

MANONMANIAM SUNDARANAR UNIVERSITY TIRUNELVELI



STATUTES

1997



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PART VI – Section 3 (b)

Notifications issued by quasi-Government bodies and public sector undertakings.

(SUPPLEMENT)

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**MANONMANIAM SUNDARANAR UNIVERSITY STATUTES UNDER THE
MANONMANIAM SUNDARANAR UNIVERSITY ACT 1990.**

CHAPTER I.

PRELIMINARY

(See Sections 1 and 2 of the Manonmaniam Sundaranar University Act, 1990)

1. Short title and commencement- (a) These Statutes shall be called the Statutes of Manonmaniam Sundaranar University.

[(b) “This has been assented by the Chancellor and shall come into force from January 23, 1995”] and published in the TamilNadu Government Gazette, No.12-A, date March 26th 1997.

2. Definitions.- (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 Manonmaniam Sundaranar University Act, 1990 (TamilNadu Act 31 of 1990), ‘Section means a section of the Act, Clause means a Sub-division of the Statutes, the Ordinances or the Regulations’.

(c) ‘The Gazette’ means the Tamil Nadu Government Gazette.

(d) ‘Clear days’ means the number of days to be reckoned exclusive or both the first and last days.

(e) ‘Resolution’ means substantive proposition originally moved or finally adopted.

(f) ‘Motion’ means anything moved either by way of resolution or amendment.

****[(g) ‘Academic year’ means a period of twelve months commencing from the first day of July]****

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**** Assent from Governor dated 25.04.2000
Syndicate dt. 19.02.2000 Item No. 34**

(h) 'Financial year' means a period of twelve months commencing from the first day of April every year.

(i) 'Department' means a Manonmaniam Sundaranar University Department of study and/ or Research or Department functioning for a specific purpose maintained from out of the Manonmaniam Sundaranar University Fund.

(j) 'Head of Department' means the teacher in charge of a Department responsible for its administration including its day to-day working.

(k) 'School of Excellence' means a specialised institution maintained by the University for advanced study and research.

(l) 'University Employee' means a person in the whole time employment of the University and paid from University funds excluding a person employed on daily wages.

(m) 'Officers means' officers of the University.

All other words and expressions used but not defined in these Statutes shall have the meanings respectively assigned to them in the Act.

3. Address – Every Officer/Employee of the University and every member of the University authority / Committee/body appointed / nominated / elected under the laws of the University and every candidate for any examination or 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 the specific purpose his postal address and subsequent changes if any thereon to which communications intended to him from the University are to be sent. The dispatch of communication to the address given by the person concerned shall be sufficient compliance with the requirements of the laws of the University.

4. Validity of the Acts done on the day following "Dies non"-. Where by any law or Act or proceedings 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 proceedings shall be considered as done or taken in due time as if it is done or taken on the day on which the office re-opens.

If a date specified for any business is a holiday, the following working day shall be taken as the specified date.

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

CHAPTER II

THE UNIVERSITY

(See sections 3 to 6 of Manonmaniam Sundaranar University Act, 1990)

CHAPTER III

VISITATION.

(See sections 7 of Manonmaniam Sundaranar University Act, 1990)

CHAPTER IV

THE CHANCELLOR AND THE PRO-CHANCELLOR

(See section 9 of the Manonmaniam Sundaranar University Act 1990)

CHAPTER V

OFFICERS OF THE UNIVERSITY

(a) THE VICE-CHANCELLOR.

(See Section 11 and 12 of Manonmaniam Sundaranar University Act, 1990)

APPOINTMENT OF THE VICE-CHANCELLOR.

PROCEDURE OF ELECTIONS OF MEMBERS TO THE SELECTION COMMITTEE FOR THE APPOINTMENT OF THE VICE-CHANCELLOR.

1. When a permanent vacancy occurs or is about to occur in the office of the Vice-Chancellor, the Registrar shall under 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 Act I mentioning the date and hour of the last date for 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 shall 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.

2.(1) Each member of the Senate shall have a right to nominate not more than one person who is not a member of any of the authorities of the University, to the Committee referred to in Act 11 (1) & (2). Similarly each member of the Syndicate shall have a right to nominate not more than one person who is not a member of any of the authorised of the University to the said committee.

(2) The Registrar shall call for nominations for election of one person by the members of the Senate and one person by the members the Syndicate to the said committee.

(3) Every nomination shall be in writing signed by the proposer who shall be a member of the Senate and seconded in writing by another member of the Senate called the seconder in the form prescribed (vide Appendix) No nomination shall be valid unless it contains the signatures of both the proposer and the seconder.

(4) The nomination form shall also be signed by the person proposed expressing his consent to be nominated.

(5) Every nomination must be presented before the Registrar either by the proposer or the seconder or the person proposed, before 3.00 p.m. on the date notified as the last date for filing nomination under Statute 21.

(6) 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 under Statute 21. The proposer or the seconder or the proposed nominees are entitled to be persent at the time of the scrutiny. A list of persons whose nominations have been declared valid by the Registrar shall be published on the published on the notice board of the office of the University. A copy of the list shall be sent to the persons nominated for election, if he or they were not present at the time of the scrutiny.

(7) Any person whose nomination had been declared valid may withdraw his 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 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.

3. 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 20 and shall be so declared by the Registrar.

(a)-----

(b) 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.

(c) 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.

(d) 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.

(e) All 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.

(f) 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 vote. 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.

(g) 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 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.

(h) If a member inadvertently spoils a ballot paper, he may return it to the registrar, who shall, if satisfied of such inadvertency, 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.

(i) 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 vote shall be declared by the Chair duly elected and nominated by the Senate to the Committee referred to in the Act.

4. The Chairperson of the meeting held for the purpose of the election under Act, shall conduct other items of business, if any, but the business of electing a member to the Committee shall precede 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.

5. (1) 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 " Syndicate" being read in substitution of the word "Senate" wherever necessary.

(2) Notwithstanding 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.

6. 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.

7. 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.

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.

8. The Chancellor shall appoint one of the persons whose names are given in the panel as the Vice-Chancellor.

GENERAL

9. The Vice-Chancellor shall be the academic and administrative head and Chief executive of the University.

10. In addition to the powers and duties conferred on the Vice-Chancellor by the Act, as provided in sub-section (8) of Section 22 it shall be competent for the Vice-Chancellor.

(a) to sanction the creation of all technical and non-technical posts subject to provision for the same in the budget.

(b) to create and / or fill temporary posts of all categories (other than those specified in Section 8 of the Act) for a period not exceeding one year at a time subject to the provision of the same in the budget.

(c) To abolish or **retrench** such posts which are considered superfluous in the University subject to the protection given to the individuals in such posts.

11. The Vice-Chancellor shall have power:-

(a) to constitute ad-hoc Committees for any specific purpose;

(b) to depute officers, teachers and other employees of the University on University work:

(c) to permit the teachers and officers to attend the meetings and conferences recognised by the University within and outside the State;

(d) to recommend and forward to State Council for Higher Education/funding agencies the proposals made by the University

teaching departments, research centres constituent and affiliated colleges and other recognised institutions for grant of financial Assistance under various schemes.

12. The Vice-Chancellor shall have power:-

(a) to sanction causal leave to the Officers and Heads of Departments of the University.

(b) to sanction leave of all kinds other than Casual, to the teachers of the University.

(c) to sanction honorarium to the Subordinate staff.

13. The Vice-Chancellor shall have power to authorise the publication of results of the examinations.

14. The Vice-Chancellor shall have power to delegate the powers and duties of any officer of the University (in the interest of efficient working) to some other officer of the University whenever he deems it, notwithstanding anything contained in the Statutes, Ordinances and Regulations framed under the Act of the University.

15. The Vice-Chancellor may visit or cause an inspection and or ask for a report.

(i) on the general condition 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 it recognition;

(iii) for negotiating the terms and conditions for taking over of any institution by the University, and

(iv) for any other purpose of the University.

16. The Vice-Chancellor shall be compete to transfer any officer/employee from one institution / department / Centre to another institution/Department/Centre maintained by the University.

17. The Vice-Chancellor shall make arrangements by placing any officer/teacher/other employee in additional charge in all vacancies till the vacancies are filled.

18. The Vice-Chancellor shall declare the satisfactory completion of the probation of the teachers and officers of the University provided the necessary formalities prescribed for each category are observed strictly.

19. 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 11 of the Act and shall intimate the names to the chancellor one month prior to the expiry of his term of office.

20. Financial:- The Vice-Chancellor shall have power:-

(a) to sanction grants to researchers and fellowships from the fund and funds placed at the disposal of the University by the Government or by other agencies for the said purpose.;

(b) to sanction deputation of delegation to conferences and seminars etc., conducted in other parts of India or abroad.

(c) to sanction the convening of seminars, conferences, committees, discussion groups etc., the expenditure on each part not exceeding Rs.50,000 within the budget position each year.

(d) to sanction advances for the Principal Investigators of schemes and projects which are financed by outside agencies and report to the Syndicate in its next meeting.

(e) to accord administrative sanction for all works, original or repairs upto a maximum estimate of Rs.5,00,000 provided the following conditions are satisfied:-

(i) the works is one included in a scheme approved by the Syndicate;

(ii) funds have been provided in the University budget;

(f) to accept tenders for work or tenders or quotations for supplies required upto an estimate of Rs.5,00,000 and to record the reasons if they are not the lowest of the tenders or quotations received;

(g) to sanction any expenditure upto Rs. 50,000 and reappropriation of funds upto Rs.5,00,000 from one major head to another, provided that such sanction and the reappropriation do not involve a liability which extends beyond the financial year in question.

(h) to sanction loans and advances to employees of the University provided all conditions prescribed by the Syndicate are satisfied.

(i) to sanction reimbursement of amounts spent by the employees of the University for the purpose of medical treatment, according to the norms laid down by the Syndicate.

(j) to sanction permanent advances to the officers and heads of departments in University;

(k) to countersign the Travelling Advance bills of the Registrar, the Finance Officer, the Controller of Examinations, Deans of Faculties and Heads of the Departments in the University.

(l) to authorise opening of new Heads of Accounts for projects financed by outside agencies and when necessary to permit the opening of separate accounts in the Nationalised banks for this purpose;

(m) to open new Heads of Accounts, if there is an urgency and report to the Finance Committee;

(n) to effect purchase of patent equipment/machines instruments and other such goods provided there is budgetary allocation and report to the appropriate bodies.

(o) to sanction refund of deposits of earnest moneys, securities etc., on the basis of the recommendation of Heads of Departments;

(p) the Vice-Chancellor shall have such other financial powers as may be delegated by the Syndicate from time to time;

(q) the Vice-Chancellor shall have power to write off the irrecoverable value of shortage of stock or irrecoverable loss of money occasioned by neglect of duty or fraud by the University employee or otherwise upto a total amount of Rs.1,000 in a year. If the amount to be written off in a year exceeds Rs.1,000 the Syndicate shall have the power to accord the necessary sanction for the purpose.

21. 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 shall as and when done report to the Syndicate for information.

22. Representation of the university in other organisations:- The Vice-Chancellor shall be the representative of the University on the Association of Indian Universities, Association of Common Wealth Universities and other similar bodies or other associations in India or abroad. In case he is unable to attend meetings, he may depute a person/officer of the

University to represent the University at such meetings with the concurrence of the Chancellor.

23. Deputation of 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 of the Vice-Chancellor outside the University area shall not exceed one month.

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

24. The Vice-Chancellor shall also exercise all such powers not expressly mentioned herein which are necessary for **incidental** to the carrying on of the administration of the University and its affairs and report to the appropriate authorities of the action taken.

(b) REGISTRAR

(See section 13 of the Manonmaniam Sundaranar University Act, 1990)

1. Appointment of Registrar:- The Registrar shall be appointed by the Syndicate on the recommendation of a Selection Committee consisting of the Vice-Chancellor as the Chairman, One syndicate Member and one person nominated by the Chancellor from outside the University through a process of open advertisement. His term of appointment shall be for a period of three years and he shall be eligible for a further period of three years.

2. The Registrar shall be paid a salary in the scale of pay applicable to the University professor from time to time.

3. The Registrar shall be governed as regards leave, provident fund, pension, insurance, retirement benefits and disciplinary proceedings by the Statutes governing the conditions of service of the University Employees.

4. The Registrar shall be responsible to the Vice-Chancellor in the exercise of the powers and duties assigned to him under the Act/Laws.

5. The Registrar subject to the immediate direction and control of the Vice-Chancellor, shall carry out his orders and render such assistance as

may be required by the Vice-Chancellor in the performance of his official duties.

6. Subject to the immediate direction and control of the Vice-Chancellor, the Registrar shall be in overall charge of the administration of the University office and shall have power to fix and define the functions and duties of the officers and employees of the University, other than those working under the direct supervision of the Controller of Examinations and the Finance Officer, or those working the Vice-Chancellor's Secretariat, with the approval of the Vice-Chancellor.

7. The Registrar shall have power to sanction leave of all kind to non-teaching employees.

8. Being the officer in overall charge of administration of the University Office, he shall take all steps for the efficient working of the University Office, subject to the approval of the Vice-Chancellor.

9. He shall sanction the indent for Stationery articles from the University Stores or to purchase them from the Government or Co-Operative Stores.

10. He shall call for quotations and tenders wherever necessary and prepare comparative statements, scrutinize the quotations and tenders in consultation with the Finance Officer and make recommendations to the Vice-Chancellor for approval of quotations/tenders.

11. He shall, sign contracts, agreements and other documents on behalf of the University under the direction of the Vice-Chancellor or the Syndicate as the case may be.

12. The Registrar shall not be eligible for nomination or election or for appointment as a member of any of authorities of the University or the colleges affiliated to the University.

Be responsible for the registration of candidates for research degrees and for evaluation of the thesis by boards of examiners appointed by the Syndicate for the purpose.

13. 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.

14. The Syndicate shall have the power, to dispense with the services of the Registrar at anytime after due enquiry in the event of misconduct on his part or of a breach by him of any of the conditions on which he was engaged. In the case of Registrar appointed on deputation from other services, the Syndicate is competent to revert him to his original department when it deems fit to do so.

15. The Registrar, shall, on application previously made for the purpose of fixing a convenient hour, arrange that any member of the Senate, of the Syndicate of the Standing Committee on Academic Affairs of a Faculty, shall have access to the proceedings of the Senate, Syndicate, Standing Committee on Academic Affairs of a Faculty, respectively and to any documents connected with such proceedings with the approval of the Vice-Chancellor.

16. The Registrar shall have the power to sanction for the purchase of items upto a limit of Rs. 5,000 at a time on any single item to meet the day to day expenses, subject to a maximum of Rs.10,000 per month within the budget provisions.

17. The Registrar shall sanction petty items under contingencies upto limit of Rs.10,000 per month under the head "Office Expenses and Miscellaneous."

18. The Registrar with the approval of the Vice-Chancellor, shall make available the files relating to the subjects coming up before the meetings of the authorities to the members of the authorities provided they give a requisition in writing to the Registrar.

19. Notwithstanding anything in the foregoing Statutes, when a Government official is appointed as Registrar on foreign service terms his salary and allowance shall be such as may be fixed by the Syndicate.

(C) THE FINANCE OFFICER

(See section 11 of the Manonmaniam Sundaranar University Act, 1990)

Powers and Functions:-

(a) The Finance Officer shall be responsible to the Vice-Chancellor in the exercise of the powers and duties prescribed to him in the laws of the University and shall be prescribed to him in the laws of the University and shall be subject to the general direction and control of the Vice-Chancellor.

(b) He shall make all arrangements for the transaction of business for the meeting of the Finance Committee.

(c) He 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) He shall arrange to settle objections raised by the Audit appointed by the Government and carry out such instructions as may be issued by the Vice-Chancellor/Syndicate on that Audit Report.

(e) He shall make arrangements with the approval of the Vice-Chancellor for the publication of the Audit 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) The Finance Officer shall prepare the monthly accounts of the University and shall produce for audit, which is concurrent, all the registers and accounts and records connected with financial transactions.

(g) He 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 matter of financial estimates, he shall consult the Register and shall obtain from him the estimates for the year from the departments and institutions of the University.

(h) He shall arrange for the annual stock verification. For this purposes, he shall submit to the Vice-Chancellor in November 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 June of every year. The report of stock verification shall be placed before the Vice-Chancellor.

(i) The Finance Officers Shall:-

(1) With the approval of the Vice-Chancellor, invest all amounts upto Rs.1,00,000. Any amount exceeding Rs.1,00,000 shall be deposited for a short term till the next Syndicate meeting and shall report to the Finance Committee and the Syndicate immediately thereof.

(2) Scrutinize every item of new expenditure not provided for in the budget estimate of the University and suggest appropriate action to the Vice-Chancellor.

(3) Release and receive grants or other moneys due to the University from Central and State Government, University Grants Commission and other bodies, institutions and individuals.

(4) Disburse all salary bills including arrears of salary, contingent bills, like electricity, water land municipal tax, phone and other rental bills, recoup permanent advances, payment of all T.A. bills after ensuring that general sanction is received from the competent authorities.

(5) Make all authorised payments out of the University funds.

(6) Be responsible for proper maintenance of the accounts of the University.

In respect of expenses sanctioned by the Vice-Chancellor/Registrar, the cheques shall be signed by the Finance Officer upto Rs.10,000 and by the Finance Officer and Registrar, above Rs.10,000.

(7) Evolve and install suitable system of accounting and business procedure and prescribe and Accounts Manual for use in the University Office/Department.

(j) The Finance Officer shall with the approval of the Vice-Chancellor, sanction payment of bills submitted by the Department of the Government and the Co-operative bodies for supplies effected on the basis of orders placed by competent authorities of the University subject to budget allotment.

(k) The Finance Officer shall exercise the power conferred on him under the Act.

(l) It shall be his duty to scrutinize the quotations and tenders received and countersign the comparative statement and make recommendations to the Vice-Chancellor through the Registrar for accepting the tenders, quotations or otherwise.

(m) (i) To Meet the day – to day requirements of the Finance Section, he shall sanction petty claims of contingent expenditure upto Rs. 200 only at a time.

(ii) He shall, after obtaining necessary quotations, sanction purchases for the Finance Section not exceeding Rs.2,000 only if such purchases are urgent and if budgetary provision is available.

2. The Finance Officer shall not be eligible for election or nomination as a member to any of the authorities of the University.

3. He shall perform such other duties as may be prescribed by the Vice-Chancellor from time to time.

4. Notwithstanding anything contained in these Laws, it shall be in the power of the Syndicate to revert the Finance Officer to his parent department, when it deems fit to do so.

