders regarding preparation of bills, furnishing of certificates, and other procedural matters.

### **40. Delegation of Financial Powers:**

- (1) The Officers and other employees of the University shall exercise such financial and sanctioning powers as are specified in Appendix-XI and XII subject to the general control of immediate superior and



the Vice-Chancellor, provided that the Vice-Chancellor may order that an officer or employee shall not exercise a particular power, or shall exercise the powers with such modification, as he considers necessary.

- (2) The financial powers to be exercised shall be subject to the availability of funds in the budget and to the prescribed rules and procedures.
- (3) The Vice-Chancellor may delegate such powers to an officer or employee and may withdraw the powers so delegated from any such officer or employee, as he deems necessary.

## **CHAPTER X**

### **CIVIL WORKS**

#### **41. Execution of Civil Works:-**

- (a) The Registrar shall be responsible for initiation of action on execution of Civil Works in the University. He may take the counsel of other Officers of the University and Heads of Departments in assessing the need for initiating such action. All proposals to execute Civil Works costing Rs. 10,000/- at a time and above shall be placed before the Vice-Chancellor for consideration, who shall, when convinced, sanction such items of work costing not more than Rs. One lakh at a time and place all other items before the Finance Committee for consideration. Such items of work recommended by the Finance Committee shall be placed before the Syndicate for approval.
- (b) When once the work is approved by the competent authority, the Registrar shall take necessary steps to prepare detailed plan and estimates taking the help of private or Government architects who shall be paid remuneration as per prescribed rates for the work done. The University may employ one or more Consulting Architects for constructing major works. The Vice-Chancellor shall select the Architects in consultation with the Registrar of the University.
- (c) The Registrar shall then call for tenders, open or closed, depending upon the type of work and cost estimates and decide on the contractors to entrust the work. Normally, the best contractor should be entrusted with the work, irrespective of the tender rates, but proper justification for such decision should be given by the Registrar. Where necessary he may consult architects or government engineers before making recommendations in this regard to the Vice-Chancellor.
- (d) The Registrar shall obtain the approval of the Vice-Chancellor for entrusting the works to any tenderer whose tender cost exceeds Rs. 10,000 and also in all cases where the tender rate is more than 10 percent of the estimate rates.
- (e) The Vice-Chancellor shall authorise acceptance of tender rates up to 20 percent above the estimated rates. Other tenders which exceed 20 per cent of the estimates should be rejected in the normal course and the work re-tendered. In case the rate tendered in response to re-tender exceeds 20 per cent of the cost estimates, the university may nominate a contractor to execute the work within 20 percent in excess of the cost estimate and place the matter to the Syndicate for ratification
- (f) All works costing above Rs. One lakh shall be tendered and constructed as per the above procedure. All other shall be constructed departmentally or through local limited tenders, as decided by the

Vice-Chancellor in consultation with the Registrar and other concerned person.

- (g) The detailed procedures for tendering and for the Proforma for preparing tender documents, entering into agreement with the architects, contractors, etc., shall be the same as those prescribed by the Public Works Department of the State Government, with suitable modifications.

## **CHAPTER XI**

### **MISCELLANEOUS**

#### **42. Purchase of Stores:-**

- (1) The University shall acquire, purchase and procure stores required for the proper functioning of the University.
- (2) The items relating to stores may be in the nature of:
  - (a) dead-stock;
  - (b) laboratory chemicals including glasswares and hardwares;
  - (c) furniture and other such items;
  - (d) stationery;
  - (e) electrical goods;
  - (f) costly laboratory equipments ;
  - (g) heavy machineries, civil and other operations;
  - (h) light and heavy vehicles including jeep, car, lorry-bus; and
  - (i) any other items.
- (3) The financial powers for purchase and procurement of the various items listed above are detailed in Appendix-XII.
- (4) The Officers or other employee of the University empowered to purchase or acquire the stores articles shall be responsible acquiring, procuring or purchasing them and for proper accounting and supply, distribution and utilisation of the items, in the best interest of the University.
- (5) The detailed procedure for purchase of equipment, dead-stock and consumable stores shall be as per rules prescribed from time to time by the authorities concerned with the approval of the Vice-Chancellor.

#### **42. Patent Rights:-**

- (1) Patents for inventions arising out of investigations undertaken at the University on behalf of an external agency may be taken exclusively in the name of the University or jointly in the name of the University and the sponsoring agency, as may be decided by the Vice-Chancellor, whose decision shall be final.
- (2) All rights in respect of any investigations carried out by the University and patents obtained therefor excepting those referred to above, shall vest in and is the absolute property of the University. The

Syndicate may transfer by way of sale, exchange or' otherwise deal with the rights of the University in such investigations and patents, as it deems fit.

- (3) All the applications for patents in respect of such investigations shall be filled in by the Registrar of the University or jointly by the Registrar and the sponsoring agency in respect of Joint patents. The investigators concerned shall not have any personal rights in respect of patents obtained on the results of their investigations.
- (4) The Syndicate on the recommendations of the Dean of the Faculty and the Vice-Chancellor, shall grant a suitable award for outstanding investigation by an individual or a team of research workers, which attracts patents rights and other financial benefits to the University.

**44. Removal of difficulties:-**

In case any difficulty arises in giving effect to the Provisions of these Regulations, the Syndicate and/or Standing Committee on Academic Affairs may pass such orders as are necessary for the purpose of removing the difficulty, provided such orders are not repugnant to the provisions of the Act and the Statutes.



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# RULES

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## RULES

### I. STUDENTS' ADMISSION

#### **The admission of students to the University and the levy of fees in the University:**

As per the Act 35(i) on the recommendations of the SCAA and the Syndicate, the Vice-Chancellor is to modify the regulations regarding admission of students into the . University. The followings are the standing rules as approved by the University. The rules are subject to modification from time to time to be in conformity with the rules and regulations that may be issued from time to time by the Government.

Students' Admission:

#### **Rules and qualifications for admission to Post-Graduate Programmes:**

**(i) M.Sc. :**

An applicant for admission to the M.Sc., Degree course should possess a Bachelor's degree in the Faculties of Arts, Science, Commerce, Management Sciences and Physical Sciences.

*Duration:* Two Years.

**(ii) M.Phil.:**

(a) (i) An applicant for admission to the M.Phil. course should possess a first or second class Master's Degree with 55% of marks (a concession of 5% for SC/ST Candidates) from a recognised University in the subject concerned.

(ii) Candidates for admission to part-time M.Phil. course should be a teacher working in a University Department/ Affiliated colleges whose qualifications are approved by the University or in Polytechnics, approved by the Director of Technical Education or in Higher Secondary Schools and High Schools approved by State Boards or in Central Board of Secondary Education or Educational Institutions of IAF (within the Periyar University area).

**(b) Duration:**

One academic year for full-time and two academic years for part-time candidates.

**(c) Course of Study:**

Part -I : Three written papers as per syllabus prescribed from time to time Part - II: Dissertation

(d) Admission to M.Phil. course shall be made by a Departmental Committee with the Head of the Department as its Convenor/Chairman.

(c) Merit of the candidates for admission shall be determined by the following procedure.

The candidate will be evaluated against a total of 100 marks, distributed as below:

(i)	Marks obtained in Master's Degree calculated against a maximum of	--	50 Marks
(ii)	Entrance Test	--	50 Marks
	Total	--	<u>100 Marks</u>

**(iii) Ph.D.:**

- (a) (i) An Applicant for admission to the Ph.D.degree of the University should possess a Master's Degree in the Faculties of Arts, Science, Fine Arts, Indian and other Languages, Commerce, Education, Management Sciences, Physical Education and Engineering and Technology with a minimum of 55% of marks in the aggregate or equivalent grade of a recognised University. For teachers recruited before 1988 and for SC/ST candidates, 50% of marks is the minimum eligibility.
- (ii) For Ph.D. programme on part-time basis, teachers having two years of regular continuous service after acquiring the qualifying degree and working as mentioned in para La (ii) of this chapter are eligible.

**(b) Duration of Research :**

For full-time : Three Years

For part-time : Four Years

Exemption: Exemption of one year from the minimum duration is allowed for candidates possessing M.Phil., or M.Litt., or Master's Degree in the Faculty of Engineering and Technology.

- (c) Admission to Ph.D. course shall be made by a committee with one or two recognised supervisors in the Department and a proposed supervisor with the Head of the Department as its convenor.
- (d) The merit of the candidate will be determined as per the following procedure and evaluated for 100 marks as follows:

(i)	Marks obtained in Master's Degree calculated against a maximum of	--	50 Marks
(ii)	Entrance Test		
	Written Test	--	50 Marks
	Total	--	<u>100 Marks</u>

The candidate should secure 25 marks out of 50 in the Entrance Test (written and viva-voce) to get a pass.

- (e) No candidate shall be permitted to complete M.Phil. and Ph.D. Programmes after a period of four and six years, respectively.
- (f) Detailed regulations, procedure for admission and examination/thesis evaluation shall be notified from time to time with the approval of the Syndicate.

**II. FEES**

The Syndicate shall approve the fees and penalty for non-payment of fees by students on the recommendations of the Standing Committee on Academic Affairs.

S.No.	Fees Component	M.Sc-Mathematics/ M.Sc., chemistry / M.Sc., Applied Botany / M.Sc., Environmental Science / M.Com (C.A) & P.G. Diploma in Medicinal Plants.	M.C.A/M.Sc., Information Technology / M.Sc., Biotechnology & M.Sc., Bioinformatics		
1	ONE TIME FEE (Payable at the time of Admission)				
	Admission Fee	100	100		
	Matricula Fee	100	100		
	Registration Fee	100	100		
	Recognition Fee	300	300		
	Cost of Application	100	300		
	Caution Deposit (Refundable)	2000	3000		
	Administrative Fee	300	300		
	Carrier Guidance Fee	500	500		
	TOTAL (Rs.)	3500	4700		
2	ANNUAL FEES				
	Library Fee	500	500		
	Sports Fee	100	100		
	Students Welfare Fund	100	100		
	Bar Coded Id Card Fee	150	150		
	Internet Charge	150	150		
	TOTAL (Rs.)	1000	1000		
		M.Sc-Env. Science, M.Com(C.A) &P.G. Diploma in Medicinal Plants.	M.Sc- Chem& M.Sc., Applied Botany	M.Sc., Maths	M.C.A/M.Sc., Information Technology / M.Sc., Biotechnology & M.S.c., Bioinformatics
3	SEMESTER FEES				
	Tuition Fee	5000	2500	2000	17500
	Laboratory Fee	1000	1000		2000
	Course Material Fee	500	500	500	500
	Computer Charges	500	500	500	500
	TOTAL (Rs.)	7000	4500	3000	20500



The fees to be paid by the M.Phil. and Ph.D. students as per the current rates are given below:

***Fees for M.Phil. and Ph.D. Courses:***

S.No.	Particulars	M.Phil.		Ph.D.	
		Humanities in Rs.	Sciences in Rs.	Humanities in Rs.	Sciences in Rs.
1.	Tuition Fee	865	1440	800	1200
2.	Special Lab. Fee, where applicable for chemicals/ computers	690	690	1200	1200
3.	Caution Deposit, where applicable for Science/Psychology	575	575	1500	1500
4.	Library Fees	115	115	200	200
5.	Development of Infrastructure Facilities	25	25	100	100
6.	Cultural/Youth Festival	10	10	20	20
7.	Registration Fee	230	230	500	500
8.	Recognition Fee:				
	a) For candidates from abroad	2000	2000	-	-
	b) For other University candidates in India	175	175	-	-
9.	Matriculation Fee (candidates from other University area)	25	25	-	-

Other Miscellaneous Fees are prescribed in the Prospectus.

The fees prescribed are subject to revision by the Syndicate from time to time.

### **III. SCHOLARSHIPS, FELLOWSHIPS, MEDALS, PRIZES, ETC.**

As per the Chapter V, section 3(2f) of Statutes of the University, the SCAA shall constitute committees for the institution of scholarships, fellowships, medals, prizes, grants-in-aid, etc. and formulate rules for such awards from time to time.

- (1) A Committee consisting of the Registrar, one Head of the Department nominated by the Vice-Chancellor with the Assistant Registrar as the Secretary shall make recommendations to the Vice-Chancellor for the institution of scholarships, fellowships, studentships, medals, prizes etc., as and when necessary. The same Committee shall also decide on the persons to whom the various scholarships, medals and prizes shall be awarded as per the rules prescribed from time to time by the Syndicate. The Committee is also empowered to co-opt one or more of the Professors/Heads of Departments of Colleges/ University Departments to assist in the work.
- (2) These revised rules shall come into force with effect from the academic year 2001-2002 and shall be applicable to the students admitted under the Semester system of education.

#### **A. Scholarships and Fee Concession**

Eligible students belonging to BC, MBC, SC, ST, and DNC can apply for State / Central Government scholarships and fee concession.

**B. Rules for the award of prizes and medals in the Periyar University, Salem**

- (1) The endowment consists of Rs.25,000/- invested in Fixed Deposit of Post Office/National Savings Certificate, Salem Central Co-operative Bank/any Nationalised Bank, the interest of which is utilised towards the award of a prize or medal.
- (2) The prize shall be in the form of a gold plated silver medal and books, or in any other suitable form, at the discretion of the University authorities, based on the recommendations of a Committee appointed for the purpose.
- (3) The prize shall be awarded annually in the Convocation to the student as directed by the sponsor of the prize.
- (4) In case of equality, the marks obtained in the First and Second year will be taken into account. If there is equality even according to previous years the prize shall be divided equally among the winners.
- (5) If, in any year, the prize be not awarded, the interest on the investment shall be added to the corpus of the fund.
- (6) Any additions of prizes/medals will be awarded in accordance with the above rules. Any alteration by the sponsors in the award of medal sub-sequently will be approved/ decided by the Syndicate.

***Details of Endowments for Awarding Gold Medals to 1st Rank Students***

S.No.	Name / College / Institution	Name of Endowment	Amount	Course
1.	Prof. T.Gnanam, DTE, Chennai,	Prof.T.M.Balasubramanian	50,000/-	B.E.Electrical Engg.
2.	Annai Mathammal Sheela Engg. College, Namakkal.	Annai Mathammal Sheela Engg.	25,000/-	5 Year M.Sc. Info. Tech.
3.	Adhiyamaan Educational and Research Institutions, Hosur.	Dr. M. Thambidurai	20,000/ -	B.E.Mech. Engg.
4.	Adhiyamaan Educational and Research Institutions, Hosur	Dr. M. Thambidurai	20,000/-	B.E. Elect. and Com.
5.	Adhiyamaan Educational and Research Institutions, Hosur	Dr. M. Thambidurai	20,000/-	B.E.Comp. Science Engg.
6.	KSR College of Technology, Tiruchengode.	Lion Dr.KS.Rangasamy	20,000/-	B.E/B.Tech. Information
7.	KSR College of Arts and Science, Tiruchengode	Thiru. Sennimalai Gounder and Tmt. Pachiammal	20,000/-	B.C.A
8.	Muthayammal Educational Trust, Rasipuram	(Late) Thiru. A. Subbu	20,000/-	M.C.A/M.Sc. Bio-Tech
9.	SSM Institute of Textile Technology, Komarapalayam.	Sri. V.K.Rangasamy Gounder	20,000/-	M.B.A
10.	Dr.R.Sethupathi Ramalingam Vice-Chancellor, Periyar University, Salem.	Morangam Karunaiyamkadu Rasappa Gounder and Pavayammal	20,000/-	M.Sc., Bio-Informatics M.Sc., Bio- Tech & B.Sc., Botany alternatively.

11.	Sona College of Technology, Salem.	(Late) Sri M.s. Chockalingam	20,000/-	B.E. Information
12.	Sona College of Technology, Salem.	(Late) Sri.M.S.Chockalingam	20,000/-	M.B.A
13.	Salem Sowdeswari College, Salem.	Salem Sowdeswari College	25,000/-	M.C.A,
14.	Salem Sowdeswari College, Salem.	Salem Sowdeswari College	25,000/-	M.Sc. Stat. and Compo Appln.
15.	Sengunthar Arts and Science College, Tiruchengode.	Thiru.K.Anbazhagan	20,000/-	M.A.Tamil
16.	Dr.R.Sethupathi Ramalingam Vice-Chancellor, Periyar University, Salem.	Veerapandi Thiru. S.Arumugam	20,000/-	B.A.Tamil
17.	Sengunthar Arts and Science College, Tiruchengode	T.P.Arumugam-Dhanalakshmi	20,000/-	M.B.A
18.	Sengunthar Arts and Science, Tiruchengode.	Jansons T.S.Natarajan- Padmavathy	20,000/-	M.Sc- App. Micro-Biology
19.	Prof. P. Rajendran	Tmt.Manonmani Palaniappan	20,000/-	B.A.History
20.	Dr.P.Murugesu Bhupathy, Professor, TNAU, Coimbatore.	Veerapandi Thiru S.Arumugam,	20,000/-	B.E.Overall
21.	Mrs. A. Thangam, M/s. Siddha Yoga Pharma, Velur.	Tmt. Renganayaki Arumugam	20,000/-	M.Sc. Zoology Girl Student

#### IV. STUDENTS CONDUCT, CONTROL AND DISCIPLINE

##### A. Conduct :

- (1) Every student of the university shall be of good discipline and behaviour and assist the University authorities to maintain discipline in the University.
- (2) Every student shall help the University in preserving its properties and no student shall cause damage or loss to the property of the University.
- (3) No student shall except with the previous permission of the Director of Students' Welfare/Dean/Head of the Department of the respective colleges participate in a radio broadcast or contribute any article or write any letter either in his own name or other person's name in a newspaper or in a periodical, produce any literature which is likely to bring disrepute to the University.
- (4) No student shall disrupt or cause disruption to the smooth functioning of the academic activities of the University.
- (5) Dress Regulations: The following dress regulations are compulsory and should generally be observed.
  - (a) For Men Students
    - (i) For lecture rooms, laboratories and within the precincts of the College, shirts and pants and foot-wear.

- (ii) For field classes, khaki shirts with half sleeves tucked into khaki pants.
- (iii) For tournaments and compulsory games, games shirt and shorts with or without stockings and shoes.
- (iv) For ceremonial occasions and important functions, College blazer, white pant, white shirt, college tie and foot-wear.

(b) For Women Students

- (i) For lecture rooms, any simple dress, preferably a sari and blouse/ chudithar with a shawl. For laboratory work in Biology and Physical Science an over-coat and putting up of hair are essential.
- (ii) For field classes: Chudithar with shawl
- (iii) For ceremonial occasions and important functions white sari and College blazer.

**B. General:**

- (i) The students should strictly avoid smoking, chewing of betel leaves, chewing-gums, eating nuts etc. and should not use distracting cosmetics in class rooms and in field classes.
- (ii) When the Professor, Reader, Lecturer or Instructor enters in the class room, the students will remain standing until the teacher takes his seat. This rule does not apply to practical classes. No student may leave a class without permission or until the class is dismissed.
- (iii) The Head of concerned College shall have discretionary powers to rusticate and expel students both from the College and Hostel and inform the Registrar immediately.

**V. PUNISHMENTS TO BE METED OUT FOR UNFAIR MEANS DURING EXAMINATIONS.**

1. The Principal/Head of the University Departments in which the students are registered shall be responsible for dealing with all cases of use of unfair means in examinations.
2. The invigilator concerned shall report to the Controller of Examinations/Principal on the day of the occurrence of each case of unfair means with full details of the evidence and written explanation of the student concerned.
3. The Controller of Examinations / Principal shall take appropriate action immediately on receipt of the report and the penalty may be that
  - (a) The Student found using unfair means during the examinations (Theory/Practical) may be deemed to have failed in all the courses in that semester and also debarred from the college, during the subsequent semester.
  - (b) For using unfair means of a serious nature warranting higher penalties than those indicated in clause 3 (a) above, the student may be debarred from the University for a period of three semesters or more or permanently after obtaining the orders of the Vice-Chancellor. In such cases, the student concerned shall not be allowed to sit for the remaining examinations in the concerned course or other courses.

Details of each case together with all material evidence and, recommendations and orders of the Principal/Head of the Department/Controller of Examinations shall be communicated forth with to the Registrar of the University. The Principal/Head of the Department/Controller of Examinations shall report each case falling under clause (3) above immediately after passing orders to the Registrar of the University.

## **VI. TRAVELLING ALLOWANCE**

The Tamil Nadu Government Travelling Allowance rules shall govern the payment of daily and Travelling Allowance to the Periyar University Employees.

### **RATE OF TRAVELLING ALLOWANCE AND REMUNERATION TO EXAMINERS**

#### **A. Travelling Allowance:**

##### **(1) The following general rules shall apply in all cases:-**

- (i) No halting allowance is admissible to Examiners who are resident or have their place of business within the radius of 15 km. of Periyar University campus for journeys made by them to attend meetings held within the 15 k.m. limit of the University.
- (ii) No travelling or halting allowance for attending meetings of Examiners will be paid to Members of such authorities, who are resident or have their place of business within the limits of the University campus.
- (iii) Travelling allowance will be paid only by the shortest route.

Note : This will not, however, be insisted upon in cases it is not conveniently possible for the members to travel by the shortest route covering very long journeys to attend to University work

- (iv) Travelling allowance will be paid only for journeys or portions of journeys performed within the limits of the State or from outside the State to the place of business.
- (v) Travelling or halting allowance will not be paid to members if they have received or claimed from any other public body such allowances for the journey which enabled them to attend the meeting of the University body.

##### **(2) Travelling allowance will be paid at the following rates :-**

- (a) Examiners appointed for conducting the Methodology and viva-voce examinations of Ph.D. candidates: One and quarter single First Class railway fare each way.

- (3) Conveyance allowance (actual bus fare) will be paid to the Examiners, (Excepting the staff of the University) whose place of business is within a radius of 15 KM. from the University campus.

No mileage is admissible for journeys within the Corporation limits: Mileage will be paid to places situated outside the Corporation limits at a distance of 5 k.m. and over from the nearest Railway Station. No mileage will be paid for fractions of a km.

##### **(4) Payment of detention allowance between two or more meetings:**

For any period not exceeding one week between meetings or adjourned meetings if any, Examiners will be paid detention allowance or travelling allowance for a second journey, whichever is less. This rule will apply also for journeys made in connection with viva-voce or qualifying examinations or any other University business at the same place or in different places.

