ALAGA APPA UNIVERSITY Y

KARAIKUDI – 630 003

ALAGA PPA UNIVERSITY ACT T

(As ame ended upto 31.05.1989)

ALAGAPPA UNIVERSITY

ALAGAPPA NAGAR, KARAIKUDI – 630 003

ACT

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Part IV – Section 2
Tamil Nadu Acts and Ordinance

The following Act of the Tamil Nadu Legislature received the assent of the Governor in the 7th May 1985 and is hereby published for general information:-

ACT No.23 OF 1985.

THE ALAGAPPA UNIVERSITY ACT, 1985*

ACT No.21 OF 1987
THE ALAGAPPA UNIVERSITY (AMENDMENT) ACT, 1987*

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THE SCHEDULE

An Act to provide for the establishment and incorporation of a University at Alagappa Nagar in Sankarapuram Panchayat in Karaikudi taluk.

WHEREAS Late Dr. Rm. Alagappa Chettiar has constituted the Dr. Alagappa Chettiar Educational Trust and endowed certain properties for the said Trust and established certain colleges and other educational institutions at Karaikudi in which instructions in higher education is imparted;

AND WHEREAS it is desirable to establish a University of a unitary type for imparting higher education in teaching, physical training and post graduate courses in Arts and Science;

AND WHEREAS the Trustees of the said Trust have agreed with the Government to hand over Dr. Alagappa Chettiar Teachers Training College, the Alagappa College of Physical Education and the Alagappa College at Karaikudi together with all the properties attached there to the Government;

AND WHEREAS the Trustees of the said Trust have passed a resolution for transferring the lands and buildings of the aforesaid institutions along with other properties attached thereto in favour of the Government for the purpose of establishing a University at Karaikudi and a deed of transfer to this effect has been duly executed by the said Trust;

AND WHEREAS the Government have decided to accept the aforesaid transfer and to take over certain liabilities the said institutions administered by the said Trust, to establish a University consisting of Dr. Alagappa Chettiar Teachers Training College, the Alagappa College of Physical Education and the post-graduate departments of the Alagappa College at Karaikudi and to name the University as “the Alagappa University”;

BE it enacted by the Legislature of the State of Tamil Nadu in the Thirty-Sixth year of the Republic of India as follows:-

CHAPTER – I

PRELIMINARY

1. Short title and commencement – (1) This Act may be called the Alagappa University Act, 1985.

(2) This section and sections 2, 3, 4, 5, 6, 10, 11, 12, 13, 14, 15, 16, 17, 18, 19, 20, 28, 29, 34, 35, 36, 37, 38, 39, 40, 41, 42, 43, 44, 45, 46, 47, 48, 49, 50, 51, 52, 58, 59, 60, 61, 62, 63 and 66 shall come into force at once and the rest of this Act shall come into force on such date as the Government may, by notification, appoint.

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

(a) “college” means any college or any institution established or maintained by the University and providing courses of study for admission to the examinations of the University;
(b) “constituent college”, means any institution specified in the Schedule;
(c) “Government” means the State Government;
(d) “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;
(e) “notified date” means the date specified in the notification issued under sub-section (2) of the section 1;
(f) “prescribed” means prescribed by this Act or the statutes, ordinances or regulations; (g) “principal’ means the head of a college;
(h) “professional college” means a college established or maintained by the University and providing courses of study leading upto the professional degrees of the University;

(i) “Schedule” means the Schedule to this Act;
(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 Assistant Professors, Associate Professors, Professors, persons giving instruction in physical education and other persons giving instruction in University colleges or in laboratories in University colleges or in hostels and Librarians as may be declared by the statutes to be teachers;
(l) “teachers of the University” mean persons appointed by the University to give instruction on its behalf;
(m) “University” means the Alagappa University;
(n) “University area” means the area to which the jurisdiction of the University extends as specified under sub-Section (4) of section 3;
(o) “University college” means a college or a college combined with a research institute maintained by the University whether instituted by it or not, and providing courses of study leading upto the post-graduate and professional degrees;
(p) “University Grants Commission” means the Commission established under section 4 of the University Grants Commission Act, 1956 (Central Act 3 of 1956);
(q) “University Laboratory” means a laboratory maintained by the University, whether instituted by it or not, and intended for the carrying on and advancement of research work;
(r) “University Assistant Professor” “University Associate Professor” or “University Professor” means Assistant Professor, Associate Professor or, Professor, respectively appointed as such by the University;
(s) “University Library” means a library maintained by the University, whether instituted by it or not.

CHAPTER II
THE UNIVERSITY

3. The University :- (1) There shall be a University by the name “the Alagappa University” (2) The University shall be a body corporate, shall have perpetual succession and a common seal and shall sue and be sued by the said name

(3)The University shall be of the unitary type
(4)The jurisdiction of the University shall extend to the whole area comprised in the Alagappa Nagar in Sankarapuram Panchayat in Karaikudi taluk

4. Colleges and institutions of the University :- The University shall comprise of Dr. Alagappa Chettiar Teachers Training College, Karaikudi, the Alagappa College of Physical Education, Karaikudi and the institutions specified in the Schedule.

5. Objects of the University: - The University shall have the following objects, namely :-
(1) to provide for instruction and training in such branches of learning as it may determine; and
(2) to provide for research and for the advancement and dissemination of knowledge;

5. (A) **Powers of the University**:- The University shall have the following powers, namely,
(1) to institute degrees, titles, diplomas and other academic distinctions;
(2) to hold examinations and to confer degrees, titles, diplomas and other academic distinctions on persons who __
(a) shall have pursued an approved course of study in a University college or laboratory unless exempted therefrom in the manner prescribed by the statutes and shall have passed the prescribed examinations of the University; or

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

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

(4) to institute, maintain and manage institutes of research, University colleges and laboratories, libraries, museums and other institutions necessary to carry out the objects of the University;

(5) to institute Assistant Professorships, Associate Professorships, Professorships and any other teaching or research posts required by the University and to appoint persons to such Assistant Professorships, Associate Professorships, professorships and other teaching or research posts;

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

(7) to establish, maintain and manage hostels, to recognize hostels not maintained by the University and to withdraw recognition therefrom;

(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;

(9) to hold and manage endowments and other properties and funds of the University;

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

(11) to fix fees and to demand and receive such fees as may be prescribed;

(12) to make grants from the funds of the University for the maintenance of a National Cadet Corps;

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

(14) to institute and provide funds for the maintenance of –

(a) a publication bureau;

(b) an employment bureau;

(c) students unions;

(d) University athletic clubs; and

(e) other similar associations;

(15) 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; and

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

6. Recognition of institutions by the University :- No institution affiliated to, or associated with, or maintained by, any other University in the State of Tamil Nadu shall be recognized by the University for any purpose except with the prior approval of the Government of the University concerned.

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

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

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

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

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

8. Disqualification for election or nomination to Senate, Syndicate and Standing Committee on Academic Affairs in certain cases :- 1) Notwithstanding anything contained in section 21, 24 or

25, no person who has held office as a member for a total period of six years in any one or more of the following authorities of the University or any other University in the State of Tamil Nadu established by, or under, any law in force namely:-

(i) the Senate;

(ii) the Syndicate; and

(iii) the Standing Committee on Academic Affairs, shall be eligible for election or nomination to any of the said three authorities.

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

Explanation II:- For the purpose of this sub-section, the expression "period" shall include the period of office held by any person prior to the date of publication of this Act.

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

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

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

(i) ex-officio members referred to in section 21(a), Class-I, but not including members of the Syndicate who are not otherwise members of the Senate referred to in item (10);

(ii) ex-officio members referred to in section 24 (2) (a), Class-I and section 25 (b), Class-II and

(iii) the Life Member referred to in section 25 (b), Class-I.

9. Visitation :- (1) The Chancellor shall have the right to cause an inspection or inquiry to be made, by such person or persons as he may direct, of the University, its buildings, laboratories, libraries, museums, workshops and equipment, and of any institution maintained or recognized by the University and also of the examination, teaching and other work conducted or done by the University, and to cause an inquiry to be made in respect of any matter connected with the University. The Chancellor shall in every case give notice to the University of his intention to cause such inspection or inquiry to be made and the University shall be entitled to be represented thereat.

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

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

(4) Where the Syndicate does not take action to the satisfaction of the Chancellor within a reasonable time, the Chancellor may, after considering any explanation furnished or representation made by the Syndicate, issue such directions as he may think fit and the Syndicate, shall comply with such directions. In the event of the Syndicate not complying with such directions within such time as may be fixed in that behalf by the Chancellor, the Chancellor shall

have power to appoint any person or body to comply with such directions and make such orders as may be necessary for the expenses thereof.

10. Officers of the University :- The University shall consist of the following officers, namely:-

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

11. 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 as any convocation of the University, and confer degrees, diplomas or other academic distinctions upon persons entitled to receive them.

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

(3) The Chancellor may of his own motion or on application call for and examine the record of any officer or authority of the University in respect of any proceedings to satisfy himself as to the regularity of such proceedings or the correctness, legality or propriety of any decision passed or order made therein; and if, any case, it appears to the Chancellor that any such decision or order should be modified, annulled, reversed or remitted for reconsideration, for reason that such decision or order is not in conformity with the provisions of this Act or the Statutes, 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 proceeding, decision, or order to which the application relates was communicated to the applicant:

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

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

12. The Pro-Chancellor (1 The Minster in-charge of the portfolio of Education in State of Tamil Nadu shall be the Pro-Chancellor of the University.

(2) Deleted

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

13. 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). Such panel shall not contain the name of any member of the said Committee.

(2) For the purpose of this sub-section (1), the committee shall consist of five persons of whom one shall be nominated by the Chancellor, one shall be nominated by the Government, one shall be nominated by the Senate and two shall be nominated by the Syndicate.

Provided that -

(a)the person so nominated shall not be a member of any of the authorities of the University.

(b)the person so nominated by the Chancellor shall convene the meetings of the Committee.

(3) The Vice-Chancellor shall hold office for a period of three years and shall be eligible for re-appointment for a further period of three years;

provided that no person shall hold the office of the Vice-Chancellor for more than six years in the aggregate;

Provided further that :-

(a) the Chancellor may direct that a Vice-Chancellor, whose term of office has expired, shall continue in office for such period, not exceeding a total period of one year, as may be specified in the direction;

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

Provided also that a person appointed as Vice-Chancellor shall retire from office, if during the term of his office or any extension thereof, he completes the age of *seventy* years. (amended as per the Tamil Nadu Government Gazette Extraordinary No.322 dated 16.11.2012.)

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

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

(i) There shall be paid to the Vice-Chancellor a salary of three thousand rupees per mensem and he shall be entitle, without payment of rent, to the use of a furnished residence throughout his term of office, and no charge shall fall on the Vice-Chancellor personally in respect of the maintenance of such residence.

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

Provided that, where an employee of

(a)the University ;

or

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

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

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

Provided that when the earned leave applied for by the Vice-Chancellor in sufficient time before the date of expiry of the term 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 one hundred and eighty days;

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

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

14.Powers and duties of the 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 Pro-Chancellor preside at any convocation of the University and confer degrees, titles, diplomas or other academic distinctions upon persons entitled to receive them. He shall be a member ex—officio and Chairman of the Senate, Syndicate, Standing Committee on Academic Affairs and the Finance Committee and shall be entitled to be present at and to address, any meeting of any authority of the University but shall not be entitled to vote 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, the statutes, ordinances and regulations are observed and carried out and he may exercise all powers necessary for this purpose.

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

(4) (a) The Vice-Chancellor shall have power to take action on any matter and shall by order take such action as he may deem necessary but shall, as soon as be, thereafter report the action taken to the office 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 heared;

(b) When 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 employee of the University.

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

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

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

15. The Registrar:- (1) The Registrar shall be a whole-time salaried officer of the University appointed by the Syndicate for such period as may be specified by the Syndicate.

(2) The holder of the post of Registrar shall be an academician not lower in rank that of a University Professor.

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

Provided that the Registrar shall hold office for a period of three years;

Provided further that the Registrar shall retire on attaining the age of fifty-eight years.

(4) When the office of the Registrar is vacant, or when the Registrar is, by reason of illness, absence or any other cause, unable to perform the duties of his office, the duties of the

office of the Registrar shall be performed by such person as the Vice-Chancellor may appoint for the purpose.

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

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

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

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

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

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

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

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

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

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

(c) to keep the minutes of all the proceedings of the meetings of the Senate, the Syndicate, the Faculties, the Board of Studies, the Boards of Examiners and of any Committee appointed by the authorities of the University;

(d) to conduct the official correspondence of the 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.

(8) 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.

16. The Finance Officer: (1) The Finance Officer shall be a whole time salaried officer of the University appointed by the Syndicate from out of a panel of three names recommended by the Government, for such period as may be specified by the Syndicate in this behalf.

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

(3) 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;

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

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

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

(6) 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 function as may be assigned to him by the Syndicate or as may be prescribed by the statutes or the ordinance:

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.

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

(c) be responsible for the preparation of annual accounts, financial estimates and the budget of the University and for their presentation to the Syndicate;

(d) keep a constant watch on the cash and bank balances and of investments;

(e) watch the progress of the collection of revenue and advise on the methods of collection employed;

(f) ensure that the registers of buildings, land, furniture and equipment are maintained up-to-date, and that stock-checking is conducted, of equipments and other consumable materials in all offices, special centres, specialized laboratories and colleges 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 persons at fault; and

(h) call from any office, centre, laboratory and college maintained by the University, and information or returns that he may consider necessary for the performance of his duties;

8. The receipt of the Finance Officer or of the person or persons duly authorized to this behalf by the Syndicate for any money payable to the University shall be sufficient discharge for payment of such money.

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

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

18. Authorities of the University:- The authorities of the University shall be the Senate, the Syndicate, the Standing Committee on Academic Affairs, the Faculties, the Finance Committee, the Boards of Studies and such other authorities as may be declared by the statutes to be authorities of the University.

19. 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 keep under 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 Chairman of the Board; and

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

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

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

20. 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 (Central Act XLV of 1860).