(d) THE CONTROLLER OF EXAMINATIONS

(See Section 15 of the Manonmaniam Sundaranar University Act, 1990)

(1) Mode of Appointment:- The Controller of Examinations shall be appointed by the Syndicate on the recommendation of the Selection Committee consisting of the Vice-Chancellor as Chairman, one member of the Syndicate and one expert from outside the University to be nominated by the Chancellor or through a process of open advertisement. In exceptional cases the Syndicate can reserve the right to appoint a person by deputation. His term of appointment shall be for a period of three years. He shall be eligible for a further period of three years.

2. The holder of the post of the Controller of Examinations shall be an academician not lower in rank of a Selection Grade Lecturer of an affiliated college.

3. The emoluments and other terms and conditions of service of the Controller of Examinations shall be such as may be prescribed by the Ordinances.

Provided that the Controller 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 anyother cause, unable to perform the duties of his office, the duties of the office of the Controller of Examinations 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 it shall be his duty to arrange with prior approval of the Vice-Chancellor the schedule for the preparation, for all University Examinations and all other matters connected with University Examinations.

(b) be responsible for the safe custody of all 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.

(d) countersign the Travelling Allowance Bill 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 Registrar of Matriculates

(g) be responsible for the collection of fees for the various examinations.

(h) pass on to the Finance Officer the counterfoils of all payments made towards examination fees etc, by the candidates after the preparation of the 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 Syndicate for the purpose.

(j) call for tenders/quotations for printing registers, forms, etc, for the Examination Section and shall counter-sign the comparative statements in **consultations** with the Finance Officer and make recommendations to the Vice-Chancellor for accepting the tenders/quotations.

(k) sanction expenditure for the purchase of necessary items for printing forms relating to examinations on the basis of the accepted quotations subject to budget provisions.

(l) meet day-to-day requirements of the Examinations Section and sanction petty claims of the contingent expenditure up to Rs.500 only at a time.

(m) make all arrangements for the conduct of Convocation.

6. Appointment of Examiners:- The Examiners and Question paper-setters shall be appointed on behalf of the Syndicate by the Controller of Examinations with the prior approval of the Vice-Chancellor, from a panel of names recommended by the Boards of Studies and approved by the Syndicate.

7. He shall arrange to publish the results of all University Examinations with the approval of the Vice-Chancellor and the Syndicate.

8. The Controller of Examinations, shall in the exercise of the powers and the duties of his office, be subject to the immediate direction and control of the Vice-Chancellor and shall carry out his orders and render such assistance as may be required by the Vice-Chancellor in the performance of his duties.

9. Ineligibility for Membership of any authority:- The Controller of Examinations shall not be eligible for nomination or election as a member of any of the University Authorities of the College affiliated to the University.

10. Registration / Reversion:- The Controller of Examinations may by writing inform the Vice-Chancellor his intention to resign or revert back to his parent department after giving three months notice and its shall be competent for the Syndicate. On the recommendation of the Vice-Chancellor to accept his resignation or reversion.

11. It shall be in the power of the Syndicate to dispense with the services of the Controller of Examinations after due enquiry in the event of misconduct on his part or of a breach by him of any of the conditions on which he **was** engaged. In the case of Controller of Examinations appointed on deputation from other services, the Syndicate is competent to revert him to his original department when it deems fit to do so.

(e) OTHER OFFICER OF THE UNIVERSITY

It shall be competent for the Syndicate to appoint Dean of College Development Council Senior Deputy Registrars, Deputy Registrar, Assistant Registrar and Public Relations officer in the scales of pay as prescribed by the University from time to time and they shall devote their whole time to the duties of the office, and shall perform such work as may from time to time be laid down by the Syndicate and generally render such assistance as may be desired by the Registrar in the performance of his official duties.

The Registrar, the Controller of Examinations, Dean of College Development the Senior Deputy Registrar, Deputy Registrars, Assistant Registrars and Public Relations officer shall be governed as regards leave, Provident Fund, **gratuity** pension and retirement by the Statutes and Ordinance governing conditions of service of the establishment of the University.

CHAPTER VI

THE AUTHORITIES OF THE UNIVERSITY

(See section 16 of the Manonmaniam Sundaranar University Act, 1990)

CHAPTER VII

THE PLANNING BOARD

(See section 17 of the Manonmaniam Sundaranar University Act, 1990)

CHAPTER VIII

(a) THE SENATE

(See section 19, 20 and 21 of the Manonmaniam Sundaranar University Act, 1990)

I. MEETING OF THE SENATE:- In addition to the ordinary meetings of the Senate as provided in Section 21 the Act, the Vice-Chancellor may whenever he/she thinks fit, convene meeting of the Senate.

1. (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. The Registrar shall, with the notice the annual meeting also send to each member copies of the annual report and annual accounts and audit report and the financial estimates.

(b) Not less than fifteen clear days notice shall ordinarily be given of a special meeting convened by the Vice-Chancellor. But in case of urgency, the Vice-Chancellor may convene a special meeting, at shorter notice. 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.

2. 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.

(1) (a) No person can give notice of more than 10 (ten) resolutions.

(b) A member who has forwarded a resolution may be giving 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 resolutions.

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

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

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

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

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

3. At a special meeting of the Senate convened by the Vice-Chancellor, no business other than that brought forward by the Syndicate or the Vice-Chancellor shall be transacted.

4. At a special meeting of the Senate convened by the Vice-Chancellor, on a requisition by members, only the resolutions given notice of by the requisitionists and amendments thereto, and such urgent business as may be brought forward by the Syndicate or the Vice-Chancellor shall be transacted.

5. (a) The Registrar shall include in the Agenda paper of a meeting all resolutions of which due notice has been given, and which have not since been withdrawn in accordance with Statute 2 (1) (b) or as directed by the Vice-Chancellor.

(b) When any resolution is not included in Agenda paper under the direction of the Vice-Chancellor on any of the grounds mentioned in Statute 2, the Registrar shall intimate the fact to the member stating the objection.

6. (a) Notwithstanding the notice for resolutions prescribed, any member who wishes to move a resolution on any report or statement by the Syndicate included in the Agenda paper may do so by giving notice of the resolution which shall reach the Registrar not less than nine clear days before the date of the meeting, provided that no such, notice will be necessary in the case of resolutions relating to urgent business brought

forward by the Syndicate or the Vice-Chancellor but not included in the Agenda.

(b) Resolution of which due notice has been received by the Registrar under the Statute shall be included in the amended agenda paper.

7. Not less than twenty one clear days before the date of an ordinary meeting and not less than fifteen clear days before the date of a 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 the non-receipt of the agenda paper by any member shall not invalidate the proceedings of the meeting provided that the Syndicate or the Vice-Chancellor may bring any business which 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. Any member who wishes to move an amendment to a resolution on the agenda paper of any ordinary or special meeting on 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 a special meeting convened of which less than fifteen days notice has been given, the Vice-Chancellor may accept amendments on shorter notice.

The provisions governing the admissibility of resolutions shall apply to amendments as well.

9. The Registrar shall under the direction of the Vice-Chancellor, prepare an amended agenda paper showing all the resolutions and amendments and shall post a copy of it to each member of the Senate not less than five clear days before the date of any meeting provided that in the case of a special meeting convened the amended agenda paper may be sent at a shorter interval before the meeting or may be placed at the meeting.

10. Unless the Senate otherwise resolve, the Senate shall meet at 10.00 a.m. on each day appointed for the meeting and shall, if there is business continue to sit till 16 hours with an interval of an hour for lunch:

Provided that, if at the time prescribed for either adjournment proceedings under closure motion are in progress, the Chairman shall not adjourn the meeting **until** the questions consequent thereon, as provided, have been decided.

Provided further that, if any voting is in progress, the voting and the proceedings consequent thereon shall be completed before the meeting is adjourned:

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

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

12. One third of the total strength of the members of the Senate shall be the quorum for a meeting of the Senate. If a quorum is not present within fifteen minutes, after the time appointed for a meeting the meeting shall not be held and the Registrar shall make a record of the fact.

13. If at any time during the progress of a meeting any member shall call the attention of the Chairman 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 Such dissolution shall be recorded by the Registrar and the record shall be signed by the Chairman.

14. 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 from which the adjournment took place; provided that the Syndicate or the Vice-Chancellor may bring any urgent business before an adjourned meeting, with or without notice.

When a meeting is adjourned for fifteen days or more, not less than ten 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 an adjournment or of the business to be transacted at an adjourned meeting.

BUSINESS OF MEETING

15. 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.

QUESTIONS AND ANSWER.

16. At any ordinary meeting of the Senate any member may ask any question for the purpose of obtaining information from the Syndicate on any matter concerning the University.

17. The Syndicate may disallow a question on the ground that it cannot be answered in the interests of the University.

18. No question shall be admitted unless it complies with the following conditions:-

(a) it shall not publish any name or statement not strictly necessary to make the question intelligible.

(b) if a question contains a statement the member asking it shall make himself responsible for the accuracy of the statement.

(c) it shall not contain arguments ironical expressions or defamatory statements.

(d) it shall not ask for an expression of opinion or the solution of an abstract legal question or of a hypothetical proposition.

(e) it shall not refer to the character or conduct of any person except in his official capacity as connected with the University.

19. (a) Any member who intends to ask a question shall forward to the Registrar a notice in writing to that effect together with a copy of the question to be asked so as to reach him not less than thirty clear days before the date of an ordinary meeting.

(b) No member can ask more than 10 (ten) questions including sub-questions and no question shall refer to more than one subject.

20. After last date for the receipt of questions, the Syndicate shall consider the admissibility or otherwise of the questions and the answers that should be given thereto.

21. (a) The Syndicate shall decide on admissibility a question and shall disallow any question which in its opinion contravenes the provisions of these Laws notifying to the person concerned the ground on which the question was disallowed.

(b) The decision of the Syndicate be final and no discussion thereon shall be permitted at any meeting of the Senate.

(c) The Syndicate may also disallow at its discretion:-

(i) any question which involves the preparation of elaborate statements or statistics, and

(ii) any question the answer to which involves an excessive amount of time and labour.

22. Questions which have been admitted and answers thereto shall be circulated to the members of the Senate along with the amended agenda.

23. (a) The Chairperson shall call out the name of each questioner in the order in which the names are printed in an alphabetical order Specifying the serial number of his question and make a sufficient pause to give him or any other member a reasonable opportunity of rising in his place, putting a supplementary question. Supplementary questions must be put immediately after the principal to which they relate.

(b) Unless otherwise decided upon by the Senate at a meeting, the time allotted for answering questions shall not exceed one hour.

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

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

25. If a supplementary question requires time to answers the Chairperson may disallow the question in which case the supplementary question may be put by the questioner only in the form of fresh question at a subsequent meeting of the Senate.

26. No discussion shall be permitted in respect of any question or of any answer given to a question.

MOTION WITHOUT NOTICE

27. At any meeting the Chair-person may without any formal motion made, permit the correction of clerical or typographical mistakes in notices of motions or in reports or statements or other business placed before the meeting.

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

29. At any meeting of the Senate any member may move any amendment to any resolution brought forward by the Syndicate or the Vice-Chancellor or to a resolution moved by a member or to a resolution included in the Agenda of special meeting convened on less than fifteen clear days notice.

30. At any meeting of the Senate the following resolution may be without previous notice.

(i) A resolution relating to business not included in the agenda but brought forward by the Syndicate or the Vice-Chancellor.

(ii) A motion requesting the Syndicate, the Standing Committee on Academic Affairs, the Faculty Board of Syndicate or any Committee to review or reconsider its decision or recommendation.

(iii) A motion for the appointment of a Committee to consider and report on any matter before the Senate at the 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.

31. At any meeting of the Senate the following amendment may be moved without previous notice.

(i) Amendments to motion requesting the Syndicate, the Standing Committee on Academic Affairs, a Faculty, a Board of Studies or a Committee to review or reconsider its decision or recommendation.

(ii) Amendments of a motion for the appointment of a Committee.

(iii) Amendments to a motion remitting any matter to the Syndicate or the Standing Committee on Academic Affairs or a Faculty or a Board of Studies.

(iv) Amendments to a motion for the adjournment of the meeting or debate to a specified time.

(v) Amendments to a motion brought forward by the Syndicate or the Vice-Chancellor at special meetings on less than fifteen clear days notice or at ordinary meetings on less than twenty one clear days notice and to resolutions move by members.

(vi) Amendments to any resolution or amendment on the agenda paper which in the opinion of the Chairman have been rendered necessary by and are consequential upon any motion passed by the Senate at the same meeting.

(vii) Amendments of a purely **verbel** or formal kind which in the opinion of the Chairman, do not affect the sense or import of the motion to Which they refer.

MOTION IN GENERAL

32. Every resolution to be moved at a meeting shall be brief, to the point, and shall have clarity.

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

34.(a) Every motion at a meeting must be seconded; otherwise it shall drop.

(b) Any member may second resolution by saying 'I second the motion' and may reserve his speech by adding 'I reserve my speech'.

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

35. An amendment may be moved at any time after the question has been stated from the Chair, and before it is put. The order in which amendments to a resolution are to be moved shall be determined by the Chair person.

36. An amendments to a resolution shall be:

- (i) by leaving our certain words;
- (ii) by inserting or adding certain words;
- (iii) by leaving out certain words to insert or add other.

When the amendment is of the first kind, the form in which it is moved shall be 'That the words (mentioning them) be left out' When the amendment is of the second kind, the form shall be 'That the words (mentioning them) be added or inserted' and there shall then follow words specifying the place in which the words mentioned are to be added or inserted. When the amendment is of the third kind, the form shall be; That the words (mentioning them) be left out' and 'That the words (mentioning them) be added or inserted followed by words specifying the place him which the words mentioned are to be added or inserted.

37. (a) An amendment must not reduce the original motion to its negative or opposite form.

(b) Every amendment must be relevant to the resolution to which it is moved and must be so worded that, if carried, the question as amended would form an intelligible and consistent whole.

(c) An amendment must not be virtually in independent proposition.

38. (a) Not more than one resolution and one amendment there to shall be placed before a meeting at the same time.

(b) If an amendment be negative, any other amendments to the original action may then be moved. If an amendment be carried, the motion as amended shall be stated from the Chair and may then be debated as a substantive motion to which the further amendments, if any,

to the original motion may be moved, and such further amendments shall be disposed of in the same manner as the previous amendments.

39. (a) No resolution or amendment shall be withdrawn from the decision of the meeting without its unanimous consent. To withdraw the motion the member who moved it must signify his/her desire in the meeting. Provided no one objects, the Chair person shall declare the motion withdrawn.

(b) Where an amendment has been proposed to a **resolution** the original motion cannot be withdrawn until the amendment has been first disposed of.

40. The Chairman may rule a resolution or an amendment out of order at any time before the question is put to the vote.

PROCEDURE ON MOTIONS

41. Motions made under Law 30 (ii-vii) of this Chapter shall take precedence of any question that may be before the meeting at the time and must be disposed of before such question.

42. When a motion under Law 30 (iv,vi & vii) of this Chapter has been negatived, no other motion of the same kind shall be again brought forward during the debate on the same question.

43. (a) A motion on an Ordinance or a Regulation placed before the Senate under Section 30 and 31 of the Act 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 a Regulation shall be in the form 'That the Ordinance or Regulation (mentioning it be modified followed by words indicating the modification proposed)'

(b) To a motion for the cancellation of an Ordinance or a Regulation, an amendment may be moved for its modification, To a motion for the modification of an Ordinance or a Regulation, an amendment may be for its cancellation or for a different modifications to the one proposed in the original motion.

44. A motion requesting the Syndicate, the Standing Committee on Academic Affairs, 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 on 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; or 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, 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 meeting.

45 (a) 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 not so as to interrupt a speech. The motion shall state the purpose for which the Committee is to be constituted and the names of its members and convener. The motion may include any instruction and may also specify the date for the submission of the report, An amendment to such a motion may be 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 to 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 be to the Senate at such meeting.

(b) If the mover of the resolution or of any amendment **thereto** proposes to include in the Committee person 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 of obtained the consent of such persons to their names being proposed for inclusion.

46. 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 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 meeting.

47. (a) A motion for the adjournment of the meeting or debate to a specified time may be made at any time, but so as 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 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.

48. 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 items or items of business to be considered in Committee.

49. (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 Chairperson shall be of the opinion that the motion for dissolution is an abuse of the rules of the meetings, the Chairperson 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.

50. (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 Chair, 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 Chairperson shall be of the opinion that the motion to pass over to the next item is an abuse of the rules of the meeting, the chair may decline to permit passing on to the next business. If the Chair person accepts the motion, it shall be put forthwith without amendment or debate. If the motion is carried, the main question together with the amendments to it, if any, moved or given notice of shall drop.

SPEECHES

51. (a) A member can speak only when there is a question before the meeting or when he moves or seconds a motion, except.

(i) When putting a question or answering a question put:

(ii) When speaking to a point of order:

(iii) When offering a personal explanation:

(iv) When with the special permission of the Chair, making a statement.

(b) A member in possession of the meeting may speak before moving any motion which he intends to move, but he shall speak on the question and shall conclude his speech by formally moving the motion.

52. (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 to it or a motion under Statute 30 during the debate on the same question; but he may speak on any such new question when moved and seconded by other members, if debate is permissible.

(c) A member who has moved or seconded an amendment or a motion under Statute 30 (iii-vii) may not, after such amendment or motion has been disposed of, move or second any other amendment, or motion under Statute 30 (iii-vii), or speak to the main question. He/she may however speak, or move second an amendment to any such new motion when moved and seconded by other members if amendment or debate is permissible.

Provided that a member may move or second more than one amendment to a main question, when the main question related to the framing, cancellation or modification of Statutes, Ordinances or Regulations:

Provided further that a member who successfully move the adjournment of the debate on any question to a special time they 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 Chair, make a statement on any matter arising from the debate on the question.

53. When the Chairperson 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 a resolution of the kind specified in Statute 30 or an amendment shall have

no right of reply. No member shall speak to a question after the mover has entered on his reply.

54. No speech shall exceed five minutes in duration, provided that the Chairperson may, at his discretion allow a longer period to any speaker.

Provided further that the Chairperson may at his discretion limit the duration of speeches on any subject at any stage to a shorter period than that above specified.

55. The member who first rises to speak at the conclusion of a speech has the right to be heard. In case of more than one member rising simultaneously, the Chairperson shall decide who is in possession of the meeting.