Note : In the case of meetings of University Authorities or their Committees this rule will not operate

- (5) Normally, no vacation address will be recognised for examiners appointed for any of the Examination. However, examiners will be paid travelling allowance from their usual place of business or wherever they may be at the time, whichever is less in respect of journeys made by them to attend the examination work.

- (6) When a member is unable from any cause beyond his control to complete a journey or to attend the meeting for which the journey was made, he may draw travelling allowance from his headquarters to the place at which his journey was interrupted or the causes preventing his attendance occurred and back, but he will not be entitled to any halting allowance.
- (7) An examiner will be entitled to travelling allowance, only if the journey is made from his usual place to business. If the return journey is made to a place other than that from where he started, travelling allowance for the journey will be restricted to that admissible for the onward journey.
- (8) Travelling allowance can be claimed only after the return journey is completed.

Travelling allowance will be paid, provided the return journey is made within ten days from (i) the completion of the University examinations or (ii) the date of the meeting for which attendance was necessary.

Note: This limit of ten days applies also to the onward journey.

- (9) Travelling allowance bills should bear the counter-signature of the Chairman of the Students Advisory Committee or in his absence the Dean of the concerned college or Head of the Department.

#### **B. Remuneration:**

The rate of remuneration for External Examiners appointed for examining Post-graduate students under semester system will be as follows:

- |   |     |                                   |
|---|-----|-----------------------------------|
| 1) Evaluation of thesis for M.Phil  | ... | Rs. 50/- per thesis per examiner  |
| 2) Evaluation of thesis for Ph.D.   | ... | Rs. 200/- per thesis per examiner |
| 3) For viva-voce in qualifying<br>(doctorate committee) examination for Ph.D. | ... | TA/DA as per TA rules of TN Govt. |
| 4) For viva-voce in final examination for Ph.D.                               | ... | Rs.150/- per student per examiner |

### **VII. MANAGEMENT OF FUNDS RECEIVED AS DONATIONS**

Section 42(c) of the Act, provides for management of Endowments and other receipts such as donations from non-Governmental agencies such as Private Trusts, and individual donations for specific or general purposes. Such funds may be accepted by the University with the approval of the Syndicate of the University. After examining the purpose behind such donations, the Syndicate shall be the final authority either to accept or reject such donations and also to decide on the mode of investment and utilisation of the funds taking into consideration the purpose desired by the donor(s).

### **VIII. UNIVERSITY LIBRARY**

#### **A. Procedure for the purchase of books for the University Library**

- (1) Foreign Books: The University Library will invite quotations for the supply of foreign publications, annually, from the leading book-sellers in India. The quotations thus received will be tabulated to find out the nature of the conversion rates for the foreign currencies adopted by the book trade of India.

The University will, after studying the trends in the conversion rates followed in the book trade of India, evolve its own rates on the basis of the quotations received. The rates so formulated in respect of the terms of business etc. will be circulated among the leading book-sellers who have furnished their quotations to find out whether the University rates and terms of business are agreeable to them. The replies received from the various book-sellers will be processed and those book-sellers who agree to effect the supply of foreign and Indian books under the University rules and terms of business will be appointed as the agents of the University for the year.

After the appointment of the agents, the Library will send the book selection lists to all the above-said approved agents for the year, to find out from them, which of the books can be supplied by them, or which of them can be procured either from India or from abroad within the time required for the same.

On getting their replies, supply orders will be placed with each agent for the books which he has agreed to supply or procure them for the University.

In case of more than one agent willing to supply one or more books, the discretion of placing supply order will rest with the University.

- (a) University rates: The University evolves its own conversion rates which will be advantageous for the University, in the sense, that it can get all its requirements', since the rates will act as an incentive to the book trade.

The evolving of the University rates permits the University to have elasticity in having more number of agents as the source of supply of its required publication than to have one single agent, selected merely by his lowest quotation without judging whether he could be in a position to effect all the supplies single-handed. In reality it is seen that wherever single agents are selected, then the supply of the entire requirements are poor, since the agent will be ready to supply only such of those publications wherein he can make some profit and not the publications which will result him in a loss.

The principle here is that the Library has always the authority to accept the lower prices by higher discount. But it should not mean that the small margin in terms of discount should come in the way of the growth of the Library and hinder the academic, research and extension education programmes of the University.

For the abovesaid purpose a minimum of 10% to 15% discount will be adopted by the University in general.

- (b) Exchange rate: The Exchange rates for foreign currencies will be followed as per the rates approved by the good officers committee of the Ministry of Human Resources Development issued from time to time. In aspect of their foreign currencies the official exchanged rate will be adopted.
- (c) Duration of supply period: The University will stipulate every year the duration of supply period to the agents for the books ordered with them.
- (d) Dealer-Library Plan: The University Library will enter into an agreement with the leading publishers of the World through the representative book-sellers available in India, to mail their latest publications directly. These books will be referred to the Head of the Departments for their opinion. If the book/

books is/are not approved by the University, it/they will be returned to the representative book-seller. Orders for the approved books will be placed with the representative book-seller and the bills settled under the University rates.

- (e) On approval basis: Book-sellers who have been selected as agents on the basis of their acceptance to adopt the University rates can be permitted to send the latest books on the basis approval. These books will be examined by the concerned Heads of Departments in the Library and only after obtaining their specific recommendations final orders will be placed by the Librarian. The rejected books will be returned to the book-sellers. The book-sellers will be insisted to allow a period of 30 days for the books sent on approval basis to the University for its thorough examination.
- (2) Indian Books: In the case of Indian books the University reserves the right to purchase them directly from the publishers. This does not prevent the University in getting their required Indian Publications through the agents. Latest Indian books will be purchased from the concerned Indian publishers without calling for competitive quotations.
- (3) Publication of learned bodies and Society publications: The University can procure the publications of learned bodies and other society publications which are not easily procurable through its agents, directly from the publishers and settle their bills by UNESCO book coupons.
- (4) Standing order for special serial publications: Standing order shall be placed with the leading foreign publishers such as Commonwealth Agriculture Bureau, Annual Review Inc., etc., which are not easily procurable in the normal trade channel.

**B. Procedure for the purchase of journals and newspapers:**

- (1) Newspapers: The Newspapers should be purchased either from the publishers or through local agents after making advance payments.
- (2) Indian Journals: They should be purchased from the concerned publishers, after making advance payment.
- (3) Foreign Journals: Standing orders may be placed with the concerned foreign publishers abroad for the supply of the Foreign Journals. The invoices will be arranged to be received every year before the end of November. These invoices will be arranged to be sent to the State Bank of India with Form 'A' to obtain necessary Foreign exchange. The State Bank of India will issue the Bank drafts which will be sent to the concerned foreign publishers towards the advance payment of annual subscriptions of their journals. The particulars of payment and the receipt of the issues of the journals should be noted in the stock register.

**C. Procedure for the binding of books:**

- (1) A binding register should be maintained in the Library. Books, which are to be bound, should be collected periodically from the various bookshelves.
- (2) The loose issues of Journals should also be collected periodically from the Journal section as soon as the supply of a complete volume of any particular journal is received. The index, title-page, etc. should be placed in the appropriate places and the volumes should be collated. Then entries are to be made in the Binding register.



- (3) Quotations are to be called for from the leading local presses who are undertaking binding work. According to the nature of the publication, the binding may be done either with Half-Calico and Half-Leather or Full Calico. After obtaining quotations as per the specifications, they are to be tabulated and "University rates" are to be arrived at as in the case of the purchase of Books. The binding work may be split up among more than one binder.
- (4) Agreement in the prescribed form is to be got signed from each binder in the stamped paper. All agreements are to be signed by the Finance Officer on behalf of the University. An earnest money of Rs.500/- should be collected from each binder if the binding work is entrusted to 3 or 4 binders simultaneously. If one single binder is entrusted with the whole work, then the earnest money may be fixed at Rs. 2000/-.
- (5) After the binding work is completed, the bound volumes are to be carefully checked up before the binders bills are passed for payment. The particulars of payment are to be recorded in the Binding Register.

**D. Procedure for the procurement of back volumes of Journals:**

Competitive quotations are to be called for before supply orders are placed for the procurement of back volumes of Journals.

Back Volumes are to be purchased only in the case of Journals, which are currently subscribed.

**E. Procedure for the withdrawal of worn-out books from the Stock of the Library :**

A Register of 'worn-out' books should be maintained in the Library. Publications, which cannot be bound, should be periodically withdrawn from the stock of the Library. They should be placed before the Library Committee for a thorough examination. After getting the approval of the Library Committee, such publications may be withdrawn from the stock and disposed off.

**F. Procedure for the acceptance of donated books:**

A Register of 'Donated Books' should be maintained in the Library.

As soon as a donated book is received, a letter acknowledging the receipt of the publication should be sent to the Donor. Only after getting the approval of the Library Committee, such publications should be brought into stock.

**G. Library Rules**

- (1) Authority: The University Library shall be located in the main campus and it shall be under the control of a University Librarian who is directly responsible to the Vice-Chancellor as per Chapter VII (17) of Statutes.
- (2) Opening Hours: The Library shall be open from 9.00 to 18.00 hours on all working days and on Saturdays, Sundays and all other public holidays, it will work between 8.00 and 14.00 hours.

Note : The loan counter shall be closed half an hour before the closing of the Library.

**(3) Admission:**

- (a) The Library is primarily intended for the staff and students of the Periyar University who can make use of the library collections, facilities and services in accordance with the rules. Others can use the Library (for consultation) only with the special permission of the University Librarian.
- (b) Research students and Honorary workers engaged in special research under the Heads of the Departments of the University will be required to Deposit a sum of Rs. 500/- as caution Deposit for consultation and borrowing of books from the Library.
- (c) Scientific Workers and other private persons can be admitted as members of the Library at the discretion of the University Librarian. They should deposit an amount of Rs.500/- as Caution Money Deposit for admission.
- (d) If within three years of the death of a caution deposit holder, no claim is made by his/her/heir/heirs for refund of the deposit amount, the deposit amount of such members shall lapse into the University.

**(4) Loan Service:**

- (a) Books can be taken out from the Library only on the Ticket System. A book will be lent out on loan to a member only, in exchange for one of his tickets. This ticket will be handed over back to the member when he returns the book.

The Library ticket(s) of a member will be valid for 3 years (36 months) in the case of Staff members and Ph.D. Scholars and 2 years (24 months) in the case of M.Sc. Students.

- (b) To get enrolled as a member, a person should make an application in the prescribed form to the University Librarian who will scrutinise it and issue the necessary membership tickets as indicated below:

Categories	No. of Books
1) Officers of the University	- 4
2) Professors, Readers	- 4
3) Lecturers	- 3
4) Post-graduate Students	- 2
5) Administrative and other categories of employees	- 1

- (c) Staff members on transfer or retirement or resignation shall return all the Library tickets and other dues if any and take the "No-Due Certificate" from the Librarian, failing which the last-pay certificate or resignation will not be issued or accepted.

**Note:**

- (i) The University will not accept the resignation or issue of last-pay certificate to any of its staff members of any category either at Salem or outside, unless the "No-Due Certificate" of the Library is received by the University.
- (ii) Any lapses on this account shall make the concerned University employee responsible for such lapses to make good the loss incurred by the Library.

- (d) In the case of students they will surrender their Library tickets 15 days before leaving the University and obtain the "No-Due Certificate". For the students under Semester system, the "No-Due Certificate" should be obtained before the issue of Hall-ticket.

- (e) (i) If a member loses his borrower's tickets, he should immediately report the matter to the University Librarian in writing. In the meanwhile he should make all efforts to trace the ticket(s) so lost and send a second report at the end of the period (15 days) stating the result of his endeavour. If the original ticket(s) is/ are found out, a duplicate ticket(s) will be issued at the discretion of the Librarian at the cost of Rs. 10/- (Rupees ten only per ticket).

The University Librarian will issue either the duplicate ticket(s) or the "No-Due Certificate" only on receipt of the second report.

- (ii) Duplicate ticket(s) will be issued for the damaged ticket(s) on payment of Rs.10/- (Rupees Ten only) per ticket.
- (f) On no account the book(s) borrowed from the University Library are transferable to any other member; nor shall any member borrow book(s) on other members ticket(s).
- (g) At the discretion of the University Librarian, any book loaned to any member can be called back without assigning any reasons thereof.
- (h) Inter-library Loan: Inter-library loan will be effected for the benefit of Central State Private libraries or institutions on reciprocal basis by the University. The request for such loan of book(s) from that Library or Institution should come from the Head of the Institution to the University Library.

**(5) Loan Period:**

- (a) The maximum permissible period for loaning the University Library books and holdings shall be as follows:
- |   |           |
|---|-----------|
| (1) Books   | - 14 days |
| (2) Bound Volume of Periodicals, Bulletins, etc., | - 7 days  |
- (b) A book can be renewed for a further period of loan only if this renewal is advised prior to the date of expiry of the original loan and if there is no other request for the same book, only two consecutive renewals can be done for each book on loan on each occasion.
- (i) Renewal of loan shall be done on the physical production of the Book(s) at the Library Counter
- (c) No renewal will be allowed for bound volumes of periodicals.

**(6) Overdue Charges:**

If a member fails to return the borrowed book on the due date, he is liable to be charged an overdue charge of Rs. 1/- per day per volume.

**(7) Loss of Library Books:**

- (a) The members are requested to report immediately to the University Librarian any cases of losses of borrowed Library books. The actual value of the book lost with the percentage of 10% on the value of the

book with the forwarding charges if any incurred by the University during the acquisition of the book along with the overdue charges if any, will be recovered in full from the member by the University Librarian, who will have the full authority to fix the cost of the book(s) lost.

- (b) If a member is in arrears, he will not be issued book(s) until clears the arrears.

**(8) General Rules:**

- (a) Readers are requested to observe the Library rules prescribed in order to keep the Library purposeful.
- (b) Members who disregard the Library rules are liable for the appropriate disciplinary action by the University.
- (c) The Vice-Chancellor may amend or modify the rules as and when required.

## **H. OTHER FACILITIES**

The University shall provide facilities for shopping and marketing. Buildings may be rented to co-operative provision stores, barber shop, tailor shop, washerman, petty pan shops, tea stall, etc.

The University may provide the essential street lighting, sanitation, drinking water supply, drainage etc., within the campus.

The University may run cafeteria in the campus. The cafeteria should normally be run on "No Profit No Loss" basis through a Committee appointed with the University employees as members.

The University may also permit State-owned or private town and city buses to ply through the campus and also provide bus shelters at convenient points for the benefit of the University employees and students. However, the right of permitting such outside buses into the University campus should always be reserved.

### **Rules for Cafeteria at the Campus**

- (1) The name of the cafeteria shall be "University Cafeteria".
- (2) The cafeteria will provide break-fast, lunch, snacks, soft drinks, etc.
- (3) The transactions will be on cash paid coupon system.
- (4) The rules formulated by the authorities of the University should be given effect as and when necessary from time to time.

## **IX. UNIVERSITY BUILDINGS**

### **a). ALLOTMENT OF BUNGALOWS AND QUARTERS**

- (1) These rules shall regulate the allocation of residential Bungalows and Quarters in the Periyar University, Salem.
- (2) The Registrar of the University shall be responsible for proper allotment of the Bungalows and quarters and recovery of rent. The quarters and bungalows will be allotted on the specific written request only. The Registrar shall allot the Bungalows on the approval of the Vice-Chancellor.

- (3) Employees in the cadre of Readers and Lecturers and similar cadre and above only are eligible for allotment of Bungalows and quarters.

Note: If both husband and wife are employed in one station only one member will be eligible for Bungalow/ Quarters and the person to whom it is allotted will not be eligible for the House rent allowance.

- (4) The persons eligible for different type of quarters will be classified into distinct groups with reference to the actual pay drawn by them. The members in each group will be arranged in the order of seniority with reference to their salary. Within the same category if more than one person draw the same salary the date of next increment in respect of each candidate shall be taken into consideration and the person getting earlier increment should always be given priority over the others. If there are no permanent or officiating servants, then the claims of the persons appointed temporarily will be considered with reference to their date of first appointment in continuous service.
- (5) Quarters, except those coming under rule 3, shall ordinarily be allotted according to the seniority and as per the following pay range of all categories put together.

'A' Type quarters	--	Pay Rs. 10,000/- and above.
'B' Type quarters	--	Pay Rs. 5,500/- and above.
'C' Type quarters	--	Pay Rs. 2,500/- and above.

- (6) Mutual exchange of Bungalows and quarters within a type shall be permitted at the discretion of the Registrar. Persons who are occupying a higher or a lower type of Bungalow or quarters due to some reasons or other in the interest of the University work shall be given the eligible type of quarters at the earliest opportunity.
- (7) The employees working in the essential posts, University officers and Heads of Departments will have preferential claims for allotment of bungalows and quarters with the approval of the Vice-Chancellor.
- (8) Bungalows and quarters allotted on preferential or seniority basis should ordinarily be vacated within the period of joining time, when the allottee is transferred from the post. He or she will however, be given a limit to vacate the bungalow or the quarters on request.
- (9) Persons to whom Bungalows and quarters have been allotted shall be liable to pay rent from the date of allotment of quarters, irrespective of the date of occupation, at a maximum of 10% of his basic pay or as per rules in force in the Government of Tamil Nadu as house rent whichever is less. The rent chargeable for the quarters shall be deducted from the allottees salary at the source of payment. The allottees are not eligible for the House Rent allowance from the date of allotment of the quarters.
- (10) No Bungalows and Quarters shall be occupied by those other than the allottees. No subletting of Bungalows or quarters either in whole or in part is allowed. The allottee should not change or alter any of the permanent fittings of fixtures in the quarters.

Both at the time of occupation and vacation of quarters the allottee shall take charge and hand over charge of all fittings and fixtures of the quarters and acknowledgement. Any deficiencies noted at the time of handing over charge shall be charged against the allottee.

- (11) Employees of the University on leave, irrespective of with or without allowances for a period of not exceeding four months and employees under suspension will be allowed to retain their Bungalows and quarters on payment of rent. The employees who are on leave on Medical Certificate with or without pay beyond the period of four months will be permitted to retain the Bungalows and quarters on production of Medical Certificate with the approval of the Vice-Chancellor.
- (12) Not less than 30 days notice shall be given to the Registrar, if the occupant desires to surrender the Bungalow or quarters. If sufficient notice is not given the occupant is liable to pay rent and taxes upto the date on which the surrender is accepted.
- (13) The usual rent fixed for the bungalows/ quarters and penal rent at 40% of the monthly total emoluments of the occupants shall be collected for the period beyond the expiry of the date of retention allowed or till they are vacated.
- (14) Permission shall be granted by the Vice-Chancellor for retention of the Bungalow and quarters as the case may be, upto a maximum period of three months in the following cases.
  - (i) From the date of retirement, in the case of employees retiring from service
  - (ii) To the members of the family from the date of demise of the employees in the case of employees who expired while in service (and)
  - (iii) From the date of re-employment in the case of re-employed employees.

The rent and taxes shall be collected at the same rates recovered earlier either in advance every month or adjusted from the amount due as the case may be.
- (15) The employees whose services are terminated or who are dismissed from service shall vacate the Bungalow or quarters immediately (on the date of order). In cases of default, they shall be evicted as in item 16 below in addition to the recovery of usual rent and taxes due and penal rates of rent at 40 percent of the emoluments last drawn by such employees while on duty.
- (16) The employees who refuse to vacate the Bungalow/quarters and continue to occupy unauthorisedly, they shall be evicted if persuasion fails, by using such force as is necessary with the help of the Security staff and Police.
- (17) No University quarters should be kept vacant at any time.
- (18) The non-eligible type quarters may also be allotted to an employee with the prior approval of the Vice-Chancellor.
- (19) Any type of vacant quarters may be allotted to the next senior person on compulsory basis and the rent collected as per rules if there is no application pending allotment.
- (20) Applications for the allotment of residential accommodation in the University campus shall be received in the prescribed proforma given below.

**APPLICATION FOR ALLOTMENT OF BUNGALOWS / QUARTERS IN  
THE UNIVERSITY CAMPUS**

To

The Registrar,  
Periyar University,  
Salem - 636 011.  
Through  
The Proper Channel,

Sir,

I request that the University Bungalow / Quarters eligible may kindly be allotted to me. I am furnishing the required particulars.

- |   |     |  |     |
|---|-----|--|-----|
| 1 | (a) | Name and Designation (in full)                               | ... |
|   | (b) | Status (Emergency, Probationer, approved probationer, etc)   | ... |
| 2 | (a) | Scale of Pay, Pay and allowances drawn .... in Rs. p.m       | ... |
|   |     | Pay  | ... |
|   |     | D.A.   | ... |
|   |     | H.R.A.   | ... |
|   |     | O.C.A.   | ... |
|   |     | C.A.   | ... |
|   |     | Any other allowance  | ... |
|   |     | TOTAL  | ... |
|   | (b) | Date of first appointment in each category                   | ... |
|   | (c) | Total service  | ... |
|   | (d) | Due date for next increment                                  | ... |
| 3 |     | Office in which working                                      | ... |
| 4 |     | Nature of Work and timings                                   | ... |
|   |     | (Administrative/Teaching/Research, etc)                      | ... |
| 5 |     | Permanent Address  | ... |
| 6 |     | Married/Single (Total No. of family members to be furnished) | ... |
|   |     | Male:  | ... |
|   |     | Female:  | ... |
|   |     | Children:  | ... |
|   |     | Total:   | ... |
| 7 |     | Details (with type) of quarters required for                 | ... |
| 8 |     | Whether any other members of the family allotted             | ... |
|   |     | a quarters in the University Campus)                         | ... |
| 9 |     | Any other relevant particulars                               | ... |

The above particulars are true to the best of my knowledge and belief. I declare that I will abide by the rules prescribed by the University from time to time.

Place:

Date:

No.

Yours faithfully,

Signature of the applicant

Recommendations of the forwarding authority

No.

Date:

Signature and Designation

**b) RULES FOR THE OCCUPATION AND RENTING OF THE GUEST HOUSES OF  
THE PERIYAR UNIVERSITY**

The rules and regulations for the occupation of the University Guest Houses shall be formulated after the construction of the University Guest Houses and approved by the Syndicate.