CHAPTER III

THE SENATE AND THE STANDING COMMITTEE ON ACADEMIC AFFAIRS POWERS AND DUTIES

21. **The Senate :-** (a) The Senate shall consist of the following persons, namely:-

Class I – Ex – Officio Members

(1) The Chancellor ;
(2) The Pro-Chancellor ;
(3) The Vice-Chancellor ;
(4) The Secretary to Government, in-charge of Education ;
(5) The Secretary to Government, in-charge of Health and Family Welfare ;
(6) The Director of Collegiate Education ;
(7) The Director of Technical Education ;
(8) The Director of Medical Education ;
(9) Heads of University Departments of Study and Research; and
(10) Members of the Syndicate who are not otherwise members of the Senate.

Class II – Other Members

(1) One member elected by the Members of the Tamil Nadu Legislative Assembly from among themselves and one member elected by the Members of the Tamil Nadu Legislative Council from among themselves;

(2) Two members representing research institutions of national importance to be nominated by the Chancellor;

(3) Two members from among the Academic Experts to be nominated by the Chancellor ; and

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

(b) (i) In case the Secretary to Government, in-charge of Education or the Secretary to Government, in-charge of Health and Family Welfare, is unable to attend the meetings of the Senate for any reason, he may depute any officer of his department not lower in rank than that of Deputy Secretary to Government, to attend the meetings.

(ii) In case the Director of Collegiate Education, or the Director of Technical Education, or the Director of Medical Education, is unable to attend the meetings of the Senate for any reason, he may depute any office of his Department not lower in rank than that of Deputy Director, to attend the meetings.

(c) Save as otherwise provided, elected and nominated members of the Senate shall hold office for a period of three years; "provided that a member of Tamil Nadu Legislative Assembly shall cease to be a member of the Senate from date on which he cease, to be a member of Tamil Nadu Legislative Assembly".

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

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

22. Senate to review the broad policies and programmes of the University :- Subject to the other provisions of this Act, the Senate shall have the following powers and functions, namely:-

(a) to review, from time to time, the broad polices 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.

23. Meetings of the Senate: (1) The senate 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 Senate 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 Senate shall be the quorum required for a meeting of the Senate.

Provided that such quorum shall not be required at a convocation of the University or a meeting of the Senate, held for the purpose of conferring degrees, titles, diplomas 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 Senate, convene a special meeting of the Senate.

24. The Standing Committee on Academic Affairs:- (1) There shall be a Standing Committee on Academic Affairs of the University which shall, subject to the provisions of this Act, the statutes and the ordinances, co-ordinate and exercise general supervision over the academic affairs of the University.

(2) (a) The Standing Committee on Academic Affairs shall in addition to the Vice-Chancellor, consist of the following persons namely:-

Class I –Ex-officio Members :

(1) The Director of Collegiate Education ;

(2) The Director of Technical Education;

(3) The Director of Medical Education;

(4) Heads of Departments, Heads of Schools of excellence and Heads of advanced centres in the University.

Class I –Other Members :

Two members nominated by the Vice-Chancellor according to seniority from among the Associate Professors in the University.

(b) In case the Director of Collegiate Education, or the Director of Technical Education, or the Director of Medical Education, is unable to attend the meetings of the Standing Committee on Academic Affairs for any reason, he may depute any officer of his department not lower in rank than that of Deputy Director, to attend the meetings.

(c) The Vice-Chancellor shall be the ex-officio Chairman of the Standing Committee on Academic Affairs.

(d) The members of the Standing Committee on Academic Affairs, other than the ex-officio members shall hold office for a period of three years.

Provided further that where a nominated member of the Standing Committee on Academic Affairs is appointed temporarily to any of the offices by virtue of which he is entitled to be a member of the Standing Committee on Academic Affairs ex-officio, he shall by notice in writing signed by him and communicated to the Vice-Chancellor within seven days from the date of his taking charge of his appointment, choose whether he will continue to be a member of the Standing Committee on Academic Affairs by virtue of his 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 a nominated member.

(e) The members of the Standing Committee on Academic Affairs shall not be entitled to receive any remuneration from the University except such daily and travelling allowances as may be prescribed;

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

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

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

CHAPTER IV

THE SYNDICATE

25. The Syndicate :- a) The Chancellor shall, as soon as may be, after the first Vice-Chancellor is appointed under section 59 constitute the Syndicate.

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

Class I – LIFE MEMBER

Thirumathi Umayal Ramanathan, daughter of Dr. RM. Alagappa Chettiar.

Class II – Ex-officio Members

(1) The Secretary to Government, in-charge of Education;
(2) The Secretary to Government, in-charge of Health and Family Welfare;
(3) The Director of Collegiate Education;
(4) The Director of Technical Education ; and
(5) The Director of Medical Education.

Class III- Other Members.

(1) Two Members elected by the Senate from among its members;

Provided that the member so elected shall not be an employee of the University or any institution or Centre recognized by the University

(2) Three Members from among the Academic Experts to be nominated by the Chancellor;

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

Explanation:- For the purpose of nomination under this item, all departments of study and research schools of excellence and centres of advanced studies shall be treated as “one unit”.

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

(d) (i) In case the “Secretary to Government, in-charge of Education, or the Secretary to Government, in-charge of Health and Family Welfare, 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.

(ii) In case the Director of Collegiate Education, or the Director of Technical Education, or the Director of Medical 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 Director, to attend the meetings.

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

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

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

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

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

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

26. Powers of the Syndicate:- (a) The Syndicate shall have the following powers, namely:-

(1) to make statutes and amend or repeal the statutes;

(2)to make ordinances and amend or repeal the same;

(3)to co-operate with other Universities, other academic authorities and colleges in such manner and for such purposes as it may determine;

(4)to provide for instruction and training in such branches of learning as it may think fit;

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

(6)to institute for Assistant Professorships, Associate Professorships, professorships and any other teaching or research posts required by the University;

(7)to provide such lectures and instructions for students of University colleges as the Senate may determine and also to provide for lectures and instructions to persons not being students of colleges and to grant diplomas to them;

(8)to institute degrees, titles, diplomas and other academic distinctions;

(9)to confer degrees, titles, diplomas and other academic dictions on persons who –

(a)shall have pursued an approved course of study in University college or laboratory or have been exempted therefrom in the manner prescribed and shall have passed the prescribed examinations of the University.

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

(10) to confer honorary degrees or other distinctions on the recommendation of not less than two-thirds of the members of the Syndicate;

(11) to establish and maintain hostels;

(12) to institute fellowships, travelling fellowships, scholarships, studentships, bursaries, exhibitions, medals and prizes;

(13) to prescribe the fees to be charged for admission to the examinations, degrees and diplomas of the University and for all or any of the purposes specified in section 5;

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

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

(16) to institute a publication bureau, student’s union employment bureau and University athletic clubs and to maintain them;

(17) to enter into any agreement with the Central or any State Government or with a private management for assuming of 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;

(18) to make statutes regulating the method of election to the authorities of the University and the procedure at the meeting of the Senate, Syndicate and other authorities of the University and the quorum

(19) of members required for the transaction of business by the authorities of the University other than the Senate;

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

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

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

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

(24) (a) to appoint the University Assistant Professors, University Associate Professors, University Professor and the teachers of the University, fix their emolument, if any, define their duties and the conditions of their service and provide for filling up of temporary vacancies;

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

(25) to suspend and dismiss the University Assistant Professors, University Associate Professors, University Professors and the teachers and the other employees of the University;

(26) to accept, on behalf of the University, endowments, bequests, donations, grants and transfers of any movable and immovable properties made to it;

Provided that, all such endowments, bequests, donations, grants and transfers shall be reported to the Senate at its next meeting;

(26) (i) to raise, on behalf of the University, loans from the Central or any State Government or the public or any Corporation owned or controller by the Central or any State Government;

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

(27) 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 ordinances and the conditions imposed there under;

(28) to arrange for, and direct, the inspection of all University colleges and hostels;

(29) to prescribe the qualifications of teachers in University colleges and hostels; (30) to award fellowships, traveling fellowships, scholarships, studentships, bursaries, exhibitions, medals and prizes in accordance with the statutes;

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

(32) to conduct the University examinations and approve and publish the results thereof;

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

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

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

(ii) to fix their remuneration;

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

(37)

to institute and manage University colleges and laboratories, libraries, museums, institutes of research and other instit tained by University ;

(38)to manage hostels instituted by the University ;

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

(40)to manage any publication bureau, student's unions, employment bureau and University athletic clubs instituted by the University

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

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

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

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

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

27. Meetings of the Syndicate – (1) The Syndicate shall meet at such times 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 ;

Provided that the Syndicate shall meet atleast once in every three months ;'

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

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

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

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

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

29. Annual Accounts :- (1) The annual accounts of the University shall be submitted to such examination and audit as the Government may direct.

(2) The University shall settle objections raised in such audit and carry out such instructions as may be issued by the Government on the audit report.

(3) The accounts when audited shall be published by the Syndicate in such manner as may be prescribed by the ordinances and copies there of shall be submitted to the Senate at its next meeting and to the Chancellor and to the Government within the three months of such publication

CHAPTER – V

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

30.Constitution and function of Faculties :- (1) The University shall include Faculties of Arts, Science, Education, Commerce and such other faculties with such departments as may be prescribed by the statutes.

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

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

(4)Each Faculty shall comprise of :

(i) the following departments of Teaching, namely :-

(1) Faculty of Arts

(i) Department of Tamil

ii) Department of History

(2) Faculty of Science

(i)

Department of Mathematics (ii)

Department of Physics

(3) Faculty of Teaching

(i) Department of Education

(ii)

Department of Physical Education (4)

Faculty of Commerce

(i) Department of Commerce; and

(ii) such other departments as may be prescribed by the statutes

31. The Boards of Studies:- There shall be Boards of studies attached to each department of teaching. The constitution and power of the Boards of Studies shall be such as may be prescribed by the ordinances.

32. Constitution of other authorities :- The constitution of such other bodies as may be declared by the statutes to be authorities of the University shall be provided for in the manner prescribed.

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

(i) The Vice-Chancellor

(ii) The Secretary to Government, in-charge of Finance

(iii) The Secretary to Government, in-charge of Education

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

(2) If for any reason the officer referred to in clause (ii) or clause (iii) of sub-section (1) is unable to attend any meeting of the Finance Committee, he may depute any officer of the department concerned not lower in rank than that of Deputy Secretary to Government to attend such meeting. The officer so deputed shall have the right to take part in the discussions of the Committee and shall have the right to vote.

(3) The Vice-Chancellor shall be the ex-officio Chairman and the Finance Officer shall be the ex-officio Secretary of the Financ

(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 atleast 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 total non-recurring expenditure for the year based on the income and resource of the University which, in the case of productive works, may include the proceeds of loans.

(8) The Finance Committee shall :-

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

(b) make 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 and colleges;

(d) make recommendation to the Syndicate on all matters relating to the finance 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.

CHAPTER – VI
STATUTES, ORDINANCES AND REGULATIONS

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

(i) the holding of convocation to confer degrees;

(ii) the conferment of honorary degrees and academic distinctions; (iii) the constitution, powers and functions of the authorities of the University; (iv) the manner of filling vacancies among members of the authorities;

(v) the allowances to be paid to the members of the authorities and the committees thereof;

(vi) the procedure at meetings of the authorities including the quorum for the transactions of businesses at such meetings;

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

(viii) the formation of departments of teachings at the University and the University Colleges;

(ix) the term of office and methods of appointment and conditions of service of the officers of the University other than the Chancellor and the Pro-Chancellor;

(x) the qualifications of the teachers and other persons employed by the University;

(xi) the classification, the method of appointment and determination of the terms and conditions of service of teachers and other persons employed by the University;

(xii) the institution of pension, gratuity, insurance of provident fund for the benefit of the officers, teachers and other persons e y;

(xiii) the institution of fellowships, travelling fellowships, scholarships, studentships, bursaries, exhibitions, medals and prizes and the conditions of award thereof;

(xiv) the establishment and maintenance of halls, hostels and laboratories;

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

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

(xvii) any other matter, which is required to be or may be prescribed by the statutes.

35. Statutes how made:- (1) The Syndicate may, from time to time make statutes and amend or repeal the statutes in the manner hereinafter provided in this section.

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

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

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

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

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

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

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

(i) the admission of the students to the University and the levy of fees in University Colleges and laboratories;

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

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

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

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

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

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

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

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

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

(xi) the qualification and emoluments of teachers of the university; and

(xii) any other matter which by this Act, or the statutes is to be made or may be provided for by an ordinance.

37. Ordinances, how made :- (1) in making ordinance, the Syndicate shall consult-

(i) the Boards of studies when ordinances affect the appointment and duties of examiners; and

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

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

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

38. Regulations, how made:- (1) The Standing Committee on Academic Affairs may make regulations consistent with this Act, the statutes and the ordinances to carry out the duties assigned to it there under.

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

CHAPTER – VII

ADMISSION AND RESIDENCE OF STUDENTS

39. Admission to university courses- (1) No person shall be admitted to a course of study in the university for admission to the examinations for degrees or titles or diplomas the university unless he –

(i) has passed the examination prescribed therefore; and

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

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

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

40. Admission to University Examinations:- No candidate shall be admitted to any University examination unless he is enrolled as a member of a University College or laboratory and has satisfied the requirements as to the attendance required under the regulations of the same or unless he is exempted from such requirements of enrolment or attendance or both b y an order of the Syndicate passed on the recommendation of the Standing Committee on Academic Affairs made under the regulations prescribed. Exemptions granted under this section shall be subject to such conditions as the Syndicate may think fit.

41. Attendance qualifying for University Examinations:- No attendance at instruction given in any college or institution other than that conducted by the University shall qualify for admission to any examination of the University.

42. Residences 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 VIII
UNIVERSITY FUNDS

41. General Funds:- The University shall have a General Fund 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, any State Government, the University Grants Commission or like authority, any local authority or any corporation owned or controlled by the Government; and

(c) Endowments and other receipts.

CHAPTER – IX
CONDITIONS OF SERVICE

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

(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 (Central Act XIX of 1925), shall apply to such fund 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 amount in such manner, as it may determine.

45. 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, teachers and other persons employed in the University shall be such as may be prescribed.

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

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

provided that if there is more than one professor in any Department, then 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 Associate Professor may be appointed as Head of the Department in the manner prescribed by the ordinances;

(2) It shall be open to a Professor or Assistant Professor or Associate Professor 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 function as may be prescribed by the ordinances.

47. Terms and conditions service of Deans of Faculties:- (1) Every Dean of Faculty shall be appointed by the Vice-Chancellor from among the Professor in the Faculty for period of three years and shall be eligible for re-appointment.

