



# TAMIL NADU TEACHERS EDUCATION UNIVERSITY

## ACT AND STATUTES

  
REGISTRAR

TAMIL NADU TEACHERS EDUCATION UNIVERSITY  
KARAPAKKAM, CHENNAI-600 097



2015

  
VICE-CHANCELLOR  
TAMILNADU TEACHERS EDUCATION UNIVERSITY  
KARAPAKKAM, CHENNAI - 600 097.

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REGISTRAR I/c

TAMIL NADU TEACHERS EDUCATION UNIVERSITY  
KARAPAKKAM, CHENNAI - 600 097,



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# STATUTES OF THE UNIVERSITY

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## DESCRIPTION OF THE COAT OF ARMS

On mint green background on the top of the left side, a Satellite and on the right side top corner, a Computer are depicted. At the bottom, on the same mint green background a blackboard with students and a teacher teaching them is depicted.

The motto “ஒதி உணர்ந்து பிறர்க்கு உரை” is written in kelly green letters on a yellow scroll. The whole coat of arms is encircled with letters “தமிழ்நாடு ஆசிரியர் கல்வியியல் பல்கலைக்கழகம்” on the blue background. On the top of the emblem the name of the University as “Tamil Nadu Teachers Education University” is inscribed.

**Moto: “ஒதி உணர்ந்து பிறர்க்கு உரை”**

Satellite and Computer	:	Depicts Modern Sciences and Technology
செயற்கைகோள் மற்றும் கணினி	:	நவீன தொழில் நுட்பம்
Teacher, Students and Black Board	:	Teaching
ஆசிரியர், மாணவர் மற்றும் கரும்பலகை	:	கற்பித்தல்

### English Translation of the Motto

REGISTRAR i/c “Learn, Realize and Teach Others”

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**CHANCELLORS**

- 2008 Sardar Surjith Singh Barnala  
2011 Konijeti Rosaiah

**PRO-CHANCELLORS**

- 2008 Dr.K.Ponmudi  
2011 Thiru.P.Palaniappan

**VICE-CHANCELLORS**


- 2008 Dr.T.Padmanaban  
2012 Dr.G.Visvanathan

**SYNDICATE SUB-COMMITTEE**


1. Dr. R. Kannan, Ph.D., I.A.S., (Convener) July 2011 to December 2011  
Principal Secretary to Government,  
Higher Education Department,

Dr.T.S.Sridhar, IAS, (Convener) January 2012 to December 2012  
Addl. Chief Secretary to Government,  
Higher Education Department

2. Dr.G.Jayachandran (Member)  
Secretary to Government,  
Law Department
3. Thiru R. Tamilmani, (Member)  
Member-Syndicate,  
Chairman,  
P.D.R. College of Education,  
Dharmapuri District"

  
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### MEMBERS OF SYNDICATE

1. Dr.G.Visvanathan (Chairman),  
Vice-Chancellor, Tamil Nadu Teachers Education University.
2. Selvi Apoorva, IAS  
Secretary to Government, Higher Education Department,
3. Thiru.K.Shanmugam, IAS,  
Principal Secretary to Government, Finance Department
4. Thiru.S.S.Poonvalingam,  
Secretary to Government (i/c), Law Department
5. Tmt.D.Sabitha, IAS,  
Principal Secretary to Government, School Education Department
6. Dr.M.Devadass,  
Director of Collegiate Education
7. Dr.V.C.Rameswaramurugan,  
Director of Teachers Education Research and Training
8. Thiru.G.Senthamizhan, MLA  
1/136A, Kerakoda Alli Post & Village, Karimangalam (Via),  
Palakodu Taluk, Dharmapuri District-635 111.
9. Thiru.G.Naresh Kumar,  
Director, Alagappa Institute of Technology,  
No.49, Gangadeeswarar Koil Street, Purasawalkam, Chennai-600 084.
10. Dr.M.Govindan,  
Professor & Head, Department of Educational Psychology,  
Tamil Nadu Teachers Education University.

### REGISTRARS

- |      |                                |
|------|--------------------------------|
| 2008 | Dr.A.R.Veeramani               |
| 2012 | Dr.T.Viswalingam               |
| 2013 | Thiru.P.A.Rajendran, in-charge |
| 2014 | Dr.S.Kalaichelvan              |

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## CONTROLLER OF EXAMINATIONS


- 2009 Dr.M.Jayakumar  
2013 Dr.M.Manivannan

## PERSONS WHO HAVE ADDRESSED AT CONVOCATIONS

- 2010 Dr.K.Ponmudi, Minister for Higher Education,  
Government of Tamil Nadu
- 2011 Thavathiru Kundrakudi Ponnambala Adigalar, 46<sup>th</sup> Head of Kundrakudi  
Atheenam
- 2012 Thiru.P.Palaniappan, Minister for Higher Education, Government of  
Tamil Nadu
- 2013 Dr.Sitansu.S.Jena, Chairman, National Institute of Open Schooling  
(NIOS, Uttar Pradesh)
- 2014 Dr.D.N.Reddy, Member, University Grant Commission, Chairman,  
Research Assessment Centre, Defence Research & Development  
Organisation, Ministry of Defence, Timarpur, Delhi
- 2014 Dr.R.Govinda, Vice-Chancellor, National University of Educational  
Planning and Administration (NUEPA), New Delhi.

  
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## PREFATORY NOTE

The Tamil Nadu Teachers Education University was established by Act No.33 of 2008 by the Government of Tamil Nadu for promoting excellence in Teacher Education. This University is unique in nature relatively to the other Universities since its assignment is to promote Excellence in Teacher Education and produce dynamic and smart teachers for the benefit of Society and the Nation at large. The basic necessity of all the educational institutions in the Country is an intelligent, dynamic, excellent and brilliant teacher to disseminate knowledge in the given field. Without this basic product no educational institution can survive and excel in any field of knowledge. It is such a divine task to monitor all the affiliated colleges of education including Government, Government Aided and Self-Financing Colleges in the whole of Tamil Nadu.

The unique vision of Tamil Nadu Teachers Education University is to promote excellence in teacher education and to carryout extensive research in teacher education and also produce Qualitative Research output for the benefit of Students, Society, Nation and Mankind at large.

The Mission of the University as per the Act is to produce brilliant, intelligent and dynamic teachers for the benefit of one and all. The teachers so produced will learn, realize and teach others in accordance with the motto of the University “ஓதி உணர்ந்து பிறர்க்கு உரை”.

The Chancellor, the Pro-Chancellor, the Vice-Chancellor, the Syndicate and the Academic Council are the constitute body corporate of the University. The Governor of Tamil Nadu is the Chancellor of the University and the Minister for Higher Education is the Pro-Chancellor of the University. The Vice-Chancellor is a whole time paid officer appointed by the Chancellor from out of a panel of three names recommended by the Committee consisting of three persons of whom one shall be nominated by the Syndicate, one shall be nominated by the State Government and one shall be nominated by the Chancellor. The authorities of the University under this Act are (1) Syndicate, (2) Academic Council, (3) The Faculties, (4) The Boards of Studies and (5) such other authorities as might be declared by the Statutes to be authorities of the University.

The members of the Syndicate and Academic Council are nominated by the Chancellor on the recommendation of the Government or the Vice-Chancellor except ex-officio members.

REGISTRAR i/c

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# TAMIL NADU TEACHERS EDUCATION UNIVERSITY

## ACT 33 OF 2008

REGISTRAR i/c  
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KARAPAKKAM, CHENNAI - 600 097.



RAMSJI CHAND MEENA, IAS  
Principal Secretary to Governor.

GOVERNOR'S SECRETARIAT  
RAJ BHAVAN  
CHENNAI - 600 022

Lr.No. 1919/U2/2013

Dated: 19.03.2015

To  
The Registrar  
Tamil Nadu Teacher Education University  
Chennai - 600005

Sir,

Sub: Tamil Nadu Teacher Education University - Statutes - Assent of the Chancellor - Communicated - Reg.

Ref: Your Letters No. TNTEU/R/Statutes/2013/601 dated 28.03.2013, TNTEU/R/Statutes/2013/1749 dated 30.09.2013, TNTEU/R/Statutes/2014 dated 26.06.2014, TNTEU/R/Statutes/2015/038 dated 09.01.2015 and TNTEU/R/Statutes/2015/424 dated 10.03.2015

...

With reference to your letters cited, I am to inform that His Excellency the Governor-Chancellor has given assent to the Statutes of the Tamil Nadu Teacher Education University.

Yours faithfully,

*Ramagobal*  
19/3/2015  
for Principal Secretary to Governor

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## THE SCHEDULE

The following Act of the Tamil Nadu legislative Assembly received the assent of the Governor on the 26<sup>th</sup> May 2008 and is hereby published for general information.

ACT No.33 Of 2008

**An Act to provide for the establishment and incorporation of Teachers Education University in the State of Tamil Nadu for promoting excellence in teachers education.**

BE it enacted by the Legislative Assembly for the State of Tamil Nadu in the Fifty ninth Year of the Republic of India as follows:-

### CHAPTER-I

#### PRELIMINARY

- (1) This Act may be called the Tamil Nadu Teachers Education University Act, 2008.
- (2) It extends to the whole of the State of Tamil Nadu.
- (3) It applies to –
  - (a) Every college deemed to be affiliated to the University under this Act;
  - (b) Every other college or institute situated within the University area which may be affiliated to the University in accordance with the provisions of this Act, Statutes or Ordinances; and
  - (c) Every college which conducts any course of study or imparts any training which may qualify for the award of any degree in teachers education.
- (4) This Act shall come into force on such date as the State Government may, by notification, appoint and different dates may be appointed for different provisions of this Act.

#### 2. Definitions

In this Act, unless the context otherwise requires-

- (a) "affiliated college" means any college situate within the University area and affiliated to the University and providing courses of study for admission to the examination for degrees of the University in teachers



- education and includes a college deemed to be affiliated to the University under this Act;
- (b) "autonomous college" means any college designated as an autonomous college by a Statute;
- (c) "college" means any college affiliated to the University and providing courses of study in teachers education approved by the National Council for Teachers Education;
- (d) "Government" means the State Government;
- (e) "hostel" means a unit of residence for the students of the University maintained or recognized by the University in accordance with the provisions of this Act and includes a hostel deemed to be recognized by the University under this Act;
- (f) "notified date" means the date specified in the notification issued under sub-section (4) of section 1;
- (g) "post-graduate college" means an affiliated college situate within the University area and providing post-graduate courses of study in teachers education leading up to the post-graduate degrees of the University;
- (h) "prescribed" means prescribed by this Act or the statutes, ordinances or regulations;
- (i) "Principal" means the Head of a college;
- (j) "statutes", "ordinances" and "regulations" mean, respectively, the statutes, ordinances and regulations of the University made or continued in force under this Act;
- (k) "teachers" mean such Lecturers, Readers, Assistant Professors, Professors and other persons giving instruction in affiliated colleges, or in hostels and Librarians as may be declared by the statutes to be teachers;
- (l) "University" means the Tamil Nadu Teachers Education University;
- (m) "University area" means the area to which this Act extends under sub-section (2) of section 1;
- (n) "University centre" means any area within the University area containing one or more departments or colleges competent to engage in higher teaching and research works;
- (o) "University Grants Commission" means the Commission established under section 4 of the University Grants Commission Act, 1956 (Central Act III of 1956);
- (p) "University Library" means a Library maintained by the University, whether instituted by it or not.

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## CHAPTER – II THE UNIVERSITY

### 3. Establishment of University

(1) There shall be established a University by the name “The Tamil Nadu Teachers Education University”.

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

(3) The Headquarters of the University shall be located within the limits of the Chennai or in any place within the radius of one hundred kilometers around those limits.

### 4. Objectives and Powers of University

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

(1) To monitor teacher education as approved by the National Council for Teacher Education at all levels in the State academically.

(2) To develop research facilities in teachers education and to find out the ways and means to identify innovative courses in teachers education.

(3) To institute degrees, and other academic distinctions in teachers education as approved by the National Council for Teachers Education.

(4) To confer degrees, and other academic distinctions in teachers education on persons who have carried out research in the University or in any other centres or institution recognized by the University under conditions prescribed.

(5) To confer honorary degrees in teachers education in the prescribed manner and under conditions prescribed.

(6) To work out the modalities to offer programmes in latest fields for the development of teachers education.

(7) To conduct and organize seminars, workshops and symposia in promoting teachers education with a view to offering programmes in the latest fields and to develop the extension activities.

(8) To supervise and control hostels and to regulate and enforce discipline among the students of the University and to make arrangements for promoting their health and general welfare.

REGISTRAR/i/c

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(9) To prescribe conditions under which the award of any degree, or other academic distinction may be withheld.

(10) To co-operate with any other University, Authority or Association or any other public or private body having in view, the promotion of purposes and objects similar to those of the University for such purposes as may be agreed upon, on such terms and conditions, as may, from time to time, be prescribed.

(11) To establish and maintain University libraries, research stations and publication bureau.

(12) To institute research posts and to make appointment to such posts.

(13) To institute and award fellowships, including travelling fellowships, scholarships, medals and prizes in the manner prescribed.

(14) To establish, maintain or recognize hostels, for students of the University and residential accommodation for the staff of the University and to withdraw any such recognition.

(15) To affiliate colleges to the University as affiliated colleges, or post graduate colleges under conditions prescribed and to withdraw affiliation, from colleges.

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

(17) To hold and manage endowments and other properties and funds of the University.

(18) To borrow money with the approval of the Government on the security of the property of the University for the purposes of the University.

(19) To enter into agreement with other bodies or persons for the purpose of promoting the objectives of the University including the assuming of the management of any institution under them and the taking over of its rights and liabilities; and

(20) Generally to do all such other acts and things as may be necessary or desirable to further the objects of the University

##### **5. Colleges not to be affiliated to any other University**

No college imparting teachers education as approved by the National Council for Teachers Education within the University area shall be affiliated to any University other than the Tamil Nadu Teachers Education University.

REGISTRAR i/c

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## 6. Visitation

(1) The Government shall have the right to cause an Inspection or Inquiry to be made, by such person or persons as they may direct, of the University, its buildings, libraries, museums, workshops and equipments and of any institution recognized and other work conducted or done by the University, and to cause an inquiry to be made in respect of any matter connected with the University. The Government shall, in every case, give notice to the University of their intention to cause such inspection or inquiry to be made and the University shall be entitled to be represented thereat.

(2) The Government shall communicate to the Syndicate their views with reference to the results of such inspection or inquiry and may, after ascertaining the opinion of the Syndicate thereon, advise the University upon the action to be taken and fix a time limit for taking such action.

(3) The Syndicate shall report to the Government the action, if any, which is proposed to be taken or has been taken, upon the result of such inspection or inquiry. Such report shall be submitted within such time as the Government may direct.

(4) Where the Syndicate does not take action to the satisfaction of the Government within a reasonable time, the Government may, after considering any explanation furnished or representation made by the Syndicate, issue such directions as they may think fit and the Syndicate shall comply with such directions. In the event of the Syndicate not complying with such directions within such time as may be fixed in that behalf by the Government, the Government shall have power to appoint any person or body to comply with such directions and make such orders as may be necessary for the expenses thereof.

  
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**CHAPTER – III**  
**OFFICERS OF THE UNIVERSITY**

**7. Officers of University**

The University shall consists of the following officers, namely:-

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

**8. The Chancellor**

(1) The Governor of Tamil Nadu shall be the Chancellor of the University. He shall, by virtue of his office, be the Head of the University and shall, when present, preside at any Convocation of the University and confer degrees and other academic distinctions upon persons entitled to receive them.

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

(3) The Chancellor may, of his own motion or on application, call for and examine the record of any officer or authority of University in respect of any proceedings to satisfy himself as to the regularity of such proceedings or the correctness, legality or propriety of any decision taken or order passed therein and, if, in any case, it appears to the Chancellor that any such decision or order should be modified, annulled, reversed or remitted for reconsideration, he may pass orders accordingly.

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

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

(4) No honorary degree or other distinction shall be conferred by the University upon any person without the prior approval of the Chancellor.

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



## 9. The Pro-Chancellor

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

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

## 10. The Vice-Chancellor

(1) Every appointment of the Vice-Chancellor shall be made by the Chancellor from out of a panel of three names recommended by the Committee referred to in sub-section (2) and such panel shall not contain the name of any member of the said Committee.

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

(2) For the purpose of sub-section (1), the Committee shall consist of three persons of whom one shall be nominated by the Chancellor, one shall be nominated by the Government and one shall be nominated by the Syndicate

Provided that the person so nominated shall not be a member of any of the authorities of the University.

(3) The holder of the post of Vice-Chancellor shall be an academician, who shall have

- (i) Experience of at least eight years as an University Professor of any University; or
- (ii) Experience of at least fifteen years of service as Reader of any University or Reader of any affiliated college

(4) The Vice-Chancellor shall hold office for a period of three years and shall be eligible for reappointment for a further period of three years.

Provided that the Vice-Chancellor may, by writing under his hand addressed to the Chancellor and after giving two months notice, resign his office.

Provided further that a person appointed as Vice-Chancellor shall retire from office if, during the term of his office or any extension thereof, he completes, the age of <sup>seventy</sup> ~~seventy~~ years.

\* Amended on par with Central University Act 1956 (Central Act 25 of 2009) from sixty five to seventy (Government Gazette dated 14.07.2012)

REGISTRAR i/c

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

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

(a) There shall be paid to the Vice-Chancellor a fixed salary of twenty five thousand rupees per mensem or such higher salary as may be fixed by the Government from time to time, and he shall be entitled without payment of rent to the use of a furnished residence throughout his term of office, and no charge shall fall on the Vice-Chancellor personally in respect of the maintenance of such residence. He may be entitled to such other perquisites as may be provided in the statutes.

(b) The Vice-Chancellor shall be entitled to such terminal benefits and allowances as may be fixed by the Syndicate with the approval of the Chancellor, from time to time.

Provided that, where an employee of-,

(i) The University; or

(ii) Any other University or college or institution maintained by or affiliated to, that University, is appointed as Vice-Chancellor, he shall be allowed to continue to contribute to the Provident Fund to which he is a subscriber, and the Contribution of the University shall be limited to what he had been contributing immediately before his appointment as Vice-Chancellor

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

(d) The Vice-Chancellor shall be entitled to earned leave on full pay at one-eleventh of the period spent by him in active service:

Provided that when the earned leave applied for by the Vice-Chancellor in sufficient time before that date of expiry of the term of his office, is refused by the Chancellor in the interest of the University and if he does not avail of the leave before the date of expiry of the term of his office, he shall be entitled to draw cash equivalent to leave salary after relinquishment of his office in respect of earned leave at his credit subject to a maximum of two hundred and forty days.

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(e) The Vice-Chancellor shall be entitled, on medical grounds or otherwise to leave without pay for a period of not exceeding three months during the term of his office.

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

## 11. Powers and Duties of Vice-Chancellor

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

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

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

(4) (a) The Vice-Chancellor shall have power to take action on any matter and shall by order take such action as he may deem necessary but shall, as soon as may be, thereafter report the action taken to the officer or authority or body who or which would have ordinarily dealt with the matter:

Provided that no such order shall be passed unless the person likely to be affected has been given a reasonable opportunity of being heard.

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

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

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

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

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

## 12. The Registrar

(1) The Registrar shall be a whole-time salaried officer of the University appointed by the Syndicate. The qualifications and the method of recruitment shall be such as may be prescribed. The terms and conditions of service of the Registrar shall be as follows:

(a) The holder of the post of Registrar shall satisfy the norms prescribed by the University Grants Commission.

(b) The Registrar shall hold office for a period of three years:

Provided that the Registrar shall retire on attaining the age of sixty years in the case of academican and fifty eight years in the case of non-academican or on the expiry of the period specified in this clause, whichever is earlier.

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

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

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

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

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

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

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

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

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

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

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

(b) To issue all notice, convening meetings of the Academic Council, the Syndicate, the Faculties, the Boards of Studies and of any Committee appointed by the authorities of the University;

(c) To keep the minutes of all the proceedings of the meetings of the Academic Council, the Syndicate, the Faculties, the Boards of Studies and of any Committee appointed by the authorities of the University;

(d) To conduct the official correspondence of the Syndicate;

(e) To supply to the Chancellor copies of the agenda of the meetings of the authorities of the University as soon as they are issued and the minutes of the proceedings of such meetings; and

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

(5) In all suits and other legal proceedings by or against the University, the pleadings shall be signed and verified by the Registrar and all processes in such suits and proceedings shall be issued to, and served on, the Registrar

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### 13. The Finance Officer

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

(2) Every appointment of the Finance Officer shall be made by the Syndicate from out of a panel of three names of officers not below the rank of Joint Director of Local Fund Accounts or Under Secretary to Government in Finance Department, recommended by the Government.

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

(4) The Finance Officer shall retire on attaining the age of fifty-eight years or on the expiry of the period specified by the Syndicate under sub-section (1), whichever is earlier.

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

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

(7) The Finance Officer shall,-

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

(b) Exercise such other powers and perform such other financial functions, as may be assigned to him by the Syndicate or as may be prescribed:

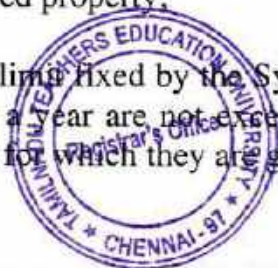
Provided that the Finance Officer shall not incur any expenditure or make any investment exceeding such amount as may be prescribed without the previous approval of the Syndicate.

(8) Subject to the control of the Syndicate, the Finance Officer shall,-

(a) Hold and manage the property and investment on the University including trust and endowed property;

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

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- (c) Be responsible for the preparation of annual accounts, financial estimates and the budget of the University and for their presentation to the Syndicate;
  - (d) Keep a constant watch on the cash and bank balance and of investments;
  - (e) Watch the progress of the collection of revenue and advise on the methods of collection employed;
  - (f) Ensure that the registers of buildings, lands, furniture and equipments are maintained upto date and that stock checking is conducted, of equipments and other consumable materials in all offices, special centres maintained by the University;
  - (g) Bring to the notice of the Vice-Chancellor any unauthorized expenditure or other financial irregularity and suggest appropriate action to be taken against person at fault, and
  - (h) Call from any office and centre, maintained by the University, any information or returns that he may consider necessary for the performance of his duties.
- (9) The receipt of the Finance Officer or of the person or persons duly authorized in this behalf by the Syndicate for any money payable to the University shall be a sufficient discharge for payment of such money.

#### 14. The Controller of Examinations

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

(2) The holder of the post of Controller of Examinations shall satisfy the norms prescribed by the University Grants Commission.

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

#### 15. Vice-Chancellor and other Officers, etc., to be Public Servants

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

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**CHAPTER – IV**  
**AUTHORITIES OF THE UNIVERSITY**

**16. Authorities of the University**

(1) The authorities of the University shall be the following, namely:-

- (1) The Syndicate
- (2) The Academic Council
- (3) The Finance Committee
- (4) The Board of Studies; and
- (5) Such other bodies as may be declared by the statutes to be the authorities of the University

**17. Disqualification for membership**

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

- (a) Of unsound mind or a deaf-mute, or
- (b) An applicant to be adjudicated as an insolvent or an un-discharged insolvent, or
- (c) Sentenced by a criminal court to imprisonment for any offence involving moral turpitude,

(2) In case of dispute or doubt, the Syndicate shall determine whether a person is disqualified under sub-section (1) and its decision shall be final.

**18. Disqualification for election or nomination to Syndicate and Academic Council in certain cases**

(1) Notwithstanding anything contained in section 19 and 22, no person who has held office as a member for a total period of six years in the Syndicate or the Academic Council or in both, of the University shall be eligible for election or nomination to either of the said two authorities:

Provided that for the purpose of computing the total period of six years referred to in this sub-section, the period of three years during which a person held office in one authority either by election or by nomination and the period of three years during which he held office in another authority either by election or by nomination shall be taken into account and accordingly such person shall not be eligible for election or nomination to either Syndicate or the Academic Council:

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

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

(2) Nothing in sub-section (1) shall have application in respect of -

(i) ex-officio members referred to in section 19;

(ii) ex-officio members referred to in section 22, but not including members of the Syndicate who are not otherwise members of the Academic Council referred to in item (e) in sub-section (1) of section 22.

## 19. The Syndicate

(1) The Chancellor shall, as soon as may be, after the first Vice-Chancellor is appointed under section 51, constitute the Syndicate.

(2) The Syndicate shall, in addition to the Vice-Chancellor, consist of the following members, namely:-

### CLASS I – EX-OFFICIO MEMBERS

- (a) The Secretary to Government, in-charge of Higher Education
- (b) The Secretary to Government, in-charge of Finance
- (c) The Secretary to Government, in-charge of Law
- (d) The Secretary to Government, in-charge of School Education
- (e) Director of Collegiate Education; and
- (f) The Director of Teachers Education, Research and Training

### CLASS II – OTHER MEMBERS

(a) One member from among the Chairperson of the Faculties nominated by the Chancellor on the recommendation of the Vice-Chancellor;

(b) One member from among the Professors and Heads of the Departments of the Government Teacher Training Colleges nominated by the Chancellor on the recommendation of the Government.

(c) Two members from among the Principals of the affiliated colleges nominated by the Chancellor on the recommendation of the Government;

(d) Two members from among the managements of the affiliated colleges, nominated by the Chancellor on the recommendation of the Government;

(e) One member elected by the Members of the Legislative Assembly of the State from among themselves;

(f) one member nominated from educationists by the Government; and

(g) One member nominated from eminent educationists to be nominated by Chancellor.

(3) The Vice-Chancellor shall be the ex-officio Chairperson of the Syndicate.

(4) In case the Secretary go Government, in-charge of Higher Education, or the Secretary to Government, in-charge of Finance, or the Secretary to Government, in-charge of Law, or the Secretary to Government, in-charge of School Education, is unable to attend the meetings of the Syndicate for any reason, he may depute any Officer of his department, not lower in rank than that of Deputy Secretary to Government, to attend the meetings.

(5) (a) Save as otherwise provided, the members of the Syndicate, other than the ex-officio members, shall hold office for a period of three years and such members shall be eligible for election or nomination for another period of three years.

(b) Where a member is elected or nominated to the Syndicate in a casual vacancy, the period of office held for not less than one year by any such member shall be construed as a full period of three years:

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

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

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

(7) The members of the Syndicate shall not be entitled to receive any remuneration from the University except such daily and travelling allowances as may be prescribed:

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

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

## 20. Powers of Syndicate

(1) The Syndicate shall have the following powers, namely:-

- (a) to make statutes and amend or repeal the same;
- (b) to make ordinances and amend or repeal the same;
- (c) to co-operate with other Universities, other academic authorities and colleges in such manner and for such purposes as it may determine;
- (d) to provide for instruction and training in teachers education as it may think fit;
- (e) to provide for research and advancement in teachers education;
- (f) to institute Lectureships, Readerships, Professorships and any other teaching posts required by the University;
- (g) to prescribe the conditions for affiliating colleges to the University and to withdraw affiliation from colleges and also to specify the academic year in relation to such colleges
- (h) to provide for such lectures and instructions for students of University colleges and affiliated colleges as the Academic Council may determine.
- (i) to provide for the inspection of all colleges and hostels;
- (j) to institute degrees, and other academic distinctions in teachers education;
- (k) to confer degrees, on persons who –

- (i) Have pursued an approved course of study in University college or in an affiliated college or have been exempted therefrom in the manner prescribed and have passed the prescribed examinations of the University;

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- (ii) Have carried on research under conditions prescribed;
- (l) to confer honorary degrees or academic distinctions on the recommendations of not less than two-third of the members of the Syndicate;
- (m) to establish and maintain hostels;
- (n) to institute fellowships, travelling fellowships, scholarships, studentships, bursaries, exhibitions, medals and prizes;
- (o) to prescribe the fees to be charged for the affiliation of colleges, for admission to the examinations, degrees, of the University for the registration of graduates, for the renewal of such registration and for all or any of the purposes specified in section 4;
- (p) to consider and take such action as it may deem fit on the annual report, the annual accounts and the financial estimates;
- (q) to institute a University Extension Board and to maintain it;
- (r) to institute publication bureau, students' unions, employment bureau and University athletic clubs and to maintain them;
- (s) to enter into any agreement with the Central or any State Government or with a private management for assuming the management of any institutions and for taking over its properties and liabilities or for any other purposes not repugnant to the provisions of this Act;
- (t) to make statutes regulating the method of election to the authorities of the University and the procedure at the meeting of the Academic Council, Syndicate and other authorities of the University and quorum of members required for the transaction of business by the authorities of the University other than the Academic Council;
- (u) to hold, control and administer the properties and funds of the University;
- (v) to direct the form, custody and use of the common seal of the University;
- (w) to regulate and determine all matters concerning the University in accordance with this Act, the statutes, the ordinances and the regulations;
- (x) to administer all properties and funds placed at the disposal of the University for specific purposes;
- (y) (i) to appoint the University Lecturers, University Assistant Professors, University Readers, University Professors and the teachers of the University, fix their emoluments, if any, define their duties and the conditions of their services and provide for filling up of temporary vacancies;



- (ii) to prescribe the mode of appointment of administrative and other similar posts and fix their emoluments, if any, define their duties and the conditions of their services and provide for filling up of temporary vacancies;
- (z) to suspend and take disciplinary action on the University Lecturers, University Assistant Professors, University Readers, University professors and the Teachers and other employees of the University;
- (aa) to accept, on behalf of the University, endowments, bequests, donations, grants and transfers of any movable and immovable properties made to it;
- (ab) (i) to raise, on behalf of the University, loans from the Central or any State Government or the public or any corporation owned or controlled by the Central or any State Government; and  
(ii) to borrow money, with the approval of the Government, on the security of the property of the University for the purposes of the University.
- (ac) to affiliate colleges within the University area to the University;
- (ad) to recognize hostels not maintained by the University and to suspend or withdraw recognition of any hostel which is not conducted in accordance with the ordinance and the conditions imposed thereunder;
- (ae) to arrange for and direct, the inspection of all University colleges affiliated colleges and hostels;
- (af) to prescribe the qualifications of teachers in University colleges, and hostels;
- (ag) to award fellowships, travelling fellowships, scholarships, studentships, bursaries, exhibitions, medals and prizes in accordance with the statutes;
- (ah) to charge and collect such fees as may be prescribed;
- (ai) to conduct the University examinations and approve and publish the results thereof;
- (aj) to make ordinances regarding the admission of students to the University or prescribing examinations to be recognized as equivalent to University examinations;
- (ak) to appoint members to the Board of Studies;
- (al) (i) to appoint examiners, after consideration of the recommendation of the Board of Studies; and  
(ii) to fix their remuneration;
- (am) to supervise and control the residence and discipline of the students of the University departments and make arrangements for securing their health and well-being.

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- (an) to institute and manage University centres, University colleges and laboratories, libraries, museums, institutes of research and other institutions;
- (ao) to manage hostels instituted by the University;
- (ap) to regulate the working of the University Extension Board;
- (aq) to manage any publication bureau, students unions, employment bureau and University athletic clubs instituted by the University;
- (ar) to review the instruction and teaching of the University;
- (as) to promote research within the University and to require reports, from time to time, of such research;
- (at) to exercise such other powers and perform such other duties as may be conferred or imposed on it by this Act or the statutes, ordinances and regulations; and
- (au) to delegate any of its powers to the Vice-Chancellor, to a committee from among its own members or to a committee appointed in accordance with the statutes.

(2) The Syndicate may consult the Academic Council in respect of any matter where it considers such consultation is necessary.

## 21. Meetings of Syndicate

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

(2) The Vice-Chancellor or in his absence any member chosen by the members presents shall preside at a meeting of the Syndicate.

(3) All questions at any meeting of the Syndicate shall be decided by a majority of the votes of the members present and voting and in the case of an equality of votes, the Vice-Chancellor or the member presiding, as the case may be, shall have and exercise a second or casting vote.

(4) (a) The Syndicate may, for the purpose of consultation, invite any person having special knowledge or practical experience in any subject under consideration to attend any meeting. Such person may speak in, and otherwise take part in the proceedings of such meeting but shall not be entitled to vote.

(b) The person so invited shall be entitled to such daily and travelling allowances as are admissible to a member of the Syndicate.

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## 22. The Academic Council

(1) The Academic Council shall consist of the following members, namely:-

### CLASS I – EX-OFFICIO MEMBERS

- (a) The Vice-Chancellor;
- (b) The Chairmen of the Faculties
- (c) Two members from Government and eight members from Government aided Teachers Training Colleges nominated by Government by rotation

### CLASS II – OTHER MEMBERS

(a) Eight members from among the Professors of the University, nominated by the Chancellor on the recommendation of the Vice-Chancellor;

(b) Fifteen members from among the Principals of the unaided affiliated colleges, nominated by the Chancellor on the recommendations of the Government by rotation;

(c) Three educationists having proficiency in matters relating to education, research and educational administration, nominated by the Chancellor on the recommendations of the Government;

(d) Three persons of eminence nominated by the Chancellor on the recommendations of the Vice-Chancellor.

(e) Members of the Syndicate not included in any of the above items;

Provided that any Chairperson of a Board of Studies may be invited to attend a meeting if his special knowledge may be of relevance to the items for discussion at the meeting.

(2) (i) In case the Secretary to Government, in-charge of Higher Education, or the Secretary to Government, in-charge of Finance or Secretary to Government, in-charge of School Education or the Secretary to Government, in-charge of Law, who is a member of the Academic Council, by virtue of item (e) under clause II – Other Members in sub-section (1) is unable to attend the meetings of the Academic Council for any reason, he may depute any Officer of his department, not lower in rank than that of Deputy Secretary to Government, to attend the meetings;

(3) (a) Save as otherwise provided, elected and nominated member of the Academic Council shall hold office for a period of three years and such member shall be eligible for election or nomination for another period of three years.

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(b) Where a member is elected or nominated to the Academic Council to a causal vacancy, the period of office held for not less than one year by any such member shall be construed as a full period of three years;

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

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

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

(5) The members of the Academic Council shall not be entitled to receive any remuneration from the University except such daily and travelling allowances as may be prescribed;

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

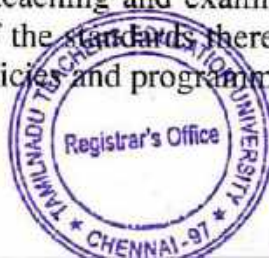
(6) A member of the Academic Council other than an ex-officio member, may tender resignation of his membership at any time before the term of his office expires. Such resignation shall be conveyed to the Chancellor by a letter in writing by the member and the resignation shall take effect from the date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

### 23. Powers and Functions of the Academic Council

(1) The Academic Council shall be the principal academic body of the University and shall subject to the provisions of the Act and the statutes have the control and general regulation of teaching and examination in the University and be responsible for the maintenance of the standards thereon. In addition, it shall also act as the body to review the broad policies and programmes of the University.

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(2) The Academic Council shall have the following powers and functions as the principal academic body of the University:-

- (a) To exercise general control on teaching and other educational programmes and maintain and promote the standards thereof;
- (b) To make regulations and amend or repeal the same
- (c) To make regulations
  - (i) regarding the admission of students to the University and the number of students to be admitted;
  - (ii) regarding the courses of study leading to degrees, and other academic distinctions;
  - (iii) regarding the conduct of examinations and maintenance and promotion of standards of education.
  - (iv) prescribing equivalence of examinations, degrees, of other Universities;
  - (v) for the assessment, evaluation and grading of students performance;
- (d) To advise the Syndicate on all academic matters including the control and management of libraries;
- (e) To make recommendations to the Syndicate for the institution of Professorship, Readership, Lectureship and other teaching posts including posts in research and in regard to the duties and emoluments thereof
- (f) To formulate, modify or revise schemes for the constitution or reconstitution of departments of teaching and research;
- (g) To make recommendations to the Syndicate regarding post graduate teaching and research;
- (h) To make recommendations to the Syndicate regarding the qualifications to be prescribed for teaching in the University;
- (i) To make recommendations to the Syndicate for the conferment of honorary degrees or other distinctions;
- (j) To review and act upon the proposals of Boards of Studies in formulating rules, regulations, syllabi and methods of evaluation, introduction of new courses and modification of existing courses;
- (k) To make recommendations to the Syndicate regarding institution of fellowships and scholarships;
- (l) To delegate to the Vice-Chancellor or to any of the Committees of the Academic Council, any of its powers; and
- (m) To assess and make recommendations laying down standards of accommodation, equipment's apparatus, library, maintenance and other physical facilities required for each faculty

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(3) Subject to the other provisions of this Act, the Academic Council in its capacity as a reviewing body shall have the following powers and functions, namely;

- (a) To review, from time to time, the broad policies and programmes of the University and to suggest measures for the improvement and development of the University.
- (b) To advise the Chancellor in respect of any matter, which may be referred to it for advice; and
- (c) To exercise such other powers and perform such other functions as may be prescribed by the statutes.

#### 24. Meetings of the Academic Council

(1) The Academic Council shall meet at least twice in every year on dates to be fixed by the Vice-Chancellor. One of such meetings shall be called the annual meeting. The Academic Council may also meet at such other times as it may, from time to time, determine.

(2) One third of the total strength of the members of the Academic Council shall be the quorum required for a meeting of the Academic Council.

Provided that such quorum shall not be required at a convocation of the University, or a meeting of the Academic Council held for the purpose of conferring degrees or other academic distinctions.

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

#### 25. The Finance Committee

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

- (a) Vice-Chancellor;
- (b) Secretary to Government, in-charge of Finance
- (c) Secretary to Government, in-charge of Higher Education;
- (d) Three members nominated by the Syndicate from among its members of whom one shall be a Professor and one shall be a person nominated to the Syndicate by the Chancellor.

(2) If for any reasons the Secretary to Government, Finance Department or the Secretary to Government, Higher Education Department is unable to attend the meetings of the Finance Committee, he may depute any officer of his department not lower in rank than that of the Deputy Secretary to Government.

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

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

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

(6) The annual accounts of the University prepared by the Finance Officer shall be laid before the Finance Committee for consideration and comments and thereafter submitted to the Syndicate for approval.

(7) The Finance Committee shall recommend limits for the total recurring expenditure and the total non-recurring expenditure for the year based on the income and resources of the University.

(8) The Finance Committee shall -

(a) review the financial position of the University from time to time;

(b) make recommendation to the Syndicate on every proposal involving investment or expenditure for which no provision has been made in the annual financial estimates or which involves expenditure in excess of the amount provided for in the annual financial estimates.

(c) Prescribe the methods and procedure and forms for maintaining the accounts of the University, its departments and its constituent colleges;

(d) Make recommendations to the Syndicate on all matters relating to the finances of the University; and

(e) Perform such other functions as may be prescribed.

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

## 26. The Planning Board

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

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

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

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

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

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

## 27. Board of Studies

There shall be a Board of Studies attached to each Department of teaching. The constitution and powers of the Board of Studies shall be such as may be prescribed.

## 28. Constitution and Functions of Faculties

(1) The University having regard to the objectives and its functions, may constitute such Faculties as may be prescribed by statutes.

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

(3) Each faculty shall comprise of such departments of teaching as may be prescribed in the statutes.