## X. UNIVERSITY VEHICLES

### a). Procedure for maintenance, repair etc., of motor vehicles

- (1) The officer in charge of the vehicle shall be responsible for the proper use, maintenance and repair of the vehicle.
- (2) Driving the vehicle:
  - (a) Each vehicle shall be under the sole charge of a qualified driver and except on sufficient and valid ground, no vehicle shall be transferred from the charge of one driver to another.
  - (b) On no account the person other than the driver of the vehicle shall be allowed to drive or otherwise handle the vehicle.

Provided that nothing contained in the sub rule shall be applicable to officers who are competent to inspect vehicle or test the vehicle on inspection or for purpose of repair.

Provided further that if an officer or any person travelling in a vehicle is satisfied that the driver is temporarily incapacitated from managing the vehicle due to fatigue or illness or any other cause he may take over driving or otherwise handle the vehicle provided he holds a current driving licence to drive a vehicle of that type.

### (3) Duties and responsibilities of driver:

- (a) The driver of a vehicle shall act under the orders, direction or instructions of the Officer-in-charge of the vehicle.
- (b) It shall be the duty of every driver to keep both inside and outside of his vehicle clean and also to keep all connections and joints so tight that there is no leakage of fuel, oil, air or water anywhere on several systems of vehicles. Faults that he cannot himself set right shall be reported in writing as soon as possible to the officer in charge of the vehicle. He shall carry out the routine checkups and the proper maintenance of the vehicle every day.
- (c) Periodical cleaning, lubricating and servicing should be attended as per the instructions of the service manual controlling officer of the vehicle.

### (4) Periodical Inspection:

On receipt of a report from the driver, the officer-in-charge of the vehicle should send it immediately to the authorised workshop concerned and see that the vehicle is inspected completely and that any other defect which might be noticed later on or any item requiring attention at the workshop is also attended to as expeditiously as possible.

### (5) Maintenance of the log books:

- (a) Printed log books (Part-I & II) in the prescribed format shall be maintained for each vehicle. The log books relating to that vehicle shall be transferred along with the vehicle if transferred to other places.
- (b) Monthly petrol / diesel performance of the vehicle shall be worked out at the end of each month and entered in the log book indicating the actual KM per litre obtained during the month. If the consumption of petrol / diesel is excessive, the matter shall be investigated by sending the vehicle to an authorised workshop to rectify the defects, if any.



(c) Strict economy shall be observed in the consumption of petrol and the consumption should not exceed the quota if any allotted to that vehicle. If excess fuel is used, it should be got ratified by the authority concerned.

(6) The registers, records etc. are to be maintained as per the Tamil Nadu Government Motor Vehicle Rules.

**(7) Physical Verification:**

(a) Physical verification of vehicles and spare parts and inspection of registers shall be checked by the inspecting officers and the audit staff during their visits.

**(8) Repairs to vehicles:**

Repairs to the vehicles shall fall under categories: (a) Minor repairs, and

(b) Major repairs.

As a rule, all repairs shall be made only after obtaining technical sanction from the concerned technical officer. However repairs of minor nature may be carried out in the local recognised workshops by the officer-in-charge of the vehicle, on the report made by the drivers concerned.

**(9) Purchase of spare parts, tyres, tubes & batteries:**

Spare parts required for the vehicle shall be purchased as per the rules applicable to the purchase of Stores.

Tyres and tubes required for the motor vehicle should be purchased following the instructions issued for the purpose.

The requirements and replacements of batteries and tyres shall be anticipated well in advance and purchase shall be effected without causing hindrance to the routine work.

**(10) Accidents:**

All accidents shall be promptly reported to the Vice-Chancellor, furnishing sufficient details of the accident and injuries to the persons and damage to the properties involved. The progress of Police investigation and the case if any, filed before a court of law, shall be watched and detailed reports shall be sent to the Vice-Chancellor from time to time.

(11) Due date of Insurance and taxes to be paid to the vehicles should be followed and timely paid. Fitness Certificate of the vehicles if any should be furnished in time.

## **XI. PURCHASE OF STORES**

**(1) General :**

These Rules deal with the general procedure to be followed by the University in regard to purchase of all kinds of stores required for consumption or use of the University or its Departments / Institutions for the purpose of imparting instructions to students, carrying Out research, etc., in the interest of the University.

Stores which are absolutely necessary for the above purpose should alone be purchased.

These rules do not apply to funds covered under extra-curricular activities and contributed funds of sports, game, associations, cafeteria, trusts, medals, endowments, mess funds, conference, workshop, seminar, symposia, etc. The committees appointed to operate the above funds and functions shall make relevant procedure for the smooth functioning of their activities.

- (2) Authority competent to purchase stores: The powers and financial limits of the authorities competent to accord financial sanction to the purchase of stores, etc. are given in the Appendix-XII. The financial limits, prescribed are exclusive of Sales Tax, all other duties, charges and incidental charges. The term "at a time" means each file processed and approved by the competent authority.
- (3) Explanation: The financial limits prescribed pertain to a particular item of stores. For official convenience quotations may be called for a number of items on the same file and orders can be placed for each item not exceeding the financial items, even though if all the items are put together, it may exceed the financial limits.

Quotations once called for will be valid for a period of six months unless the quotation has indicated otherwise. Based on the same quotation, a repeat order may be placed provided the items purchased by the previous order have been utilised.

The financial sanction would pertain to a particular head of account, if a particular drawing officer is operating more than one head of account he can order for the same item under different heads of account subject to necessity.

- (4) Guidelines governing the purchase of stores: All the authorities competent to purchase the stores shall strictly observe the following guidelines:
  - (a) As a general rule, no stores shall be purchased without obtaining prior administrative sanction of the competent authority.
  - (b) The sanction accorded by a competent authority shall lapse if it is not acted upon for a year. Similarly, the sanction accorded for incurring an expenditure on revenue items in a particular financial year, shall lapse on the 31st March of the respective financial year.

Provided that a sanction accorded by the competent authority shall be deemed to have been acted upon, if tenders have been accepted (in case of local or direct purchase of stores), or an indent has been placed with an approved firm within the prescribed period of one year from the date of issue of the order of sanction, even if the actual payment in whole or in part, has not been made during the said period.

No revalidation of sanction is necessary if the above conditions are fulfilled.

- (c) Only items for which sanction has been accorded should be purchased. No substitution of items of deviation of quantity shall be made without the approval of the sanctioning authority.
- (5) Purchase procedure : The proposal for the purchase of stores should contain among others, (i) the purpose for which they are required, e.g., for general purpose, laboratory maintenance, projects or other purposes; (ii) detailed specifications and instructions if any, should be given, so that the right type' of material which is required could be indented for and supply got effected. Stores of a particular type or make should not be asked for except when they are specifically required for a particular project or research and (iii) the approximate cost of the equipment, etc.

The stores should be purchased by giving the following institutional priority subject to the needs of the University with special reference to quality specification, suitability of the purchase and time schedule of supply:

- (i) Units of the Tamil Nadu Khadi and Village Industries Board and units under the control of the Board.
  - (ii) Jails, Borstal Schools and units of the Jail Department.
  - (iii) Model Training-cum-production work-shop at Muttukadu.
  - (iv) Government-owned corporations and Corporations controlled by the Government.
  - (v) Co-operative institutions with share capital assistance sanctioned by the Government.
  - (vi) Other Co-operative institutions
  - (vii) Products manufacturers in the State.
  - (viii) Products manufacturers outside the State.
- (6) Price preference : The price preference prescribed by the Government to Cottage Industries, Small Scale Industries and others from time to time should also be followed while purchasing the Stores.
- (7) Limitations for quotations and Tenders : No competitive quotations / tenders are necessary for purchases made as follows:
- (i) From private parties / firms: Rs.500/- at a time
  - (ii) From District Co-operative Societies and Marketing Societies/Co-operatives Super Markets, Rs.10,000/- at a time.
  - (iii) From State Apex Bodies such as Co-optex etc. and Government Departments / Universities / Corporations/ Institutes: No limit

For Purchase from outside the above sources for value not exceeding Rs. 25,000/- excluding all taxes, duties and expenses, competitive quotations should be called for by inviting the reputed firms to send them and the invitation should be sent by post under certificate of posting and the agency finalised based on the merits of quotation.

There should be a minimum of three quotations for consideration. Finalisation of purchase with less than three quotations should be done with the prior approval of the next higher controlling officer.

No quotation or tender is necessary for purchases from the following sources:

- (i) Purchase of articles at the prices fixed by the Government.
- (ii) Articles which are solely manufactured by a particular firm and from their authorised dealers, if sufficient proof thereof, is available.
- (iii) Articles of patented items, or proprietary preparations if sufficient proof thereof, is available.
- (iv) Vehicles/Articles from any firm which the Director General of Supplies and Disposals, Government of India has already entered into a rate of running Contracts for the supply of such articles directly or by getting tenders.

- (v) Emergency purchases and repairs to vehicle done while on tour upto a maximum limit of Rs.5000/- at a time.
  - (vi) Purchase of Stores from State/Central Governments. Government Undertakings/ Corporations/ Universities and Institutions.
  - (vii) Imported equipments through their agents or distributors in India or Customs notified shops.
  - (viii) Imported chemicals, reagents, etc. through authorised distributor/agent in India.
  - (ix) Tea/Lunch/Dinner and Garlands for University functions from traders.
  - (x) Prizes/Medals/Gifts/Mementos, etc. from Co-operative Supermarkets/Central/State Government Emporium/Khadi Kraft Centres/Government Show Rooms.
  - (xi) Binding Work/Printing work at Government Press/Co-operative Units.
  - (xii) Purchase of articles for decoration/ gifts/lamination of photos! etc. from Co-operative Institutions/ Government Enterprises/Government undertakings.
  - (xiii) Purchase of high purity Chemicals/Reagents of a particular make for specialised work/Electron microscopic and other analytical work etc, based on standard recommendation of Stores Purchase Committee.
  - (xiv) Purchase of liquid nitrogen/solid carbon dioxide/arid gases for lab/lab equipment use from manufacturers or their authorised agents.
  - (xv) Purchase of manuals/bulletins/pamphlets, etc.
- (8) Limited Tenders: Limited tender system should be followed wherever the value of stores to be purchased exceeds Rs.50,000/- but less than Rs.3,00,000/-. This limit includes all taxes, duties and expenses.
- (9) Open Tenders: The open tender system Le., invitation of tender by public advertisement shall be resorted to and adopted whenever the estimated value of the order to be placed for supply is more than Rs.3,00,000/- (Rupees Three Lakhs).
- (10) Earnest Money Deposit (E. M.D.): In every case of limited tender and open tender, EMD at 2.5% of the value or Rs.1,000/- whichever is lower should be obtained from the tender, except from the following cases:
- (i) Firms which have been exempted from furnishing EMD by the orders of the State Government.
  - (ii) The Vice-Chancellor may by general or special order dispense with in the case of firms of repute. The EMD accounts should be maintained properly.
- (11) Finalisation of Agency: The covers received by the Registrar / Head of the Office or any other person authorised in his behalf should be initialled with date and time and kept under safe custody till the time of opening.

The covers shall be opened in the presence of the tenderers or their authorised agents at the prescribed time if available.

The Registrar / Officer who opens the covers should initial the tender/quotations with date and time. He should announce the rates to the representative of Tenderers present. Any correction in the tender should be initialled by him served along with the tenders / quotations.

After the formalities are over, a comparative statement should be prepared. It should always be the endeavour to obtain the maximum value for the money to be spent. The reasonableness of the rates may be ascertained by keeping track of the local market trends. For this purpose they can ascertain the rates informally and confidentially from the local firms / parties.

The competent authority who has to select a tender for acceptance should take into account their financial status of the tenderers. If other conditions are equal, the lowest tender should be accepted. When the lowest tender is not accepted, the reason should be recorded and technically justified. The general remarks such as the item will or will not suit our purpose, etc., should not be recorded in the comparative statement. There should be specific technical reasons for selecting or accepting an offer. Similarly reasons must be recorded for rejecting the lower offers if any in the comparative statement itself.

All relevant records should be made available to the Audit Officer during his local inspection of the accounts of the office. The acceptance or rejection of a tender is a matter entirely within the discretion of the competent officer to sanction and responsible for the purchase of the materials and his decision is final. No tenderer has any right to be told the reasons for rejecting his tender and the reasons for rejections should not be communicated to any tenderer. No tenderer should be connected with the University service. If any collusion is detected between a tenderer and a University employee, it should be dealt with severely.

NOTE : If a contract for supplies is placed on a higher tenderer, in preference, to the lowest acceptable offer in consideration of offer of earlier delivery, the contractor will be liable to pay to the University the difference between the contract rate and that of the lowest acceptable offer in case of failure to complete the supplies in terms of such contract within the date of delivery specified in the tender and incorporated in the contract.

- (12) Security Deposit : In case of acceptance of tenders, agreements are entered into a Security Deposit at 10% of the value of the order subject to a maximum of Rs. 2,000/- deposited by the accepted tenderer.

The above conditions can be waived in case of firms which have been exempted from the Deposit by the State Government.

- (13) Agreements for the supply of stores: When a tender is accepted for the supply of stores, the successful tenderer should be required to execute an agreement in bond papers.

Special non-judicial adhesive stamp to the value of Rs.20/- should be affixed to the agreement. If special adhesive stamps are not available, the agreement may be got executed on a non-judicial stamp paper worth Rs.20/-

In all agreements, the jurisdiction of the court must be in favour of the University unless insisted otherwise by a firm located outside Tamil Nadu which can be accepted only in exceptional cases.

- (14) In case of Government units exempted from EMD/SD: Though Government undertakings are exempted from EMD and SD, necessary agreements should be obtained in the usual form with the following additional clauses:

The unit should pay as penalty an amount equivalent to the amount fixed as S.D. in the event of non-fulfilment or non-observance of any of the conditions stipulated.

- (15) Stores required to be imported from Abroad: The import of stores from foreign countries depends on the G.O.I. export-import policy and pass book system maintained by the Registrar, etc. Hence, the instructions issued by the University from time to time should be followed.
- (16) Supply Order: In the case of supply order to outstations, wherever necessary the orders should be despatched only by Registered Post with Acknowledgement due. The return of the Acknowledgement form and the receipt of the order of acceptance from the firm should be promptly watched.
- (17) Payments/drawal of advance: Except where it is stated otherwise as a general rule, stores should not be paid for until the receiving officer has taken delivery and checked the quantity of the stores supplied and found them satisfactory in every respect and according to specifications.

90% of advance payment can be made to TANSI towards purchase of their products.

Advance payment / drawal of money can be made in the following cases in addition to the cases already mentioned:

- (i) For the purchase of petroleum products from the oil corporations.
- (ii) For opening the Letter of Credit for the import of equipment from abroad.
- (iii) Towards purchase of Books and Publications, Magazines, Periodicals and Newspapers, etc. for one month, three months or one year as the case may be.
- (iv) For payment of taxes and duties.
- (v) For purchase of stationery, garlands, gifts, refreshments, items etc. where the firm insists advance payment.
- (vi) For purchase of tyres and tubes and for retreading.
- (vii) Purchase of imported goods from Customs Sales Counter/Customs approved notified stores/ Co-operative Stores.
- (viii) Purchase of uniforms from Co-operative Institutions/Khadi Krafts.
- (ix) To enter into service contracts.
- (x) Repair, service of Computer/Fax/Duplicators/Xerox machine other electric and electronic equipments/ machinaries.
- (xi) Any purchase from Central/State Government Organisations/Undertakings/Universities/Corporations /Co-operative Institutions.
- (xii) Renewal of Insurance Premium.
- (xiii) To take delivery orders of consignments especially imports.

### **1. INSURANCE TO VEHICLES AND EQUIPMENTS**

Unless otherwise specified normally no University property is to be covered by Insurance. However in Exceptional cases sophisticated equipment can be insured with the approval of the Vice-Chancellor.

The Motor vehicles of the University should be insured against third party risk. However, the vehicles used by the Vice-Chancellor/University Officers/VIP can be insured under comprehensive policy.

Stores imported from abroad should be fully insured.

## **2. PRINTING AND BINDING**

Printing of forms, registers and books of verified descriptions may be entrusted to any press upto Rs.1000/- at a time without quotation and when it exceeds Rs.1000/- the working may be entrusted to more than one local press after observing the formalities such as obtaining quotations / tenders as the case may be. For printing of matters of confidential nature viz. Question papers, mark lists, Grade sheets relating to examination etc., an agreement in the form prescribed from time to time should be obtained from the selected press. Rules of getting competitive quotations/tenders will not apply in the case.

Where binding alone is to be done the work may be entrusted to any press or binder without obtaining competitive quotation if the cost does not exceed Rs.1000/- where the cost exceeds Rs.1000/- competitive quotations/tenders should be called for.

## **3. REPAIRS TO EQUIPMENTS, ETC.,**

All equipments and machinery shall be kept in good condition. Repairs to electrical and electronic equipment and gadgets may be given to the agency which has supplied and erected the equipment or their authorised agents without any competitive quotation. In case of costly and sophisticated equipment, service contract can be entered into with the prior sanction of the University Officers concerned so that the equipment will be maintained in good condition throughout the year.

Common repairs to other stores required then and there should be arranged with the outside agency when there is no facility in the office / campus itself. Necessary competitive quotations shall be obtained when the repair costs over Rs. 500/- excluding the cost of materials replaced.

## **4. STOCK ACCOUNT**

The Head of the Office or the University employee who is entrusted with the receipt of storage of stocks of any kind, should take special care in arranging for their safe custody. He should also maintain stock accounts and inventories for the stock held in his custody, with a view to prevent losses to the University through theft, fraud, negligence or accident and to make it possible for easy check of the actual balance with the book balance and the amount of expenditure incurred on stores at any time.

## **5. ERECTION OF MACHINERY AND EQUIPMENT**

- (1) The equipments received should be installed or erected with the least possible delay and put into beneficial use of the University or its students.
- (2) To enable the expeditious erection of the machinery and equipment on receipt advance action should be taken to complete the civil and electrical works, if any before the arrival of the machines.
- (3) Erection of the machinery should not be delayed for flimsy reasons such as want of provision of power mains, purchase of fuel, oil, etc.

## 6. COMPLETION REPORT

As soon as the equipment / machinery received is erected and full payment due to the supplier is made and the machine is put to proper use, a completion report should be sent to the competent authority, who sanctioned the purchase.

## 7. MAINTENANCE OF STORES

- (1) The stores shall be classified under certain important categories and kept in separate racks and bins earmarked to each of them.
- (2) Under each classification, a separate serial number shall be assigned to each individual item of stores. The stock registers shall be maintained in a prescribed format.

## 8. STOCK ACCOUNTS OF TOOLS, FURNITURE AND EQUIPMENTS

The stock account of Tools, Furniture and equipment shall be maintained in prescribed formats for each item.

- (i) Furniture: Whenever new articles of furniture are purchased, they should be assigned proper code numbers for identification during stock verification. An inventory or chart of furniture available in each room, should be maintained for easy location of the furniture.
- (ii) Equipments: Log Books be maintained for sophisticated equipments costing over Rs. 10,000/- in the prescribed format.

## 9. PHYSICAL VERIFICATION OF STORES AND STOCK ACCOUNT

All stores including dead lock shall be verified once a year in the presence of the custodian of stores. Consumables other than laboratory chemicals and perishable articles shall be verified once in a half-year. Verification should be done by an employee to be nominated by the Heads of Office. Cross verification shall be done once a year by a nominee of concerned University officer.

Verification officer should write in his/her own hand the actuals duly attested in each case. The verification officer, shall, during the course of verification, list out articles which are unserviceable so as to facilitate proper disposal by the concerned authority.

Verification officer shall furnish a certificate in the following form over his/her dated signature after complete verification of the stores.

"Certified that stores borne in this stock book have been verified by me on date(s)..... and I have found the actuals agreeing with the book balance and the shortages/excesses noticed have been entered in the Shortage/ Excess Register page.....The articles which are unserviceable are listed out."

Signature:

Designation:

Verification officer shall send a report on the physical verification of stores to the respective Head of Officer as the case may be before 31st May of the year. The University officers will send consolidated reports in respect of the centres under their control to the Finance officer before 15th June each year.

Notwithstanding the half yearly and annual verification of stores, the authorised employees may make surprise checks of stocks and stores at intervals at least once a year so as to ensure that the stores are properly maintained and accounted for.



Shortages noticed may be brought to the Shortage Register deducting the same from the main register and action pursued to regularise the shortage. Excesses may be added to the stock in the main register and appropriate action may be initiated.

A deficiency detected during a verification of Stores may be due to

- (i) Incorrect or careless accounting
- (ii) Loss arising from fraud, theft, or negligence.
- (iii) An unavoidable cause, e.g. wastage, shrinkage and spilling in the case of stores which are subject to them.

The head of the office concerned should fully investigate the cause of any deficiency and send a full report on it to the controlling authority along with the verification report. If he holds that any loss caused to the University and deficiency is due to misconduct or culpable negligence on the part of any University employee concerned, he should add his recommendation as to how the loss should be made good by recoveries from them. The Controlling authority should, after such examination and investigation if the importance of the case warrants, issue, or obtain from the competent authority an order to write off the deficiency from the stock accounts. On receipt of this order the deficiency should be charged in the stock accounts with a note quoting the authority. If any recovery is ordered, a note should be recorded in the stock accounts when each amount is actually recovered.

#### 10. UNSERVICEABLE STORES AND WRITE-OFF LOSSES

Stores, which have become unserviceable in the ordinary course or by fair wear and tear may be condemned by the authority competent to sanction the purchase of new stores or to replace them. A register in Form appended shall be maintained. He should record the full reasons for condemning the store in his order, and add a certificate to the following effect

*"Certified that I have personally satisfied myself that each item written off in these proceedings has become unserviceable in the ordinary course, through proper usage or by fair wear and tear",*

NOTE : Both the acts of condemnation of the unserviceable articles and writing off their value are intended to be applied together at the same time in the same proceedings of the competent authority. After the depreciation is allowed annually at prescribed percentage and the value of the article at the time of condemnation is shown as "NIL" there is no need to write off the NIL value of the articles. In respect of articles which have been written down to "NIL" value by the operations of the process of annual depreciation and are still in use and have some more years and useful life left in them but are lost due to the theft, neglect or other calamities such as fire or floods, orders of competent authority writing off such losses would be necessary. If any of the stores so condemned and written off are disposed off in public auction or sold otherwise, their sale proceeds should be credited, in full to the University and the amount, if any written off should be the value of the articles as recorded in the stock accounts minus the amount realised in auction.