Provided that a Dean on attaining the age of fiftyeight years shall ceases to hold office as such.

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

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

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

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

48. Selection Committees:- (1) There shall be Selection Committees for making recommendations to the Syndicate for appointment to the posts of Professor, Assistant Professor, Associate Professor, Assistant Professor and Librarian of institutions maintained by the University.

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

THE TABLE

1	2
Professor, Assistant Professor (or) Associate Professor	(i) The Head of the Department concerned, if he is a Professor. (ii) One Director or a Dean or a Professor to be nominated by the Vice-Chancellor. (iii) Three persons not in the service of the University, nominated by the Syndicate out of a panel of names recommended by the Standing Committee on Academic Affairs for their special knowledge of, or interest in, the Subject with the Professor, Assistant Professor or Associate Professor will be concerned.
	(i) The Head of the Department concerned (ii) One Professor to be nominated by the Vice-Chancellor (iii) Two persons not in the service of the University, nominated by the Syndicate out of a panel of names reco Committee on Academic

	Affairs for their special knowledge of, or interest in the subject with which the Assistant Professor will be concerned
Librarian	(i) Two persons not in the service of the University, who have special knowledge of the subject of Library science or Library Administration to be nominated by the Syndicate
	(ii) One person, not in the service of the University nominated by the Syndicate.

Explanation I – where the appointments are being made for an inter-disciplinary project, the head of the project shall be deemed to be Head of the Department of concerned.

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

Explanation III – Atleast three out of four or two out of three members, as the case may be concerned with the speciality referred to under column (2) shall be present at the selection committee meeting.

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

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

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

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

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

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

Provided 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 clause (ii) for a period of not exceeding six months.

(ii) If the temporary vacancy is for a period less than a year, an appointment to such vacancy shall be made on the recommendation of a local selection committee consisting of the Dean of the Faculty concerned, the Head of the Department and a nominee of the Vice-Chancellor;

Provided that it the same person holds the office of the Dean and the Head of the Department, the Selection Committee may consist of two nominees of the Vice-Chancellor;

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

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

CHAPTER – X

TRANSFER OF COLLEGES, EMPLOYEES AND FUNDS

49. Transfer of certain college and institutions to the University:- (1) Notwithstanding anything contained in the Madurai-Kamaraj University Act 1965 (Tamil Nadu Act 33 of 1965) relating to the establishment of the Madurai Kamaraj University or the statutes, ordinances, regulations and orders made there under, on and from the date of publication of this Act in the Tamil Nadu Government Gazette, Dr. Alagappa Chettiar Teachers Training College, Karaikudi, the Alagappa College of Physical Education, Karaikudi and the institutions specified in the Schedule, shall be disaffiliated from the Madurai Kamaraj University to which they were affiliated on the date immediately preceding such date. The institutions specified in the Schedule shall

form constituent colleges of the University and the provisions of this Act shall apply accordingly.

Explanation:- For removal of doubts, it is hereby declared that the Alagappa College, Karaikudi (excluding the institutions specified in the Schedule) and the Government Engineering College, Karaikudi, shall continue to be affiliated to the Madurai Kamaraj University.

(2) On and from the date of publication of this Act in the Tamil Nadu Government Gazette, the control and management of Dr. Alagappa Chettiar Teachers Training College, Karaikudi and the Alagappa College of Physical Education, Karaikudi and the institutions specified in this schedule and of all properties assets and liabilities in relation thereto shall stand transferred to, and vest in the University.

(3) The Government may, at any time, after the date of publication of this Act in the Tamil Nadu Government Gazette, transfer to the University any of their lands for its use on such terms and conditions as they deem proper.

(4) The Government may at any time after the date of publication of this Act in the Tamil Nadu Government Gazette, transfer to the University the control and management of any of their colleges and, institutions situated within the University area on such terms and conditions as they deem proper.

(5) Notwithstanding anything contained in any other law relating to the establishment of a University in the state on the statutes, ordinances, regulations and orders made there under, on and from the date to be specified by the Government, the colleges or institutions referred to in sub-section (4) shall be disaffiliated from the University to which they were affiliated on the date immediately preceding such specified date and shall be transferred to, and maintained by, the University as its constituent colleges or institutions and the provisions of this Act shall apply accordingly.

(50) Special provisions for students:- (1) Notwithstanding anything contained in this Act, the statutes, ordinances or regulations, every student of the Alagappa Chettiar Teachers Training College, Karaikudi of the Alagappa College of Physical Education, Karaikudi and of every institution specified in the schedule who immediately before the date of publication of this Act in the Tamil Nadu Government Gazette, was studying in such college or institution or was eligible for any examination held or conducted by the Madurai-Kamaraj University, shall be permitted to complete his course of study or be admitted to the examination of the University and the University shall make arrangements-

(a) for the instruction, teaching, training and holding examination for such students for such period and in such manner as may be determined by the first Vice-Chancellor in accordance with the course of study in the Madurai-Kamaraj University; and

(b) for the conferment of the corresponding degree, diploma or other academic distinctions of the University upon the qualified student on the result of such examination.

(2) Notwithstanding anything contained in sub-section (1) or any other provision of this Act, every person who, immediately before the date of publication of this Act in the Tamil Nadu Government Gazette, was a student of Dr. Alagappa Chettiar Teachers Training College, Karaikudi, of the Alagappa College of Physical Education, Karaikudi or any of the institutions specified in the Schedule, shall be admitted to the examinations held or conducted by the Madurai-Kamaraj University and the corresponding degree, diploma or other academic distinctions of the Madurai-Kamaraj University shall be conferred upon the qualified students on the result of such examinations, by the Madurai -Kamaraj University.

(51) Transfer of certain employees:- (1) (a) As soon as may be, after the date of publication of this Act in the Tamil Nadu Government Gazette, the Government may, after consulting the first Vice-Chancellor, direct by general or employees who, immediately

before such date of publication, were serving in Dr. Alagappa Chettiar Teachers Training College, Karaikudi, the Alagappa College of Physical Education, Karaikudi and the post-graduate Departments of Tamil, Mathematics, Physics and Commerce in the Alagappa College, Karaikudi, as are specified in such order shall stand allotted to serve in connection with the affairs of the University with effect from such date, as may be specified in such order;

provided that no such employee shall be eligible for allotment to any post in the University, unless he possesses the qualifications prescribed for such post;

provided further that no such order shall be issued in respect of any such employee without his consent for such allotment.

(b) On and from the date specified in the order under clause (a), the persons specified in such order shall become employees of the University and shall cease to be employees of Dr. Alagappa Chettiar Teachers Training College, Karaikudi, the Alagappa College of Physical Education, Karaikudi, and the post-graduate Departments of Tamil, Mathematics, Physics and Commerce in the Alagappa College, Karaikudi, as the case may be.

(2) Every person referred to in sub-section (1) shall hold office under the University upon such tenure, remuneration terms and conditions and rights and privileges as to pension, or gratuity, if any, and other matters which he shall not be less favourable than those to which he would have been entitled to on the date specified in the order under clause (a) of sub-section (1) as if this Act had not been passed.

(3) If any dispute arises as to whether any person was serving in Dr. Alagappa Chettiar Teachers Training College, Karaikudi or the Alagappa College of Physical Education, Karaikudi or the post-graduate Department of Tamil, Mathematics, Physics, or Commerce in the Alagappa College, Karaikudi, immediately before the date of publication of this Act in the Tamil Nadu Government Gazette, such dispute shall be decided by the Government, whose decision shall be final.

52. Transfer of accumulations in provident fund, etc:- The sums at the provident fund accounts of the employees referred to in sub-section (1) of section 51 as on the date to be specified in the order under clause (a) of the said sub-section (1) shall be transferred to the University and the liability in respect of the said provident fund, pension, gratuity and family benefit fund accounts of such employees shall be the liability of the University.

CHAPTER XI

MISCELLANEOUS

53. 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 or elected the member whose place has become vacant and the person nominated or elected to a casual vacancy shall be a member of such authority or body for the residue of the term for which the person whose place he fills would have been a member:

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

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

54. Proceedings of the University authorities and bodies not invalidated by vacancies:- No act or proceeding of any authority or other all be invalidated merely by reason

of the existence of any vacancy or of any defect or irregularity in the election or appointment of a member of any authority or other body of the University of any defect or irregularity in such act or proceeding not affecting the merits of the case or on the ground only that the Senate did not meet twice in any year.

55. Removal from membership of the 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 suffers from leprosy or has applied to be adjudicated or has been adjudicated as an insolvent.

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

(4) A copy of every order passed under sub-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.

56. Disputes as to constitution of University authorities and bodies:- If any question arises whether any person has been duly elected or nominated as, or is entitled to be, a member of any authority of the University or other body of the University, the question shall be referred to the Chancellor whose decision thereon shall be final.

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

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

59. Appointment of the First Vice-Chancellor:- Not withstanding anything contained in sub-section (1) of Section 13, within three months from the date of publication of this Act in the Tamil Nadu Government Gazette, the first Vice-Chancellor shall be appointed by the Government on a salary to be fixed by them for a period not exceeding three years and on such other conditions as they think fit:

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.

60. Appointment of the first Registrar:- Notwithstanding anything contained in sub-section (1) of section 15, within three months from the date of publication of this Act in the Tamil Nadu Government Gazette, the first Registrar shall be appointed by the Government on a salary to be

fixed by them for a period not exceeding three years and on such other conditions as they think fit.

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

(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.

2. Tamil Nadu Act 33 of 1965 not to apply :(1) On and from the date of publication of this Act in the Tamil Nadu Government Gazette, the provisions of the Madurai-Kamaraj University Act 1985 (Tamil Nadu Act 33 of 1965) (hereinafter in this section referred to as the said Act), shall cease to apply to, and in respect of Dr. Alagappa Chettiar Teachers Training College, Karaikudi, the Alagappa College of Physical Education, Karaikudi and the institutions specified in the Schedule.

(2) Such cessor shall not affect-

(a) the previous operation of the said Act; or

(b) any penalty, forfeiture or punishment incurred in respect of any offence committed against the said Act; or

(c) any investigation, legal proceeding or remedy in respect of such penalty, forfeiture or punishment, and any such investigation, legal proceeding or remedy may be instituted, continued or conformed 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 said Act in the Tamil Nadu Government Gazette, shall, in so far as they are not inconsistent with the provisions of this Act, continued to be in force until they are repealed by statutes, ordinances and regulations made under this Act.

(4) Subject to the provisions of sub-section (2) but without prejudice to the provisions of sub-section (3) and section 50, anything done or any action taken before the date of publication of this Act in the Tamil Nadu Government Gazette, under any provision of the said Act in respect of the university area, shall be deemed to have been done or taken under the corresponding provision of this Act and shall continue to have effect accordingly unless and until superseded by anything done or any action taken under the corresponding provision of this Act.

63. 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.

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

64. 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.

65. Power to amend the Schedule :- The Government may, by notification, alter, amend or add to, the Schedule and upon the issue of such notification, the Schedule shall be deemed to be amended accordingly.

66. 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 other wise 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 both Houses of the Legislature and if before the expiry of the session in which it is so placed or the next session, both Houses agree in making any modification on any such notification or both Houses agree 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 and such modification or annulment shall be without prejudice to the validity of anything previously done under that notification.

THE SCHEDULE

(See sections 2 (2) and 4)

The following Post-Graduate to departments in the Alagappa College, Karaikudi, namely:-

(i) Tamil;
(ii) Mathematics;
(iii) Physics;
(iv) Commerce

(By order of the Governor)

S. VADIVELU
Commissioner and Secretary to Government,
Law Department.

ALAGA APPA UNIVERSITY Y

KARAIKUDI – 630 003

STATUTES

Volume I

ALAGAPPA UNIVERSITY

ALAGAPPA NAGAR, KARAIKUDI – 630 003

STATUTES

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STATUTES UNDER THE ALAGAPPA UNIVERSITY ACT

CHAPTER I

PRELIMINARY

In addition to the definitions given in Chapter I of the Alagappa University Act 1985, the following definitions are added:

I. DEFINITIONS

Sec.2: The 'laws' of the University means the provision in Alagappa University Act 1985 (Tamil Nadu Act No.23 of 1985) and the Statutes, ordinances and regulations framed under the provisions of the Alagappa University Act.

2. (a) 'The Act' means The Alagappa University Act 1985 as amended from time to time.

(b) 'Section' means section of the Act.

(d) 'Clear days' means the number of days reckoned exclusive of both the first and the last days.

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

(f) ‘Motion’ means anything moved either by way of resolution or amendment, in accordance with the laws.

(g) ‘Academic Year’ means a period of 12 months commencing from the 1st day of June.

(h) ‘Financial Year’ means a period of twelve months commencing from the 1st day of April.

(i)’Department’ means a Department of study and/or Research or a department functioning for a specific purpose maintained by Alagappa University from out of its funds.

(j) ‘Head of Department’ means the Officer-in-charge of a department responsible for its internal administration including day-to-day work.

(k) ‘School of excellence’ means institution maintained by the University for Post Graduate study and research.

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

(m) ‘Officers’ and Servants’ means respectively Officers and servants of the University.

(n) ‘Authorities’ means the authorities of the Alagappa University.

(o) ‘Recognized Institution’ means an Institution or association recognized by the Alagappa University for specific purpose.

All other words and expressions used but not defined in this statutes, ordinances and regulations of the Alagappa University shall have the meanings respectively assigned to them in the Act, Statutes, Ordinances and Regulations connected with the Alagappa University.

3. DESPATCH OF NOTICE FURNISHING INFORMATION/INTIMATION

Any Notice, intimation of information required to be given and any paper, minutes or proceedings required to be sent to any person under the Laws of the University shall, unless otherwise provided, be given or sent through messenger or dispatched through post to the address of that person kept in the office of the University.

4. ADDRESS:

Every employee of the University and every member of the University authority/committee/body appointed/elected under the laws of the University and every candidate for any examination or course of study of the University and every person doing research with the approval of the University and every person appearing for any convocation of the University shall furnish to the Registrar of the University or any other Officer so designated for the specific purpose his postal address and subsequent changes if any thereon to which communications intended to him from the University are to be sent. The dispatch of communication to the address given by the person concerned shall be sufficient compliance with the requirements of the laws of the University.