56. The Chairperson has the same right of moving or seconding or speaking to a resolution or an amendment as any other member, but he shall vacate, the Chair, while so engaged and the Chair shall during such time, be taken by a member, nominated by him. Without leaving the Chair, the Chairperson may, however, at his discretion or at the request of any member, explain to the meeting, the scope of any resolution for amendment or make any statement on any matter arising from or connected with the proceedings of the meeting.

57. Any member may rise to explain any misconception of expressions used by him but, he shall confine himself strictly to such explanation. Such personal explanation may be offered whilst another member is speaking, only if the member who is speaking gives way by resuming his seat.

58. (a) Any member may call the Chairperson's attention to a point of order even whilst another member is speaking, but he shall confine himself to 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 Chairperson is taking the votes on a question or taking a poll, except with his permission and only on a matter arising out of or during the vote or poll. The Chairperson may deal with the matter immediately, or when the vote or the poll is completed.

59. When the debate on a resolution is concluded or if there is no debate, the Chairperson 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 an amendment if any, the chair shall put the amendment to vote and declare the result.

VOTING

60. All questions considered at meetings of the Senate shall be decided by a majority of the votes of the members present unless a particular majority is required by the Laws of the University. The Chairperson shall be entitled to vote on any question. If the votes be equally divided, the Chairpersons shall have a casting vote.

61. On any motion being put to the vote, the manner in which the vote of the meeting shall be taken shall be left to the discretion and direction of the Chairperson. If, as soon as the Chairperson 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 members who abstain from voting shall also be recorded.

GENERAL

62. A member must speak on the question under consideration. The chairperson may direct a member who persists in irrelevance or tedious repetition either of his own arguments or the arguments used by the other members it in debate.

63. If the Chairperson rises, the member speaking or offering to speak must sit down at once.

64. The Chairperson 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/her decisions on all points of order.

65. The Chairperson may direct any member whose conduct is in her/her opinion grossly disorderly to withdraw immediately from the meeting and any member so ordered to withdraw shall do so forthwith and absent himself during the remainder of the days meeting.

66. The Chairperson may in the case of grave disorder arising at a meeting, suspend the meeting for a time to be specified by him.

MINUTES

67. The Minutes of all proceedings of each meeting of the Senate shall be signed by the Chairperson of the meeting. The Registrar shall, within four weeks after a meeting send a printed copy of the minutes of that meeting so signed to each member of the Senate.

68. Procedure when exception is taken:- (a) If no exception is taken by any member who was present at the meeting to the correctness of the minutes within 10 days of the sending of the minute, they shall be deemed to be correct.

(b) If such exception be taken within the time aforesaid by means of a letter addressed to the Registrar definitely specifying 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 or correction by such of the members as were present when the business was transacted to which the minutes refer.

69. Representatives on the Press and Visitors may be admitted to the meeting of the Senate if they have obtained the previous permission of the Vice Chancellor.

70. Members of the Senate attending a meeting shall sign in a Register kept for the purpose before they take their places at the meeting.

CHAPTER IX

THE STANDING COMMITTEE ON ACADEMIC AFFAIRS.

(SCAA)

(See Section 22 of the M.S.University Act, 1990)

1. Powers and Functions:- Subject to provision of the Act, the Statutes and the Ordinances, the Standing Committee on Academic Affairs shall have the following powers namely:-

(a) to make Regulations and amend or repeal the same:

(b) to advise the Syndicate on all academic matters;

(c) to make proposals to the Syndicate for framing Ordinances for the conduct or standard of examinations or the condition of residence of students;

(d) to make Regulations for the constitution and functions of the Faculties;

(e) to make regulations for the encouragement of co-operation and reciprocity among University Colleges Departments, Laboratories and Research Centres with a view to promoting academic standards.

(f) 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:

(g) to approve, modify or reject the recommendations of Boards of Studies regarding text books and syllabi required to be prescribed under the Regulations;

(h) to make proposals to be 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.

(i) to recommend to the Syndicate schemes for the constitution or reconstitution of departments of teaching:

(j) to advise the syndicate on the promotion or research in the University.

(k) 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;

(l) 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 necessary declaration of the Syndicate for appointments to the posts of Professor, Assistant Professor, Reader and lecturer in the Departments of Study and Research and Institutions maintained by the University.

(m) to recommend panels of experts for Selection Committees for appointment of teaching staff.

MEETINGS AND PROCEEDINGS

2. (a) There shall be atleast two ordinary meetings one per semester of the Standing Committee on Academic Affairs in a year, one dates to be fixed by the Vice-Chancellor.

(b) The Vice-Chancellor may also whenever he thinks fit convene a special meeting of the Standing Committee on Academic Affairs.

(c) The Vice-Chancellor may, at his discretion post one the date fixed for an ordinary or special meeting of the Standing Committee on Academic Affairs.

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

4. Date for forwarding resolutions:- Any member who wishes to move a resolution on the item of the 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.

5. 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 of this Chapter and which is inconformity of admissibility, to be placed on the agenda paper of the meeting at which it is to be moved.

6. 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.

7. 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.

8. Amended Agenda Paper:- (a) The Registrar shall on the receipt of amendments given in accordance with Statute 6 of this Chapter, prepare under the direction of the Vice-Chancellor an amended paper showing all the resolutions and amendments.

(b) The Registrar shall supply copy of the amended Agenda to each member of the Standing Committee on Academic Affairs not less than five clear days before the date of the meeting.

9. Quorum:- One third of the members of the Standing Committee on Academic Affairs or 20, whichever is less shall be the quorum for a meeting of the Standing Committee on Academic Affairs.

10. Chairman of Meeting:- The Vice-Chancellor, if present, shall preside at all meetings of the Standing Committee on Academic Affairs but if the Vice-Chancellor be not present the members present shall elect a Chairman from among themselves.

BUSINESS OF MEETING.

11. Order of Business:- At every meeting of the Standing Committee on Academic Affairs 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 Boards of Studies.

(iv) Business brought forward by members of the Standing Committee on Academic Affairs.

12. Procedure at Meetings:- The procedure at meetings of the Standing Committee on Academic Affairs shall be regulated generally by the procedure laid down for the Senate. So far as it is applicable. Members of the Standing Committee on Academic Affairs attending a meeting shall sign in Register kept for the purpose before they take their places at the meeting.

13. The Registrar shall be the Ex-Officio Secretary of the Standing Committee on Academic Affairs, but shall not be deemed to be a member.

CHAPTER X

THE SYNDICATE

(See Sections 23,24,25,26 and 27 of the Manonmaniam Sundaranar University Act, 1990)

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. QUORUM FOR THE MEETING one-third of the members of the Syndicate shall be the quorum required for a meeting of the Syndicate.

3. The Vice-Chancellor, or in his/her absence, any member chosen by the members present shall preside a meeting of the Syndicate.

4. 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 Research Departments of the University colleges affiliated. Recognised and approved by the University or any Superintendents of the examinations or by an examiner or by any student of the University, Research Departments of the University or Colleges affiliated to recognised and approved by the University and take appropriate action thereon.

5. The conduct of the business of the Syndicate and the procedure for voting MUTATIS MUTANDIS those prescribed for the conduct of the business of the Senate.

CHAPTER XI

FACULTIES

(See section 28 of the Manonmaniam Sundaranar University Act, 1990)

1. The following shall be the faculties of the University:-

(a) Faculty of Arts, (Social Science) Science, Law Engineering, Education, Commerce, Indian and other Languages, Fine Arts, (including Aesthetics and Sports and such other Faculties may be prescribed by the Statutes.

(b) The Faculty of Arts (Social Sciences) shall comprise the following Departments of Teaching:-

*[(c) History, Economics, Politics, Philosophy, Logic, Geography, Sociology, **Criminology and Criminal Justice**, Library and Information Science, Administrative Studies, Journalism and Communication, Folklore, Women's Studies and such other departments as may be included from time to time

(d) The Faculty of Indian and other Languages shall comprise the following departments of teaching: Tamil, English, **Poetry and Poetics** Hindi, Arabic, Urdu, Telegu, Kannada, Malayalam, Sanskrit, French, German, Russian, Japanese and such other Languages.

(e) The Faculty of Science shall comprise the following departments of teaching Mathematics, Statistics, Physics, Chemistry, Botany, Zoology,

Physiology, Psychology, Geology, Home Science, Computer Science, **Information Technology, Atomic Energy and Solar Energy**, Nuclear Sciences, Marine Sciences, Environmental Studies Space and Satellite Studies, Microbiology, Bio-Technology, **Aquacultural Sciences, Pharmaceutical Chemistry (from 21.08.2006), Plant Science, Animal Science, Renewable Energy Science** and such other departments.]*

(f) The faculty of Fine Arts (including Aesthetics and sports) shall comprise the following departments: Indian Music, Physical Education, Games and Athletics, Theatre Arts, Performing Arts, Plastic Arts, Handicrafts, Folk Arts and such other departments.

(g) The Faculty of Engineering shall comprise the following departments Engineering, Housing, Urban Development and Town Planning, Under water communication, Architecture, Bio-Engineering and such other departments.

(h) The Faculty of Law shall comprise the following departments: Legal Studies, Legal Aid, Extension and such departments.

(i) The Faculty of Commerce shall comprise the departments of commerce and such other departments.

(j) The Faculty of Education shall comprise the departments of education and such other departments.

***Particulars about the inclusion of Departments in Chapter XI of MSU Statutes.**

Department		Date of the Syndicate	Governor Assent Lr.
Chapter XI 1(c)	Criminology and Criminal Justice	25.01.2003 AA Item No.5	D.O.Lr.No.2643/U2/2003 Dt.25.02.2004.
Chapter XI 1(d)	Poetry and Poetics	28.09.2001 Item No.47	Lr.No.1504/U2/2001 Dt.04.07.2001.
Chapter XI 1(e)	Information Technology, Atomic Energy and Solar Energy	28.09.2001 Item No.47	Lr.No.1504/U2/2001 Dt.04.07.2001.
	Pharmaceutical Chemistry(21.08.2006)	Syndicate No.111 19.05.2008 Item No.22	Lr.No.4522/U2/2007 Dt.28.04.2008.
	Plant Science, Animal Science, Renewable Energy Science	Syndicate No.150 22.09.2013 Item No.08	Lr.No.2401/U2/2013 Dt.10.02.2014.
	Aquacultural Sciences	Syndicate No.151 30.12.2013 Item No.16	Lr.No.2401/U2/2013 Dt.10.02.2014.

CHAPTER XII

FINANCE COMMITTEE

(See Section 31 of the Manonmaniam Sundaranar University Act, 1990)

1. A weeks notice of the meeting shall ordinarily be given but the Vice-Chancellor may **convene** meeting at shorter notice.

2. 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.

3. Minutes of the meeting shall be maintained by the Finance Officer who 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.

CHAPTER XIII

RULES AND PROCEDURES FOR THE CONDUCT OF ELECTIONS TO THE AUTHORITIES, OF THE MANONMANIAM SUNDARANAR UNIVERSITY.

Rules for the conduct of elections under the Act.

1. 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 date of elections.

(b) to determine the form of notice of nomination, letter of intimation, form of declaration, ballot paper and cover and envelopes 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) below the officers holding the election shall exercise the powers referred to under (a), (c) and (d) as above:

Provided also it shall be competent for the Vice-Chancellor in case of emergency (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 or 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 so acting.

(e) 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.

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 reason of the existence of a vacancy or vacancies among its members of 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 Gazette as well as in local dailies largely in circulation.

(b) Election process will be proceeded with in the cases of anticipatory elections and their results of the elections will take effect from the date of occurrence of the vacancy and in other cases from the date of declaration of the result of the election or from the date of constitution as the case may be.

4. Dates from which Member elected:- In the case of elections held under the Amend 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 ballot papers, with the 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 the 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 results or after the final disposal of the objection raised in respect of the particular election.

(a) ELECTIONS CONDUCTED (BY) AGENCIES OTHER THAN THE UNIVERSITY:

In the case of elections enumerated below, the Vice-Chancellor shall direct the holding of the election, within a date specified by him and the Officers referred to in the last column of the statement below shall thereupon hold the elections in accordance with statutes 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.

ELECTIONS CONDUCTED BY AGENCIES OTHER THAN THE UNIVERSITY

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

ELECTIONS CONDUCTED BY THE UNIVERSITY

Sl. No	Name of the Electorate	No.of persons be elected	University Authority to which elected	Returning Officer
01.	Registered Graduates	Two from each Revenue district	Senate	Registrar, Manonmaniam Sundaranar University.

02.	Secretaries of Private Colleges Committees.	One	Senate	Registrar, Manonmaniam Sundaranar University.
03.	Principals of Affiliated Colleges	Two	Standing Committee on Academic Affairs.	Registrar, Manonmaniam Sundaranar University.
04.	Principals of Affiliated Colleges.	Two	Syndicate	Registrar, Manonmaniam Sundaranar University.
05.	Teachers of Affiliated Colleges other than Principals who are members of the Senate elected by the teachers of affiliated colleges.	Two	Syndicate	Registrar, Manonmaniam Sundaranar University.
06.	Senate Members among themselves not falling under Section 23(b) Class-II-Other Members-Sub-section 1,2 and 3 of the Act.	One	Syndicate	Registrar, Manonmaniam Sundaranar University.
07.	Senate Members.		Committee for recommending a panel of persons for Vice-Chancellorship	Registrar, Manonmaniam Sundaranar University.
08.	Syndicate Members.		Committee for recommending a panel of persons for Vice-Chancellorship.	Registrar, Manonmaniam Sundaranar University.

The Returning Officer or Officers may, for sufficient cause, with the previous consent of the Vice-Chancellor postpone the date or date fixed in the programme for filing 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.

ELECTORAL ROLL

8. (a) Register of Graduates:- The Syndicate shall maintain a Register of Graduates, in which the names of any graduate who is ordinarily resident of the University area and who- (i) has been a graduate completed three years of any University in the territory of India; or (ii) is a Registered Graduate of any University in the territory of India whose name is entered and continued subject to the following provisions.

[(b) Conditions of Registration: (i) The Graduate shall apply in the prescribed form to the Registrar and pay a fee of Rs.500/- which will entitle him/her to have his/her name entered in the Register for a period of five years.]

(ii) Graduates of this University at the time of registration should send with their application a true copy of their diploma as proof of their qualification. The Registrar's Office shall check the true copies of the Diploma with the Convocation Register Graduates of other Universities should send along with their application the original diploma as proof of their qualification at the time of Registration.

(iii) The Certificates of Residence in the applications form to the effect that the applicant is ordinarily a resident within the University area shall be declared by the applicant himself.

(c) Scrutiny of Applications and Registration:- The Registrar on receipt of applications shall make such enquiries as he deems fit and on satisfactory fulfillment of the conditions, enrol the Graduates in the Register for a period of five years. Such registration shall ordinarily take effect from the 1st January or the 1st July following and the term of five years shall be reckoned from such date.

(d) Change of Address:- Notification:- (i) A graduate who has registered shall inform the Registrar of any change of address of his/her

*** Lr. No. 1813/U2/ 2019 dt. 04.06.2019 from Governor's Secretariat
181st Syndicate dt. 20.12.2018 Item No. 181.45**

residence immediately and the change of address shall be noted in the Register fourth with.

(ii) Any Graduate shall be entitled to have his/her name reamed in the Register only so long as he is ordinarily a resident within this University area and if it is brought to the notice of this University that he ceased to be the resident within this University area, his name shall be removed from the Register.

[(e) Renewal of Registration:** (i) At the end of every five years from the date of first registration a registered graduate ordinarily resident within this University area shall be entitled to have his/her name renewed, for a further period of five years on payment of a fee of **Rs.500/-]

(ii) A registered graduate is expected to apply in the prescribed form a month before the expiry of Registration for renewal together with a fee of Rs.2 and with a declaration made by the graduate himself/herself of continued residence in the University area. The names of the graduates who do not apply for continuance of registration on or before the date of expiry shall be deleted from the Register. Graduates who have so renewed shall be eligible to participate in the elections from the date of renewal.

(f) Annual Revision:- (i) The Register of graduates shall be revised on 1st January every year. Registered Graduates may intimate to the Registrar on or before 1st December preceeding, any change in their address or any information relating to any change of residence or demise of any other registered graduates.

(ii) After the electoral roll of graduates is prepared by the University, a notification will be published in the local dailies in Tamil and English version that the electoral roll prepared is available at the Office of the Registrar and any omission or error may be brought to the notice of Registrar in writing before the date to be prescribed and the Registrar after verification may have the electoral roll corrected.

***[(g) Supply of copy of Register of Graduates:** (i) Any graduate may inspect the Register of Graduates during office hours making an application to the Registrar in this regard and on payment of a **fee of Rs.200/- prescribed by the Syndicate from time to time** can obtain a copy thereof from the Office of the Registrar.(soft copy only)]*

*** Lr. No. 1813/U2/ 2019 dt. 04.06.2019 from Governor's Secretariat
181st Syndicate dt. 20.12.2018 Item No. 181.45**

(ii) The list of Registered Graduates shall be prepared and maintained districtwise and talukwise in the case of cities and towns, wardwise wherever possible.

(iii) Any omission or error in the Register of Graduates shall not by itself vitiate any election.

(h) Eligibility for Election: Graduates who are enrolled atleast 6 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.

CONDUCT OF ELECTIONS BY THE UNIVERSITY

9. Registrar to Conduct Election:- The Vice-Chancellor may direct the Registrar to make necessary arrangement for the conduct of all elections to be conducted to the various bodies of the University.

10. Notification of vacancy:- If any vacancy occurs, or is about to occur by efflux of time among the members of any University authority which has to be filled up by an election conducted by the University, a notification of the fact shall be published in TamilNadu Government Gazette.

11. Nature of Poll: Save as otherwise provided, in all elections under the Act, the method of postal voting with the option to deposit the envelope in a ballot box on the day of the poll, shall be adopted, except in regard to elections enumerated below:-

(i) Election of two members to the Syndicate by Principals of affiliated colleges from among themselves in accordance with the system of proportional representation by means of the single transferable vote. (Vide Section 23 (a) Class II (1) of the Act.)

(ii) Election of two members to the Syndicate 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. (Vide Section 23 (a) Class II (2) of the Act)

(iii) Election of one member to the Syndicate not falling under any of the three categories mentioned in Subsection (1), (2) and (3) of Section 23 (a) Class II-Other Members of the Act.

(iv) Election of two members to the Standing Committee on Academic Affairs by Principals of affiliated colleges from among themselves in accordance with the system of proportional representation by means of the single transferable vote. (Vide Section 22, Sub-Section 2(a) Class II (a) Other Members of the Act.)

(v) Election of one member 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, (vide Section 19 (a) Class II (2) of the Act.)