- (1) Proposals for condemnation of Stores, Machinery and Equipment shall be made in the Form appended.

- (2) In the case of stores machinery and equipments the book value of which is less than Rs. 5,000/- the Head of the Office concerned and competent to purchase such stores is empowered to issue orders of condemnation and write off, provided he is satisfied that the materials have, become unserviceable and the equipments cannot be economically repaired for reuse.
- i) Freeze drying ampules.
  - ii) Glass rods and tubes.
  - iii) Petri dishes.
  - iv) Glass tubing
  - v) Glass rods
  - vi) Flasks and other containers capacity upto 1 Litre.
  - vii) Pipettes of all kinds
  - viii) Watch glass
  - ix) Syringes and needles
  - x) Any other item of glasswares declared by the University officer.

Each Head of Department should take a list of the articles broken by the staff every month, inform the Registrar and examine first the reasons for the breakage and the possibility of recovering the cost of the same from the persons concerned in case of the same from the persons concerned in case the breakage is due to carelessness. If not, the value, should be written off by the competent authority.

In respect of breakages due to wilful negligence on the part of the students concerned, the full value of the articles must be recovered. If the breakages have occurred only due to normal course of work and are not due to carelessness on the part of students, the book value of the articles should be written off by the competent authority. Form appended should be used for this write off. In case of breakages they may be written off at the discretion of the Vice-Chancellor.

NOTE: However sophisticated articles like counting chambers etc are to be properly accounted.

## **11. AUCTION SALES**

Unserviceable articles and dead stock may be disposed off by public auction. These three groups should be auctioned duly giving wide publicity depending upon the value, etc. at the discretion of the officer concerned. The auction notice is to be issued in Form appended.

An auction Sale Register should be maintained in Form appended and orders of write off may be issued. After the close of the auction, the particulars of the auction conducted must be recorded in the Auction Sale Register. The approval of the auction sales may be obtained in this register itself. The authority competent to write off the value of the articles shall approve the auction sales. The auction sales must be conducted by the Head of Department or by an employee authorised to do so. If the authority competent to confirm the auction sale desires, re-auction can be ordered for the best realisation of the revenue to the University. The amount realised in the auction is to be credited to the University accounts. The articles auctioned should be released to the bidder only after the auction sale is approved by the competent authority.

## 12. PACKING MATERIALS AND CONTAINERS

The containers of poisonous chemicals and other materials of hazardous nature should be destroyed at frequent intervals at the discretion of competent authority. Containers of capacities of one kilogram/litre and below shall not be brought to stock. These shall be destroyed in the presence of the responsible of the employee periodically. Packing cases of wood, plastic and metal creates, full gunny bags should be accounted for in a separate stock register. The items that are not useful should be sold in auction to the best advantage of the University.

## 13. DEPRECIATION IN VALUE OF STOCKS

Annual rates of depreciation in value to be adopted in respect of Dead stocks and other articles are indicated below:

1. Scientific Apparatus	-	5%
2. Furniture and Fittings	-	7.5%
3. Tarpaulins	-	10%
4. Gunnies	-	25%
5. Electrical & Electronic Equipments	-	7.5%
6. Pipe and fittings	-	10%
7. Other machineries	-	10%
8. Lorry and Buses	-	15%
9. Jeeps and Cars	-	16.2%
10. Tools and Equipments	-	10%
12. All other items	-	10%
11. Hostel Utensils	-	4%

Depreciation should be worked out every year and the value of the stock should be arrived at and entered in the stock register before physical verification.

## TENDER NOTICE

### TENDER FOR SUPPLY TO PERIYAR UNIVERSITY

Sealed Tenders are invited from firms of standing who are actual manufacturers, or accredited distributors of such manufacturers for the supply of.....tender forms and documents can be had from .....on payment of Rs..... (Rupees.....) by D.D. addressed to the..... The last date for the receipt of requisition for the supply of tender forms will be.....No postal order will be accepted.

Sealed covers superscribed as "Tender for the supply of.....should be addressed to The ..... Registrar so as to reach him on or before.....and will be opened on..... at.....A.M. / P.M. in the presence of such of those tenderers or their authorised representatives as may be present.

NOTE: Full and complete address should be given in BLOCK LETTERS for prompt delivery of the Tender List.

REGISTRAR

**PERIYAR UNIVERSITY**  
**TENDER FORM AND CONDITIONS**

No.

Date:

**I. General:**

Last date for submission of Tender is.....Date of opening of tender is on  
 .....at.....A.M./P.M. Tenders should state in the body of the letter whether they are:

- i) Manufacturers
- ii) Manufacturer's authorised agents
- iii) Holders in stock of the stores tendered for

**II. Deviation from Specification:**

The tenderers are requested to study the specification stated below:

Tender for the supply of are invited.

SPECIFICATION:

NOs. REQUIRED:

SERVICE CONDITION:

Guarantee period and after sales service conditions to be mentioned.

In case of deviation or alteration the same should be brought out boldly and prominently in the offer made.

- III. Any terms or conditions not brought out in the body of the offer will not be considered.
- IV. In case any condition of terms of contract applicable in the invitation of Tender is not acceptable to the Tendering firm, it should Specifically state deviation therein the body of their Tender.
- V. In the Body of the letter, the tenderer should specifically state that he agrees for sole arbitration by the Registrar, Periyar University, Salem.

**VI. Prices:**

- a) Prices must be in terms of rupees and paise.
- b) The unit prices should be for the equipment as indicated in the schedule of tender enquiry and not for any other equipment.
- c) Prices quoted should be for delivery at site, as specified by the Registrar, Periyar University, Salem, inclusive of charges such as packing and forwarding.
- d) Discount if any, should be indicated prominently.
- e) Prices quoted shall be firm in all respects for each equipment.
- f) Tenders with price variation basis will not be accepted.
- g) The offer should be kept valid for six months from the date of tender and supply expected before.....
- VII. The Tender is solely responsible [or tile equipment till delivered and demonstration of the equipment to be conducted.
- VIII. Earnest Money Security Deposit and Execution of Agreement: Each tender should be accompanied by an Earnest Money Deposit of Rs. 1000/- (Rupees one thousand only) in the form of demand draft drawn in favour of the Registrar, Periyar University, Salem failing which the tender will not be considered. Cheques will not be accepted. If for any reason the tenderer withdraws the tender before or after being selected or before being rejected by the competent authority, the Periyar university reserves the right to forfeit the deposit

in part or in full. The Earnest Money deposited will be refunded to unsuccessful tenderers. In the case of successful tenderers, the amount will be adjusted towards Security Deposit.

The successful tenderer (hereinafter referred to as contractor) shall also furnish a security deposit of not less than 10% of the total value of the contract subject to maximum of Rs.2,000/- within 15 days from the date of intimation of the acceptance of the tender. The Security deposit will be inclusive, of the Earnest Money Deposit, already remitted.

The security deposit will be refundable only after the expiry of a period of ONE YEAR from the date of handing over the stores in working conditions/ completion of the work to the full satisfaction and upon the Periyar University issuing a certificate that no amount is due from the contractor under the agreement and that the contractor has executed an agreement on a non-judicial stamp paper of the value to be fixed incorporating the terms and conditions i.e. remitting security deposit and executing agreement within the time allowed, the earnest money deposit will be forfeited without prejudice to any other right of the University will also be entitled to make other arrangement for obtaining these items from others and recover from the contractor any excess expenditure or cost incurred by the University over the contract price together with all charges, expenses and damages attending to such purchase provided the Registrar, Periyar University, in specific application from the contract grant extension of time in specific circumstances in the matter of payment of security deposit and execution of agreement.

- IX. Delivery: The supplies shall be subject to inspection and acceptance or rejection by the Registrar, Periyar University, or such other persons the Registrar, Periyar University with the approval of the Vice-Chancellor, shall from time to time, name and appoint for the purpose, the said person to be named and appointed being hereinafter referred to as the Inspection Officer

The supplies made by the tenderer which in the opinion of the Registrar, Periyar University, or the Inspecting Officer are in bad order or unsound in quality or description or not in accordance with specifications as have been prescribed in that behalf or otherwise faulty or unfit for use, shall be rejected.

The supplies so rejected shall be removed by the tenderer at his expenses within 15 days after he has been given notice of the rejection. If not taken away, the Registrar, Periyar University may cause the goods to be removed and disposed off in the manner he may deem fit and recover from the tenderer the expenses incurred in such removal and disposal.

The substitution of supplies which have been rejected by the Registrar of Periyar University, or the Inspecting Officer in whole or in part under the provisions hereinbefore contained should be made by the Tenderer within the time permitted by without causing any extra cost to the University. In case of failure by the tenderer to supply items demanded from him under this tender within the period prescribed for supply and delivery, the Registrar, Periyar University, to the Inspecting Officer shall have power to purchase from others in lieu of rejected or not delivered goods and any University over and above the "tenderer price together with all charges and expenses attending to the purchase shall be recoverable from the tenderer. Nothing herein contained shall prejudice any other right of the University in that behalf under the tender or otherwise.

- X. A Guarantee towards the supply of spare parts if any when required on the agreed basis for an agreed price shall be furnished.
- XI. The Tenderer shall furnish the following Guarantee: A guarantee to that effect that articles supplied shall be of the best quality and workmanship and shall be in such quantities and at such price. A guarantee for a period of one year or more from the date of handing over the equipment for the proper functioning of the equipments and systems and any defects in their proper function during the guarantee period should be rectified by the tenderer at free of charge. If during the guarantee period, the supplies are found not to the description and quality offered by the University will be entitled to reject the articles. The supplier shall replace or pay the University such damages as may arise including the replacement of cost and towards delay and damages. Nothing herein contained shall prejudice any other right of the University if that behalf under the tender or otherwise.
- XII. Transfer of supply: The tenderer shall not transfer or assign the supply or any part of the order or any interest therein directly or indirectly to any person or persons whomsoever without the written consent of the University.
- XIII. If the supply order is placed on a higher tenderer as a result of inability of the tenderer then he will be liable to pay the University the difference between the supply rate and that the lowest acceptable tender. This is in addition to and without prejudice to other rights under the terms of the tender.
- XIV. Installation and Testing: All devices of goods should be accompanied by invoice bills in triplicate to the officer at site to whom the goods are supplied.
- a) The time allowed for completion of supply and delivery as prescribed including demonstration under the conditions of the tender is the essence of the tender.
  - b) Without prejudice to other rights under the terms of this tender or otherwise.
  - c) If the tenderer fails in the due performance of his supply within the time fixed in the supply or any extension thereof, the tenderer is liable to pay as liquidated damages upto 2% per month of the supply value of such portion of the Materials as have not been delivered, installed and commissioned and having been delivered, installed and commissioned cannot in consequence of the delay be used efficiently during each month between the appointed or extended time as the case may be and the actual time of delivery installation.
- The tenderer is not entitled for any enhancement of the rates once accepted. It shall be lawful for the purchaser to set off any loss or expense or cost of damages sustained or incurred by the purchaser by reason of the cancellation of the tender form and out of nominees for the time being payable or due to the tenderer from the University otherwise apart from forfeiting the security deposit furnished by their tenderer.
- All sums found due to the University under or by virtue of these presents shall be recoverable from the tenderer in any manner as the University may deem fit.
- XV. Any notice or communication to the tenderer shall be deemed to be sufficiently served if given or left in writing at his usual or last known place of abode.
- XVI. All questions, disputes or differences arising under: out of or in connection with the supply, if not concluded shall be subject to the exclusive jurisdiction of the place from which the acceptance of the tender is issued, is situated.

**REGISTRAR**

**PERIYAR UNIVERSITY, SALEM -11.**

**SUPPLY ORDER FORM FOR PURCHASE OF STORES**

From

No.

dated:

Sirs,

To

Sub : STORES· Supply of Chemicals, Apparatus, Special Apparatus - Orders - placed - Reg.

Ref:

1. The rates offered by you for the following articles in your above tender are accepted as noted against them. Please arrange to supply immediately the quantity noted against each. The bill of cost in triplicate may be sent to this office for settlement. Pre-receipted invoices (Bills) may be sent to avoid delay in settlement of the bills.

Sl.No.	Description	Rate	Qty.	Amount
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NOTE: Revenue stamp should be affixed in the original copy of the bill, if the amount of the invoice exceeds Rs. 500/-.

2. The rates are F.O.R Destination inclusive of packing forwarding, Railway freight and insurance charges. Breakages and leakages will not be accepted and deductions will be made before making payment.
3. The consignment should be booked to “.....” and Railway/Lorry Way Bill sent. Packing slips should be sent along with the consignment duly indicating the supply order no and date consignments received without proper packing slip will be returned to the consignor under freight TO-PAY.
4. Each case booked, should contain separate packing slip and the duplicate copy of the packing slip should be attached to the relevant bill.
5. Bills for the goods booked, should be sent immediately at any rate not later than a week from the date of booking of the goods.
6. The reference number and date of the supply order of this office should be noted in the invoice as well as in all the correspondences for the early settlement of your bill.
7. All supply orders made from this office should not be clubbed in one packing and each supply order should be compiled separately. However several packings may be put in one case.
8. The consignment should be packed properly with materials inside and the case with iron bands outside.
9. The consignment should be booked by train/lorry service under - FREIGHT PAID. If booked 'TO- PAY' it may be clearly understood that the consignment will not be taken delivery of. If it is sent by road, it should be sent only through a recognised lorry service. In such cases, the full clear address of the lorry service, at the consignee's head-quarters should invariably be intimated.
10. This order is Valid only for.....days from the date of receipt of this order beyond which it is subject to confirmation.

Signature:

Designation:

**SUPPLY ORDER FORM FOR CAPITAL WORKS**

From

No.

dated:

Sirs,

Sub:

Ref:

To

Your offer for the supply of the stores described in the schedule to this order is accepted at the rates noted against each item.

SI.No.	Description	Rate	Qty.	Amount
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The prices mentioned in the schedule are not subject to variation at any cost.

The prices mentioned in the Schedule are F.O.R. Destination / Ex-works.....and are exclusive of sales tax which will be paid extra, at the rate current at the time of delivery.

Delivery: The stores ordered are to be delivered at.....within the delivery period as stipulated in the schedule to this order. The bill of cost together With the relative parcel way bill / R.R. should be sent to.....of this office by Registered post Acknowledgement Due. A valid current income tax clearance certificate should be enclosed to your bill for perusal and return. If the goods ordered are not delivered within the stipulated delivery period or such extended period as are granted at your request, this supply order is liable to be cancelled without any notice.

The stores are to be normally despatched by goods train under railway risk and should not be insured at purchase cost unless specifically instructed otherwise.

Payment: Ninety per cent of the cost of the stores will be paid within a reasonable period after the receipt of the stores in good condition and in accordance with the specification mentioned in the schedule. The balance 10 per cent of the cost will be paid after the goods are tested and found to be working satisfactorily subject to the fulfilment of all the conditions in the supply order including the Execution of the agreement Payment made against shipping documents.

Guarantee: You should undertake to repair or replace at free of charge any part found defective due to faulty design or bad workmanship during the period of one year from the date of delivery of the equipment / stores to the .....Delivery of free replacements or repaired parts should be effected free of charge at .....within a reasonable period stipulated by tile College/University.

Test Certificate: A certificate from the manufacturer detailing the composition of the materials and the nature of tile test(s) conducted at tile Workshop shall be furnished.

Literature: You should also supply one set of technical literature, catalogues, instruction books, spare parts lists and circuit diagram, etc. free of cost.

Agreement : For the due fulfilment of the order, you are requested to execute an agreement either in the form enclosed, after affixing special Non-judicial adhesive stamps to the value of Rs.20/- or on a non-judicial stamp paper of tile Government of Tamil Nadu to the value Rs.20/- and forward the same to this office for acceptance.

Penalty Clause : The delivery should be guaranteed by you under the penalty clause mention hereunder:



- (i) Should delivery be delayed by strikes, lock-outs, fire, accidents, or any cause whatsoever, beyond the reasonable control of the contractor, and whether such delay or impediment occurs before or after the lime or extended time for despatch or completion, a reasonable extension of time shall be granted.
- (ii) If the contractor fails in the due performance, of his contract within the time fixed by the contract or any extension thereof the contractor is liable at the discretion of the purchaser, to a penalty upto 4 per cent per month of the contract value or such portion only of the materials as could not be supplied in consequence of the delay, be used during each month between the appointed or extended time as the case may be and the actual time of acceptance, and such penalty shall be in full satisfaction of the contractor's liability for the delay but shall not in any case exceed 25 per cent of the contract value or such portion of the materials.

Please communicate your acceptance of the order under the above terms by return post.

Signature

#### **AGREEMENT FOR SUPPLY OF STORES ON TENDER SYSTEM**

An agreement made this.....day.....between.....  
(hereinafter called 'Seller' which expression shall, where the context so permits, include his heirs, executors, legal representatives and the assigned) on the one part and the Registrar, Periyar University (hereinafter called 'the Payer' which expression shall, where the context so permits include his successors in office and assigns) on the other part.

WHEREAS the seller agrees to sell and the buyer agrees to purchase upon the terms and conditions hereinafter set forth described in the Schedule hereunto written.

Now this Agreement witnessed and the parties hereto mutually agree as follows:

#### **CONDITIONS**

1. This agreement shall be in force on and from the first day of.....and.....  
But in the event of any breach of agreement on the part of the seller the agreement shall be terminable at any time by the buyer without any compensation to the seller. The agreement may be terminated at any time by the buyer upon giving thirty day's notice to the seller.
2. Any employee of the Periyar University duly authorised by the buyer in this behalf, shall place indent with the seller, by Registered Post with Acknowledgement Due. The employees shall place the indent during the period specified in condition 1 above and in any case not later than the.....
3. The seller hereby warrants that the goods or materials delivered by him under this agreement will be suitable and may be used for the purpose for which the buyer is purchasing the same and in every respect equal and answerable to the pattern are samples tendered already for the test by the University. If it is found at any time that the.....delivered by the Seller are not upto the specifications already approved by the University or defective or substandard, such.....shall be removed and at the expense of the seller within seven days after the receipt of notice by him of such rejection. If the rejected goods or materials are not removed within the period specified above, the indenting employee shall cause the goods to be returned or rebooked and charge the seller with all expenses including the cost of transportation. The Seller shall replace such rejected goods by fresh goods, which shall also be subject to inspection and acceptance or rejection and other conditions of delivery.

4. All indents placed with the seller be delivered free of cost on rail destination to any place in the Tamil Nadu State Railway Station as specified by the buyer. Packing, forwarding, insurance and other incidental charges will be borne by the seller.
5. All.....delivered shall be booked by Passenger Train or recognised Roadways well packed to avert any damages during transit. The seller shall be held responsible for any damages during transit and damages shall be replaced.
6. All indents placed with the seller by the indenting officers shall be despatched within the delivery time noted below:
 

Items that are ordinarily	]
available in the market	]
and Manufactured in India	]
Imported Items	]

Failure to supply the items ordered as per the delivery period noted above may entail a penalty of 1 to 2 per cent at the buyer's discretion depending upon the period of delay. The above penalty may be waived by the buyer at his discretion if the seller seeks for extension of delivery time with adequate reasons justifying such extension. But in any case the supplies shall be completed before.....The cut prescribed above shall be deducted from the bills of the seller. The buyer shall be at liberty to terminate this agreement on the grounds of undue delay in getting the articles and purchase the same elsewhere; in which case the seller shall be liable to pay all the loss incurred in purchasing the goods elsewhere, including the difference in price. Such sum as may be found due on this account may be deducted from the Caution Deposit.

7. The cuts imposed under condition 6 shall be deducted from the Caution Deposit at the time of refund, if not already deducted while settling the bills.
8. Undue delay in supplying the articles ordered shall result in cancellation of the indents at the buyer's discretion and removal of name of the seller from the approved list besides forfeiture of Caution Deposit in full. For failure to supply the items in full as per Agreement executed or for the failure major portion of the item as per orders placed the Caution Deposit will be forfeited in full. In other cases, proportionate cut will be effected in the Caution Deposit at the discretion of the buyer on the merit of tile case.
9. This agreement or any part thereof shall not be transferred or assigned by the seller directly or indirectly to any person or persons whomsoever without the written consent of tile buyer whose decision on all matters shall be final. The buyer reserves the right to reject in full or in part during the course of the agreement the tender offered without assigning any reasons in any case of any dispute or difference of opinion on any matter relating to tile agreement. The decision of tile buyer shall be final and binding on the seller and shall not be subject to question on any ground either in tile form of appeal in court of law or otherwise.
10. Any notice to tile seller shall be deemed to be valid and sufficient if given or left in writing at his usual or last known place of business.
11. Upon the complete fulfilment of this agreement by the seller to the satisfaction of the buyer or any Officer duly authorised by him, the sum of Rs.....(Rupees.....) deposited as caution deposit by the seller shall be returned to him after deducting the amount if any due to the buyer. The caution deposit will be refunded only after six months from tile closure of contract viz. after verifying the supply position. The caution deposit shall not bear any interest.

**THE SCHEDULE**

Sl.No.	Description	Quantity	Quality and Specifications	Rate of price in figures & words
(1)	(2)	(3)	(4)	(5)

In witness whereof Thiru.....and the Registrar of Periyar University, Salem acting for and on behalf of and by the orders and direction of the Periyar University have hereunto set their hands.

Signed by Thiru.....in the presence of .....

SIGNATURE

WITNESS:

- 1.
- 2.

The common seal of the company hereunto been affixed in the presence of .....

WITNESS:

- 1.
- 2.

Signed by Thiru.....in the presence of .....

WITNESS:

- 1.
- 2.