5. VALIDITY OF THE ACTS DONE ON THE DAY FOLLOWING “DIES NON”

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

6. HOURS OF BUSINESS:

The Office of the University and the University departments of studies and departments of research and the University College shall be kept open for transaction of business generally between 10 hrs. and 17.30 hrs. wit 0 minutes between 13.00 hrs. and

13.30 hrs. or as fixed by the Vice-Chancellor from time to time by an executive order on all days except Saturdays, Sundays and Gazetted holidays as may be declared by the Government. The Office of the University, the University departments, the departments of Research and the University College may be closed for a day or part of a day on a particular occasion at the discretion of the Vice-Chancellor 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 suitable modified in each case, with the approval of the Vice-Chancellor.

CHAPTER – II
OFFICERS OF THE UNIVERSITY
(A)THE VICE-CHANCELLOR

1. In addition to the powers and duties conferred on the Vice-Chancellor in section 14 of the Alagappa University Act, 1985, it shall be competent for the Vice-Chancellor:

1. to create temporary posts of all categories other than those specified in section 10 of the Act for a period of not exceeding six months at a time subject to the availability of the funds. Details of such posts created should be reported to the Syndicate at the next meeting.

2. to abolish such temporary posts mentioned in item 1 above.

3. to constitute adhoc committees for specific purposes.

4. to depute officers and other employees of the University on University work within the country.

5. to permit teachers and officers to attend meetings and conferences.

6. to recommend and forward the University Grants Commission, Union Ministry of Education, the State Government and other funding agencies proposals made by the University teaching departments, University Research Departments, University Colleges for grant of financial assistance under various schemes.

7. to visit and or cause an inspection and or ask for a report on the general condition of any department/college/research section/hostel maintained/recognized by the University and also to arrange for periodical review of the work of the departments.

8. to transfer any employee or posts from one department/institution to another department/institution maintained by the University.

9. to make arrangements by placing officers/teachers/other employees in additional charge in all vacancies till the vacancies are filled.

10. to grant casual leave and other kinds of leave to the officers and Heads of department of the University.

11. to declare the satisfactory completion of probation of the teachers and officers of the University, provided the necessary formalities prescribed for each category are observed strictly.

12. to sanction grants to researchers and fellowships from the funds placed at the disposal of the University by the Government or other agencies for the said purpose.

13. to depute delegates to conferences/seminars etc. conducted in India.

14. to convene Seminars, Conferences, Committees, Workshops, discussion groups etc. and to meet an expenditure for each of the items mentioned above not exceeding Rs.25,000/- within the budget provision in each year.

15., to sanction upto Rs.20,000/- as advance for Principal Investigators of schemes and projects which are financed by the outside agencies and report to the Syndicate the matter in its next meeting.

16. to accord administrative sanction for all original works/repairs upto a maximum of Rs.1,00,000/-, provided,

i) the work is included in the scheme approved by the Syndicate and
ii) funds have been provided in the University budget.

17. to approve tenders for work or tenders or quotations for supplies required upto an estimate of Rs.5,00,000/- and to record the reasons for not accepting the lowest among tenders/quotations received in any case and to report such acceptances of tenders to the Syndicate.

18. to accord reappropriation of funds from one head to another head in the budget provided such reappropriation does not exceed total budget estimate for the year concerned.

19. to sanction loans and advances to employees of University provided the conditions prescribed in the Laws of University are satisfied in the matter.

20. to and sanction permanent advances to the Officers and Heads of Departments of the University "The Vice-Chancellor is vested with the powers to sanction permanent advance to Officers including Special Officer (Maintenance and Development) and Head of Departments of the University".

21. to countersign the T.A. Bills of the Registrar, the Controller of Examinations, the Finance Officer, Deans of Faculties and Heads of Departments of the University.

22. to authorize the opening of new heads of accounts for projects financed by outside agencies and to permit opening of separate accounts in the Nationalised banks for the purpose. The opening of the separate accounts should be reported to the Syndicate.

23. to effect purchases of patent equipment/machines/instruments and such other goods with reference to the tenders/quotations received provided there is budgetary allocation. The purchase should be reported to the appropriate authorities.

24. to sanction refunds of deposits, earnest moneys, securities etc. on the recommendation of the Heads of Departments/Officers of the University.

25, to write off irrecoverable value of stock or irrecoverable loss of money occasioned by fraud or neglect of duty by the University employees or otherwise upto a total amount of Rs.1,000/- in a year. If the amount to be written off exceeds Rs.1,000/- in a year the Syndicate has to accord the necessary sanction for the purpose.

26. to approve all final bills in respect of works/supply of materials involving more than Rupees one lakh.

27. to authorize the publication of results of the examination.

28. to delegate to a person or body any of his administrative powers and functions which shall be reported to the Syndicate at its next meeting.

2. The Vice-Chancellor shall be the representative of the University on the Association of Indian Universities, Association of Commonwealth Universities and other similar bodies/associations of India or aboard.

3. The Vice-Chancellor shall also exercise such powers not expressly mentioned in the Laws of the University which are necessary for or incidental to the carrying on of the administration of the University and its affairs and shall report to the appropriate authorities the powers exercised and the action taken.

4. The Vice-Chancellor shall avail leave other than casual leave with the sanction of the Chancellor.

5. The Vice-Chancellor when travelling on University business shall be entitled to travelling and halting allowances as may be prescribed.

6. Whenever the Vice-Chancellor is deputed by the Syndicate on University business to countries outside India, such deputation shall have the approval of the Chancellor.

7. The Vice-Chancellor shall arrange to get the names of two persons nominated one each by the Senate and Syndicate as required in subsection (2) of Section 13 of the Act and shall intimate the names to the Chancellor three months prior to the expiry of his term of office.

"The member nominated by the Chancellor shall be the Convenor of the Committee".

(B)THE REGISTRAR

"The Registrar shall be appointed by the Syndicate on the recommendations of the selection Committee consisting of the Vice-Chancellor as Chairman and one other Syndicate member and one expert from outside the University to be nominated by the Chancellor."

1.In addition to the provisions made in the Act the Registrar shall

a)be responsible to the Vice-Chancellor in exercise of the powers and duties assigned to him in the Laws of the University.

b)carry out the orders of the Vice-Chancellor and render such assistance as may be required by the Vice-Chancellor in the performance of the official duties.

2.The Registrar shall grant casual leave to all the employees of the University other than Finance Officer, Controller of Examinations and Heads of Departments.

3.The Registrar shall with the approval of the Vice-Chancellor:

(a) issue orders granting increments to the employees of the University.
(b) issue orders relating to the declaration of probation.
(c) issue orders relating to the grant of leave other than casual leave.

4.The Registrar shall not be eligible for nomination or election or for appointment as a member of any of the authorities of the university.

5.The Registrar may by writing inform the Vice-Chancellor his intention to resign or revert back to his parent department if he is employed in the university under foreign service condition 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 to his parent department.

6.The Registrar subject to general direction and control of the Vice-Chancellor shall be in charge of the administration of the University office and shall have power to fix and define functions and duties of the officers and employees of the University.

7. The Registrar shall forward applications from non-teaching employees belonging to B,C and D Classes of University service for appointment outside the University with the approval of the Vice-Chancellor.

8.The Registrar shall call for tenders/quotations wherever necessary and countersign the comparative statements of the tenders/quotations in consultation with the Finance Officer and make recommendations to the Vice-Chancellor for accepting tenders or quotations.

9.(i) The Registrar shall sanction the purchase of service stamp upto a limit of Rs.2,500/- at a time.

(ii) He shall sanction petty item of contingent expenditure upto Rs.5000/- at a time under the Head "Office expenses and miscellaneous". (Chancellor's assent obtained vide Governor's Secretariat letter No.3564/U2/2007, dated 29.9.07)

(iii) He shall engage coolies for carrying out Office work on casual basis and not on monthly or other long term basis, after obtaining the prior sanction of the Vice-Chancellor.

(iv) He shall sign along with the Finance Officer any cheque of the University for amounts exceeding Rupees ten thousand.

10. The Registrar shall sign contracts and other documents on behalf of the University under the orders of the Vice-Chancellor and Syndicate.

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

12. The Syndicate has powers to dispense with the services of the Registrar at any time on payment of 6 months salary to him and the Syndicate has also powers to discharge the Registrar from his duties at any time without notice or compensation in the event of misconduct on his part or a breach by him of any of the conditions on which he was engaged. In the case of Registrar appointed on deputation under foreign service conditions, the Syndicate is competent to revert him to the original department when it deems fit to do so.

(C) THE FINANCE OFFICER

1. In addition to the provisions made in Section 16 (6) of the Act, the Finance Officer shall:-

a)be responsible to the Vice-Chancellor in the exercise of powers and duties assigned to him the Laws of the University and shall be subject to the direction and control of the Vice-Chancellor.

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

c)be responsible for the proper maintenance of the accounts of the University.

d)make available all records for the audit.

e)arrange for scrutiny and payment of bills presented.

f)arrange to settle the objections raised by the audit.

g)make arrangements with the approval of the Syndicate, for the publication of the audited accounts, copies of which shall be submitted to the Senate at its next meeting and to the Government within three months from the date of publication of the report.

h)make arrangements to invest the funds of the University as approved by the Vice-Chancellor.

i)Take necessary action to realise the grants and other moneys due to the University from the Central and State Government, University Grants Commission and other funding agencies.

j)prepare a monthly statement of receipts and expenditure and submit it to the Vice-Chancellor on the 10th of the succeeding month through the Registrar.

k)adopt methods and procedure and prescribe forms for maintaining the accounts of the University as stipulated by the Finance Committee.

l)sanction petty expenditure of contingent nature upto Rs.200/- only at a time.

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

n)disburse all salary bills, contingent bills, recoup permanent advances, pay all T.A. Bills after ensuring that general sanction is received from the competent authorities.

o)Scrutinise the quotations and tenders received and sign along with the Registrar, the comparative statement and make necessary recommendations.

2. The Syndicate is competent to revert the Finance Officer at the expiry of his term or earlier to his parent department when it deems it fit to do so.

(D) CONTROLLER OF EXAMINATION

“The Controller of Examination shall be appointed by the Syndicate on the recommendations of the Selection Committee consisting of the Vice-Chancellor as Chairman and one other Syndicate member and one expert from outside the University to be nominated by the Chancellor”.

The Controller shall hold office for a period of three years provided that he will retire on attaining the age of 58 years.

He shall be eligible for reappointment for another term of three years only by the Syndicate on the specific recommendation of the Vice-Chancellor.

(Vide Syndicate Resolution No.13 (ii) of the Syndicate at its meeting held on 13.10.88 and Assent Communication letter No.5262/U2/88 dated 31.10.88)

(i) The Controller of Examinations shall be appointed from among persons not lower in rank that of Professor of an Arts College.

(ii) The pay and allowances and conditions of service of the Controller shall be as decided by the Syndicate from time to time.

(iii) When the office of the Controller of Examinations is vacant or when the Controller of Examinations is by reason of illness, absence or any other cause unable to perform the duties of his office of 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.

3. (i) The Controller may by writing inform the Vice-Chancellor his intention to resign or revert back to his parent departments if he is working under foreign service conditions in the University after giving three months notice and it shall be competent for the Syndicate, on the recommendation of the Vice-Chancellor to accept his request for resignation or for reversion back to the parent department.

(ii) It shall be in the power of the Syndicate to dispense with the services of the Controller at any time on payment to him six months salary and it may at any time discharge the Controller from its services without notice or compensation if the syndicate satisfied itself that there is a case of misconduct on his part or of a breach by him of any of the conditions on which he was appointed. In the case of Controller appointed on deputation under foreign service condition the Syndicate is competent to revert him the original department when it deems fit to do so.

4. The Controller of Examinations shall:

a) be responsible for the conduct of University Examination as prescribed by the authorities of the University.

b) arrange with the prior approval of the Vice-Chancellor schedules for all University Examinations and all other matters connected with University Examinations.

c) be responsible for the safe custody of all papers, documents certificates and other confidential files connected with the conduct of all University Examinations.

d) keep in his custody the minutes of the meetings of Boards of Examinations and all committees appointed by such boards.

e) countersign all bills relating to examinations and the travelling allowance and remuneration bills or examiners and question paper setters.

f) issue orders of appointments to examiners, question paper setters with prior approval of the Vice-Chancellor.

g) arrange to publish the results of all University Examinations with approval of the Vice-Chancellor.

h) put up to the Syndicate the recommendations of the Boards of Studies regarding lists of persons suitable for appointment as Examiners including question paper setters, sufficiently in advance as prescribed by the ordinan

i) shall place cases relating to malpractices at the examinations with the relevant reports before the Vice-Chancellor.

j) shall maintain the Register of Matriculates.

k) be responsible for collection of fees for the various examinations.

l) pass on to the Finance Officer the counterfoils of all payments made towards examination fees etc., by the candidates after the preparation of the nominal rolls.

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

n) call for tenders/quotations for printing 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.

o) sanction expenditure for the purchase of necessary items for printing forms relating to examinations on the basis of the accepted quotations subject to Budget provision.

p) shall meet day-to-day requirements of the examination section and sanction petty claims of contingent expenditure upto Rupees Five hundred only at a time.

q) carry out such orders and instructions as may be issued from time to time by the Vice-Chancellor.

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

6. The Controller of Examinations is not eligible for nomination or election as a member of any of the University authorities.

CHAPTER- III
AUTHORITIES OF THE UNIVERSITY
(a) THE SENATE

1. In addition to the functions and duties of the Senate conferred by Section 22 of the Act, the Senate shall :-

1.Consider the Annual Report of the University.

2.Consider the audited annual accounts of the University.

3.Consider regulations made by the Standing Committee on Academic Affairs.

If any resolution is passed by the Senate, the Syndicate shall take action as it deems fit.

MEETING OF THE SENATE

Meetings convened by the Vice-Chancellor :

2.(1) In addition to the ordinary meetings of the Senate as provided in Section 23 (1) of the Act, the Vice-Chancellor may, whenever he thinks it fit convene Special meetings of the Senate.

Meetings convened on Requisition by Members :

(2) The Vice-Chancellor shall on a requisition in writing signed by not less then fifty percent of the total members of the Senate then on roll, convene special meetings of the Senate.

Any requisition for a special meeting by the members of the senate must be forwarded to the Registrar with a copy of the resolution or resolutions intended to be moved at the meeting and also with the name of the proposer of each resolution.