## 29. Constitution of Other Authorities

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

  
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**CHAPTER – V**  
**STATUTES, ORDINANCES AND REGULATIONS**

**30. Statutes**

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

- (1) The holding of convocation to confer degrees;
- (2) The conferment of honorary degrees and academic distinctions;
- (3) The constitution, powers and functions of the authorities of the University;
- (4) The manner of filling vacancies among members of the authorities;
- (5) The allowances to be paid to the members of the authorities and committees thereof;
- (6) The procedure at meetings of authorities including the quorum for the transaction of business at such meetings;
- (7) The authentication of the orders or decisions of the authorities;
- (8) The formation of departments of teaching at the affiliated colleges;
- (9) The term of office and methods of appointment and conditions of service of the officers of the University other than the Chancellor and the Pro-Chancellor;
- (10) The qualifications of the persons employed by the University;
- (11) The classifications, the method of appointment and determination of the terms and conditions of service of persons employed by the University;
- (12) The institution of pension, gratuity, insurance or provident fund for the benefit of the persons employed by the University;
- (13) The institution of fellowships, travelling fellowships, scholarships, studentships, bursaries, exhibitions, medals and prizes and the conditions of award thereof;
- (14) The establishment and maintenance of halls and hostels;

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- (15) The conditions for residence of students of the University in the halls and hostels and the levy of fees and other charges for such residence;
- (16) The conditions of affiliation to the University of affiliated colleges;
- (17) The delegation of powers vested in the authorities or officers of the University; and
- (18) Any other matter which is required to be or may be prescribed by the statutes.

### 31. Statutes how made

(1) The Syndicate may, from time to time, make statutes and amend or repeal the statutes in the manner hereafter provided in this section.

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

(3) The Syndicate may consider the draft proposed by the Academic Council under sub-section (2) and may either pass the draft or reject or return it with or without amendments to the Academic Council for reconsideration.

(4) (a) Any member of the Syndicate may propose to the Syndicate the draft of a statute or of any amendments to, or of repeal of, a statute and the Syndicate may either accept or reject the draft, if it relates to matter not falling within the purview of the Academic Council.

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

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

### 32. Ordinances

Subject to the provisions of this Act and the statutes, the ordinances may provide for all or any of the following matters, namely: -

- (a) the admission of the students to the colleges and the levy of fees;

- (b) the courses of study leading to all degrees and other academic distinctions of the University;
- (c) the conditions of residence of students and the levy of fees for residence in hostels;
- (d) the conditions of recognition of hostels not maintained by the University
- (e) the conditions under which the students shall be admitted to the courses of study leading to degrees and other academic distinctions of the University;
- (f) the conduct of examinations of the University and the conditions on which students shall be admitted to such examinations;
- (g) the manner in which exemption relating to the admission of students to examinations may be given;
- (h) the conditions and mode of appointment and duties of examining bodies and examiners;
- (i) the maintenance of discipline among the students of the University\
- (j) the fees to be charged for courses of study, research, experiment and practical training and for admissions to the examinations for degrees and other academic distinction of the University
- (k) the qualifications and emoluments of teachers;
- (l) the conditions subject to which persons who may hereafter be permanently employed may be recognized as qualified to give instruction in affiliated colleges and hostels; and
- (m) any other matter which by this Act or the statutes is required to be or may be prescribed by the ordinances.

### 33. Ordinances how made

(1) Save as otherwise provided in this section, ordinances shall be made by the Academic Council.

(2) All ordinances made by the Academic Council shall have effect from such date as may be fixed by the Academic Council, but every ordinance so made shall be submitted as soon as may be after it is made to the Syndicate and shall be considered by the Syndicate at its next meeting.

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(3) The Syndicate shall have power by a resolution passed by a majority or not less than two-thirds of the members present at such meeting, to modify or cancel any such ordinance and such ordinance shall from the date of such resolution have effect in such modified form or be of no such effect, as the case may be.


### 34. Regulations how made

(1) The Syndicate and the Academic Council may make regulations consistent with the provisions of this Act, the Statutes and the ordinances, for all or any of the matters which by this Act and the Statutes and ordinances are to be provided for by regulations and also for any other matter solely concerning such authorities.


(2) All such regulations shall have effect from such date as the Syndicate or the Academic Council, as the case may be, may appoint in that behalf.

(3) Each of the authorities referred to in sub-section (1) shall make regulations providing for the giving of notice to the members thereof of the date of meeting and of the business to be considered at the meetings and for the keeping of the proceedings of the meetings.

(4) The Syndicate may direct the amendment in such manner as it may specify of any regulation made under this section or the annulment of any regulation made thereunder by itself or by the Academic Council.

  
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**CHAPTER – VI**  
**ADMISSIONS AND RESIDENCES OF STUDENTS**

**35. Admission University Courses**

(1) The University shall, subject to the provisions of this Act and the statutes, be open to all persons.

(2) Nothing contained in sub-section (1) shall require the University –

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

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

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

**36. Admission to University Examination**

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

**37. Attendance qualifying for University Examinations**

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

**38. Residence and Hostels**

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

**CHAPTER – VII**  
**UNIVERSITY FUNDS**

**39. General Fund**


The University shall have General Fund to which shall be credited –

- (a) its income from fees, grants, donations and gifts, if any;
- (b) any contribution or grant made by the Central Government or any State Government or any local authority or the University Grants Commission or any other similar body or any corporation owned or controlled by the Central or any State Government;
- (c) endowments and other receipts; and
- (d) the money borrowed by it



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## CHAPTER-VIII

### CONDITION OF SERVICE

#### 40. Pension Gratuity, etc.

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

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

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

#### 41. Conditions of Service

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

Explanation – For the purpose of this section, the word “officers” shall not include the Chancellor and the Pro – Chancellor.

#### 42. Selection Committee

(1) There shall be a Selection Committee for making recommendations to the Syndicate for appointment to the posts of Professor, Assistant Professor, Reader, Lecturer and Librarian of the University.

(2) The Selection Committee for appointment to the posts specified in sub-section(1) shall consists of the Vice-Chancellor, a nominee of the Chancellor, a nominee of the Government and such other persons as may be prescribed.

Provided that the selection for such appointment by the Selection Committee shall be made in accordance with the guidelines that may be issued by the University Grants Commission or the Government in relation to such appointment.

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

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

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

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

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

(i) If the temporary vacancy is for a duration longer than one academic session, it shall be filled on the advice of the Selection Committee.

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

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

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

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

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

#### 43. Terms and Conditions Service of Heads of Department

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

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

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

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

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

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

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

#### 44. Dean of Faculties

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

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

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

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

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

  
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**CHAPTER – IX**  
**MISCELLANEOUS**

**45. Filling of Casual Vacancies**

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

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

**46. Proceedings of University Authorities and Bodies not to be invalidated by Vacancies**

No act or proceeding of any authority or other body of the University shall be invalidated merely by reason of the existence of any vacancy or of any defect or irregularity in the nomination or appointment of a member of any authority or other body of the University or of any defect or irregularity in such act or proceeding not affecting the merits of the case or on the ground only that the authority or other body of the University did not meet at such intervals as required under this Act.

**47. Removal from Membership of University**

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

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

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

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

#### **48. Disputes as to the constitution of University authorities and bodies**

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

#### **49. Constitution of Committees**

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

#### **50. Power to obtain information**

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

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

#### **51. Appointment of First Vice-Chancellor**

Notwithstanding anything contained in sub-section (1) of section 10, within three months of the notified date, the first Vice-Chancellor shall be appointed by the Government on a salary to be fixed by them for a period not exceeding three years and on such other conditions as they think fit.

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

#### **52. Appointment of Registrar**

Notwithstanding anything contained in sub-section (1) of section 12, within three months of the notified date, the first Registrar shall be appointed by the

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Government on a salary to be fixed by them for a period not exceeding three years and on such conditions as they think fit:

Provided that the person appointed as first Registrar shall retire from office if, during the term of his office, he completes the age of sixty years in case of academicians and fifty-eight years in case of non-academician.

### 53. Transitory Powers of first Vice-Chancellor

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

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

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

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

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

### 54. Transfer of Certain Colleges to the University

Notwithstanding anything contained in any of the Acts, specified in the Schedule, or the Statutes, Ordinances, regulations and order made thereunder, on and from the notified date the colleges imparting courses of study in teachers education in the University area shall be disaffiliated from the University established under the any of the Acts specified in the Schedule to which they were affiliated on the date immediately proceeding such day and shall be deemed to be affiliated to the Tamil Nadu Teachers education University.

### 55. Certain Tamil Nadu Acts not to apply

(1) Subject to the provisions of sub-sections (2) to (5) the University Acts specified in the Schedule (hereafter in this section referred to as the University Acts) shall, with effect on and from the notified date, cease to apply in respect of the colleges imparting courses of study in teachers education.

(2) Such cessor shall not affect –

- (a) the previous operation of the said University Acts in respect of the colleges referred to in sub-section (1);
- (b) any penalty, forfeiture or punishment incurred in respect of any offence committed against the University Acts; or
- (c) any investigation, legal proceedings or remedy in respect of such penalty, forfeiture, or punishment and any such investigation, legal proceedings or remedy may be instituted, continued or enforced and any such penalty, forfeiture or punishment may be imposed as if this Act had not been passed.

(3) Notwithstanding anything contained in sub-section (1), all statutes, ordinances and regulations made under the University Acts and in force on the notified date shall, in so far as they are not inconsistent with the provisions of this Act, continue to be in force in respect of the Tamil Nadu Teachers Education University until they are replaced by statutes, ordinances and regulations made under this Act.

(4) Notwithstanding anything contained in this Act, the statutes, ordinances and regulations continued in force under sub-section (3) or made under this Act, every person who immediately before the notified date was a student of a college referred to in sub-section (1), affiliated to any University established under any of the University Acts (hereinafter in this section referred to as “that University”) or was eligible to appear for any of the examinations of that University shall be permitted to complete his course of study in that University and the Tamil Nadu Teachers Education University shall make arrangements for the instruction, teaching and training for such students for such period and in such manner as may be determined by the Tamil Nadu Teachers Education University in accordance with the course of study in that University and such students shall during such period be admitted to the examinations held or conducted by that University and the corresponding degree, or other academic distinctions of that University shall be conferred upon the qualified students on the result of such examinations by that University.

(5) Subject to the provisions of sub-section (2) but without prejudice to the provisions of sub-sections (3) to (4), anything done or any action taken before the notified date under any provision of the University Acts in respect of any college to which the provisions of this Act apply, shall be deemed to have been done or taken under the corresponding provision of this Act and shall continue to have effect accordingly unless and until superseded by anything done or any action taken under the corresponding provisions of this Act.

## 56. The Librarian

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

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

### 57. Special Mode of Appointment

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

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

### 58. Report on affiliated colleges

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

### 59. Power to Remove Difficulties


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

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

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

  
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**THE SCHEDULE**  
**(See Sections 54 and 55)**

1. The Chennai University Act, 1923 (Tamil Nadu Act VII of 1923).
2. The Madurai Kamaraj University Act, 1965 (Tamil Nadu Act 33 of 1965).
3. The Bharathiyar University Act, 1981 (Tamil Nadu Act 1 of 1982)
4. The Barathidasan University Act, 1981 (Tamil Nadu Act 2 of 1982)
5. The Mother Teresa Women's University Act, 1984 (Tamil Nadu Act 15 of 1984).
6. The Alagappa University Act, 1985 (Tamil Nadu Act 23 of 1985)
7. The Manonmaniam Sundaranar University Act, 1990 (Tamil Nadu Act 31 of 1990)
8. The Periyar University Act, 1997 (Tamil Nadu Act 45 of 1997)
9. The Thiruvalluvar University Act, 2002 (Tamil Nadu Act 32 of 2002)

**(By order of the Governor)**

  
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**VICE-CHANCELLOR**  
**TAMILNADU TEACHERS EDUCATION UNIVERSITY**  
**KARAPAKKAM, CHENNAI - 600 097.**



**ABSTRACT**

Act - The Tamil Nadu Teachers Education University Act, 2008 [Tamil Nadu Act 33 of 2008] - Date of commencement of the Act - Notification - Orders - Issued.

Higher Education (K2) Department  
G.O.Ms.No:256 Dated: 25-6-2008  
Thiruvalluvar Aandu-2009  
Aani-11

**Order:-**

The following notification will be published in the Extra-Ordinary issue of the Tamil Nadu Government Gazette, dated the 26<sup>th</sup> June , 2008

**NOTIFICATION**

In exercise of the powers conferred by sub-section [4] of section 1 of the Tamil Nadu Teachers Education University Act, 2008 [Tamil Nadu Act 33 of 2008], the Governor of Tamil Nadu hereby appoints the 1<sup>st</sup> July 2008 as the date on which the said Act shall come into force.

(BY ORDER OF THE GOVERNOR)

**K.GANESAN**  
**SECRETARY TO GOVERNMENT.**

- To
- The Works Manager, Government Central Press, Chennai-79 (for publication of the notification in the Extra-ordinary issue of the Tamil Nadu Government Gazette)
  - The Secretary to Governor, Raj Bhavan, Chennai-22.
  - The Vice-Chancellors / Registrars of all Universities.
  - The Director of Collegiate Education, Chennai-6.
  - The Director of Technical Education , Chennai-25.
  - The Secretary to Government of India, Ministry of Home Affairs (Judicial), Jaisalmer House, Mansingh Road, New Delhi-110 001.
  - The Secretary to Government of India, Ministry of Human Resource Development, Department of Higher Education, Shaethri Bhavan, New Delhi-110 001.
  - The Chairman, University Grants Commission, Shahadurshah Zafar Marg, New Delhi-110 002.

- Copy to:**
- The Law / Finance Department, Chennai-9.
  - All Secretaries to Government.
  - The Secretary to Hon'ble Chief Minister, Chennai-9.
  - The Senior Private Secretary to Chief Secretary, Chennai-9.
  - Chief Minister's Office, Chennai-9.
  - All Senior PA to Ministers, Chennai-9.
  - All sections in Higher Education Department, Chennai-9.

//forwarded/by order//



20.9.2008  
Section Officer.  
21/6/08

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# TAMIL NADU GOVERNMENT GAZETTE

EXTRAORDINARY PUBLISHED BY AUTHORITY

No. 197]

CHENNAI, SATURDAY, JULY 14, 2012  
Aani 30, Thiruvalluvar Aandu-2043

## Part IV—Section 2

### Tamil Nadu Acts and Ordinances

The following Ordinance which was promulgated by the Governor on the 14th July 2012 is hereby published for general information.—

#### TAMILNADU ORDINANCE No. 5 OF 2012.

##### *An Ordinance further to amend the Tamil Nadu Universities Laws*

WHEREAS, the Legislative Assembly of the State is not in session and the Governor of Tamil Nadu is satisfied that circumstances exist which render it necessary for him to take immediate action for the purposes hereinafter appearing;

NOW, THEREFORE, in exercise of the powers conferred by clause (1) of Article 213 of the Constitution, the Governor hereby promulgates the following Ordinance:—

1. (1) This Ordinance may be called the Tamil Nadu Universities Laws (Amendment) Ordinance, 2012.

(2) It shall come into force at once.

Tamil Nadu  
Act 1 of  
1987

2. In section 12 of the Bharathiar University Act, 1981 in the third proviso to sub-section (3), for the expression "sixty-five years", the expression "seventy years" shall be substituted.

Amendment of  
Tamil Nadu  
Act  
1 of 1987.

Tamil Nadu  
Act 2 of  
1987

3. In section 12 of the Bharathidasan University Act, 1981, in the third proviso to sub-section (3) for the expression "sixty-five years", the expression "seventy years" shall be substituted.

Amendment of  
Tamil Nadu  
Act  
2 of 1982

Tamil Nadu  
Act 15 of  
1964

4. In section 12 of the Mother Teresa Women's University Act, 1964, in the third proviso to sub-section (3), for the expression "sixty-five years", the expression "seventy years" shall be substituted.

Amendment of  
Tamil Nadu  
Act  
15 of 1964.

Tamil Nadu  
Act 23 of  
1985

5. In section 13 of the Aiyappa University Act, 1985, in the third proviso to sub-section (3), for the expression "sixty-five years" the expression "seventy years" shall be substituted.

Amendment of  
Tamil Nadu  
Act  
23 of 1985.

Tamil Nadu  
Act 31 of  
1990

6. In section 11 of the Marommaniam Sundaranar University Act, 1990, in the third proviso to sub-section (3) for the expression "sixty-five years", the expression "seventy years" shall be substituted.

Amendment of  
Tamil Nadu  
Act  
31 of 1990.

DTP 14-28x (197)

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Amendment of Tamil Nadu Act 45 of 1997.	7. In section 12 of the Periyar University Act, 1997, in the third proviso to sub-section (3), for the expression "sixty-five years", the expression "seventy years" shall be substituted.	Tamil Nadu Act 45 of 1997.
Amendment of Tamil Nadu Act 27 of 2002.	8. In section 10 of the Tamil Nadu Open University Act, 2002, in the second proviso to sub-section (3), for the expression "sixty-five years", the expression "seventy years" shall be substituted.	Tamil Nadu Act 27 of 2002.
Amendment of Tamil Nadu Act 32 of 2002.	9. In section 12 of the Thiruvalluvar University Act, 2002, in the second proviso to sub-section (3), for the expression "sixty-five years", the expression "seventy years" shall be substituted.	Tamil Nadu Act 32 of 2002.
Amendment of Tamil Nadu Act 33 of 2008.	10. In section 10 of the Tamil Nadu Teachers Education University Act, 2008, in the second proviso to sub-section (4), for the expression "sixty-five years", the expression "seventy years" shall be substituted.	Tamil Nadu Act 33 of 2008.

14th July 2012.

K. ROSAIAH,  
Governor of Tamil Nadu


REGISTRAR *vic*  
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## EXPLANATORY STATEMENT

The Vice-Chancellor of University shall hold office upto the age of sixty-five years under the Bharathiar University Act, 1981 (Tamil Nadu Act 1 of 1982), the Bharathidasan University Act, 1981 (Tamil Nadu Act 2 of 1982), the Mother Teresa Women's University Act, 1984 (Tamil Nadu Act 15 of 1984), the Alagappa University Act, 1985 (Tamil Nadu Act 23 of 1985), the Maronmaniam Sundarambar University Act, 1980 (Tamil Nadu Act 31 of 1980), the Periyar University Act, 1997 (Tamil Nadu Act 45 of 1997), the Tamil Nadu Open University Act, 2002 (Tamil Nadu Act 27 of 2002), the Thiruvalluvar University Act, 2002 (Tamil Nadu Act 32 of 2002) and the Tamil Nadu Teachers Education University Act, 2008 (Tamil Nadu Act 33 of 2008). Now, the Government have decided to amend the above said Tamil Nadu Acts to raise the retirement age of the Vice-Chancellors from sixty-five years to seventy years on par with the Central Universities Act, 2009 (Central Act 25 of 2009) so as to utilise the knowledge gained by Academician for the enrichment of education in the State.

2. The Ordinance seeks to give effect to the above decision.

(By order of the Governor)

G JAYACHANDHAN,  
Secretary to Government,  
Law Department.

PRINTED AND PUBLISHED BY THE DIRECTOR OF STATIONERY AND PRINTING, CHENNAI  
ON BEHALF OF THE GOVERNMENT OF TAMIL NADU

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# TAMIL NADU TEACHERS EDUCATION UNIVERSITY

## STATUTES

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2015



VICE-CHANCELLOR  
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## STATUTES OF THE TAMIL NADU TEACHERS EDUCATION UNIVERSITY

In exercise of the powers conferred by Section (31) of the Tamil Nadu Teachers Education University Act, 2008 (Tamil Nadu Act 33 of 2008) the Syndicate of the Tamil Nadu Teachers Education University, Chennai, hereby makes the following Statutes of the Tamil Nadu Teachers Education University, with the assent of the Chancellor.

### CHAPTER I

#### PRELIMINARY

*(See Sections 1 and 2 of Tamil Nadu Teachers Education University Act, 2008)*

- (1) **Short title and commencement:** (i) These Statutes shall be called "The Statutes of the Tamil Nadu Teachers Education University." The Statutes are numbered serially

for

every Chapter.

- (ii) They shall come into force from the date of publication in the

Tamil

Nadu Government Gazette.

- (2) **Definitions:-** In these Statutes, unless the context otherwise requires,

- I. "Academic year" means a period of twelve months commencing from the first day of July every year.

Provided that, in the case of teachers who are granted extension of service till the end of the academic year, the academic year shall mean a period of ten months from the first day of July.

- II. "Act" means the Tamil Nadu Teachers Education University Act, 2008 (Tamil Nadu Act 33 of 2008).
- III. "Clause" means a Sub-division of the Statutes, the Ordinances or the Regulations.
- IV. "Clear working days" mean the number of days to be reckoned exclusive of both the first and last days, Public and Government holidays.
- V. "Competent authority" means the authority empowered to exercise and enforce such powers under the Act.

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- VI. "Department" means a Department of Study and Research or Extension or Department functioning for a specific purpose maintained by the Tamil Nadu Teachers Education University/UGC/Government Fund.
- VII. "Financial Year" means a period of twelve months commencing from the first day of April every year.
- VIII. "Foreign Service" means, service rendered in an institution or in its affiliated institution other than the University with the approval of the competent authority of the University.
- IX. "Gazette" means the Tamil Nadu Government Gazette.
- X. "Head of the Department" means, the teacher placed as Head to take charge of the Department and is responsible for its academic and administrative activities including its day to day functioning.
- XI. "Holiday" means a day of no work and closure prescribed or notified by the University as such or with reference to any particular office of the University.
- XII. "Honorarium" means a recurring or non-recurring payment granted to any person from the University Funds/any other Funds as remuneration for work of occasional or intermittent character.
- XIII. "Laws of the University" means the provisions of the Act, the Rules made there under, Statutes, the Ordinances and the Regulations framed by the Competent Authorities.
- XIV. "Leave Salary" means the monthly emoluments paid by the University to an employee on leave.
- XV. "Lien" means the entitlement of an employee to hold substantively either immediately or on the termination of a period or periods of absence, a permanent post to which he has been appointed substantively.
- XVI. "Month" means a calendar month. In calculating a period expressed in terms of months and days, complete calendar month, irrespective of the number of days in each month, should be first calculated and the odd number of days calculated subsequently.
- XVII. "Motion" means anything moved either by way of resolution or amendment.
- XVIII. "Authorities", "Officers" and "Employees" mean the Authorities, Officers and Employees of the University mentioned in the University Act respectively.



- XIX. "Officiate" means a University employee, who officiates, in a post when he performs the duties of a post in which another employee holds a lien. An employee may, however, be appointed to officiate in a vacant post on which no other employee holds a lien.
- XX. 'Grade pay' is the fixed amount corresponding to the pre-revised pay scales / posts.
- XXI. "Permanent Post" means a post carrying a pay in Pay Band + grade pay sanctioned without time limit.
- XXII. "Personal Pay" means additional pay granted to an Employee
- (a) to save him from a loss of substantive pay in respect of a permanent post, due to revision of pay or to any reduction of such substantive pay otherwise than as a disciplinary measure; or
- (b) in exceptional circumstances, on other personal considerations.
- XXIII. "Provident Fund" means the Provident Fund instituted and maintained under these Statutes.
- XXIV. "Resolution" means substantive proposition originally moved or finally adopted.
- XXV. "Section" means Section of the Act.
- XXVI. "Subscriber" means a person eligible to subscribe to the Provident Fund under these statutes.
- XXVII. "Subscription" means the sum paid to the Provident Fund by a Subscriber under these statutes.
- XXVIII. "Subsistence Allowance" means prescribed percentage of pay paid as a monthly allowance to an employee, who is under suspension.
- XXIX. "Substantive Pay" means the pay other than special pay, personal pay or emoluments paid as pay by the University, to which an employee is entitled to, on account of a post to which he has been appointed substantively, or by reason of his substantive position in a cadre.
- XXX. "Substantive Post" means a permanent post in the University
- XXXI. "Temporary Post" means a post carrying a definite rate/pay band sanctioned for a limited time.
- XXXII. "Tenure Post" means a permanent post which an individual employee may not hold for more than a limited period.

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- XXXIII. 'Pay in the pay band' means pay drawn in the running pay bands specified in the Schedule.
- XXXIV. "Transfer", means movement of an employee from one post to another in the same station or from one station in which he is employed to another station, either to take up the duties of a new post or as a consequence of a change of his headquarters.
- XXXV. "University Employee" means every person in the whole-time employment of the University (other than a person so employed in the contingent establishment) and paid from the University Fund.
- XXXVI. All words, phrases and expressions used herein and defined in the Act shall have the meanings so defined. Subject to the provisions of Act, Statutes and Ordinances are made by the Syndicate and the Regulations by the Academic Council.
- XXXVII. 'Basic pay' means, the pay drawn in the prescribed pay band plus the applicable grade pay but does not include any other type of pay like Special Pay.
- XXXVIII. "Pay Band" means, the Pay of minimum and maximum for certain category of posts with varying grade pay.

### (3) Dispatch of Notices and Papers

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

### (4) Addresses

Every Officer or Employee of the University and every member of a University Authority/Committee/body appointed/nominated/elected, as the case may be, under the laws of the University and every candidate for any examination for a course of study of the University and every person appearing for any convocation of the University shall furnish, to the Registrar or any other officer so designated for that purpose, his postal address and subsequent changes, if any, thereon to which communications intended to him/her from the University are to be dispatched and sent as provided in Statute (3) which shall be sufficient compliance, with the requirements of the laws as to notice or despatch of papers.

(5) **Validity of acts done on the day following a Holiday (*dies non*)**

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


(6) **Hours of Business**

The hours of business for transacting the business of the University shall be from 10.00 a.m to 5.45 p.m with a break of 30 minutes to be availed for lunch between 1.00 p.m and 2.00 p.m or as fixed by the Vice-Chancellor from time to time by an executive order on all days except Sundays and Gazetted holidays and such other holidays as may be declared by the Government. The timings are applicable to the University Department of Studies and/or Research. The Office of the University and the University Departments may be closed at the discretion of the Vice-Chancellor for a day or part of a day on particular occasions provided that arrangements are made for the transaction of any urgent business. In the case of teachers who have definite class work outside the prescribed hours, the hours may be suitably modified in each case with the approval of the Vice-Chancellor.

  
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## CHAPTER-II

### THE UNIVERSITY

*(See Sections 3 to 5 of Tamil Nadu Teachers Education University Act, 2008)*

#### (1) The University

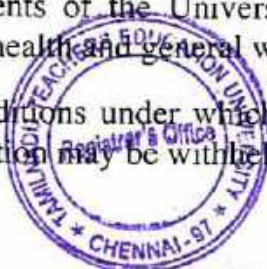
- (i) There shall be established a University by the name "Tamil Nadu Teachers Education University."
- (ii) The University shall be a body corporate, having perpetual succession and a common seal and shall sue and be sued by the said name.
- (iii) The Headquarters of the University shall be located within the limits of the Chennai or in any place within a radius of one hundred kilometers around those limits.

#### (2) Objects and Powers of University: - The University shall have the following objects and powers, namely: -

- (i) to monitor teachers' education as approved by the National Council for Teacher Education at all levels in the State academically;
- (ii) to develop research facilities in teachers education and to find out the ways and means to identify innovative courses in teachers education;
- (iii) to institute degrees, and other academic distinctions in teachers education as approved by the National Council for Teacher Education;
- (iv) to confer degrees, and other academic distinctions in teachers' education on persons, who have carried out research in the University or in any other centres or institution recognized by the University under conditions prescribed;
- (v) to confer honorary degrees in teachers' education in the prescribed manner and under conditions prescribed;
- (vi) to workout the modalities to offer programmes in latest fields for the development of teachers' education;
- (vii) to conduct and organize seminars, workshops and symposia in promoting teachers' education with a view to offer programmes in the latest fields and to develop the extension activities;
- (viii) to supervise and control hostels and to regulate and enforce discipline among the students of the University and to make arrangements for promoting their health and general welfare;
- (ix) to prescribe conditions under which the award of any degree, or other academic distinction may be withheld;

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- (x) to co-operate with any other University, authority or association or any other public or private body having in view, the promotion of purposes and objects similar to those of the University for such purposes as may be agreed upon, on such terms and conditions, as may, from time to time, be prescribed;
- (xi) to establish and maintain University libraries, research stations and publication bureau;
- (xii) to institute research posts and to make appointment to such posts;
- (xiii) to institute and award fellowships, including travelling fellowships, scholarships, medals and prizes in the manner prescribed;
- (xiv) to establish, maintain hostels, for students of the University and residential accommodation for the staff of the University and to withdraw any such recognition;
- (xv) to affiliate colleges to the University as affiliated colleges, or post graduate colleges under conditions prescribed and to withdraw affiliation granted to the colleges;
- (xvi) to fix fees and to demand and receive such fees as may be prescribed;
- (xvii) to hold and manage endowments and other properties and funds of the University;
- (xviii) to borrow money with the approval of the Government on the security of the property of the University for the purposes of the University;
- (xix) to enter into agreement with other bodies or persons for the purpose of promoting the objectives of the University including the assuming of the management of any institution under them and the taking over of its rights and liabilities; and
- (xx) generally to do all such other acts and things as may be necessary or desirable to promote the objects of the University.

(3) **Colleges not to be affiliated to any other University:-** No college imparting courses in teachers' education as approved by the National Council for Teacher Education within the University area shall be affiliated to any University other than the Tamil Nadu Teachers Education University.

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### CHAPTER-III

### VISITATION

*(See Section 6 of Tamil Nadu Teachers Education University Act, 2008)*

- (1) The Government shall after causing Inspection as per Section 6 of the Act, communicate to the University their views with reference to the results of such inspection or inquiry and may, after ascertaining the opinion of the Syndicate thereon, advise the University upon the action to be taken and fix time limit for taking such action.
- (2) The Syndicate shall report to the Government, the action, if any, which is proposed to be taken or has been taken, upon the result of such inspection or inquiry. Such report shall be submitted within such time as the Government may direct.
- (3) Where the Syndicate does not take action to the satisfaction of the Government within a reasonable time, the Government may, after considering any explanation furnished or representation made by the Syndicate, issue such directions as they may think fit and the Syndicate shall comply with such directions. In the event of the Syndicate not complying with such directions within such time as may be fixed in that behalf by the Government, the Government shall have power to appoint any person or body to comply with such directions and make such orders as may be necessary for the expenses thereof.



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## CHAPTER-IV OFFICERS OF THE UNIVERSITY

*(See Section 7 of Tamil Nadu Teachers Education University Act, 2008)*

### 1. THE CHANCELLOR

*(See Section 8 of Tamil Nadu Teachers Education University Act, 2008)*

- (1) The Governor of Tamil Nadu shall be the Chancellor of the University. He shall, by virtue of his office, be the Head of the University and shall, when present, preside at any convocation of the University and confer degrees and other academic distinctions upon persons entitled to receive them.
- (2) Where power is conferred upon the Chancellor to nominate persons to the authorities, the Chancellor shall, in consultation with the Vice-Chancellor, and to the extent necessary nominate persons to represent the interests not otherwise adequately represented.
- (3) The Chancellor may, of his own motion or on application, call for and examine the record of any officer or authority of the University in respect of any proceedings to satisfy himself as to the regularity of such proceedings or the correctness, legality or propriety of any decision taken or order passed therein; and, if in any case, it appears to the Chancellor that any such decision or order should be modified, annulled, reversed or remitted for reconsideration, he may pass orders accordingly:

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

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

- (4) No honorary degree or other distinction shall be conferred by the University upon any person without the prior approval of the Chancellor.
- (5) The Chancellor shall exercise such other powers and perform such other duties as may be conferred on him by or under the provisions of the Act.

### 2. THE PRO-CHANCELLOR

*(See Section 9 of Tamil Nadu Teachers Education University Act, 2008)*

- (1) The Minister of Higher Education shall be the Pro-Chancellor of the University.
- (2) The Pro-Chancellor shall exercise such powers and perform such duties as may be conferred on him by or under the Act.

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### 3. THE VICE-CHANCELLOR

(See Section 10 and 11 of Tamil Nadu Teachers Education University Act, 2008)

#### General

- (1) The Vice-Chancellor shall be the Academic and Administrative Head and the Principal Executive Officer of the University.
- (2) The Vice-Chancellor shall be a whole-time officer of the University and his emoluments and other terms and conditions of service shall be as follows:

- (i) The Vice-Chancellor shall be paid fixed salary of Rs.75,000/- plus Special Allowance of Rs.5,000/- and applicable DA and CCA per month or such higher salary as may be fixed by the Government, from time to time.
- (ii) The Vice-Chancellor shall hold office for a period of three years and shall be eligible for reappointment, for a further period of three years.

Provided that the Vice-Chancellor may, by writing, under his hand addressed to the Chancellor and after giving two months notice, resign his office.

Provided further that a person appointed as Vice-Chancellor shall retire from office if he completes the age of 70 years during the term of his office or any extension thereof.

- (iii) The Vice-Chancellor shall be provided with a car with required expenditure and a driver and rent free furnished quarters.
- (iv) The Vice-Chancellor when travelling on University business shall be entitled to travelling allowances at such rates as may be fixed by the Syndicate.
- (v) The Vice-Chancellor shall be entitled to avail twelve days of casual leave in a calendar year.
- (vi) The Vice-Chancellor shall be entitled to avail earned leave on full pay at one-eleventh of the periods spent by him/her on active service:

Provided that when the earned leave applied for by the Vice-Chancellor in sufficient time before that date of expiry of the term of his office, is refused by the Chancellor in the interest of the University and if he does not avail the leave before the date of expiry of the term of his office, he shall be entitled to draw cash equivalent to leave salary after relinquishment of his office in respect of earned leave at his credit subject to a maximum of two hundred and forty days.

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- (vii) The Vice-Chancellor shall be entitled to avail medical concessions as per the Rules prescribed by the Government of Tamil Nadu applicable to Grade-I Officers and also entitled to avail leave on medical grounds or otherwise, leave without pay for a period of not exceeding three months during the term of his office.

Provided that such leave may be converted into leave on full pay to the extent to which he is entitled to avail earned leave under clause (vi) as per section 10 (6)(e) of the Act.

- (viii) The Chancellor shall be the authority for sanction of all kinds of leave except casual leave to the Vice-Chancellor.
- (ix) The Vice-Chancellor shall be entitled to such terminal and service benefits and allowances as may be fixed by the Syndicate with the approval of the Chancellor, from time to time.

Provided that when an employee of the University or any other University or college or institution maintained by or affiliated to, that University, is appointed as Vice-Chancellor, he shall be allowed to continue to contribute to the Provident Fund to which he is a subscriber, and the Contribution of the University shall be limited to what he had been contributing immediately before his appointment as Vice-Chancellor.

- (x) If the Vice-Chancellor is coming under a scheme of pension, the University shall pay towards his pension and gratuity such amount as the University is funding for the purposes.

### (3) Powers and duties of the Vice-Chancellor

- (i) It shall be the duty of the Vice-Chancellor to ensure that the provisions of the Act, Statutes, Ordinances and Regulations are observed and carried out and he may exercise all powers necessary for this purpose.
- (ii) The Vice-Chancellor shall have power to convene meetings of the Syndicate, the Academic Council and the Finance Committee.
- (iii) (a) The Vice-Chancellor shall have power to take action on any matter and shall by order take such action as he may deem necessary but shall, as soon as may be, thereafter report the action taken to the officer or authority or body who or which would have ordinarily dealt with the matter:

Provided, that no such order shall be passed unless the person likely to be affected, has been given a reasonable opportunity of being heard.

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- (b) When the action taken by the Vice-Chancellor under this clause affects any person in the service of the University, such person shall be entitled to prefer an appeal to the Syndicate within thirty days from the date on which he received notice of such action. The Vice-Chancellor shall give effect to the order passed by the Syndicate on such appeal.
- (vi) The Vice-Chancellor shall give effect to the orders of the Syndicate regarding the appointment, suspension and dismissal of the teachers and other employees of the University and any other decision of the Syndicate.
- (v) The Vice-Chancellor shall exercise control over the affairs of the University and shall be responsible for the due maintenance of discipline in the University.
- (vi) The Vice-Chancellor shall be responsible for the co-ordination and integration of teaching and research, extension education and curriculum development.
- (vii) Nomination of one person by the Syndicate to serve in the Panel of three for the Appointment of Vice-Chancellor.
- (a) The Vice-Chancellor shall arrange to get the name of one person nominated by the Syndicate as required in Section 10(2) of the Act and intimate the name to the Chancellor three months prior to the expiry of his term of office.
- (b) It shall be competent for the Syndicate to nominate a person to the Committee by a resolution assented to by the majority of the Syndicate after obtaining the consent of the concerned nominee.
- (4) Powers and duties of the Vice-Chancellor (under sub-section (8) of section 11 of the Act)**

In addition to the powers and duties conferred on the Vice-Chancellor under Section 11 of the Act, the following duties and powers shall also be exercised by him, as provided under sub-section (8) of Section 11 of the Act.

- (i) The University Departments of Teaching and Research, and the University Colleges shall be under the direct control and general supervision of the Vice-Chancellor, who shall call for periodic reports of work done in the departments, and also arrange for periodical review of the work of the departments.

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The Vice-Chancellor shall have the power

- (ii) to cause an inspection; surprise visit either by him or by an inspection commission constituted by him or by the Syndicate, of any institution or college maintained or recognized by or affiliated to the University and ask for a report of the general condition and teaching facilities and the same may be placed before the Syndicate. He shall also initiate action against the erring affiliated colleges and issue the show cause notices for withdrawal of affiliation and place the explanation before the Syndicate for such action as it may deem fit.
- (iii) to appoint such person as he deems suitable to perform the duties of the Registrar or the Finance Officer as the case may be, when their offices are vacant or when the Registrar or Finance Officer by reason of illness or absence or any other cause unable to perform the duties of their offices.
- (iv) to sanction with the concurrence of the Syndicate grants-in-aid to researchers and fellowships from the funds placed at the disposal of the University by the Government or by other agencies for the said purpose.
- (v) to sanction deputation of delegates to Conferences and Seminars, etc., conducted in other parts of India and abroad.
- (vi) to grant approval for convening of Seminars, Workshops and Conferences etc., and the expenditure of each part thereto in accordance with the budget provision, maintaining austerity.
- (vii) to sanction advance for the Chief Investigators of Schemes and Projects which are financed by the outside agencies and report to the Syndicate in it subsequent meeting.
- (viii) to accord administrative sanction for works (original or special repairs) up to a maximum cost of Rs.5.00 lakhs provided the following conditions are satisfied -
  - (a) the work is one included in a scheme approved by the Syndicate.
  - (b) funds have been provided in the University Budget.
- (ix) to accept tenders for work or tenders or quotations for supplies required up to a value of Rs.9.00 lakhs. In case if the lowest tender or quotation is not accepted, the Vice-Chancellor shall record the reasons for the same.
- (x) to sanction any expenditure up to Rs.2.50 lakhs or as may be fixed from time to time and re-appropriation of funds up to Rs.5.00 lakhs from one major head to another, provided that such sanction and the re-appropriation does not involve a liability which extends beyond the financial year in question.
- (xi) to sanction all loans and advances to employees of the University.