SIGNATURE

**REGISTER OF CONDEMNED ARTICLES**

Sl. No.	Stock book No.	Description	Authority for condemnation	Book Value	Replace ment value	Nature of disposal	Amount realised	Initial of the officer	Remarks
---------	----------------	-------------	----------------------------	------------	--------------------	--------------------	-----------------	------------------------	---------

**FORM FOR SUBMISSION OF PROPOSAL FOR CONDEMNATION OF STORES/  
MACHINERY AND EQUIPMENT**

Sl. No.	No. of Articles	Description	Date of purchase	Cost	Reason for condemnation	Date of condemnation	Replace- ment value	Method of Disposal	Initial of officer	Remarks
---------	-----------------	-------------	------------------	------	-------------------------	----------------------	---------------------	--------------------	--------------------	---------

Signature of the Members of the Committee  
with their designation

**STATEMENT SHOWING THE PARTICULARS OF GLASSWARE ARTICLES BROKEN  
DURING THE MONTH OF \_\_\_\_\_**

Name of the Department/.....

S. No.	Name of the Glasswares	Stock book Page no.	Date of breakage	Number broken	Value	Person responsible for breakage	Designation	Reason
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)
Reasons as to why the cost should not be recovered from the persons responsible		Total value of Glasswares broken during the previous month	In case of increased cost, the reasons for the same	Steps taken to reduce breakage in future	Remarks			
(10)		(11)	(12)	(13)	(14)			

**CERTIFICATE:**

1. Certified that the articles were broken in the normal course of work and not due to fraud or theft or gross negligence and nobody could be held personally responsible for the loss.
2. Certified that the value proposed for write off has not been included in any other proposals and was not written off previously.
3. Certified that I have checked each and every item and I am personally satisfied with the reasons for the breakages as stated therein.
4. Certified that these proposals pertain to all the Schemes/Main section under my control for the month of.....and no scheme is left out.

Signature and Designation

Station:

Date

**AUCTION NOTICE**

A Public Auction will be held on.....at AM/PM in the premises of the ..... for the sale of the following articles:

- 1)
- 2)

**Condition of Auction Sale**

1. Any person or body intending to bid must deposit with the auctioning officer on or before the date of sale a sum of Rs as earnest money deposit. At the close of the auction full bid amount will be paid by the successful bidders who have deposited the earnest money, and such persons or body who has not complied with this condition will not be permitted to bid at the auction. The balance of the bid amount should be paid immediately after the confirmation of auction and the articles are removed without delay. The earnest money of the unsuccessful bidders will be returned on the same day after the close of the Auction Sale.

2. No one will be allowed to bid for other persons unless he/ she holds a power of attorney from him/her and produces it for the inspection of the selling officer.
3. The auction sale will be knocked down in favour of the highest bidder, but the right to reject any bid without assigning any reason therefore is reserved to the officer who conducts the auction sale.
4. The auction sale will be conducted either in lots or individually according to discretion of the officer conducting the auction.
5. If sufficient number of bidders are not present at the time of auction, the right of postponing the auction is reserved to the officer who conducts the auction.
6. The auction sale will not be considered as complete unless it is confirmed by the competent authority whose decision shall be final and binding on the successful bidders.
7. Failure on the part of the successful bidder to comply with the condition (1) shall entail forfeiture of the earnest money deposit and cancellation of the bid. It shall not be incumbent on the selling officer to give notice of such cancellation or resale to the defaulting bidder. Resale under these conditions will be at the risk to the defaulting bidder who shall have no claim in the profit, if any, an account of such resale, and who in the event of loss will be required to make good to the University the difference between the bid amount payable by him and the total amount payable by the successful bidder at the resale. The defaulter shall not be eligible, to bid at the resale. The articles sold in the auction shall be removed within the time specified by the undersigned authority; otherwise they shall be resold at the risk of the purchaser and the money deposited by him shall be forfeited.

Signature and Designation

To

All Local Dealers

Copy to

---

**PARTICULARS OF AUCTION SALE CONDUCTED IN OFFICE OF THE**

.....on.....at.....

1. Name of bidders participated and their address:
2. E.M.D. collected Bill No. and date of remittance to be specified:
- 3.. Date of-the Auction conducted and by whom the auction was conducted:
4. Name of the highest bidder:
  - (i) If separate lots are auctioned the bidders' names will be noted in each case
  - (ii) Whether S.T. has been collected. If not the reasons may be furnished.

---

S.No.	Name of article	Quantity	Book Value	Write off proceedings No. & Date	Amount realised	Sales Tax	Bill No. & Date of Remittance	Remarks
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)

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Amount Realised	Rs.....
Sales Tax	Rs.....
Total	Rs.....

Certified that the amount realised in the auction is reasonable and any resale will not fetch higher than Rs.....

SIGNATURE AND DESIGNATION



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# APPENDICES & ANNEXURES

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**APPENDIX - I****METHOD OF RECRUITMENT AND QUALIFICATIONS PRESCRIBED FOR VARIOUS TEACHING AND NON-TEACHING POSTS IN THE UNIVERSITY.****RECRUITMENT OF STAFF FOR APPOINTMENT IN THE UNIVERSITY****(i) TEACHING**

Sl. No.	Name of the Posts & scales of pay	Qualifications	Constitution of Selection Committee	Appointing Authority
(1)	(2)	(3)	(4)	(5)
1.	Professor 16400-450-20900- -500-22 400	As prescribed by UGe from time to time and approved by Government of Tamil Nadu.	As per Act	Syndicate
2	Reader 12000-420-18300	-do-	-do-	-do-
3.	lecturer 8000-275-13500	-do-	-do-	-do-

**NOTE:-**

- (i) For teaching staff, the Syndicate shall prescribe qualifications, age, etc., with due regard to the recommendations of the University Grants Commission and approved by the Government of Tamil Nadu,
- (ii) The age, qualification 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.
- (iii) The age, qualification is relaxable by five years in respect of candidates belonging to SC/ST for all posts:

**(ii) NON-TEACHING**

Sl. No.	Name of the Posts & scales of pay	Qualifications and Experience	Method of recruitment Constitution of Selection Committee	Appointing Authority
(1)	(2)	(3)	(4)	(5)
1.	Registrar 16400-450-20900-- 500-22 400	An academician not lower in rank than that of a Professor of a College/University. 1. Age: Should have completed 50 years but not 55 years. 2. Experience: A minimum total teaching experience of 20 years involving teaching / research / administrative responsibilities. 3. Knowledge in Tamil to the extent of carrying out official correspondences and drafting reports.	1. Vice-Chancellor-Chairman 2. One member of the Syndicate and one expert member from outside the University nominated by the Chancellor as members	Syndicate

**OR**

Joint Director of Collegiate  
Education by Deputation.



2.	Controller of Examinations 16400-450-20900- -500-22400	1. An academician not lower in rank than that of a Professor of a college / University 2. Minimum of 15 years of over all teaching and administrative experience in a College affiliated to University. 3. Knowledge of Tamil to the extent from of carrying official correspondences and drafting reports. 4). Age : Should have completed 50 years but not exceeding 55 years.	1.Vice-Chancellor -Chairman 2. One member of the Syndicate and one expert member from outside the University nominated by the Chancellor as members.	Syndicate
3.	Finance Officer (on deputation) based on the parent dept. scale	1. Selection out of a panel of three names recommended by the Government.	1.Vice-Chancellor -Chairman 2.Secretary to the Govt. of TN, Finance/ one of the ex-officio Member of the Syndicate - Member. 3.One expert member outside the University nominated by the Syndicate from a panel of not less than three names prepared by the Vice-Chancellor - Member.	Syndicate

**NOTE:-**

The following posts be created :-

Essential Qualification:

(1) Co-ordinator (Academic).

Master's Degree with 55% of Marks

(2) Co-ordinator (Institute for Continuing Education).

Recruitment to the above two posts be made by a Selection Committee from Teachers of Periyar University / Affiliated Colleges in the cadre of Lecturers. It is a tenure post for a period of three years.

4.	Deputy Registrar 12000-420-18300	1. For Direct Recruitment (a) A Masters degree with at least 55% of Marks/B grade of the UGC seven point scale (b) Five years experience as Lecturer with experience in education administration and / or other institutions of higher learning. (c) Should have completed 35 years but not 45 years. 2. For promotion : Asst. Registrar with 5 years of experience and possessing qualification as 1(a) above are eligible. 3. By Transfer from the academic wing.	-do-	Syndicate
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5.	Asst. Registrar 10000-325-15200	<p>1. For Direct Recruitment (a) A Masters degree with at least 55% of Marks/B grade of the UGC seven point scale</p> <p>2. By transfer from the post of Lecturer.</p> <p>3. For promotion : a) Section Officer / Supdt. with 5 years of service. b) Pass in Account test for Executive Officer and in DOM.</p> <p>Note : Section Officer/Supdt. who do not possess a PG qualification shall also be promoted on condition that they should acquire PG degree within four years and be eligible to draw increments.</p>	-do-	-do-
6.	Section Officer 6500-200-10500	<p>1. Graduate (55% or B Grade)</p> <p>2. A pass in Account test for sub-ordinate officer part-I. with not less than 5 years service in the cadre of Assistant.</p> <p>3. Typewriting Higher grade in English and Tamil.</p> <p>4. Diploma in Computer Applications.</p>	By promotion from the category of Supdt. with four years of service	Vice-Chancellor with the approval of the Syndicate
7.	Superintendent 5500-175-9000	<p>1. Graduate (55% or B Grade)</p> <p>2. A pass in Account test for sub-ordinate officer part-I.</p> <p>3. The Assistants who do not possess the degree qualification shall be promoted on condition that they will be eligible to draw increments after acquiring a degree in four years.</p> <p>4. Typewriting Higher grade in English and Tamil.</p> <p>5. Diploma in Computer Applications.</p>	By promotion from the category of Assistant with four years of service	Vice-Chancellor with the approval of the Syndicate
8.	Assistant 3625-85-4900	<p>1. B.Sc.(Comp.Sci.) or B.C.A. or PG Dip.in Comp.Applications.</p> <p>2. Typewriting Higher grade in Tamil and English</p> <p>3. Knowledge of Tamil to the extent of carrying official correspondences and drafting reports.</p> <p>4. Knowledge in Visual Basic, Oracle &amp; Web Tech. with 2 Yrs. Experience.</p>	By promotion from the category of Jr. Asst. / Steno-Typist with four years of service	Vice-Chancellor with the approval of the Syndicate

9.	Steno Typist (Stenographer) 4000-100-6000	1. Graduate (55% or B Grade) 2. Typewriting Higher grade in English and Tamil. 3. Shorthand Higher Grade in English and Tamil. 4. Diploma in Computer Applications. 5. Knowledge in Visual Basic, Oracle & Web Tech. with 2 Yrs. Experience	By direct recruitment or by promotion fulfilling qualifications	Vice-Chancellor with the approval of the Syndicate
10.	Junior Assistant 3200-85-4900	1. B.Sc.(Comp.Sci.) or B.C.A. or PG Dip.in Comp.Applications. 2. Typewriting Higher grade in Tamil and English 3. Knowledge of Tamil to the extent of carrying official correspondences and drafting reports. 4. Knowledge in Visual Basic, Oracle & Web Tech. with 2 Yrs. Experience.	1. By direct recruitment or by Promotion from category of Record Clerk/Office Asst./Attender having 5 yrs. of service and a basic qualification of +2. He shall not be eligible to draw increments until he acquires a degree in 4 years.	Vice-Chancellor
11.	Record Clerk / Attender 2550-55-3200	1. Graduate. 2. Diploma in Computer Applications 3. Knowledge of Typewriting (Tamil and English).	By direct recruitment.	Vice-Chancellor
12.	Office Assistant 2550-55-3200	1. A pass in Plus 2 standard 2. Bi-Cycle riding	By direct recruitment.	-do-
13.	Technician 3200-85-4900	1. Graduate (with 55%) in the discipline concerned. 2. Previous experience of Two years in the laboratory of any Educational Institution.	-do-	-do-
14.	Lab Assistant 2550-55-3200	A pass in Degree (with 55%) examination in the discipline concerned. Desirable : 2 Yrs. Experience in the laboratory of any Educational Institution.	-do-	-do-
15.	Garden Supervisor 2550-55-3200	A Diploma Holder in Agriculture or Forestry/ Botany/Diploma in Agriculture/Horticulture.	-do-	-do-
16.	Systems Manager 8000-275-13500	1. M.E. /M.Tech. in Computer Science/Electronics / MCA 2. Experience in Systems Management for not less than two years. 3. Knowledge in Visual Basic, Oracle & Web Tech. with 2 Yrs. Experience.	-do-	Vice-Chancellor with the approval of the Syndicate

17.	Systems Programmer 5500-175-9000	1.B.E. (Computer Science/ Electronics) /M.C.A./M.Sc. (Computer Science) 2.Experience as Programmer for not less than two years. 3. Knowledge in Visual Basic, Oracle & Web Tech. with 2 Yrs. Experience	-do-	-do-
18.	Computer Operator 5500-175-9000	1.A Post-graduate in Computer Applications. 2.Experience in Computer Operation not less than 2 years. 3.Diploma in Computer Hardware and Networking. 4. Knowledge in Visual Basic, Oracle & Web Tech. with 2 Yrs. Experience.	By direct recruitment or by selection with experience in Computer operations & networking not less than two years	-do-
19.	Data Entry Operator 4000-100-6000	1.B.C.A. / B.Sc. degree in Computer Science. 2.Typewriting English Higher Grade. 3.Experience as Data Entry Operator for not less than one year. 4. Knowledge in Visual Basic, Oracle & Web Tech. with 2 Yrs. Experience.	By direct recruitment. or Deployment / Deputation	-do-
20.	Librarian 8000-275-13500	1. Master's degree in Library Science. 2. Ph.D. Degree either in Library Science or in any other subject. 3. Experience as Librarian in a District Library / College or its equivalent for not less than seven years after obtaining Master's Degree in Library Science. 4. Knowledge in Computer Operations.	By direct recruitment. or By promotion from the category of Deputy Librarian with five years experience.	-do-
21.	Deputy Librarian 6500-200-10500	1. Master's Degree in Library Science. 2. M.Phil./Ph.D. degree either in Library Science. 3. Experience as Assistant Librarian in District Library or Librarian in a College or its equivalent, not less than five years after obtaining Master's Degree in Library Science. 4. Knowledge in Computer Operations.	By direct recruitment. or By promotion from the category of Assistant Librarian with five years experience.	-do-



22.	Assistant Librarian 5500-175-9000	1. Master's Degree in Library Science. 2. Previous experience in a Library for not less than 5 years after obtaining Master's degree in Library Science. 3. Diploma in Computer Applications. 4. Knowledge in Visual Basic, Oracle & Web Tech. with 2 Yrs. Experience.	By direct recruitment. or By promotion from the category of Library Assistant with five years experience	-do-
23.	Library Assistant 2610-60-3150-65-3540	1. Graduate in Library Science. 2. Previous experience in a College Library for not less than 3 years. 3. Dip. in Computer Applications 4. Typewriting Tamil and English Lower	By direct recruitment.	-do-
24.	Binder (Library) 2550-55-3200	A pass in +2 Std. with NTC / ITI Certificate / National Apprenticeship Certificate in Binding	By direct recruitment.	Vice-Chancellor
25.	Director of Physical Education 8000-275-13500	1. Masters degree in Physical Education. 2. Ph.D. in Physical Education or any other subject. 3. Experience as Physical Director in a College for not less than five years. 4. Age : Should have completed 45 years but not exceeding 50 years.	By direct recruitment. or By Promotion from the post of Deputy Director of Physical Education with five years experience.	Vice-Chancellor with the approval of the Syndicate.
26.	Deputy Director of Physical Education 6500-200-10500	1. Masters degree in Physical Education. 2. Ph.D. Physical Education or any other subject. 3. Experience as Physical Director in a College or Higher Secondary School for not less than three years. Age : should have completed 35 years but less than 45 years.	By direct recruitment. or By Promotion from the post of Assistant Director of Physical Education with a min. of 3 years experience.	-do-
27.	Asst. Director of Physical Education 5500-175-9000	1. Masters degree in Physical Education. 3. Experience as Physical Director in a College Higher Secondary School for not less than three years.	By direct recruitment.	-do-

28.	N.S.S. Co-ordinator 12000-420-18300	1. Reader in a University or Selection Grade Lecturer in an affiliated college. 2.The Principal of an affiliated college having a NSS background and status of a Reader. 3.Experience as NSS Programme officer for atleast two years. 4.Undergone orientation on NSS in a training / orientation centre / training orientation and research centre. 5.Age should not be more than 50 years at the time of selection.	1.Vice-Chancellor-Chairman 2. Secretary of the Dept. dealing with NSS or his nominee. 3. Deputy programme Advisor, NSS Regional Centre, Chennai. 4. Registrar	-do-
29.	Director of Student Welfare 12000-420-18300	1.Holding a post not below the rank of a Reader 2.Ph.D. Degree will be preferable 3.Certificate in Community Youth Service 4.Age should be 50 to 55 years.	1.Vice-Chancellor-Chairman 2.One of the Ex-officio Syndicate Member nominated by the Syndicate 3.One expert from outside the University nominated by the Syndicate from a panel of three names prepared by the Vice-Chancellor - Member.	-do-
30.	Dean of College Development Council 12000-420-18300	1.Ph.D.Degree. 2.Minimum of five years experience as Reader in a College/University Dept. 3.Five Years of Administrative experience.	1.Vice-Chancellor-Chairman 2.One of the Ex-officio Syndicate Member nominated by the Syndicate 3.One expert from outside the University nominated by the Syndicate from a panel of three names prepared by the Vice-Chancellor - Member.	Syndicate
31.	Public Relations Officer 12000-420-18300	Qualifications as applicable to Lecturer/ Asst. Registrar.	By direct recruitment or By deployment/ deputation	Vice-Chancellor With the approval of the Syndicate
32.	Private Secretary to Vice-Chancellor 5500-175-9000	1.Any Master's Degree 2.PG Diploma in Public Relations / Computer Applications 3.Typing-Tamil and English-Higher Grade 4.Administrative experience not less than five years Desirable: Experience of working in Computer Operation using Windows 95, MS Word, MS Excel.	By Transfer or By Deputation from Administrative/ Academic Wing.	Vice-Chancellor

(a).	Personal Assistant to Vice-Chancellor 5500-175-9000	1.Any Master's Degree (55% or B Grade) 2.A Computer related PG Diploma 3.Shorthand-Tamil and English-Higher Grade. 4.Administrative experience not less than five years. Desirable: Experience of working in Computer based technologies in Visual Basic, Oracle and Web Technologies.	By Transfer or By Deputation from Administrative/Academic Wing.	Vice-Chancellor
33.	Receptionist Cum-Telephone Operator 3200-85-4900	1.Degree in Computer Science 2.Typewriting in Higher Grade in Tamil & English. 3.Experience in PBX Board.	By direct recruitment	Vice-Chancellor
34.	Telephone Operator 3200-85-4900	1.Graduate (55% or B Grade) 2.Certificate in Telephone Operations. 3.Certificate in Telex Operation 4.Proficiency in Speaking and writing Tamil & English.	By direct recruitment or Recruitment by transfer from any other category with five years experience	Vice-Chancellor
35.	Driver 3200-85-4900	1.A pass in Plus 2 Std. 2. Possession of a License for Driving Heavy Vehicles, and First Aid Certificate 3.Experience in driving light / heavy vehicle for four years. 4. Age : Should not exceed thirty three years. 5.Age and general educational qualification may be relaxed in the case of relevant I.T.I. Certificate holders, with experience of driving Heavy Vehicles.	By direct recruitment.	-do-
36.	Radio Mechanic 3050-75-3950-80-4590	1.A pass in Plus 2 Std. 2. Diploma in Radio Mechanism 3.Experience in the operation of public address system equipments and Radio Mechanism	-do-	-do-
37.	Generator Operator 2550-55-2660-60-3200	1. Diploma in Electrical / Mechanical Engineering 2. Previous Experience in Generator Operation of not less than 2 years in a recognised organisation	-do-	-do-
38.	Watchman 2550-55-2660-60-3200	A pass in Plus 2 standard, Cycle riding and good physique.	-do-	-do-
39.	Plumber / Helper 3050-75-3950-80-4590	1.Diploma in relevant subject. 2.Experience as Plumber for not less than two years.	-do-	-do-
40.	Sergeant 2750-70-3800-75-4400	A pass in Plus 2 Standard, Cycle riding and good physique.	-do-	-do-

**NOTE:**

- (1) For the post listed in item 8 and 10 in Column 1 of this appendix, it is prerequisite for the incumbents to have a Certificate on Computer Applications and knowledge in its operations with experience as mentioned in G.O.Ms.No.147, Dated. 09.04.1999, Higher Education (K2) Department, Government of Tamil Nadu.
- (2) For the posts listed in item 5,6,7,8 & 10 in Column 1 of this appendix, it is a prerequisite for the incumbents to pass the Account Test for the Subordinate Officers Part I. A pass in ATS-Part II and the test in District Office Manual are required for completion of probation. This Class is not mandatory for those who are appointed on deputation.

For regularisation of directly recruited persons in the higher cadre (Section Officer and Assistant) passing of Account Test for Executive Officers is mandatory for successful completion of probation.

- (a) The University may engage on contractual basis for a specific period any qualified person (Age: not more than 65 years) to any of the posts in the University.

- (b) Reservation :-

The rules of communal reservation as in force in the Tamil Nadu Government Service from time to time shall apply in the case of all direct recruitments.

- (c) **Criteria for Promotion :-**

All promotions shall be selection based on Merit and Seniority from among candidates possessing the qualifications prescribed, subject to evaluation by a Committee appointed for that purpose. The Seniority may be considered when merit and efficiency are approximately equal.

- (d) **Selection Committee:-**

Except in the case of appointments otherwise stated, all appointments of teaching staff will be made by the Syndicate from the panels recommended by Selection Committees, constituted for this purpose as provided in the Act. Except in the case of appointments, otherwise stated in the Act/Statutes, all appointments of the administrative and other non-teaching staff shall be made by the Vice-Chancellor on getting the approval of the Syndicate from the panel of names recommended by the Selection Committees constituted for the purpose. Such Selection committees constituted shall consist of the members as shown below:

**I. Groups 'B' and 'C' (other than Teaching Staff)**

Vice-Chancellor	-	Chairman
One Head of the Department/Professor nominated by the Vice-Chancellor	-	Member
Two experts from outside the University in the area concerned nominated by the Syndicate from among the panel of five members prepared by the Vice-Chancellor	-	Members

**II. Group 'D'**

Registrar	-	Chairman
One Expert (outside the University) nominated by the Syndicate from the panel of three members prepared by the Vice-Chancellor	-	Member
One University HOD/Professor nominated by Vice-Chancellor for every selection	-	Member



**APPENDIX - II****For Teaching Posts only****PERIYAR UNIVERSITY, SALEM - 636 011.**

Application for the Post of:

Advertisement No.