(vi) ELECTIONS OF TWO MEMBERS TO THE SENATE BY THE REGISTERED GRADUATES IN EACH REVENUE DISTRICT WITHIN THE UNIVERSITY AREA FROM AMONG THEMSELVES (VIDE SECTION 9 (a) CLASS II (4) OF THE ACT)

EXCEPT THE ELECTION UNDER ITEM (vi) ABOVE OTHER 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 a final list of candidates validly nominated shall be sent to every member of the electing authority concerned not less than ten clear days before the date fixed for the poll.

(c) All members present at the meeting shall be entitled to vote. No vote shall be given by proxy or by post. Members present shall sign in the nominal/electoral roll kept for the purpose as a record of Voting at the election.

(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 counterfoil of ballot paper/or in a register maintained for the purpose of the election and shall then handover to the member the ballot paper corresponding to that counterfoil 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.

(e) When a member has received a ballot paper he shall proceed to the place arranged for marking the vote and shall mark thereon by putting a cross mark thus 'X' against the name or names of persons the member intends to vote for. The number of nominees for whom each

elector may vote may be less than or equal to, but shall not be more than the number of vacancies to be filled in the member shall then fold the ballot paper and drop it in 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 ballot paper and retain the spoiled ballot paper and this spoiled ballot paper shall be immediately cancelled and the fact of such cancellation shall be noted on the counterfoil/Register and signed by the Returning Officer.

(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 the votes obtained by each candidate and prepare the result sheet. In case of doubt about the validity of any ballot paper, the matter shall be decided by the Returning officer whose decision shall be final.

12. Recounting of Votes:- IN THE ABOVE ELECTIONS, ANY CANDIDATE OR HIS AGENT HAS THE RIGHT TO DEMAND A RECOUNT OF THE VOTES IMMEDIATELY AFTER THE COUNTING IS COMPLETED. THE RETURNING OFFICER AT HIS DISCRETION MAY ORDER A RECOUNT OF THE VOTES AND THE DECISION OF THE RETURNING OFFICER REGARDING RECOUNTING SHALL BE FINAL.

13. A ballot paper shall be invalid if:-

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

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

14. Wherever applicable the Tellers/ Officials entrusted with the counting of ballots shall after preparing the result sheet deliver to the Returning Officer, who shall declare the result of the elections as stated in Statute 15.

15. The Candidate or Candidates equal in number to the number of vacancies, receiving the largest number of votes shall be declared duly elected, Which two or more candidate 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.

16. THE ELECTION TO THE SENATE BY THE REGISTERED GRADUATES SHALL BE CONDUCTED AS FOLLOWS:-

(i) THE ELECTION OF TWO MEMBERS TO THE SENATE BY THE REGISTERED GRADUATES IN EACH REVENUE DISTRICT WITHIN THE UNIVERSITY AREA SHALL BE CONDUCTED BY SETTING UP AS MANY POLLING BOOTHS AS ARE NECESSARY IN THE COLLEGES OF THIS UNIVERSITY AREA OR ANY OTHER SUITABLE PLACE WHICH THE SYNDICATE MAY DECIDE.

(ii) THE POLLING CENTRES SHALL BE SELECTED BY THE SYNDICATE THERE SHALL BE ONE PRESIDING OFFICER WHO MAY BE THE HEAD OF THE EDUCATIONAL INSTITUTION AND TWO POLLING OFFICERS (WHO MAY BE THE TEACHERS OF THE SAME INSTITUTION AND TWO PEONS FOR EACH POLLING CENTRE THEY SHALL BE PAID THE REMUNERATION FIXED BY THE SYNDICATE.

(iii) THE POLLING HOURS SHALL BE FROM 8.00 A.M. TO 4.00 P.M.

(iv) THE PRESIDING OFFICER SHALL KEEP ORDER AT THE POLLING CENTRE. NO PERSON OTHER THAN A VOTER SHALL BE PERMITTED TO ENTER THE POLLING BOOTH.

(v) EVERY POLLING BOOTH SHALL HAVE SUCH NUMBER OF COMPARTMENTS AS THE PRESIDING OFFICER THINKS NECESSARY TO ENABLE THE VOTERS TO RECORD THEIR VOTES WITHIN THE TIME LIMIT PRESCRIBED UNDER THE STATUTE.

(vi) IMMEDIATELY BEFORE THE POLLING COMMENCES, THE PRESIDING OFFICER SHALL SHOW TO THE CANDIDATES OR THEIR AUTHORISED AGENTS OR THE VOTERS PRESENT AT THE CENTRE THAT THE BALLOT BOX IS EMPTY AND SHALL THEN LOCK AND SEAL IT FOR USE. A STATEMENT TO THIS EFFECT SHALL BE OBTAINED FROM THE PERSONS PRESENT AT THAT TIME.

(vii) THE VOTER SHALL SIGN IN THE COUNTERFOIL OF THE BALLOT PAPER AS WELL AS IN THE ELECTORAL ROLL AS A RECORD OF VOTING AT THE ELECTION.

(viii) THE PRESIDING OFFICER SHALL THEN ENTER HIS NAME AND THE NUMBER OF THE VOTER 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 SHALL HAND IT TO THE VOTER.

(ix) EVERY BALLOT PAPER SHALL CONTAIN THE NAMES OF ALL CANDIDATES FOR ELECTION ARRANGED IN THE ALPHABETICAL ORDER.

(x) THE VOTER ON RECEIVING THE BALLOT PAPER SHALL FORTH WITH PROCEED FOR THE PLACE ARRANGED FOR MAKING THE VOTE AND MARK HIS BALLOT PAPER ACCORDING TO THE INSTRUCTIONS CONTAINED IN THE BALLOT PAPER. THE VOTER SHALL THEN FOLD THE BALLOT PAPER AND DROP IT IN THE BALLOT BOX PLACED IN FROM OF THE PRESIDING OFFICER.

(xi) IF A VOTER INADVERTENTLY SPOILS THE BALLOT PAPER, HE MAY RETURN IT TO THE PRESIDING OFFICER WHO SHALL IF SATISFIED OF SUCH INADVERTENCE GIVE HIM ANOTHER BALLOT PAPER AND RECLAIM THE SPOILED BALLOT PAPER AND THIS SPOILED BALLOT PAPER SHALL BE IMMEDIATELY CANCELLED AND THE FACT OF SUCH CANCELLATION SHALL BE NOTED ON THE COUNTER FOIL AND SIGNED BY THE PRESIDING OFFICER.

(xii) IN THE CASE OF ANY OBJECTION IN RELATION TO THE VOTING OF ANY VOTER AT POLLING CENTRE, THE DECISION OF THE CONCERNED PRESIDING OFFICER SHALL BE FINAL.

(xiii) BALLOT BOXES SHALL BE COLLECTED AS EXPEDITIOUSLY AS POSSIBLE FROM THE VARIOUS POLLING CENTRES BY USING NECESSARY TRANSPORT AND GATHERED IN A FEW CENTRES. THEN THEY SHALL BE BROUGHT TO THE UNIVERSITY, TIRUNELVELI ON THE FOLLOWING DAY.

(xiv) THE PERSONS WHO ARE DEPUTED FOR POLLING WORK ALONE BE PERMITTED TO EXERCISE THEIR FRANCHISE IN THE BOOTH TO WHICH THEY ARE ASSIGNED DUTY.

THESE PERSONS MAY BELONG TO THE FOLLOWING CATEGORIES.:-

(i) THE PERSONS WHO ARE ASSIGNED DUTY IN A PARTICULAR BOOTH.

(ii) OTHER WHO ARE ASSIGNED DUTY FOR OVERALL SUPERVISION OF TWO OR MORE BOOTHS.

THE FIRST CATEGORY OF PERSONS MAY EXERCISE THEIR FRANCHISE IN THE BOOTH IN WHICH THEY ARE ASSIGNED DUTY AND IN THE CASE OF THE SECOND CATEGORY OF PERSONS, THEY MAY BE PERMITTED TO EXERCISE THEIR FRANCHISE IN ANY ONE THE BOOTHS.

(xv) IF A WRITTEN REQUEST IS RECEIVED BEFORE 3 MONTHS OF POLLING FROM THE REGISTERED GRADUATES CONSEQUENT ON HIS/HER OFFICIAL TRANSFER TO SOME OTHER PLACE OTHER THAN THE RESIDENTIAL ADDRESS ALREADY GIVEN IN THE REGISTRATION FORM, TO EXERCISE THEIR FRANCHISE IN A BOOTH SITUATED NEAREST TO THEIR PRESENT PLACE OF WORKING, THEY MAY BE PERMITTED TO DO SO, AND SUCH PERMISSION SHALL BE GRANTED ONLY ON THE GROUND OF OFFICIAL TRANSFER.

17. ELIGIBILITY OF ACTING PERSONS TO TAKE PART IN ELECTIONS: When persons holding office as Principals of Colleges, Teachers in Colleges or Headmaster of Higher Secondary Schools are entitled to take part in an election, the persons for the time being acting such as Principals Teachers or Headmasters and performing the duties of each such office shall have all the rights and powers vested in them by the Act and by these Laws.

18. (a) Teachers of affiliated colleges for the purpose of Section 19 (a)-Class II – Other Members – Sub-section (1) and Section 23 (b) Class II – Other Members – Sub-section (2) of the Act means teachers in Colleges as defined in Section 2 (n) of the Act including Directors of Physical Education in Colleges but excluding Tutors, Demonstrators and Physical Instructors.

(b) “Headmasters of Higher Secondary Schools” means Headmasters of completed Higher Secondary School within the territorial jurisdiction of the University recognised by the Local Government.

19. NOMINATION:- 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 hour fixed which shall be, in the case of 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 ten clear days after the publication of the notification in local dailies one in Tamil and one in English.

(a) An elector shall be eligible to subscribe either as proposer or as seconder nomination papers, only as many time as there are vacancies but not more.

(b) Nomination papers shall be enclosed in an envelope superscribed "Nomination to the by" and sent by Registered Post (acknowledgement due) so as to reach the Registrar 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 subscribed as specified and sent by registered post or are not delivered in person or by messenger as required above shall be declared invalid.

(d) Subject to the proviso here under, 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, elected by a particular electorate to stand as a candidate in such anticipatory vacancy provided the date of membership in that vacancy shall be posterior to the date on which he ceases to be a member of that authority.

20. 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 a representative of 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 validity nominated shall be declared duly elected.

(c) If the number of such candidates declared elected is less than the number of vacancies the constituency shall be called upon to elect a person or persons as the case may be to fill the remaining vacancies.

(d) If after scrutiny the number of candidates validity 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.

21. 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 three O' Clock in the A.N. 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.

22. Publication of valid Nominations:- The Returning Officer or other person authorised by him shall publish on the same day after the time for withdrawal of nominations has expired a final list of candidates Validly nominated.

23. Members who have filed nominations for a particular election shall not be engaged for any Work regarding the conduct of that election.

24. Declaration of election validity nominated Candidates: (a) If the number of candidates who are validity 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 the number of vacancies, the constituency shall be called upon to elected is less the number of vacancies, the constituency shall be called upon to elect a person or persons, as the case may be to fill the remaining vacancies.

(b) If the number of candidates who are validity 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.

25. Despatch of Ballot Paper:- (a) The Registered Returning Officer shall forward to each elector through the post whenever 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 be bear on it Registrar's 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 the hour fixed for the scrutiny and counting of votes. The papers shall be forwarded to the address entered against the name of the elector in the electoral roll, or if the elector has since the publication or preparation of the roll changed his address and intimate the fact in writing to the Registrar atleast 14 days before the first date of dispatch of ballot papers, to the address so given.

(b) The date fixed for the poll shall be not less than ten clear days after the date of posting of the ballot papers.

(c) IN THE CASE OF ELECTION TO THE SENATE BY REGISTERED GRADUATES EACH ELECTOR SHALL BE NOTIFIED ATLEAST NOT LESS THAN FOURTEEN CLEAR DAYS FROM THE DATE FIXED FOR THE POLL, THE DATE AND TIME OF POLL AND THE POLLING CENTRE ALLOTTED.

(d) THE NAMES OF CANDIDATES STANDING FOR THE ELECTION TO THE SENATE BY THE REGISTERED GRADUATES SHALL BE NOTIFIED IN ONE ENGLISH DAILY PAPER AND IN ONE TAMIL DAILY PAPER.

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

Provided, that, at his opinion, 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:

Provided also that the procedure as enumerated in the above Statute 26, shall not be applicable to the election of two members to the Senate by registered graduates in each revenue district within the University area from among themselves.

27. STATUTE RECORDING OF VOTES OF ELECTORS PHYSICALLY INCAPACITATED IN THE CASE OF ELECTION OF TWO MEMBERS TO THE SENATE BY REGISTERED GRADUATES IN EACH REVENUE

DISTRICT IF AN ELECTOR IS INCAPCITATED FROM BLINDNESS OR OTHER PHYSICAL CAUSE FROM VOTING IN THE MANNER PRESCRIBED THE PRESIDING OFFICER OF THE CONCERNED POLLING BOOTH MAY HELP HIM AND HE SHALL RECORD THE VOTE AS PER THE DIRECTION GIVEN BY THE BLIND VOTER.

28. STATUTE, PROCEDURE, WHEN VOTING 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 have been inadvertently spoilt, may transmit a declaration to that effect signed by himself and require 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 paper shall be returned to the Registrar 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.

29. STATUTE PROCEDURE ON COUNTNG:- On the day at the hour appointed for the scrutiny and counting of votes the envelopes received from the elector's by the Registrar, except those which have not either been sent by the 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 and during hours for the poll, shall be arranged and counted, They shall then be opened and the declaration papers and the ballot papers covers examined.

A ballot paper cover shall be rejected, if;

(i) the envelope contains no declaration papers outside the ballot paper cover; or

(ii) declaration paper is not the one sent by the Registrar; or

(iii) the declaration or a attestation is not in accordance with the rules; or

(iv) the ballot paper is placed outside the ballot paper cover; or

(v) more than on declaration paper or cover containing ballot paper have been enclosed in one and the same envelop; or

(vi) if 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 to assist the Registrar/ Returning Officer the candidates and or not more than two representatives of each candidate appointed in writing by him shall be present at the scrutiny and counting of vote.

31. Election as per section 19 (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.

(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.
- (ii) last date and hour for filing the nominations.
- (iii) date and hour for the scrutiny of nominations.
- (iv) date and hour for the publication of valid list of nominations.
- (v) last date and hour for withdrawal of candidature.
- (vi) the place, date and time of issue of ballot paper, polling, scrutiny land.
- (vii) 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 Returning Officer. 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 validity nominated is less than or equal to the number of vacancies to be filled, he shall declare such candidates 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

elections shall be proceeded with, as per the notice issued earlier in the regard.

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

32. Elections without proportional Representation:- in the elections enumerated below, the procedure prescribed in the proceeding statutes and below shall be followed:

(a) Election of one member to the Senate by the Teachers of each affiliated college.

(b) Election of one member to the Senate by the Secretaries of the College Committees from among themselves of the private Colleges within the University area, as defined in the Tamil Nadu Private Colleges (Regulation) Act, 1976 (President's Act 19 of 1976).

(c) Election of one member to the Senate by the Headmasters of Higher Secondary Schools in each revenue district from among themselves.

(d) Election of two members to the Senate by the Registered Graduates in each revenue district within the University area from among themselves.

(e) Election of two members to the Senate by the Members TamilNadu Legislative Assembly from among themselves.

(f) Election of one member to the Syndicate not falling under any of the three categories mentioned in Sub-section (1), (2) and (3) of section 23 (a) Class-II-Other Members of the Act.

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 name or writes any word or makes any mark on it, by which it becomes recognizable; or

(c) no vote is recorded thereon; or

(d) the number of votes recorded thereon exceeds the number of vacancies to be filled or

(e) it is void for uncertainty;

Provided that where more than one vote can be given on the same ballot paper if one of the marks is so placed as to render it doubtful 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 the 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.

35. Elections 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 proportional representation by means of the 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 Senate.

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.

(c) Election of two members to the Standing Committee on Academic Affairs by Principals of affiliated colleges from among themselves.

36. Voting:- All voters shall be entitled to vote. Each voter shall have only one vote:

Invalid Ballot Papers:- The ballot paper covers other than those rejected under Statute 29 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 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 figures 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 for uncertainty.

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

37. Definition of Terms:- In the following statutes:-

(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 a 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 name of the candidate next in order of preference whether continuing or not is marked:

(b-i) by a figure 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 means, the figure 2, “Third Preference”, the figure 3 and so on:

(iv) “Original Votes” in regard to any candidate means, the votes derived from ballot papers on which a first preference is recorded for such Candidate.

(v) “Surplus” means the number by which the votes of any candidates, original and transferred exceeds the quota as defined in Statute 40.

(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 further preference is recorded for a continuing candidate.

38. Procedure for elections with proportional representation:- In carrying out the operations prescribed in the Statutes herein after contained:-

(i) all tractions shall be disregarded: and

(ii) all preferences recorded for candidates already elected or excluded from the poll shall be ignored.

39. 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 the first preferences recorded for each candidate and the number of papers in each parcel noted.

40. Quota:- The number of the papers in all the 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 the number of persons to be elected has obtained the quota, such candidate shall be treated as elected and no further steps shall be taken.

41. Candidates when elected:- Any candidate, in whose parcel the number of votes on the first preference being counted is equal to or greater than the quota, shall be deemed declared.

42. Transfer of surplus papers: If the number of the papers in any such parcel is equal to the quota, the papers shall be kept aside and 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 statutes.

43. Surplus 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 the provisions of this statute.

(b) If, after ascertaining the number of papers to be transferred from 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 the 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 unity, 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 candidate who 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 other 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) Where 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 parcels 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 the papers in each sub-parcel and the total of all unexhausted papers shall then be ascertained.

(iii) If the total number of the unexhausted papers is equal or less than the surplus, all the sub-parcels shall be transferred to continuing candidates.

(iv) If the total number of the unexhausted paper 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 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 is provided in the case of the sub-parcels 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 not transferred under this statute shall be set aside as finally dealt with.

44. EXCLUSION OF CANDIDATES 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 distribute among the continuing candidates according to the next preference recorded thereon. Any exhausted papers shall be set aside as finally dealt with.

(ii) The papers containing 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 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 this statute shall be repeated on the successive exclusions of the candidates lowest on the poll until the last vacancy is filled either by the election of a candidate with the quota, or as herein-after provided.

45. 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 in the quota, the transfer then proceeding shall be completed but no further papers shall be transferred to him.