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- (xii) to sanction cash imprest to Officers and Heads of Institutions under the University, of rationale quantum.
- (xiii) to sanction the travelling allowance bills of the Registrar, the Finance Officer, the Controller of Examinations, Deans of Faculties and Heads of the Departments in the University.
- (xiv) to authorize opening of new Heads of Accounts for Projects financed by outside agencies, to permit the opening of separate accounts in the Nationalised Banks for this purpose and report to the Syndicate.
- (xv) to effect purchase of patent equipment, machines, instruments and other such goods provided there is budgetary allocation and report to the appropriate bodies.
- (xvi) to grant approval for refund of deposits of earnest money, securities, etc., on the basis of the recommendation of Heads of Departments.
- (xvii) to write off the irrecoverable value of shortage of stock or irrecoverable loss of money occasioned by fraud or neglect of duty by the University Employees or others, upto a total amount of Rs.5000/- in a year. If the amount to be written off in a year exceeds Rs.5000/- the Syndicate shall accord the necessary sanction for the purpose after thorough enquiry.
- (xviii) The Vice-Chancellor shall have such other financial powers as may be delegated by the Syndicate in consultation with Finance Committee from time to time.
- (xix) Inter-Collegiate lectures: On the application of the Head of two or more colleges/institutions, the Vice-Chancellor may make necessary arrangements for the delivery of lectures jointly to the students of those colleges/institutions.
- (xx) The Vice-Chancellor shall have power  
to constitute relevant committees of experts under his Chairmanship or independently to examine and report on various administrative, academic and matters relating to affiliation to the University to take further action on the required matters.
- (xxi) to make temporary appointments to non-teaching cadres and extend the services from time to time.
- (xxii) to initiate disciplinary action against the teaching and non-teaching staff as per the provisions in the Statutes.

- (xxiii) to initiate disciplinary action against the Managements of the erring colleges of education and conduct enquiry by himself or by a Committee constituted by him and report to the Syndicate.
- (xxiv) to constitute various Commissions to cause inspection on the colleges of education requesting for grant of fresh/continuation of provisional affiliation to assess the eligibility and fitness to consider the said request of the Managements of the colleges of education.
- (xxv) to pay honorarium to persons coming to Tamil Nadu Teachers Education University for consultation, Special/Invitation lecture, Chairing/Participation in workshop etc., and such other University affairs, not exceeding Rs.2000/- per person per day in addition to eligible travelling allowance as per Tamil Nadu Government Travelling Allowance Rules;
- (xxvi) to sanction honorarium to subordinate staff for specified purpose and to sanction honorarium to any one assigned with a specific task or job in the University provided that the assignment so specified will be limited to a period of 6 months and the amount of honorarium thus paid shall not exceed Rs.5,000/- per month:

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

- (xxvii) The Vice-Chancellor shall have power to authorize the publication of results of all the examinations;
- (xxviii) The Vice-Chancellor may take up review of research/teaching/extension work done in the University Departments/Affiliated Colleges/Constituent Colleges;

#### (5) Deputation of Vice-Chancellor

The Vice-Chancellor may be deputed by the Syndicate on University business or at the request of the Government to any part of India or outside. The period of deputation shall be ordinarily limited to one month and in special cases, a further period of 15 days will be permitted with the concurrence of the Chancellor. It shall be competent for the Syndicate in the event of such deputation exceeding 15 days, to make requisite arrangements for exercising the powers and performing the duties of the Vice-Chancellor during the period of deputation, provided that such arrangements shall not entail additional expenditure to the University.

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**(6) Representation of the University in other Organisations**

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

- (7) All purchases/constructions shall be made following the procedures laid down in Tamil Nadu Transparency in Tender Act 1988, and as per rates of DGS&D (Directorate General of Supplies & Disposals)/ELCOT (Electronics Corporation of Tamilnadu, Ltd)/NIC (National Informatics Centre) in the cases of all other purchases.
- (8) The Vice-Chancellor shall be competent to transfer any teacher or post from one institution or department maintained by the University to another such institution or department maintained by the University with the approval of the Syndicate.
- (9) The Vice-Chancellor shall make arrangements to assign additional charge in the place of all leave vacancies, and such other temporary vacancies where appointments of substitutes are not required and the same shall be reported to the Syndicate for information.
- (10) In the case of Probationer, the Vice-Chancellor shall seek the approval of the Syndicate for the following:
- (i) Satisfactory declaration of Probation
  - (ii) Extension of Probation
  - (iii) Termination of Probation
- (11) It shall be competent for the Vice-Chancellor to-

(i) Sanction the creation of all technical and non-technical posts for a period not exceeding one year, other than those specified in the Act subject to provision for the same in the budget and shall place the same before the Syndicate.

(ii) Abolish such posts which are considered unnecessary in the University, subject to protection being given to the individuals, with the approval of the Syndicate.

#### 4. REGISTRAR

(See Section 12 of Tamil Nadu Teachers Education University Act, 2008)

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

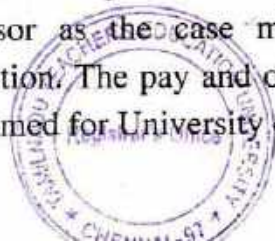
- (i) The Registrar shall be appointed by the Syndicate on the recommendation of the Selection Committee consisting of the Vice-Chancellor as Chairperson, another sitting Vice-Chancellor, a Former Vice-Chancellor, Secretary to Government, Higher Education Department as Nominee of the State Government, Chancellor's Nominee and SC/ST Nominee, if SC/ST candidate is an applicant. The term of office of the Registrar shall be for a period of three years.
- (ii) An academician representing SC/ST/OBC/Minority/Women/ Differently-abled categories shall be nominated by the Vice-Chancellor, if any of the candidates representing these categories is the applicant and if any of the above members of the selection committee do not belong to that category.
- (iii) The Registrar shall be preferably an academician not lower than the rank of a Professor or Associate Professor or an incumbent satisfying the conditions of qualifications prescribed for the post, with Ph.D. preferably in their relevant subjects from any recognized University.

(2) The Registrar shall devote his whole-time to the duties of his office and perform such work as may be laid down by the Syndicate and generally render such assistance as may be desired by the Vice-Chancellor in performance of his official duties.

- (i) The Registrar subject to the immediate direction and control of the Vice-Chancellor shall carry out his order and render such assistance as may be required by the Vice-Chancellor in the performance of his official duties
- (ii) The Registrar shall retire on attaining the age of sixty years in the case of academician and fifty-eight years in the case of non-academician or on the expiry of the period specified in this clause, whichever is earlier.

(iii) The Registrar shall be paid a salary in the Grade of Professor or Associate Professor as the case may be, as drawn in his parent department/institution. The pay and other allowances shall be governed by the Statutes framed for University employees.

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- (iv) The Registrar shall not be eligible for election or for appointment as a member of any other authorities of the University.
- (v) The Registrar shall be governed by the statutes and conditions of the service of the University laid down for non-academic staff regarding leave, Provident Fund, Pension, Insurance, retirement benefits and disciplinary matters, if he is not taken on deputation.
- (vi) When the office of the Registrar is vacant or when the Registrar is absent by reason of illness, or any other cause, is unable to perform the duties of his office, the duties of the office of the Registrar shall be performed by such person whom the Vice-Chancellor may appoint for the purpose subject to the condition that the holder of the post of Registrar shall not be lower in rank than that of the University Professor till the Syndicate makes suitable arrangement in this regard.
- (vii) The Registrar shall have power to take disciplinary action against the employees, excluding teachers of the University and academic staff, as may be specified in the orders of the Syndicate and to suspend them pending inquiry, to administer warnings to them or to impose on them the penalty of censure or withholding of increments.

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

- (3) It shall be the power of the Registrar to initiate disciplinary proceedings against the non-teaching staff (Group B, C, D and Technical Staff).
- (i) to call for explanation from the erring employees giving sufficient time as he may think fit;
  - (ii) to frame charges;
  - (iii) to conduct inquiry by himself or through a committee constituted by him;
  - (iv) to submit a detailed report along with his recommendations to Sub-Committee of the Syndicate.
  - (v) The Registrar shall exercise such other powers as may be authorized by the Vice-Chancellor from time to time.
  - (vi) An appeal shall lie with the Vice-Chancellor against any order of the Registrar imposing any of the penalties specified in clause (14) (iii) (a) of Chapter IX.

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- (vii) In any case where the inquiry discloses that penalty beyond the powers of the Registrar is called for, the Registrar shall, upon conclusion of the inquiry, make a report to the Vice-Chancellor along with his recommendations.
- (viii) Provided, that an appeal shall lie with the Syndicate against an order of the Vice-Chancellor imposing any penalty.
- (ix) No appeal under clause (14) (iii) (b) or clause (14) (iii) (c) of Chapter IX shall be preferred after the expiry of sixty days from the date on which the order appealed against was received by the applicant.
- (x) The Registrar shall be the ex-officio Secretary to the Syndicate, the Academic Council, the Faculties and the Boards of Studies, but shall not be deemed to be a member of any of these authorities.
- (a) Registrar shall prepare Agenda, attend meetings and record the minutes thereof:
- (b) The Registrar shall (i) prepare the agenda and attend the meetings of the Syndicate, Academic Council, Finance Committee, Board of Studies and other Committees constituted by the above bodies; (ii) prepare the minutes; (iii) obtain approval of the Vice-Chancellor or Chairperson or Convener of the authority or Committees concerned; (iv) and take appropriate follow up action thereon.
- (c) The Registrar shall request the Boards of Studies to submit to the Syndicate by the 31<sup>st</sup> March each year, the recommendations as to any course of lectures to be delivered by University Professors.
- (xi) It shall be the duty of the Registrar:-
- (a) to be the custodian of the records, the common seal and such other property of the University as the Syndicate shall commit to his charge.
- (b) to issue all notices convening meetings of the Academic Council, the Syndicate, the members of faculty, the Boards of Studies and of any Committee appointed by the authorities of the University.
- (c) to keep the minutes of all the proceedings of the meetings of the Academic Council, the Syndicate, the Faculties, the Boards of Studies and of any Committee appointed by the authorities of the University.
- (d) to conduct the official correspondence of the Syndicate.



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- (e) to supply copies of the agenda of the meetings of the authorities of the University to the Chancellor as soon as they are issued and the minutes of the proceedings of such meetings.
- (xii) In all suits and other legal proceedings by or against the University, the pleadings shall be signed and verified by the Registrar and all processes in such suits and proceedings shall be issued to, and served on, the Registrar.
- (4) (i) The Registrar may by writing under his hand inform the Vice-Chancellor regarding 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.
- (ii) It shall be the power of the Syndicate to dispense with the services of the Registrar at any time on payment of three months' salary and it may at any time discharge him/her from services without notice or compensation in the event of misconduct on his part or breach 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 parent department when it deems fit to do so.
- (5) The Registrar may forward applications of the University Employees belonging to the B, C and D Group of the University Service for appointments outside the University with the approval of the Vice-Chancellor.

#### (6) Financial Powers

The Registrar shall call for tenders/quotations for printing reports, minutes, etc., and countersign the comparative statements in consultation with the Finance Officer and make recommendations to the Vice-Chancellor for accepting the tenders, quotations or otherwise in keeping with the canons of financial propriety.

- (7) The Registrar shall sanction expenditure upto Rs.1.00 lakh for administrative purposes or as prescribed from time to time by the Syndicate.
- (8) The Registrar shall sanction official contingent expenditure upto Rs.10,000/- on each occasion subject to the ceiling of Rs.1.00 lakh per annum or as prescribed from time to time by the Syndicate.
- (9) The Registrar shall sanction the indents for stationery articles from the University Stores and purchase them from Co-operative Stores. If any stationery articles are not available with the Co-operative Stores, the same may be purchased from the Open Market after following procedural and technical formalities.



- (10) (i) The Registrar shall sign contracts and other agreements on behalf of the University under the directions of the Vice-Chancellor or Syndicate.
- (ii) The Registrar shall sign all cheques exceeding Rs.50,000/-

**(11) Leave**

- (i) The Syndicate may grant leave of absence to the Registrar according to the Leave Rules of the Government Officers of the Group 'A' Services as contained in the Fundamental Rules, as amended from time to time.
- (ii) The Registrar shall not absent himself from work without the prior permission of the Vice-Chancellor, if the period of absence is for 10 days or less. If the period is more than ten days, permission of the Syndicate has to be obtained. If the period of absence is 10 days or less, the Vice-Chancellor shall make arrangement for the performance of the duties of Registrar and if more than 10 days the Syndicate shall make arrangement for the performance of duties of the Registrar in such manner and on such terms, as the Vice-Chancellor or the Syndicate respectively may decide.

**(12) Gratuity and/or Pension**

The Syndicate may grant Gratuity and / or Pension payable to the Registrar, as per the rules of the Government.

**(13) Access to University Records**

The Registrar with the prior approval of Vice-Chancellor shall, on application previously made for the purpose of fixing a convenient hour, arrange for any member of the authorities of the University to have access to the proceedings or documents of the Syndicate, Academic Council, Board of Studies or Faculty of which he is a member, provided it is proved to the satisfaction of the Registrar/Vice-Chancellor that such access is needed for the discharge of the official duties of the applicant.

  
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## 5. FINANCE OFFICER

(See Section 13 of Tamil Nadu Teachers Education University Act, 2008)

### (1) Appointment and Duties

- (i) The Finance Officer shall be a whole-time salaried officer of the University appointed by the Syndicate for such period as may be specified by the Syndicate in this behalf.
- (ii) Every appointment of the Finance Officer shall be made by the Syndicate from out of a panel of three names of officers not below the rank of Joint Director of Local Fund Accounts or Under Secretary to Government in Finance Department, recommended by the Government.
- (iii) The emoluments and other terms and conditions of service of the Finance Officer shall be such as may be prescribed by the ordinances.
- (iv) The Finance Officer shall retire on attaining the age of fifty-eight years or on the expiry of the period specified by the Syndicate under sub-section (1) (i), whichever is earlier.
- (v) When the office of the Finance Officer is vacant or when the Finance Officer, is by reason of illness, absence or for any other cause, unable to perform the duties of his office, the duties of the Finance Officer shall be performed by such person appointed by the Vice-Chancellor for the purpose.
- (vi) The Finance Officer shall be the ex-officio Secretary to the Finance Committee, but shall not be deemed to be a member of such Committee.
- (vii) The Finance Officer shall -
  - (a) Exercise general supervision over the funds of the University and shall advise the University with regards to financial policy; and
  - (b) Exercise such other powers and perform such other financial functions, as may be assigned to him by the Syndicate or as may be prescribed.

Provided that the Finance Officer shall not incur any expenditure or make any investment exceeding such amount as may be prescribed without the previous approval of the Syndicate.

- (viii) Subject to the control of the Syndicate, the Finance Officer shall,-
  - (a) hold and manage the property and investment of the University including trust and endowed property.
  - (b) ensure that the limit fixed by the Syndicate for recurring and non-recurring expenditure for a year is not exceeded and that all moneys are expended for the purposes for which they are granted or allotted.

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- (c) be responsible for the preparation of annual accounts, financial estimates and the budget of the University and for their presentation to the Syndicate.
- (d) keep a constant watch on the cash and bank balance and of investments.
- (e) watch the progress of the collection of revenue and advice on the methods of collection employed.
- (f) ensure that the registers of buildings, lands, furniture and equipment are maintained up to date and that stock checking is conducted for equipments and other consumable materials in all offices, special centres maintained by the University.
- (g) bring to the notice of the Vice-Chancellor any unauthorized expenditure or other financial irregularity and suggest appropriate action to be taken against the persons at fault, and
- (h) call from any office and centre, maintained by the University, any information or returns that he may consider necessary for the performance of his duties.
- (ix) The receipt of the Finance Officer or of the person or persons duly authorized in this behalf by the Syndicate for any money payable to the University shall be a sufficient discharge for payment of such money.
- (2) In addition to the duties mentioned in Section (13) of the Act, the Finance Officer shall perform the following duties -
- (i) The Finance Officer shall be accountable to the Vice-Chancellor and Registrar in the exercise of the powers and duties prescribed to him in the Laws of the University and shall be subject to the general direction and control of the Vice-Chancellor.
- (ii) He shall make all arrangements for the transaction of business for the meeting of the Finance Committee.
- (iii) 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.
- (iv) 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.
- (v) 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.

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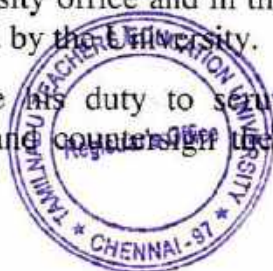
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- (vi) The Finance Officer shall be responsible for the preparation of annual accounts, financial estimates and the budget of the University in consultation with the Vice-Chancellor/Registrar before presenting them to the Finance Committee and the Syndicate. In the matter of financial estimates, he shall consult the Registrar and shall obtain from him/her the estimates for the year from the departments and institutions of the University.
- (vii) He shall arrange for the annual stock verification. For this purpose, he shall submit to the Vice-Chancellor in November of each year, proposals for the appointment of stock verifiers for various departments, sections, etc. He shall ensure that the stock verification as on 31<sup>st</sup> March is conducted regularly before the end of June every year. The report of stock verification shall be placed before the Vice-Chancellor for orders.
- (viii) The Finance Officer shall –
- (a) scrutinise every item of new expenditure not provided in the budget estimate of the University and shall suggest appropriate action to the Vice-Chancellor.
  - (b) realise and receive grants or other money due to the University from Central and State Government, University Grants Commission and other bodies, institutions and individuals.
  - (c) disburse all salary bills including arrears of salary not exceeding one year, contingent bills like electricity, water, oil and fuel, land and corporation tax, phone and other rental bills, maintenance charges etc., recoup permanent advances, payment of all TA bills after ensuring that general sanction is received from the competent authorities.
  - (d) make all authorized payments from the University funds.
  - (e) The Finance Officer shall draw cheques on his own signature, upto Rs.50,000/- (Rupees Fifty Thousand only) and the Deputy Registrar/Assistant Registrar authorized by the Finance Officer shall draw cheques of value not more than Rs.25,000/- (Rupees twenty five thousand only) on pre-passed bills, in addition to the Finance Officer.
  - (f) He shall adopt, with the approval of the Vice-Chancellor, method of accounting or forms or registers for the proper accounting in the University office and in the departments and research centres maintained by the University.
  - (g) It shall be his duty to scrutinize the quotations and tenders received, and counter sign the comparative statement and make

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recommendations to the Vice-Chancellor for accepting the tenders, quotations or otherwise.

- (h) He shall, with the approval of the Vice-Chancellor, sanction payment of bills submitted by the Department of the Government and the cooperative bodies for supplies effected on the basis of orders placed by competent authorities of the University subject to budget allotment/provision, and also shall comply with all the requirements/stipulations of Local Fund Audit.
- (i) The Finance Officer shall not be eligible to elect or nomination as a member to any of the authorities of the University.
- (j) He shall sanction petty claims of contingent expenditure of Rs.1000/- and below only at a time, and shall not exceed, Rs.12,000/- per annum to meet the day-to-day requirement of the University.
- (k) The Finance Officer shall realize and receive grants or other moneys due to the University from Central and State Governments, University Grants Commission and other bodies, institutions and individuals.

(3) **The Finance Officer** shall be responsible to invest Surplus Funds of the University with the approval of Vice-Chancellor and report the same to the Syndicate.

**(4) Maintenance of Records**

Finance Officer shall be responsible for the implementation of sound methods of accounting and to this effect he shall cause the maintenance of such forms and registers to be maintained for the proper accounting in the University Office and in the Departments and Research Centres maintained by the University.

**(5) Resignation/Reversion:**

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

(6) Notwithstanding anything contained in these laws, it shall be the power of the Syndicate to revert the Finance Officer to his parent department, when it deems fit to do so, giving the Government reasonable time to recommend a panel of three names for the new appointment to this post.



## 6. THE CONTROLLER OF EXAMINATIONS

*(See Section 14 of Tamil Nadu Teachers Education University Act, 2008)*

### (1) Mode of Appointment

- (i) The Controller of Examinations shall be appointed by the Syndicate on recommendation of a Selection Committee as prescribed for the post of Registrar, for a period of 3 years.
- (ii) The qualifications for the post of Controller of Examinations shall be as prescribed by the UGC from time to time.
- (iii) The Controller of Examinations shall retire on attaining the age of 60 years in case of Academician and 58 years in case of non-academician.

### (2) Duties and Powers of the Controller -

The Controller of Examinations 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 besides the following duties and responsibilities;

- (i) He shall be entirely responsible for the successful conduct of all examinations of the University, and for the maintenance of secrecy.
- (ii) He shall put up to the Syndicate the recommendations of the Boards of Studies regarding list of persons suitable for appointment as question paper setters in July preceding the year for which papers are to be set.
- (iii) He shall put up to the Syndicate the list of persons recommended by the Boards of Studies as suitable for appointment as Examiners in November each year for the succeeding year.
- (iv) He shall arrange for the tabulation of the results and their publication after approval by the Vice-Chancellor / Syndicate.
- (v) He shall also get from each Chairperson of the Board, a statement of work done by the Examiners, i.e., the number of papers set or valued, together with the absentees statement. Such statement shall be signed by the Examiner and counter-signed by the Chairman, concerned subject and after department's check, the statements shall be immediately passed on to the Finance Officer for his scrutiny and payment. Such payment shall be made immediately.
- (vi) He shall also keep a list of question papers to be set in the various subjects and courses and maintain the lists up-to-date.

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- (vii) He shall also draw up the time-table for various examinations, in such a way that no two examinations in the same course of subject clashes with another, taking note at the same time of expediting the examinations within the minimum period.
- (viii) He shall also maintain a list of halls and centres suitable for the conduct of the examinations and their capacity.
- (ix) He shall generally take all other actions that are necessary for the smooth conduct of the examinations and for securing the secrecy of the question papers, marks, results, etc.,
- (x) The Controller of Examinations shall also be the custodian of the confidential examination records and tabulated results of all examinations.
- (xi) He shall be responsible for the issue of Statement of Marks or grade statements, certificates, diploma and degrees within justifiable time.
- (xii) He shall be responsible for the safe custody of all question/answer papers, documents, certificates and other confidential files connected with the conduct of all University examinations.
- (xiii) He shall keep the minutes of meeting of Boards of Examiners and all Committees appointed by the said Boards/Syndicate Sub-Committee and pass on a copy of minutes of such meetings to the Registrar then and there (in a week's time).
- (xiv) He shall countersign the Travelling Allowance bills and remuneration bills of examiners and paper setters and all other bills relating to examinations.
- (xv) He shall be responsible for the Registration of candidates for research degrees and for the evaluation of the thesis by Boards of Examiners appointed by the Vice-Chancellor/Syndicate for the purpose.
- (xvi) He shall call for tenders/quotations for printing question papers, degree certificates, registers, forms etc., for the examination section and shall countersign the comparative statements in consultation with the Finance Officer and make recommendations to the Vice-Chancellor for accepting the tenders/quotations.
- (3) (i) The Controller of Examinations shall institute systems and practices for prevention of malpractices and detection of malpractices in the examinations.



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- (ii) He will place before Vice-Chancellor/Disciplinary Sub-Committee of the Syndicate through the Registrar, all cases of malpractices detected by him and he shall assist the Vice-Chancellor/Sub-Committee in the investigation and enquiry of such cases. Such investigation / enquiry report shall be placed before the Syndicate for necessary action.
- (iii) He shall bring to the notice of the Registrar/Vice-Chancellor any discrepancy or error that may be noticed in regard to any matter connected with the examination and cause necessary rectification with the approval of the Vice-Chancellor.
- (4) He shall be responsible for the collection of the prescribed fee for various examinations and shall transmit to the Finance Officer with the counterfoils of all payment made towards examination fee etc., immediately after the nominal list for each examination is prepared.
- (5) He shall be responsible for the registration of candidates for the Research Degrees and arrange for the evaluation of thesis by Boards of Examiners appointed by the Syndicate for the purpose.
- (6) He shall carry out such orders and instructions as may be issued from time to time by the Registrar, Vice-Chancellor and the Syndicate.
- (7) The Controller of Examinations shall not be eligible for nomination or election as a member of the University Authorities.
- (8) The Controller of Examinations by writing, under his hand shall inform the Vice-Chancellor through the Registrar of 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 take appropriate action.
- (9) It shall be the power of the Syndicate to dispense with the service of the Controller of Examinations at any time by giving a notice of three months to him and revert him to the parent organization.
- (10) When the office of the Controller of Examinations is vacant or when the Controller of Examinations by reasons of illness, absence or any other cause, is 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.
- (11) The Vice-Chancellor, the Registrar, the Finance Officer, the Controller of Examinations and other employees of the University shall be deemed, when acting or purporting to act in pursuance of any of the provisions of this Act, to be public servants within the meaning of section 21 of the Indian Penal Code.

## 7. DEANS OF THE FACULTIES

*(See Section 44 of Tamil Nadu Teachers Education University Act, 2008)*

- (1) The Deans of the Faculties:
  - (i) shall be the Head of the Faculty, accountable to the Vice-Chancellor for the academic activities;
  - (ii) shall be responsible for the due observance of the Statutes and other Regulations relating to the Faculty;
  - (iii) with the approval of the Vice-Chancellor, the incumbent shall formulate and present policies to the Board of Studies for its consideration on matters relating to the Faculty; and
  - (iv) shall preside over meetings of the Board of Studies of the Faculty.
  - (v) such other responsibilities as assigned by the authorities from time to time.
- (2) The Dean for each Faculty shall be nominated in the following manner:-

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

## 8. OTHER OFFICERS OF THE UNIVERSITY

*(See Section 7(7) of Tamil Nadu Teachers Education University Act, 2008)*

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

## CHAPTER-V

### THE SYNDICATE

*(See Sections 19 to 21 of Tamil Nadu Teachers Education University Act, 2008)*

- (1) The Syndicate by virtue of the powers vested with it by the Act shall be the executive authority of the University to regulate and determine all matters concerning the University in accordance with Act, Statutes, Ordinances and Regulations.
- (2) The Syndicate shall, in addition to the Vice-Chancellor, consist of the following members, namely:-

#### CLASS I – EX-OFFICIO MEMBERS

- (i) The Secretary to Government, in-charge of Higher Education;
- (ii) The Secretary to Government, in-charge of Finance
- (iii) The Secretary to Government, in-charge of Law
- (iv) The Secretary to Government, in-charge of School Education;
- (v) Director of Collegiate Education; and
- (vi) The Director of Teachers Education, Research and Training

#### CLASS II – OTHER MEMBERS

- (i) One member from among the Chairpersons of the Faculties nominated by the Chancellor on the recommendation of the Vice-Chancellor;
- (ii) One member from among the Professors and Heads of the Departments of the Government Teacher Training Colleges nominated by the Chancellor on the recommendation of the Government.
- (iii) Two members from among the Principals of the affiliated colleges nominated by the Chancellor on the recommendation of the Government;
- (iv) Two members from among the managements of the affiliated colleges, nominated by the Chancellor on the recommendation of the Government;
- (v) One member elected by the Members of the Legislative Assembly of the State from among themselves;
- (vi) One member nominated from educationists by the Government; and
- (vii) One member nominated from eminent educationists to be nominated by Chancellor.
- (viii) The Vice-Chancellor shall be the ex-officio Chairperson of the Syndicate.

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### (3) Powers of Syndicate

The Syndicate shall have the following powers, namely:-

- (i) To make statutes and amend or repeal the same.
- (ii) To make ordinances and amend or repeal the same.
- (iii) To co-operate with other Universities, other academic authorities and colleges in such manner and for such purposes as it may determine.
- (iv) To provide for instruction and training in teachers education as it may think fit.
- (v) To provide for research and advancement in teachers education.
- (vi) To institute Assistant Professorships, Associate Professorships, Professorships and any other teaching posts required by the University.
- (vii) To prescribe the conditions for affiliating colleges to the University and to withdraw affiliation from colleges and also to specify the academic year in relation to such colleges.
- (viii) To provide for such lectures and instructions for students of University colleges and affiliated colleges as the Academic Council may determine.
- (ix) To provide for the inspection of all colleges and hostels.
- (x) To institute degrees, and other academic distinctions in teacher education.
- (xi) To confer degrees, on persons who –
  - (a) Have pursued an approved course of study in University college or in an affiliated college or have been exempted there from in the manner prescribed and have passed the prescribed examinations of the University.
  - (b) Have carried out research under conditions prescribed;
- (xii) To confer honorary degrees or academic distinctions on the recommendations of not less than two-third of the members of the Syndicate.

(xiii) To establish and maintain hostels

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- (XIV) To institute fellowships, travelling fellowships, scholarships, studentships, bursaries, exhibitions, medals and prizes.
- (XV) To prescribe the fees to be charged for the affiliation of colleges, for admission to the examinations, degrees, of the University for the registration of graduates, for the renewal of such registration and for all or any of the purposes specified in section 20(1)(o) of the Act.
- (XVI) To consider and take such action as it may deem fit on the annual report, the annual accounts and the financial estimates.
- (XVII) To institute a University Extension Board and to maintain it.
- (XVIII) To institute publication bureau, students' unions, employment bureau, University athletic clubs, etc. and to maintain them.
- (XIX) To enter into any agreement with the Central or any State Government or with a private management for assuming the management of any institution and for taking over its properties and liabilities or for any other purposes not repugnant to the provisions of this Act.
- (XX) To make statutes regulating the method of election to the authorities of the University and the procedure at the meeting of the Academic Council, Syndicate and other authorities of the University and quorum of members required for the transaction of business by the authorities of the University other than the Academic Council.
- (XXI) To hold, control and administer the properties and funds of the University.
- (XXII) To direct the form, custody and use of the common seal of the University.
- (XXIII) To regulate and determine all matters concerning the University in accordance with this Act, the Statutes, the Ordinances and the Regulations.
- (XXIV) To administer all properties and funds placed at the disposal of the University for specific purposes.
- (XXV) (a) To appoint the University Assistant Professors, Associate Professors, Professors and the teachers of the University, fix their emoluments, if any, define their duties and the conditions of their services and provide for filling up of temporary vacancies.

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- (b) To prescribe the mode of appointment of administrative and other similar posts and fix their emoluments, if any, define their duties and the conditions of their services and provide for filling up of temporary vacancies.
- (XXVI) To suspend and take disciplinary action on the University Assistant Professors, Associate Professors, Professors and other Teachers and employees of the University.
- (XXVII) To accept, on behalf of the University, endowments, bequests, donations, grants and transfers of any movable and immovable properties made to it.
- (XXVIII) (a) to raise, on behalf of the University, loans from the Central or any State Government or the public or any corporation owned or controlled by the Central or any State Government; and
- (b) to borrow money, with the approval of the Government, on the security of the property of the University for the purposes of the University.
- (XXIX) to affiliate colleges within the University area to the University.
- (XXX) to recognize hostels not maintained by the University and to suspend or withdraw recognition of any hostel which is not conducted in accordance with the ordinance and the conditions imposed there under.
- (XXXI) to arrange for and direct, the inspection of all University colleges affiliated colleges and hostels.
- (XXXII) to prescribe the qualifications of teachers in University colleges, and hostels.
- (XXXIII) to award fellowships, travelling fellowships, scholarships, studentships, bursaries, exhibitions, medals and prizes in accordance with the statutes.
- (XXXIV) to charge and collect such fees as may be prescribed.
- (XXXV) to conduct the University examinations and approve and publish the results thereof.
- (XXXVI) to make ordinances regarding the admission of students to the University or prescribing examinations to be recognized as equivalent to University examinations.

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(XXXVII) to appoint Members to the Board of Studies.

(XXXVIII) (a) to appoint examiners, after consideration of the recommendation of the Board of Studies, and

(b) to fix their remuneration.

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

(XL) to institute and manage University centres, University colleges and laboratories, libraries, museums, institutes of research and other institutions.

(XLI) to manage hostels instituted by the University.

(XLII) to regulate the working of the University Extension Boards.

(XLIII) to manage any publication bureau, students unions, employment bureau and University athletic clubs instituted by the University.

(XLIV) to review the instruction and teaching of the University.

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

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

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

(4) The Syndicate may consult the Academic Council in respect of any matter where it considers such consultation is necessary.

#### (5) Meetings of Syndicate

(i) The Syndicate shall meet at least once in every two months at such time and places and shall, subject to the provisions of sub-section 21(1) to (4) of the Act observe such rules of procedure with regard to transaction of business at its meetings including the quorum at meetings as may be prescribed.

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

**(6) Quorum**

Five members shall constitute the quorum for the Syndicate meeting.

**(7) Agenda for the meeting**

- (i) The items for consideration by the Syndicate shall be put up by the Registrar to the Vice-Chancellor with the files, notes thereon wherever necessary. The Vice-Chancellor as the Chairperson shall approve the notes to be put up at the Syndicate Meeting.
- (ii) The Registrar shall send agenda notes along with the notice to the members of the Syndicate before a minimum of seven days of the meeting.
- (iii) The Vice-Chancellor may include supplementary agenda and also may place subjects at the time of the meeting by placing the same on the table.

**(8) Circulation of Papers**

In emergency situation, the Vice-Chancellor may circulate agenda notes to the members and implement the decision contained in the emergency agenda and the same may be placed before the Syndicate at its next meeting. In case of dissent by a member, such note of dissent shall also be incorporated in the agenda paper to be placed before the Syndicate. Decision taken in Syndicate in circulation shall be put in proper form and incorporate in the minutes of the Syndicate.

**(9) Minutes of the Meeting**

The minutes of all meetings of the Syndicate shall be approved by the Chairman of the meeting. The Registrar shall within four working days after a meeting shall send a copy of the minutes of that meeting to each member of the Syndicate.

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**(10) Exception to Correctness of the Minutes**

If no exception is taken by any member within seven days of the sending of the minutes, they shall be deemed to be approved.


**(11) Procedure when exception is taken**

If exception is taken within the time aforesaid by means of a letter addressed to the Registrar, specifying the points which require correction in the minutes, the minutes shall be corrected with the approval of the Vice-Chancellor and the minutes shall be brought to the next Syndicate meeting for confirmation or correction. In case, the Vice-Chancellor disagrees with the correction proposed by the member, the same shall be placed before the Syndicate for appropriate decision.


- (12)** (i) The annual report of the University shall be prepared by the Syndicate at its February meeting and shall be submitted to the Academic Council at its Annual meeting in March.
- (ii) The Syndicate shall take action as it deemed fit on any resolution by the Academic Council with regard to any matter within its purview. The Syndicate may accept or reject any recommendation and shall inform the Academic Council members of the action taken.

**(13) Financial Estimates**

The Financial Estimates of the University shall be prepared by the Finance Officer in accordance with such instructions as may be issued by the Vice-Chancellor/Registrar, and such estimates shall be placed before the Finance Committee before the end of January of each year. The Syndicate shall consider at its February meeting, the said estimates as modified by the Finance Committee, and accept the modifications made by the Committee. The budget estimates as approved by the Syndicate shall be deemed to be final.

  
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## CHAPTER – VI

### THE ACADEMIC COUNCIL

*(See Sections 22 and 23 of Tamil Nadu Teachers Education University Act, 2008)*

- (1) The Academic Council shall be the principal academic body of the University and shall subject to the provisions of the Act and the statutes have the control and general regulation of teaching and examination in the University and be responsible for the maintenance of the standards thereon. In addition, it shall also act as the body to review the broad policies and programmes of the University.
- (2) The Academic Council shall consist of the following members, namely:-

#### CLASS I – EX-OFFICIO MEMBERS

- (i) The Vice-Chancellor;
- (ii) The Chairmen of the Faculties
- (iii) Two members from Government and eight members from Government aided Teachers Training Colleges nominated by Government on rotation.

#### CLASS II – OTHER MEMBERS

- (iv) Eight members from among the Professors of the University, nominated by the Chancellor on the recommendation of the Vice-Chancellor.
- (v) Fifteen members from among the Principals of the unaided affiliated colleges, nominated by the Chancellor on the recommendations of the Government by rotation.
- (vi) Three educationists having proficiency in matters relating to education, research and educational administration, nominated by the Chancellor on the recommendations of the Government.
- (vii) Three persons of eminence nominated by the Chancellor on the recommendations of the Vice-Chancellor.
- (viii) Members of the Syndicate not included in any of the above items.

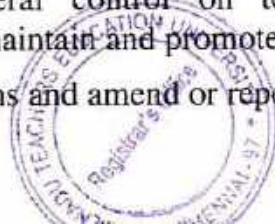
Provided that any Chairperson of a Board of Studies may be invited to attend a meeting if his special knowledge may be of relevance to the items for discussion at the meeting.

### (3) Powers and Functions of the Academic Council

The Academic Council shall have the following powers and functions as the principal academic body of the University:-

- (i) To exercise general control on teaching and other educational programmes and maintain and promote the standards thereof.
- (ii) To make regulations and amend or repeal the same.

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- (iii) To make regulations
- (a) regarding the admission of students to the University and the number of students to be admitted.
  - (b) regarding the courses of study leading to degrees, and other academic distinctions.
  - (c) regarding the conduct of examinations and maintenance and promotion of standards of education.
  - (d) prescribing equivalence of examinations, degrees, of other Universities.
  - (e) for the assessment, evaluation and grading of students performance.
- (iv) To advise the Syndicate on all academic matters including the control and management of libraries.
- (v) To make recommendations to the Syndicate for the institution of Professorships, Associate Professorships, Assistant Professorships and other teaching posts including posts in research and in regard to the duties and emoluments thereof.
- (vi) To formulate, modify or revise schemes for the constitution or reconstitution of departments of teaching and research.
- (vii) To make recommendations to the Syndicate regarding post graduate teaching and research.
- (viii) To make recommendations to the Syndicate regarding the qualifications to be prescribed for teaching in the University.
- (ix) To make recommendations to the Syndicate for the conferment of honorary degrees or other distinctions.
- (x) To review and act upon the proposals of Boards of Studies in formulating rules, regulations, syllabi and methods of evaluation, introduction of new courses and modification of existing courses.
- (xi) To make recommendations to the Syndicate regarding institution of fellowships and scholarships.
- (xii) To delegate to the Vice-Chancellor, or to any of the Committees of the Academic Council, any of its powers, and

- (xiii) To assess and make recommendations laying down standards of accommodation, equipment, apparatus, library, maintenance and other physical facilities required for each faculty.
- (4) Subject to the other provisions of this Act, the Academic Council in its capacity as a reviewing body shall have the following powers and functions, namely;
- (i) To review, from time to time, the broad policies and programmes of the University and to suggest measures for the improvement and development of the University.
  - (ii) To advise the Chancellor in respect of any matter, which may be referred to it for advice; and
  - (iii) To exercise such other powers and perform such other functions as may be prescribed by the statutes.
  - (iv) To formulate, modify or revise schemes for the constitution or re-constitution of the departments of teaching and research in the University.

**(5) Meeting of the Academic Council**

- (i) The Academic Council shall meet at least twice in every year on dates to be fixed by the Vice-Chancellor. One of such meetings shall be called the annual meeting. The Academic Council may also meet at such other times as it may, from time to time, determined.
- (ii) One third of the total strength of the members of the Academic Council shall be the quorum required for a meeting of the Academic Council.

Provided that such quorum shall not be required for Convocation of the University or a meeting of the Academic Council held for the purpose of conferring degrees or other academic distinctions.

- (iii) The Vice-Chancellor may, whenever he thinks fit, and shall upon a requisition in writing signed by not less than fifty percent of the total members of the Academic Council, convene a special meeting of the Academic Council.
- (iv) There shall be two ordinary meetings of the Academic Council in a year one in February or March which shall be called annual meeting and one in September or October on dates to be fixed by the Vice-Chancellor. The Academic Council may also meet at such other times as it may, from time to time, determine.