Photo

1. Name in full (in BLOCK LETTERS) :
2. Father's/Husband's Name :
3. Date of Birth (Supported by Certificate evidence) :
4. Place of birth (District and State) / Nationality :
5. Sex :
6. Religion / Community / Caste / to which belongs (OC/BC/MBC/SC/ST) :
7. Present Address to which communications should be sent :
8. Mother Tongue :
9. Vernacular language in College / School :
10. Other languages known to read :  
to write :  
to speak :

**11. Educational Qualifications (University Education)**

S.No.	Institutions studied	Years of study	Part-time/ full-time	Degree or Diploma	Whether passed in one appearance	Class or grade	Speciali- sation
-------	----------------------	----------------	-------------------------	----------------------	---	----------------------	---------------------

(Attach attested copies of certificates support of each degree or diploma)

**11. Experience regarding previous and present employment:**

Sl.No. & Employer	Postal Held	Pay drawn	Period of Employment				
			From	To	Y	M	D
Total							

\* Period spent on study for Master's/Ph.D. degree should not be included except the part time study period (Attach a separate sheet, if space is not sufficient)

## 12. Teaching and Research Experience:

## A. Teaching

Classes	College in which taught	Duration				
		From	To	Y	M	D
1. Under Graduate						
2. Post Graduate						
		Total				

\* The Period of teaching experience gained simultaneously for under-graduate and post-graduate courses should be shown under "Post-graduate" only.

## B. Research

Subject	Place of work	Duration					No. of Students guided & degree	
		From	To	Y	M	D	awarded	
							M.Phil.	Ph.D.

"The Period spent on study for M.Phil/Ph.D. Degree should not be included except the part time study period".

13. Contributions to Teaching/Research and Institutional Development (Attach separate Sheet one page under each headings) :

14. Research Projects/Scheme completed / undertaken at present. (Give the title sponsor and duration of the project) :

15. Faculty Improvement Training Undertaken :

Name	Place	Period	Sponsor	Field of Specialisation	Expertise Developed or learnt	Mode of Transfer	Application of Training
------	-------	--------	---------	-------------------------	-------------------------------	------------------	-------------------------

(Attach separate sheet if necessary)

## 16. \*Publications:

- i. Research Papers (Original articles) :
- ii. (a) National Journals :
- (b) International Journals :
- iii. Popular Articles :
- iv. Abstracts of Seminars/Symposium :

## v. Books Written

Authors Name	Title	Year of Publication	Publishers Name	Total Pages
vi. One page summary of book				
* Those who apply for the post of Professor must enclose the reprints of three major publications of which one could be a book or research report.				
* Those who apply for the post of Reader must enclose the reprints of three major publications.				
17.	Designation, Scale of pay in the present post & Basic pay drawn as on date of the application :			
18.	Is there any commitment to serve any Organisation? If so give details. :			
19.	Other countries visited, if any and the Duration and purpose of visit :			
20.	List three referees intimately known to you with their addresses, who can certify your Professional competency : (1) (2) (3)			
21.	Awards/ Scholarships / Fellowships :			
22.	Any other information regarding experience, etc, in support of satisfying the rules prescribed for the post now applied for :			
23.	Names of professional societies in which you are member and position if any : Society (1) (2)			

I certify that the informations furnished above are true and correct to the best of my knowledge and belief. Should there be any incorrect or false-information having been furnished or that may come to light in due course, I bind myself for such action as the University may decide.

Signature :

Name and designation :

Place :

Date :

List of enclosures :

- (1)
- (2)
- (3)
- (4)
- (5)

### RECOMMENDATION OF THE HEAD OF THE DEPARTMENT/OFFICE

**Transmitted to the Registrar.**

The particulars furnished were verified with Service Register and found correct.

**Head of the Department/Office.**

Explanation: While sending the applications, the confidential reports of the candidates may be sent separately on the same day. The cover containing the confidential reports may be superscribed as "FOR SELECTION TO THE POST OF....."

**TERMS AND CONDITIONS OF APPOINTMENT AND OTHER  
INSTRUCTIONS TO CANDIDATES**

**INFORMATION:**

1. Candidates must be Indian Nationals.
2. Candidates who are in abroad may apply on plain paper together with an international Money Order to cover the Registration fee of Rs.100/-.
3. Candidates who satisfy the conditions prescribed to the satisfaction of the University authorities should be prepared to appear before the University staff selection committee for an interview at their own cost.
4. Candidates, may be called for an interview as per the list prepared by the Screening Committee appointed for the purpose and approved by the Vice-Chancellor. The summoning of the candidate for interview merely indicates that it is felt that he /she with others may be suitable for the post and conveys no assurance whatsoever that he / she will be recommended or selected or his / her conditions specified in the application will be accepted.
5. It will be open to the University not to fill up any of the posts now advertised.
6. The University reserves the right to fill up larger number of posts than the number advertised.
7. Any attempt by the candidate, either directly or indirectly to influence the Selection Committee or other authorities of the University will disqualify the candidate for the post.
8. All teaching/ technical posts of equivalent pay scales are interchangeable, at the discretion of the University.
9. The service conditions and other terms of appointment in the University shall be subject to the approval of the Syndicate of the Periyar University.
10. Candidates who are selected shall be liable for transfer to any other post within the jurisdiction of the University.
11. Selection of candidates already in employment will be subject to the employer's agreement to relieve them.
12. The age of retirement is fifty-eight years.

**INSTRUCTIONS:**

1. The application form shall be filled in, complete in all respects, giving correct information. Defective and incomplete application and those with wrong or false information will be rejected.
2. The application form, fully filled in, along with a crossed Demand Draft for Rs.100/- drawn in favour of the Registrar, Periyar University, Salem-11, should be sent so as to reach the Registrar of the University on or before the prescribed time and date. Applications unaccompanied by the Demand Draft order will be rejected.
3. Persons who are already working in State or Central Government or any other organisation should send their applications through proper channel. Any delay in sending the applications through proper channel is not the responsibility of the University. Advance copies of the applications reaching the Registrar, Periyar University,

Salem -11, within the prescribed time limit shall be entertained provided the original application forwarded through proper channel reaches the Registrar before the candidates are called for interview or the Screening Committee needs.

4. Candidates may send copies of testimonials from persons intimately acquainted with his / her works and character and must also give name and address of three persons in India to whom references can be made. If he / she has been in employment he / she should either give his / her present or most recent employer or immediate superior, as a referee or submit a recent testimonial from him / her. He /she should also submit an attested copy of the entry relating to his / her date of birth, from the matriculation or Secondary School Leaving Certificate, attested copies of his/her Degree certificate or/and Diploma testimonials.
5. If a candidate desires to name as a referee any person residing outside India he / she should write to that person asking him to send direct to the Registrar, Periyar University, Salem-11, a statement of his opinion concerning the candidate's character and suitability for the post. The reply will be treated as confidential.
6. Evidence of Degree/Diploma certificate and testimonials should be brought in original at the time of interview.
7. Separate application with separate Registration fee is required for each post.
8. Applicants for the post(s) are required to forward their applications (8 copies) in the prescribed format.
9. Applications from candidates who are in service will be considered only if forwarded through proper channel. In such cases, advance copies (7 numbers) of applications should be sent direct to the Registrar so as to avoid delay. Applicants if required, should prepared to come for an interview at Salem at their own cost.
10. The photo affixed is to be attested by a Gazetted Officer.
11. Applications should reach the office of the Registrar, Periyar University, Salem- 636 011, before the time and date fixed.

### **APPENDIX - III**

For Non-Teaching Posts only

#### **PERIYAR UNIVERSITY, SALEM - 636 011.**

Application for the Post of.....

1. Name in full (in BLOCK LETTERS) :
2. Father's/Husband's Name :
3. Present Address to which communications should be sent :
4. Sex :
5. Date of Birth (Supported by certified evidence) :
6. Age as on date :
7. Nationality :
8. Religion/Caste :
9. Community OC/BC/MBC/SC/ST :

(Latest Community certificate to be enclosed)

10.	Second language in the School	:					
11.	Native District	:					
12.	Tests passed (Copy of the Certificate to be enclosed)	:					
13.	Technical examinations passed	:					
14.	Experience	:					
	Post Held	Office	From	To	Service	Regular Service	Total Service

15. Present Post and Pay drawn:

16. Any other information:

Signature.

#### RECOMMENDATION OF THE HEAD OF THE DEPARTMENT/OFFICE

Transmitted to the Registrar.

The particulars furnished were verified with Service Register and found correct.

Head of the Department/Office.

Explanation: While sending the applications, the confidential reports of the candidates may be sent separately on the same day. The cover containing the confidential reports may be superscribed as "FOR SELECTION TO THE POST OF....."

#### APPENDIX - IV

#### CERTIFICATE OF PHYSICAL FITNESS.

Name and rank of Officer issuing the Certificate:

I do hereby certify that I have examined (full name).....a candidate for employment under the Periyar University for the post of.....and cannot discover that he/she has any disease, communicable or otherwise constitutional affliction or bodily infirmity except that his/her weight is in excess/below the standard prescribed or except.

I do/ do not consider this a disqualification for the employment he/she seeks.

I do further certify that in my opinion his/her general physical condition is such as to enable him/her to perform efficiently the active duties of executive services.

His/Her age is according to his/her own statement.....years and by appearance about .....Year.

I also certify that he/she has marks of small pox/vaccination. Chest measurement in centimetres on full inspiration/ full expiration difference (expansion).....in centimetres.

Weight in kilograms.....

His/Her vision is normal.

Hypermetropic ( ) (here enter the degree of defect and the strength of correction glasses).

Myopic ( ) (here enter the degree of defect and the strength of correction glasses)

Astigmatic (simple or mixed) ( ) (Here enter the degree of defect and strength of correction glasses).

Hearing is normal/ defective (much or slight)

Urine - Does chemical examination show (i) albumen, (ii) sugar.

State specific gravity.

Personal marks (at least two should be mentioned).

1.

2.

Station :

Date :

Signature :

Rank :

Designation :

## APPENDIX - V

## Officers empowered to write, scrutinise and maintain Personal Files.

S.No.	Designation/Class of the Employee	Authority to write Personal File	Authority to scrutinise and countersign the Personal File and to communicate the adverse remarks	Authority to maintain Personal File
1.	Officers	Vice-Chancellor	—	PA to Vice-Chancellor
2.	Heads of Departments and Professors	Registrar	Vice-Chancellor	Registrar
3.	Readers and Lecturers and other Teachers/ Researchers	Head of the Department	Vice-Chancellor/ Registrar	Head of the Department
4.	Librarian, Medical Officer Director of Student Welfare.	Registrar	Vice-Chancellor	Registrar
5.	Deputy Registrar	Registrar	Vice-Chancellor	Registrar
6.	Assistant Registrar	Deputy Registrar	Registrar	Registrar
7.	Personal Assistant to the Vice-Chancellor	Vice-Chancellor	—	Registrar
8.	Assistant Engineer	Registrar	Vice-Chancellor	Registrar
9.	Asst. Director of Physical Education, NSS Co-ordinator, Programme, etc.	Director of Student Welfare/ Registrar	Vice-Chancellor / Registrar	Director of Student Welfare/ Registrar
10.	Assistant Librarian, Library Assistant and other staff working in the Library	Librarian	Registrar/Dean	Librarian
11.	Other Group C Employees	Immediate Superior	Heads of the Dept. / Registrar as the case may be.	Head of the Dept./ Registrar as the case may be.
12.	Group D Employees	Do	Do	Do

**APPENDIX - VI**  
**Administrative Powers of the Competent Authorities**

Serial No. & Name of the Post	(1)	(2)	Grant of Leave with Substitute	Grant of Leave without Substitute	Declaration of Probation	Acceptance of Resigna- tion	Deputation within the State to attend conference, etc.	Deputatio n outside the State to attend conference etc.	Deputation for Refresher course, Summer Institute etc.	Permission to accept Examination and to receive remuneration
1. Officer		Vice- Chancellor	(3) Vice- Chancellor	(4) Vice- Chancellor	(5) Vice- Chancellor	(6) Syndicate	(7) Vice- Chancellor	(8) Vice- Chancellor	(9) Vice- Chancellor	(10) Vice- Chancellor
2. Heads of Departments & Professors		Do	Do	Registrar	Do	Do	Do	Do	Do	Do
3. Readers/ Lecturer and other Teachers/ Researchers		Do	Do	Do	Do	Do	Do	Do	Do	Do
4. Librarian, Medical Officer, Director of Student Welfare		Do	Do	Vice- Chancellor	Do	Do	Do	Do	Do	Do
5. Deputy Registrar/ Assistant Registrar		Do	Do	Do	Do	Do	Do	Do	Do	Registrar
6. Personal Assistant to the Vice-Chancellor		Do	Do	Do	Do	Do	Vice- Chancellor	Do	Do	...
7. Assistant Engineer		Do	Do	Registrar	Registrar	Do	Registrar	....	Do	....
8. Assistant Director of Physical Education		Do	Do	Do	Do	Do	Do	Do	Do	Registrar
9. Group C & Group D Employees under University Library & Estate Office		Do	Do	Librarian/ Estate Officer/ Registrar	Do	Do	....	....	....	....
10. Other Group C & D employees		Registrar	Do	Immediate Superior	Do	Do	....	....	....	....

1. Approval of the study tour of the students within and outside the state - Registrar/Vice-Chancellor.
2. Permission to students to stay outside the Hostel - Director of Student Welfare/Warden/Registrar.



**APPENDIX -VII****CODE OF CONDUCT OF THE EMPLOYEE**

- (1) Every employee of the Periyar University shall at all times maintain absolute integrity and devotion to duty. The whole time of a University Employee is at the disposal of the University, which pays him / her, and he / she may be employed in any manner required by the proper authority without claim for additional remuneration.
- (2) Every employee shall abide by and comply with the Act, Statutes, Ordinances framed thereunder and as amended from time to time, and all orders and directions of his / her superior authorities.
- (3) Every employee shall extend the utmost courtesy and attention to all persons with whom he has to deal in the course of his / her duties.
- (4) Every employee shall endeavour to promote the interests of the University and shall not act in any manner prejudicial thereto.
- (5) No employee shall be a member of any political organisation or take active part in any political activity.
- (6) No employee shall participate in any demonstration or resort to any form of strike in connection with his / her official duties and conduct.
- (7) No employee shall join or continue to be a member of any Association of the employees of the University which has not obtained the recognition of the University, or recognition in respect of which has been refused or withdrawn.
- (8) No employee shall, except in accordance with any general or special order of the University, or in the performance in good faith of the duties assigned to him, communicate directly or indirectly any official document or information to any University employee or any other person to whom he /she is not authorised to communicate such documents or information.
- (9) No employee shall, except with the previous sanction of the University, engage directly or indirectly in any trade or business or undertake any other employment/consultancy.
- (10) An employee shall manage his /her private affairs, avoiding habitual indebtedness or insolvency. Any employee who becomes the subject of a legal proceeding or insolvency shall forthwith report the full facts of his / her case to the University.
- (11) No employee shall bring or attempt to bring any political or other influence to bear upon any superior authority, to further his interests in respect of matters pertaining to his / her service under the University.
- (12) No University employee shall, except with the previous sanction of the Vice-Chancellor or of the prescribed authority ask for or accept contributions to or otherwise associate himself / herself with the raising of any funds or other collections in cash or in kind in pursuance of any object whatsoever.
- (13) Save as otherwise provided in these rules, no University employee shall accept or permit any member of his / her family or any person acting on his / her behalf to accept any gift.

Explanation: - The expression 'Gift' shall include free transport, boarding, lodging or other service or any other pecuniary advantage when provided by any person other than' a near relative or personal friend having no official dealings with the University.

NOTE:- (1) A casual meal or other social hospitality shall not be deemed to be a gift.

(2) A University employee shall avoid accepting lavish/frequent hospitality and gifts from any individual having official dealings with him or from industrial or commercial firms, organisations, etc.

- (14) (i) No employee shall, except with the previous permission of the Vice-Chancellor, own wholly or in part, or conduct or participate in the editing or managing of any newspaper or other periodical publication other than the University publication.
- (ii) No employee shall, except with the previous permission of the Vice-Chancellor, or in the bonafide discharge of his duties, participate in a radio broadcast or contribute any article or write any letter either anonymously or in his / her own name or in the name of any other person to any newspaper or periodical. Provided that no such permission shall be required if such broadcast or such contribution is of a purely literary, artistic, scientific, educational or cultural character.
- (15) (i) No University employee shall, except with the previous sanction of the Vice-Chancellor or the prescribed authority, have recourse to any court or the press for vindication of any official act which has been the subject matter of adverse criticism or an attack of a defamatory character.
- (ii) Nothing in this rule shall be deemed to prohibit a University employee from vindicating his / her private character or any act done by him / her in his private capacity and any action for vindicating his / her private character or any act done by him / her in Private capacity is taken, the University employee shall submit a report to the prescribed authority regarding such action.
- (16) (i) No employee shall, except with the previous permission of the Vice-Chancellor give evidence before any public committee.
- (ii) Nothing in this rule shall apply to:
- a) evidence given before a committee which has power to compel the attendance of witnesses or the production of documents; or
  - b) evidence given before an authority holding before any judicial or any inquiry committee.
- (17) It shall be the duty of an employee who has been arrested on a criminal charge made or a proceeding taken against him / her in connection with his / her position as an employee or otherwise which is likely to embarrass him / her in the discharge of his / her duties or involve moral turpitude, to intimate the fact of his arrest and the circumstances connected therewith, to the Vice-Chancellor promptly in writing even though he / she might have subsequently been released on bail. Failure on the part of the employee concerned to inform so will be regarded as suppression of a material information and will render him / her liable to disciplinary action on this ground alone, apart from any action that may be taken against him / her on the conclusion of the case against him / her.
- (18) Any contravention of any law by an employee; which involves moral turpitude, shall be regarded as a serious matter, of which notice shall be taken departmentally. Where such contravention is followed by a conviction in a court of law, the employee may be punished departmentally on the basis of that conviction alone without following the procedure laid down for departmental enquiries.

- (19) (i) No University employee shall, except with the previous knowledge of the Vice-Chancellor acquire or dispose any movable property in the shape of shares, securities or debentures, or any immovable property by lease, mortgage, sale, gift or otherwise in his / her own name or in the name of any member of his / her family.

NOTE: The above rule is applied only to cases in which the value of the movable or immovable property exceeds the amount equivalent to one year's salary of the University employee concerned.

- (ii) The Syndicate may, at anytime by general or special order, require the employees to submit to the Vice-Chancellor within the period specified in the order, a full and complete statement of such movable and immovable property held or acquired by him / her or by any member of his / her family as may be specified in the order. Such statements shall include details of the means by which or the source from which such property was acquired.
- (20) All employees of the University shall be subject to the general and overall control of the Vice-Chancellor.
- (21) The Vice-Chancellor may direct, by general or special order, that any power exercisable by him or any other officer or employee of the University under these rules shall be exercisable also by such officer or other employee as may be specified in the order, subject to such conditions, if any, as may be specified in the order.

#### **APPENDIX -VIII**

##### **Procedure relating to Discipline and Control among the University Staff**

- (1) The authority which may impose the penalties mentioned in Regulations are as detailed in Appendix- IX.
- (2) (a) Where in any case a higher authority has imposed or declined to impose a penalty for reasons to be recorded under this Regulation, a lower authority shall have no jurisdiction to proceed under this Regulation in respect of the same case.
- (b) The fact that a lower authority has imposed or declined to impose a penalty in any case shall not debar a higher authority from exercising his / her jurisdiction under this Regulation in respect of the same case.
- (c) The order of higher authority imposing or declining to impose in any case a penalty under this Regulation shall supersede any order passed by a lower authority in respect of the same case.
- (d) The fact that a lower authority has dropped a charge against a person which is not proved shall not debar a higher authority from reviving it, for reasons to be recorded and taking suitable action on the charge so revived.
- (3) In every case where it is proposed to impose on an employee any of the minor penalties he / she shall be given a reasonable opportunity of making any representation that he / she may desire to make and such representation, if any, shall be taken into consideration before the order imposing the penalty is passed.

- (4) (a) (i) In every case, where it is proposed to impose on an employee of the University any of the major penalties, the grounds on which it is proposed to take action shall be reduced to the form of a definite charge or charges, which shall be communicated to the person charged, together with a statement of the allegations on which each charge is based and of any other circumstances which it is proposed to take into consideration in passing orders on the case. He/she shall be required, within a reasonable time, to put in a written statement of his defence and to state whether he / she desires an oral enquiry or only to be heard in person. An oral inquiry shall be held if such an inquiry is desired by the person charged or is directed by the authority concerned. At that enquiry oral evidence shall be heard as to such of the allegations have not admitted, and person charged shall be entitled to cross-examine the witnesses to give evidence in person and to have such witnesses called, as he may wish, provided that the authority conducting the inquiry may, for special and sufficient reason to be recorded in writing, refuse to call a witness. After the inquiry has been completed, the person charged shall be entitled to put in, if he / she so desires, any further written statement of his / her defence. If no inquiry is held and if he desires to be heard in person, a personal hearing shall be given to him / her. The proceedings shall contain a sufficient record of the evidence and a statement of the findings and the grounds thereof.

- (ii) After the inquiry referred to in Clause (i) has been completed and after the authority competent to impose the penalty' mentioned in that Clause has arrived at provisional conclusions in regard to the penalty to be imposed, the person charged shall be supplied with a copy of the report of the enquiring authority and be called upon to show cause, within a reasonable time not ordinarily exceeding one month, against the particular penalty proposed to be inflicted. Any representation in this behalf submitted by the person charged shall be taken into consideration before final orders are passed, provided that such representation shall be based only on the evidence adduced during the inquiry.