46. (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 candidates 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 there upon be distributed in the manner herein before provided, before the exclusion of any other candidate.

47. (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 ex. of transfer, One candidate shall be excluded under the next succeeding statute and the other deemed elected.

48. EQUAL SURPLUSES:- TWO OR MORE CANDIDATES LOWER ON THE POLL:- If when there is more than one surplus to be distributed two to or more surpluses are equal or if at any time it becomes necessary to exclude a candidate and two or more candidates and the candidate for whom 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 excluded.

49. 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 other-wise) 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 recount the same. The Vice-Chancellor may also at his/her 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.

50. DECLARATION OF RESULTS:- The Vice-Chancellor shall then declare the names of the candidates who have been duly elected.

51. ELECTION RETURN:- The Registrar shall prepare a form showing:-

1. The number of voters who votes.
2. The number of ballot papers rejected.
 - (a) as being received too late.
 - (b) for being sent by one ordinary post or in other than the prescribed way.
 - (c) For irregularities connected with the declaration.
 - (d) as invalid.

52. IN THE CASE OF ELECTION OF TWO MEMBERS TO THE SENATE FROM THE REGISTERED GRADUATES CONSTITUTENCY IN EACH REVENUE DISTRICT, THE BALLOT BOXES COLLECTED FROM VARIOUS POLLING CENTRES SHALL BE OPENED AND THE NUMBER OF VOTES POLLED IN EACH CENTRES SHALL BE COUNTED AND TALLIED, THEN THE BALLOT PAPERS TAKEN OUT FROM THE BALLOT BOXES SHALL BE 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 initial; 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 no vote is recorded ; or
- (d) On which more votes are recorded than the number of vacancies to be filled; or
- (e) It is void for uncertainty.

On every paper so rejected. The Vice-Chancellor shall endorse the word 'invalid' and such papers shall be kept in a separate bundle.

R.R.G.No.
DATE:

MANONMANIAM SUNDARANAR UNIVERSITY
REGISTER OF REGISTERED GRADUATES

Application for Registration.

1. (a) Name in full (in block letter)
As entered in the Diploma

(b) Sex:

(c) Age:

(d) Date of Birth:

2. Father's Name:

3. Nationality:

4.

Degree/Degrees Obtained at a University	Year and qualifying for the degree	Year and month at which the degree/degrees was/ were taken at a Convocation (In person/In absentia)	The University from which the Candidate has qualified for the degree.

(i) Particulars about additional degree, if any should be given as above.

(ii) If he/she is graduate of other Universities he/she should send the original diploma as proof of his/her qualification at the time or registration.

(iii) In the case of a Registered Graduate of any University in the territory of India who is not in a position to produce the original degree/diploma shall send the original registration card of that University provided the registration card is valid on the date or registration.

5. (a) Name of the College in which he/she studies for the degree:
- (b) Period of study (mention the year of joining and year of leaving the college):
- (c) Year of completing the degree:

6. If employed: Present Occupational

Address with Designation:

Ward No.

(In case of Municipality)

Taluk:

District:

Pincode:

7. Residential Address:

Ward No.

(In case of a Municipality)

Taluk:

District:

Pincode:

8. Details of Registration fee paid: Name of the Bank and the Branch on which the Draft was obtained.

Amount Rs.....

Number and Date of the Draft
.....

Note:

1. While filling up column 6, 7 and 8 the following particulars should be noted:

(a) If the place is a major Municipality the number of ward in which the location is situated should be mentioned. Besides, the Taluk and the District in which the place is located should also be mentioned.

(b) A bank draft/Banker's Cheque of Rs. 10/- towards Registration fee on any Nationalised/Scheduled Bank in favour of the Registrar Manonmaniam Sundaranar University, payable at Tirunelveli, should be attached.

Signature.....

Note:

1. No person is permitted to have his/her name in the register of Registered Graduates more than once.

2. If the attested copies of diplomas are sent, the name of the attesting officers should be given brackets in block letters and his office seal with designation.

3. The University has a right to reject any application which it considers unsatisfactory.

4. Registration card and Identification slip will be sent to the residential address only.

CERTIFICATE

I hereby certify that I am a residence of
Village/ Town of theDistrict which lies in the jurisdiction of Manonmaniam Sundaranar University (The area comprises the revenue district of Tirunelveli – **Kattabomman, Chidamabaranar** and Kanniyakumari of the State of TamilNadu.)

Signature of the Candidate.

INSTRUCTIONS

1. The University shall maintain a register on which the names of any person ordinarily a resident within the University area and who:-

(a) has been for atleast three years a graduate of any University in the territory of India: or

(b) is a registered graduate of any University in the territory of India is entered subject to following provisions.

2. He/she shall apply in the prescribed form to the Registrar, and pay a consolidated fee of Rs. 10 which will entitle him/her to have his/her name entered and retained for a period of five years. The registration fee shall be in the form of a bank draft/Banker's Cheque of any Nationalised/Scheduled Bank in favour of "The Registrar, Manonmaniam Sundaranar University" payable at Tirunelveli. MONEY ORDER AND POSTAL ORDERS WILL BE NOT BE ACCEPTED.

3. The registration in the first instance is for a period of five years and it will have to be renewed by remitting a fee of Rs.2 along with a certificate of continued residence in the university area addressed to the Registrar for a further period of five years. The completed prescribed form for renewal should be sent to the University a month before the expiry of registration. The prescribed form for such renewal can be had at the time of renewal, with details about the payment of renewal fee.

The names of Registered Graduates who do not apply for continuance of registration on or before the date of expiry shall be deleted from the register.

4. (i) The graduate of this University at the time of registration should send a copy of his/her diploma as proof of his/her qualification.

(ii) If he/she is a graduate of other Universities he/she should send the original diploma as proof of his/her qualifications at the time of registration.

(iii) In the case of a Registered Graduate of any University in the territory of India who is not in a position to produce the original degree diploma shall send the original registration card production of the original card of that University provided the registration card is valid on the date of registration.

5. The registration shall ordinarily take effect from the 1st January or 1st July following and the term of five years shall be reckoned from such date.

6. The registered graduate should intimate the Registrar of any change of his/her residence immediately.

7. The register of Registered Graduates shall be revised every year on the 1st January.

8. Any graduate may inspect the Register of graduates during office hours on application to the Registrar and may, on payment of Rs.50 through a bank draft on Scheduled Bank in favour of the "Registrar, Manonmaniam Sundaranar University" payable at Tirunelveli have a copy of the register.

**FORM RELATING TO THE NOMINATION PAPERS FOR ALL
ELECTION TO THE VARIOUS AUTHORITIES OF THE UNIVERSITY,
PRESCRIBED UNDER STATUTE 1 OF CHAPTER XIII.
MANONMANIAM SUNDARANAR 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 Secunder

Number of the Secunder in the Electoral roll, if any

Signature of the Secunder

Address.....

Date:.....

CONSENT OF THE CANDIDATE

Election to the

“ I hereby declare that:-

(A) I am not a member of the above authority to which I seek election;

(B) My term of office as 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 theif 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.”

Signature of the Candidate.

Date:

Note: Among (A) and (B) above, please strike out the clause which is not applicable.

MANONMANIAM SUNDARANAR 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 theby the.....and have signed no other declaration paper at the election.

Date:

Signature:

Station:

Address:

MANONMANIAN SUNDARANAR UNIVERSITY

(Ballot Paper for all Elections conducted by the system of without Proportional Representation)

Election of.....

BALLOT PAPER

Place of the Ballot paper:

Name of Candidate and Address	Mark showing the Vote's choice

(Please see Instructions 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 candidates 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 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 filled;or
 - (e) If it is void for uncertainty.

MANONMANIAM SUNDARANAR UNIVERSITY

(Ballot Paper for all Elections conducted by the system of Proportional Representation)

Election of.....

BALLOT PAPER

Face of Ballot Paper

Name of Candidate and Address	Mark order of preference in space below.

(Please see Instructions on the back)

DIRECTIONS FOR THE GUIDANCE TO THE VOTER:

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 name of the same candidate;
- (f) Which is void for uncertainty.

MANONMANIAM SUNDARANAR 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/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 onbetween.....

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 duty filled in and signed by you in advance to the Presiding Officer. In 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.

DIRECTIONS FOR THE GUIDANCE OF 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 votes.
3. 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 recognisable; 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 every one 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 lands 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 another ballot paper.

No person other than a voter or the candidates 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 onat 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 representative of each candidate appointed in writing by him.

University Buildings

Date:

Registrar

CHAPTER XIV

HONORARY DEGREES.

1. The University shall have powers to confer honorary degrees or other academic distinctions under conditions prescribed.

2. The honorary degree shall be the following:

Doctor of Laws (LL.D)

Doctor of Literature / (D.Litt)

Doctor of Science (D.Sc)

3. The Syndicate may confer honorary degree or other distinctions on the recommendation of not less than two-thirds of the members of the Syndicate upon any person on the ground that he is, by reason of eminent position in public life, or by virtue of his contribution to learning, or eminent services to the cause of education, considered a fit and proper person to receive such degrees.

4. Honorary Degrees shall be conferred at a convocation specially convened for the purpose, or at the annual convocation of the University. The degree may be taken in person or in absentia.

5. The presentation of persons on whom Honorary Degrees are to be conferred at the convocation shall be made by the Vice-Chancellor or in the absence of the Vice-Chancellor by a person nominated by the Syndicate.

6. The conferment of Honorary Degrees shall be subject to the approval of the Chancellor.

CHAPTER XV.

CONVOCATION FOR CONFERRING DEGREES

1. Convocation for the purpose of conferring degrees shall ordinarily be held every year, in the month of August/September and or at such other times as the Chancellor shall direct.

2. The persons on whom degrees, viz., D.Sc., D.Litt, Ph.D. M.Phil., M.E., M.Ed., (Regular students only) and Prize Winners and Medalists for various degrees are to be conferred will be admitted at a Convocation in person. All other candidates who are declared to have qualified

themselves to receive a degree shall be admitted to the respective degrees at a Convocation "In Absentia."

3. No candidate who has already preceeded to a degree and has been awarded his diploma shall be admitted to the same degree, a second time at a convocation, notwithstanding that he may have qualified in an additional group or branch or in an additional language.

4. The Registrar shall place before the Syndicate a consolidated statement showing the number of candidates for various degrees on whom degrees are to be conferred.

5. (a) The Chancellor, Pro-Chancellor, Vice-Chancellor, Deans of Faculties and Members of the Syndicate shall wear the academic robes prescribed and assemble in the Syndicate Room at the appointed hour.

(b) In the absence of the Chancellor, the Pro-Chancellor shall preside: in his absence also, the Vice-Chancellor shall preside: a member of the Syndicate nominated by the Chancellor shall preside over the Convocation in the absence of the Chancellor, Pro-Chancellor and Vice-Chancellor.

6. The grace of the Syndicate on behalf of the candidates for admission to the several degrees will be supplicated by the Deans of respective Faculties.

7. The formula to be used for each grace shall mutatis mutantis be as follows:-

.....Chancellor, I move that a grace of the Syndicate be passed that those persons whom the Syndicate on the reports of the examiners has certified to be qualified for the degree in Faculty of be admitted to that those degrees.

8. Whereupon the Chancellor shall put a question "Doth it please you that this grace be passed and on these Syndicate giving assent the Chancellor shall say "This grace is passed".

9. (a) When all the graces have been passed, the Chancellor Pro-Chancellor, Vice-Chancellor, Deans of the Faculties and Members of the Syndicate shall proceed in procession to that Hall in which the degrees are to be conferred.

(b) There shall be a report by the Vice-Chancellor.

(c) Then the Chancellor shall, declare upon the Convocation.

10. (a) Then an address may be made to the candidates by a Member of the Senate or a Member of the Academic Council or any other worthy person appointed by the Chancellor exhorting the candidates to conduct themselves suitable upto the position to which by the degrees to be conferred upon the they have attained.

(b) The Chancellor shall then invite the Chief Guest to deliver the Convocation Address.

11. After the Convocation address by the Chief Guest, the Chancellor will address.

12. Then the candidate shall be presented to the Chancellor by the Deans or by other Members of the Syndicate or Heads of Colleges/Departments.

13. When all the candidates for the degrees in Faculty have been presented the Chancellor shall declare that the candidate have been admitted to their respective degrees.

14. (a) The Chancellor shall administer the pledge to the candidates The pledge is as follows:-

“By virtue of the authority vested in me as Chancellor/Pro Chancellor/Vice-Chancellor of the Manonmaniam Sundaranar University, I admit you to the several degrees in the Faculty of for which you have been declared qualified in this University and in token there of you have been presented with these diplomas and I authorise you to wear the robes ordained as the insignia of your degree.”

(b) The Chancellor, shall then sign the record of the degrees that have been conferred.

15. The Chancellor shall then dissolve the Convocation. The National Anthem shall then be played.

CHAPTER XVI

ACADEMIC ROBES FOR CONVOCATION

The Academic robes for the Chancellor, Pro-Chancellor, Vice-Chancellor, Members of the Syndicate, the Registrar and the candidate for the degrees shall be as prescribed below.

CHANCELLOR

1. A purple colour 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.

PRO-CHANCELLOR

2. 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.

VICE-CHANCELLOR

3. 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.

ACADEMIC ROBES FOR THE ORATOR

4. 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 Orator of the Convocation to wear the prescribed academic robes or the robes that is applicable by virtue of his qualification.

REGISTRAR

5. A dark blue satin silk gown with two-inch zari border for front and with two bars on sleeves.

MEMBERS OF THE SYNDICATE

6. A dark blue satin silk gown with two inch zari border for front and with two bars on sleeves.

GRADUATES

7. 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 costumes shall be clothed in dark coloured material and stiff collar and tie.

The above shall not apply to women candidates.

MASTER OF COMPUTER APPLICATIONS

8. A gown made of black silk or stuff cut like the Cambridge M.A. gown.

MASTER OF COMMERCE

9. A gown similar to that for the M.A. degree.

MASTER OF ARTS

10. A gown made of black silk or stuff, cut like the Cambridge M.A. degree gown.

MASTER OF SCIENCE

11. A gown made of black silk or stuff, cut like the Cambridge M.A. gown.

MASTER OF PHILOSOPHY

12. A gown made of white silk or stuff, cut like the Cambridge M.A. gown.

DOCTOR OF PHILOSOPHY

13. A gown made of white silk or stuff, cut like the Cambridge B.A. gown.

BACHELOR OF EDUCATION

14. A gown made of black silk or stuff, cut like the Cambridge B.A. gown.

MASTER OF EDUCATION

15. A gown made of black silk or stuff, cut like the Cambridge B.A. gown.

BACHELOR OF PHYSICAL EDUCATION

16. A gown made of black silk or stuff cut like the Cambridge B.A. gown.

MASTER OF PHYSICAL EDUCATION

17. A gown made of black silk or stuff cut like the Cambridge M.A. gown.

DOCTOR IN ANY FACULTY OTHER THAN MEDICINE

18. A gown made of white silk or stuff with scarlet cloth facings.

HONORARY DEGREES

19. (i) DOCTOR OF LAWS (LL.D.):

GOWN:- A gown made of scarlet silk or stuff with facings of crimson silk.

(ii) DOCTOR OF SCIENCE (D.Sc):

GOWN: A scarlet satin silk gown with four-inch silk facings.

(iii) DOCTOR OF LITERATURE (D.Litt):

GOWN: A scarlet satin silk gown with four-inch silk facings.

BACHELOR OF AFTS

20. A gown made of black stuff cut like the Cambridge B.A. gown.

BACHELOR OF SCIENCE

21. A gown made of black stuff cut like the Cambridge B.A.

BACHELOR OF COMMERCE

22. A gown similar to that of the B.A. degree.

BACHELOR OF BUSINESS ADMINISTRATION

23. A gown similar to that of the B.A. degree.

MASTER OF BUSINESS ADMINISTRATION

24. A gown made of black silk of stuff, cut like the Cambridge M.A. degree gown.

BACHELOR OF ENGINEERING

25. A gown similar to that of the B.A. degree.

CHAPTER XVII
SERVICE CONDITIONS OF THE ESTABLISHMENT

(See sections 42 and 43 of the M.S. University Act, 1990)

STATUTE-I

GENERAL

1. Title:- These Statutes shall be known as “service Statutes of the Establishment” under the Manonmaniam Sundaranar University.

2. Application:- These Statutes shall be applicable to all Establishments of the University not regulated by separate laws framed in accordance with the provisions of the Act and Statutes and to the academic staff as far as they are not inconsistent with the separate laws framed there under.

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 sent on for foreign service to the University.

STATUTE-2

SCOPE OF APPLICATION

1. Kinds of Appointments, applicability:- The University may engage any person to any service in the University either on contractual basis or on the basis of these Statutes. In respect of contractual appointment, the contract conditions will prevail over these Statutes. In regard to matters not specifically dealt with in the contract agreement the provisions in these Statutes will apply.

STATUTE-3

CLASSIFICATION OF STAFF

Classification of Service:- The employees of the University shall be classified into four classes as in the case of Government servants. Changes in classification made by the Government from the time to time will be applicable to the University employees also.

STATUTE-4

RECRUITMENT

1. (a) Creation of Non-Teaching posts: The Syndicate shall have the powers to create non-teaching posts from time to time according to the necessity.

(b) Mode of Recruitment:- Recruitment to the various posts shall be made by direct recruitment or by promotion from the lower category or on foreign service from Central or State Government or other Universities or Affiliated Colleges or from Public Sector Undertakings and local bodies. The ratio among direct recruitment, promotion and deputation shall be decided by the Syndicate from time to time.

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

3. Criteria of Promotion: - All promotions shall be based on seniority from among candidates possessing the qualifications prescribed, subject to evaluation by a Committee appointed by the Syndicate. The seniority may be considered when merit and efficiency are approximately equal.

4. Selection Committee for Non-teaching Staff:- In respect of Administrative and other non-teaching staff, the Appointments shall be made by the Syndicate from the panel recommended by the Selection Committees constituted for this purpose by the Syndicate. Such Selection Committees constituted shall consist of FIVE members as shown below:-

Vice-ChancellorChairman
Two Syndicate Members Members
External Members (Other than Syndicate Member) Member
Registrar Member

Note: - The External member shall be from S.C. if there is no representative to the Committee otherwise in the Committee.

In the absence of the Vice-Chancellor, one of the Syndicate Members will preside.

4 (a) Qualification, age etc:- The age, qualifications, methods of recruitment, etc., to the posts of Professor, Reader, Lecturer, Registrar and Controller of Examinations shall be as indicated in Appendix – I. For all other posts it is prescribed separately in Appendix – II.