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**(6) Notice of Meeting**

For convening the ordinary meeting of Academic Council, not less than four weeks notice shall be given. The Registrar shall give such notice under the direction of Vice-Chancellor.

**(7) Special Meeting of the Academic Council**

The Vice-Chancellor may, wherever he thinks fit and shall, by himself or upon a requisition in writing signed by not less than 50 percent of the total members of the Academic Council, convene a special meeting of the Academic Council as per section 24(3) of the Act. The requisition must be in writing, and signed by the members for convening Special Academic Council meeting, shall be addressed to the Registrar with a copy of the resolutions to be moved and the name of the proposer of each resolution.

**(8) Date for forwarding resolutions**

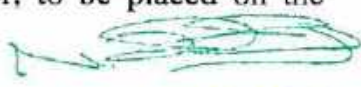
- (i) Any member who wishes to move a resolution at a meeting shall forward a copy of the draft resolution to the Registrar so as to reach him not less than 20 days before the meeting. A member, who has forwarded a resolution, may withdraw the resolution by giving written notice so as to reach the Registrar not less than five clear days before the date of meeting. No member shall give more than three resolutions.
- (ii) The Registrar shall place all such resolutions before the Vice-Chancellor, who shall direct him to include such resolutions in the agenda, provided that no resolution shall be admissible which does not comply with the following conditions:
  - (a) It shall be clearly and precisely expressed and shall raise substantially one definite issue.
  - (b) It shall not raise issues which do not fall within the powers of the University.
  - (c) It shall not contain arguments, inferences, ironical expressions or defamatory statements, nor shall it refer to the character or conduct of persons except in their official or public capacity.
  - (d) It shall not refer to any matter which is under adjudication by a Court of Law.

**(9) Resolutions to be placed on Agenda**

The Registrar, under the direction of the Vice-Chancellor, shall cause each resolution of which notice has been given and which has not since been withdrawn in accordance with ~~Section 8~~ <sup>Article 18</sup> of this Chapter, to be placed on the agenda of the meeting at which it is to be moved.

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**(10) Agenda**

Not less than 15 clear 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 meetings; provided that the Vice-Chancellor may bring any business which in his opinion is urgent at any meeting with shorter notice or without placing the same on the agenda paper.

**(11) Notice of amendments**

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

**(12) Amended Agenda**

The Registrar shall on the receipt of amendments given in accordance with Statute 11 of this Chapter, prepare under the direction of the Vice-Chancellor, an amended agenda showing all the resolutions and amendments.

**(13) Dispatch of amended Agenda**

The Registrar shall post a copy of the amended Agenda to each member of the Academic Council not less than seven clear days before the date of the meeting.

**(14) Quorum**

- (i) One third of the total strength of the members of the Academic Council shall be the quorum for a meeting of the Academic Council. If at the commencement of the meeting, if there is no quorum, the Chairman shall adjourn the meeting.

Provided that such quorum shall not be required to conduct convocation of the University, or at a meeting of the Academic Council held for the purpose of conferring degrees or other academic distinctions.

- (ii) If at any time during the progress of a meeting, any member shall call attention of the Chairman to the number of members present, whereupon he shall, within a reasonable time, count the number of the members present, and if a quorum be not present, he shall declare the meeting dissolved and shall leave the Chair. All such dissolutions shall be recorded by the Registrar and the record shall be signed by the Chairman.

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**(15) Chairman of Meeting**

The Vice-Chancellor, as Chairman of the Academic Council shall preside over all meetings of the Academic Council but if the Vice-Chancellor be not present, the members present shall elect a Chairman from among themselves.

(16) (i) Business of Special meetings: At a special meeting of the Academic Council convened by the Vice-Chancellor under Statute 7 of this Chapter, no business other than that brought forward by the Syndicate or the Vice-Chancellor shall be transacted.

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

(17) When any resolution is not included in the agenda under the direction of the Vice-Chancellor or any of the grounds mentioned in Statute 9, the Registrar shall intimate the fact to the member stating the objection.

**(18) Resolutions on Ordinance and Regulations**

Notwithstanding the notice for resolution prescribed in Statute 8, any member who wishes to move a resolution on any report or statement by the Syndicate included in the agenda, or on any Ordinance and Regulation placed before the Academic Council under Sections 33 and 34 of the Act and included in the agenda, 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. Resolution of which due notice has been received by the Registrar under this Statute shall be included in the agenda paper.

**(19) Business at adjourned meetings**

Subject to the provisions of other Laws, no business shall be transacted at any adjourned meeting other than the business left unfinished at the meeting 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 business to be transacted at an adjourned meeting.

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## BUSINESS OF MEETING

### (20) Order of Business

- (i) The business to be transacted at a meeting of the Academic Council shall be placed on the agenda in the following order -
  - (a) Any motion for a change in the order of business as stated in the Agenda
  - (b) Business brought forward by the Vice-Chancellor and the Syndicate.
  - (c) Business brought forward by the Faculties.
  - (d) Business brought forward by other University authorities.
  - (e) Business brought forward by Members of the Academic Council.
- (ii) At any meeting, it shall be open to any member to move for a change in the order of business as stated in the agenda.
- (iii) If the motion for a change in the order of business as stated in the agenda is agreed to by the Academic Council, the business shall be transacted in the changed order.

### (21) Hours of Meeting

Unless the Academic Council otherwise resolves, the Academic Council shall meet at 10.30 a.m. on the day appointed for the meeting, and the Chairman shall adjourn the meeting at 5.30 p.m. and there shall be an adjournment for one hour for lunch between 1 and 2 p.m. provided further that, if any voting is in progress, the voting and proceedings consequent thereon shall be completed before the meeting is adjourned;

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

## MOTIONS WITHOUT NOTICE

### (22) Correction of mistakes

At any meeting, the Chairman, may, without any formal motion made, permit the correction of clerical/typographical/over sighted mistakes in notices of motions or in reports or statements or other business placed before the meeting.

### (23) Complimentary motions

At any meeting of the Academic Council, motions of a complimentary character, may without notice, be moved by the Chairman or by any member with prior permission of the Chairman.

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**(24) Amendments to resolutions with short notice**

At any meeting of the Academic Council, any member may move any amendment to any resolution brought forward by the Syndicate or the Vice-Chancellor under Statute 9 or to a resolution moved by a member under Statute 10 of this Chapter, or to a resolution included in the Agenda of special meeting convened under Statute 7 of this Chapter on less than nine clear days notice.

**(25) Motions without previous notice**

At any meeting of the Academic Council, the following resolutions may be moved without previous notice:-

- (i) A resolution relating to business not included in the agenda but brought forward by the Syndicate or the Vice-Chancellor under Statute 10 of this Chapter.
- (ii) A motion for a change in the order of business as stated on the agenda.
- (iii) A motion directing the Syndicate, the Academic Council, a Faculty, a Board of Studies or any Committee to review or reconsider its decision or recommendation and to report at a subsequent meeting of the Academic Council.
- (iv) A motion for the appointment of a Committee to consider and report on any matter before the Academic Council.
- (v) A motion remitting any matter before the Academic Council at the time of Syndicate or a Faculty or Board of Studies for its consideration and report.
- (vi) A motion for the adjournment of the meeting or the debate on any question to specified time.
- (vii) A motion for the adjournment of the debate on any question to the next meeting of the Academic Council.
- (viii) A motion that the meeting be dissolved.
- (ix) A motion that the meeting pass to the next business on the agenda.
- (x) A motion that the question be now put.

**(26) Amendments without previous notice**

At any meeting of the Academic Council, the following amendments may be moved without previous notice:

- (i) Amendments to motion for a change in the order of business as stated in the agenda, substitution of an order different from that in the motion.

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- (ii) Amendments to a motion directing the Syndicate, the Academic Council, a Faculty, a Board of Studies or a Committee or review or reconsider its decision or recommendation.
- (iii) Amendments to a motion for the appointment of a Committee.
- (iv) Amendments to a motion remitting any matter to the Syndicate or the Academic Council, or a faculty or a Board of Studies.
- (v) Amendments to a motion for the adjournment of the meeting or debate to a specified time.
- (vi) Amendments to motions brought forward by the Syndicate or the Vice-Chancellor at special meeting less than nine clear days notice, or at ordinary meetings on less than fifteen clear days notice, and to resolutions moved by members under Statute 6 of this Chapter.
- (vii) 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 Academic Council at the same meeting.
- (viii) Amendments of a purely verbal or formal kind which in the opinion of the Chairman do not affect the sense or import of the motion to which they refer.

**(27) Resolutions or amendments not on agenda**

Save as permitted in Statutes 23, 24, 25 and 26 of this Chapter, no resolution or amendment which is not placed on the agenda shall be moved at the meeting.

**MOTIONS IN GENERAL**

**(28) Form of resolutions**

Every resolution to be moved at a meeting shall be affirmative in form, and shall begin with the word 'That'.

**(29) Motions not moved**

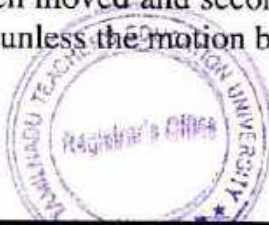
Any resolution or amendment standing in the name of a member who is absent from the meeting may be moved by any other member.

**(30) Motions to be seconded**

- (i) Every motion at a meeting must be seconded; otherwise it shall be dropped.
- (ii) Any member may second a resolution by saying 'I second the motion' and may reserve his speech by adding 'I reserve my speech'. When a motion has been moved and seconded, the question shall be stated from the Chairman, unless the motion be ruled out of order by the Chairman.

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**(31) Moving of amendments**

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

**(32) Form of amendment**

- (i) An amendment to a resolution shall be
  - (a) by leaving out certain words
  - (b) by inserting or adding certain words
  - (c) by leaving out certain words to insert or/and others.
- (ii) 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 amendments are 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 in which the words mentioned are to be added or inserted.

**(33) Relevance of amendments**

- (i) An amendment must not reduce the original motion to its negative or opposite form.
- (ii) 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 consisted whole.
- (iii) An amendment must not be virtually an independent proposition.

**(34) Not more than one resolution and amendment at a time**

- (i) Not more than one resolution and one amendment thereto shall be placed before a meeting at the same time.
- (ii) If an amendment be negative, any other amendments to the original motion may then be moved. If an amendment to be carried, the motion as amended shall be stated from the Chairman 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 amendment.

**(35) Withdrawal of motions**

- (i) 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 must signify his desire in the motion. The Chairman shall then take the sense of the meeting by asking, "Is it your pleasure that the motion be withdrawn?" Provided no one objects, he shall declare the motion withdrawn.
- (ii) When an amendment has been proposed to a resolution, the original motion cannot be withdrawn until the amendment has been first disposed of.

**(36) Ruling out of order resolution or amendment**

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

**PROCEDURE ON MOTIONS****(37) Procedure on Motions under Statute 25**

Motions made under Statute 25 (iii-x) of this Chapter shall take precedence of any question that may be put before the meeting at the time and must be disposed of before such question.

**(38) Procedure to motion under Statute 25 when Negative**

When a motion under Statute 25 (vi, vii, viii, ix, x) of this Chapter has been negatived, no other motion of the same kind shall be again brought during the debate on the same question until after the lapse of what the Chairman shall deem a reasonable time.

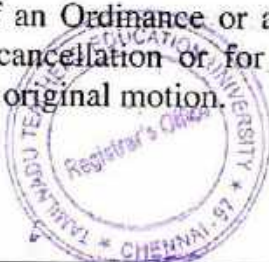
**(39) Procedure on a motion on Ordinance or Regulation**

- (i) A motion on an Ordinance or a Regulation placed before the Academic Council under Section 33 or 34 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)'.

- (ii) 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 moved for its cancellation or for a different modification to the one proposed in the original motion.

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**(40) Procedure Change in the order of business**

A motion for change in the order of business as stated in the agenda paper shall be made before the commencement of other business. It cannot be moved at any other time.

**(41) Procedure for reconsidering a previous decision**

A motion directing the Syndicate, the Academic Council, or any other University authority, or Committee to review or reconsider its decision of recommendation may be made at any time during the debate on any such decision or recommendation, but shall not be made 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 direction that the authority or Committee shall report to the Syndicate 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 Academic Council convened under Statute (5), and if it is not possible to do so, the fact shall be reported to the Academic Council at such meeting.

**(42) Motion for appointment of a Committee -**

- (i) A motion for the appointment of a Committee to consider and report upon any question before the Academic Council at the time 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 an 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 of which the Committee is to be appointed or the questions remitted to it or for giving it an instruction 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 for 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 Academic Council convened under Statute (5), and if it is not possible to do so, the fact shall be reported to the Academic Council at such meeting.
- (ii) If the mover of the resolution or of any amendment thereto proposes to include in the Committee persons who are not members of the Academic Council or who being members are not present at the meeting, he shall state at the meeting that he has obtained the consent of such persons to their names being proposed for inclusion.

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**(43) Motion remitting any matter to an authority -**

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 indicate 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 Academic Council convened under Statute (5), and if it is not possible to do so, the fact shall be reported to the Academic Council at such meeting.

**(44) Motion for adjournment -**

- (i) A motion for the adjournment of the meeting of debate to a specified time may be made at any time, but not so as to interrupt a speech. The motion shall be in the form, 'That this meeting do now adjourn to', or 'That the debate on this question be now adjourned to', followed by words indicating the day and hour proposed for the adjourned meeting or debate.
- (ii) An amendment to any motion for adjournment of the meeting of debate shall be for substituting a different day or hour for the one originally proposed.
- (iii) If the motion for the adjournment of the debate be carried, the debate shall stand adjourned to the time specified in the motion and meetings shall pass to the next business, if any, on the agenda.
- (iv) If the motion for adjournment of the debate is carried, the members, 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 negative, the mover cannot speak again on the main question.

**(45) Motion for resolving into a Committee -**

A motion that the Academic Council resolves itself into a Committee may be made at any time, but not so as to interrupt a speech. The motion shall specify the item or items of business to be considered in Committee.

**(46) A motion to pass to the next business on the agenda**

- (i) A motion to pass to the next business shall be in the form 'That the meeting do now pass to the next business on the agenda', and may be

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moved at any time after the main question has been stated by the Chairman, but not so as to interrupt a speech.


- (ii) The member moving the motion shall confine himself to the words of the motion. The member who seconds the motion shall confine himself to the words 'I second the motion'. If the Chairman shall be of the opinion that the motion to pass over to the next item is an abuse of the rules of the meeting, he may decline to put the question to the meeting. If he 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.

#### (47) Motion for Dissolution

- (i) A motion for the dissolution of a meeting shall be in the form 'That this meeting do now dissolve', and may be made at any time but not so as to interrupt a speech.
- (ii) If the Chairman shall be of the opinion that the motion for dissolution is an abuse of the rules of the meeting, he may decline to state the question thereupon to the meeting.
- (iii) If the motion be carried, the business still before the meeting shall drop, and the Chairman shall declare the meeting dissolved.

  
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## SPEECHES

### (48) When speeches allowed -

- (i) A member can speak only when there is a question before the meeting or when he moves or seconds motion, except,
  - (a) When putting a question or answering a question put.
  - (b) When speaking to a point of order.
  - (c) When offering a personal explanation, or
  - (d) When, with the special permission of the Chairman, making a statement.
- (ii) A member in possession of the meeting may speak before moving any motion which he intends to move, but he shall speak to the question and shall conclude his speech by formally moving the motion.

### (49) How often speeches permitted -

- (i) Except as otherwise provided, a member may not speak more than once on the same question.
- (ii) A member who has spoken to the main question may not move or second for amendment to it or a motion under Statute 24 during the debate on the same question; but he may speak to any such new question when moved and seconded by other members, if debate is permissible.
- (iii) A member who has moved or seconded an amendment or a motion under Statute 25 (iii-x) may not after such amendment or motion has been disposed of, move or second any other amendment, or motion under Statute 25 (iii-x), or speak to the main question; he may however speak, or move or 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 relates to the framing, cancellation or modification of Statutes, Ordinances or Regulations.

Provided further that a member who successfully moves the adjournment of the debate on any question to a special time, may claim precedence or take part at a later period in the debate when it is resumed

REGISTRATION UNDER Statute 40;

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- (iv) 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.
- (v) A member may with the special permission of the Chairman, make a statement on any matter arising from the debate on any question.

#### (50) Condition for right of reply for mover

When the Chairman has ascertained that no other member entitled to address the meeting desires to speak, the mover of the resolution may reply upon the whole debate, provided that the mover of a resolution of the kind specified in Statute 25 (iii – viii) or of an amendment shall have no right of reply. No member speaks to a question after the mover has made his reply.

#### (51) Duration of speeches

No speech shall exceed normally five minutes in duration provided that the mover of a resolution or of an amendment, when moving the same, may speak for ten minutes.

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

#### (52) Order of Speeches

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 Chairman shall decide the speaker.

#### (53) Speeches by Chairman

The Chairman has the same right of moving or seconding or speaking to a resolution or an amendment as any other member, but he shall not be a Chairman while so engaged and a member nominated by him shall preside over the meeting. The Chairman may, however, at his discretion or at the request of any member explain to the meeting the scope of any resolution or amendment or make any statement or any matter arising from or connected with the proceeding of the meeting.

#### (54) Personal Explanation

The Chairman may allow any member to explain any misconception arising out of expressions used by him. He shall confine himself strictly to such explanation.

**(55) Point of Order**

- (i) Any member may call the Chairman's attention to a point of order. But he shall confine himself to a statement of the point of order and shall not make speech on such point of order.
- (ii) No point of order can be raised while the Chairman 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 Chairman may deal with the matter immediately, or when the vote or the poll is completed.


**(56) Putting questions to vote**

When the debate on a resolution is concluded or if there be no debate, the Chairman shall put the question to the vote.



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## VOTING

### (57) Decision Procedure

All questions considered at meetings of the Academic Council 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 Chairman shall be entitled to vote on any question. If the votes be equally divided, the Chairman shall have a casting vote.

### (58) Manner of taking Votes Poll

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 Chairman. If, as soon as the Chairman announces the result of the voting on any particular motion, any member demands a poll, the same shall be taken. In that case, the vote of each member voting shall be recorded and the names of members, who abstain from voting shall also be recorded.

## GENERAL

(59) A member must speak to the question under consideration. The Chairman may direct a member who persists in irrelevance or tedious repetition either of his own arguments or the arguments used by the other members in debate to discontinue his speech.

(60) If the Chairman rises, the member speaking or offering to speak must sit down at once.

### (61) Powers of Chairman - Point of order

The Chairman shall be the sole judge on any point of order, and may call any member to order, and shall have all powers necessary to enforce his decisions on all points of order.

### (62) Powers of Chairman to maintain order

The Chairman may direct any member whose conduct is in his 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 day's meeting.

### (63) Powers of Chairman to suspend sittings

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

## MINUTES

### (64) Minutes of Meeting

The minutes of all proceedings of each meeting of the Academic Council shall be signed by the Chairman of the meeting. The Registrar shall (within four weeks after the meeting) send a printed copy of the minutes of that meeting to each member of the Academic Council.

### (65) Exception to correctness of the Minutes

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

### (66) Procedure when exception is taken

If exception be taken within the time aforesaid by means of a letter addressed to the Registrar, specifying the points which require correction in the minutes, the minutes shall be brought forward by the Syndicate at the next meeting of the Academic Council for confirmation or correction by such of the members as were present when the business was transacted to which the minutes refer.

### (67) Protest

Any member intending to protest against a motion passed at a meeting of the Academic Council to which the assent of the Chancellor is required, shall give notice in writing of his intention of protest to the Registrar within forty eight hours from the date of the meeting. Besides, he shall within seven days from such date, lodge his protest with explanatory details to the Registrar. The Registrar shall forward a copy of the protest to the mover of the motion. The mover of the motion may within ten days from the receipt of the protest, prepare and send to the Academic Council, a memorandum in support of the decision. The Academic Council shall submit the protest, and memorandum, and a copy of the motion for the consideration and orders of the Chancellor.



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## CHAPTER - VII

### 1. FINANCE COMMITTEE

*(See Section 25 of Tamil Nadu Teachers Education University Act, 2008)*

- (1) The Finance Committee shall consist of the following members, namely:-
  - (i) Vice-Chancellor
  - (ii) Secretary to Government, in-charge of Finance
  - (iii) Secretary to Government, in-charge of Higher Education
  - (iv) Three members nominated by the Syndicate from among its members of whom one shall be a Professor and one shall be a person nominated to the Syndicate by the Chancellor
- (2) If for any reasons the Secretary to Government, Finance Department or the Secretary to Government; Higher Education Department is unable to attend the meetings of the Finance committee, he may depute any officer of his department not lower in rank than that of the Deputy Secretary to Government.
- (3) The Vice-Chancellor shall be the ex-officio Chairperson and the Finance Officer shall be the ex-officio Secretary to the Finance Committee.
- (4) All the members of the Finance Committee, other than the ex-officio members shall hold office for a period of three years.
- (5) The Finance Committee shall meet at least twice in every year to examine the accounts and to scrutinize proposals for expenditure.
- (6) The annual accounts of the University prepared by the Finance Officer shall be placed before the Finance Committee for consideration and comments and thereafter submitted to the Syndicate for approval.
- (7) The Finance Committee shall recommend limits for the total recurring expenditure and the total non-recurring expenditure for the year based on the income and resources of the University.
- (8) The Finance Committee shall –

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- (i) review the financial position of the University from time to time;
  - (ii) make recommendation to the Syndicate on every proposal involving investment or expenditure for which no provision has been made in the annual financial estimates or which involves expenditure in excess of the amount provided for in the annual financial estimates.
  - (iii) prescribe the methods and procedure and forms for maintaining the accounts of the University, its departments and its constituent colleges.
  - (iv) make recommendations to the Syndicate on all matters relating to the finances of the University, and
  - (v) perform such other functions as may be prescribed.
- (9) The financial estimates of the University prepared by the Finance Officer shall be laid before the Finance Committee for consideration and comments. The said estimates, as modified by the Finance Committee, shall then be laid before the Syndicate for consideration. The Syndicate may accept the modifications made by the Finance Committee.

**(10) Convening of Meetings of the Finance Committee -**

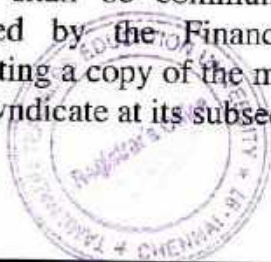
- (i) The meeting of the Finance Committee shall be convened by the Vice-Chancellor. The meetings shall normally be convened in January to consider the financial estimates, and in July to consider the annual accounts and at such other times as the Vice-Chancellor may consider necessary. A week's notice of the meeting shall ordinarily be given. In extraordinary circumstances, the Vice-Chancellor may convene a meeting at shorter notice. On all questions coming up for consideration, the majority decision shall prevail. In the event of a tie, the Vice-Chancellor shall have a second casting of vote.
  - (ii) The Finance Officer shall make arrangements for issue of notices of the meeting, prepare agenda notes for the meeting and arrange for circular of agenda among the members and all such other activities for the smooth functioning of the Finance Committee.
- (11) Apart from the composition of Finance Committee, the Registrar shall be a special invitee to the meeting of the Finance Committee.

**(12) Minutes of the Meetings -**

Minutes of the meetings shall be communicated to the members of the Committee and 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 subsequent meeting.

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## 2. THE PLANNING BOARD

*(See Section 26 of Tamil Nadu Teachers Education University Act, 2008)*

- (1) There shall be constituted a Planning Board of the University which shall advise generally on the planning and development of the University and review the standard of education and research in the University.
- (2) The Planning Board shall consist of the following members, namely:-
  - (i) the Vice-Chancellor, who shall be the ex-officio Chairperson of the Board, and
  - (ii) not more than eight persons of high academic standing.
- (3) The members of the Planning Board shall be appointed by the Chancellor on the recommendations of the Vice-Chancellor and shall hold office for such period as he may determine.
- (4) The Planning Board shall, in addition to all other powers vested in it by this Act, have the right to advise the Syndicate and the Academic Council on any academic matter.
- (5) To advise generally on the planning and development of the University.
- (6) Meeting and Minutes
  - (i) The Board shall meet at least once in a year.
  - (ii) The Registrar shall issue the notice for convening the meetings of the board.
  - (iii) The minutes shall be prepared by the Registrar, with the approval of the Vice-Chancellor, or the Chairman who presides over the meeting, and circulated among the members within ten days after the meeting.

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**CHAPTER - VIII**  
**UNIVERSITY FUNDS**

*(See Section 39 of Tamil Nadu Teachers Education University Act, 2008)*

- (1) The University shall have General Fund to which shall be credited –
- (i) its income from fees, grants, donations and gifts, if any;
  - (ii) any contribution or grant made by the Central Government or any State Government or any local authority or the University Grants Commission or any other similar body or any corporation owned or controlled by the Central or any State Government.
  - (iii) endowments and other receipts, and
  - (iv) the money borrowed by it

(2) **Maintenance of Accounts of the University Funds**

The Syndicate shall determine the structure and mode of accounts to be maintained for administering the funds of the University and shall maintain the accounts broadly under the following classified heads:

- (i) Part-I – Non Plan Account comprising all items of revenue receipts of the University and grants received from the State Government for the administration of the University and all items of expenditure incurred out of such revenue receipts and government grants.
- (ii) Part-II - Plan Account comprising all grants received by the University from the State Government, Central Government, State/Central Government Funding Agencies and other funding agencies for specified research projects and schemes and the expenditure incurred out of such grants for implementation of such research projects and schemes.
- (iii) Part-III – Earmarked or Endowment Fund Account comprising funds received from donors, institutions, government etc., for creation of endowments, chairs, scholarships and expenditure incurred out of such endowment funds.
- (iv) Part-IVA - Provident Fund Account relating to the employees of the University.
- (v) Part-IVB – Pension Fund Account including pensioners Family Security Fund for the employees of the University.

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- (vi) Part-IVC – Contributing Pension Fund Account for the employees of the University.
- (vii) Part-IVD – Family Welfare Fund or Group Insurance Scheme Fund and Health Insurance Scheme Fund for the employees of the University.

### (3) Financial Estimates

The Syndicate shall cause the preparation of the annual Financial Estimates for the ensuing financial year on or before the 1<sup>st</sup> February. The Financial Estimates prepared shall first be laid before the Finance Committee for consideration and comments and then the same with the remarks of the Finance Committee shall be placed before the Syndicate for consideration and approval. The Syndicate may modify or change the financial estimates or may approve the Annual Financial Estimates as recommended by the Finance Committee.

### (4) Expenditure in Excess of Budget Allotments

The Syndicate shall have power to re-appropriate from one detailed head to another in the same account provided that no recurring liability is involved and no increase in the expenditure is involved.

### (5) Unspent Balances

Unspent balances of budget allotments at the close of the financial year shall lapse and shall not be available for expenditure in a succeeding year except under the budget of that year.

### (6) Annual Accounts

- (i) The Annual Accounts of the University prepared shall first be placed before the Finance Committee for consideration and comments and thereafter the same with the comments of the Finance Committee shall be laid before the Syndicate for approval. The Annual Accounts approved by the Syndicate shall be submitted for such examination and audit as the State Government may direct.
- (ii) The University shall settle objections raised in such audit and carry out such instructions as may be issued by the State Government on the audit report.

**(7) Investments**

The Syndicate may invest any moneys belonging to the University including any unapplied income in any of the securities described in Section 20 of the Indian Trust Act, 1882 with the power to vary such investments or to place on fixed deposits, in nationalized banks or any of the financial institutions owned or controlled by the Central Government or State Government, any portion of such moneys not required for current expenditure.

**(8) Pension/Gratuity/ Provident Fund**


There shall be instituted for the benefit of the officers, teachers and administrative and non-teaching staff, employed by the University, such Pension, Gratuity and Provident Fund as the Syndicate may deem fit.

**(9) Power to Write Off**

The Vice-Chancellor shall have power to write off the irrecoverable value of shortages of stocks or irrecoverable loss of money upto a total limit of Rs.5000/ in a year. If in a year the amount to be written off exceeds Rs.5000/- the approval of the Syndicate is necessary.

  
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## CHAPTER – IX

### CONDITIONS OF SERVICE OF THE ESTABLISHMENT OF THE UNIVERSITY

*(See Section 41 of Tamil Nadu Teachers Education University Act, 2008)*

#### (1) General

- (i) Title - The Service Conditions of the Establishment shall be known as "Service Statues"
- (ii) Application - The Service Statues shall be applicable to all members of the establishment of the University.
- (iii) In the case of incumbents on Foreign Service from Government Department, Local Bodies or any other University, Aided Colleges/Unaided Colleges, Public Sector undertakings, etc., these Statutes will be subject to specific terms, if any, on which the incumbents are lent on Foreign Service to the University.

#### (2) Scope of Application

- (i) Kinds of appointments, applicability: Notwithstanding the provisions of the Service Statutes, the University may offer any person of appointment on contractual terms. In such cases, the Contractual Conditions shall prevail over the Service Statutes. In regard to matters not specifically dealt with in the contract agreement, the provisions in these Statutes will apply.

#### Classification of the Staff:

- Group 'A' : Employees in posts drawing Grade Pay of Rs.6,600/- and above
- Group 'B' : Employees in posts drawing Grade Pay of Rs.4,400/- and above but below Rs.6,600/-
- Group 'C' : Employees in posts drawing Grade Pay of Rs.1,400/- and above but below Rs.4,400/-
- Group 'D' : Employees in posts drawing Grade Pay of Rs.1,300/-

#### (3) Recruitment

- (i) Creation of Non-teaching Posts - The Syndicate shall have the powers to create and fill up non-teaching posts from time to time according to the necessity on the recommendations of the Finance Committee.
- (ii) 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 of direct recruitment, promotion and deputation shall be decided by the Syndicate.

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- (iii) Reservation - The rules of reservation as in force and as applicable to Government Service from time to time shall apply.
- (iv) Criteria of Promotion - All promotions shall be by selection, based on merit from among candidates possessing the qualifications prescribed, seniority being considered when merit and efficiency are approximately equal.
- (v) Selection Committee: In respect of Administrative and other non-teaching staff, the appointments shall be made by the Syndicate on the recommendation of the Selection Committee constituted for this purpose by the Syndicate. Such Selection Committee constituted shall consist of FIVE members as shown below:
- (a) Vice-Chancellor-Chairman
  - (b) Registrar
  - (c) One Former Vice-Chancellor of any University within Tamil Nadu
  - (d) One Registrar of other University
  - (e) SC/Women/Minority Nominee not below the rank of University Professor
- (vi) (a) Qualification, age, etc., - The age, qualification, method of recruitment, etc., to the posts of Deputy Registrar, Assistant Registrar, Superintendent, Assistant, Junior Assistant, Office Assistant, Driver, Telephone Operator, System Analyst etc., shall be prescribed by the Syndicate. All appointments made by the appointing authority shall be deemed to have been made by and on behalf of the University. The various categories of posts and qualification prescribed thereof are given in Appendix-D.
- (b) The qualifications for the Director of Physical Education, Deputy Director of Physical Education and Assistant Director of Physical Education shall be as per norms of UGC as amended from time to time (Qualifications are given in Appendix-D).
- (vii) Appointment or Deputation - Employee who has been appointed on deputation is eligible for absorption into University Service if he is found suitable as per the Service Statues.
- (viii) Submission of Certificates - Every person appointed as member of the staff of the University shall before actually joining the University produce necessary certificates in proof of qualification, age, experience, if any, etc., in original. In addition, a certificate of medical fitness from a medical officer not below in rank of an Assistant Civil Surgeon in the case of Group-D employees and from Civil Surgeon in the case of



Group A, B and C employees that the employee is physically fit for the job shall be produced.

(ix) Temporary Appointment by Vice - Chancellor –

- (a) Vice Chancellor may temporarily promote or appoint non-teaching staff in the exigencies of administration. Such appointments/promotions shall be purely temporary and liable to be terminated at anytime without assigning any reason.
- (b) Vice Chancellor is competent to appoint / promote non-teaching staff temporarily for a period of 3 months in the first instance which may be continued for another period of 3 months (Total Six Months). On expiry of 6 Months, such appointments / promotions shall be ceased to be valid unless the Syndicate approves for further extension.

**(4) Probation**

- (i) Period of Probation: Every directly recruited employee of the University, unless specifically exempted, shall be on probation for a period of two years within a continuous period of three years from the date of joining duty in the University.
- (ii)
  - (a) Completion of Probation - On completion of the period of probation, the University shall make an assessment of the work of the probationer and, on the basis of such assessment, either declare him to have completed his probation satisfactorily or terminate his services or extend his probation period, as may be considered necessary, not exceeding one year to make a further assessment of his suitability provided such orders shall be issued within 3 months after the date of completion of probation. If on assessment at the end of the extended period of probation his work is found to be not satisfactory, his probation shall be terminated and he may be discharged from University Service, after giving him reasonable opportunity of showing cause against the termination of probation.
  - (b) An order shall be issued within 3 months after the date of the completion of the extended period, provided that such action on the employee shall be initiated with the approval of the Syndicate.
  - (c) Those who have already completed probation in one cadre need not, again, be placed on probation in subsequent cadres when they are promoted to those cadres as per the Statute (4) (i) of this chapter.

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- (iii) Full-time Member of Establishment - Upon the University declaring that probationer has satisfactorily completed the period of probation; he shall be regarded as a full-time member of Establishment of the University Service.

**(5) Furnishing of Security and Agreement**

- (i) Security deposit - Any person appointed to the categories for which security deposit is prescribed by the Syndicate, shall furnish the security deposit in the manner as prescribed by the Syndicate.
- (ii) Agreement for contract appointments - All employees appointed on contractual terms, other than the persons drawn on Foreign Service, shall execute an agreement in favour of the University on a stamped paper.

**(6) Acceptance of Resignation -**

- (i) A University employee may resign his appointment by giving notice of not less than three months in writing direct to the appointing authority with a copy marked to his immediate superior officer. The period of three months notice shall be reckoned from the date of receipt of such notice by the appointing authority.
- (ii) The University employee may withdraw the notice of his resignation before its acceptance. Withdrawal of resignation will not be permitted after its acceptance by the appointing authority.
- (iii) The appointing authority shall issue orders on the notice of resignation before the date of expiry of notice, either accepting the resignation from a date not later than the date of expiry of the notice or rejecting the same, giving the reasons there for. If no such order is passed, the resignation shall be deemed to have been accepted on the expiry of the period of notice.
- (iv) Notice of resignation given by the University employee shall be accepted by the appointing authority, subject to the condition -
- (a) that no disciplinary proceeding is contemplated or pending against the University employee concerned under sub-rule (b) of rule 17 of the Tamil Nadu Civil Services (Discipline and Appeal) Rules.
- (b) that no dues are pending to be recovered by the University from the minority employee concerned.
- (c) that there is no contractual obligation of any kind including contractual obligation to serve the University during the period in which the University employee concerned seeks to resign.

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- (d) Notwithstanding anything contained in clause (6)(iv)(a) and (6)(iv)(b) of this chapter, where a University employee, under suspension or against whom disciplinary or criminal action or vigilance enquiry is pending, seeks to resign, the appointing authority shall examine the nature and gravity of the case and may accept the resignation, if the case is not such as would warrant rejection of the notice of resignation.
- (v) Notice by full-time Member of the Establishment - A full-time member of the Establishment of the University other than the staff in Class D shall not leave or discontinue his service on his own accord without first giving notice for three calendar months or without paying salary for three months in lieu thereof.
- (vi) Notice by other staff members - A probationer or temporary employee of Classes A, B and C and regular employee of Class-D shall not leave or discontinue his service on his own accord without first giving notice for one calendar month or without paying salary for one month in lieu thereof.
- (vii) 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 on a stamped paper.

## (7) Retirement

- (i) Age of retirement on superannuation - An employee of Class A/B/C in the cadre of non-teaching staff shall retire from the University Service on the last day of the month in which he attains his 58<sup>th</sup> year of age and all the teaching staff shall retire from the University service on completion of 60<sup>th</sup> year of age. The service rendered if any, after completion of 60 years will not be reckoned for purpose of retirement benefits and the period of service rendered after the date of Superannuation till the end of academic year shall be treated as re-employment and pay and allowances shall be regulated as per the Tamil Nadu Pension Rules governing re-employment.
- (ii) The employees in the cadre of non-teaching staff belonging to Class D shall retire on the last day of the month in which they complete their 60<sup>th</sup> year of age.
- (iii) Retirement, Extension of Service and Re-employment: The age of superannuation for all such employees other than teaching staff who are recruited and appointed against permanent or temporary posts of the University shall be fifty-eight years. The teaching staff shall be governed by the Regulations of the respective parent organizations to which they belong or UGC. The appointing authority shall have power to extend the services beyond the age of superannuation of the

University employees up to sixty years, subject to the following conditions:-

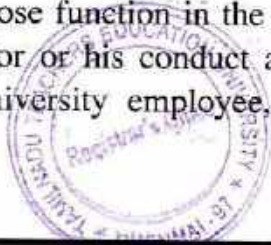
- (a) That his services are useful and essential to the University.
  - (b) That work of the employee has been outstanding in the past five years, and
  - (c) That he is found to be medically fit.
- (iv) For good and sufficient reason, the Syndicate shall have the power to re-employ a person retired from the service of the University/other Universities/ Government Departments up to a maximum of two years. The person so re-employed shall be paid salary at the rates decided by the Syndicate in accordance with the Tamil Nadu Pension Rules governing re-employment.
- (v) The Syndicate may at its discretion re-employ such of the transferred employees from the State Government service, who retire from the University while on deputation, on superannuation at the age of fifty-eight years or otherwise, for a period of not more than two years at a time, up to a maximum of sixty years of age of the incumbent. The pay and allowances of such re-employed persons shall be as decided by the appointing authority as per the Tamil Nadu Pension Rules governing re-employment.
- (vi) In respect of re-employment of the officers of the University, prior approval of the Syndicate shall be obtained. The pay and allowances of such re-employed persons shall be as decided by the Syndicate as per the Tamil Nadu Pension Rules governing re-employment.
- (vii) No person dismissed from any service shall be eligible for re-employment of any kind in the University.
- (viii) Six months prior to an employee's attaining the age of superannuation or retirement, a notice shall be sent to him about his impending retirement, by the Registrar or other officers of the University.

### (8) Compulsory Retirement

- (i) Teaching and Non-teaching Staff: Not withstanding anything contained in these Statutes, the Syndicate based on the specific recommendations of a committee constituted for reviewing the status of an employee, whose function in the discharge of his duties is found to be gravely inferior or his conduct and character are not befitting the status of the University employee, shall order the employee to be

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compulsorily retired in the interest of the University after giving reasonable opportunities to the employee to explain his case. The Fundamental Rules as applicable to the Employees of the Government of Tamil Nadu shall apply *mutatis mutandis* to the teaching and non-teaching staff of the Tamil Nadu Teachers Education University.

- (ii) When a member of the establishment of the University 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  $\frac{2}{3}$ <sup>rd</sup> of normal pensioner benefits which will be due to him if he retires normally on the date of compulsory retirement.
- (iii) Review Petition: Any employee compulsorily retired if he chooses to file a review petition, do so within 60 days to the Syndicate. A "Review Committee", which shall be specially constituted every year for this purpose by the Syndicate, shall consider and make its recommendations to the Syndicate. The decision of the Syndicate thereon shall be final.