NOTE: - An opportunity to show cause against the imposition of any of the penalties referred to in the Regulation shall be given, after the authority competent to impose the penalty arrives at a provisional conclusion in regard to the penalty to be imposed either by such authority himself or under the direction, by a subordinate authority who is superior in rank on whom it is proposed to impose the penalty.

- (b) (i) The requirements of sub-clause (a) shall not apply where it is proposed to impose on a member of a service any of the minor penalties on the basis of facts which have led to his conviction in criminal court whether or not he has been sentenced at once by such court to any punishment but he shall be given a reasonable opportunity of making any representation that he may desire to make and such representation, if any, shall be taken into consideration before the order imposing the penalty is passed.
- (ii) The requirements of sub-clauses (a) shall not apply where it is proposed to impose on a member of a service any of the major penalties on the basis of facts which have led to his conviction by a court-martial or where the employee concerned has absconded or where it is for other reasons impracticable to communicate with him / her.
- (c) (i) All or any of the provisions of Clauses 4 and 5 may, in exceptional cases, for special and sufficient reasons to be recorded in writing, be waived where there is difficulty in observing exactly the requirements of the sub-clauses and those requirements can be waived injustice to the person charged.

- (ii) If any question arises whether it is reasonably practicable to follow the procedure prescribed in sub-clause (a) the decision thereon of the authority empowered to dismiss or remove such persons or reduce him / her in rank, as the case may be, shall be final.
- (d) (i) An employee may be placed under suspension from service, where:
  - (a) an enquiry into grave charges against him/her is contemplated or is pending, or
  - (b) a complaint against him / her of any criminal offence is under investigation or trial and if such suspension is necessary in the public interests.
- (ii) A university employee who is detained in custody whether on a criminal charge or otherwise, for a period longer than forty-eight hours shall be deemed to have been suspended under this Rule.
- (iii) Where a penalty or dismissal, removal or compulsory retirement from service imposed upon a member of the University service under suspension is set aside in appeal or on review under these Regulations and the case is remitted for further inquiry or action or with any other directions, the order of his / her suspension shall be deemed to have continued in force on and from the date of the original order for dismissal, removal or compulsory retirement and shall remain in force until further orders.
- (iv) Where a penalty or dismissal, removal or compulsory retirement from service imposed upon a University employee is set aside or declared or rendered void in consequence of or by a decision of a court of law and the disciplinary authority, on a consideration of the circumstances of the case, decides to hold a further inquiry against him / her on the allegations on which the penalty or dismissal, removal or compulsory retirement was originally imposed the University employee shall be deemed to have been placed under suspension by the appointing authority from the date of the original order of dismissal, removal or compulsory retirement and shall continue to remain under suspension until further orders.
- (v) An order of suspension made or deemed to have been made under this Regulation may at any time be revoked by the authority which has made or is deemed to have made the order or by any authority to which that authority is subordinate.

#### **APPEAL**

- (5) Every University employee shall be entitled to appeal from an order passed by an authority imposing upon him / her any of the penalties specified in the Regulations, to the next higher authority.
- (6) (i) In the case of an appeal against an order imposing any penalty specified in the Regulations the appellate authority shall consider:
  - (a) Whether the facts on which the order was based have been established;
  - (b) Whether the facts established afford sufficient ground for taking action; and
  - (c) Whether the penalty is excessively adequate or inadequate; and after such consideration, shall pass such order as it thinks proper.
- (ii) any error or defect in the procedure followed in imposing a penalty may be disregarded by the appellate authority if such authority considers, for reasons to be recorded in writing, that the error or defect was not material and has neither caused injustice to the person concerned nor affected the decision of the case.

- (7) In the case of an appeal the appellate authority shall pass such orders as it appears to be just and equitable, having regard to all the circumstances of the case.
- (8) Every person preferring an appeal shall do so separately and in his / her own name.
- (9) Every appeal preferred under the Regulation shall contain all material statements.  
Arguments relied on by the appellant shall contain no disrespectful, defamatory or improper language, and shall be addressed to the authority to whom the appeal is preferred and shall be submitted through the authority from whose order the appeal is preferred and through usual official channel.
- (10) An appeal may be withheld by an authority not lower than the authority from whose order it is preferred if -
  - (a) It is an appeal in a case in which under this Regulation no appeal lies; or
  - (b) It is not preferred within one month after the date of which the appellant was informed of the order appealed against, and no reasonable case is shown for the delay; or
  - (c) It is a repetition of a previous appeal and is made to the same appellate authority by which such appeal has been decided and no new facts or circumstances are adduced which afford grounds for a reconsideration of the case, or it is addressed to an authority to which no appeal lies under the Regulation;  
Provided that in every case in which appeal is withheld, the appellant shall be informed of the fact and the reasons for it.
- (11) No appeal shall lie against withholding of an appeal by a competent authority.
- (12) The authority by whom an order imposing any of the minor penalties specified in the Regulations may be reversed or altered in cases in which no appeal is preferred shall be the appellate authority or any higher authority.
- (13) Every appeal which is not withheld under these Rules shall be forwarded to the appellate authority by the authority from whose order the appeal is preferred with an expression of opinion.
- (14) An appellate authority may call for any appeal admissible under this Regulation which has been withheld by a subordinate authority and may pass such orders thereon as it considers fit.
- (15) Nothing contained in this Regulation shall be deemed to preclude an authority to review cases either on its own initiative or on representations from University employees against the orders of the punishing authority or appeal authority.
- (16) Subsistence Allowance:-  
During the period of suspension 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 related to the subsistence allowance.
- (17) Review of Subsistence Allowance:-  
A review may be made six months after the date of suspension to consider the sanction of subsistence allowance at an enhanced rate upto 75% of his/her pay, if the enquiry is prolonged without any fault of the employee concerned.
- (18) No payment shall be made unless the employee furnishes a certificate that the employee is not engaged in any other employment business, profession or vocation.
- (19) A suspended person shall not be entitled to any leave for the period of suspension. When an employee who has been suspended is finally reinstated, he shall get full pay unless the competent authority has expressly ordered a deduction to be made for the period of suspension as a punishment. In the case of dismissal or removal from service with retrospective effect, no recovery is necessary of the subsistence allowance already paid to him / her.

# APPENDIX - IX

## Competent Authority to Impose Penalties

S.No.	Designation/Class of Employer of the University	Censure	Fine (in the case of Group D employees only)	With holding of increments	Reduction in rank including reduction to a lower post or time scale to a lower stage in the same scale.	Recovery from pay of the whole part of any pecuniary loss caused to the University by negligence or breach of orders	Suspension	Compulsory retirement	Removal / Dismissal from service.
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)
1.	Officers	Vice-Chancellor	—	Vice-Chancellor	Vice-Chancellor	Vice-Chancellor	Vice-Chancellor	Syndicate	Syndicate
2.	Heads of Departments and Professors	Do	—	Do	Do	Do	Vice-Chancellor	Do	Do
3.	Reader/ Lecturer	Dean/ Registrar	—	Do	Do	Do	Registrar	Do	Do
4.	Librarian, Medical Officer, Director of Student Welfare	Vice-Chancellor	—	Do	Do	Do	Registrar	Do	Do
5.	Deputy Registrar/ Assistant Registrar	Do	—	Do	Do	Do	Registrar	Do	Do
6.	Personal Assistant to Vice-Chancellor	Do	—	Do	Do	Do	Vice-Chancellor	Do	Do
7.	Assistant Engineer	—	—	Do	Do	Do	Registrar	Do	Do
8.	Asst. Director of Physical Education, NSS Co-ordinator, FRO, etc.	Registrar	—	Registrar	Registrar	Registrar	Registrar	Vice-Chancellor	Vice-Chancellor
9.	Assistant Librarian, Library Assistant and other staff working in the Library	Librarian	—	Do	Do	Do	Librarian	Do	Do
10.	Other Group C employees	Immediate Superior	—	Next superior to the immediate superior in Administration	Do	Do	Registrar	Do	Do
11.	Group D employees	Do	Immediate Superior	Do	Do	Do	Registrar	Do	Do



APPENDIX - X  
TRAVELLING ALLOWANCE\*

Group	Pay Range	Class of Journey in Rail	Air Travel	DA		Flat Rate (Rs.)		Mileage/ Km. Rs.	Honorarium
				Chennai City (5)	Other Place (6)	Chennai City (7)	Other Places (8)		
(1)	(2)	(3)	(4)					(9)	(10)
A	1A. Rs. 15,000/- and above	Air Conditioned I class or I class	Eligible within & out side State	200	100	10	1.30	1.30	-
	1B. Rs. 10,000 to Rs.14,999/-	I Class or II Class Air conditioned	Out side State						
B	Rs. 5,000 to Rs. 9,999/-	I Class	-	150	75	10	0.80	0.80	-
C	Rs. 3,050 to Rs. 4,999/-	II Class	-	100	50	5	0.65	0.65	-
D	Below Rs. 3,050/-	II Class	-	80	40	5	0.65	0.65	-
Also eligible for incidental charges @ 1/3 of the D A (ordinary rate)									
Members of the Syndicate, Selection Committee and SCAA	-	I Class + 1/3 fare either way Local	-	Local	Muffsail	-	-	1.50	-
				200	200				

\* The Official members and University Employees, the Senate, Board of studies and such other authorities shall draw daily allowance and Travelling Allowance as per Tamil Nadu Government T.A. Rules. The other members and non-official members shall be paid daily allowance and Travelling Allowances as per with Group A officers of the State Government.



## APPENDIX - X (Contd.)

(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)
Board of Studies, Examiners (Theory & Practical), Inspection Squad & Paper Valuation	-	I Class + 1/4 fare either way	-	125	125	-	-	1.50 or minimum of Rs. 40/- for local	Rs. 125/- per day for inspection squad
Inspection Commission (Affiliation)	-	I Class + 1/4 fare either way	-	30	50	-	-	1.50	Rs. 200/- for professional college and Rs. 100/- for Arts & Science college
<u>Physical Education</u> Selection Committee members of various Universities tournaments	-	I Class + 1/4 fare either way	-	-	125	-	-	1.50	-
Manager/ Coach members of various Universities tournaments	-	¾ fare of I Class either way	-	-	75	-	-	-	-
Players for inter university tournaments	-	II Class fare of concessional rate	-	-	50	-	-	-	-
<u>Coaching Camps</u>									
To players	-	Actual Bus fare	-	-	40	-	-	-	-
To Coach	-	Actual Bus fare	-	-	50	-	-	-	-
To markers	-	-	-	-	20	-	-	-	-

## APPENDIX - XI

## POWERS TO SANCTION ADVANCES, INCREMENTS AND COUNTERSIGNING

S.No.	Nature of power	Officers and Employees to whom powers are delegated	Officers and Employees on whom powers are to be exercised	Extent of power
1.	Sanction of Temporary advance from Provident Fund	Vice-Chancellor Registrar	Officers sub-ordinate to him employees not below the rank of Professors Other employees of the University	Full Powers When the advance does not exceed 50% of saving
2.	Countersignature of Travelling Allowance Bills	Registrar Controller of Examinations Immediate Superior	i) Teaching Staffs, Head of Departments ii) Members of the Syndicate/Senate and other authorities Examiners/Chief Suptds./Question paper verification Board members and others connected with Examinations Employees working under them	----- -----
3.	(a) Festival Advance (b) Advance for the purchase of handloom cloth (c) Advance for the purchase of khadi cloth (d) Advance for travelling allowance for tour and on transfer	Vice-Chancellor	All employees	Full Powers
4.	Sanction of periodical increments	Vice-Chancellor Registrar, Controller of Examinations & Finance officer	All Officers and Teaching Staffs Employees working under them	Full Powers Full Powers
5.	Deputation to attend Conference, Refresher Course, Summer institute, Tours.	Vice-Chancellor Registrar, Controller of Exams, Dean, Librarian, Director of Student Welfare, Heads of Departments and other authorised employees	Officers subordinate to him not below the rank of Professors, Head of the Departments. All employees working under their respective control	Full Powers Only within the Districts of Salem, Dharmapuri & Namakkal
6.	Permission to accept Examinership and receive Honorarium	Vice-Chancellor Registrar	All employees not below the rank of Professors All other employees	Upto Rs.5,000/- per Calender year - do -

**APPENDIX - XII**  
**FINANCIAL POWERS OF THE COMPETENT AUTHORITIES**

S.No.	Nature of powers	Vice-Chancellor	Registrar	Heads of Depts./ Colleges	Controller of Examination	Finance Officer
1.	Purchase of books, Periodicals, Maps etc. (Academic, technical and Office reference)	Full powers	Upto Rs. 10000 at a time	Upto Rs.2000 p.a.	Upto Rs. 1000 p.a.	---
2.	a. Purchase of stationery for office use b. Local purchase of stationery for office use in case of emergency	-do- -do-	--- Upto Rs.5000 at a time	--- Upto Rs.2000 p.a.	--- Upto Rs.2000 p.a.	--- Upto Rs.1000 p.a.
3.	Printing works	-do-	Upto Rs.5000 at a time	Upto Rs.2000 p.a.	Upto Rs.2000 p.a.	Upto Rs.2000 p.a.
4.	To Rent or lease building or land for University	-do-	---	---	---	---
5.	(a) Purchase of apparatus Lab Equipment's, electric and electronic instruments, farm machinery and other stores including aprons, Laboratory towels and repairs to equipment's and machinery.  (b) Materials for printing press (i) Special paper (ii) other materials like types and spare parts	(a) Rs.10 lakhs at a time (b) No limit in case of schemes financed by other agencies  Full powers	---  Upto Rs.5,000 at a time	Upto Rs.10000 at a time  ---	---  ---	---  ---
6.	Lab chemicals	-do-	---	Upto Rs.10000 at a time	---	---
7.	Purchase and repairs of furniture for office and lab use and Rest house	-do-	Upto Rs.5000 p.a.	---	---	---
8.	Construction/Petty construction (and repairs/ for original works and repairs to buildings, roads, electrical installations, fencing and other works.	Upto Rs.10 lakhs at a time	---	---	---	---
9.	Conduct of Exhibition and Fairs and participation, including purchase of materials for purchase of exhibition etc.,	Full powers	---	Upto Rs.10000 at a time	---	---
10.	To purchase type writer, duplicator etc.,	Full powers	---	---	---	---

11.	To Sanction expenditure on entertainment's/ University functions	Full powers	Upto Rs.2000 at a time	---	---	---
12.	To sanction over time allowance to Ministerial and Supporting Staff and conveyance charges	Full powers	---	---	---	---
13.	Purchase of motor vehicle with special accessories extra fitting for University use	Upto Rs.10 lakhs at a time	---	---	---	---
14.	Maintenance, running charges repairs and replacement charges on University vehicles	Full powers	Rs.5000 at a time	---	Rs.2000 at a time	---
15.	Photographic charges including purchase of photographic materials	Full powers	---	Rs.500 at a time	---	---
16.	Advertisement charges	Full powers	Rs.5000 p.a.	---	---	---
17.	Purchase of Electrical goods and bulbs	Full powers	Rs.2000 at a time	Rs.200 at a time	Rs.200 at a time	Rs.200 at a time
18.	Electric current consumption charges	Full powers	Upto Rs.25000 at a time	---	---	---
19.	To purchase bicycle for office use	Full powers	---	---	---	---
20.	Office expenses and contingencies including hot and cold weather charges freight charges.	Full powers	Rs.1000 p.a.	Rs.1000 p.a.	Rs.500 p.a.	Rs.500 p.a.
21.	Binding of books and records	Full powers	Rs.10000 p.a.	Rs.1000 p.a.	Rs.1000 p.a.	Rs.600 p.a.
22.	To sanction supply of uniforms and clothings of University employees	Full powers	---	---	---	---
23.	Employment of menials paid from contingencies including Casual Labour.	Full powers	---	---	---	---
24.	Games, Sports and Physical exercise provision maintenance of games courts and athletic fields	Full powers	Upto Rs.10,000 p.a.	---	---	---
25.	Hostel-Purchase of furniture cooking crockery etc. and repairs on TV.	Upto Rs.6 lakhs p.a.	Upto Rs.5000 p.a.	---	---	---

26.	Refreshment charges supply of light refreshment during meetings, Seminars, conferences and visit of VIPs working lunch and other such charges.	Full Powers	Upto Rs.5000 p.a.	Upto Rs.1000 p.a.	Upto Rs.1000 p.a.	Upto Rs.500 p.a.
27.	To Sanction payment of demurrage warfage charges etc.	Full Powers	Rs.500 at a time	Rs.500 p.a.	Rs.500 p.a.	Rs.500 p.a.
28.	Tour expense including Batta to students	Full powers	---	---	---	---
29.	Write off (a) irrecoverable value of stores or public money lost through negligence or other causes and unprofitable outlay on work.	Upto Rs.30,000 at a time	Upto Rs.2000 at a time	Rs.200 at a time	Rs.200 at a time	Rs.200 at a time
	(b) Dead stock including stationary, Furniture lost or become unserviceable.	Upto Rs.One Lakh at a time	---	---	---	---
	(c) Cost of articles become unserviceable due to fair wear and tear.	Limited to purchase powers	Limited to purchase powers	Limited to purchase powers	Limited to purchase powers	Limited to purchase powers
	(d) Oils and lubricants due to dryage, wastage spillage etc.	Full powers	Rs.2,000 at a time	---	---	---
	(e) The value of books and publications of the Library found lost damaged un-accounted for or found short during stock verification.	Upto Rs.30000 p.a.	Rs.2000 p.a.	---	---	---
	(f) Cost of obsolete publications	Full powers	Full powers	---	---	---
	(g) Cost of Glassware articles due to breakings by students	Full powers	---	Upto Rs.500 p.a.	---	---
30.	Limited tender system for Purchase of special apparatus chemicals	Rs.10 Lakhs	---	---	---	---
31.	To dispense with earnest or security deposit when plant and machinery implements or spare parts etc. supplied and erected by the firms.	Full powers	---	---	---	---
32.	Refund or revenue collected from students and others including refund of excess recovery from staff members.	Full powers	---	---	---	---
33.	Refund of deposits E.M.D. and C.M.D.	Full powers	---	---	---	---



34.	Refund in connection with law charges.	Full powers	Rs.5000 at a time	---	---	---
35.	Waiving of audit recoveries	Full powers	---	---	---	---
36.	To sanction purchase of prizes and awards to students.	Full powers	Rs.1000 at a time	---	---	---
37.	(a) Installation of the telephones intercom shifting and extension.	Full powers	---	---	---	---
	(b) Repairs and maintenance charges on telephone, telex and intercom shifting and extension.	Full powers	Rs.2000 p.a.	---	---	---
38.	Postage stamps and telegram charges	Full powers	Rs.20000 p.a.	Rs.1000 p.a.	Rs.2000 p.a.	Rs.500 p.a.
39.	To sanction merit and other scholarships payable from University funds.	Full powers	---	---	---	---
40.	Grants-in-aid to students club, students Union or other recognised bodies.	Rs.30000 at a time	---	---	---	---
41.	License fees taxes etc., as required by Central or State Government local bodies etc.	Full powers	Rs.2000 p.a.	---	---	---
42.	To sanction honorarium to employees and others.	Full powers	---	---	---	---
43.	To sanction hiring of furniture	Full powers	Rs.3000 p.a.	---	---	---
44.	To sanction of expenditure on insurance premium on insured items	Full powers	Rs.5000 p.a.	---	---	---
45.	Payment of Subscription/ Membership fee to any institution/ Payment of donation co-sponsoring an event in another University/ Organisations/ Foreign Associations.	Full powers	---	---	---	---
46.	Convening of Seminars, Conferences, Committees, Discussion groups, etc., Expenditure of each part	Rs. 25000 at a time	--	--	--	--
47.	Reappropriation of funds from major heads to another within a Financial year.	Rs. 20000 at a time	---	---	---	---
48.	Imprest Money	Rs.5,000 at a time	---	---	---	--

**APPENDIX -XIII**  
**PERIYAR UNIVERSITY**

**Form of Agreement**

**(To be executed by University employee)**

AGREEMENT made the.....day of.....two thousand and ..... between the ..... Periyar University (hereinafter known as University) of the one part and Dr./Thiru./Tmt./Selvi .....of the other part. WHEREAS the University have agreed to engage the said person to serve in the Periyar University on the salary hereinafter mentioned for a period.....

Now these presents witness and tile parties hereto do hereby agree as follows:-

- (1) That the University shall employ the said person.....and the said person..... shall serve the University as ..... in the University from the date of his / her taking charge of such appointment until such employment shall be determined as hereinafter provided.
- (2) That the said person shall be on probation for a period of two years from the date of taking charge of his/her appointment, but the University may before the expiry of the period, extend his/her probation for such period as may be deemed fit.
- (3) That the said person shall employ himself/herself honestly, efficiently, obediently, and diligently under the orders and instructions of the Vice-Chancellor, or other superior of the said University under whom he/she shall from time to time be placed in the said University, in which capacity he/ she shall discharge all such duties appertaining to that office and do all things which may be required of him/her or which are necessary to be done in his/her capacity as aforesaid and shall require of him/her.
- (4) That the said person shall not normally or on any pretence absent himself/herself from his / her duties without first having obtained the permission of his/her superior authorities authorised in this behalf or in case of sickness or inevitable accident without forwarding where necessary, a satisfactory Medical Certificate as may be required by the leave rules which may be in force in the said University.
- (5) That the said person shall devote his/her whole-time to the duties of the said employment and shall not on his/ her own account or otherwise either directly or indirectly carry on or be concerned in any trade, business, or canvassing work, private tuition or the like.
- (6) That the said person shall conform to all provisions in the Act, Statutes, Regulations and Rules in force and as may be amended in future in the said University and obey all lawful orders and directions as he / she shall from time to time receive from any authorised superior of the said University.
- (7) (i) That the University shall have powers to take action on the said person as provided in the Act, Statutes, Regulations and Rules of the University.
- (ii) That the said person shall be entitled to have his/her services terminated by giving to the University authority three months notice thereof in writing
- (iii) That the said person shall not during the period of this agreement when he/she has not been given notice of terminations of his/her services by the University authority / or has given notice to the University for such

termination of his/her services, apply for an appointment under any other authority except through the University, and the penalty for any breach of this may, at the discretion of the Syndicate or other competent authority, be termination of his / her services.