In the case of teaching staff, the qualifications prescribed by the U.G.C. for various categories shall generally be followed subject to such modifications as the Syndicate might consider necessary. The Syndicate reserves the right to prescribe/change or modify the qualifications, age, etc., for all teaching and non-teaching posts as and when found necessary from time to time. The rules of reservation as in force applicable to

Government service from time to time shall apply to teaching staff in the case of direct recruitment.

(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 subscription in the University Service.

5. Temporary Appointment by Vice-Chancellor:- Where it has become necessary owing to an emergency to fill immediately a vacancy in any non-teaching post, 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 3 months at a time but not exceeding one year in total or 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 the such temporary appointees shall have all qualifications prescribed for that post.

6. All the non-teaching appointments should be made only by notifying the vacancies to the Employment Exchange.

7. Compassionate grounds: Employees who die in harness G.O. will be applicable.

STATUTE - 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 the University.

2. (a) On completion of the period of probation the University shall make an assessment of the work of the probationers and on the basis of such an assessment either declare him/her to have completed his/her probation satisfactorily or terminate his/her services or extend his/her probation by such period as is considered necessary, not exceeding one year to make a further assessment of his/her suitability provided such orders shall be issued within 3 months after the date of completion of probation. If an assessment at the end of the extended period of probation his/her work is found to be not satisfactory his/her probation shall be terminated. Such an order shall be issued within 3

months after the date of the completion of the extended period in the absence of which the employee shall be deemed to have completed his/her probation.

(b) Those who have completed probation in one order need not put probation in subsequent orders after the promotion/selection.

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

STATUTE – 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 as prescribed by the Syndicate or in any other manner prescribed by the Syndicate from time to time. The Vice-Chancellor may permit any part of the security to be collected from the pay of the individuals in installments.

2. Agreement for Contract Appointment: - All employees appointment on contract other than the persons drawn on foreign service shall execute an agreement in favour of the University in the prescribed format on a stamped paper.

STATUTE – 7

NOTICE FOR LEAVING EMPLOYMENT

1. Notice by full member:- A full member of the staff of the University other than the staff in Class D shall not leave or discontinue his/her service on his/her own accord without first giving 3 calendar months notice or salary in lieu thereof.

2. Notice by others:- A probationer or temporary employee of Class A, B and C and regular employee of Class 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.

3. Agreement for Probationers:- All the teaching and non-teaching staff who have been appointed on probation shall execute an agreement in favour of the University in the prescribed format in a stamped paper.

STATUTE – 8

RETIRMENT

Age of Retirement: - An employee of Classes A, B and C shall retire from the University Service on the last day of the month in which he/she completes his/her 58th year of age in respect of non-teaching staff. An employee of Class D shall retire on the last day of the month in which he/she completes his/her 60th year of age. The age of retirement for teaching staff's 60 and they will retire on the last day of the academic year in which they complete 60 years.

Re employment:- Provided that the Syndicate may employ any such employee for one year in respect of non teaching staff and two years in respect of teaching staff at a time and upon a period of two years in all in respect of non-teaching staff and five years in all in respect of teaching staff in recognition of outstanding contribution to the University terms and conditions to be prescribed by the Syndicate.

STATUTE – 9

COMPULSORY RETIREMENT

1. (a) Teaching Staff:- Notwithstanding any thing contained in the Statutes, the Syndicate based on the recommendations given by a Committee constituted by the Syndicate for the purpose of review shall if it is of the opinion that it is in its interest to do so, have the absolute right to retire any University non teaching and teaching staff by giving him/her notice of not less than three months pay and allowance 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 staff of the Manonmaniam Sundaranar 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.

(b) Any teaching and non-teaching staff who has completed the qualifying service as stipulated in the amended 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 service 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 a 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.

2. Review Petition:- Any employee compulsorily retired may, if he/she chooses to file a review petition, do so within 2 months to the appellate authority Syndicate. A Review Committee which shall be specially constituted for the purpose by the Syndicate shall consider and make its recommendations to the Syndicate. The decision of the Syndicate thereon shall be final.

STATUTE – 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 and revised by the Syndicate from time to time provided such scales of pay fixed or revised shall be comparable to those adopted or accepted for similar posts under the Government and University Grants Commission.

Provided that the Dearness allowance, House rent allowance, City Compensatory allowance shall be regulated as per the rules applicable to the employees of 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 may authorise fixation of pay at a higher stage in the scale than that admissible in special cases for reasons to be recorded in writing. Subject to a maximum of 5 increments besides the increments due to him for research degrees or the last pay drawn.

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 etc., wherever it is not inconsistent with any of the provisions under these Statutes and the Act.

4. Conditions for Temporary appointment:- Wherever the University creates temporary post for a specified period and specific purpose the Syndicate may prescribe adhoc rules to govern the recruitment, qualification and scale of pay.

[5. Introduction of Contributory Pension Scheme:- A new contributory pension introduced as in G.O. No.259 Finance (pension) Dept., dated 06.08.2003 and subsequently G.O Ms No.395 Finance (Education.I) Dept., dated 16.09.2003 shall apply to the employees appointed/ newly recruited on or after 01.04.2003 in the University.]

STATUTE – 11

RECORD OF SERVICE

1. Service Records:- A record of service of each employee of the University shall be maintained in the form and manner prescribed by the Syndicate, to include all details of service, pay drawn, leave, punishments etc., Attested copies of the certificates regarding educational qualifications, age and other relevant tests passed, shall also be added. A duplicate copy of the Service Registered may be maintained by the employees and entries there in can be got attested by the competent officers in the University.

STATUTE – 12

LEAVE

1. Kinds of Leave:- The following are the various kinds of leave admissible to the staff of the University.

1. Earned Leave
2. Maternity Leave
3. Unearned Leave on Medical Certificate
4. Unearned Leave on Private affairs
5. Study Leave
6. Sabbatical Leave (for Teaching Staff only)
7. Casual Leave
8. Compensation Leave (only for ministerial and non teaching)
9. Leave on Loss of Pay

*** Lr.No.2979/U2/2015 dated 25.02.2016 from Governor's Secretariat
156th Syndicate dt. 24.03.2015 Item No.11**

2. The Tamil Nadu Government Leave Rules shall be applicable in all cases except in the following.

3. All temporary women employees are also eligible for Maternity Leave. But they should have completed one year of service. They shall be first sanctioned earned leave at their credit and the balance shall be sanctioned as Maternity Leave.

Quantum of earned leave for teachers 15 full days per year.

4. Study Leave: The employees of the University shall be eligible for Study Leave as detailed below.

(1) CONDITIONS: The employee should have completed at least five years of service, and there should be three years before retirement and should belong to A and B class of employees and should execute a bond prescribed.

(2) QUANTUM OF LEAVE: Study Leave shall be granted twelve months at a time and 24 months in all.

(3) PURPOSE: The purpose of grant of such leave is to continue academic pursuit in or outside India.

(4) LEAVE SALARY: Pay allowed during study leave is full pay plus study allowance if deputed by the University.

GUIDELINES FOR GRANT OF SABBATICAL LEAVE TO TEACHERS OF A UNIVERSITY

5. (a) Teachers 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 purposes within the country or abroad.

OR

(i) Teachers of a University who have completed three years of service may be granted Sabbatical Leave to undertake study or research or other academic pursuit solely for the object of increasing their proficiency and usefulness to the University. This leave shall not be granted to a teacher who has less than three years of service in the University before the age of Superannuation.

(ii) The duration of Sabbatical Leave shall not exceed one or two semesters, accordingly if the teacher has actually worked in the University for not less than six or twelve semesters respectively since his return from the earlier spell of Sabbatical Leave.

Provided further that Sabbatical Leave shall not be granted until after the expiry of six semesters from the date of the teachers return from the previous Sabbatical Leave or any other kind of training programme.

(b) In reckoning the service in the teachers grade for this purpose six year's 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 service for an additional period of equal duration will have to be rendered for the completion of six years service, for the purpose of Sabbatical Leave.

(c) Sabbatical Leave shall be granted for a period of twelve months including vacations. Vacations will not be allowed to be prefixed or suffixed with Sabbatical Leave.

(d) Sabbatical Leave may be availed of, only twice, of one year each only 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.

(e) 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 purpose of pension/retirement benefit provided that the teacher rejoins the University on the expiry of his leave.

NOTE:-

(1) The programme to be followed during Sabbatical Leave shall be submitted for approval (by the University) along with the application for grant of leave.

(2) On return from leave the teacher shall report to the University the nature of study, research or writing work undertaken during the period of leave.

(3) 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 immediately prior to his proceeding on Sabbatical leave. The University shall not, however, fill up his post.

(4) 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.

(5) Grant of Leave:- The Casual leave shall be sanctioned by the Vice-Chancellor for the Heads of Departments, Deans, Registrar, Controller of Examinations and Finance Officer/the Heads of Departments, Director of Physical Education and Librarian for the teaching and non-teaching staff on their Departments/the Registrar for the non-teaching staff excluding those belonging to Examination Section and Finance Section. The Controller of Examinations for those belonging to Examination Section and Finance Office for those belonging to Finance Section. The Vice-Chancellor shall sanction the earned leave, medical leave to the Head's of Departments, Deans, Registrar, Finance Officer, Controller of Examinations, teaching staff and employees of Class A category the Registrar shall grant these leave to the non-teaching staff of Class B, C and D.

6. Recall for duty:- Leave cannot be claimed as a matter of right/and when the experience of service of the University so require, discretion to refuse or revoke leave of any description is reserved by the authority empowered to grant it viz, the Syndicate, Vice-Chancellor, Dean, Head of the Department, Registrar, etc., are 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 kind of orders.

7. Not to be employed during leave:- A University employee or leave shall not accept or take 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 invoking disciplinary action.

8. In case of doubts concerning interpretation on application of leave rules, the Syndicate ruling shall be final.

STATUTE – 13

DISCIPLINE AND CONTROL

1. Cause 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 religence in efficiency, 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.

2. The following penalties may be imposed on a University employee, namely:-

KINDS OF PENALTIES:

1. Minor Penalties....
 - (a) Censure
 - (b) Stoppage of increment with or without cumulative effect.
 - (c) Fine not exceeding Rs. 10 at a time in the case of employee of Class D.

2. Major Penalties....

Stoppage of increment with cumulative effect

 - (a) Suspension for a period of 2 months, that could be extended for another period of 2 months by the competent appellate authority pending enquiry which shall be treated as a substantive punishment either the whole or part of the period.
 - (b) Reduction to a lower category of the University service.
 - (c) 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.

3. Procedure: - (1) Disciplinary Authorities: The authorities competent to impose penalties and punishments and the appellate authorities and appeal time are indicates in Appendix III. Any appeal to the Syndicate should be addressed to the Registrar who is the Ex-Officio Secretary to the Syndicate.

(2) The authority competent to inflict major punishment will have powers of suspension, 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 desires necessary may suspend any employee pending enquiry as per Section 14 (4) of the Act and report to the Syndicate.

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

(4) Review of Subsistence Allowance: A review may be made two months after the date of suspension to consider the sanction of subsistence allowance at an **enchaned** rate upto 75% of his/her pay, if the enquiry is prolonged without any fault of the employee concerned.

(5) Authority to Revoke Suspension: The Registrar in cases where he himself ordered the suspension order can revoke at it any time. 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.

(6) 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 enquiry or personal hearing and if 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.

DISCIPLINARY ACTION AGAINST EMPLOYEES DRAWN ON

FOREIGN SERVICE TERMS

(7) Power to suspend Deputationists : The Government Rules regarding disciplinary action in respect of Officers on foreign service shall be applicable in respect of all deputationists in the University. If the Syndicate feels it necessary such Officer may be reverted back to the Department with a report to take action on such deputationists in respect of alleged irregularities committed by him.

STATUTE – 14

THE MANONMANIAM SUNDARANAR UNIVERSITY EMPLOYEES CONDUCT RULES

1. Title:- These rules may be called the Manonmaniam Sundaranar University Employees Conduct Rules and shall apply to every person appointed by the University except the part-time employees.

2. Integrity and devotion to duty:- Every employee shall at all times (a) maintain absolute integrity, (b) maintain devotion to duty, (c) conform to and abide by the rules and regulations, (d) comply with and obey all lawful order and directions in the course of his official duties issued by any person or persons to whom he may be subordinate in the service of the University, (e) refrain from any activity which is antiseccular or which tends of create communal disharmony or which is prejudicial to the interests of the sovereignty and integrity of India, the security of states, friendly relation with foreign states, public order, decency or morality or which involves contempt of court, defamation or incitement to an offence.

3. Interest of the University: (i) Every employee shall serve the University honestly and faithfully and shall endeavour his utmost to promote the interest of the University. He shall show courtesy and attention in all transactions and not do anything which is unbecoming of a University employee. It shall be the duty of every one of the employees to honour the confidence reposed in him by the University and not divulge any information obtained by him in the course of his official duties to outsiders or to make any use thereof which would be improper. No University employee shall take part in any act or movement calculated in the judgement of the Syndicate to bring the University into dispute.

(ii) (a) No University employee shall indulge in any criticism of the University administration in such manner as savours of defiance and insubordination.

(b) Employees shall submit all applications and representations only through proper channel.

(c) A whole-time University employee shall not accept additional employment, remuneration or honorary without the previous sanction in writing of the Vice-Chancellor or any other competent authority. This is not applicable to examinerships. No employee, or member of any University Authority shall, directly or indirectly, enter into any business transaction with the University.

(iii) Persons on appointment and employees on transfer to posted dealing with case, stores and other valuable including books shall at the discretion of the Syndicate furnish security to the University for such amount and of such character as may be determined by the Syndicate.

(iv) 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 TamilNadu. The Vice-Chancellor will be the authority to make requisition for a preliminary enquiry and order a detailed enquiry by the Director of vigilance and Anti-corruption without a specific order of the Chancellor.

4. Employment in firms enjoying University Patronage: No employee shall use his position or influence directly or indirectly to secure employment for any member of his family in any private business or firm where the University has official dealings.

5. Taking part in Election:- No employees shall canvass or otherwise interfere with or use his influence in connection with or take part in an election to any legislature or local authority provided that;

(i) an employee qualified to vote to such an election may exercise his right to vote;

(ii) an employee shall not be deemed to have contravened the provision in this rule by reason only that he assist in the conduct of an election; in due performance of a duty imposed on him by or under any law for the time being in force.

(iii) No university employee shall associate or take part actively or otherwise in politics. The Syndicate's decision on this aspect of an employee's conduct shall be final;

(iv) No member of staff can contest any election without the specific sanction of the Syndicate. The Syndicate has powers to prescribe conditions in granting such permission or rejecting the request.

6. Connection with press or radio or television: (a) No employee shall except with the previous sanction of the Vice-Chancellor, own wholly or part, or conduct or participate in the editing or management of any newspaper or other periodical publication.

(b) No employee shall except with the previous sanction of the Vice-Chancellor publish a book, contribute an article to the press or participate in a radio or television programme or make a public utterance in any programme and matters concerning the University. However, criticism

made after repeated representation have proved futile will not attract this provision.

(c) An employee of the University 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, shall not communicate directly or indirectly any official document or information to any employee or to any other person to whom he is not authorised to communicate such document or information.

(d) An employee of the University shall not except with the sanction of the University give evidence in connection with any enquiry conducted by any person, committee or authority other than the Courts and Police.

7. Collection of funds: No employee shall ask for an accept contributions to or otherwise associate himself with the raising of any further or other collection in cash or kind for his/her personal benefit.

8. Gifts: (a) No employee shall accept or permit any member of his family or any person acting on his behalf to accept any gift from persons/organisations having business dealings with the University.

(b) Giving demanding or receiving dowry by an employee will invoke disciplinary proceedings from University Authorities.

9. Private trade or employment: (a) No employee shall engage directly or indirectly in any trade or business or undertake any other employment.

(b) A person employed in the University shall not apply for private employment or signify his willingness to accept such employment except through proper channels.

10. Canvassing of outside influence: No employee shall bring or attempt to bring any political, personal or other influence to bear upon any authority of the University to further his interests or the interest of any other person in respect matters pertaining to his service or in respect of any other matter involving a pecuniary or other benefit to him.

11. Partiality in official duties: An employees shall not be partial in his performance of his official duties and he should be objective in his approach.

12. Raising of privileges: A employee shall not try to use the **considerations** of Caste, Creed, Religion, Race or Sex in his relationship with his colleagues, for purpose of improving his prospects.

13. Intoxicating drinks and drugs: An employee shall not have in his possession any intoxicating drinks or drugs or be in a state of intoxication in the University premises.

14. Sending representations: All representation shall be made through the proper channel. Any such representation shall be forwarded to the person to whom it is addressed with or without comment of the forwarding authority.

Competent Authority: Unless specifically otherwise stated the VICE-CHANCELLOR shall exercise the power to grant permission under these rules.

Employees: For purpose of these rules, 'employees' include members of both sexes of teaching, research and non-teaching of the University.

Interpretation: If any question arises relating to the interpretation of these rules, it shall be referred to the Syndicate, whose decision thereon shall be final.

STATUTE - 15

PROVIDENT FUND

PROVIDENT FUND-CUM-INSURANCE SCHEME FOR THE EMPLOYEES OF THE MANONMANIAM SUNDARANAR UNIVERSITY.

1. Title: These statutes shall be called "Provident Fund-cum-Insurance Scheme Statutes" for the employees of the Manonmaniam Sundaranar University, Tirunelveli.

2. Application: These statutes shall apply to all the employees of the University, both teaching and non-teaching.

3. Investment of the Fund:- The corpus and all monies of the fund shall be invested in interest bearing securities as approved by the Syndicate on the recommendations of the Finance Committee.

NOTE:- In the case of employees who are already subscribers to other Provident Funds of the Government or local bodies etc., the amounts to their credit shall be transferred to the fund, if they are absorbed later in the University.

Tamil Nadu Government Rules will be followed in administration of Provident Fund.

STATUTE - 16

INTERPRETATION

Tamil Nadu Government Rules applicable on all questions of interpretation of these statutes the decision of the Vice-Chancellor 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 Tamil Nadu Government shall apply unless otherwise decided by the Syndicate.

STATUTE - 17

SAVING

To frame necessary rules and 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.

APPENDIX - I

METHOD OF RECRUITMENT AND QUALIFICATIONS, PRESCRIBED FOR VARIOUS TEACHING AND NON-TEACHING POSTS IN THE UNIVERSITY

TEACHING

NOTE: (i) For teaching staff, the Syndicate shall prescribe the qualification, age, etc, with due regard to the recommendations of the University Grants Commission.