#### (9) Voluntary Retirement

- (i) Any University employee in the cadre of both teaching staff and non-teaching staff, who has attained the age of fifty years or who has completed twenty years of qualifying service, may retire voluntarily from University service by giving notice of not less than three months in writing to the Syndicate.

Explanation: The term "qualifying service" means permanent or officiating service (including temporary service under emerging provisions) rendered in a post included in a pensionable establishment without interruption.

- (ii) The period of three months notice shall be reckoned from the date of receipt of notice by the University.
- (iii) The three months notice may be given before the University employee attains the qualifying age or the qualifying service, as the case may be, provided that the retirement takes place after attaining the specified age or completing the required years of qualifying service, as the case may be.
- (iv) (a) An employee of the University in the cadre of both teaching and non-teaching staff including employee in the basic service retiring voluntarily shall be given a weightage not exceeding five years, subject to the condition that the total qualifying service rendered by such employee including weightage does not in any case exceed thirty years of qualifying service and it does not take

him beyond the date of superannuation, as the case may be. The weightage shall be calculated as specified in the table below:

### The Weightage Table

(1)		(2)	
Qualifying Service (a)	Weightage (b)	Age (a)	Weightage (b)
For all University Employees in the cadre of teaching and non-teaching staff.		For all non-teaching staff other than the employees in the basic service.	
25 years and below	5 years of Weightage	53 years and below	5 years of Weightage
26 years	4 years of Weightage	54 years	4 years of Weightage
27 years	3 years of Weightage	55 years	3 years of Weightage
28 years	2 years of Weightage	56 years	2 years of Weightage
29 years	1 year of Weightage	57 years	1 year of Weightage
		For the teaching staff and the employees in the non-teaching staff cadre in the basic service whose date of retirement is 60 years of age	
		55 years and below	5 years of Weightage
		56 years	4 years of Weightage
		57 years	3 years of Weightage
		58 years	2 years of Weightage
		59 years	1 year of Weightage

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- (b) The weightage given shall be in addition to the qualifying service for purposes of pension and gratuity only and it shall not entitle university employees retiring voluntarily to any notional fixation of pay for purposes of calculating pension and gratuity.
- (v) Notice of voluntary retirement given by the employees of the University shall be accepted by the Syndicate subject to the following conditions being satisfied, namely:-
- that no disciplinary proceedings are contemplated or pending against the employee concerned for the imposition of a major penalty;
  - that no prosecution is contemplated or pending in a Court of Law against the University employee concerned;
  - that no dues, which cannot be recovered from Death-cum-Retirement Gratuity, are pending to be recovered from the University employee concerned;
  - that there is no contractual obligation to serve the University during the period in which the employee concerned seeks to retire voluntarily.

- (vi) The Syndicate shall issue orders either accepting or rejecting the voluntary retirement before the date of expiry of the notice. Otherwise, the University employee shall be deemed to have been retired voluntarily from service at the end of the notice period.

Provided that where a University employee under suspension or against whom disciplinary or criminal action is pending seeks to retire voluntarily, specific orders of the Syndicate for such voluntary retirement shall be necessary. The Syndicate may withhold the permission sought for by the University employee, if any of the conditions specified in clause (v) of statutes (9) are not satisfied.

- (vii) The University employee may withdraw the notice of voluntary retirement or withdraw the voluntary retirement after acceptance, as the case may be, subsequently with the approval of the Syndicate before the expiry of the notice period.
- (viii) The following instructions shall be duly observed while examining the cases of voluntary retirement.

- (a) Unearned Leave on Medical Certificate and Unearned Leave on Private Affairs may be sanctioned to a University employee during the notice period of voluntary retirement, only if he rejoins duty on expiry of such leave. Otherwise, the leave salary may be recovered from the employee.

- (b) Earned Leave may be sanctioned till the end of the notice period, subject to eligibility.

Explanation: Sanctioning of Earned Leave till the end of the notice period means such leave extends upto and excludes the date of retirement.

- (c) Extraordinary Leave on loss of pay cannot run concurrently with the period of notice of voluntary retirement. When Extraordinary Leave without pay and allowances runs concurrently with the period of notice, the leave shall be refused and he shall be requested to join duty immediately and give a fresh notice for a period of not less than three months. Otherwise, the request for voluntary retirement shall be negated.
- (d) Payment of pay and allowances for the shortfall of the notice period shall not be allowed.
- (e) No waiver of shortfall in the notice period shall be allowed.

#### (10) Pay and Allowances

- (i) Pay and revision of pay- The pay and allowances admissible to various categories of posts in the University shall be fixed and revised by the Syndicate from time to time. Such pay fixed or revised shall be comparable to those adopted or accepted for similar posts under the Government and University Grants Commission.
- (ii) Sanction of advance increments- All appointments shall ordinarily be made at the minimum of the pay band prescribed for the post, provided, however, that the Syndicate shall fix pay of an employee at a higher stage in the scale than that is admissible in special cases for reasons to be recorded in writing.
- (iii) Applicability of Fundamental Rules- The Fundamental Rules of the Tamil Nadu Government shall apply in general regarding pay fixation, increments, joining time, foreign service, allowances including additional charge allowance, other establishment matters, etc., wherever it is not inconsistent with any of the provisions under these Statutes and the Act.
- (iv) Conditions for temporary appointment: Whenever the University creates a temporary post for a specified period and specific purpose, the Syndicate may prescribe Adhoc Rules to govern the recruitment, qualifications and pay.

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**(11) Service Register**

- (i) (a) Service Register – 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 such as appointments and promotions, examinations passed and qualification acquired, pay drawn, leave, punishments, etc., Attested copies of the certificates regarding educational qualifications, age and other relevant tests passed, shall also be appended in the Service Register. A duplicate copy of the Service Register may be maintained by the employees and entries therein may be got attested by the competent officers in the University.
- (b) The service registers of the employees shall be taken up for verification in January every year by the competent officer of the University who, after satisfying himself that the service details of the employee concerned are correctly recorded in his service book, shall record therein a certificate in the following format over his signature.  
“Services verified from ..... upto ..... with reference to pay bills and acquittances.”
- (ii) (a) Performance file - An annual appraisal file shall be maintained in respect of class A and B in the manner prescribed by the Syndicate. For Class C and D, record of service incorporating punishment shall be maintained.
- (b) In the case of adverse remarks, the same shall be communicated to the concerned employee for his remarks. The Syndicate is competent to expunge or confirm observations.
- (iii) (a) Seniority: The Seniority of the employees (both Teaching and Non-Teaching) shall be fixed with reference to the date of regular appointment. The seniority list should be printed, published and communicated to all the employees concerned.
- (b) The seniority of the employee shall, unless he has been reduced to a lower rank as a punishment, be determined by the rank obtained by him in the list of candidates drawn by the Selection Committee, unless otherwise decided by the Vice-Chancellor.
- (c) The seniority of employees in a given category of post shall be determined on the basis of total service in the post in that category.
- (iv) (a) Personal File: Personal File shall be maintained for all employees, except Group D employees. The reports for the file shall be prepared in the form as prescribed by the Government of Tamilnadu.

- (b) In the case of permanent employees and approved probationers, these reports shall be prepared once a year for the period ending 31<sup>st</sup> December, and in the case of others, once in six months for the periods ending 30<sup>th</sup> June and 31<sup>st</sup> December.
- (c) The report shall be prepared within 30 days after the end of the period for which the report relates, get countersigned by the competent authority and shown to the employee reported upon and necessary acknowledgement obtained from him for his having seen the report, before the end of August or February as the case may be.
- (d) The officers, who are to write, countersign and maintain the personal files shall be as specified by the Syndicate.

### (12) Correction of Date of Birth

After a person has entered University service, if it is found that the date of his birth entered in his Service Register is different from that entered in the SSLC book, which may be due to some clerical error or otherwise wrong entries, application for correction of such wrong entries shall be made to the appointing authority. Such correction in the official records can be made straightaway by the Registrar.

### (13) Leave

- (i) Kinds of leave – In respect of grant of the following kinds of leave, the provisions of the Tamil Nadu Leave Rules 1933, the Fundamental Rules of Government of Tamil Nadu and the orders issued by Government of Tamil Nadu from time to time will be applicable to the University employees (both teaching & non-teaching) as amended from time to time in so far as they are not inconsistent with the provisions of the statutes.
  - (a) Earned leave
  - (b) Unearned leave on medical certificate
  - (c) Unearned leave on private affairs
  - (d) Study leave
  - (e) Sabbatical leave (for teaching staff only)
  - (f) Extraordinary Leave on loss of pay
  - (g) Casual leave
  - (h) Special Casual Leave
  - (i) Compensation leave
  - (j) Special Disability Leave
  - (k) Maternity leave
  - (l) Restricted Holidays

- (ii) Reduction of earned leave in the case of the members availing vacations - Earned leave at the rate of 15 days in the case probationers and at the rate of 30 days in the case of approved probationers and confirmed members will be reduced proportionately for every vacation enjoyed.
- (iii) General - Prefixing and suffixing holidays with earned leave are allowed, but not sandwiching. Earned leave may be combined with vacation, but the combined period of such leave and vacation shall not exceed the limit upto which earned leave may be accumulated by the staff concerned under rule 8 of Tamil Nadu Leave Rules, 1933. Unearned leave on private affairs or on medical certificate may be granted in combination with period of vacations or sandwiched between two periods of vacations, subject to the restrictive provisions of Rule 14 of Tamil Nadu Leave Rules, 1933.
- (iv) Surrender of leave -
- Surrender of earned leave shall be permitted while in service.
  - An employee is entitled to surrender 15 days of earned leave at the interval of 12 months and 30 days of earned leave at the interval of 24 months.
  - Applications for surrender of earned leave can be made on or before the due date for surrender. Applications received within a month from the due date shall also be allowed. The date of surrender shall be indicated in the application for surrender of earned leave.
  - The leave salary shall be paid at 1/30<sup>th</sup> of the monthly salary for each day of surrender irrespective of the number of days in the months in which the earned leave is sanctioned and irrespective of the fact whether the University employee is on duty or on leave other than extraordinary leave without allowance (without medical certificate) and unearned leave on private affairs.
  - The total number of days of earned leave availed and the earned leave surrendered shall not exceed the maximum earned leave admissible to University employees.
- (v) Maternity Leave - Maternity leave shall be granted only to permanent married women employees with less than two surviving children for a period not exceeding 180 days spreading over the period from pre-confinement rest to post confinement recuperation at the option of the employees. The married approved probationer women employees in superior service are also eligible for maternity leave as for permanent

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married woman employees. Non-permanent married woman employees, whether appointed in a regular capacity or under the emergency provisions, shall take for maternity purposes the earned leave available granted at their credit in the first instance and then avail maternity leave for the period that falls short of the maximum 180 days and if no earned leave is available at their credit, the maternity leave not exceeding 180 days may be granted to them. Non-permanent married women employees employed under the emergency provisions should have completed one year of continuous service including leave periods to become eligible for sanction of maternity leave. Leave of any kind due and admissible under the rules may be granted upto a maximum period of one year in continuation of maternity leave, provided leave applied for is supported by medical certificate.

(vi) **Maternity Leave for Abortion or Medical Termination of Pregnancy –**

(a) Permanent married women employees may be sanctioned maternity leave in case of miscarriage or abortion or medical termination of pregnancy. The period of leave shall be granted for six weeks from the date of abortion or medical termination of pregnancy that should have taken place after 12 weeks but before 20 weeks of pregnancy. The termination of pregnancy should have been performed in Government hospitals or other institutions approved under the Medical Termination of Pregnancy Act, 1971. The Certificate from a Registered Medical Practitioner authorized under the Medical Termination of Pregnancy Act, may be accepted for this purpose. Temporary women employees may also be sanctioned this leave. But earned leave available at their credit shall be first sanctioned and the balances only as maternity leave.

(b) The other conditions are the same as in the case of maternity leave. In case of abortion taken place after 20 weeks of pregnancy, eligible maternity leave will be granted.

(Note- If the women employee is on any leave and the confinement takes place during the leave, the maternity leave commences from the date of confinement.)

(vii) **Unearned Leave on Medical Certificate -** Leave on medical certificate shall be granted to a permanent University employee in superior service for eighteen months in all, on production of a medical certificate for the period of leave recommended in the medical certificate, provided that sanction of such medical leave shall be regulated with reference to the period of service rendered by the employee as detailed below:-

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**Period of Service****Period of Medical Leave eligible**

- |     |                                                                                                                                                                                                                                                                                |           |
|-----|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------|
| (a) | Upto and inclusive of 5 years                                                                                                                                                                                                                                                  | 3 months  |
| (b) | More than 5 years but upto and inclusive of 10 years                                                                                                                                                                                                                           | 6 months  |
| (c) | More than 10 years but upto and inclusive of 15 years                                                                                                                                                                                                                          | 9 months  |
| (d) | More than 15 years but upto and inclusive of 20 years                                                                                                                                                                                                                          | 12 months |
| (e) | More than 20 years                                                                                                                                                                                                                                                             | 18 months |
| (f) | Leave on medical certificate shall be granted to the probationers in the superior service, who have completed two years of service but probation not declared, and the Approved Probationers in the superior service and to the employees in the basic service as shown below: |           |

**Superior Service****Period of Medical leave eligible**

- |                                                       |                       |                     |
|-------------------------------------------------------|-----------------------|---------------------|
| i. Probationers who have completed 2 years of service | 0-2 years of service  | Nil                 |
|                                                       | 2-5 years of service  | 3 months (90 days)  |
|                                                       | 5-10 years of service | 6 months (180 days) |
| ii. Approved Probationers                             | 2-5 years             | - 90 days           |
|                                                       | 5-10 years            | - 180 days          |
|                                                       | 10-15 years           | - 270 days          |
|                                                       | 15-20 years           | - 360 days          |
|                                                       | Exceeding 20 years    | - 540 days          |

**Basic Service****Period of medical leave eligible**

- |                                                                                             |                                                                                    |
|---------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------|
| i. Probationers                                                                             | Nil                                                                                |
| ii. Approved Probationers who have not completed 15 years of service.                       | 10 days for one year of completed service                                          |
| iii. Basic servants who have completed 15 years of service from the date of regularization. | Eligible for medical leave as admissible to the employees in the superior service. |

- (g) All the conditions prescribed under Tamil Nadu Leave Rules and all the orders and instructions issued by Government from time to time in regard to sanction of Unearned Leave on Medical Certificate shall be applicable to the employees of the University.

## (viii) Unearned Leave on Private Affairs-

- (a) Unearned Leave on Private Affairs shall be granted to a Permanent University employee in superior service for six months in all upto a maximum of three months at a time for the first ten years of service, which may be carried forward beyond ten years when alone he shall be eligible for the full period of six months of leave on private affairs.
- (b) Leave on private affairs may be combined with earned leave, but the total period of leave so combined admissible at any one time shall be limited to six months.
- (c) The University employees in the basic service, who are approved probationers and who have completed 15 years of service from the date of regularization, are eligible for unearned leave on private affairs as admissible to the University employees in the superior service.

(ix) Compensatory leave - Subject to the following provisions, a University employee, who is called to attend office on a holiday, shall be granted compensatory leave in its place when opportunity occurs.

- (a) Compensatory leave may be taken by a University employee with the previous permission of the authority competent to grant his casual leave.
- (b) Not more than twenty days of compensatory leave in all may be taken in a calendar year and compensatory leave shall be taken within 6 months from the dates of public holidays worked by the employees. It will, however, be within the discretion of the Head of an office to call on the University employee to take compensatory holiday on day date within 6 months which the head of the office finds to be convenient on administrative contingencies.
- (c) Such compensatory leave days may be combined with casual leave or other authorized holidays provided that the total period of absence from duty does not exceed ten days.
- (d) Compensatory leave shall normally be sanctioned to University employees in the 'C' and 'D' groups.

Note:- The above provisions regarding compensatory leave do not apply to the employees in the University Library.

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- (x) Leave on Loss of pay - An employee can avail in total five years of leave on loss of pay during the whole of his service subject to rules framed by the Syndicate from time to time. Temporary staff and probationers cannot avail this leave.
- (xi) Grant of Leave - The casual leave shall be sanctioned by the Vice - Chancellor for the Heads of the Department, Deans, Registrar, Controller of Examinations and Finance Officer, the Heads of Departments for the teaching and non-teaching staff of 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 the Finance Officer for those belonging to the Finance Section. The Vice-Chancellor shall sanction the earned leave, medical leave to the Heads 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.
- (xii) Recall for duty - Leave cannot be claimed as a matter of right; and when the exigencies of service of the University so required, 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 Department, Registrar, etc., and such other authorities.
- (xiii) Not to be employed during leave - A University employee on leave shall not accept or take any employment or service or receive any remuneration, provided that it shall not apply in cases of sabbatical study leave granted to teaching staff. Willful absence from duty after the expiry of leave may be treated as misconduct invoking disciplinary action.
- (xiv) A University servant who has been dismissed or removed from University service, and has been re-instated, shall be entitled to count his previous service for leave.
- (xv) The Vice-Chancellor, or in the absence of the Vice - Chancellor, the Registrar shall have power to grant leave of absence to all members of the establishment according to these Statutes.
- (xvi) (a) Leave ordinarily shall begin on the day on which transfer of charge has been effected and end on the day preceding that on which charge has been resumed.

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- (b) When the day immediately preceding the day on which the leave begins or immediately following the day on which the leave expires is a holiday or one of a series of holidays, the members of the staff may leave his station at the close of the day before or return to it on the day following such holiday or series of holidays.
- (xvii) All orders recalling a University servant to duty before the expiry of his leave shall state whether the return to duty is optional or compulsory. If it is compulsory, the University servant shall be entitled to traveling allowance to Chennai but will get only leave salary up to the date he joins his post. If the return is optional, he shall be entitled to no traveling allowance.
- (xviii) (a) A University servant who has been granted leave on medical certificate may be asked to produce a certificate of physical fitness before he returns to duty by the Head of the Office. A similar certificate may be required in the case of any University servant who has been granted leave for reasons of health, even though such leave was not actually granted on a medical certificate.
- (b) When leave applied for is on medical certificate, the certificate shall be from a Medical Officer not below the rank of Civil Assistant Surgeon or a Resident Medical Officer of equal standing; the University servant, may however, be asked to appear before the Medical Board of the District on requisition.
- (xix) A University servant who remains absent after the expiry of his leave shall not be entitled to leave salary during the period of such absence, and that period shall be debited against his leave account as if he were on leave on half average pay, unless his leave is extended by the authority competent to sanction the leave.
- (xx) Casual Leave may be granted upto a limit of twelve days in a calendar year plus 3 days restricted holidays; absence on casual leave shall be treated as duty for the purposes of calculation of other leave. A single period of absence on casual leave shall not exceed ten days including holidays. Casual leave may be combined with Saturday/Sundays or other authorized holidays, intervening or otherwise provided that the total resulting period of absence from duty does not exceed ten days.
- (xxi) Special Casual Leave:
- (a) Special casual leave (quarantine leave) not counting against ordinary casual leave may be granted to a University Servant



when he is directed by the Head of the Office to absent himself from duty owing to infectious disease in his house.

(Note:- When the University servant himself catches the infection, regular leave under the University Ordinances must be taken for the period of absence.)

- (b) The Special Casual Leave not exceeding seven days be granted to a University servant whose wife undergoes sterilization operation from the date of such operation irrespective of whether it is puerperal or non - puerperal. The leave should however be granted only on the production of a Medical Certificate from the Doctor who performs the operation to the effect that the presence of the University servant is essential to look after his wife during her convalescence after operation.
- (c) Special Casual Leave sanctioned to University Servant whose wife undergoes Sterilization Operation can be combined with regular leave such as earned leave, unearned leave, etc. The holiday may be prefixed or suffixed to the Special Casual Leave and regular leave combined but should not be sandwiched between special casual leave and regular leave.
- (d) Special Casual Leave not exceeding eight days may be granted to men University Servants who undergo sterilization operation and 20 days to married women University servants who undergo Non - Puerperal Sterilization Operation during ordinary time. No special casual leave is allowed if the operation is done immediately after conferment in any Hospital in this State. The leave to be sanctioned under this rule may be prefixed or suffixed or sandwiched with any kind of regular leave.
- (e) Special Casual Leave not exceeding twenty days may be granted to married women University servants who are appointed temporarily and who have not completed the period of one year service when they undergo puerperal sterilization operation.
- (f) Special Casual Leave for one day may be granted to married Women University Servants, on written application for the intra - Uterine Contraceptive device insertion. The special Leave shall be sanctioned for the day of insertion of the Device.
- (xxii) Study Leave: The non-teaching employees (other than teacher) of the University shall be eligible for study leave as detailed below:

- (a) Conditions. They should execute a bond adopted in this regard by this University. The employees should have completed at least

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five years of service and there should be five years of service before the time of retirement.

- (b) Quantum of Leave: Study leave shall be granted for twelve months at a time and 24 month in all.
- (c) Purpose: The purpose of grant of such leave is to continue academic pursuit in or outside India.
- (d) Leave Salary: Pay allowed during study leave is full pay if deputed by the University and competent authorities to sanction leave shall be as specified by the Syndicate.

(xxiii) Encashment of Earned Leave-

- (a) An employee may be permitted to encash the earned leave at his credit on the date of his superannuation and draw leave salary in lieu thereof, subject to the terms and conditions in force from time to time under Tamil Nadu Government Service.
- (b) An employee may be permitted to encash the earned leave at his credit on the date of superannuation, subject to a maximum of 240 days, by the authority competent to make appointment to the post concerned. The concession shall be allowed up to a maximum of 30 days in the case of death of an employee. The rule is otherwise subject to change according to the Tamil Nadu Government Rules, as amended from time to time. The unavailed portion of unearned leave on half average pay also will qualify for encashment on superannuation; half of the total period at credit shall be reckoned for the purpose. Leave cannot be claimed as a matter of right and when the exigencies of service so demand, leave of any description may be refused or the employee may be compulsorily recalled from leave by the sanctioning authority. The competent authorities in respect of grant of leave to the employees of the University shall be as specified by the Syndicate.

(xxiv) Sabbatical Leave: The Syndicate may grant Sabbatical leave to the University Professors as occasion arises. The terms and conditions for grant of Sabbatical Leave are as follows:

- (a) Professors in the University shall be eligible for grant of Sabbatical leave for a period of six months for every three years of continuous service to pursue study, research and writing purposes within the country or abroad.

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- (b) In reckoning the service in the Professor's grade for this purpose, three years' service rendered without any break will be taken into account. It should not be intervened by any absence for a period exceeding three months (excluding vacation). In reckoning the services the period of attending conferences, workshops, seminars and causal leave, medical leave or earned leave for a period not exceeding three months will not be counted as break in service. 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 three years service, for purpose of sabbatical leave.
- (c) Sabbatical leave shall be granted for a period of six months including vacation. Vacation shall not be allowed to be prefixed or suffixed with Sabbatical leave.
- (d) Sabbatical Leave may be granted in two spells of one year each only, or in four Spells of six months each only, during the entire period of service as a Professor in the University. There shall be a gap of not less than six years of approved service before each spell of six months' Sabbatical Leave (Fraction of a period – whether one year period or six months period will be counted as a whole period).
- (e) During the period of Sabbatical Leave, the Professor shall be allowed to draw the increment on the due date and the period of leave shall also be counted as service for purposes of pension/retirement benefits, provided that the Professor re-joins the University on the expiry of his leave.

Note: 1. The Programme to be followed during Sabbatical leave shall be submitted to the University for approval along with the application for grant of leave.

Note 2: On return from leave, the teacher shall report to the University the nature of work undertaken during the period of leave.

- (f) A Professor shall, during the period of Sabbatical leave, be paid full pay and allowances (subject to the prescribed conditions fulfilled) at the rates applicable to him immediately prior to his proceeding on Sabbatical leave. The University shall not, however, fill up his post.

- (g) A professor on Sabbatical leave shall not take up during the period of that leave, any regular appointment under another

Organisation in India or abroad. However, he shall be allowed to accept a fellowship or a Research Scholarship or an Adhoc teaching or, visiting professor/fellow or research improvement with honorarium or any other form of assistance other than regular employment with the prior permission of the Syndicate.

- (h) A Professor shall work for a period of not less than six months in an academic year in the University campus.
  - (i) Salary during leave will be paid in rupees in India, or at the current rate of exchange in London when the leave is taken out of India.
- (xxv) Save as otherwise provided in these Statutes, Tamil Nadu Government Leave Rules shall be applicable to all University employees.

#### (14) Discipline and Control -

- (i) **Applicability:** Subject to the provisions of the Act, these Statutes shall apply to all University employees of both teaching/non-teaching cadre in the temporary or permanent service and also on deputation and on contractual service in the University except persons employed on daily wage basis/outsourcing basis.
- (ii) **Causes for imposing penalties -** An employee of the University for good and sufficient reasons, including any breach of any of the Statutes and Laws of the University or negligence, inefficiency, insubordination or failure to show due diligence and attention in the discharge of his duties or failure to conform to the instructions of his superiors or any irregularities in the discharge of his duties or any criminal offence involving moral turpitude, shall be liable for the levy of penalties specified in the Statutes, as detailed below.
- (iii) **Kinds of penalties -** The following penalties shall be imposed on University employees, namely:-

(a) Minor penalties

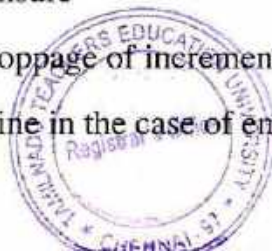
(i) Censure

(ii) Stoppage of increment with or without cumulative effect.

(iii) Fine in the case of employees of Class D.

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- (b) Major penalties -
- (i) Reduction of the employees to a lower stage of pay in the time-scale or to a lower category of the post of the University Service.
  - (ii) Compulsory retirement.
  - (iii) Removal or dismissal from the service.
- (c) Recovery of Losses - Recovery may be 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.

### (15) Reduction

- (i) The Syndicate is the competent authority to transfer a University servant, as a measure of penalty, from higher to a lower grade or post and may allow him to draw any pay, not exceeding maximum of the lower grade or post, which it may think proper.
- (ii) Should a University servant be, on account of misconduct or inefficiency, reduced to a lower grade or post, or to a lower stage in his time-scale, the authority ordering such reduction shall state the period for which it shall be effective and whether, on restoration, it shall operate to postpone future increments and, if so, to what extent.
- (iii) The authority ordering the temporary reduction of a University servant shall expressly state in the order that the period for which the reduction has been ordered will be exclusive of any interval spent on leave before that period has been completed.

### (16) Dismissal / Removal / Suspension

The pay and allowance of a University servant who has been dismissed or removed from service shall cease from the date of such dismissal or removal.

- (i) Suspension: An employee may be placed under suspension from service, where
  - (a) An enquiry into grave charges against him is contemplated, or is pending, or
  - (b) A complaint against him of any criminal offence is under investigation or trial.
  - (c) A University employee who is detained in custody whether on a criminal charge or otherwise for a period longer than forty eight

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hours shall be deemed to have been placed under suspension by an order of the competent authority with effect from the date of his detention.

- (d) An employee shall be deemed to have been placed under suspension by an order of the competent authority, with effect from the date of his conviction for the offence, if he is sentenced to a term of imprisonment exceeding forty eight hours.

Explanation: The period of forty eight hours referred to above shall be computed from the commencement of the imprisonment after the conviction and for this purpose intermittent periods of suspension, if any, shall be taken into account.

- (e) A University servant under suspension shall be entitled to a subsistence allowance at the rate of fifty per cent of pay drawn prior to the date of suspension, for the first six months. This allowances may be increased from 50% but not exceeding 75% of pay from the commencement of seventh month of suspension provided that the continuance of suspension is not directly attributed to the University Servant. Similarly the subsistence allowance may be decreased from 50% but not less that 25% of pay from the commencement of seventh month of suspension, if the suspension is prolonged for reasons directly attributable to the University Servant.

- (ii) **Dearness Allowance:** It shall be allowed during suspension. It shall be worked out based on the subsistence allowance drawn by the University employee and not at the rate paid to him prior to the date of suspension.
- (iii) **City Compensatory Allowance:** It shall also be paid during the suspension at the rate drawn by the University employee prior to the date of suspension and not on the basis of subsistence allowance.
- (iv) **House Rent Allowance:** It shall also be paid during the suspension period at the rate drawn by the University Servant prior to the date of suspension and not on the basis of subsistence allowance.
- (v) The Syndicate, if it is satisfied that the employee continues to incur the expenditure for which the medical allowance is granted, may direct that the employee may be granted in addition such compensatory allowances as are admissible from time to time, on the basis of the pay of which the employee was in receipt on the date of suspension as the Syndicate may sanction by general or special order.

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- (vi) A review may be made six months after the date of suspension to consider the sanction of subsistence allowance at an enhanced rate upto 75 percent of his pay, if the enquiry is prolonged without any fault of the employee concerned.
- (vii) Authority to revoke suspension - The Syndicate can revoke orders of suspension with pending enquiry or without enquiry.
- (viii) Imposing minor and major penalties - Before imposing any of the minor penalties, the charged 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 so the details of witnesses to be examined. On completion of that enquiry or / and oral hearing the charges and a verdict together with the punishment shall be recorded in writing and served on the delinquent employee.
- (ix) Disciplinary action against employees drawn on Foreign Service terms- 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.

### (17) Daily and Travelling Allowances

- (i) Officers and other employees of the University and other persons who have to travel on University business shall be paid daily and traveling allowances as per the Tamil Nadu Government Travelling Allowance Rules as amended from time to time and also as per the rate approved by the Syndicate for specific purpose.
- (ii) (a) Members of the Syndicate shall be entitled to draw daily and travelling allowances as applicable to Group A Officers under the Tamil Nadu Government Travelling Allowance Rules.
- (b) All employees shall be entitled to draw daily and travelling allowances under the Tamil Nadu Travelling Allowances Rules, with reference to the basic pay plus grade pay.
- (c) Employees of the State or Central Government or Corporate Bodies who have to travel on University business shall be paid daily and travelling allowances admissible under the Rules governed by their respective parent organization.
- (d) Members of the Syndicate, Academic Council, Board of Studies, other Committees specially constituted and other invitees, who do

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not come under any of the categories mentioned above, but travel on University business shall be paid daily and travelling allowances applicable to Group A Officers of the Government of Tamil Nadu.

- (iii) All tours by the employees outside the State of Tamil Nadu shall be authorized by the Vice-Chancellor, on the recommendation of the superior concerned.
- (iv) All other tours within the State by the Officers and other employees shall be authorized by the Vice-Chancellor.
- (v) All travel outside India by the Officers and other employees shall be authorized by the Syndicate on the recommendation of the Vice-Chancellor.
- (vi) The Finance Officer with the approval of the Vice-Chancellor shall issue standing orders relating to the preferring of daily and travelling allowance claims.

#### (18) Loans and Advances

- (i) The employees of the University shall be eligible to draw the various advances as applicable to the employees of the Tamil Nadu Government. The grant of the advances shall be governed by the Rules and other executive orders issued by Tamil Nadu Government from time to time. The authorities empowered to sanction the advances shall be as specified by the Syndicate.
- (ii) The Finance Officer with the approval of the Vice-Chancellor shall issue standing orders regarding the procedure and other matters relating to sanction and to draw the above advances.
- (iii) Subject to availability of funds, the University may at its discretion grant the loans and advances to the officers and other employees, as per the rules and orders of Tamil Nadu Government issued from time to time.

#### (19) Loans and Advances Transit Pay

The rules and orders of Government of Tamil Nadu governing the joining time and transit pay shall be followed wherever necessary.

#### (20) Additional Charge Arrangement and Charge Allowance

Where a competent authority places an employee of the University in additional charge of an executive or a similar post or post of equal or higher category, he shall be granted additional charge allowance as followed in the Government of Tamil Nadu.

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**(21) Authorities to Impose Penalties**

Authorities competent to impose penalties in respect of Teaching and Non-Teaching including Administrative Officers/Staff.

No.	Office and Staff	Censure	Fine (Applicable only for last grade service)	With-holding of increments of recovery from pay	With-holding of promotion	Recovery from pay of the whole or part or any pecuniary loss to the University	Suspension pending enquiry	Demotion to lower rank of lower post	Compulsory retirement or removal or dismissal from service
(i)	University employees on scales of pay with the grade pay of Rs.6,600/- and above	V.C	--	V.C	V.C	V.C	V.C	Syndicate	Syndicate
ii)	University employees on scales of pay with the grade pay of Rs.4,400/- and above but less than Rs.6,600/-	Registrar	--	Registrar	V.C	V.C	V.C	Syndicate	Syndicate
ii)	University employees on scales of pay with the grade pay of Rs.1,400/- and above but less than Rs.4,400/-	Registrar	--	Registrar	Registrar	Registrar	V.C	V.C	Syndicate
v)	Categories of University servants in the Group D grades who are not covered by groups A,B,C under Items 1-3 above with grade pay of Rs.1,300/-	Registrar	Registrar	Registrar	Registrar	Registrar	V.C	V.C	Syndicate

(22) The code of conduct and discipline for avoidance of sexual harassment and maintenance of equality of opportunity shall be as furnished in Appendix-C.

(23) In the absence of any provision in this Statute in respect of any matter, the service rules including Tamil Nadu Civil Services Discipline and Appeal Rules governing employees of the Government of Tamil Nadu will apply.

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## CHAPTER – X

**PENSION-CUM-GRATUITY FUND SCHEME/PROVIDENT FUND  
SCHEME/CONTRIBUTORY PENSION SCHEME/INSURANCE  
SCHEME FOR THE EMPLOYEES OF THE TAMIL NADU  
TEACHERS EDUCATION UNIVERSITY**

*(See Section 40 of Tamil Nadu Teachers Education University Act, 2008)*

**(1) Title**

These statutes shall be called the Pension-cum-Gratuity Fund Scheme, Provident Fund Scheme, Contributory Pension Scheme and Insurance Scheme Statutes for the employees of the Tamil Nadu Teachers Education University.

**(2) Application**

These statutes shall come into force from such date to be notified and shall apply to all full-time employees of the University in the teaching and non-teaching establishment holding a regular post on permanent basis subject to the specific provisions made in these statutes, and shall not apply to the temporary establishment or work-charged establishment or establishment on consolidated pay or on specified contracts.

**(3) Pension-cum-Gratuity Scheme and Provident Fund Scheme**

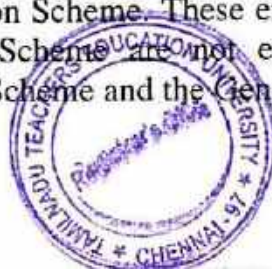
The Pension-cum-Gratuity Scheme and Provident Fund Scheme shall be applicable to the employees of the University both in the teaching and non-teaching cadres, who were recruited to and appointed in pensionable service under both Central and State Governments and Aided Educational Institutions prior to 01.04.2003 and who subsequently get selected for appointment/get absorbed in the services of the Tamil Nadu Teachers Education University. These employees of the University shall be governed by the Tamil Nadu Pension Rules, 1978 and the General Provident Fund (Tamil Nadu) Rules in so far as the implementation of the Pension-cum-Gratuity Scheme and the Provident Fund Scheme respectively.

**(4) Contributory Pension Scheme**

This Contributory Pension Scheme shall be applicable for all the employees of the University, both in the teaching and non-teaching cadre, who are recruited and appointed in the services of the Tamil Nadu Teachers Education University in the regular time scales of pay on or after 01.04.2003. These employees of the University are governed by the orders issued and conditions stipulated by the Government of Tamil Nadu from time to time in so far as the implementation of the Contributory Pension Scheme. These employees of the University under the Contributory Pension Scheme are not eligible for coverage under the old Pension-cum-Gratuity Scheme and the General Provident Fund Scheme.

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**(5) Family Security Fund Group Insurance Scheme**

Every regular member of the teaching and non-teaching staff of the University shall subscribe to the Family Security Fund Group Insurance Scheme as formulated and instituted by the University.

**(6) Statutes Binding on Subscribers**

Save as otherwise provided for in statutes 7 and 8, these statutes and amendments thereto shall be wholly binding on every employee subscriber designating title from the above fund schemes.

**(7) Interpretation**

The power of interpreting these statutes and or of deciding cases of dispute or doubts is vested with the Syndicate and its decision shall be final.

**(8) Management**

The Syndicate may, from time to time, issue general or special instructions, as may be necessary, consistent with the Statutes in force as to-

- (i) Conduct of the business of the fund
- (ii) Any other matter relating to the fund

**(9) Dismissal or Removal**

In case of dismissal or removal of employees of the University from service, the University Contribution accumulated towards Contributory Pension Scheme Fund and interest thereon shall stand forfeited.

  
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**CHAPTER – XI**  
**HONORARY DEGREES**

*(See Section 20(1)(l) and 23(2)(i) of Tamil Nadu Teachers Education University Act, 2008)*

- (1) The Academic Council may, on the recommendations of not less than two-third of the members of the Syndicate, confer the following honorary degree upon a person on the ground that he is by reason of eminent position and attainments or by virtue of his contribution to learning or eminent services to the cause of education a fit and proper person to receive such degree;

Doctor of Literature (D.Litt.)

- (2) Honorary Degrees shall be confirmed only at a Convocation, and may be taken in person or in absentia.
- (3) The presentation of persons at the convocation on whom Honorary Degrees are to be conferred shall be made by the Vice-Chancellor or in the absence of the Vice-Chancellor by a person nominated by the Syndicate.



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## CHAPTER – XII

### CONVOCATIONS FOR CONFERRING DEGREES

*(See Section 20(I)(k) (i & ii) of Tamil Nadu Teachers Education University Act, 2008)*

**(1) Convocations**

Convocation, for the purpose of conferring degrees shall ordinarily be held once a year, in the month of January/February or at such other times as the Chancellor shall direct.

**(2) Date of Application**

All the candidates who are declared to have passed the respective Examinations by the duly constituted Examiners and as approved by the Syndicate, shall be admitted to their several degrees at the convocation that follows and the Diplomas issued as and when the candidates submit to the University their applications in the prescribed form along with the prescribed fees.

**(3) Degree “in absentia”**

A candidate for a degree may also be admitted in absentia to that degree on payment of the prescribed fee.

**(4) Admission to Convocation a second time for the same Degree**

No candidate who has already proceeded to a Degree and has been awarded his Diploma shall be admitted in 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.

**(5) Assembly in Hall or Room**

(i) The Chancellor, Pro-Chancellor, Vice-Chancellor, Deans of the Faculties, members of the Syndicate and members of the Academic Council shall wear the academic robes prescribed and assemble in the room provided at the appointed hour.

(ii) In the absence of the Chancellor, the Pro-Chancellor shall preside; in his absence, the Vice-Chancellor shall preside, in their absence another member of the Syndicate nominated by the Chancellor shall preside.

**(6) Graces of Academic Council**

The graces of the Academic Council on behalf of the candidates for admission to the several degrees will be supplicated in the following order;

Teaching - by the Dean, Faculty of Teaching

**(7) Form of Grace**

The formula to be used for each grace shall mutatis mutandis be as follows:-

..... Chancellor, I move that a grace of the Academic Council be passed that those persons whom the Syndicate on the reports of the Examiners has certified to be qualified for the Degrees in the Faculty of Education be admitted to that / those Degrees.