- (8) That the said person shall be paid, for such time as he/she shall be in service of the said University, monthly salary in the scale of Rs.....starting on an initial salary of Rs.....with effect from (date) .....and the following additional allowances:
- (9) That in the event of the temporary absence of the said person from duty by reason of illness or leave or otherwise, he/she shall be paid such salary only as shall be determined by the rules in force from time to time in the said University.

In witness where of.....and.....have here, unto set their hands.

Signed by the above named.....of the University on behalf of the University in the presence of .....

Witness.....Signature

Signed by the above named.....party of second part in the presence.

Witness.....Signature.

#### APPENDIX-XIV

#### PERIYAR UNIVERSITY

#### *Proforma for the personal file of University Employee*

- |  |     |
|--|-----|
| 1. Name and designation of the employee                                      | ... |
| 2. Scale of pay and the actual pay of the employee                           | ... |
| 3. Period of stay in the present post  | ... |
| 4. Date from which the employee is working under the reporting authority     | ... |
| 5. Personality and physical capacity   | ... |
| 6. Preambles and mode of execution of instruction                            | ... |
| 7. Productivity in terms of volume of work                                   | ... |
| 8. Dependability (Compliance with instructions)                              | ... |
| 9. Effectiveness and acceptance of responsibility                            | ... |
| 9. Tact and initiative   | ... |
| 10. Capacity for control, supervision and drive (for supervisory staff only) | ... |
| 11. Conduct and character  | ... |
| 12. Relations with colleagues and Superiors                                  | ... |
| 13. In the case of Teachers  | ... |
| a) Ability as a Teacher  | ... |
| b) Popularity with students  | ... |
| c) Keeness to keep abreast of the latest advances in the subject             | ... |
| d) Interests in extra-curricular activities                                  | ... |
| 15. Fitness for higher position  | ... |
| 16. Overall rating and a general brief report                                | ... |

Name of the Reporting Authority

Designation :



## NOTE:-

- (i) The answers to item 5 to 14 above, should be in one of the 5 graph ratings namely, (1) Outstanding.. (2) Above average, (3) Average, (4) Below average and (5) Unsatisfactory.
- (ii) The brief report (item 16) should contain general comments on the performance of the employee, his/her strength and weakness. Brief reasons for arriving at this over rating on the job should also be given i.e., whether 'outstanding', 'above average', 'average' or 'below average' or 'unsatisfactory'. His/her capacity for advancement to the next higher grade should be noted upon. Both favourable and adverse remarks should be supported by few specific instances.

**APPENDIX - XV**

**FORMS RELATING TO ALL ELECTIONS TO THE VARIOUS AUTHORITIES OF THE UNIVERSITY,  
PERIYAR UNIVERSITY  
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.....

Name of the Proposer.....

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

Signature of the Proposer.....

Address.....

Date.....

---

 Name of the Secondor.....

Number of the Secondor in the Electoral roll, if any .....

Signature of the Secondor.....

Address.....

Date.....

**CONSENT OF THE CANDIDATE**

Election to the.....

"I hereby declare that -

- (a) I am not member of the above authority to which I seek election;
- (b) My term of office as a member of the above authority, to which, I seek election would also expire before the membership for which I am seeking election takes effect.  
And I agree to serve in the.....If elected.
- (c) I also further declare that the facts stated above are true to the best of my knowledge and belief and 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 :- Among (a) and (b) above, please strike out the Clause, which is not applicable.

**PERIYAR UNIVERSITY**  
**DECLARATION PAPER (FOR ALL ELECTIONS)**

Election to the.....

By the.....

Serial No.

Elector's Name and number in the electoral roll, if any.

**ELECTOR'S DECLARATION**

I,.....(Name in full and Designation) declare that, I am an elector for the above election to the.....By the.....and have signed no other declaration paper at the election.

Date:

Signature :

Station:

Address:

**PERIYAR UNIVERSITY**

(Ballot paper for all Elections conducted by the system of without proportional Representation.)

Election of.....

**BALLOT PAPER**

Face of the Ballot paper:

Name of the Candidate and Address	Mark showing the voter's Choice

*(Please See Instruction on the back)*

**INSTRUCTIONS**

1. The number of vacancies to be filled is.....
2. Place a cross mark 'X' against the name of the Candidate or each of the candidate for whom you wish to vote.
3. A ballot paper will be invalid :-
  - (a) Which does not bear the Principal's initials or
  - (b) On which a voter signs his / her name or writes any word or makes any mark by which it becomes recognizable; or
  - (c) On which no vote is recorded; or
  - (d) On which more votes are recorded than the number of vacancies to be filled; or
  - (e) If it is void for uncertainty.

**PERIYAR UNIVERSITY**

(Ballot paper for all Elections conducted by the System of proportional Representation.)

Election of.....

**BALLOT PAPER**

Face of the Ballot paper:

Name of the Candidate and Address	Mark order of preference in space below

*(Please See Instructions on the back)***INSTRUCTIONS**

Vote by placing the figure 1 in the space opposite the name of the Candidate for whom you vote. You may also place the figure 2 in the space opposite the name of the candidate who is your second choice and the figure 3 in the space opposite the name of the candidate who is your third choice and so on. Crosses or other marks must not be used.

A ballot paper will be invalid -

- (a) Which does not bear the Registrar's initials; or
- (b) On which a voter signs his name or writes any word or makes any mark by which it becomes recognizable; or
- (c) On which the figure 1 is not marked; or
- (d) On which the figure 1 is set opposite the names of more than one candidate; or
- (e) On which the figure 1 and some other figure are set opposite the names of the same candidate;
- (f) Which is void for uncertainty.

**PERIYAR UNIVERSITY**

Election of two members to the Senate by the Registered Graduates in each revenue District within the University area from among themselves.

**LETTER OF INTIMATION**

Sir I Madam,

The names of persons given in the overleaf are the valid nomination for election to the Senate by the Registered Graduates in each Revenue district within the University area from among themselves. The election will be held on .....between.....

An identification slip giving details about your serial number, registration number, place of polling booth, etc., is enclosed herewith. This slip should be produced at the polling booth, duly filled in and signed by you in advance to the presiding officer. In the case the identification slip has not been received, you may write to the Registrar and obtain a duplicate identification slip after giving the reasons for not receiving the slip. If you are not able to get the duplicate slip in time, you may present your original registration card for exercising your franchise. In case of any dispute relating to the identify of the voter, the decision of the presiding Officer in the matter is final. No contention or appeal or representation in this behalf will be entertained .

At the polling booth, on the date of the polling after proper identification, the ballot paper will be issued to each voter by the Presiding Officer, after obtaining the Signature of the voter concerned on the electoral roll as well as on the counterfoil of the ballot paper.

**GUIDELINES TO THE VOTER.**

1. The number of vacancies to be filled is Two.
2. Place a cross mark 'X' against the name of the candidate (or each of the candidate) for whom you wish to vote.
3. A ballot paper will be invalid:
  - (a) which does not bear the Registrar's initials; or
  - (b) On which a voter signs his I her name or writes any word or makes any mark by which it becomes recognizable; or
  - (c) On which no vote is recorded; or
  - (d) On which more votes are recorded than the number of vacancies to be filled; or
  - (e) If it is void for uncertainty.

The ballot box will be placed in front of the presiding officer sitting near the voting compartment and it is visible to everyone who is present.

The ballot paper should be folded and dropped into the ballot box provided for the purpose at the polling booth, in the presence of the Presiding Officer.

In case of a voter who 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 hands of the presiding officer. The presiding officer shall record the vote as per the direction given by such voter

If a voter inadvertently spoils the ballot paper, he may return it to the presiding officer who will, if satisfied of such inadvertence, issue to him I her another ballot paper.

No person other than a voter or the candidate or their authorised agents or such other persons whom the presiding officer authorise to attend, shall be permitted to enter the polling booth.

The scrutiny and counting of votes will begin on.....at the University Buildings.

No person shall be present at the scrutiny except the Vice-Chancellor, The Registrar and such persons as the Vice-Chancellor may appoint to assist the Registrar, the candidate and not more than two representatives of each candidate appointed in writing by him.

University Buildings

Date:

REGISTRAR

**APPENDIX - XVI****PROCEEDINGS OF THE CONVOCATION CEREMONY****CONVOCATION**

Date :

Month :

Year :

1. Arrival of Dignitaries
  - a) Arrival of the Chief Guest
  - b) Arrival of the Chancellor
2. Robing
3. Grace Passing
 

Special meeting of the Syndicate to pass the Grace.
4. Group Photo
5. Academic Procession
  - (i) The Registrar
  - (ii) The members of the Senate
  - (iii) The members of the Syndicate
  - (iv) The Vice-Chancellor
  - (v) The Chief Guest
  - (vi) The Pro-Chancellor
  - (vii) The Chancellor
6. As the procession enters the Convocation Hall, all the graduates and the invitees in the Hall will rise and keep standing.
7. The members of the Senate, retire from the procession and proceed towards the seats allotted for them inside the hall and remain standing.
8. The members of the Syndicate will part and the members on the right go up on the dais by the steps to the right and the members on the left by the steps to the left.
9. The Chief Guest will proceed to his / her seat on the dais.
10. The Vice-Chancellor will proceed to his; / her seat on the dais.
11. The Pro-Chancellor will proceed to his / her seat on the dais.
12. The Chancellor will proceed to his / her seat on the dais.
13. The Registrar will follow the Chancellor and proceed to his / her seat.
14. After the Chief Guest and the Chancellor take their seats, all others in the Hall will resume their seats and the band stops.

## 15. Invocation

The Chancellor shall say "INVOCATION"

*(Thamizh Thai Vazhthu)*

## 16. Inviting the Vice-Chancellor to deliver the Welcome Address After Invocation the Chancellor shall say :

*"I invite the Vice-Chancellor to deliver the Welcome Address and present the report on the academic achievement of the University"*

## 17. Welcome Address and Report by the Vice-Chancellor.

## 18. Declaring the Convocation open The Chancellor shall say :

*"This Convocation of the PERIYAR UNIVERSITY has been called to confer the degrees in the facilities of Arts, Science, Engineering and Technology, Education and Commerce upon candidates who in the examinations held for the purpose have been certified to be worthy of the same".*

## 19. Convocation Address

The Chancellor shall say:

*"I invite the Chief Guest.....to deliver the Convocation Address".*

## 20. Presentation of Candidates for conferring Degree and Medals The Chancellor shall say:

*"Let the Candidates be now Presented"*

The Candidates for the award of degrees will be presented by the respective Syndicate Members / Dean.

## 21. Administration of the Pledge by the Chancellor

The CHANCELLOR will read out the following pledge and candidates will repeat the same (in standing).

*"We shall, in thought word and deed, ever endeavour, to be scrupulously honest, in the discharge of our duties, in our profession, and shall uphold the dignity and integrity of our profession, and the honour of our University.*

*"We shall uphold, and advance social order, and the well-being of our fellow members, and shall devote all our energy, to promote the unity and integrity, and the secular ideal of our Country".*

## 22. Conferment of the Degrees

The Chancellor shall say (the candidates shall remain standing)

*"By virtue of the authority vested in me as Chancellor/Pro-Chancellor/Vice-Chancellor of the PERIYAR UNIVERSITY, I admit you to the several degrees in the Faculty of \_\_\_\_\_ for which you have been presented with, these Diplomas and I authorise you to wear the robes ordained as the insignia of your degree".*

The Chancellor resumes the seat then the candidates will resume their seats.

23. Signing the Register of Graduates

The Chancellor shall sign the Record of Degree conferred.

24. Dissolution of the Convocation

As the proceedings conclude, the Chancellor, the Pro-Chancellor, the Chief Guest, the Vice-Chancellor, the members of the Syndicate, the members of the Senate and the Registrar shall rise up and the Chancellor shall say,

"I Dissolve the Convocation"

25. National Anthem

The Chancellor shall then say :

"NATIONAL ANTHEM"

National Anthem will be played by band and all persons in the Hall shall stand up.

26. Return of Procession to the Robing Room: ' The Procession will be in the following order:

The Chancellor

The Pro-Chancellor

The Chief Guest

The Vice-Chancellor

The Members of the Syndicate (in pairs)

The Members of the Senate (in pairs)

The Registrar

All the Graduates and Guests will stand up till the procession leaves the Convocation Hall.

27. Disrobing

28. Departure of the Chancellor

## ANNEXURE - I

## AFFILIATION FEE/ ENDOWMENTS:

The application fee, inspection fee and affiliation fee for starting new colleges and new courses in existing colleges fixed by the Syndicate (Subject to modifications)

## I. Application Fee:

Cost of Application (Separate application for UG & PG)	Rs. 1,000/-
--	-------------

## II. Registration Fee:

Registration (Application) fee for each course in respect of Colleges whether new or existing (This fee is to be paid along with the application for additional degree courses to the existing programmes of an affiliated institution)	Rs. 10,000/-
---	--------------

## III. Affiliation Fee:

## (a) For Institution:

- |   |                                      |
|---|--------------------------------------|
| 1. Initial affiliation fee for courses to be introduced in an Arts and Science College to be started.                 | Rs. 3,00,000/-<br>(for 5 UG courses) |
| 2. Initial affiliation fee for courses to be introduced in any newly started professional colleges (Engineering etc.) | Rs. 7,50,000/-<br>(for 3 UG courses) |

## (b) For Additional Courses:

- |  |                              |
|--|------------------------------|
| 1. For UG Arts & Science Courses in Arts & Science College   | Rs. 75,000/-<br>per course   |
| 2. For Post graduates courses in a newly started or existing Arts and Science College / Professional College | Rs. 1,12,500/-<br>per course |
| 3. For additional para-technical courses as MCA, MBA, PGDCA etc.   | 1,50,000/-<br>per course     |
| 4. For additional Engineering Courses (for UG) in an already existing colleges                               | 1,50,000/-<br>per course     |

(This affiliation fee is to be paid when the University agrees to affiliate the College / Institution / Course after site visit and on commission report)



## IV Inspection Commission Fee:

Per Commission Visit	Rs. 500/-
----------------------	-----------

## V (a) Endowment

- |   |                 |
|---|-----------------|
| 1. For starting a New College of Arts & Science and Colleges of Education with 5 Degree Courses             | Rs. 5,00,000/-  |
| 2. For starting an Engineering College with 3 UG courses  | Rs. 30,00,000/- |
| 3. For starting a new approved or recognized Institution  | Rs. 2,00,000/-  |
| 4. For starting Institutions/Schools of Technical nature like Management, Computer Science etc.,            | Rs. 10,00,000/- |
| 5. For starting independent Institutions like Social work, Music, Oriental subjects and Physical Education. | Rs. 3,00,000/-  |

The endowments will be on one time basis.

(b) *Endowment for additional courses in the existing institutions:*

- |  |                |
|--|----------------|
| 1. For Arts and Science Courses  | Rs. 3,00,000/- |
| 2. For M.B.A., M.C.A., and similar technical courses for existing Arts and Science College | Rs. 5,00,000/- |
| 3. For starting any other technical courses including P.G. Diploma courses                 | Rs. 2,00,000/- |

**ANNEXURE - II****LAND REQUIREMENT FOR THE CAMPUS OF A NEW COLLEGE**

*(Subject to modification by Syndicate)*

The following shall be the land requirements for the campus of a new college:

(a) Arts and Science College:

The campus for a college situated in an urban area recognised as such by the University shall have a total of 20 acres for Men's college and 15 acres for Women's college, and the campus for a college situated in the rural area, recognised as such by the University; shall have a total of 30 acres for Men's college and 20 acres for Women's college.

(b) Engineering College:

The campus for a college situated in an urban area, recognised as such by the University, shall have a total of 100 acres of land and the campus for a college situated in a rural area, recognised as such by the University, shall have a total of 150 acres of land.

(c) College of Physical Education:

The campus for a college of Physical Education situated in an urban area, recognised as such by the University, shall have a total of 80 acres of land and the campus for a college situated in a rural area, recognised as such by the University, shall have a total of 125 acres of land.

(d) College of Education:

The campus for a college situated in an urban area, recognised as such by the University, shall have a total of 15 acres of land and the campus for a college situated in a rural area, recognised as such by the University, shall have a total of 20 acres of land.

The land requirement for the new colleges above is subject to revision by the orders of Government of Tamil Nadu from time to time.

**ANNEXURE -III****NORMS FOR LABORATORY, LECTURE ROOM AND LIBRARY***(Subject to modification by Syndicate)***I. LABORATORY:**

Average laboratory area per undergraduate student

40 Sq.ft. for subsidiary/Minor, 60 Sq.ft for main subjects. In determining the areas of undergraduate laboratories, the basis of calculation will respectively be as follows:-

- a) Number of undergraduates doing practical work at a time. The plinth area of laboratory buildings in the Universities may be determined generally as carpet area of laboratory plus 50% thereof. This will provide sufficient accommodation for varandahs, laboratory blocks, stair case etc.

**II. Lecture room area per student**

12 Sq.ft. per student provided no lecture room has an area less than 400 Sq. ft. Some of the lecture rooms for Science classes should be provided with preparation rooms with an area of about 300 Sq.ft.

**III. Average space for store-room:**

1000 to 2000 Sq.ft. per 100 to 150 students.

**IV. Museums for Botany and Zoology:**

A minimum space of about 1000 Sq.ft. for each of these departments.

**V. Library:**

- (1) Location: The Library should be centrally located with reference to buildings of faculties and departments, laboratories and hostels.

- (2) Rooms to be provided are as follows: i) General Reading Room

ii) Store Room

- (3) Size of Rooms:

Reading Room - The average area per reader in the Reading room should be 2.33 m<sup>2</sup> minimum.

Note: The size of the reading table is 2.4 x 0.6 m. The Centre to Centre distance between the two consecutive rows of reading room tables is 1.8m with seating arrangements on one side of the table only.

**ANNEXURE - IV****LIST OF AFFILIATED COLLEGES OF PERIYAR UNIVERSITY**

Salem, Namakkal and Dharmapuri Districts.

**SALEM****ARTS AND SCIENCE:**

1. Government Arts College for Men, Salem - 636 007.
2. Government Arts College for Women, Salem - 636 008.
3. Arignar Anna Government Arts College, Attur, Salem - 636 121.
4. Salem Sowdeswari College, Salem - 636 010.
5. Sri Sarada College for Women, Salem - 636 016.
6. AVS College of Science, Salem - 636 105.
7. Bharathiar Arts & Science College for Women, Attur, Salem - 636 112.
8. Vinayaka Mission's Kirupananda Variyar Arts & Science College, Salem - 636 308
9. Vysya College, Masinaickenpatty, Salem - 636 103.
10. Jairam Arts and Science College, Masinaickenpatty, Salem - 636 103.

**ENGINEERING:**

1. Government College of Engineering, Salem - 636 011.
2. Vinayaka Mission's Kirupananda Variyar Engineering College, Salem - 636 308.
3. Sona College of Technology, Salem - 636 005.

**EDUCATION:**

1. Sri Sarada College of Education, Salem - 636 016.
2. Sri Sarada College of Physical Education, Salem - 636 016.

**NAMAKKAL****ARTS AND SCIENCE:**

1. Arignar Anna Government Arts College for Men, Namakkal - 637 002.
2. NKR Government Arts College for Women, Namakkal - 637 001.
3. Thiruvalluvar Government Arts College for Men, Rasipuram, Namakkal - 637 401.
4. Alamelu Angappan College for Women, Komarapalayam, Namakkal - 638 183.
5. Kandasamy Kandar's College, Velur, Namakkal - 638 182.
6. Muthayammal College of Arts and Science, Rasipuram, Namakkal - 637 408.
7. PGP College of Arts and Science, Namakkal - 637 206.
8. Subramaniam College of Arts and Science, Mohanur, Namakkal - 637 015.
9. Sengunthar Arts and Science College, Tiruchengode, Namakkal - 637 205.
10. Vivekananda College of Arts and Science for Women, Tiruchengode - 637 205.
11. K.S.Rangasamy College of Arts and Science, Tiruchengode - 637 209.

12. Mahendra College of Arts & Science, Mallasamudram, Namakkal - 637 501.
13. Trinity College for Women, Namakkal.
14. Sri Kandhan College of Arts & Science, Tiruchengode, Namakkal.
15. Selvam Arts & Science College, Namakkal.

**ENGINEERING:**

1. Annai Mathammal Sheela Engineering College, Erumapatti, Namakkal - 637 013.
2. KS. Rangasamy College of Technology, Tiruchengode, Namakkal - 637 209.
3. Mahendra Engineering College, Mallasamudram, Namakkal - 637 503.
4. SSM College of Engineering, Komarapalayam, Namakkal - 638 183.
5. PGP College of Engineering & Technology, Namakkal - 637 206.
6. Muthayammal Engineering College, Rasipuram, Namakkal.
7. Pavai Engineering College, Pachal, Namakkal - 637 018.
8. Sengunthar College of Engineering, Tiruchengode - 637 205.
9. Vivekanandha Engineering for College for Women, Tiruchengode - 637 205.
10. RR Engineering College, Tiruchengode - 637 209.

**EDUCATION:**

1. Government College of Education, Komarapalayam, Namakkal - 638 183.

**DHARMAPURI****ARTS AND SCIENCE:**

1. Government Arts College for Men, Krishnagiri - 635 001.
2. Government Arts and Science College for Women, Bargur - 635 104.
3. Government Arts College for Women, Krishnagiri - 635 001.
4. Government Arts College, Dharmapuri - 636 705.
5. Pee Gee College of Arts and Science, Dharmapuri - 635 205.
6. Harm Muthu Arts and Science College, Harur, Dharmapuri - 636 903.
7. Kamadhenu College of Arts and Science, Dharmapuri - 636 701.
8. MGR College, Dr. M.G.R Nagar, Hosur - 635 109.
9. P.M.P. Arts & Science College, Dharmapuri - 636 705.
10. Sri Vidhya Mandir Arts & Science College, Uthangarai, Dharmapuri.

**ENGINEERING:**

1. Government College of Engineering, Krishnagiri - 635 104.
2. Sapthagiri Engineering College, Dharmapuri - 635 205.
3. Adhiyaman College of Engineering, Hosur - 635 109.
4. Jayam College of Engineering, Nallanur, Dharmapuri - 638 893.

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