Notice of Ordinary Meetings :

3. The Registrar, shall under the direction of the Vice-Chancellor, give not less than 30 clear days notice of the date of an ordinary meeting and also send to each member, copies of the annual

report as prepared by the Syndicate. The annual accounts after audit as published by the Syndicate shall also be placed before the Senate.

Notice of Special Meetings :

(1) Not less than fifteen clear days notice shall ordinarily be given for a special meeting convened by the Vice-Chancellor under Statute 2 (1) and 2 (2) above. In case of urgency the Vice-Chancellor may convene a special meeting at shorter notice also. Along with the notice of the meeting, the Registrar shall also send to each member a statement of the business to be transacted at the meeting.

Postponement of meeting :

(2) The Vice-Chancellor may at his discretion postpone the date fixed for an ordinary or special meeting of the Senate.

Forwarding Resolutions for Ordinary Meetings :

4 (1) Any member who wishes to move a resolution, at ordinary meeting shall forward a copy of the resolution to the Registrar so as to reach him not less than 20 clear days before the date of the meeting.

Withdrawal of resolutions:

(2) A member who has forwarded a resolution, may by giving written notice, which shall reach the Registrar not less than twelve clear days before the date fixed for the dispatch of the agenda paper withdraw the resolution.

Admissibility and Nature of Resolutions :

(3) The Registrar shall under direction from the Vice-Chancellor, include in the Agenda, only such regulations that are in accordance with the rules. No resolution which does not comply with the following conditions shall be admissible.

i) The resolution shall be clearly and precisely expressed and shall raise substantially one definite issue;

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

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

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

Business of Special Meeting:

5(1) At a special meeting of the Senate convened by the Vice-Chancellor no business other than that brought forward by the Syndicate or the Vice-Chancellor shall be transacted.

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

Inclusion of Resolutions in the Agenda :

6 (1) The Registrar shall include in the Agenda for the meeting all resolutions of which due notices have been given excluding the resolutions not admitted by the Vice-Chancellor to be included in the agenda.

(2) When a resolution is not included in the agenda under the direction of the Vice-Chancellor the Registrar shall intimate the fact to the member stating the objection.

Resolution on report or statement :

7. Notwithstanding the notice for resolutions prescribed in Statute 4(1) any member who wishes to move a resolution on any report or statement placed by the Syndicate and included in the agenda or on any Ordinance or Regulation placed before the Senate under section 37(2) and 38(2) of the Act and included in the agenda, may do so by giving notice of a 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.

Resolutions of which due notices have been received by the Registrar under this Statute shall be included in the amended agenda.

Issue of Agenda Paper :

8. Not less than twenty one clear days before the date of an ordinary meeting and not less than fifteen clear days before the date of a special meeting, the Registrar shall, under the directions of the Vice-Chancellor, issue to every member an agenda paper specifying the day and the hour of the meeting and the business to be brought before the meeting, but the non-receipt of the agenda paper by any member shall not invalidate the proceedings of the meeting; provided that the Syndicate or the Vice-Chancellor may bring any business which in its or his opinion is urgent before any ordinary or special meeting with shorter notice or without placing the same on the agenda paper.

Notice of Amendments :

9. Any member who wishes to move an amendment to a resolution included in the agenda of any ordinary or of the meeting special Senate shall forward a copy of the same to the Registrar so as to reach him not less than nine clear days before the day of the meeting at which the resolution is to be moved, provided that, in the case of a special meeting convened under Statute 3 (1) of which less than fifteen days notice has been given the Vice-Chancellor may accept amendment on shorter notice.

The provisions governing the admissibility of resolutions under Statute 4(3) supra shall apply to amendments as well.

List of amendments and withdrawals of resolutions :

10. The Registrar shall, under the direction of the Vice-Chancellor, prepare a list of amendments admitted and withdrawals of resolutions permitted by the Vice-Chancellor and shall post a copy of it to teach member of the Senate not less than five clear days before the date of any meeting; provided that in the case of a special meeting convened under Statute 3(1), List of amendments and withdrawals may be sent at a shorter interval before the meeting or may be placed at the meeting.

Hours of the Meeting :

11**.** The Senate shall ordinarily meet at 10.00 a.m. on the day fixeed, and shall, if there is business, continue to sit till 4 p.m. with an interval for lunch for an hour or such period as the Chairman may propose.

Provided that, if at the time prescribed for adjournment, the Chairman feels that the item under discussion be decided, he may do so; but such extension of time shall not ordinarily exceed fifteen minutes.

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

Chairman of the Meeting

12. The Vice-Chancellor shall, in the absence of the Chancellor or the Pro-Chancellor, preside, at all meetings of the Senate; but if the Vice-Chancellor be not present, the members present shall elect a Chairman from among themselves.

Quorum :

13. One third of the sanctioned strength of the Senate shall be the quorum for a meeting of the Senate. If there is no quorum for fifteen minutes after the time appointed for the commencement of the meeting shall not be held and the Registrar shall make a record of the fact.

No Quorum :

14. At any time during the progress of a meeting if the Presiding Officer feels that there is no quorum or if any member calls the attention of the Chairman to the number of members present, he shall count the number of members present and if a quorum be not present, he shall declare the meeting dissolved and shall leave the Chair. Such dissolution shall be recorded by the Registrar and the record shall be signed by the Chairman of the meeting.

Business at adjourned Meetings:

15. 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 transacted at it shall be given. Save as aforesaid it shall not be necessary to give any notice of an adjournment of the business to be transacted at an adjourned meeting.

Order of the Business:

16, The business to be transacted at a meeting of the Senate shall be placed on the agenda paper in the following orders:-

1.Business brought forward by the Syndicate and the Vice-Chancellor;
2.Business brought forward by the Standing Committee on Academic Affairs;
3.Business brought forward by other University authorities;
4.Business brought forward by members of the Senate

If the motion for a change in the order of business as stated in the agenda paper is agreed to by the Senate, the business shall be transacted in the changed order.

Correction of mistakes:

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

Motions without previous notice:

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

19. At any meeting of the Senate, 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

ii) A motion for a change in the order of business as stated on the agenda paper.

iii) A motion for the adjournment of the meeting or the debate on any question to a specified time.

iv) A motion for the adjournment of the debate on any question to the next meeting of the Senate

v) A motion that meeting be dissolved

vi) A motion that the meeting pass to the next business on the agenda paper.

Amendments without previous notice :

20. At any meeting of the Senate the following amendments may be moved without previous notice:-

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

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

iii) Amendments to motions brought forward by the Syndicate or the Vice-Chancellor at special meetings convened at less than fifteen clear days' notice or at ordinary meeting convened at less than twenty one clear days' notice, and to resolutions moved by members under Statute 7 of this chapter.

iv) 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.

21. save as permitted in the above statutes no resolution or amendment which is not placed on the agenda paper shall be moved at the meeting.

Mover of the amendment :

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

Motion to be seconded

23. Every motion at a meeting must be seconded otherwise it shall drop.

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

Nature of amendments:

24. An amendment must not reduce the original motion to its negative or opposite from and must not be virtually an independent proposition.

The amendment must be relevant to the resolution to which it is moved and must be so worded that, if carried, the resolution as amended would from an intelligible and consistent whole.

If an amendment be negatived, any other amendment to the original motion may then be moved. If an amendment be carried, the motion as amended shall be stated from the Chair and may then be debated as a substantive motion.

Order of amendments:

25. Amendments shall be taken up for discussion in groups or one after another as the Chairman may decide.

Withdrawal of resolution or amendment

26 (i) No resolution or amendment shall be withdrawn from the discussion of the meeting without its consent.

To withdraw a motion, the member who moved it must signify his desire in the meeting. The Chairman shall then take the sense of the meeting and shall declare the motion withdrawn provided no one objects

(ii) Where an amendment has been proposed to a resolution, the original motion cannot be withdrawn until the amendment has been first disposed off.

Motion Negatived :

27. When a motion brought forward has been negatived, no other motion of the same kind shall be again brought forward during the debate.

Motion for adjournment :

28. A motion for the adjournment of the meeting or debate to a specified time may be made at any time but not so as to interrupt a speech. If such motion be carried the meeting or debate shall stand adjourned to the time specified in the motion.

The member moving a 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'.

Right to make speeches :

29. Except as otherwise provided, a member may not speak more than once on the same question.

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.

A member may with the special permission of the chair, make a statement on any matter arising from the debate on any question.

Reply on debate :

30. 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. No member shall speak on a question after the mover has entered on his reply. The Chairman may at his discretion limit the duration of speeches on any subject at any stage.

Order of Speeches :

31. 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 who is in possession of the meeting.

Speech by Chairman :

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

Point of Order :

33. Any member may call the chairman's attention to a point of order even whilst another member is speaking, but he shall confine himself to a statement of the point of order and shall not make a speech on such point of order.

No point of order can be raised while the Chairman is taking the votes on 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 poll, is completed.

Powers of the Chairman :

34. 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 other members in debate to discontinue his speech.

35. If the Chairman rises, the member of members speaking or offering to speak must sit down at once.

36. 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 decision on all points of order.

37. The Chairman may direct any member whose conduct is in his opinion grossly disorderly to withdrawn 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.

Resolutions to be passed by majority:

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

Manner of taking vote:

39. 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.

Suspension of meetings :

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

Minutes of meeting:

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

42. 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.

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

Signing in the Register:

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

(b) STANDING COMMITTEE ON ACADEMIC AFFAIRS

POWERS AND FUNCTIONS:

1. In addition to the provisions made in Section 24 of the Act, the Standing Committee on Academic Affairs shall have, subject to the provisions of the Act, powers;

a) to make regulations and amend or repeal the same;

b) to advise the Syndicate on all Academic matters;

c) to make proposals to the Syndicate for the Institution of lectureships, Associate Professorships, professorships and/or other teaching posts and in regard to the duties and emoluments thereof;

d) to make regulations for the encouragement of co-operation and reciprocity among University Colleges, departments and laboratories with a view to promoting academic standards.

e) to make regulations regarding courses of study, examinations and the conditions on which students of University Colleges, departments and laboratories shall be admitted to examinations of the University ;

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

g) to make proposals to the Syndicate for the framing of ordinances for the management of University Colleges, laboratories, libraries, museums, institutes of research and hostels instituted and managed by the University.

h) to recommend to the Syndicate schemes for the constitution or reconstitution of departments of teaching ;

i) to advise the Syndicate on the promotion of research in the University;

j) to receive and to call for and to consider reports from the Syndicate reviewing the instruction and teaching of the University and the research work done in the University.

MEETINGS AND PROCEEDINGS:

2. a) There shall be atleast two ordinary meetings of the Standing Committee on Academic Affairs in February or March and the other in September or October on dates to be fixed by the Vice-Chancellor.

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

c) One third of the members of the Standing Committee on Academic Affairs shall be the quorum for a meeting of the Standing Committee on Academic Affairs.

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

e) The procedure at meetings of the Standing Committee on Academic Affairs shall be regulated generally by procedure laid down for the Senate so far as it is applicable.

f) Members of the Standing Committee on Academic Affairs attending a meeting sign in a Register kept for the purpose they take their places at the meeting.

g) The procedure at meetings of the Standing Committee on Academic Affairs shall be regulated generally by the procedure laid down for the Senate.

(c) THE SYNDICATE

1. The Syndicate shall be executive authority of the University to regulate and determine all matters concerned with the University according to the Act, the Statutes, the Ordinances and the regulations of the University. The Syndicate shall meet at such time and places as desired by the Vice-Chancellor provided the Syndicate shall meet atleast once in every three months.

2. 1/3 of total strength of the members of the Syndicate shall be the quorum required for a meeting of the Syndicate.

3. In addition to the provisions made in Section 26 of the Act, the Syndicate shall have powers to take cognition of any malpractice indulged in any way by any member of the staff of the University or University College or Research Department of the University or by any Superintendents of the Examinations or by any examiner of by any student of the University, University College or Research Department of the University and take appropriate action thereon.

4. The conduct of the business of the Syndicate and the procedure for voting **mutatis mutandis**

shall be those prescribed for the conduct of the business of the Senate.

CHAPTER –IV

UNIVERSITY LIBRARY

1. The affairs of the University Library shall be managed by the Syndicate. It shall be competent for the Syndicate to appoint a committee consisting of not more than four members of the Syndicate to advice the Syndicate on matters connected with the University Library and to delegate to it from time to time such powers of management of the Library as it may deem fit.

2. All funds intended for the University Library shall be included in "Account No.1, under suitable heads". The Accounts of the University Library shall be maintained by the Finance Officer.

3. All payments on account of the Library shall be made by the Registrar the charges being debited to the appropriate head of account after the bills have been passed by the Finance Officer.

4. The Syndicate shall hold the amount deposited by those who seek the privilege of borrowing books from the Library and shall have power to invest such amount in any of the securities described in Section 20 of the Indian Trusts Act, 1882, or to place the same on deposits in any Bank approved in this behalf by the Government.

5. The Librarian shall prepare the Annual Report of the University Library and forward the same to the Registrar who shall submit it to the Syndicate through the Standing Committee on Academic Affairs.

6. Books and periodicals required for the University Library shall be acquired by the Syndicate after consulting the Boards of Studies and the Heads of Departments of the University. Books for the Sectional Libraries shall be acquired by the Syndicate on the basis of lists supplied by the Heads of Departments.

7. All purchases of Books and periodicals shall be made by the Registrar on indents prepared by the Librarian.

8. The Syndicate shall determine the Universities and other Institutions with which exchange relationship may be established and shall determine in consultation with the Boards of Studies and Heads of Departments concerned, the publications that may be exchanged.

9. The Librarian shall be appointed by the Syndicate on the recommendation of the Committee specified for the purpose.

10. 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 prescribed by the Syndicate and Vice-Chancellor.

11. The Registrar shall with the approval of the Vice-Chancellor appoint the clerical and menial servants of the Library and shall have power to suspend or dismiss any of them after obtaining the orders of the Vice-Chancellor.

12. The Rules of the University Library shall be framed by the Syndicate after considering the recommendation of the Standing Committee on Academic Affairs, if any, in this behalf.

CHAPTER – V

UNIVERSITY DEPARTMENTS

1. The University departments of studies and research is one established be statutes and under the direct control of the University.