(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 belong to SC/ST for all posts.

Sl.No	Category of employee	Method of Recruitment	Qualifications and experience
* [1.	Professor	By direct recruitment	As prescribed by the UGC form time to time.
2.	Reader / Associate Professor	Do.	Do.
3.	Assistant Professor	Do.	Do.]*

* Lr.No.1855/ U2/2012 dated 10.07.2012 from Governor's Secretariat
Syndicate No. 141 dt. 22.02.2012 Item No. 2

NON – TEACHING

Sl. No.	Category of employee	Method of recruitment	Qualifications and Experience
*[1.	Registrar	By Direct recruitment or deputation	Essential: (1) An academician not lower in rank than that of a Selection Grade Lecturer. (2) Should have completed 50 years but not 55 years at the time of application for the initial recruitment. (3) Knowledge of Tamil to the extent of carrying official correspondence and drafting reports. (4) Not less than 5 years of administrative experience.
2.	Controller of Examinations	By Direct recruitment or deputation	Essential for direct recruitment: (1) An academician not lower in rank than that of a Selection Grade Lecturer in a College affiliated to University or that of a Reader in a University. (2) Knowledge of Tamil to the extent of carrying official correspondence and drafting reports. (3) Age: Should have completed 50 years but not exceeding 55 years. (4) Not less than 5 years of administrative experience.]*

***Lr.No.344/U2/2009 dated 05.06.2009 from Governor's Secretariat
Syndicate No. 118 dt. 17.12.2008 Item No. 3**

APPENDIX – II

Serial number and category of employee (1)	Method of recruitment (2)	Qualifications and experience (3)
1. Deputy Registrar	By promotion from the category of Assistant Registrar.	Essential: Graduate.
<p>NOTE:- The Following posts be created:</p> <p>(1) Co-ordinator (Academic)</p> <p>(2) Co-ordinator (Institute for Continuing Education)</p>		
Recruitment to the above two posts be made by a Selection Committee from Teachers of Manonmaniam Sundaranar University / Affiliated Colleges in the cadre of lecturers. It is a tenure post for a period of three years.		Essential: Qualification : M. Phil
2. Assistant Registrar.	By promotion from the category of senior Superintendent.	Essential: The Senior Superintendents who do not possess the degree qualification shall be promoted on condition that they should have enrolled and studied two years in degree class and should obtain the degree qualification within 3 years after promotion.

3. Senior
Superintendent

By promotion from the
category of
Superintendent

Essential:

(1)The
Superintendents who
do not possess the
degree qualification
shall be promoted on
condition that they
should have enrolled
for degree course and
studied two years in
degree class and
should obtain the
degree qualification
within three years
after promotion.

(2) Typewriting Lower
Grade in English.

4. Superintendent

By promotion from the
category of Assistant

Essential:

(1) The Assistants
who do not possess
the degree
qualification shall be
promoted on
condition that they
should have enrolled
for degree course and
completed two years
of study and should
obtain the degree
qualification within
three years after
promotion.

(2) Typewriting Lower
Grade in English.

- | | | |
|---------------------|--|--|
| 5. Assistant | By promotion from the category of Junior Assistant | <p>Essential:</p> <p>(1) Graduate</p> <p>(2) Typewriting higher grade in English.</p> |
| 6. Junior Assistant | <p>By direct recruitment</p> <p>(OR)</p> <p>By promotion from lower category of Record Clerk/Attender having 10 years of experience.</p> | <p>Essential:</p> <p>(1) Bachelor's degree of a University (50 percent or B Grade)</p> <p>(2) Typewriting Higher Grade in Tamil and English.</p> <p>(3) Knowledge of Tamil to the extent of carrying official correspondence and drafting reports.</p> <p>(Desirable:-
Shorthand lower grade in English and Tamil.</p> <p>(4) Should not have completed thirty three years for direct recruitment.</p> |

NOTE: - Those to be appointed by promotion should have +2 certificate and must have typewriting qualification in English lower grade.

7. TYPIST/STENO-TYPIST
- By direct recruitment
- By promotion from lower category of Record Clerk/Attender having 10 years of experience.
- ESSENTIAL:
- (1) Graduate
- (2) Typewriting Higher Grade in Tamil and English for Stenotypist, Shorthand and in English and Tamil by Higher/Lower Grade.
- (3) Knowledge of Tamil.
- (4) Should not exceed thirty three years for direct recruitment.
8. RECORD CLERK/ATTENDER
- By direct recruitment or Recruitment by promotion from the category of Office Assistant having five years of service.
- ESSENTIAL:
- (1) Minimum general educational qualification i.e. Higher Secondary.
- (2) Knowledge of Tamil
- (3) Knowledge of Typing writing (Tamil and English)
- AGE: Should not exceed thirty three years, if recruited directly.
- In the case of recruitment by transfer from Office Assistants, the Candidate must have completed, five years of satisfactory services as Office Assistance.

9. OFFICE ASSISTANT By direct recruitment
- ESSENTIAL:
- (1) A pass in the Tenth standard.
 - (2) To ride a bicycle.
 - (3) AGE: Should not have completed thirty three years.
 - (4) Knowledge of Tamil.
10. DRIVER By direct recruitment
- ESSENTIAL:
- (1) A pass in VIII Standard.
 - (2) Possession of a License for Driving Heavy Vehicles Possession of 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.

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|------------------------|---|--|
| 11. TELEPHONE OPERATOR | By direct recruitment or Recruitment by transfer from any other category. | <p>ESSENTIAL:</p> <p>(1) Graduate</p> <p>(2) A Certificate from in Telephone Operation.</p> <p>(3) A Certificate in Telex Operation.</p> <p>(4) Proficiency in speaking and writing Tamil and English.</p> <p>(5) Should not exceed years if recruited directly.</p> |
| 12. TECHNICIAN | By direct recruitment | <p>ESSENTIAL:</p> <p>(1) Graduate in the concerned.</p> <p>(2) DESIRABLE</p> <p>Previous experience in the laboratory of any Educational Institution.</p> <p>(3) AGE: Not more than thirty three years.</p> |
| 13. LIBRARIAN | By direct recruitment | <p>Master's degree in any subject and Master's degree Library Science.</p> <p>Preferable: Ph.D. Degree either in Library Science or in any other subject.</p> |

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.

AGE: Should not exceed fifty years.

14. DEPUTY LIBRARIAN By direct recruitment

ESSENTIAL:

Master's Degree in any subject and Master's Degree in Library Science.

Preferable: M.Phil degree either in Lib.Sc., or in other subject Experience as Assistant Librarian in District Library or Librarian in a College or it equivalent not less than five years after obtaining Master's Degree in Lib. Sc.,

AGE: Should not exceed 45 years.

15. ASSISTANT LIBRARIAN By direct recruitment

ESSENTIAL:

Master's Degree in any subject and Master's Degree in Library Science.

- DESIRABLE: Previous experience in a Library, for not less than five years after obtaining Master's Degree in Library Science.
AGE: Should not exceed thirty five years.
16. JUNIOR TECHNICAL ASSISTANT By direct recruitment Degree in Library Science.
17. LIBRARY ASSISTANT By direct recruitment ESSENTIAL:
Bachelor's Degree in any subject with Certificate in Library Science.
DESIRABLE: Previous experience in any recognized Library.
TYPEWRITING: Lower in English and Tamil.
AGE: Should not exceed thirty three years.
18. RADIO MECHANIC Direct recruitment (1) S.S.L.C Passed.
(2) Diploma/Certificate in Radio Mechanism. (or)
(3) Experience in the operation of public system equipments and Radio Mechanism.

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|-------------------------|--------------------|--|
| 19. GENERATION OPERATOR | Direct recruitment | (4) AGE: Should not exceed thirty three years. |
| | | (1) I.T.I. in Generator Operation. |
| | | (2) Previous experience in Generator Operation of not less than one year in a recognized organization. |
| | | (3) S.S.L.C. Passed with Certificate in Generator Operation. |
| | | (4) Previous experience in generator operation for not less than two years. |
| | | (5) AGE: Should not exceed thirty three years. |
| 20. PLUMBER/HELPER | Direct recruitment | (1) I.T.I. in relevant subject. |
| | | (2) Experience as Plumber for not less than one year. (or) |
| | | (3) X Standard with experience as Plumber for not less than three years. |
| | | (4) AGE: Should not exceed thirty three years. |

21.	MUSEUM KEEPER HERBARIAM KEEPER	By Direct Recruitment	Will be decided later.
22.	LAB ASSISTANT	By Direct Recruitment	Will be decided later.
23.	GARDEN SUPERVISOR	By Direct Recruitment	Will be decided later.
24.	SERGEANT	By Direct Recruitment	Will be decided later.
25.	S.W.G.	By Direct Recruitment	Will be decided later.
26.	N.S.S. CO- ORDINATOR	By Direct Recruitment	Will be decided later.
27.	YOUTH WELFARE DIRECTOR	By Direct Recruitment	<p>ESSENTIAL QUALIFICATION:</p> <p>1. Holding a post not below the rank of a Reader.</p> <p>2. Ph.D. Degree will be preferable.</p> <p>3. Creditable Community Youth Service.</p> <p>4. Age: 50 to 55 year.</p>

***[28. DEAN OF COLLEGE
DEVELOPMENT**

**By Direct
Recruitment**

**Essential for direct
recruitment:**

(1) An academician not lower in rank than that of a Selection Grade Lecturer with Ph.D or reader and with 15 years of teaching experience.

(2) Age: Should be between 45 years and 55 years at the time of application for the initial recruitment.

(3) Knowledge of Tamil to the extent of carrying official correspondence and drafting reports.

(4) Five years of administrative experience is desirable]*

***Lr.No.344/U2/2009 dated 05.06.2009 from Governor's Secretariat
Syndicate No. 119 dt. 27.01.2009 A.A. Item No. 17**

29.	DIRECTOR OF PHYSICALEDUCATION	By Direct Recruitment		Will be decided later.
30.	DEPUTY DIRECTOR OF PHYSICAL EDUCATION	By Direct Recruitment		Will be decided later.
31.	ASSISTANT DIRECTOR OF PHYSICAL EDUCATION	By Direct Recruitment		Will be decided later.
32.	SYSTEMS MANAGERS	By Direct Recruitment		ESSENTIAL QUALIFICATION: 1. M.E/M.Tech in Computer Science Electronics. 2. Experience as Systems Management for not less than one year.
33.	SYSTEMS PROGRAMMER	By Direct Recruitment		ESSENTIAL QUALIFICATION: 1. B.E. (Computer Science Electronics) M.C.A/M.S. Computer Science/ M.Sc Mathematics with P.G.D.C.A. 2. Experience as Programmer for not less than one year.
34.	PUBLIC RELATION OFFICER	By Direct Recruitment		Will be decided later.
35.	DATA ENTRY OPERATOR	By Recruitment	Direct	ESSENTIAL QUALIFICATION: 1. B.A./B.Sc., degree with diploma in Computer Science. 2. Typewriting English Higher grade. 3. Experience as Data Entry Operator for not less than one year.

APPENDIX – III
AUTHORITY COMPETENT TO IMPOSE PENALTIES

Category of Staff.	(Minor Punishments)		(Major Punishments)	
	└───┬───┘	└───┬───┘	└───┬───┘	└───┬───┘
	Authority	(i) Appellate Authority	Authority	(i) Appellate Authority (ii) Time allowed.
(1) Professor, Readers, Lecturers, Registrar, Controller of Examinations, Finance Officer, Deputy Registrar, Librarian, Director of Physical Education and such other Officers belonging to Grade A.	(2) Vice- Chancellor	(3) (i) Syndicate (ii) 60 days from the date of receipt of orders.	(4) Syndicate	(5) (i) Chancellor (ii) 3 months from the date of receipt of orders.
That Officers and in the Grades of S and D.	Registrar	(i) Vice-Chancellor (ii) 60 days from the date of receipt of orders.	Vice- Chancellor	(i) Syndicate (ii) 3 months from the date of receipt of orders.

CHAPTER – XVIII

AFFILIATION APPROVAL OF COLLEGES AND AUTONOMOUS COLLEGES.

1. (a) “Affiliated College” means any college within the University area 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.

(b) “Approved College” means any college within the University area approved by the University and 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) “Autonomous College” means any affiliated college so designated providing its own courses of studies within the University area which had been approved to be so, by the University with the concurrence of the Government and the University Grants Commission.

(d) “Teachers” means such lecturers Senior Scale Lecturers Selection Grade Lecturers, Readers and other persons giving instruction in or in affiliated or approved colleges or in autonomous colleges or in hostels and full times librarians Director of Physical Education employed in colleges.

2. The Syndicate shall have the power to affiliate any college within the area of the University and to approve any college within the territorial jurisdiction of the University providing courses of study for admission to the examinations for titles and diplomas of the University.

3. The Syndicate shall have the power at any time after due enquiry, to withdraw or suspend the affiliation or approval granted to a college: provided the Syndicate shall inform the management of college concerned of its findings after the enquiry and shall allow it an opportunity of making such representation as it may deem fit. The report of the enquiry the representation made by the Management if any and thereon shall be placed before Standing Committee on Academic Affairs along with the recommendation of the Syndicate. The Syndicate shall carry out the decision of the Standing Committee on Academic Affairs on the recommendation. The decision of the Syndicate is final.

4. After three years of inadequate enrolment of student 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 or 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 the 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 proviso, 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 being taught for three consecutive years.

Affiliation or approval of a college which has temporarily suspended instruction in any subjects shall not preclude the Syndicate from granting affiliation or approval in the same subject to any other college in the same locality.

CONDITIONS TO BE SATISFIED BY AFFILIATED AND APPROVED COLLEGES

5. Every college shall be managed by a regularly constituted College committee on which the teaching staff shall be represented by the Principal and two Senior Lecturers besides the representative of the University. In the case of Government College, this condition is waived.

6. Any change in the constitution of the Managing Committee shall be reported forthwith to the Syndicate.

7. Every college shall have a duly constituted College Council consisting or representatives of teaching and non teaching staff to advise the Principal in the internal affairs of the college. If the Principal over rules the decision of the College Council, it shall be reported to Vice-Chancellor.

College Council Members-

- (i) Head of the Departments,
- (ii) The Senate Member or one elected teacher.
- (iii) Superintendent

8. Every college shall satisfy the Syndicate that adequate financial provision is available for its continued and efficient maintenance either in the form of an endowment or by an undertaking given by the person or Committee maintaining it.

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.

9. (a) Every college shall satisfy the Syndicate on the following points:

(i) the suitability and adequacy of its accommodation and equipment for teaching;

(ii) Qualifications and adequacy of its teaching staff and the conditions of their service.

(iii) the residence, physical welfare, discipline and supervision of its students; and

(iv) 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 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 therefore shall be given forthwith by the Principal (a) to the parent or guardian of the student and (b) to the Syndicate intimation to the Syndicate shall be accompanied by the transfer certificate of the student. The Syndicate, on the 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 any necessary endorsement or withhold it temporarily or direct the college to readmit the students.

10. Every college shall furnish such returns and other information as the Syndicate may require to enable it to judge of the efficiency and shall take such action as the Syndicate may consider necessary to maintain its efficiency.

11. 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 appointment shall be reported to the syndicate which shall satisfy itself that they meet the requirements of the University.

12. In the case of colleges for women, the staff shall be wholly, almost wholly composed of women.

13. 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 atleast two women teachers on the staff of the college.

The Government order shall be followed for reserving 30 percent of seats for women in places where admissible in future appointment, 30 percents shall be reserved for women.

14. Every college shall make adequate provision for the residence of its students not residing with their parents or duly recognized guardians. Such provision 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 Co-education institution a separate women hostel must be run.

15. 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.

16. Every college shall have on its staff a trained Director of Physical Education. In Co-education institution one Physical Director shall be male and another shall be female.

17. 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 students of the college.

18. Every college shall be subject to inspection from time to time by one or more persons appointed by Vice-Chancellor / Syndicate in this behalf.

19. Every college Inspection as prescribed in Statute 18 or in respect of which an enquiry has been made by the Syndicate in respect of any matter referred to in Statues 8 and 9, the college shall take such action within such period as may be affixed or such action as the Syndicate may specify.

20. 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 date 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 certificates of Medical Inspection of students.
- (k) A register of marks obtained by each student at the college examinations.
- (l) Account books showing the financial transactions of the college as separate from those of the management. The accounts shall show all the transactions done.

PROCEDURE TO BE ADOPTED IN GRANTING AFFILIATION OR APPROVAL

21. A college applying for affiliation or approval shall send a formal letter of application to the Registrar between the 1st July and 31st October preceeding 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) Subject and courses in which recognition affiliation or approval is sought.
- (c) Previous applications, if any, for recognition, affiliation 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 information relating to accommodation should be accompanied by drawings.
- (e) Qualifications, salaries and work of teachers, together with a time-table of work.
- (f) Hostel and play-ground, and the residences for the Principal and the other members of the staff.
- (g) Tamil Nadu Government permission for starting new College in the case minority institutions a court order according minority status.
- (h) An undertaking that no capitation fee or donations of any will be collected from students/parents guardians anyone else, inconsideration of admission.
- (i) An undertaking that teachers will be paid UGC scales or pay.
- (j) Fees proposed to be levied and the financial provisions made capital expenditure on buildings and equipment for the continued maintenance of the college.

22. All applications satisfying the above proviso for recognition, affiliation or approval of colleges shall be considered by the Syndicate.

23. The application shall be made in the case of a Government college by Director of Collegiate Education and in the case of any other college, by the responsible authority.

24. A college shall pay to the University an affiliation fee as fixed by the Syndicate from time to time.

25. (a) The Syndicate may call for any further information which it 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 proceed with the application if it is satisfied that the arrangement 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 recognition, affiliation or approval.

(b) If the Syndicate decides to proceed with the application it shall direct an inspection to be made by competent person or persons appointed by it in this behalf provided that it shall be competent for the 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 necessary.

(c) 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.

26. Affiliation or approval may be granted to a college or to departments of college which provides courses of instruction in Arts, Science, Commerce, Law, Engineering, Education, Oriental Learning or Fine Arts. The affiliation or approval shall be given specifically for each subject or each group of subject and for each separate standard.

27. Where a college is affiliated or approved in a number of optional subjects, the college shall be at liberty to provide instruction in any combinations of them with prior permission of Syndicate provided it satisfies the Syndicate that the accommodation and staff are adequate whenever a fresh combination is proposed to be introduced. A statement of the different combinations of subjects in which instruction is provided shall be forwarded to the Syndicate before the close of the first term in every year.