**(8) Passing of Grace**

Whereupon the Chancellor shall put the question 'Doth it please you that this grace be passed?' and the Syndicate assenting the Chancellor shall. Say, 'These graces are passed'.

**(9) Procession**

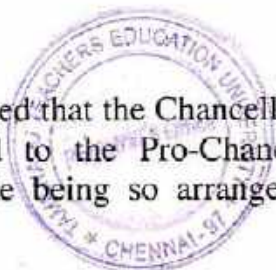
When all the graces have been passed, the Chancellor, Pro-Chancellor, Vice-Chancellor, the Chief Guest, the recipient(s) of Honorary Degree(s), Members of the Syndicate and Members of the Academic Council shall proceed in, procession to the hall in which the degrees are to be conferred. The order of procession as follows:

Registrar  
Academic Council  
Syndicate  
Vice-Chancellor  
Honorary Degree awarders if any  
Chief Guest  
Pro-Chancellor  
Chancellor

**(10) Arrangement of Seats**

The hall shall be so arranged that the Chancellor's chair may be put a little bit in front; the chair assigned to the Pro-Chancellor, the Vice-Chancellor, and members of the Syndicate being so arranged as to leave full space for the

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presentation of the candidates. Special seats shall be provided in the hall for the members of the Academic Council.

### (11) Seating of Candidate

The candidates shall wear the gowns and hoods pertaining to their respective degrees, and shall be seated in front of the Chancellor.

- (12) On the procession entering the hall, the candidates shall rise and remain standing until the Chancellor, Pro-Chancellor, Vice-Chancellor, Honorary Degree Awarder(s), Chief Guest, Registrar, Members of the Syndicate and Members of Academic Council have taken their seats.

### (13) Procedure

- (i) The Chancellor, Pro - Chancellor, Vice - Chancellor, Honorary Degree Awardee(s), Chief Guest, Registrar, members of the Syndicate and members of the Academic Council having taken their places, the Chancellor shall say:

Invocation – **“Thamizh Thai Vazhthu”**

- (ii) Immediately following the invocation, and at the request of the Chancellor, the Vice-Chancellor will deliver the welcome address and present a report on the academic achievements of the University during the year.
- (iii) This Convocation of the Tamilnadu Teachers Education University has been called to confer degrees upon the Persons of eminence on whom the Syndicate has decided to confer Honorary Degrees and also the candidates who, in the examinations recently held for the purpose have been certified to be worthy of the same.
- (iv) The Chancellor shall say, “I invite the Vice-Chancellor to read the citation and present Mr.X for the candidature of the Honorary Degree of Doctor of Literature”.
- (v) The Vice-Chancellor will read the citations and present Mr.X for the award of Honorary Degree of Doctor of Literature.
- (vi) Mr.X will receive the Degree Certificate from the Chancellor.
- (vii) The Chancellor shall say, “I invite the Chief Guest to address the candidates”.
- (viii) The Chief Guest will deliver the Convocation Address.

**(14) The Chancellor shall say:** Let the candidates be now presented.

**(15) Presentation of Degrees**

- (i) Then the candidates shall be presented to the Chancellor by the Heads of their respective colleges / Heads of the University Departments who are the members of the Academic Council or by other members of the Academic Council or Syndicate, the candidates having first received their diplomas from the Registrar.
- (ii) The procedure for presenting the candidates for the Prizes/Medals and Degrees shall be as follows:
- (iii) The Presenter shall bow to the Chancellor and shall say "Mr.Chancellor, I present unto you these candidates for the Degrees/Diplomas in the Faculty of Education, who have been certified after examination to be duly qualified to receive the Degrees/Diplomas and to be awarded the Prizes and Medals".
- (iv) The names of the candidates will be read by the Presenter. After this, the Presenter will say "Mr/Madam Chancellor, under the laws of the University, I present unto you the candidate ..... and other .... candidates IN-ABSENTIA, in the Faculty of Education who have been certified after examination to be duly qualified to receive the Degree/Diplomas."

**(16) Administering the Pledge**

When all the candidates for the degrees in various faculties have been presented both for In-Person and In-Absentia, the Chancellor will administer the pledge to the candidates who receive standing:

"We shall, in thought, word and deed ever endeavour to the scrupulously honest in the discharge of our duties in our profession and shall uphold the dignity and integrity of our profession and honour of our University.

We shall uphold and advance social order and the well-being of our fellow members and shall devote all our energy to promote unity, integrity and the secular ideals of our Country".

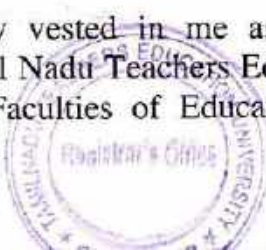
**(17) Conferment of the Degrees**

After administering the pledge, the Chancellor shall say to the candidates who shall remain standing.

"By virtue of the authority vested in me as Chancellor / Pro-Chancellor, Vice-Chancellor of the Tamil Nadu Teachers Education University, I admit you to the several degrees in Faculties of Education for which you have been

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declared qualified in this University and in token thereof you have been presented with these diplomas and I authorize you to wear the robes ordained, as the insignia of your degree.”

**(18) Record of Degrees**

When all the candidates have been presented, the Registrar shall lay the record of the degrees that have been conferred before the Chancellor, who shall sign the same.

**(19) Dissolution of Convocation**

After the record has been signed, the Chancellor, Pro-Chancellor, Vice-Chancellor, Honorary Degree Awardee(s), Chief Guest, Registrar, members of the Syndicate and Academic Council shall rise up and the Chancellor shall say;

**I dissolve this Convocation.**

**(20) Procession**

Then the Chancellor, Pro-Chancellor, Vice-Chancellor, Honorary Degree Awardee(s), Chief Guest, Registrar, members of the Syndicate and members of Academic Council shall retire in procession to the Syndicate room, the graduates standing. The order of procession as follows:

- Chancellor
- Pro-Chancellor
- Chief Guest
- Honorary Degree Awardees if any
- Vice-Chancellor
- Syndicate Members
- Academic Council Members
- Registrar

**(21) Procedure for Honorary Degree**

Nothing in the foregoing Statutes except Statutes 6, 10, 11, 12, 13, 14, 18, 19, 20 and 21 of this Chapter in so far as they are applicable, shall apply in the case of Honorary Degrees.

  
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## ACADEMIC ROBES

- (22) The academic robes for the Chancellor, Pro-Chancellor, Vice-Chancellor, Members of the Syndicate and Academic Council, the Registrar and the Candidates for the degrees shall be as prescribed below:

### CHANCELLOR

- (i) A purple teary velvet gown, made like an Oxford Proctor's dress gown, with two inch gold lace down the front and round the bottom of the sleeves, outside.

### PRO-CHANCELLOR

- (ii) A purple gown of silk of the same shape as of the Chancellor's and trimmed in the same way.

### VICE-CHANCELLOR

- (iii) A purple gown of silk of the same shape as of the Chancellor's and trimmed in the same way but with silver lace.

### REGISTRAR

- (iv) A golden yellow laced gown of silk.

### MEMBERS OF THE SYNDICATE AND THE ACADEMIC COUNCIL

- (v) A golden yellow gown of silk and a scarlet silk of four inches wide with a fringe of the same colour of three inches deep.

### GRADUATES

- (vi) Candidates who wear Indian costumes shall wear a white dhoti or trousers, a dark colored coat, closed and buttoned up to the neck. All those who wear European costume shall be clothed in dark coloured material and a staff collar and a tie.

The above shall not apply to women candidates.

### BACHELOR OF EDUCATION

- (vii) A gown made of cream silk or stuff, cut like the Cambridge M.A gown. A hood made of Cream silk or stuff, lined with orange silk or stuff.

### MASTER OF EDUCATION

- (viii) A gown made of cream silk or stuff, cut like the Cambridge M.A gown. A hood made of gold coloured silk or stuff.

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### HONORARY DEGREES

- (ix) Stuff - For the D.Litt., Degree – a hood made of scarlet silk or stuff lined with gold yellow silk.

### MASTER OF PHILOSOPHY

- (x) A golden yellow laced gown or silk or stuff  
A hood made of Crimson silk.

### DOCTOR OF PHILOSOPHY

- (xi) A gown made of white silk or stuff, cut like the Cambridge M.A gown.  
A hood made of white silk or stuff, lined with scarlet silk or stuff.

### P.G. DIPLOMA

- (xii) A gown made of cream silk or stuff, cut like the Cambridge M.A gown.  
A hood made of gold coloured silk or stuff.

  
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## CHAPTER – XIII

### AFFILIATION AND APPROVAL OF COLLEGES

*(See Section 20(1)(g) of Tamil Nadu Teachers Education University Act, 2008)*

**(1) Act S.20(1)(g)**

Syndicate shall have the power to prescribe the conditions for affiliating colleges to the University and to withdraw affiliation granted to the colleges and also to specify the academic year in relation to such colleges.

**(2) Procedure to be adopted in granting affiliation**

**(i) Date of submission of and particulars to be furnished with each Application**

A College applying for affiliation shall send a formal letter of application to the Registrar between 1<sup>st</sup> of July and 31<sup>st</sup> October of the proceeding the Academic Year in which the courses are proposed to be started and shall give full information in the prescribed application form. The last date for receipt of applications from the Educational Agencies for starting new Education Colleges, new courses, additional optional subjects, etc., for the successive academic year will be 31<sup>st</sup> October of every year and the cut off date for receipt of the late application (i.e. received beyond the statutory date of 31<sup>st</sup> October) will be 10<sup>th</sup> December of that year, provided a penal fee as prescribed by the University of Rs.50,000/- per college/institution or as prescribed from time to time shall be collected for starting fresh Private Colleges/Institutions/New Courses/Additional Optional Subjects, etc., and also in respect of continuation of provisional affiliation. Applications received beyond 10<sup>th</sup> December shall be summarily rejected without intimation.

(ii) The applications received from the Educational Agencies for starting of new self-financing Education Colleges to offer B.Ed Degree Course will be taken up for consideration only after the Management submits the unconditional recognition order from the NCTE, SRC, Bangalore on or before 31<sup>st</sup> March of that year.

**(3) Application when considered -**

All the applications for affiliation or of colleges shall be considered by the Syndicate and affiliation shall be granted on or before 30<sup>th</sup> June of the year in which the courses are proposed to be started.

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VICE-CHANCELLOR  
TAMIL NADU TEACHERS EDUCATION UNIVERSITY  
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**(4) Procedure on Receipt of application -**

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 the 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 affiliation.

**(5) Local enquiry**

- (i) If the Syndicate decides to proceed with the applications, it shall direct local inquiry 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 or subjects in which it does not for special reasons which shall be recorded, consider a local enquiry necessary.
- (ii) After considering the report of the local enquiry, if any and after making any further enquiries it may deem necessary, the Syndicate shall decide whether the affiliation or approval should be granted or refused, either in whole or in part, and shall grant or refuse the affiliation or approval accordingly.

**(6) Powers for Penal Action**

In the case of any management of a college not fulfilling any or all of the conditions prescribed for affiliation or approval or not complying with any or all of the rules of the University or not implementing any decision of the Syndicate it shall be competent for the Syndicate:-

- (i) To recommend to the appropriate authority empowered to sanction grants to withhold or to refuse the release of teaching and other grants that may be due to management or become due.
- (ii) To decline to forward to the University Grants Commission any application made by the management for sanction of any grant.
- (iii) To suspend the provisional affiliation or approval granted to the college in any course or courses of studies; and intimate the Action taken to NCTE.
- (iv) Decline to entertain any new application for additional affiliation, or applications for increase in strength, in any courses of studies conducted in the college.

- (v) To withdraw the provisional/permanent affiliation granted to the college in any of the courses of studies in which instruction is offered in the college and to intimate action taken to NCTE.
- (vi) To recommend to the Government to take over the management of the college or appropriate action; and

**(7) Provisional / Conditional Affiliation**

- (i) The affiliation granted shall be provisional. Provisional affiliation shall be granted for a fixed period. The length of the period and conditions which should be fulfilled by the college before the expiry of the period shall be specified in the order granting the affiliation or approval as per the resolution of the Syndicate. If the conditions are not fulfilled by the end of the period fixed, the affiliation or approval shall cease automatically. It shall be competent for the Syndicate, however, to grant such extension of time for fulfilling the conditions if the extension sought is bonafide. If the conditions are fulfilled, the Syndicate shall have the power at the end of the period, to confirm affiliation or approval. After the grant of affiliation for a fixed period initially, continuation of affiliation shall be granted for the period of three years and the colleges of education shall apply for renewal of continuation of affiliation for every three years till the University grants permanent affiliation. It shall be the power of Syndicate to grant continuation of affiliation after granting provisional affiliation for a fixed period initially.

- (ii) Grant of permission to offer additional optional subjects

Permission may be granted to the colleges of education to offer additional optional subjects after causing due inspection regarding the availability of infrastructural and instructional facilities after the payment of prescribed fee from time to time. It shall be the power of Syndicate to grant permission to the colleges of education to offer additional optional subjects.

- (iii) Research Centres

The Colleges of Education (Government, Government Aided, Autonomous and Self-Financing Colleges of Education may be recognized as Research Centres to offer M.Phil. and Ph.D. Programmes provided the said colleges have required infrastructural, instructional facilities and recognized guides after causing due inspection. It shall be the power of Syndicate to grant recognition to the colleges of education to offer Research Programmes.

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**(8) Procedure for withdrawal of Affiliation**

- (i) (a) The Syndicate shall have the power for withdrawal of affiliation permanently or suspension for a definite period. (b) Before exercising the power, the Syndicate shall conduct such inquiry as may deem fit. (c) The Syndicate shall inform the management of the college concerned of its finding after the inquiry and shall allow it an opportunity of making such representation as it may deem fit, and shall record its decision on the representations so made. The Syndicate decision thereon shall be final and binding on the Management and shall not be subjected to review by any other body or authority.
- (ii) The colleges of education affiliated to this University which have been imposed of any one of the punishments as per Statute 6, shall make an appeal within 60 days from the date of order imposing the punishment. The appeal shall be placed before the Syndicate and the Syndicate shall constitute a Committee of its own members or other members to examine the appeal thoroughly and report. The decision of the Syndicate shall be final.

**(9) Temporary suspension Instruction in courses or subjects**

- (i) It shall be open to a college to suspend after previous intimation to the Syndicate, for a total period not exceeding three academic years, instruction in any subject or course of study in which the college is affiliated. 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 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 arrangements, to give instruction in the subjects which it has been affiliated or approved does not, for want of students, open classes in one of those subjects and it reports to the Syndicate before the 1<sup>st</sup> 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 affiliation or approval of the college in a subject which has not been taught for three consecutive years.
- (ii) Instruction in any subject shall not preclude the Syndicate from granting affiliation or approval in the same subject to any other college in the same locality.

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**(10) Conditions to be satisfied by Affiliated Colleges**

- (i) The Syndicate shall have power to stipulate various conditions from time to time for strict compliance by the Colleges of Education affiliated to the University while granting fresh and continuation of provisional affiliation for all the courses offered by the affiliated Colleges.
- (ii) Constitution of Managing Body of a College: Every college shall be managed by a regularly constituted Managing Body/Governing Council on which the teaching staff shall be represented by at least the Principal; provided that in the case of a Government College the Syndicate may waive this condition.
- (iii) The Constitution of the Managing Body/Governing Council of the College shall also provide for one representative of the Syndicate of the University to serve in the Managing Body.

**(11) Change in Managing Body**

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

**(12) College Council**

Every college shall have a duly constituted College Council with proper representative of the teaching staff to advise the Principal in the internal affairs of the college.

**(13) Financial Provision of a College**

Every College shall satisfy the Syndicate that the adequate financial provision is available for its continuation and maintenance in the form of an Endowment as per the rates prescribed by the Syndicate from time to time.

**(14) Registered Body**

Every educational agency applying for starting a college and applying for affiliation of the College shall be registered as a Society under the Tamil Nadu Societies Registration Act 27 of 1975 or as a Trust with the Trustees vested with the legal powers and duties.

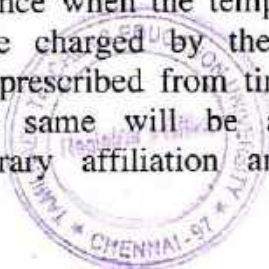
**(15) Fees**

- (i) The expenses of Inspection Commission, when found necessary to verify the compliance when the temporary affiliation was granted on conditions will be charged by the University to the College at Rs.25,000/- or as prescribed from time to time for each visit of the Commission. The same will be applicable for Continuation of Provisional/Temporary affiliation and the fee once paid is not

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refundable. The fee for processing of applications for fresh/continuation of affiliation shall be Rs.50,000/- or as prescribed from time to time. However, if no processing is initiated it shall be refunded.

- (ii) The Syndicate shall have power to prescribe various kinds of fees viz., fee for Inspection Commission, Cost of application for affiliation, Registration fee, Affiliation fees for fresh affiliation, Continuation of provisional affiliation, Additional intake, Additional optional subjects, Endowment fee, Fee for permanent affiliation and for such other new programs approved by the University besides recognition fee for M.Phil Ph.D and D.Lit programs from time to time. The Registration fee and Penalty fee once paid shall not be refunded.
- (iii) Every college shall collect from the student and remit to the University, the fee, such as Registration fee, Matriculation fee, Recognition fee, Examination fee and any other fee as may be prescribed by the University from time to time.
- (iv) Government Colleges are exempted from the Payment of Application fee and Affiliation fees.
- (v) The Self financing Colleges of Education affiliated to the University shall collect tuition fee and other fee as prescribed by the Government/University from time to time.

#### (16) Land

“The minimum Land requirements for starting a fresh Teachers Education Colleges shall be as follows” as per NCTE Norms and as per such requirements that would be stipulated from time to time.

	Built Up Area (in sq.m)	Land Area (in sq.m)
B.Ed	1500	2500
B.Ed Additional Intake	500 (Additional)	-
B.Ed Plus M.Ed	2000	3000
M.Ed Additional Intake	200 (Additional)	-

#### (17) Facilities

- (i) The institution must have the following infrastructure:
  - a. Two classrooms
  - b. Multipurpose Hall with seating capacity of 200 and a Dias (2000 sq.ft).
  - c. Library-cum-Reading Room.
  - d. ICT Resource Centre
  - e. Psychology Resource Centre
  - f. Art and Craft Resource Centre
  - g. Health and Physical Education Resource Centre

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- h. Science and Mathematics Resource Centre
  - i. Principal's Office
  - j. Staff Room
  - k. Administrative Office
  - l. Visitors Room
  - m. Girls' Common Room
  - n. Seminar Room
  - o. Canteen
  - p. Separate Toilet facility for Boys and Girls
  - q. Parking Space
  - r. Store Rooms (Two)
  - s. Multipurpose Playfield
  - t. Open space for Additional Accommodation
- (ii) There shall be games facilities with a playground. Where there is scarcity of space as in the metropolitan towns/hilly regions, facilities for yoga, small court and indoor games shall be provided.
- (iii) Safeguard against fire hazard be provided in all parts of the building.
- (iv) The institution campus, buildings, furniture, etc., should be barrier free.
- (v) Hostel for boys and girls separately and some residential quarters are desirable.
- (vi) A copy of the Registered Document shall be produced to the Inspection Commission at the time of inspection.
- (vii) Any other conditions of the Government/NCTE/UGC those may be prescribed from time to time shall be fulfilled.

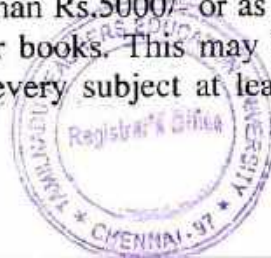
### (18) Laboratories

The laboratories shall have sufficient equipments required for performing experiment prescribed for the courses of study. The laboratories shall also have adequate arrangements for gas supply, regular water supply and electricity etc.

### (19) Library

- (i) In the beginning the library shall have at least 100 books of different titles on each subject. It may be raised to 200 within a period of 3 years. The library shall have adequate number of reference books and journals. There shall be a reading room and suitable space available for students, teachers and library staff with proper furniture. Recurring expenditure should not be less than Rs. 5000/- or as prescribed from time to time per subject per year for books. This may be reviewed whenever prices of books go up. For every subject at least two subject journals shall be subscribed.

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- (ii) The library shall have a common reading room and a stock room as per standards prescribed by the UGC / State Government.

## (20) Teachers

- (i) Number of teaching staff shall be appointed as per norms prescribed by the University on the basis of stipulations of UGC and NCTE for each course including foundation course, allied and application oriented subjects. The Qualifications for the Post of Principal, Professor, Associate Professor and Assistant Professor, Director of Physical Education and Librarian subject to Amendment from time to time are furnished in Appendix-E
- (ii) No teacher shall be appointed, if he has not fulfilled the qualifications as laid down by the University on the basis of stipulations of UGC and NCTE from time to time.
- (iii) Teaching and Non-Teaching Staff shall be paid as per pay scale of State Govt. / UGC prescribed from time to time.
- (iv) An Agreement shall be entered into with each teacher to be appointed as per the requirements of the University / Tamil Nadu Private Colleges (Regulation) Act and rules there under.
- (v) The Posts of Teachers and Heads of Departments wherever required for the proposed courses shall be filled up before starting the course.
- (vi) No teacher shall be appointed or shall be continued in service, who has attained the age of superannuation as may be prescribed by the Government of Tamil Nadu and the appointment of teachers' upto the age of 62 years or so may be done on contract basis, if qualified candidates are not available.
- (vii) A Librarian and a Physical Director with prescribed qualifications shall be appointed.
- (viii) Suitable leave rules for teachers and non-teaching staff shall be framed, generally in conformity with the State Govt. Rules.

## (21) Buildings

Buildings shall be according to the UGC/NCTE norms. Management shall put up permanent building.

## (22) Civic Facilities

While designing the buildings, it may be ensured that adequate facilities like light, ventilation and toilets are provided. While designing this, the norms laid

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down by the P.W.D. of the State Government and regulations of the local authority may be kept in view.

### (23) Essential Services

Adequate facilities for Essential Services (Water, electricity and sewerage facilities) shall be provided in all the buildings.

### (24) General Facilities

- (i) Adequate facilities shall be provided in the buildings for the physically handicapped.
- (ii) Separate common rooms for girls and boys shall be provided in Co-educational colleges.
- (iii) There shall be separate toilets for girls.
- (iv) Adequate accommodation shall be provided for Principal's office, Bursar's office and for the administrative staff.
- (v) There shall be a staff room of a proper size and all facilities.

### (25) Students Hostel

It is desirable that every educational agency shall provide hostel facilities separately for men and women, in accordance with the UGC norms as specified below:

- (i) Living rooms are arranged in such a way that they get the maximum benefit of the prevailing breeze and avoid as much possible of western exposure.
- (ii) An area of 85-90sq.ft. (7.9 to 8.4sq.m) for single seated room, 75-80sq.ft. (7.0 to 7.4sq.m) per student for two seated and 70-75sq/ft (6.5 to 7.0sq.m) per student for a three seated room would be adequate for an Under Graduate hostel. For Post- Graduate and Research Students the size of room should not be less than 100sq.ft. per student or as prescribed by NCTE from time to time.
- (iii) Dining area should be designed to accommodate not less than 2/3rds strength of the hostel at the rate of 10-12sq.ft (1.1 to 1.1sq.m) per person and kitchen pantry area at the rate of 5-7sq.ft. (0.5 to 0.7sq.m)
- (iv) The following provision for toilet facilities are recommended:-

(a) W.C.

One per 10 men students / 8 women students.

(b) Urinals

One per 8 students

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- (c) Wash basins : One per 8 students
- (d) Bath with a shower : One per 8 men students / 7 women students.
- (v) Area for common room may be 500-650 sq.ft. (46.5 to 60.4 sq.m)
- (vi) The specifications at 'c' and 'd' shall be followed or those that may prescribed from time to time by NCTE shall be followed.

## (26) Other Conditions

- (i) Affiliation for starting a college shall be granted only if the management of the college has constructed permanent buildings in permanent site as per the specifications.
- (ii) The maximum number of students who may be admitted to each of the courses shall not exceed the strength sanctioned by the NCTE/University.
- (iii) No donations shall be collected from the students seeking admission to any courses of study in the college.
- (iv) Arrangements shall be made by colleges for the conduct of University Examinations.
- (v) The colleges shall only collect tuition and other fees from the students at the rates prescribed by the State Govt./University.
- (vi) Management of the college shall not discontinue any existing course without prior permission of the University.
- (vii) The College shall implement each and every one of the recommendations of the Inspection Commission appointed by the University from time to time.
- (viii) All conditions of affiliation laid down in this Chapter shall be strictly followed, failing which such colleges shall be subjected to disciplinary proceedings.
- (ix) Such other rules, regulations mandatory and other requirements as may be generally prescribed from time to time by the University/State Government/NCTE/ UGC.
- (x) If all the conditions of Provisional affiliation granted are not complied within the stipulated period then affiliation or approval shall cease immediately.

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**(27) Inspection**

Inspection shall be made regular, periodical and mandatory and shall follow the terms prescribed by the University/State Government from time to time

- (i) University on its own motion or under the directions of the State Government or persistent complaints/reports of mal-administration received from the students/public shall order an inspection of any college at any time as surprise visit without any notification to the colleges concerned.
- (ii) Inspection Commission shall submit report in the Report format prescribed by the University from time to time.

**(28) Returns from Colleges**

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

**(29) Teaching Staff Appointment**

Appointments to the cadres of teaching faculties of affiliated colleges of education shall be made as per the qualifications prescribed by the University on the basis of stipulations of NCTE and UGC. The colleges of education affiliated to this University shall obtain the approval of qualifications of teaching faculties appointed by the colleges of education as per the said norms shall be obtained from the University within a fortnight. All the appointments shall be reported to the Syndicate, which shall satisfy itself that they meet the requirements and appointed as per the said qualifications prescribed by the University.

- (30) A Teacher of the University/colleges shall follow the "Code of Professional Ethics" as furnished in APPENDIX -A

**(31) Staff in college for women**

In the case of college for women, the staff shall be wholly, or almost comprised of women.

**(32) Convenience for women students**

In every college for men in which women students are admitted, separate reading and lunch rooms and other necessary conveniences shall be provided for the women students.

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**(33) Residence of Students**

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 rooms of hostels managed by the college and recognized by the Syndicate or other hostels recognized by the Syndicate or approved lodgings.

**(34) Facilities for physical training and games**

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.

**(35) Appointment of Physical Director**

Every college shall have on its staff a qualified Physical Director.

**(36) Medical Inspection of Students**

Every 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.

- (i) In case of indiscipline of the student, expulsion not satisfied progress in studies, concerned parents/guardians shall be informed and matter shall be submitted to the Syndicate whose decision will be final.

**(37) Inspection of colleges**

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

**(38) Action to be taken by colleges on reports after Inspection**

Every college inspection as prescribed in Statute 37, or in respect of which an enquiry has been made by the Syndicate, shall take in respect of any matter referred to in the Statutes 39, within such period as may be fixed for such action as the Syndicate may specify.

**(39) Register and records to be maintained by Colleges**

The registers and records indicated by the Syndicate shall be maintained by each college.

**(40) Affiliation not granted with retrospective effect**

- (i) 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 of certificates of attendance for purposes of University Examination and such attendance shall not entitle any candidate for exemption from the production of certificates of attendance.

- (ii) No college/management of college shall advertise new courses or invite, in any other manner, applications for admission to new courses or admit students to new courses before getting the order of grant of affiliation for the Degree Courses from the University. If any college/management of college does so, applications for affiliation for further courses shall not be entertained from such erring college(s) for a period of five years, and such college(s) shall be liable for penal action deemed fit as indicated in Statute 6 of this Chapter

#### (41) Permanent Affiliation

Permanent affiliation shall be granted only after the college fulfils all the conditions as prescribed after a period of ten years of existence. In case the college is not granted permanent affiliation, temporary affiliation may be granted until the stipulated norms are fulfilled. For Grant of permanent affiliation NAAC accreditation/SAAC at 'B' level is mandatory.

(42) The following norms shall apply for grant of permanent affiliation subject to amendment from time to time.

- (i) The application for grant of Permanent Affiliation from such of those affiliated colleges which have ten years of existence shall alone be considered.
- (a) A sum of Rs.5,00,000/- or as laid down from time to time be collected as permanent affiliation fee which is non-refundable from the college along with applications for grant of Permanent Affiliation or as fixed from time to time.
- (b) All the conditions laid down in terms of Endowment Funds and Appointment of Teaching Staff, Non-Teaching Staff, Infrastructure and Instructional Facilities and other amenities, constitution of Management Committee by the NCTE shall be strictly followed.
- (c) Candidates to be admitted in B.Ed/M.Ed. Degree course should (a) satisfy the eligibility conditions prescribed in the Regulations and the guidelines of the Government of Tamil Nadu (b) obtain approval from the University for the students admitted to B.Ed/M.Ed degree course as per prescribed norms (c) earn required attendance prescribed by the University for appearing for the University Examinations.

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- (d) Admission to the courses shall be made based on the eligibility certificate issued by the University.
- (e) The guidelines prescribed by the Government of Tamil Nadu from time to time with regard to minimum percentage of marks required for admission to B.Ed/M.Ed. degree course, age limit, reservation rules and percentage of seats among optional subjects shall be followed.
- (f) The College should have obtained permission for Building Plan, Building License from the competent authorities for construction and utilisation.
- (g) The Regulations and Syllabus prescribed by the Tamil Nadu Teachers Education University for B.Ed/M.Ed. Degree course shall be followed.
- (h) The college shall complete the working days prescribed by the University in the Regulations prescribed for B.Ed./M.Ed course in an academic year.
- (i) Arrangements shall be made by the college for the conduct of University Examinations, whenever required.
- (j) No donations shall be collected from the students seeking admission to any course of study in the college.
- (k) The Management of College shall not discontinue any existing course without prior permission from the University which should be intimated before commencement of every academic year.
- (l) The college shall only collect tuition and other fees from the students at the rates as prescribed by the State Government / University.
- (m) The College shall have [1] Separate lounge [2] Rest room [3] Toilet for Women Faculty.
- (n) Librarian and Physical Director with the prescribed qualifications shall be appointed.
- (o) Number of teaching and non-teaching staff shall be appointed as per norms prescribed by the University/U.G.C./NCTE/State Government for each course, by duly constituted selection committees as per the norms of UGC/NCTE/University.

- (p) No teacher shall be appointed, if he has not fulfilled the qualifications as laid down by the University/U.G.C./NCTE/State Government from time to time.
- (q) An agreement shall be entered into with each teacher to be appointed as per the requirements of the University/Tamil Nadu Private Colleges (Regulation) Act and rules there under.
- (r) The College shall comply with and implement each and every one of the recommendations of the Inspection Commission.
- (s) The library books and journals should be added every year. The library shall have common reading room and stock room as per the norms of the U.G.C. /NCTE/ Government.
- (t) The Laboratory shall have sufficient equipment and facilities required for performing experiments prescribed for the courses of study. The safety measures in all the laboratories shall be fully ensured.
- (u) Playground facilities need to be provided.
- (v) The teacher shall be paid as per scales of pay of UGC/State Government Norms and their salary shall be paid through Banks, by means of Cheques. This will be verified by the University/State Government authorities from time to time by Inspection Commissions.
- (w) The maximum number of students who may be admitted to each of the course shall not exceed the strength sanctioned by the University/NCTE.
- (x) Hostel accommodation and Staff quarters shall be provided based on the necessity.
- (y) The posts of teacher wherever required for the proposed course shall be filled up before starting the course. The vacancies arise in teaching posts due to retirement/transfer/resignation shall be filled immediately after obtaining permission from the University.
- (z) No teacher shall be appointed or shall be continued in service, who has attained the age of superannuation as per the norms of Tamil Nadu Government.

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- (aa) Leave rules for teaching and Non-teaching staff as prescribed by the State Government shall be strictly followed.
- (ab) Appointment of Principal and other Teaching Staff shall be done by the Selection Committee duly constituted as per the norms of UGC/State Government/University with prior approval from the University.
- (ac) If the conditions are not complied with the permanent affiliation shall cease automatically.
- (ad) The college shall be accredited by National Assessment and Accreditation Council (NAAC) with at least letter grade 'B' developed by NAAC/Academic and Audit Committee of Tamil Nadu.
- (ae) Such other Rules and Regulations as may be generally prescribed from time to time by the Tamil Nadu Teachers Education University, Government of Tamil Nadu and NCTE shall also be complied with.
- (af) The applications for permanent affiliation shall not be entertained if there is any court case pending disposal with regard to any matter relating to affiliation or civil or criminal proceedings on any other matter.

#### (43) Scheme of Autonomous Colleges

- (i) The Syndicate shall decide from time to time on the invitation to colleges to apply for autonomous status. The colleges which have 10 years of standing and which have been accorded permanent affiliation or as per the terms prescribed from time to time are eligible to submit proposals. The proposals may be placed before the Committee as may be constituted by Syndicate.
- (ii) The Committee, after inspection, shall submit its recommendation to the Vice-Chancellor. On approval of the recommendation, the name(s) of the college(s) selected for granting autonomy shall be recommended to the UGC/State Government for concurrence. After the concurrence of the UGC, State Government is obtained, the Syndicate shall decide on conferment of autonomous status to these college(s).

(44) The University shall have power to confer degrees, diplomas, certificates and other academic distinctions on persons who shall have pursued an approved course of study in an autonomous college and to designate any college as an

autonomous college with the concurrence of the State Government and the UGC in the manner and under conditions prescribed and to revoke such designation.

- (45) The Syndicate shall have power to prescribe, in consultation with the Academic Council, the manner in which and conditions subject to which, a College may be designated as Autonomous College and to revoke such designation.
- (46) The Syndicate may confer the status of autonomy on an affiliated College to conduct specified courses of studies subject to the conditions set forth in this Chapter.
- (47) An affiliated College having not less than ten years of standing and accorded permanent affiliation will be eligible for the conferment of autonomy to conduct specified courses of studies. All Colleges coming within the purview of Sec2(f) and Sec.12B of the UGC Act besides accreditation by the National Assessment and Accreditation Council (NAAC) by 'B' Grade are eligible for conferment of autonomous status by the University.
- (48) An autonomous college shall offer instructions only upto Certificate, Diploma, Degree, Post-Graduate and M.Phil courses.
- (49) The self-financing courses proposed by the autonomous colleges may also come under autonomous pattern provided that the quality of the courses are maintained as per the norms and standards prescribed by the NCTE/University and the appointment of teachers are made as per the qualifications prescribed by the UGC/NCTE and approved by the University:
- (50) An autonomous college will have the freedom to:
- (i) determine and prescribe its own courses of study and syllabi, and restructure and redesign the courses to suit local needs; and
  - (ii) prescribe rules for admission in consonance with the reservation policy of the State Government.
  - (iii) evolve methods of assessment of students' performance, the conduct of examinations and notification of results;
  - (iv) use modern tools of educational technology to achieve higher standards and greater creativity; and

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- (v) UG/PG Diploma/Certificate Courses (which are not instituted in the University) may be conducted with prior approval of the University and the Diploma/Certificate is to be issued under the seal of the College.
- (a) However, UG/PG Diploma/Certificate/UG Degree/PG Degree/M.Phil Courses that are instituted by the University, an autonomous College should obtain recognition/affiliation of the University by sending its proposals with complete details in all respects not later than 31<sup>st</sup> October of the previous year by the College for obtaining prior approval before commencement of such courses.
- (b) An autonomous College may rename an existing course after restructuring/redesigning it with the approval of the College Academic Council as per UGC norms. The University should be duly informed of such proceedings so that it may award new degrees in place of the old.
- (c) An autonomous college is free to start a new degree or postgraduate course with the approval of the Academic Council of the College. Such courses shall fulfill the minimum standards, prescribed by the University/UGC in terms of number of hours, curricular content and standards and the University shall be duly informed of such courses.
- (d) The University shall facilitate time bound institution of the new courses proposed by Autonomous Colleges provided they shall submit their proposal directly to the University which shall be placed before the Syndicate through the respective Board of Studies and the representative of the Autonomous College concerned as Special Invitee.
- (e) The University will award degrees to the students evaluated and recommended by the autonomous Colleges, in a common format designed by the University mentioning the name of the College, if so desired.
- (vi) Promote healthy practices such as community service, extension activities, projects for the benefit of the society at large, neighbourhood programmes, etc.

(51) Any Autonomous College shall have power to make rules or bylaws, not inconsistent with the Tamil Nadu Teachers Education University Act and the laws framed there under for purposes of securing the objectives for conferring the status of autonomy to the college.

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(52) (i) For facilitating adequate participatory management structure and to provide ample opportunities to ensure proper management of academic, financial and general administrative affairs and for academicians to make a creative contribution, the autonomous colleges shall have the following committees:-

- (a) Governing Body: The Governing Body is different from Trust Board / Board of Management / Executive Committee / Management Committee.
- (b) Academic Council
- (c) Board of Studies
- (d) Finance Committee

In addition, the autonomous college shall set up other non-statutory committees like, Planning and Evaluation Committee, Grievances Appeal Committee, Examination Committee, Admission Committee, Library Committee, Students Welfare Committee and Extra Curricular Activities Committee and Academic Audit Committee.

(ii) The decision of the Academic Council constituted under the preceding Statutes on academic matters shall generally be implemented by the Managing Body of the College.

(53) (i) The Governing Body of an autonomous college administered by a State or Central Government shall consist of the following members.

- (a) Three members to be nominated by the State Government or Central Government as the case may be, one each under the categories of Educationist, Industrialist and Professional, of whom one shall be the Chairperson. All the said three members shall have proven academic interest with at least PG level qualification and a doctorate be preferred.
- (b) Two members from the teaching staff of the college, to be nominated by the Principal based on seniority.
- (c) One member to be nominated by the Principal based on seniority in the categories of Educationist or Industrialist.
- (d) One member to be nominated by the University Grants Commission.
- (e) One member to be nominated by the Central or State Government, as the case may be.
- (f) One member to be nominated by the University.
- (g) The Principal of the College shall be Ex-Officio member.

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(ii) The Governing Body of University Constituent Autonomous colleges shall consist of:

- (a) Three members to be nominated by the University. One each under the categories, of Educationist, Industrialist and Professional of whom, one shall be the Chairperson. All the said three members shall have proven academic interest with at least PG level qualification and a doctorate be preferred.
- (b) Two members from the teaching staff of the College, to be nominated by the Principal, based on seniority.
- (c) One member to be nominated by the Central or State Government as the case may be.
- (d) One member to be nominated by the University Grants Commission.
- (e) One member to be nominated by the University
- (f) The Principal of the College as Ex-Officio member.

(iii) The Governing Body of an autonomous College maintained by Private Management shall consist of the following members:

- (a) Five members from the Trust or Management as per the Constitution or byelaws, with the Chairman or President/ Director as Chairperson.
- (b) Two members from the teaching staff of the college, to be nominated by the Principal, based on seniority.
- (c) One member to be nominated by the Management, from the category of either Educationist or Industrialist.
- (d) One member to be nominated by the University Grants Commission.
- (e) One member to be nominated by the State Government. The person nominated under this category shall be either an academican not below the rank of a Professor or a State Government official of the Directorate of Higher Education/ State Council of Higher Education.
- (f) One member to be nominated by the University.
- (g) Principal of the college as ex-officio member.