2. There shall be University departments of studies and research and/or teaching in the following branches of knowledge:

1. Tamil
2. Mathematics
3. Physics
4. Education
5. Physical Education
6. Commerce
7. Chemistry
8. Computer Studies
9. Management Studies and
10. Such other departments as may be prescribed by the Statutes.

The following amendments in the Statutes has been made with the approval of His Excellency, the Governor of Tamil Nadu and Chancellor of Alagappa University (The approval reference is given in bracket(s)

AMENDMENT IN STATUTES – CHAPTER V, PARA - 2

Chapter V – University Departments:

1.Department of Tamil
2.Department of Mathematics
3.Department of Physics
4.Department of International Business and Commerce
5.Department of Education
6.Department of Physical Education and Health Sciences
7.Department of Industrial Chemistry
8.Department of Computer Science and Engineering
9.Department of Corporate Secretaryship
10.Department of Bank Management
11.Alagappa Institute of Management
12.Department of Women's Studies
13.Alagappa University College of Education
14.Alagappa University College of Physical Education
15.Computer Centre
16.Instrumentation Centre
17.Crystal Research Centre
18.University Library
19.Directorate of Distance Education
(Chancellor's assent obtained vide letter No.194/U2/98 dated 24.8.2001 from the Secretary to Governor.)

20.Oceanography and Coastal Area Studies
(Chancellor's assent obtained vide letter No.304/U2/99 dated 1.8.2000 from the Secretary to Governor.)

21.Department of Biotechnology
(Chancellor's assent obtained vide letter No.5025/U2/2001 dated 10.09.2001 from the Secretary to Governor.)

22.The Centre for Rural Development

23.The Department of English and Foreign Langugages
(Chancellor's assent obtained vide letter No.5823/U2/2004 dated 29.12.2004 from the Secretary to Governor.)

24.NANO Centre
25.Sri Ramanujan Centre for Higher Mathematics
(Chancellor's assent obtained vide letter No.2676/U2/2006 dated 09.06.2006 from the Secretary to Governor.)

26.Institute of Catering Science and Technology

(Chancellor's assent obtained vide letter No.2841/U2/2006, dated 26.10.2006 from the Principal Secretary to Governor.)

27.Department of Bioelectronics and Biosensors
28.Department of Bioinformatics

(Chancellor's assent obtained vide letter No.3670/U2/2007 dated 29.09.2007 from the Principal Secretary to Governor.)

29.Department of Library and Information Science
(Chancellor's assent obtained vide letter No.405 /U2/2008 dated 06.02.2008 from the Secretary to Governor.)

30.Department of Animal Health and Management
(Chancellor's assent obtained vide letter No.3165/U2/2009 dated 31.08.2009 from the Secretary to Governor.)

31. Department of Adult and Continuing Education
(Chancellor's assent obtained vide letter No.3452/U2/2009 dated 15.10.2009 from the Deputy Secretary to Governor)

32. Department of Energy Science
(Chancellor's assent obtained vide letter No.4107/U2/2013 dated 26.11.2013 from the Secretary to Governor)

33.Alagapa Institute of Skill Development
(Chancellor's assent obtained vide letter No.1286/U2/2015 dated 05.05.2015 from the Principal Secretary to Governor)

34. Such other Departments /Centres as may be prescribed by the Statutes.

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CHAPTER – VI

1. It shall be competent for the Syndicate to appoint a Legal Adviser/s for such period, and on such remuneration and other terms, to perform such duties as it may fix from time to time.

2. The Legal Adviser so appointed shall not be a member of any of the authorities of the University.

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STATUTES

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CHAPTER – VII

SERVICE CONDITIONS OF THE ESTABLISHMENT UNDER SECTION (44) OF THE ALAGAPPA UNIVERSITY ACT 1985 (ACT 23 OF 1985)

STATUTE - I

GENERAL

Title

1. These Statutes shall be known as "Service Statutes" of the Establishment under the Alagappa University.

Application

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

In the case of those on foreign service from Government Departments, local bodies or any other Universities, Public Sector Undertakings, etc. these Statutes will be subject to specific terms, if any, on which the persons are lent on for foreign service to the University.

Relaxation

3. The Syndicate shall not relax any of the provisions of these statutes except the minor ones in exceptional cases in favour of an individual or a group of individuals as the Syndicate may deem fit, provided that if a doubt arises whether a provision may be treated as a minor one for purposes of this statute, the case shall be referred to the Chancellor for orders.

STATUTE – 2

II. DEFINITIONS

Definitions

I. In these Statutes, unless the context otherwise requires:

i) 'Act' means the Alagappa University Act 1985.

ii) "University" means the Alagappa University, Karaikudi.

iii) "Senate" means the Senate of the Alagappa University

iv) "Syndicate" means the Syndicate of the Alagappa University.

v) "Vice-Chancellor" means the Vice-Chancellor of the Alagappa University. vi) "Government" means the Government of Tamil Nadu, unless otherwise defined.

vii) "Appointing Authority" – The appointing authority in respect of posts in the University shall be authority empowered to make appointment under the Act.

viii) "Employee" means an employee of the Alagappa University.

ix) "Department/School" means the University, Department/School of study and research.

STATUTE – 3

SCOPE OF APPLICATION

Kinds of appointments, applicability

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

STATUTE – 4

CLASSIFICATION OF STAFF

Classification of service

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

STATUTE – 5

RECRUITMENT

Creation of Non-teaching Posts

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

Mode of Recruitment

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

Reservation

2. The rules of reservation as in force applicable to Government service from time to time shall apply in the case of Direct recruitment.

Criteria of Promotion

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

Selection Committee

4. Except in the case of appointments to be made by or with the approval of State Government, all appointments shall be made by the Syndicate on the recommendation of the Selection Committees constituted for this purpose in respect of Professor, Associate Professor, Assistant Professor and Librarian.

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

Vice-Chancellor	– Chairman
Two Syndicate Members	- Members

External member (Other than Syndicate Member)	-	Member
Registrar	-	Member

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

Qualification age etc

5. (a) The age, qualifications, method of recruitment, etc., to the posts of Professor, Associate Professor, Assistant Professor, Registrar and Controller of Examinations shall be as indicated in Appendix – I. For all other posts it is prescribed separately in Appendix – II. In the case of teaching staff, the qualifications prescribed by the UGC for various categories shall generally be followed subject to such modifications as the Syndicate might consider necessary. The Syndicate reserves the right to prescribe/change or modify the qualification, age, etc., for all teaching and non-teaching posts as and when found necessary from time to time. All appointments made by the appointing authority shall be deemed to have been on behalf of the University.

Employees on deputation

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

Special Qualification for technical and other Personnel

(c) Nothing contained in the Statutes shall preclude the prescription by the Syndicate of any special qualifications for the technical and other personnel as additional qualifications (essential or desirable) as and when required.

Revision of Qualifications

(d) Nothing contained in these Statutes shall preclude the Syndicate in revising the educational qualifications and age limit in accordance with the recommendations of the University Grants Commission for teaching posts and fixing the scales of pay for old and new administrative posts in accordance with the scales of pay for comparable posts in the Government of Tamilnadu.

Submission of Certificates

6. Every personappointed as member of the staff of the University shall before actually joining the University produce:-

a) Evidence of age;

b) Evidence of Educational qualifications;

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

Temporary Appointment by Vice-Chancellor

7. Where it has become necessary owing to an emergency to fill immediately a vacancy in any non-teaching post directly or by promotion and there would be undue delay in making such appointment in accordance with the Vice-Chancellor may promote or appoint a person temporarily for a period not exceeding 3 months at a time but not exceeding 6 months in total or such appointee is regularized or replaced by a regularly selected, candidate whichever is earlier, pending such promotion or appointment in accordance with the Statutes, subject to the fact that such temporary appointees shall have bed for that post.

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

(or)

by open advertisements (Amendment issued vide Secretary to Governor Letter No.1303/U2/2002, dated 30.12.2002).

STATUTE – 6

PROBATION

Period of Probation

1. Every directly recruited employee of the University unless specifically exempted, shall be on probation for a period of 2 years within a continuous period of 3 years from the date of joining the University.

Provided that in the case of Class D employees the probation shall be for a period of one year within a continuous period of 2 years from the date of joining duty.

Completion of Probation

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

(b) Those who have completed probation in one cadre need not put probation in subsequent cadres after promotion/Selection.

Full Member

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

STATUTE – 7

FURNISHING OF SECURITY AND AGREEMENT

Security Deposit

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

Agreement contract appointments

2. All employees appointed on contract other than the persons drawn on foreign service shall execute an agreement in favour of the University in the prescribed format in a stamped paper.

STATUTE – 8

NOTICE FOR LEAVING EMPLOYMENT

Notice by Full Member

1. A full member of the University other than the staff in Class D shall not leave or discontinue his/her service on his/her own accord without first giving 3 Calendar month’s notice or salary in lieu thereof.

Notice by others

2. A probationer or temporary employee of Class A, B & C and regular employee of Class D shall not leave or discontinue his/her service on his/her own accord without first giving one Calendar month's notice or salary in lieu thereof.

Agreement for Probationers

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

STATUTE – 9

RETIREMENT

Age of retirement

An employee of Classes A, B and C shall retire from the University Service on the last day of the month in which he/she completes his/her 58th year of age in respect of non-teaching staff and 60th year of age in respect of teaching staff. The age of retirement for Group D Employees shall be 60 years.

Re-employment

Provided that the Syndicate may re-employ any such employee for one year in respect of non-teaching staff, and two years in respect of teaching staff at a time and upto a period of two years in all in respect of non-teaching staff and five years in all in respect of non-teaching staff and five years in all in respect of teaching staff.

STATUTE – 10

COMPULSORY RETIREMENT

Teaching Staff

1. (a) Notwithstanding anything contained in those Statutes, the Syndicate based on the recommendations given by a Committee constituted by the Syndicate every year for this purpose of review shall, if it is of the opinion that it is in its interest so to do, have the absolute right to retire any University teaching staff by giving him/her, notice of not less than three months in writing or three months pay and allowance in lieu of such notice. The amended Fundamental Rules as applicable to the Employees of the Government of Tamil Nadu shall apply **Mutatis Mutandis** to the teaching staff of the Alagappa University.

(b) Any teaching staff who has completed the Qualifying Stipulated in the amended Fundamental Rules **Mutatis Mutandis** may opt to retire by giving notice of not less than three months in writing to the Syndicate.

Non-teaching staff

2. Notwithstanding anything contained in these Statutes the Syndicate based on the recommendations given by a Committee constituted by the Syndicate every year for this purpose of review shall, if is of the opinion that it is in its interest so to do have the absolute right to retire any University non teaching employee by giving him / her notice of not less than three months in writing or three months pay and allowances in lieu of such notice. The amended Fundamental Rules as applicable to the Employees of the Government of Tamil Nadu shall apply **Mutatis Mutandis** to the non-teaching staff of the Alagappa University.

Any non-teaching staff who has completed the Qualifying Service as stipulated in the amended Fundamental Rules **Mutatis Mutandis** maylikewise opt to retire after giving notice of not less than three months in writing to the Syndicate.

Explanation No.I : In computing the notice period of three months, the date of service of the notice shall be excluded; the period, if any spent on leave during the notice period shall also be excluded.

Explanation No.II : when a University employee under suspension or against whom disciplinary action is pending seeks to retire voluntarily under the Statute, the Syndicate may withhold permission sought for.

Review Petition

3. Any employee compulsorily retired either under subclause (i) (a) or sub clause (ii) above may, if he/she chooses to file a review petition, do so within 2 months 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.

STATUTE – 11

SCALE OF PAY AND ALLOWANCES

Pay and Revision of Pay

1. The scales of pay admissible to various categories of posts in the University shall be fixed and revised by the Syndicate from time to time provided such scales of pay fixed or revised shall be comparable to those adopted or accepted for similar posts under the Government and University Grants Commission.

Provided that the Dearness allowance, House rent allowance, City Compensatory allowance shall be regulated as per the employees of Government of Tamil Nadu from time to time.

Sanction of Advance Increments

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

Applicability of F.R.

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

Conditions for temporary Appointment

4. Whenever the University creates a specified period and specific purpose the Syndicate may prescribe adhoc rules to govern the recruitment, qualification and scale of pay.

STATUTE – 12

RECORD OF SERVICE

Service Records

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

Performance file

2. An annual performance file of the University shall be maintained in the manner prescribed by the Syndicate.

STATUTE – 13

LEAVE

Kinds of leave

1. The following are the various ad University.

1.Earned leave
2.Surrender leave
3.Maternity leave
4.Unearned leave on Medical certificate
5.Unearned leave on private affairs
6.Study leave
7.Sabbatical leave (for Teaching staff only)
8.Casual leave
9.Compensation leave
10.Leave on Loss of pay

2. Earned Leave :

A) Temporary and probationers – other than those belonging to Basic Services :

1 Earned leave at 1/22 of duty period limited to 30 days.

2. When temporary members and Probationers are ousted the leave at their credit will lapse.

3. Earned leave taken during probation period will extend the period of probation.

4. In Vacation department a reduction of 15 days Earned leave per year should be effected.

B) Approved Probationer

1) 1/11 of duty period – The maximum limit for the accumulation of Earned leave for the University Employees shall be 240 days or as may be revised by the Government of Tamil Nadu from time to time.

2) Approved probationers, if ousted for want of vacancy, the leave at credit will not lapse. It can be carried forward on reappointment.

3) After completion of five years of regular service or on confirmation, the leave account will have to be recast or recalculated at 1/11th of duty period from the date of **regular** appointment.

4) **Vacation Department** : A reduction of Earned leave of 30 days with half pay per year should be effected in the leave account.

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

C) Basic Service (Temporary and probationers) :

1) 1/22 of duty period limited to days.

2) When ousted from service, the leave at credit will lapse.

3) Earned leave taken during probation period will extend the probation.

D) Approved Probationers and Confirmed Basic Servants :

1) 1/22 of duty period limited to 60 days.

2) Approved probationers when ousted, the leave at credit will not lapse. It can be carried forward on reappointment.

3) No recasting of Leave Account for Basic Service.

4) After Completion of 5 years of regular service, Earned Leave is admissible at 1/11th of duty period limited to 180 days just like other service.

E) Reduction of Earned leave in the Case of the employees availing vacations.

Earned leave at the rate of 15 days in the case of probationers and at the rate of 30 days in the case of Approved Probationers and confirmed employees will be reduced proportionately for every vacation enjoyed.