28. 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 by 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.

29. Affiliation or approval granted on the basis that part of the instruction to be provided is being given by Inter-Collegiate or University lectures shall be conditional upon the continued existence of arrangements for such courses of Inter-Collegiate or University lecturers.

30. Affiliation or approval shall in no case be granted with retrospective effect. Attendance at courses of instruction provided in colleges or in subjects before affiliation or approval is granted shall not qualify for the grant or certificates or attendance, and such attendance shall not entitle any candidate to exemption from the production of certificates of attendance.

AUTONOMOUS COLLEGES

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. The autonomous colleges will also have freedom to enter into collaborative teaching, research or extension education programmes with other colleges and institutions on 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 methodologies of teaching, evaluation and examination, course, curriculum etc., the Universities will 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 DEGREES: - The degree will be awarded by the parent University and the name of the college will be mentioned in the 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 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 University Examinations and their academic 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.

(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 institutions.

(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.

An autonomous college shall shed its pre-university intermediate classes when the 10+2+3 scheme becomes operational so as to devote its efforts to the development of academic programmes at the degree and postgraduate levels.

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 Act and Statutes of some of the Universities may not have provision for allowing autonomous status to its constituent or affiliated colleges. Necessary provision in this regard may be got made by the concerned Universities. While granting autonomy, the University has to ensure that the management structure of the autonomous colleges should be such that the a lot of participation to academics along with responsibility.

The right of autonomous may not be confirmed 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 for the purpose. The Committee may comprise academic experts as follows:

- (a) One nominee of the parent University;
- (a) One nominee of the State Government concerned;
- (b) One nominee of the UGC
- (c) 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 the faculty is not transferred from the College after autonomous status is conferred on it. Further, it would be advisable that appropriate statutory and advisory bodies are constituted for proper governance of the Colleges, on the lines similar to those in order autonomous institutions.

5. PROCEDURE FOR CONFERMENT OF AUTONOMOUS STATUS:-

(i) With a view effective to 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 guideline and as per the proforma. The proposals may be placed before the Standing Committee that may be constituted by the University, according to the forgoing para (i) above. The Committee may like to visit the Colleges and discuss the proposal with the management and or/faculty members to formulate its recommendations.

(iii) The recommendations on approval of the Vice-Chancellor may be forwarded to the UGC and the State Government in the format at Annexure 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 College on the lines as shown at Annexure.

6. Mechanics for implementation of autonomous at the 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 preparing the students and the community and so on. They all 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.

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 rationals of autonomy.

Departmental Preparation: - An important responsibility of the department will be to evolve suitable courses for the major and related subjects, Prepare course materials, revise the course and bring them up-to-date or modify them in the light of experience and in tune with the changing needs of society.

Institutional Preparation: - Since an 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.

1. The Governing Body/Board of Management (as may be named).
2. The Academic Council
3. The Board of Studies.

The College will in addition, have non-statutory advisory bodies like Finance Committee Planning and Evaluation Committee, Grievances/Appeals Committee, Examination Committee, Admission Committee, Library Committee and a Committee on students welfare and extra-curricular matters for help and advice to facilitate smooth working and development of the college. A statement indicating the recommended committees is at Annexure. The composition and functions of these committees are given separately.

(i) **GOVERNING BODY:-** The Governing Body of Board of Management will inter-alia, have the representative of State Government and University are given separately.

(ii) Academic Council will be solely responsible for all academic matters such as the framing of academics policies, approving courses, regulation, syllabus, etc. The Council will ensure involvement of faculty at all levels and also out side experts including the representatives of University. The decision taken by academic council will not be subject to any further ratification by the University academic council or other statutory bodies of the University. The Powers and Functions of the Academic Council are given separately.

(iii) Boards 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 for the end-semester examinations etc. The composition of Boards of Studies and their 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 co-curricular programme, 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 each year by the colleges. 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 to 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 teachers, utilisation of infrastructural facilities member of book/journals in the library.

A top analysis of faculty may also be taken up periodically.

9. GENERAL MATTERS: -

(i) Each University will set up mechanism with the college Development Council of the University for encouraging the movement towards autonomous colleges and processing the proposals for conferment of autonomous status.

(ii) (a) The employee 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 staff shall be direct by the Governing Council 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 external experts approved by the University.

(iii) It would be necessary to orient the Principals of the colleges and provide intensive training to teachers of autonomous colleges in areas such as:

Objectives of autonomous and accountability;

Innovations to make teaching and learning more effective;

Evaluation methods;

Linking of their creative activities with Societal needs through Research and Extension;

Planning of academic programmes;

Financial management;

Administrative management etc.

The orientations and re-orientation of Principals/College teachers should be done periodically on a continuing basis.

The UGC will provide financial assistance for the orientation of Principals and Heads of departments of college as selected places all over the Country. These trained Principals/Heads of Departments would later train the other teachers of autonomous colleges.

Universities and autonomous colleges may jointly draw appropriate orientation training programmes.

(iv) Universities should ensure that students of autonomous colleges are not denied or treated otherwise for admission in courses at higher levels in the Universities-Non-autonomous colleges. Some measures such as admission tests, reservation of seats for students of autonomous colleges may be considered.

(v) 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 academic, financial and academic freedom, development of monitoring instruments, instruments for review/appraisal, models 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 any one 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 between the State Government, University, UGC and Autonomous Colleges. The following are for information and guidance in this regard.

1. 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

Examinations Committee**

***Planning and Evaluation Committee

Admission Committee**

Students Welfare and
extracurricular
Committee**

Library Committee

*Statutory Body

**Committee to be constituted by the academic Council

**To be constituted by the Governing Body.

**2. COMPOSITION AND FUNCTIONS OF THE BOARD OF
MANAGEMENT GOVERNING BODY AS MAY BE DESIGNATED
OF AN AUTONOMOUS COLLEGE**

I. COMPOSITION:

1. Three members to be nominated for a period of two years by the Trust/Management of the College of whom one will be the Chairperson.

(The person so nominated shall include atleast one outstanding Educationist/Scientist/Jurist/Management Expert)

2. Two Senior most teachers of the college to be nominated in rotation according to seniority by the Principal for a period of two years.

3. One nominee of the University not below the rank of Professor.

4. One nominee of the State Government: and

5. One nominee of the UGC.

6. 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 Government Body/Board of Management shall meet atleast three 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 stocks, funds, shares of securities as it shall from time to time think fit or 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 chares payable by the students of the college on the recommendation of Academic Council and after obtaining advice of the Finance Committee:

(g) Entertain, adjudicate upon and if thought fit constitute a committee for advice to redress the grievances of the members of staff 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 degree 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.

3. COMPOSITION OF THE ACADEMIC COUNCIL AND ITS FUNCTIONS IN AN AUTONOMOUS COLLEGE

I. COMPOSTION:

1. Principal: CHAIRPERSON

2. All the Heads of Department 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 University.

(f) Recommend to the Governing Body proposal for institution of new programmes of study.

(g) Recommend to the Governing Body institution of scholarships, studentships, fellowships, prizes and of medals and to frame regulations for the award of the same:

(h) Advice 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 or the Board of Management.

4. COMPOISTION OF THE BOARD OF STUDIES AND ITS FUNCTIONS IN AN AUTONOMOUS COLLEGE

I. COMPOISTION

1. Head of the Departmental concerned. **CHAIRPERSON**

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.

4. One expert to be nominated by the University.

The Chairperson 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 faculty.

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 necessary but necessarily once 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 examiners; and

(d) to co-ordinate research, teaching extension and other academic activities in the Departments/College.

5. AWARDS COMMITTEE FOR AUTONOMOUS COLLEGES.

(a) There shall be an Awards Committee for each Autonomous College in the University and Constitution and its functions are as follows:-

1. MEMBERSHIP:

There shall be a statutory body called the Awards Committee for each Autonomous College. The Committee shall consists of:-

(1) The Principal

(2) The Vice-Principal, if there is one in the College.

(3) The Dean of academic affairs, if there is one.

(4) Not more than five professors-to be decided by each college.

(5) Two members nominated by the Syndicate.

The Syndicate, may depending on felt needs, make such changes as are necessary, in the constitution of the Awards Committee, from time to time.

2. 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 scrutinize the evaluation with regard to procedure, standard, frequency, method and fairness and to issue instruction to the college for change, improvement and additions.

(3) To scrutinize the records of evaluation in all their details.

(4) To scrutinize 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 University.

(7) The Awards Committee will meet atleast twice a year once in each semester.

3. 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 and forward the results to the University with its comments. The result 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, of within a week, if the list was received after having been referred back to the Awards Committee with remarks.

6. COMPOSITION OF THE FINANCE COMMITTEE AND ITS FUNCTIONS IN AN AUTONOMOUS COLLEGE

COMPOSITION:

(1) The Principal. CHAIRPERSON

(2) One persons to be nominated by the Governing Body the College for a period of two years.

(3) One senior most teacher of the college to be nominated in rotation by the Principal for two years.

(4) One nominee of the University.

The Finance Committee will be an advisory body to the Covering Body/Board of Management and will meet atleast twice a year.

All proposals relating to creation of posts, sanction of capital expenditure annual accounts, financial estimates and adult reports shall be laid before the Finance Committee for advice recommendation to the Governing Body/Board of Management.

7. COMPOSITION AND FUNCTIONS OF PLANNING AND EVALUATION COMMITTEE

I. COMPOSITION:

1. The Principal of the College CHAIRPERSON

2. Two Heads of Departments to be nominated by rotation in order of seniority by the Principal.

3. Two expert nominee of the University.

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 Head of Department to be nominated be 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 will be two years. The expert nominee of the University and the Governing Body/Board of Management will be eligible for renomination.

III. MEETING:

The Committee may meet atleast twice a year.

IV. FUNCTIONS:

The Committee will advice the Principal the Governing Body and the Academic Council on:-

(a) The plans for development of the 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 programme 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 XIX

RESEARCH FELLOWSHIPS AND GRANTS – IN – AID

OF RESEARCH, ETC.

1. Awards by the University in-aid-of research will be of two kinds:

(i) Research fellowships.

(ii) Grants-in-aid of research.

(i) RESEARCH FELLOWSHIPS.

2. Fellowships may be awarded annually to Post-graduates of the University in accordance with the rules set forth by the Standing Committee

on Academic Affairs and Syndicate from time to time if candidates of sufficient merit with aptitude for research present themselves.

The fellowships will be tenable only in India.

3. 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 Letters or Doctor of Philosophy or to holders of any higher degree.

4. 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 nine including part-time workers and teacher candidates.

5. (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 or the Professor of the Institution under whom he proposes to work, so as to reach him not later than the 10th July of each academic year. The candidate must state in his application the subject or matter he proposes to investigate or the general nature of the research he proposes to undertake. He must also state where and under whose supervision and guidance he proposes to conduct his research. The application shall be endorsed by the person who proposes to supervise the work of the candidates after interviewing the candidates.

(ii) The application, together with the reports thereon of the Heads of the Departments or the Professor of the Institutions, shall then be forwarded to the Vice-Chancellor, indicating the recommendation in the order of preference.

6. The Vice-Chancellor shall in the order of preference indicated by the Heads of Departments permit the persons so recommended to commence research work in the University Departments or in the other institutions as the case may be, upto the number of available seats.

Candidates so selected 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 University Departments or the Professor of the Institutions shall submit a report on the comparative 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 by the Head of the Department. Further such awards do not prejudice the application from new applicants.

The Syndicate may extend the period of probation or any of the candidates selected, if the Head of the Department or the Professor so recommends.

Awards of University research fellowships for the year shall there after be made by the Syndicate from among the above candidates, after considering the reports of the Supervisors of the candidates on their work.

7. The awards of fellowships shall take effect from the dates on which the candidates commenced 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 application of a candidate who fails to report to the Department and research work start within one month after the selection by the Vice-Chancellor will be rejected for the award.

8. Research students in subjects in which there are University Departments or Laboratories or Institutes, shall work under the guidance and supervision of the respective Head of the Department Laboratories or Institutes.

9. The value of fellowship in the subjects included in the Faculties of Arts, Science, Oriental Learning, Fine Arts, Commerce, Education, Law, Engineering, Indian and other Languages shall per mensem with a contingent amount as fixed by the Syndicate.

The fellowship shall in the first instance be awarded for one year. They shall ordinarily be continued for another year on the recommendation of the Professor 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 a third year.

In deserving cases extension of stipendiary fellowships be given for the fourth year also.

10. Research students working in the Department of the University shall pay such fees as may be prescribed.

11. During the tenure of his fellowship the holder must engage diligently in his investigation, Arrangements will be made to report on his work and progress from time to time by competent authority. The Syndicate shall have power to deprive him of his fellowship at any time if in its opinion his progress is not satisfactory.

12. Each students shall enter into an agreement on the stamp paper to the value of Rs. 2.50/- with the University, the terms of which shall be settled by the Syndicate, agreeing to engage diligently in research work during the tenure of the fellowship and to refund to the University the amount of the fellowship drawn by him in case of resignation before the expiry of its tenure or of its forfeiture for misconduct or for unsatisfactory progress, or for failure to abide by the Statutes of the University governing the holding of research fellowships, or the conditions issued to him at the time of the award of the fellowship.

The Syndicate shall have power to waive the claim for refund in case of ill-health supported by a medical certificate, or in cases where it considers sufficient cause has been shown to warrant exemption from repayment. No such case will be considered by the Syndicate until the student has submitted to it an account of the researches done so far and the progress therefor.

13. Each research student shall submit two copies to the papers 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 fellowships, or within such further time as the Syndicate may allow.

Payment of the fellowship for the last month will not be made until after the receipt of the final report.

It shall be open to the student to submit to the Syndicate at a prior date to that stipulated, the results of any completed portion of his research.

14. 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 has obtained sanction for such publication.

15. Research fellows shall be entitled to a summer vacation of two months from the 1st May to the 30th June (Both days inclusive) and all gazette holidays. They may be given 12 days casual leave throughout the academic year. In addition, three optional religious holidays during the calendar year may be availed of.

(ii) GRANTS-IN-AID OF RESEARCH

16. 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 India.

(iii) GENERAL

17. 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.

18. The Syndicate will also make arrangements, where 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 person shall pay such fees as are levied for Research fellows.

19. It shall be competent for the Syndicate to award prizes for approved work on modern subjects published in any of the Indian Languages (Tamil, Malayalam) subject to such rules and conditions as the Syndicate may prescribe from time to time.

CHAPTER XX

LEGAL ADVISER

It shall be competent for the Syndicate to have by appointment a panel of names not exceeding three as Legal Advisors for such period and on such period remuneration and other terms, to perform such duties as it may fix from time to time. The Legal Advisors so appointed shall not be member of any of the authorities of the University.

The conduct of the business of the Syndicate and the procedure for voting "Mutatis Mutandis those prescribed for the conduct of the business of the Senate.

APPENDIX

LIST OF AFFILIATED COLLEGES Tirunelveli District.

ARTS AND SCIENCE:

1. Sri Paramakalyani College, Alwarkurichi - 627 412.
2. Ambai Arts College, Ambasamudram – 627 401.

3. Sri Parasakthi College for Women, Courtallam – 627 802.
4. Pasumpon Muthuramalinga Thevar College, Melaneelithanallur
627953.
5. Sadakathullah Appa College, Rahmath Nagar, Palayamkottai
627011.
6. St. John's College, Palayakottai – 627 002.
7. St. Xavier's College , Palayamkottai – 627002.
8. Sarah Tucker College, Palayamkottai – 627 007.
9. Thiruvalluvar College, V.K. Puram, Papanasam – 627 425.
10. T.D.M.N.S. College, T. Kallikalam – 627 113.
11. M.D.T. Hindu College, Tirunelveli – 627 010.
12. Sri Sarada College for Women, Sarada Nagar, V.M. Chathiram,
Tirunelveli – 627 011.
13. Government Arts College for Women, Tirunelveli – 627 008.

ENGINEERING:

1. Government College of Engineering, Tirunelveli – 627 007.

EDUCATION:

1. St. Xavier's College of Education, Palayamkottai – 627 002.
2. St. Ignatius College of Education, Palayamkottai – 627 002.

CHIDAMBARANAR DISTRICT

ARTS AND SCIENCE:

1. G.V.N. College, Kovilpatti – 627 617.
2. Nazareth Margoschis College, Pillaiyanmanai, Nazareth – 627 617.
3. Pope's College, Sawyerpuram – 628 251.
4. Sri K.G.S. Arts College, Padmanabamangalam, P.O.,
Srivaikuntam-628 619.

5. Aditanar College, Tiruchendur – 628 216.
6. Kamaraj College, Tuticorin – 628 003.
7. V.O. Chidambarnar College, Tuticorin – 628 008.
8. St. Mary's College, Tuticorin – 628 001.
9. A.P.C. Mahalakshmi College, Tuticorin – 628 016.
10. Holy Cross Home Science College, 52, New Colony, Tuticorin – 628003.
11. Govindammal Aditanar College, Tiruchendur – 629 215.

EDUCATION:

1. Annammal College of Education for Women Tuticorin – 628 002.
2. V.O. Chidambaranar College of Education, Millerpuram, Tuticorin – 628 008.

ENGINEERING:

1. National Engineering College, K.R. Nagar, Nalattinpathur, Kovilpatti Taluk – 627 716.

KANYAKUMARI DISTRICT

ARTS AND SCIENCE:

1. Vivekananda College, Agasteeswaram – 629 701.
2. Sree Ayappa College for Women Ayappanagar, Chungankadai – 629807.
3. Arignar Anna College, Aramboly – 629 301.
4. Sree Devikumari Women's College, Kuzhithurai – 629 163.
5. N.M. Christian College, Marthandam – 629 165.
6. Pioneer Kumara Samy College, Nagercoil – 629 003.
7. Scoot Christian College, Nagercoil – 629 003.

8. S.T. Hindu College, Nagercoil – 629 002.
9. Holy Cross College, Nagercoil – 629 004.
10. Women’s Christain College, Nagercoil – 629 001.
11. Lakshmipuram College of Arts and Science, Neyyor – 629 802.
12. St. Jude’s College, Thoothoor – 629 176.
13. Sivanthi Aditanar College, Pillayarapuram, Nagercoil – 629 174.
14. Muslim Arts College, Thiruvithancode – 629 174.
15. Annai Velankanni College, Tholayadivattam – 629 157.

ENGINEERING:

1. Noorul Islam College of Engineering, Kumaracoil Thuckalay, Kanyakumari District.

EDUCATION:

- 1.N.V.K.S.D. College of Education, Thiruvattar, Attoor – 627 177.

Amendments made

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