- (iv) Term: The term of all nominated members on the Governing Body of autonomous colleges, shall be for a period of two years and the term of UGC nominee thereon shall be six years.
- (v) Meeting: The Governing Body shall meet at least twice a year.
- (vi) Functions: Subject to the existing provisions in the bye-laws of respective autonomous colleges and rules laid down by the State Government, the Governing Body of an autonomous College shall have powers to:-
- (a) fix the fees and other charges payable by the students of the College (aided courses) on the recommendations of the Finance Committee;
  - (b) institute scholarships, fellowships, studentships, medals, prizes and certificates on the recommendations of the Academic Council;
  - (c) approve institution of new programmes of study leading to degrees and/or diplomas;
  - (d) perform such other functions and institute Committees, as may be necessary and deemed fit for the proper development and to fulfill the objectives for which the College has been declared as autonomous.
- (54) (i) The Academic Council shall consist of the following members:
- (a) The Principal of the College (Chairman).
  - (b) All the Heads of Departments in the College.
  - (c) Four teachers of the college representing different disciplines of teaching staff by rotation on the basis of seniority of service in the college.
  - (d) Not less than four experts from outside the college, representing such areas as Industry, Commerce, Law, Education, Medicine, Engineering etc., to be nominated by the Governing Body.
  - (e) Three nominees of the University.
  - (f) A faculty member nominated by the Principal (Member Secretary).

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- (ii) Term: The term of the nominated members shall be two years.
- (iii) Meeting: The Principal shall convene the meeting of the Academic Council minimum once a year.
- (iv) Functions: Without prejudice to the generality of functions mentioned, the Academic Council shall have powers to:
  - (a) Scrutinize and approve the proposals with or without modification of the Boards of Studies with regard to courses of study, the academic regulations, curricula, syllabi and medications thereof, instructional and evaluation arrangements, methods procedures relevant thereto etc., provided that where the Academic Council differs on any proposal, it shall have a right to return the matter for reconsideration to the Board of Studies concerned or reject it, after giving reasons to do so.
  - (b) make regulations regarding the admission of students to different programmes of study in the College.
  - (c) frame regulations for conduct of examinations and initiate measures for improving quality to teaching students, evaluation and students advisory programmes in the College;
  - (d) make regulations for sports, extra-curricular activities, proper maintenance and functioning of the playgrounds and hostels;
  - (e) recommend to the Governing Body proposals for institution of new programmes of study;
  - (f) recommend to the Governing Body institution of scholarships, studentships, fellowships, prizes and medals and to frame regulations for the award of the same;
  - (g) advise the Governing Body on suggestion(s) pertaining to academic affairs made by it; and
  - (h) perform such other functions as may be assigned by the Governing Body

(55) (i) The Board of Studies shall consist of the following members:

- (a) Head of the Department concerned (Chairman)
- (b) The entire faculty members of each specialization (Provided their qualifications are approved by the University).



- (c) Two experts in the subject from outside the college to be nominated by the Academic Council.
- (d) One expert to be nominated by the Vice-Chancellor from a panel of six recommended by the College Principal.
- (e) One representative from industry/Corporate Sector/allied area relating to placement.
- (f) One post graduate meritorious alumnus to be nominated by the Principal.

The Chairman, Board of Studies may with the approval of the Principal of the College co-opt experts from outside the College whenever special courses of studies are to be formulated and other members 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 Board of Studies for different departments. The meeting be scheduled as and when necessary but necessarily once in 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 for 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) co-ordinate research, teaching, extension and other academic activities in the Department/College
- (56) (i) The Finance Committee shall consist of the following members:
- (a) The Principal of the College (Chairman)
  - (b) One person to be nominated by the Governing Body of the College.
  - (c) One senior-most teacher of the College to be nominated in rotation by the Principal.

Term: The term of the nominated members shall be two years.

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Functions: The Finance Committee shall be an advisory body to the Governing Body and shall meet at least twice in a year to consider (a) the budget estimates relating to the grant received/receivable from the UGC, other non-governmental sources and income from fees, etc., collected for the activities proposed under the scheme of autonomy and (b) the audited accounts for the above.

- (d) Admission of students to courses of studies offered by the autonomous colleges shall conform to the minimum qualification laid down by the University for the Courses of studies concerned, subject to rules of reservation by the State Government from time to time.

(57) The right of autonomy may not be conferred on an affiliated college, once and for all. The first tenure of autonomy shall be granted to a College initially for a period of six years. Autonomy has to be continuously earned thereafter for subsequent tenures by the affiliated colleges, by improving their standards.

(58) (i) Each autonomous college shall, with the approval of its Academic Council, formulate an appropriate mechanism to evaluate its academic performance, improvement of standards and assess the extent and degree of success, as a college enjoying autonomy. Such a self-evaluation shall be undertaken by the respective colleges annually.

(ii) In addition to annual self evaluation by the college referred to in Statute 58(a) above, there will be two external evaluations.

(59) (i) The University shall review the functioning of autonomy in autonomous Colleges at the end of the fourth year with the assistance of a committee constituted for the purpose. The Committee may consist of:

- (a) One nominee of the University as Convener.  
 (b) One nominee of the University Grants Commission.  
 (c) One nominee of the State Council for Higher Education.  
 (d) Two experts from outside the State to be nominated by the University.

(ii) The University shall determine the continuance or otherwise of the autonomous status, depending upon the outcome of its review at the end of the fourth year.

(60) In the event of any finding in the report of the Review Committee of either the University or of the UGC, pointing to deterioration or decline in standard of an autonomous college, it shall be open to the University or the UGC to revoke the autonomous status of that college after careful scrutiny and mutual consultation.

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and due notification to the Management. In such cases, the students already admitted under the autonomous scheme shall be allowed to complete the course under autonomous status.

- (61) (i) The Syndicate shall have power to revoke the autonomy conferred on autonomous college any time after giving notice of such intention to the college concerned before the expiry of the period mentioned in 11(c) supra in the case of deteriorating or declining standards or for any other valid reason.
- (ii) The Syndicate for the above said purpose shall be guided by the recommendation of the Review Committee consisting of the persons mentioned in 61(i) supra.
- (iii) The Committee shall submit its report/recommendation after a detailed review is made with reference to the continuance of the autonomy.
- (62) (i) Notwithstanding the conferment of autonomous status on an affiliated college, all provisions of the Act, the Statutes, the ordinances and the Regulations of the University shall be applicable to the College except those relating to matters specified in these Statutes. The University shall continue to exercise its general power of supervision over such a college.
- (ii) The University shall have power to constitute an Advisory Body to monitor the functioning of the autonomous colleges.
- (63) (i) Review Committee constituted by the Chairman, UGC with a few experts may visit the colleges to review the working of the autonomous colleges as under:
- (a) Three experts out of which one shall be the Chairman.
- (b) One Nominee of the affiliating University.
- (c) Member Secretary.
- (ii) The UGC Review Committee may visit the College in between 5<sup>th</sup> and 6<sup>th</sup> year of autonomy. The University may send its own Review Committee consisting of its members, State Government Nominee at least once during the tenure of the autonomy.
- (iii) In the event of delay in the review report and renewal of autonomy, the college shall continue to enjoy autonomy with the entitlements of benefits, fiscal or otherwise so conceived under the scheme, unless the Government or parent University by a special order withholds such a continuation.

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(iv) Relationship with the parent university, the State Government and other educational institutions:

- (a) Autonomous colleges are free to make use of the expertise of University Departments and other Institutions to frame their curricula, devise the methods of teaching, examination and evaluation. They can recruit their teachers according to the existing procedures (for private and Government colleges).
- (b) The parent university will accept the methodologies of teaching, examination, evaluation and the course curriculum of its autonomous colleges. It will also help the colleges to develop their academic programmes, improve the faculty and to provide necessary guidance by participating in the deliberations of the different bodies of the colleges.

(v) The role of the parent university shall be:

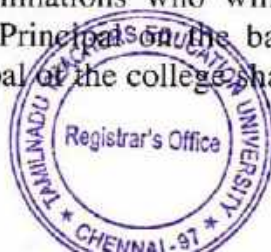
- (a) To bring more autonomous colleges under its fold;
- (b) To promote academic freedom in autonomous colleges by encouraging introduction of innovative academic programmes;
- (c) To facilitate new courses of study, subject to the required minimum number of hours of instruction, content and standards;
- (d) To permit them to issue their own provisional, migration and other certificates;
- (e) To do everything possible to foster the spirit of autonomy;
- (f) To ensure that degrees/diplomas/certificates issued indicate the name of the college;
- (g) To depute various nominees of the university to serve in various committees of the autonomous colleges and get the feedback on their functioning; and
- (h) To create separate wings wherever necessary to facilitate the smooth working of the autonomous colleges.

(vi) Examination Cell & System

- (a) Autonomous College shall have an Examination Cell headed by Controller of Examinations who will be a permanent faculty nominated by the Principal on the basis of competence of the person. The Principal of the college shall be the Chief Controller, Examinations.

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- (b) The Controller of Examinations will create his own team with the approval of the Principal of the College. The team shall consist of Deputy Controllers/Assistant Controllers, the number of persons to be nominated shall depend on the quantum of work in the Examination Cell. Teachers working in the college shall be nominated in the Examination Cell for a tenure of 3 years. They will continue doing their teaching work as scheduled by the college.
- (c) There shall be a team of Office Assistants, Computer Programmers, Data Entry Operators and other helpers in the Autonomous Cell.
- (d) Examination Cell will have appropriate printing unit also for printing of question papers and other relevant confidential material.
- (e) All part-time/full time functionaries of the Examination Cell shall be paid honorarium for the extra work being done by them apart from their usual work. Such honoraria shall be proposed by the Finance Committee and shall be approved by the Governing Body.
- (f) Governing Body may also approve appointment of full time office staff in the examination cell on contractual basis on the recommendation of Finance Committee. The salary of such staff will also be decided by the same mechanism.
- (g) There shall be continuous, comprehensive evaluation of students through internal and external examination. At least 2 internal examinations per semester and 1 semester ending examination should be conducted.
- (h) In order to motivate students to be free of rote learning, various mechanism of internal evaluation should be adopted such as group discussion, paper reading, home assignments and viva voce.
- (i) Remuneration for examination work should be decided by the Finance Committee and should be approved by the Governing Body. In no case, it should be less than that paid by the parent university.

  
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## CHAPTER – XIV

### UNIVERSITY RESEARCH FELLOWSHIPS, GRANTS-IN-AID OF RESEARCH. ETC.,

*(See Section 20(1)(r) of Tamil Nadu Teachers Education University Act, 2008)*

(1) Awards by University in aid of Post-graduate Study and Research will be of two kinds.

- (i) University Research Fellowships.
- (ii) Grants-in-Aid or Research.

(2) **General terms of award**

- (i) **University Research Fellowships** may be awarded annually to Post-Graduates of this University in accordance with the laws set forth below to the candidates of sufficient merit with aptitude for research.
- (ii) The fellowships will be awarded to the candidates who possess the qualifications prescribed to undertake research in any subject in a Department of Study and Research in the University or an institution approved for the purpose.

(3) **Qualifications**

No candidate shall be eligible for a Fellowship unless he satisfies the conditions specified by the University for registering for a research degree in the University.

(4) **Number of Fellowships**

The number of Research Fellowships that will be annually awarded shall be limited to the provision in the budget for the year, and will be not less than one for a department.

(5) **Procedure of Application**

- (i) A candidate for a Fellowship must send in the form specified his application by the University to the Registrar so as to reach not later than the 20<sup>th</sup> of July through the Head of the Department of the University under whom he proposes to work. 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

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who proposes to supervise the work of the candidate after interviewing the candidate.

- (ii) The applications, together with the reports thereon of the Head of the University Department shall then be forwarded to the Registrar together with his recommendations.

**(6) Procedure regarding award of Fellowships**

On the receipt of the recommendations of the Head of Department of Study and Research in the University, the Vice-Chancellor will take into account their recommendation, and award Fellowships and permit the candidates to commence work in the University Departments.

- (7) The Award of Fellowships shall take effect from the date for which the candidates commence work in the Department, after the selection by the Vice-Chancellor, Candidates, who fail to start work within four weeks from the date of intimation, will forfeit the award.

**(8) Place of Research**

Research Fellows 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, Laboratory or Institute or other qualified supervisor approved for the purpose.

**(9) Value and Tenure**

- (i) The value of fellowship in the subjects included in the Faculty of Education will be determined by the Syndicate from time to time and the same shall be placed before the Academic Council for information.
- (ii) At the end of each year of the award, the candidates who are awarded fellowships shall submit a report to the University on the progress of research duly recommended by the Professor/Supervisor through the Head of the Department concerned. The Vice-Chancellor shall consider such reports and, if found satisfactory, continue the fellowship for the second year or the third year as the case may be. Normally, the fellowship shall be tenable for two years. In the case of the students who have been registered for the Ph.D. Degree, the fellowship may be continued for a third year.

- (iii) The Vice-Chancellor shall have power to terminate a research student of his fellowship at any time, if in his opinion, if the progress is not satisfactory.

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**(10) Fees**

Research fellows working in the Departments of the University shall pay such fees as may be determined from time to time.

**(11) Results of Investigation**

Research student whose fellowship is terminated shall submit two copies of the paper embodying the results of his investigation within a period of three months from the date of termination of the fellowship or within such further time as the Vice-Chancellor may allow.

(12) Payment of the stipend for the last month will be made after the submission of the final Report. It shall be open to the student to submit the final report to the Vice-Chancellor on a date prior to that stipulated by the Vice-Chancellor.

(13) Leave for a maximum of thirty days in a year in addition to general holidays, may be taken by a Fellow with the approval of the Supervisor. The University holidays, however, do not include the vacation period.

(14) Maternity Leave: The Women Fellow would be eligible for maternity leave as per eligibility for a period not exceeding three months. The maternity leave can be availed once during the fellowship.


(15) The Fellow may, in special cases, be allowed by the University leave of absence without fellowship, for a period not exceeding the tenure of award on the recommendations, of the Supervisors and the Institution concerned. The Period of leave without fellowship will count towards the tenure to fellowship.

(16) Grants - in - Aid for research 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.

(17) The Syndicate shall have power to defray out of University funds such expenditure incurred in connection with research as, in its judgments, is reasonable.

  
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**CHAPTER – XV**  
**UNIVERSITY LIBRARY**

*(See Section 20(1)(an) of Tamil Nadu Teachers Education University Act, 2008)*

- (1) (i) The affairs of the University Library shall be managed by the Syndicate.
- (ii) **Management:** It shall be competent for the Syndicate to appoint a Committee consisting of not more than three members of the Syndicate to advise the Syndicate on matters connected with the University Library and to delegate to it from time to time such powers for management of the Library as it may deem fit.
- (2) All payments on account of the Library shall be made by the Registrar, the charges be debited to the University Library Account.
- (3) The Syndicate may invest library deposit in Nationalized Banks or Financial Institution owned by the Central or State Governments.
- (4) **Annual Report**

The Librarian shall prepare the Annual Report of the University Library and submit the same to the Syndicate/Academic Council for consideration at the annual meeting.

- (5) (i) Books and Periodicals required for the University Library shall be purchased by the Syndicate based on the recommendations of the Boards of Studies and the Heads of Departments of the University. Books for the Department Libraries shall be purchased by the Syndicate on the basis of lists supplied by the Heads of Departments.
- (ii) **Purchase and Payment of Bills:** All purchases of books and periodicals shall be made by the Registrar on indents prepared by the Librarian. Bills for books and periodicals and for other articles purchased for the University Library shall be checked and recommended by the Head of the Department and passed by the Librarian and then forwarded to the Registrar for payment.
- (6) **Exchange relationship**

In consultation with the Boards of Studies and Head of the Department, Syndicate shall authorize the exchange of publications with other Universities and Institutions.

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**(7) Appointment of Librarian**

The librarian shall be a full-time officer of the University and appointed by the Syndicate on the recommendation of a Selection Committee constituted by the Syndicate as per the norms of the UGC prescribed from time to time and on the terms and conditions specified.

**(8) Duties**

The Librarian shall be in-charge of the Library and shall give effect to the orders of the Syndicate and shall perform such other duties as may be assigned by the Syndicate/Vice-Chancellor/Registrar.

- (9)** The Syndicate shall appoint Deputy Librarian and Assistant Librarian depending upon necessity and prescribe their duties, responsibilities and conditions.
- (10)** The Syndicate shall appoint the supporting staff for the Library and shall have power to suspend or dismiss any of them by following due procedure.
- (11)** The conditions for functioning of the University Library are in Appendix-B.



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**CHAPTER – XVI**  
**UNIVERSITY DEPARTMENTS**

*(See Section 23(2)(f) of Tamil Nadu Teachers Education University Act, 2008*

**(1) University Department of Study and Research**

- (i) A University Department of Study and Research is one established by Statute and under the direct control of the University.
- (ii) There shall be University Departments of Study and Research in the following branches of disciplines of Education.
1. Department of Pedagogical Sciences
  2. Department of Value Education
  3. Department of Educational Psychology
  4. Department of Educational Technology
  5. Department of Curriculum Planning and Evaluation
  6. Department of Educational Planning and Administration
  7. Department of Special Education
  8. Department of Guidance and Counselling
  9. Department of Women Studies
  10. Department of Educational Measurement and Evaluation

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

- (iii) 'A University School' means a group of University Departments of Study and Research, formed and approved by the Syndicate.
- (iv) 'Dean' means any Head of a University Department of Study and Research (not below the rank of Professor) who is designated as Dean by the Syndicate to be the Head of a School or Schools for such period as the Syndicate may decide.

**(2) Subjects – Provisions of Departments**

There shall be University Departments of Study and Research with different branches of disciplines in Teacher Education as approved by the Syndicate:

**(3) Department of Teaching**

- (i) A Department of Teaching is one which deals with a branch of discipline pursued in the University and which is comprised within a Faculty of the University.

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- (ii) The Syndicate shall have power to create and fill up teaching posts from time to time according to the necessity, on the recommendation of the Finance Committee.

#### (4) Autonomous Department/School

- (i) Autonomous Department/School means any Department/School of Departments designated as Autonomous [Department / School of Departments for this purpose].
- (ii) The Autonomous Departments of Study and Research specializing in the different branches of a particular discipline shall be formed into a School with a view to promote interdisciplinary and common interests of the Departments.

#### (5) Schools of University Departments

The Syndicate may confer the status of autonomy on a Department / School of Departments of the University to conduct specified courses of study, subject to the conditions set forth below.

- (6) Qualifications for teachers in the Departments of the University and Affiliated Colleges shall be as per the UGC/NCTE Norms and Guidelines issued from time to time by the State Government/University.
- (i) There shall be a forum titled as Research Forum under the Chairmanship of the Vice-Chancellor with such required number of academicians as approved by the Syndicate to monitor teachers education as approved by the National Council for Teacher Education at all levels in the State academically and also to develop research facilities in teachers' education and to find out the ways and means to identify innovative courses in teachers education. The Research Forum would periodically meet and advise and suggest necessary ways and means in the ongoing Research Activities and for future plan of action.
- (ii) The Research Forum shall also examine and report on other academic and affiliation related matters referred to it and make recommendations to the Syndicate. The members shall be nominated for a period of two years and the Syndicate is empowered to remove any member without assigning any reason at any time.

### FULL-TIME TEACHERS OF THE UNIVERSITY

#### (7) Selection Committee

- (i) The guidelines evolved by UGC on: (a) Constitution of Selection Committees for selection of Assistant Professor, Associate Professor, Professor, Assistant Librarian, Deputy Librarian, Librarian, Assistant

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Director of Physical Education and Sports, Deputy Director of Physical Education and Sports and Director of Physical Education and Sports; and (b) specified selection procedures for direct recruitment including Academic Performance Indicators and Career Advancement Schemes Regulations for teachers and other academic staff in Universities and Colleges shall apply to the Teaching Departments of the University as amended from time to time.

- (ii) Various Constitutions of Selection Committees for the post of Professors, Associate Professors and Assistant Professors of the University are furnished in the Appendix-D.

**(8) Selection Procedure**

- (i) The overall selection procedure shall incorporate transparent, objective and credible methodology of analysis of the merits and credentials of the applicants based on weightages given to the performance of the candidate in different relevant dimensions and his performance on a scoring system proforma, based on the Academic Performance Indicators (API) as per UGC's Guidelines as amended and issued from time to time.
- (ii) In order to make the system more credible, Universities may assess the ability for teaching and/or research aptitude through a seminar or lecture in a class room situation or discussion on the capacity to use latest technology in teaching and research at the interview stage. These procedures can be followed for both direct recruitment and CAS promotions wherever selection committees are prescribed in these UGC Regulations.
- (iii) In all the Selection Committees of direct recruitment of teachers and other academic staff in Universities and Colleges provided herein, an academician representing Scheduled Caste/Scheduled Tribe/OBC/Minority/Women/Differently-abled categories, if any of candidates representing these categories is the applicant and if any of the members of the selection committee do not belong to that category, shall be nominated by the Vice-Chancellor of the University, Department of Study and Research and in case of a college of the University to which the college is affiliated to. The academician, so nominated for this purpose, shall be one level above the cadre level of the applicant, and such nominee shall ensure that the norms of State Government, in relation to the categories mentioned above, are strictly followed during the process.

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**(9) Term of Office**

- (i) Except in the case of experienced men who have already gained distinction in their subject and who are appointed as Professors, other persons appointed to teaching posts of Assistant Professor, Associate Professor and Professors of the University shall in the first instance be on probation for a term of two years in their respective posts and such appointments shall be subject to confirmation at the end of that period on satisfactory completion of the period of probation. Thereafter, the appointment shall be permanent, subject to an age limit, which shall be 60 years, subject however, to the teachers concerned being physically fit after the age of 58 or as amended from time to time.

Provided that a teacher who has satisfactorily completed his probation in a lower teaching post shall not be required to be on probation if he is appointed to a higher teaching post.

**(10) Code of Professional Ethics**

- (i) A Teacher of the University shall follow the 'Code of Professional Ethics' as furnished in Appendix-A.
- (ii) Code of Conduct and Discipline for Avoidance of Sexual Harassment and Maintenance of Equality of Opportunity shall be as furnished in Appendix-C.
- (iii) Violation of provision of Appendix A & C will render University Employee liable for disciplinary action.

**(11) Holidays and Vacation**

Full-time teachers working in the Departments of Study and Research of this University shall be entitled to avail summer vacation for two months from 1<sup>st</sup> June to 31<sup>st</sup> July (both days inclusive) and all Gazette Holidays in addition to those fixed by the Syndicate.

Provided that the faculty members shall be required to attend the office for any important and urgent academic and examination work.

Provided also that the above provision for summer vacation is consistent with the Norms and Standards of NCTE.

**(12) Power to grant leave**

The Vice-Chancellor/Registrar shall have power to grant leave to employees of the University, in accordance with such rules as may be prescribed by the Syndicate.

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**(13) Leave and Leave allowances**

Leave cannot be claimed as a matter of right; and when the exigencies on the University so require, discretion to refuse or revoke leave of any description is reserved to the authority empowered to grant it, viz., the Syndicate/ Vice-Chancellor/Registrar.

**PROFESSORS****(14) Duties**

It shall be the duty of a University Professor, as the Syndicate may direct, to deliver lectures, to conduct classes, to engage in research and do any other academic work related to the subject of his chair.

(15) It shall be the duty of a University Professor to direct and supervise the work of research students in branches of disciplines related to the subject of his specialisation.

(16) A University Professor shall, if so required, advise the Academic Council or the Syndicate with regard to any University course of study or examination or on other matters relating to the subject connected with the specialisation.

**ASSOCIATE PROFESSORS AND ASSISTANT PROFESSORS****(17) Duties**

In a department in which there is a Professor, Associate Professors shall assist him in the performance of his duties as defined in Statute 14, 15 and 16 of this Chapter. In Departments where there is no Professor, a senior most Associate Professor shall be the Head of the Department and the Assistant Professors, if any, shall assist him and work under his direction. In departments in which there is no Professor or Associate Professors, the Assistant Professor, or the Senior Assistant Professor, if there are more Assistant Professors than one, shall be the Head of the Department.

**(18) Meetings**

Meetings of a Faculty shall be convened by the Dean/Head of the Department as often as necessary or on the written requisition of the Vice-Chancellor or on the written requisition of not less than two third of the teachers constituting the Faculty at that time.

(19) A member of a Faculty is competent to suggest a subject for inclusion in the agenda paper for the next meeting to be held. The Dean shall be subject to the provision of Statute 3 of this Chapter, write to the Registrar with his appropriate recommendations to include such matter in the Agenda paper of the next meeting of the Faculty and also suggest the date of the faculty meeting.



**(20) Notice Meetings and Agenda**


The Registrar shall cause notice of every meeting of the Faculty to be issued to each member of the Faculty. Ordinarily, the Faculty meetings shall be held with a notice of 10 days stating the time and place of meeting, and showing all the business to be brought before the meeting. In the case of urgency, meetings may be summoned at less than ten days notice. The Agenda paper of a meeting of a Faculty shall be considered at the meeting; provided that the Dean may, for reason of urgency, bring any matter before any meeting without previous notice.

**(21) Chairman**

The Dean shall preside over all meetings of the Faculty. In his absence, the members present shall elect a Chairman from among themselves.

  
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**CHAPTER – XVII**  
**LEGAL ADVISER**

**(1) Terms of appointment**

- (i) It shall be competent for the Syndicate to appoint a Legal Adviser for such period, and on such remuneration and other terms, to perform such duties as it may fix from time to time.
- (ii) The Legal Adviser so appointed shall not be a member of any of the authorities of the University.



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## APPENDIX - A

CODE OF PROFESSIONAL ETHICS FOR UNIVERSITY  
AND COLLEGE TEACHERS*(See Statute (10)(i)&(iii) of Chapter XVI)***(I) TEACHERS AND THEIR RESPONSIBILITIES:**

Whoever adopts teaching as a profession assumes the obligation to conduct himself / herself in accordance with the ideal of the profession. A teacher is constantly under the scrutiny of his students and the society at large. Therefore, every teacher should see that there is no incompatibility between his precepts and practice. The national ideals of education which have already been set forth and which he should seek to inculcate among students must be his own ideals. The profession further requires that the teachers should be calm, patient and communicative by temperament and amiable in disposition.

**Teachers should:**

- (a) Adhere to a responsible pattern of conduct and demeanor expected of them by the community.
- (b) Manage their private affairs in a manner consistent with the dignity of the profession.
- (c) Seek to make professional growth continuous through study and research;
- (d) Express free and frank opinion by participation at professional meetings, seminars, conferences, etc., towards the contribution of knowledge;
- (e) Maintain active membership of professional organizations and strive to improve education and profession through them;
- (f) Perform their duties in the form of teaching, tutorial, practicals, seminar and research work conscientiously and with dedication.
- (g) Cooperate and assist in carrying out functions relating to the educational responsibilities of the college and the University such as, assisting in appraising applications for admission, advising and counseling students as well as assisting the conduct of University and college examinations, including supervision, invigilation and evaluation; and

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- (h) Participate in extension, co-curricular and extracurricular activities including community service.

## (II) TEACHERS AND THE STUDENTS

### Teachers should:

- (a) Respect the right and dignity of the student in expressing his / her opinion.
- (b) Deal fairly and impartially with students regardless of their religion caste, political, economic, social and physical characteristics.
- (c) Recognize the difference in aptitude and capabilities among students and strive to meet their individual needs.
- (d) Encourage students to improve their attainments, develop their personalities and at the same time contribute to community welfare.
- (e) Inculcate among students, scientific outlook and respect for physical labour and ideals of democracy, patriotism and peace.
- (f) Be affectionate to the students and not believe in a vindictive manner towards any of them for any reason.
- (g) Pay attention to only the attainment of the student in the assessment of merit.
- (h) Make themselves available to the students even beyond their class hours and help and guide students without any remuneration or reward.
- (i) Aid students to develop an understanding of national heritage and national goals and;
- (j) Refrain from inciting students against other students, colleagues or administration.

## (III) TEACHERS AND COLLEAGUES:

### Teachers should:

- (a) Treat other members of the profession in the same manner as they themselves wish to be treated.

- (b) Speak respectfully to other teachers and render assistance for professional betterment.
- (c) Refrain from lodging unsubstantiated allegations against colleagues to higher authorities; and
- (d) Refrain from allowing considerations of caste, creed, religion, race or sex in their professional endeavour.

#### (IV) TEACHERS AND AUTHORITES:

##### Teachers Should:

- (a) Discharge their professional responsibilities according to the existing rules and adhere to procedures and methods consistent with their profession in initiating steps through their own institutional bodies and / or professional organizations for change of any such rule detrimental to professional interest.
- (b) Refrain from undertaking any other employment and commitment including private tuitions and coaching classes which are likely to interfere with their professional responsibilities.
- (c) Cooperate in the formulation of policies of the institution by accepting various offices and discharge responsibilities which such offices may demand.
- (d) Cooperate through their organizations in the formulation of policies of other institutions and accept offices.
- (e) Cooperate with the authorities for the betterment of the institution keeping in view the interest and in conformity with dignity of the profession.
- (f) Adhere to the conditions of contract.
- (g) Give and expect due notice before a change of position is made and
- (h) Refrain from availing themselves of leave except on unavoidable grounds and as far as possible with prior intimation, keeping in view their particular responsibility for completion of academic schedule.

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**(V) TEACHERS AND NON - TEACHING STAFF**

- (i) Teachers should treat the non-teaching staff as colleagues and equal partners in a cooperative undertaking within every educational institution, and
- (ii) Teachers should help in the function of joint staff-councils covering both teachers and non-teaching staff.

**(VI) TEACHERS AND GUARDIANS:****Teachers should:**

Try to see that the institutions maintain contact with the guardians whenever necessary and convene meetings for the purpose of mutual exchange of ideals for the benefit of the institutions.

**(VII) TEACHERS AND SOCIETY:****Teachers should -**

- (i) Recognize that education is a public service and strive to keep the public informed of the educational programmes which are being provided.
- (ii) Work to improve education in the community and strengthen the community's moral and intellectual life.
- (iii) Be aware of social problems and take part in such activities as would be conducive to the progress of society and hence the country as a whole.
- (iv) Perform the duties of citizenship, participate in community activities and shoulder responsibilities of public offices, and
- (v) Refrain from taking part in or subscribing to or assisting in anyway activities which tend to promote feeling of hatred or enmity among different communities, religions or linguistic groups but actively work for national integration.



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## APPENDIX-B

## CONDITIONS FOR FUNCTIONING OF UNIVERSITY LIBRARY

(See Statute 11 of Chapter XV)

- (1) The Library shall be open on all days from 8 a.m. to 8 p.m. except three National Holidays 26<sup>th</sup> January 15<sup>th</sup> August and 2<sup>nd</sup> October. The loan counter shall be closed half an hour before the closing of the Library.
- (2) (i) Books may be referred within the Library premises by the following:-
- (a) Any member of any of the authorities of the University.
  - (b) Any teacher of the University or of any affiliated college or of any other institution approved or recognized by the University.
  - (c) Anyone who passed Matriculation/Higher Secondary or equivalent.
  - (d) No person will be admitted in the Library unless the person is properly dressed.
  - (e) Readers desirous of using the Library shall enter their names and address legibly in a register which is kept for the purpose. Such signature shall be taken as consent to conform to the rules of the library.
- (ii) Readers shall not write upon, damage or make any mark upon any book, manuscript or map belonging to the Library.
- (iii) No tracing or mechanical reproduction shall be made without express permission from the Librarian.
- (iv) Silence shall be strictly observed in the Library.
- (v) Before leaving the Library readers shall return to the assistant at the counter any books, manuscripts or maps which they had taken for consultation.
- (vi) Readers shall be responsible for any damage or injury done to the books or other property belonging to the Library and shall be required to replace such books or other property damaged or spoiled, or pay the value thereof. If one book of a set is damaged the whole set shall be replaced, by the Reader.
- (vii) Cases of incivility or other failure in services should be reported immediately to the Librarian or in his absence to the senior member of the staff present.
- (viii) Sticks, Umbrellas, boxes and such other articles as are prohibited by the counter staff shall be left at the depository counter.
- (ix) Spitting and smoking are strictly prohibited in the library.
- (x) Pet animals shall not be allowed inside the library.

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- (3) (i) The following are entitled to take out printed books on loan on enrolling themselves as members:-
- (a) Any registered graduate of the University.
  - (b) Any graduate or Oriental Title Holder of the University who is recommended by a member of an authority of the University or a Principal or a Professor of an affiliated college of the University or the Principal of an approved College.
  - (c) Any student who is enrolled for a Degree course in any of the affiliated colleges of the University and is recommended by the Principal or a Professor or his / her college, and
  - (d) Any teacher of the University or of any affiliated college or of any approved college.
  - (e) The Headmaster of any recognized Higher Secondary School.
  - (f) Any registered graduate of the University who holds a gazetted appointment under the Government of India or the Government of Tamil Nadu or the centrally administered Territory of Pondicherry.
  - (g) Any graduate of the University, who is employed as a teacher in any recognized Higher Secondary School and recommended by the Headmaster of the School.
  - (h) Any graduate of the University, who is recommended by the Principal of an affiliated college or a Gazetted Officer of the District in which he lives.
  - (i) Any graduate of not less than five years of reputation of any University other than the Tamil Nadu Teachers Education University provided that-
    - (i) In the case of graduate of an Indian University, if he is recommended by the Librarian or the Registrar or the Vice-Chancellor of his University, and
    - (ii) In the case of graduate or a foreign University if he produces satisfactory evidence of his Degree and status, and
    - (iii) While residing within the State of Tamil Nadu and the Centrally administered Territory of Pondicherry, and personally qualified to come under categories III (a)(i) and (ii) provided that he is recommended by the Vice - Chancellor or the Registrar of the University.

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- (iv) Any member of any of the authorities of the University resident in Tamil Nadu.
- (v) Any affiliated college of the University through its Principal; and
- (ii) (a) An intending members shall fill up a form of Application and shall make a cash deposit and will be enrolled, subject to satisfying the other conditions of eligibility.
- (b) A cash deposit of Rs.500/- is to be paid by the applicant who will be issued two tickets and will be entitled to borrow one book per ticket.
- (iii) (a) A week's notice shall be given before a deposit is withdrawn. Refund of deposits will be given only on Tuesdays, No deposit will be repaid until all the books outstanding against the member and all his tickets have been duly returned. In case a ticket is lost, the procedure laid down in clause (4) of this Chapter shall be followed.
- (b) Books declared as out of print or not easily procurable shall be available only for reference within the library premises.
- (c) If a borrower loses any book, the prevailing cost of the book shall be recovered from him. When the amount is paid the borrower's deposit shall be returned to him on his applying for the same. In case of losing one book of a set, the whole set must be replaced by him. The normal period by which the book should be replaced is six months, but in exceptional cases, where there is a possibility of a book being produced by allowing some more time, it shall be extended to one year.
- (d) If within three years of the death of a member, no claim is made by his legal heir for refund of the deposit amount, or in the case of foreigner who leaves India if the claim is not made within three years, the deposit of such members may lapse to the University.
- (iv) Each member may have, on loan, not more than one or two volumes at one time according to the category of memberships mentioned in Rule III (b) above and must make his own arrangements for the conveyance of books to and from the library, except that in the case of mofussil members the book(s) will be forwarded by Registered Post (V.P.P.) and have to be returned by registered post only.
- (v) All marking, underlining, etc., is absolutely forbidden.

- (vi) Before leaving the counter the member must satisfy himself as to whether the book lent to him is in sound condition, and if not, the member must immediately bring the matter to the notice of the Librarian or in his absence to the senior member of the staff present; otherwise, he is liable to be held responsible for the replacement of the book. If one book of a set is damaged, the whole set must be replaced and the value shall be immediately remitted to the Library for lending after the set is actually replaced.
- (vii) Members are not allowed to sub-lend the book of the Library to any other person.
- (viii) The periodicals, dictionaries, works which might be difficult to replace and such other works as may from time to time be considered necessary shall not be lent out.
- (ix) All books taken on loan must be returned at the expiry of a fortnight in the case of local members from the date of issue. Books which are temporarily in special demand may be lent for such shorter period as may be necessary or may be temporarily declared reference works under Rule III(h). Loans may at any time be terminated by order of the Librarian.
- (x) If a book is not returned when due, an overdue charge will be collected as under.

For 28 days from the due date : Re.1 per day/volume\*  
 For 39<sup>th</sup> day from due date onwards : Rs.2 per day/volume\*

\*or as prescribed from time to time

- (xi) A member against whom any overdue, besides others charges, is outstanding will not be allowed to borrow books or withdraw the deposit until the member has paid the amount due.
- (xii) Books may be renewed for a further period of one fortnight provided:-
- the request of renewal of books reaches the Librarian before due date.
  - if no other reader has applied for the books in the meantime and if another reader has applied for the books, the librarian shall inform the member to that effect and the member shall return the book on the due date.
  - not more than three consecutive renewals are allowed for the same book.

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- (xiii) The Syndicate may refuse, under special circumstances, any application for membership or terminate membership of existing persons.
- (xiv) The Syndicate may grant special loans of books on such conditions as it may prescribe.
- (xv) Government / Public Sector / Co-operative / Corporate Offices in the city of Chennai and its immediate vicinity may be lent books and bound volumes of periodicals for occasional and official use only, with Caution Deposit of Rs.5,000/- or as may be prescribed from time to time.
- (xvi) Any infringement of the rules will render the privilege of admission to and borrowing books from the Library liable to forfeiture.
- (4) (i) A member who has lost a ticket shall make a written report of the same to the Librarian.
- (ii) Three month's time shall elapse after the date of such notice before a duplicate can be issued. During this period, the member shall attempt to trace and recover the ticket, if possible, and send a second report at the end of period, stating the result of his endeavors.
- (iii) If the ticket has not been traceable, the member shall be given an Indemnity Bond in the prescribed form and pay a fee of Rs.100/- for each duplicate ticket required.
- (iv) After the receipt of the Indemnity Bond and the fee, the duplicate ticket will be issued.
- (v) If a member, who has lost one or more of his tickets applied for withdrawal of deposit amount, no action will be taken on such application till the expiry of six months after the report of loss of tickets. If the tickets are not recovered by the member before the end of the period, the member shall give an Indemnity Bond in the prescribed form in respect of the lost tickets. After the receipt of the Indemnity Bond, the application for withdrawal shall be dealt with, in the usual way.

(5) **Library facilities for Teachers/Research Scholars and Administrative Staff of the University**

(i) *Teaching Staff:*

- (a) A teacher desirous of becoming a member shall fill up the prescribed application card of membership and get it recommended by the Head of the Department concerned under whom he works.

- (b) Each teacher will be issued ten tickets.

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- (c) The existing rules of the library shall apply equally to such members with the exception of paying the casual deposit.
- (d) Production of 'No due certificate' from the University Librarian to the effect that nothing is outstanding against the teacher shall be considered obligatory by the Head of the Department concerned before accepting the teachers resignation or before retirement.