F) General :

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

3. Surrender Leave:

1) Surrender of earned leave shall be permitted. While on duty and also on all kinds of leave except Extra-ordinary leave without Allowances (without Medical Certificate) and Unearned leave on private Affairs;

2) For surrender of earned leave not exceeding 30 days, the interval between one surrender and another shall be 24 months; For surrender not exceeding 15 days of Earned leave, the interval shall be 12 months;

3) 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 earned leave;

4) The leave salary shall be paid at 1/30th of the monthly salary for each day of surrender irrespective of the number of days in the month in which the earned leave is sanctioned and irrespective of the fact whether the University employee is on duty or on leave other then Extra-ordinary leave without allowance (Without Medical Certificate) and unearned leave on private affairs.

5) 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.

4. Maternity leave :

Approved Probationer and Permanent Staff:

1) This leave shall be granted only to married women employees and to those having not more than three living children (Children for this purpose means living children, children already born and died should be ignored). If they already got three living children they are not eligible for this leave. The maximum admissible Maternity leave is 90 days and may be availed either before or after delivery. (2) This leave should be sanctioned only on the advice of the Medical Officer. (3) This leave may be combined with any other leave but should be supported by Medical certificate. (4) During the period of maternity leave, full pay will be paid and this leave is not debited against leave account.

For Temporary Women Employees:

(1) Temporary women employees may also be give this leave. But they should have completed one year of service. (2) They shall first be sanctioned as Maternity leave. (3) Other conditions shall be the same as applicable to the regular employees of the Government of Tamil Nadu.

Abortion or Medical Termination of pregnancy

(1) Married women employees may be sanctioned maternity leave in case of miscarrying or abortion or medical termination of pregnancy. (2) The period of leave shall be granted for six weeks from the date of abortion or medical termination of pregnancy. (3) The condition to sanction this leave is that abortion or medical termination of pregnancy 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 or pregnancy Act 1971. (4) The certificate from a Registered Medical practitioner authorized under the Medical termination of pregnancy Act may be accepted for this purpose. (5) Temporary women employees may also be sanctioned this leave. But E.L. available at their credit shall be first sanctioned and the balance only as maternity leave. (6) The other conditions are the same like maternity leave. (7) In case of abortion taking place after 20 weeks of pregnancy, eligible Maternity leave will be granted.

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

Medical Leave

5. (1) An employee of the University shall be granted leave on Medical certificate for the period for which they are entitled as detailed below:

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

2. (a) For Services other than basic Services:

Temporary hands	Nil
Probationers (who have completed 2 years but not declared the probation)	180 days in all / 60 days at a time, 90 days upto 5 years of service, 180 days exceeding 5 years of service
Approved probationers and full members	540 days (18 x 30 days) Full pay and allowances last drawn.

(b) For Basic Servants :

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

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

Medical Certificate – By whom to be issued?

Medical Certificate to avail leave or fitness certificate to join duty may be issued by a qualified Doctor not lower in rank than a Civil Assistant Surgeon in Government Service or University Doctor.

1. Reference to Medical Board – When and How?

Due to administrative reasons, the University employees who apply for Unearned leave on Medical Certificate exceeding 60 days will be referred to the Medical Board by the competent authority and their opinion about the Justification of leave will be sought for.

For this purpose the employee intending to go on Unearned leave on medical Certificate should submit his leave application before going on leave and in exceptional cases where such advance application within 7 days from the date of entering into such leave. On receipt of such application and when the leave exceeds two months (60 days), reference to Medical Board should be made within 7 days.

If the employee applying for leave failed to piece-meal extension which may warrant a reference to Medical Board there is no use of referring him to the Board after expiry of leave. Hence, in that condition the Board can only certify the physical fitness and recommend further extension of leave in case wherever f appearance. In cases, where the

individual could not be referred to the Board before the expiry of leave, Unearned Leave on Medical Certificate need not be granted but the absence may be regularized by sanctioning other kind of leave to which the employee is eligible.

When Unearned leave is split up: If the Unearned leave on Medical Certificate is split up in any way and the total of Unearned leave on Medical Certificate availed in different spells (the Unearned leave on Medical Certificate applied from the date of proceeding on leave to the date of rejoining duty) exceeds 60 days, such employee should be referred to Medical Board even though the Unearned leave on Medical Certificate is not availed continuously.

2.Unearned leave on Medical Certificate of T.B. etc. Need not be referred to Board:

Unearned leave on Medical Certificate for T.B., Leprosy, Cancer and Hansons may be granted to employees provided :

(i) that in the case of T.B., a Certificate issued by a recognized T.B., Specialist (Assistant) or Civil Surgeon);

(ii) that the case of treatment for leprosy, a Medical Certificate issued by a Medical Officer working in a recognized leprosy institute (getting Government grant) with the seal of the institution; or specialists working in the respective branches of Government Hospitals.

(iii) that, in the case of treatment of cancer and Hansons disease, a certificate issued by the Specialists working in the respective branches of Government Hospitals. In the above cases, they need not be referred to Medical Board though the Unearned leave on Medical Certificate applied for by them exceeds two months.

3. In-patients – Whether to be referred to Medical Board?

Reference of Medical Board is not necessary in case of in-patients admitted in Government Hospital or in approved private nursing homes though the leave applied for exceeds 60 days provided that the Superintendent of the concerned hospital certifies that the individual was actually under treatment and not kept for diagnosis.

Similarly leave advised after discharge in continuation (co-terminus) of the treatment need not be referred to the Medical Board if a certificate is issued by a Civil Assistant Surgeon serving in the hospital where the employee was under treatment before discharge.

(6) Unearned Leave on Private Affairs (on Half pay)

Leave on Private Affairs

1) An approved Probationer is eligible for six months (180 days) of Unearned leave on private affairs subject to the condition:

i) that he can avail this leave only upto 3 months (90 days) during the first 10 years of service and

ii) at any one time he can avail the Unearned Leave on Private Affairs only upto the maximum limit of 3 months (90 days).

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

(2) In the case of Basic Servants:

Temporary, Probationers, Approved Probationers
and Full Member Upto 15 years of service : Nil

After the completion of 15 years

7. Study Leave

: Clause 6 (1) above shall apply.

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

1) **Conditions**: The employee should have completed, atleast five years of service, and there

should be three years before retirement and should belong to A and B class of employees and should execute a bond prescribed.

2) **Quantum of Leave** : Study leave shall be granted twelve months at a time and 24 months in all.

3) **Purpose** : The purpose of grant of such leave is to study scientific or technical problems or courses of instructions in or outside India.

4) **Leave Salary** : Pay allowed during study leave is half pay plus study allowance if deputed by the University.

8. Sabbatical Leave

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

9. Casual Leave

Casual leave may be granted upto a limit of 12 days in a calendar year; but absence on casual shall be treated as duty for purpose of calculation of other leaves. The maximum period of which a University employee may absent himself continuously on casual leave (including availing of gazetted holidays) shall not exceed ten days. Casual leave can be granted for half a working day.

10. Grant of Leave

The Casual leave shall be sanctioned by the Vice-Chancellor for the Heads of Departments, Deans, Registrar, Controller of Examinations and Finance Officer; the Heads of Departments 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 Examination for those belonging to Examination Section and the Finance Officer for those belonging to 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.

11. Recall for duty

Leave cannot be claimed as a matter of right; and when the exigencies of service of the University so require, discretion to refuse or revoke leave of any description is reserved by the authority empowered to grant it, viz. the Syndicate, Vice-Chancellor, Dean, Head of the Department, Registrar etc., and such other authorities. If in administrative interest it is so required the Vice-Chancellor shall have the over-riding power to revoke or cancel any kind of orders.

12. Not to be employed during leave

A University employee on leave shall not accept or take any employment of service or receive any remuneration provided that it shall not apply in cases of sabbatical and study leave. Wilful absence from duty after the expiry of leave may be treated as misconduct invoking disciplinary action.

13. Compensation Leave

(a) Subject to the following provisions a University employee who is called to attend office on a holiday except as a punishment, shall be granted another holiday, called compensation leave in its place when opportunity occurs:-

i) Such holiday may not be taken by a University employee without the previous permission of the authority competent to grant his casual leave.

ii) Not more than ten such holidays in all may be taken in a Calendar year after the expiry of 6 months from the Public Holidays for which it is substituted. It will, however, be within the discretion of the Head of an Office to call on the University employee affected to take such holiday on any date within 6 months which the Head of the Office finds to be convenient.

iii) Not more than ten days of compensation leave shall be accumulated at the discretion of the Head of the office.

iv) Such holidays may be combined with Casual leave or other authorized holidays, provided that the total period of absence from duty does not exceed ten days.

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

(b) The Registrar shall have power to grant casual or Compensation leave to members of his staff. In respect of Departments/Sections, this power may be exercised by the Head of the Departments/Sections.

14. 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. Temporary staff and probationers cannot avail this leave.

15. Notwithstanding anything contained in these Statutes, Tamil Nadu Government Leave Rules shall be applicable to all University Employees.

16. In case any difficulty arises, the Syndicate's ruling shall be final.

STATUTE – 14

DISCIPLINE AND CONTROL

Causes for imposing Penalties

1. An employee of the University for good and sufficient reason, including any breach 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 criminal offence involving moral turpitude shall be liable for the following penalties:

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

1) Minor Penalties:

Kinds of Penalties

(a) Censure

(b) Stoppage of Increment with or without cumulative effect

(c) Fine not exceeding Rs.10/-.

at a time in the case of employees of Class D.

2) MAJOR PENALTIES:

(a) Any period of suspension pending enquiry which shall be treated a substantive punishment either the whole or part of the period.

(b) Reduction to a lower state of pay or to a lower category of the University service.

(c) Removal or dismissal from the service.

3) RECOVERY LOSSES:

Recovery ordered by the competent authority, of the loss if any caused to the University by any act or omission in addition to any of these punishments.

3. PROCEDURE:

Disciplinary Authorities

1) The authorities competent to impose penalties/and punishments and the appellate authorities and appeal time are indicated in Appendix III. Any appeal to the Syndicate should be addressed to the Registrar who is the ex-officio Secretary of the Syndicate.

2) The authority competent to inflict major punishment will have powers of suspension, pending enquiry, if in their opinion, the continuance of the employee in service is detrimental either to the proposed enquiry or interest or reputation of the University.

Notwithstanding anything contained in the above clause, the Vice-Chancellor when he desires necessary may suspend any employee pending enquiry as per Section 14 (4) of the Act and report to the Syndicate.

Subsistence Allowance

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

Review of Subsistence Allowance

4) A review may be made six months after the date of suspension to consider the sanction of subsistence allowance at an enhanced rate upto 75% of his/her pay. If the enquiry is prolonged without any fault of the employee concerned.

Authority to revoke suspension

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

Imposing Minor and Major Penalties

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

7) 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 Officers may be reverted back to the Department with a report to take action on such deputationist in respect of alleged irregularities committed by him.

STATUTE – 15

THE ALAGAPPA UNIVRSITY EMPLOYEES CONDUCT RULES

1. TITLE

These rules may be called the **Alagappa University** Employees conduct Rules and shall apply to every person appointed by the University except the part-time employees.

2. INTEGRITY AND DEVOTION TO DUTY

(i) Every employee shall at all times (a) maintain absolute integrity (b) maintain devotion to duty (c) conform to and abide by the rules and regulation (d) comply with and obey all lawful orders and directions in the course of his official duties issued by any persons to whom he may be subordinate in the service of the University (e) refrain from any activity which is antisecular or which tends to create communal disharmony.

(ii) No teacher or other person employed in the University shall engage himself or participate in any activity which is antisecular or which tends to create disharmony in society or in any demonstration which is prejudicial to the interests of the sovereignty and integrity of India, the security of States, friendly relation with foreign States public order, decency or morality or which involves contempt of court, defamation or incitement to an offence.

NOTE : Failure to perform his academic duties such as preparation, lectures, demonstrations, assessment, guidance, invigilation will constitute improper conduct in respect of a member of teaching department. Failure to obey the instructions given by the superior officers or to execute promptly the administrative responsibilities will constitute improper conduct.

3. INTEREST OF THE UNIVERSITY

(i) Every employee shall serve the University honestly and faithfully and shall endeavour his utmost to promote the interest of the University. He shall show courtesy and attention in all transactions and not to do anything which is unbecoming of a University employee.

(ii) No University employee shall take part in any act or movement calculated in the judgement of the Syndicate to bring the University into disrepute. It shall be the duty of every one of the employees to honour the confidence reposed in him by the University and not to divulge any information obtained by him in the course of his official duties to outsiders or to make any use thereof which would be improper.

(iii) No University employee shall indulge in any criticism of the University administration in such manner as savours of defiance and insubordination or causes or is likely to cause embarrassment to the administration.

(iv) Employees shall not submit application to the higher posts in the University or for advance increments or for other kinds of preferment. But they may submit their claims for appointment to higher posts through the officers under whom they work if they have any special representations to make.

(v) A whole-time University employee may be employed in any manner required by proper authority without claim for additional remuneration; he may not accept while in University service additional employment or any employment on part-time basis with or without emoluments or honorary work without the previous sanction in writing of the Vice-Chancellor or any other competent authority.

(vi) Persons on appointment and employees on transfer to posts dealing with cash, stores and other valuables including books shall at the discretion of the Syndicate furnish security to the University for such amount and of such character as may be determined by the Syndicate. This shall be a condition attached to the post and shall not entitle the employee concerned, who fills the post to claim any additional or privilege on this account.

(vii) The Syndicate reserves the rights to frame suitable rules and amend or add to them.

(viii) The conduct and functioning of all those paid out of University funds shall be brought under the purview of the Director of Vigilance and Anti corruption constituted by the

Government of Tamil Nadu. The Vice-Chancellor will be the authority to make requisition for a preliminary enquiry and order a detailed enquiry by the Director of Vigilance and Anti corruption without a specific order of the Chancellor.

4. EMPLOYMENT IN FIRMS ENJOYING UNIVERSITY PATRONAGE

No employee shall use his position or influence directly or indirectly to secure employment for any member of his family in any private business or firm where he has official dealings.