(ii) *Research Scholars:*

- (a) Any Research Scholar (Ph.D/M.Phil/full time / part time) doing research in the University Departments shall fill up the prescribed application card and get it countersigned by the Head of the Department concerned, under whom he works.
- (b) Each M.Phil. / Ph.D. research scholar will be issued three and five tickets respectively.
- (c) The existing rules of the library shall apply to Research Scholar with the exception of paying the deposit amount.
- (d) Production of No due Certificate from the University Librarian to the effect that nothing is outstanding against the Research Scholar shall be considered obligatory by the Head of the Departments concerned before forwarding the concerned research Scholars' theses or in case the research scholar discontinues his research.

(iii) *Administrative Staff:*

- (a) Membership shall be confirmed to permanent members of the University Staff.
- (b) An intending member shall fill up the prescribed application card for membership and get it countersigned by the Registrar or Head of the Departments concerned under whom he works.
- (c) The existing rules of the Library shall apply to such members with the exception of payment of the deposit.
- (d) Two borrower's tickets will be issued to each member, who shall arrange for their return to the Library, in the event of his retirement resignation or demise.

- (d) For cases coming under category (4) above, production of a certificate from the Librarian to the effect that nothing is outstanding against the member shall be considered obligatory by the Registrar, before accepting the member's resignation or before granting his pension or provident fund.

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**(6) Rules Governing Donations of Manuscripts, Books, Periodicals Pamphlets to the Tamil Nadu Teachers Education University Library**

- (i) The Tamil Nadu Teachers Education University Library may accept donations of manuscripts books, periodicals, pamphlets, etc., from individuals, Government, Institution, Societies and other corporate bodies.
- (ii) All donations of current publications are to be sent directly to the Librarian who will acknowledge their receipt.
- (iii) Larger collections offered by individuals or Corporate bodies should be preceded by a list of such collections. In the absence of such a list, at least information should be given regarding the nature of collection offered. The donors should also inform the conditions, if any attached to the proposed gift. The Librarian will examine the list or the collection itself, if possible, and forward to the Registrar for his recommendations. The opinion of the Chairman of the respective Boards of Studies will also be invited if found necessary.
- (iv) The decision of the Syndicate regarding the acceptance or the rejection of the offer will be communicated by the Librarian to the intending donor as soon as it is received from the Registrar. If it is a case of acceptance, suitable arrangements will be made by the Librarian for the conveyance of the collection to the Library and the conveyance charges shall be borne either by the Library or by the donor.
- (v) The University will accept donations on mutually acceptable terms and conditions such as keeping the collection in a separate place, right of periodical inspection by the donor., etc., It is open to the University, however, to accept the gift, even those to which special conditions are attached, provided the authorities are of opinion that the collection is likely to be of real value to the University. Each case will be decided on its own merit.
- (vi) Accepted donations become the absolute property of the Library and will not be returned.
- (vii) After making suitable acknowledgement to the donor, all items of the collection after acceptance will be entered in the donations register which will show the following particulars:-

- (a) Serial Number
- (b) Author and Title
- (c) Name of the Donor
- (d) Date of receipt
- (e) Date of accession to the general stock
- (f) Accession and donation number

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- (g) Published price, where this is known; and
- (h) Remarks,

(viii) All books shall be accessioned other than those not accepted which shall be returned promptly to the donor.

(7) The qualifications prescribed by the University for the post of Librarian, Deputy Librarian and Assistant Librarian as per the Norms of the UGC as amended from time to time.

(i) University Librarian

- (a) A Master's Degree in Library Science/Information Science/Documentation with at least 55% marks or its equivalent grade of 'B'
- (b) At least thirteen years as a Deputy Librarian in a University Library or eighteen years' experience as a College Librarian.
- (c) Evidence of innovative library service and organization of published work.
- (d) Desirable: An M.Phil/Ph.D Degree in Library Science/Information Science/Documentation/Achieves and Manuscript-keeping.

(ii) Deputy Librarian

- (a) A Master's Degree in library science/information science/documentation with at least 55% of the marks or its equivalent grade of B in the UGC seven point scale and a consistently good academic record.
- (b) Five years experience as an Assistant University Librarian/College Librarian.
- (c) Evidence of innovative library service and organization of published work and professional commitment, computerization of library.
- (d) Desirable: An M.Phil/Ph.D Degree in Library Science/Information Science / Documentation / Archives and manuscript-keeping / computerization of library.

(iii) University Assistant Librarian/College Librarian

- (a) A Master's Degree in Library Science/Information Science/Documentation Science or an equivalent professional degree with at least 55% marks (or an equivalent grade in a point scale wherever grading system is followed) and a consistently good academic record with knowledge of computerization of library.

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- (b) Qualifying in the national level test conducted for the purpose by the UGC or any other agency approved by the UGC.
- (c) However, candidates, who are, or have been awarded Ph.D Degree in accordance with the "University Grants Commission (Minimum Standards and Procedure for Award of Ph.D Degree), Regulations 2009, shall be exempted from the requirement of the minimum eligibility condition of NET/SLET/SET for recruitment and appointment of Librarian.

  
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## APPENDIX -C

**CODE OF CONDUCT AND DISCIPLINE FOR  
AVOIDANCE OF SEXUAL HARASSMENT AND  
MAINTENANCE OF EQUALITY OF OPPORTUNITY**

*(See Statute 22 of Chapter IX and Statute 10(ii) of Chapter XVI)*

**PREAMBLE**

In a fast changing society, wherein the education and employment of women has become the norm rather than exception, and where the proportion of women is likely to increase steadily in every sphere of life, it is essential to ensure non discriminatory safe environment in which women can learn or work. Unfortunately, the tendency to treat women as inferior, whose real place is within the confines of houses is still prevalent in the minds of quite a few men, who find it difficult to accept them as equal. This tendency, which emanates from a sense of insecurity in the minds of men, develops into hostility towards women. Further, men take advantage of the vulnerability of women and indulge in undesirable behavior, under these circumstances; the question of sexual harassment has gained momentum in all Educational Institutions and working places. It could be the other way also. In stray cases, a female in power and authority, may also take advantage of her position and exploit the vulnerability of her male subordinates. Such a situation is negligible.

Sexual harassment is a serious criminal offence which can destroy human dignity and freedom. In an effort to promote the well being of the students and staff, this code of Conduct is framed to deal with claims of sexual harassment in which the student and staff are either the alleged victims or the alleged assailants.

In all matters of sexual harassment the University / College shall be aware of the extreme personal sensitivity of such issues. The College / University shall maintain confidentiality in matters concerning alleged victims and alleged assailants in instances of sexual harassment. This shall in no way preclude any statistical report of such incidents as may be required by any local or state agency.



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## CLAUSE -1

### DEFINITION

- 1.1. "Educational Institutions" means the Tamil Nadu Teachers Education University and its affiliated colleges.
- 1.2. "Sexual Harassment" means:
- (a) Commission of any verbal, physical or other conduct including comment, gesture or conduct of sexual nature, individually or collectively by men against women and includes.
    - i) eve teasing; (ii) unwelcome remarks; (iii) jokes causing or likely to cause awkwardness or embarrassment; (iv) innuendoes and taunting; (v) gender based insults or sexist remarks; (vi) unwelcome sexual overtone in any manner such as over telephone and the like; (vii) touching, or brushing against the body, and the like; (viii) displaying pornographic or other offensive or derogatory pictures, cartoons, pamphlets or sayings; (ix) forcible physical touch or molestation; (x) physical confinement against one's will and other acts in tentative to violate one's privacy.
  - (b) denial of equal opportunity in pursuit of education/career development or
  - (c) otherwise making the study / work environment hostile or intimidating for students / employees.
- 1.3. "Head of the Institution" means, the Head of the Educational Institution whether known as Vice - Chancellor / Principal of Colleges.
- 1.4. "Management" means
- (i) in relation to University - Syndicate; (ii) in relation to affiliated colleges, Trust, Management, Correspondent, Secretary, Dean & Principal.
- 1.5. "Sexual Harassment of Students" means the use of authority by any person in charge of the management or any person in charge of the management or any person employed by it to exploit the sexually or sexual identity of an student to harass in a manner which prevents or impairs that students full employment of educational benefits, climate or opportunities. It includes faculty / non-faculty behavior that covertly or overtly uses the power inherent in the student's educational experience or career opportunities on the basis of sexual identity and / or to threaten, coerce or intimidate a student to accept sexual advances or risk reprisal in terms of grade recommendation, a professional growth opportunity or a job.

- 1.6. "Sexual Harassment of Employee" means use of an authority by any person in charge of the management or any person employed by it to exploit the sexuality or sexual identity of a subordinate employee to harass in a manner which prevents or impairs the employees' full utilization of employment benefits, climate or opportunities. It includes employer / fellow staff / non-teaching staff behavior that covertly or overtly uses the power inherent in the status of employer / Head of the Institution / Management to affect negatively and employee's work experience or career opportunities on the basis of sexual identity and or to threaten, coerce or intimidate an employee (Teaching staff / Non-teaching staff) to accept sexual advances or making employment decisions affecting the individual or create an intimidating, hostile or offensive working environment.

## CLAUSE - 2

### PROHIBITION OF SEXUAL HARASSMENT

There shall be no harassment of women members whether student or employee within the educational institution or in any place away from such institutions, if such place has a relevance or any bearing on the relationship as employer / employee / student / persons in charge of management of the educational institutions.

## CLAUSE - 3

### PREVENTIVE MEASURES FOR SEXUAL HARASSMENT

- 3.1 The Head of the Institutions shall, having regard to the location, environment and the like, of the educational institution concerned, take every step within his means to initiate action to identify spots or places and spheres of activity which are prone to harassment whether between students, or between students and employees (teaching and non-teaching staff) of the educational institutions or between employees themselves or between persons in charge management and employee and shall make adequate arrangements with the view prevent sexual harassment.

### 3.2. GRIEVANCE CELL: CONSTITUTION

- (a) The Head of the Institution shall, for the purpose of implementing the code, constitute a Grievance Cell which shall consist of (i) A Women Professor in the Educational Institution concerned approved by the Head of the Institution who shall be the chairperson (ii) one male member of the employees on the teaching side (iii) one male member of the employees on non-teaching side (iv) one female student and (v) one female representative of non-government organizations actively engaged either in Welfare of Women or in the field of Education.

- (b) The members of the Cell in category (ii), (iii), (iv) and (v) shall be nominated by the Head of the Institution in consultation with the Chairperson.

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- (c) The term of office for the members shall be two years and the members are eligible for re-nomination.
- (d) Any casual vacancy in the Grievance Cell shall be filled by the Head of the Institution in consultation with the Chairperson from the concerned category.

### 3.3. Conducting Enquiry by the Grievance Cell:

- (a) Any person aggrieved by any contravention of this code, shall prefer a complaint before the Grievance Cell at the earliest point of time in any case within 15 days from the occurrence of the alleged contravention.
- (b) (i) Complaint shall contain all the material and relevant details concerning the alleged contravention including the names of the contravener and the complaint shall be addressed to the Chairperson of the Grievance Cell. (ii) However, where the complaint prefers not to disclose his identity, the complaint shall be addressed to the Head of the Institution, handed over in person, or sent in sealed cover, Upon receipt of any such complaint, the head of the Institution shall retain the original complaint with himself and send a gist of the complaint containing all material and relevant details other than the names of the complaints and other details which might disclose the identity of the complaints to the Grievance Cell.
- (c) The grievance cell upon receipt of any complaint or gist of complaint under sub-clause, (b), may in case of a complaint addressed to the grievance cell and shall in the case of gist of complaint received from the Head of the Institution, cause an enquiry to be made directly.
- (d) Where the Grievance Cell is satisfied that the complaint is justified - (i) in the case of the person complained against is a member of the body of management, the Grievance Cell shall report the matter to the body of Management of which he is a member, (ii) In the case of person complained against, happens to be an employee of the University/College, it shall report the matter to the Vice-Chancellor/Principal who shall institute disciplinary action under the relevant service rules and (ii) in the case person complained against happens to be a student, it shall submit the report to the Head of the Institution recommending the penalty to be imposed. Provided that in case of failing under clause (d-ii) the Head of the Institution may, independent of the disciplinary action instituted, direct that the person complained against is relieved of his duties in whole or in part assign him with such other duties as the Head of the Institution may deem fit.

- (e) The Head of the Institution, upon receipt of a Report from the Grievance Cell in respect of contravention by a Student, shall after giving an opportunity or being heard, to the student complained against, shall

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submit the case with his recommendations to the Management for confirmation and imposition of the penalty recommended by the Grievance Cell.

- (f) The Management upon receipt of the case from the Head of Institution may confirm with or without modification the penalty recommended.
- (g) The penalty to be imposed under this code shall be any one or more of the following: Warning, Serious Warning, and Fine in monetary terms having regard to the nature and gravity of sexual harassment - maximum of Rs.1000/- Suspension for specified period, Expulsion from the College/University for a specified period, Lodging a complaint with police for appropriate criminal action.
- (h) The Head of the Institution shall give wide publicity to the arrangements made under the sub-clause 3.2 and the establishment of the Grievance Cell and shall permanently affix copies thereof in the notice board.

#### CLAUSE-4

Nothing in this code shall preclude the Head of the Institution from lodging a complaint straight - away with the police in respect of any act amounting to an offence under the law.

  
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## APPENDIX-D

**METHOD OF RECRUITMENT AND QUALIFICATIONS PRESCRIBED  
FOR TEACHING AND NON-TEACHING POSTS IN  
TAMIL NADU TEACHERS EDUCATION UNIVERSITY**

*(See Statute 3(vi) Chapter IX and Statute (7)(ii) of Chapter XVI)*

## (I) TEACHING POSTS

Sl.No.	Name of the Post, Pay Band & Academic Grade Pay	Method of Recruitment	Age, Qualification, Experience and Mode of Selection
1.	Professor  Rs.37400-67000+Academic Grade Pay Rs.10,000	By Direct Recruitment/ Promotion	As prescribed by the UGC and approved by Government of Tamil Nadu from time to time
2.	Associate Professor  Rs.37400-67000+ Academic Grade Pay Rs.9000.	By Direct Recruitment/ Promotion	- do -
3.	Assistant Professor  Rs.15600-39100+ Academic Grade Pay Rs.6000	By Direct Recruitment	- do -

## (II) SELECTION COMMITTEES FOR UNIVERSITY TEACHERS

As per UGC Norms for Professors, Associate Professors and Assistant Professors are furnished below subject to amendments from time to time:

- (i) **Assistant Professor in the University:** The Selection Committee for the post of Assistant Professor in the University shall have the following composition.
- (a) The Vice-Chancellor shall be the Chairperson of the Selection Committee.
  - (b) Three experts in the concerned subject nominated by the Vice-Chancellor out of the panel of names approved by the Syndicate of the University.
  - (c) Dean of the concerned Faculty, wherever applicable.

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- (d) Head/Chairperson of the Department/School.
- (e) An academician nominated by the Chancellor, wherever applicable.
- (f) An academician representing SC/ST/OBC/Minority/Women/Differently-abled categories to be nominated by the Vice-Chancellor, if any of the candidates representing these categories is the applicant and if any of the above members of the selection committee do not belong to that category.

Note: At least four members, including two outside subject experts shall constitute the quorum.

(ii) **Associate Professor in the University:** The Selection Committee for the post of Associate Professor in the University shall have the following composition:

- (a) Vice-Chancellor to be the Chairperson of the Selection Committee.
- (b) An academician who is the nominee of the Chancellor, wherever applicable.
- (c) Three experts in the concerned subject/field nominated by the Vice-Chancellor out of the panel of names approved by the Syndicate of the University.
- (d) Dean of the faculty, wherever applicable.
- (e) Head/Chairperson of the Department/School.
- (f) An academician representing SC/ST/OBC/ Minority / Women / Differently-abled categories, if any of candidates representing these categories is the applicant, to be nominated by the Vice-Chancellor, if any of the above members of the selection committee do not belong to that category.

Note: At least four members, including two outside subject experts, shall constitute the quorum.

(iii) **Professor in the University:** The composition of the Selection Committee for the post of Professor in the University shall be similar in composition as that for the post of Associate Professor set out in Statute 7(ii) in Chapter - XVI.

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**(III) NON-TEACHING POSTS**

Sl.No.	Name of the Post, Pay Band & Academic Grade Pay	Method of Recruitment	Age, Qualification and Experience
1.	Registrar  Rs.37400-67000+ Academic Grade Pay Rs.10,000  (Or)  As prescribed from time to time by the Competent Authorities	By Direct Recruitment  (Or)  By Deputation/ Lien	1. An Academician not lower in rank than that of a Professor of a College/University with a minimum total experience of 20 years involving teaching/research/ administrative responsibilities.  (OR) A Non-Academician is not below the rank of Deputy Registrar or its equivalent with a minimum experience of 20 years.  2. Should have completed 50 years but not above 55 years in the case of non-academician, 57 years in the case of academician at the time of application for the initial recruitment/ appointment.  3. Knowledge of Tamil to the extent of carrying official correspondence and drafting reports.
2.	Controller Of Examinations  Ra.37400-67000+ Academic Grade Pay of Rs.10000/Rs.9000  (Or)  As prescribed from time to time by the Competent Authorities	By Direct Recruitment (Or) By Deputation/ Lien	1. An Academician not lower in rank than that of a Professor of a College/ University or that of an Associate Professor in a college/a University.  (OR) A Non-Academician is not below the rank of Deputy Registrar or its equivalent with a minimum experience of 20 years.  2. Knowledge of Tamil to the extent of carrying official correspondence and drafting reports.  3. Age: Should have completed 45 years but not 50 years.  4. Minimum of 15 years of overall teaching and administrative experience in a college / a University.

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Sl.No.	Name of the Post, Pay Band & Grade Pay	Method of Recruitment	Age, Qualification and Experience
3.	Finance Officer (On Deputation)  (Based on the Parent Department Pay Band)	By Deputation	Selection out of a panel of three names recommended by the Government.
4.	Deputy Registrar Rs.15600-39100+ Grade Pay 6600  (Or)  As prescribed from time to time by the Competent Authorities	By promotion from the category of Assistant Registrar  Or By Direct Recruitment  Or By transfer.	<b>(1). For Direct Recruitment:</b> a. A Masters Degree with atleast 55% marks/'B' Grade of the UGC seven point scale. b. Five years experience as Assistant Professor with experience in education / administration and/or other institutions of higher learning.  (Or) 15 years total experience in the University administration of which 5 years as Assistant Registrar. c. Should have completed 35 years but not above 45 years. <b>(2). For Promotion:</b> Assistant Registrar with 5 years of experience and possessing qualification as 1(a) above.
5.	Assistant Registrar Rs.15600-39100+ Grade Pay Rs.5400  (Or)  As prescribed from time to time by the Competent Authorities	(1) By Direct Recruitment (Or) 2. By Promotion from the category of Superintendent (Or) 3. By transfer.	<b>For Direct Recruitment</b> A Masters Degree with atleast 55% of marks/'B' Grade of the UGC seven point scale. 2. Should not exceed 40 years <b>For Promotion:</b> a. Superintendent / Section Officer with 5 years of experience in the same cadre. b. Pass in Account Test for Subordinate Officers - Part I & II.  Note: Superintendents/Section Officers who do not possess PG Degree shall also be promoted on condition that they should acquire PG Degree within four years and be eligible to draw increments.



Sl.No.	Name of the Post, Pay Band & Grade Pay	Method of Recruitment	Age, Qualification and Experience
6.	Personal Secretary to Vice-Chancellor Rs.15600-39100+ Grade Pay Rs.5400 (Or) As prescribed from time to time by the Competent Authorities	By Direct Recruitment (Or) By Transfer from within the University Service	1. Any Master's Degree (55% or 'B' Grade) 2. PG Diploma in Computer Application. 3. Shorthand-Tamil and English Higher Grade. 4. Administrative experience of not less than five years. <b>Desirable:</b> Experience of working in Computer based technologies in Visual Basic, Oracle and Web Technologies.
7.	Public Relations Officer Rs.15600-39100+ Grade Pay Rs.5400 (Or) As prescribed from time to time by the Competent Authorities	By Deputation (or) By Direct Recruitment	1. A Master's Degree with atleast 55% of marks/'B' Grade of the UGC seven point scale. 2. PG Diploma in Public Relations and/or Computer Applications. 3. Age: Should not exceed 40 years.
8.	Superintendent Rs.9300-34800+ Grade Pay Rs.4800 (Or) As prescribed from time to time by the Competent Authorities	By promotion from the category of Assistant. (Or) By Direct Recruitment	1. A first or second class Bachelor's Degree (Master Degree Preferable 50% or 'B' Grade). 2. At least five years of regular service in the post of Junior Assistant cum Computer Operator. 3. Knowledge of Tamil to the extent of carrying official correspondence and drafting reports. 4. Should have completed 35 years.

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Sl.No.	Name of the Post, Pay Band & Grade Pay	Method of Recruitment	Age, Qualification and Experience
9.	Assistant Rs.5200-20200+ Grade Pay 2600  (Or) As prescribed from time to time by the Competent Authorities	By Direct Recruitment  (or) By promotion from the category of Junior Assistant cum Computer Operator.	1. A Bachelor's Degree 2. PG Diploma in Computer Applications. <b>Desirable:</b> Experience of working in Computer Operations. 3. Knowledge of Tamil to the extent of carrying official correspondence and drafting reports. 4. Age: As prescribed for the similar post in Government service by the TNPSC.  <b>By Promotion:</b> Must be approved probationer in the cadre of Junior Assistant cum Computer Operator with minimum of 7 years of service  Must have qualification A/c Part I for subordinate officers.
10.	Junior Assistant Rs.5200-20200+ Grade Pay 2200  (Or) As prescribed from time to time by the Competent Authorities	By Direct Recruitment	1. A Bachelor's Degree 2. PG Diploma in Computer Applications. <b>Desirable:</b> Experience of working in Computer Operations. 3. Knowledge of Tamil to the extent of carrying official correspondence and drafting reports. 4. Age: As prescribed for the similar post in Government service by the TNPSC.
11.	System Programmer/System Analyst Rs.9300-34800+ Grade Pay 4400  (Or) As prescribed from time to time by the Competent Authorities	By Direct Recruitment	1. B.E (Computer Science/ Electronics / MCA / M.Sc. Computer Science. 2. Experience as Programmer for not less than two years. 3. Knowledge in Visual Basic, Oracle and Web Technology with 2 years experience

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Sl.No.	Name of the Post, Pay Band & Grade Pay	Method of Recruitment	Age, Qualification and Experience
12.	Office Assistant Rs.4800-10000+ Grade Pay Rs.1300  (Or) As prescribed from time to time by the Competent Authorities	By Direct Recruitment	1. A Pass in X Std. 2. Cycle riding 3. Age: As prescribed for the similar post in Government service by the TNPSC. 4. Knowledge of Tamil
13.	Driver Rs.5200-20200+ Grade Pay Rs.2000  (Or) As prescribed from time to time by the Competent Authorities	By Direct Recruitment	1. A pass in X Std. 2. Possession of licence for driving heavy vehicles and First Aid Certificate. 3. Experience in driving light/ heavy vehicles for 4 years. 4. Age: As prescribed for the similar post in Government service by the TNPSC. 5. Age and educational qualification may be relaxed in the case of relevant ITI Certificate holders with experience of driving heavy vehicles
14.	Sweeper, Scavenger Rs.4800-10000+GP1300  (Or) As prescribed from time to time by the Competent Authorities	By Direct Recruitment	Studied upto VIII std. Should read and write Tamil. Age: As prescribed for the similar post in Government service by the TNPSC

### Special Qualification for Technical Posts

Nothing contained in these Statutes shall preclude the prescription of any special qualification by the Syndicate for the technical personnel, as additional qualifications (essential and desirable) as and when required.

**QUALIFICATIONS FOR THE POST OF DIRECTOR OF PHYSICAL EDUCATION, DEPUTY DIRECTOR OF PHYSICAL EDUCATION, AND ASSISTANT DIRECTOR OF PHYSICAL EDUCATION AS PER UGC NORMS AS AMENDED FROM TIME TO TIME**

**(1) University Director of Physical Education and Sports**

- (i) A Ph.D. in Physical Education
- (ii) Experience of at least ten years as University Deputy or fifteen years as University Assistant DPES/College (selection grade).
- (iii) Participation in at least two national/international seminars/ conferences.
- (iv) Consistently good appraisal reports.
- (v) Evidence of organizing competitions and conducting coaching camps of at least two weeks' duration.
- (vi) Evidence of having produced good performance teams/athletes for competitions like state/national/inter-University/combined university, etc.

**(2) University Deputy Director of Physical Education and Sports / College Director of Physical Education and Sports**

- (i) A Ph.D. in Physical Education, Candidates from outside the University system, in addition, shall also possess at least 55% marks (or an equivalent grade in a point scale wherever grading system is followed) at the Master's Degree Level by the University concerned.
- (ii) Eight years experience as University Assistant DPES/College DPES, with a benefit of two years and one year for Ph.D. and M.Phil. Degree holders.
- (iii) Evidence of organizing competitions and conducting coaching camps of at least two weeks duration.
- (iv) Evidence of having produced good performance teams/athletes for competitions like state/national/inter-university/combined university, etc.
- (v) Passed the physical fitness test in accordance with these Regulations.
- (vi) Consistently good appraisal reports.

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**(3) University Assistant Director of Physical Education/College Director of Physical Education and Sports**

- (i) A Master's Degree in Physical Education or Master's Degree in Sports Science with at least 55% marks (or an equivalent grade in a point scale wherever grading system is followed) with a consistently good academic record.
- (ii) Record of having represented the University/college at the inter-university/inter-collegiate competitions or the State and / or national championships.
- (iii) Qualifying in the national level test conducted for the purpose by the UGC or any other agency approved by the UGC.
- (iv) Passed the physical fitness test conducted for the purpose by the UGC or any other agency approved by the UGC.
- (v) However, candidates, who are, or have been awarded Ph.D Degree in accordance with the "University Grants Commission (Minimum Standards and Procedure for Award of Ph.D. Degree) Regulations 2009, shall be exempted from the requirement of the minimum eligibility condition of NET/SLET/SET for recruitment and appointment of University Assistant Director of Physical Education/College Director of Physical Education & Sports.

**(4) Physical Fitness Test Norms**

- (i) Subject to the provisions of these Regulations, all candidates who are required to undertake the physical fitness test shall be required to produce a medical certificate certifying that he is medically fit before undertaking such tests.
- (ii) On production of such certificate mentioned in sub-clause (i) above, the candidate would be required to undertake the physical fitness test in accordance with the following norms.

<b>NORMS FOR MEN</b>			
<b>12 MINUTES RUN/WALK TEST</b>			
Up to 30 years	Up to 40 years	Up to 45 years	Up to 50 years
1800 Meters	1500 Meters	1200 Meters	800 Meters

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<b>NORMS FOR WOMEN</b>			
<b>8 MINUTES RUN/WALK TEST</b>			
Up to 30 years	Up to 40 years	Up to 45 years	Up to 50 years
1000 Meters	800 Meters	600 Meters	400 Meters

- (5) Since the UGC has prescribed the above qualifications for teaching positions in all higher education institutions for maintenance of minimum standards in consultation with the Statutory Councils governing the approval of courses respectively, any future modification in qualifications for appointment of teachers in Universities/Colleges offering such courses will automatically be considered as adopted by the UGC as prescribed qualifications for those courses



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## APPENDIX-E

**THE QUALIFICATIONS PRESCRIBED BY THE UNIVERSTIY ON  
THE BASIS OF NORMS OF NCTE AND UGC FOR THE POST OF  
PRINCIPAL, PROFESSOR, ASSOCIATE PROFESSOR, ASSISTANT  
PROFESSOR, DIRECTOR OF PHYSICAL EDUCATION AND LIBRARIAN  
OF THE COLLEGES OF EDUCATION SUBJECT  
TO AMENDMENT FROM TIME TO TIME  
(See Statute 20(i) Chapter XIII)**

**A. Qualifications for B.Ed Course****i. Principal/Head (in Multi-Faculty Institution)**

- a. Academic and Professional qualification will be as prescribed for the post of Assistant Professor.
- b. Ph.D. in any discipline (Ph.D. in Education will be preferable)
- c. Ten years teaching experience out of which at least five years teaching experience in a Secondary Teacher Educational Institution.

Provided that, in the event of non-availability of eligible and suitable candidates for appointment as Principal/Heads as per above eligibility criteria, it would be permissible to appoint retired Professor/Head in Education on contract basis for a period not exceeding one year at a time, till such time the candidates complete sixty two years of age.

**ii. Assistant Professor****a. Foundation Courses**

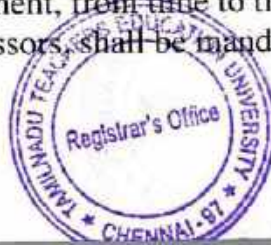
1. A Master's Degree in Science/Humanities/Arts with 50% marks (or an equivalent grade in a point scale wherever grading system is followed).
2. M.Ed. with at least 55% marks (or an equivalent grade in a point scale wherever grading system is followed), and
3. Any other stipulation prescribed by the UGC/any such affiliating body/State Government, from time to time for the positions of Principals and Assistant Professors, shall be mandatory

**b. Methodology Courses**

1. A Master's Degree in subject with 50% marks (or an equivalent grade in a 7 point scale wherever grading system is followed).
2. M.Ed. Degree with at least 55% marks (or an equivalent grade in a point scale wherever grading system is followed), and
3. Any other stipulation prescribed by the UGC/any such affiliating body/State Government, from time to time for the positions of Principals and Assistant Professors, shall be mandatory

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Provided that at least one Assistant Professor should have specializations in ICT and another in the special education.

## **B. Qualifications for M.Ed Course**

### **(i) Professor/Head**

- a. A Master's Degree in Arts/Humanities/Sciences/Commerce and M.Ed each with a minimum of 55% marks (or an equivalent grade in a 7 point scale wherever grading system is followed).
- b. Ph.D in Education; and
- c. At least ten years of teaching experience in University Department of Education or College of Education of which a minimum of five years at the M.Ed level with published work in the area of his specialization.

Provided that, in the event of non-availability of eligible and suitable candidates for appointment as Professor/HOD/Associate Professor as per above eligibility criteria, it would be permissible to appoint retired Professor/HOD/Associate Professor in Education on contract basis for a period not exceeding one year at a time till such time the candidates complete sixty two years of age.

### **(ii) Associate Professor**

- a. A Master's Degree in Arts/Humanities/Sciences/Commerce and M.Ed each with a minimum of 55% of marks (or an equivalent grade in a 7 point scale wherever grading system is followed);
- b. Ph.D. in Education, and
- c. At least eight years of teaching experience in University Department of Education or College of Education, with a minimum of three years at the M.Ed level and has published work in the relevant area of specialization.

### **(iii) Assistant Professor**

- a. A Master's Degree in Arts/Humanities/Sciences/Commerce and M.Ed each with a minimum of 55% marks (or an equivalent grade in a 7 point scale wherever grading system is followed),
- b. Any other stipulation prescribed by the UGC/such other affiliating body/State Government, from time to time for the positions of Principals and Assistant Professors, shall be mandatory.

Provided that it is desirable that one faculty member possesses a Master's Degree in Psychology and another member in Philosophy/ Sociology besides M.Ed

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**College Librarian**

1. A Master's Degree in Library Science / Information Science / Documentation Science or an equivalent Professional Degree with atleast 55% marks (or an equivalent grade in a 7 point scale wherever grading system is followed) and a consistently good academic record with knowledge of computerization of library.
2. Qualifying in the National Level Test conducted for the purpose by the UGC or any other agency approved by the UGC.
3. However, candidates, who are, or have been awarded Ph.D Degree in accordance with the "University Grants Commission (Minimum Standards and Procedure for Award of Ph.D Degree), Regulations 2009, shall be exempted from the requirement of the minimum eligibility condition of NET/SLET/SET.

**College Director of Physical Education and Sports (Associate Professor Grade)**

- i. A Ph.D in Physical Education. Candidates from outside the University system, in addition, shall also possess at least 55% marks (or an equivalent grade in a 7 point scale wherever grading system is followed) at the Master's Degree level by the university concerned.
- ii. Eight years experience as University Assistant DPES/College DPES, with a benefit of two years and one year for Ph.D and M.Phil Degree holders.
- iii. Evidence of organizing competitions and conducting coaching camps of at least two weeks duration.
- iv. Evidence of having produced good performance teams/athletes for competitions like state/national/inter-university/combined university, etc.
- v. Passed the physical fitness test in accordance with these Regulations.
- vi. Consistently good appraisal reports.

**College Director of Physical Education and Sports (Assistant Professor Grade)**

- i. A Master's Degree in Physical Education or Master's Degree in Sports Science with at least 55% marks (or an equivalent grade in a 7 point scale wherever grading system is followed) with a consistently good academic record.
- ii. Record of having represented the University/college at the inter-university/inter-collegiate competitions or the State and/or national championships.
- iii. Qualifying in the national level test conducted for the purpose by the UGC or any other agency approved by the UGC.

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- iv. Passed the physical fitness test conducted in accordance with these Regulations.
- v. However, candidates, who are, or have been awarded Ph.D Degree in accordance with the "University Grants Commission (Minimum Standards and Procedure for Award of Ph.D Degree), Regulations 2009, shall be exempted from the requirement of the minimum eligibility condition of NET/SLET/SET for recruitment and appointment of University Assistant Director of Physical Education/College Director of Physical Education and Sports.

### Physical Fitness Test Norms

(a) Subject to the provisions of these Regulations, all candidates who are required to undertake the physical fitness test shall be required to produce a medical certificate certifying that he is medically fit before undertaking such tests.

(b) On production of such certificate mentioned in sub-clause (a) above, the candidate would be required to undertake the physical fitness test in accordance with the following norms:

Norms for Men			
12 Minutes Run/Walk Test			
Up to 30 years	Up to 40 years	Up to 45 years	Up to 50 years
1800 meters	1500 meters	1200 meters	800 meters
Norms for Women			
8 Minutes Run/Walk Test			
Up to 30 years	Up to 40 years	Up to 45 years	Up to 50 years
1000 meters	800 meters	600 meters	400 meters

### Constitution of Selection Committees

#### Assistant Professor in Colleges including Private Colleges

(a) The Selection Committee for the post of Assistant professor in Colleges including Private Colleges shall have the following composition:

1. Chairperson of the Governing Body of the College or his nominee from among the members of the Governing Body to be the Chairperson of the Selection Committee.
2. The Principal of the College
3. Head of the Department of the concerned subject in the College
4. Two nominees of the Vice-Chancellor of the affiliating University of whom one should be a subject expert. In case of colleges notified/declared as minority educational institutions, two nominees of the Chairperson of the college from out of a panel of five names, preferably from minority communities, recommended by the Vice-

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Chancellor of the affiliating university from the list of experts suggested by the relevant statutory body of the college, of whom one should be a subject expert.

5. Two subject-experts not connected with the college to be nominated by the Chairperson of the governing body of the college out of a panel of five names recommended by the Vice-Chancellor from the list of subject experts approved by the relevant statutory body of the university concerned. In case of colleges notified/declared as minority educational institutions, two subject experts not connected with the University to be nominated by the Chairperson of the Governing Body of the College out of the panel of five names, preferably from minority communities, recommended by the Vice-Chancellor from the list of subject experts approved by the relevant statutory body of the College.
6. An academician representing SC/ST/OBC/Minority/Women/Differently-abled categories, if any of candidates representing these categories is the applicant, to be nominated by the Vice-Chancellor, if any of the above members of the selection committee do not belong to that category.

(b) To constitute the quorum for the meeting, five of which at least two must be from out of the three subject-experts shall be present.

(c) For all levels of teaching positions in Government Colleges, the State Public Services Commissions/Teacher Recruitment Boards must invite three subject experts for which the concerned University, be involved in the selection process by the State PSC.

(d) For all levels of teaching positions in Constituent College(s) of a University, the selection committee norms shall be similar to that of the posts of departments of the University.

#### **Associate Professor in Colleges including Private Colleges**

(a) The Selection Committee for the post of Associate Professor in Colleges including Private Colleges shall have the following composition:

1. The Chairperson of the Governing Body or his or her nominee, from among the members of the Governing Body to be the Chairperson of the Selection Committee.
2. The Principal of the College.
3. The Head of the Department of the concerned subject from the college.
4. Two University representatives nominated by the Vice-Chancellor, one of whom will be the Dean of College Development Council or equivalent position in the University and the other must be expert in the concerned subject. In case of Colleges notified/declared as minority educational institutions, two nominees of the Chairperson of the college

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from out of a panel of five names, preferably from minority communities, recommended by the Vice-Chancellor of the affiliating University from the list of experts suggested by the relevant statutory body of the college of whom one should be a subject expert.

5. Two subject-experts not connected with the college to be nominated by the Chairperson of the governing body of the college out of a panel of five names recommended by the Vice-Chancellor from the list of subject experts approved by the relevant statutory body of the university concerned. In case of colleges notified/declared as minority educational institutions, two subject experts not connected with the University to be nominated by the Chairperson of the Governing Body of the College out of the panel of five names, preferably from minority communities, recommended by the Vice-Chancellor from the list of subject experts approved by the relevant statutory body of the College.
6. An academician representing SC/ST/OBC/Minority/Women/Differently-abled categories, if any of candidates representing these categories is the applicant, to be nominated by the Vice-Chancellor, if any of the above members of the selection committee do not belong to that category.

(b) The quorum for the meeting should be five of which at least two must be from out of the three subject-experts.

The composition of Selection Committee for the post of Professor in the college shall be similar in composition as that for the post of Associate Professor as above.

### College Principal

(a) The Selection Committee for the post of College Principal shall have the following composition:

1. Chairperson of the Governing Body as Chairperson
2. Two members of the Governing Body of the college to be nominated by the Chairperson of whom one shall be an expert in academic administration.
3. One nominee of the Vice-Chancellor who shall be a Higher Education expert. In case of Colleges notified/declared as minority educational institutions, one nominee of the Chairperson of the College from out of a panel of five names, preferably from minority communities, recommended by the Vice-Chancellor of the affiliating University of whom one should be a subject expert.

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4. Three experts consisting of the Principal of a college, a Professor and an accomplished educationist not below the rank of a Professor (to be nominated by the Governing Body of the College) out of a panel of six experts approved by the relevant statutory body of the university concerned.
5. An academician representing SC/ST/OBC/Minority/Women/Differently-abled categories, if any of candidates representing these categories is the applicant, to be nominated by the Vice-Chancellor, if any of the above members of the selection committee do not belong to that category.

(b) At least five members, including two experts, should constitute the quorum.

(c) All the selection procedures of the selection committee shall be completed on the day of the selection committee meeting itself, wherein, minutes are recorded along with the scoring proforma and recommendation made on the basis of merit with the list of selected and waitlisted candidates/Panel of names in order of merit, duly signed by all members of the selection committee.

(d) The term of appointment of the college principal shall be Five years with eligibility for reappointment for one more term only after a similar selection committee process.

Selection Committees for the posts of Directors, Deputy Directors, Assistant Directors of Physical Education and Sports, Librarians, Deputy Librarians and Assistant Librarians shall be the same as that of Professor, Associate Professor and Assistant Professor respectively, except that the concerned expert in Physical Education and Sports or Sports Administration or Library, practicing Librarian/Physical Director, as the case may be, shall be associated with the Selection Committee as one of the subject experts.

  
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