1.TAKING PART IN ELECTIONS

No employee shall canvass or otherwise interfere with or use his influence in connection with or take part in an election to any legislature or local authority provided that:

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

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

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

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

6. JOINING OF ASSOCIATIONS

No employee shall join or continue to be a member of an association, the object or activities of which are prejudical to the interests of the sovereignty and integrity of India or to the interests of the University or public order or morality provided that the Associations/Unions recognized by the University either on **de jure or de facto** basis would not attract this rule.

7. DEMONSTRTIONS AND STRIKES

No employee shall (a) engage himself or participate in any demonstrations which is prejudical to the interests and the sovereignty and integrity of India, security of the State, the interests of the University, Public order, decency or morality or which involves contempt of Court, defamation or incitement to an offence including inciting students or employees against other students or employees, University or administration; or (b) resort to or in any way abet any form of strike, or coercion or physical duress in connection with any matter pertaining to his service or the service of any other employee or employees of the University.

8. CONNECTION WITH PRESS OR RADIO OR TELEVISION

(a) No employee shall except with the Vice-Chancellor, own wholly or in part, or conduct or participate in the editing or management of any newspaper or other periodical publication.

(b) No employee shall except with the previous sanction of the University or except in bonafide discharge of his duties.

(i) Publish a book himself or through a publisher or contribute an article to a book or a compilation of article or

(ii) participate in a radio or television broadcast or contribute an article or write a letter to the newspaper or periodical either in his own name of any other person except when such publication or radio or television broadcast or contribution or publication or public utterance shall not have the effect of an adverse criticism of any current or recent policy or action of the University or which is capable of embarrassing the relationship between the University and Government or other agencies. This will not apply to any statement made or views expressed by him in his official capacity in due performance of duties assigned to him.

(c) An employee of the University except in accordance with any general or special order of the University or in the performance in good faith of the duties assigned to him, shall not communicate directly any official document or information to any employee or to any other person to whom he is not authorised to communicate such document or information.

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

9. COLLECTION OF FUNDS

No employee shall except with the previous sanction of the University ask for and accept contributions to or other-wise associate himself with the raising of any funds or other collection in cash or kind except in aid of the registered organisations.

10. GIFTS

(a) No employee shall accept or permit any member of his family or any person acting on his behalf to accept any gift of value.

(b) On occasions such as weddings, anniversaries, funerals or religious functions when the making of a gift is in conformity with the prevailing practice or in other cases in accordance with the laws, an employee may accept gifts from his near relatives or from his personal friends.

(c) In any other case, an employee shall not accept any gift without the sanction of the University, IF THE VALUE THEREOF EXCEEDS ONE HALF OF THE MONTHLY EMOLUMENTS OF THE EMPLOYEE.

11. PRIVATE TRADE OR EMPLOYMENT

(a) No employee shall, except with the previous sanction of the University, engage directly or indirectly in any trade or business or undertake any other employment:

(b) A person employed in the University shall not apply for private employment or signify his willingness to accept such employment without first obtaining the permission in writing of the University.

12. CANVASSING OF OUTSIDE INFLUENCE

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

13. PARTIALITY IN OFFICIAL DUTIES

An employee shall not be partial in his performance of his official duties and he should be objective in his approach.

14. RAISING OF PRIVILEGES

An employee shall not try to use the consideration of caste, creed, Religion, Race or sex in his relationship with his colleagues, for purpose of improving his prospects.

15. INTOXICATING DRINKS AND DRUGS

(a) An employee shall strictly abide by any law relating to intoxicating drinks or drugs in force.

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

16. SENDING REPRESENTATIONS

An employee shall not make representation to Syndicate, Senate or Government or to any authorities of the University direct and all representations shall be made through proper channel.

Any such representation shall be forwarded to the person to whom it is addressed with or without comment of the forwarding authority.

17. REFUSAL TO RECEIVE PAY

Concerted or organised refusal on the part of the employees to receive their pay shall constitute improper conduct.

COMPETENT AUTHORITY

Unless specifically otherwise states, the VICE-CHANCELLOR shall exercise the power to grand permission under these rules.

EMPLOYEES

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

INTERPRETATION

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

STATUTE – 16

PENSION-CUM-GRATUITY

Eligibility and Benefits

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

The pensionary benefits are :-

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

Conditions for grant of Pension

2. The main condition for the grant of pensionary benefits are (i) the service should be under the service should be paid by the University.

Maintenance of Service Book

3. (a) To compute these pensionary benefits, the following three have to be verified/ computed with reference to the service book.

i) Qualifying service
ii) Average emoluments
iii) Last Emoluments drawn.

(b) The maintenance of service Book in complete and upto date shape and entries therein duly verified and authenticated by the competent authority is essential. The record of verification of service with reference to pay bills and acquittances should be made periodically annually in the service Book under proper attestation. The date of birth should be correctly noted and attested.

Qualifying Service for Pension

4. Qualifying service is to be computed, taking the total service of the employee from the date of his entering in service to the date of his retirement death in service, which will be termed as Gross Qualifying service.

The broken period of a month is to be calculated separately taking 30 days as a month.

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

Gross Qualifying Service : Y M D
DEDUCT the following from the Gross Qualifying Service :

(1) Boys service (Service prior to his completion of 18 years)
(2) Extraordinary Leave Without Medical Certificate
(3) Suspension treated as a penalty
(4) Overstayal of joining time, not regularised.

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

		Y	M	D	
For example	(i)	30	5	20	is 60 half-years
	(ii)	30	6	00	is 61 half-years

(b) Overstayal of joining time, if not regularized either by extension of joining time or by grant of leave, will be treated as "overstayal of joining time". This period will not count for pension.

(c) The period of suspension should be decided at the time of finalizing disciplinary proceeding against any employee. If this period of suspension is partly treated as duty and partly as punishment, then the punishment period will not be treated as duty and so it will not count for pension. If the entire period is not treated as duty then that entire period will not count for pension.

5. Average Emoluments :

Emoluments and Average Emoluments

(a) First of all Emoluments mean (i) pay (ii) special pay (iii) personal pay (iv) Dearness pay and (v) any other remuneration which is specially classed as emoluments.

(b) Average of all Emoluments means the average of monthly emoluments actually drawn during the last 10 months of the service of the member about his retirement. If during this period, a member was on Extraordinary Leave or on suspension treated as, such then the period of calculation of 10 months of the be preponed to arrive at a total period of 10 months.

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

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

(ii) The increment which accrued during the Earned Leave of less than 120 days of Earned Leave, if the total Earned Leave taken at a time exceeded 120 days, though not actually drawn, will be treated as having been drawn and included in the calculation of average emoluments.

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

6. Pension, which is a monthly payment after retirement, calculated as per rules, will be payable only if a person completes a minimum qualifying service of 10 years (i.e., 20 half-years).

Service Gratuity

In the case of retirement, where the total completed half-years of Qualifying service is less than 20, the retiring person will be eligible for a lump sum payment of service Gratuity in lieu of pension, as per the graded scale indicated in list 'A'.

LIST 'A' SERVICE GRATUITY (Lumpsum payment)

Completed half Year period	Rate of Gratuity
1	½ months emoluments
2	1 "
3	1½ "
4	" 5 2
2 ½	"
6	3 "
7	" 8 4
3 ½	"
9	43/8 "
10	5 1/8 "
4¾ " 11	5 ½ "
12	6¼
13	"
57/8 " 14	65/8 "
15	7 "
16	7 ¾
17	"
73/8 " 18	8 1/8 "
19	

Rate of pension

7. (i) In the case of the members who have completed 33 years of Qualifying Service and above, the pension (monthly payment) is calculated at the following rate :-

50% of the first Rs.1,000 of average emoluments.
45% of the next Rs.500 of average emoluments.
40% of the balance.

(ii) In the case where the Qualifying Service is less than 33 years or 66 half-years that will be proportionate to that calculated as in (i) above in the same ratio as the actual completed half year service bears to 66 half years.

8. Death-cum-Retirement Gratuity

(a) This is calculated on the last emolument drawn by the University employee before his retirement at the rates indicated below for each completed half year of Qualifying Service in the case of retirement, provided he has completed atleast 5 years of Qualifying service at the time of his retirement.

(b) In the case of retirement, the Death-cum-Retirement Gratuity is calculated at 1/4th of the emoluments drawn for each completed half year of service, subject to a maximum of 161/2 times of last emolument drawn, subject to a maximum of Rs.50,000/- (Rupees fifty thousand only).

In the case of death in service, while calculating Death-cum-Retirement Gratuity, as per the formula indicated above, the minimum Death-cum-Retirement Gratuity payable as follows:-

i) In the case of less than 1 year Qualifying service : 2 times the last emoluments drawn

ii) Above 1 year but less than 5 year

service : 6 times the last emoluments drawn

iii) 5 years of Qualifying service and above

9. Family Pension

Rate of Family Pension

: 12 times the last emoluments drawn

(a) (i) This is also calculated with reference to last emoluments drawn and the rate prescribed for different pay slabs (as indicted below):

(ii) The minimum family pension payable to the University employees shall be Rs.235/- p.m. or may be revised by the Government of Tamil Nadu from time to time.

(b) In the case of death in harness, if the deceased member had put in atleast 6 years of Qualifying Service at the time of his death, then the family is eligible for enhanced rate of Family Pension as indicated below for a limited period of 7 years from the date of death or the date of superannuation, if he had remained alive, whichever is less and thereafter at the normal rate of Family Pension:

Enhanced rate : (i) ½ of the last emoluments drawn ; or
(ii) Rs.500/- whichever is less.

10. The classification of the other kinds of pensions are :

Other Pensions : (1) Retiring Pension (Voluntary and Compulsory)
(2) Invalid Pension
(3) Compensation Pension

(1) **Retiring Pension :**

(A) Voluntary retirement :

(i) An employee who has completed the Qualifying Service as stipulated in the amended Fundamental Rules **mutatis mutandis** may retire voluntarily after giving to the appointing authority, a notice in writing atleast 3 months before the date on which he wishes to retire. However, he cannot withdraw such notice subsequently except with the specific approval of that authority and the withdrawal should be before the date from which he originally wanted to retire.

(ii) The three months notice period is to be reckoned from the date of its receipt in the office of the immediate superior if he has to address the appointing authority through proper channel or the date of receipt in the office of the appointing authority.

(B) Compulsory Retirement :

(i) Similarly, the appointing authority can order compulsory retirement of an employee in public interests after giving three months notice or three months in lieu of such notice. The amended Fundamental Rules as applicable to the Employees of the Government of Tamil Nadu shall apply.

(ii) In such cases, when the employee has been compulsorily retired from service as a penalty, he may be granted by the authority competent to impose such penalty, pension or gratuity or both, at a rate not less than 2/3 of normal pensionary benefits due to him if eh retired normally on that date of compulsory retirement.

(2) Invalid Pension :

This is granted to a person who by physical or mental infirmity, is permanently incapacitated for the University service.

The date of effect of retirement will be the date of Medical Certificate, if the employee was on duty or the date on which he will return to duty, if he was on leave during the period when medical certificate was granted.

If the infirmity is curable and the employee refuses to get cured by operation or otherwise, no pension or gratuity need be admitted, if the competent authority decides so on merits.

If the medical authority recommends a less laborious work than the one which he is presently involved then the employee may be appointed to that less laborious work on a lower pay or otherwise if he does not accept that post, he can be granted pension.

3) Compensation Pension

This is granted to a person who is discharged from service after given 3 months notice owing to the abolition of a permanent post, if the employee refuses to accept another appointment on such pay as may be offered.

No compensation is payable for the period in respect of which he receives pay and allowances in lieu of notice.

11. General Instructions :

Fixing the Date of Birth

(i) For the calculation of pension, the date of birth of the employee is necessary. If the year alone is given, the date of birth should be taken as the first July of that year, if the year and month is known but not the exact date, 16th of that month should be taken as the date of birth of the University employee.

(ii) The two dates, of which necessitate the calculation of pensionary benefits are (a) the date of retirement and (b) the date of death in harness.

Date of retirement in the month

(iii) If the date of birth of the University Employee falls between the second day of the month, he will be permitted to retire on the afternoon of the last day of that month (in the case of superannuation).

Eligible service for pension

(iv) In the case of an employee who retired after a temporary or officiating service, whether rendered in a regular capacity or not, shall count in full as qualifying service even if it is not followed by confirmation. All the leave with allowances and extraordinary leave on Medical Certificate will count for pension and gratuity.

Encashment of Earned Leave

12. The Earned Leave at the credit of the employee on the date of superannuation or retirement can be sanctioned by the authorities competent to sanction the Earned Leave.

Commutation of pension

1) All pensioners shall be allowed to commute for a lumpsum payment any portion not exceeding one third of the pension granted to him by the University.

Sanctioning authorities (Pension sanctioning authorities) may, in their discretion refuse commutation of pension in case of a pensioner who has been guilty of grave misconduct.

Commutation table

2) The lump-sum payable on commutation shall be calculated in accordance with the table or tables of present value which may be prescribed from time to time by the Tamil Nadu Government.

The table of the present values is given below:

Age on next birthday	Comm	number of year's purchase

17	19.28
18	19.20
19	19.11
20	19.01
21	18.91
22	18.81
23	18.70
24	18.59
25	18.47
26	18.34
27	18.21
28	18.07
29	17.93
30	17.78
31	17.62
32	17.46
33	17.29
34	17.11
35	16.92
36	16.72
37	16.52
38	16.31
39	16.09
40	15.87
41	15.64
42	15.40
43	15.15
44	14.90
45	14.64
46	14.37
47	14.10
48	13.82
Age on next birthday	Commutation value expressed as number of year’s purchase
49	13.24
50	13.25
51	12.95
52	12.66
53	12.35
54	12.05
55	11.73
56	11.42
57	11.10
58	10.78
59	10.46
60	10.13
61	9.81
62	9.48
63	9.15
64	8.82
65	8.50
66	8.17
67	7.85
68	7.53
69	

70	6.91
71	6.60
72	6.30
73	6.01
74	5.72
75	5.44

Deduction of Commuted portion

3) Commutation when sanctioned shall take effect on a date to be specified in the order. Such date shall ordinarily be about one month from the date of order and all calculations shall be made with reference to the date so specified. Payment of commuted portion of pension shall case from the date specified and the sum payable on commutation shall be paid with reference to the date so specified.

Restoration not allowed:

4) A commutation once given effect to cannot be rescind that is, the portion of the pension commuted cannot be restored on refund of its capitalised value.

Commuted sum paid to heirs

5. If the pensioner dies on or after the day following that on which commutation took effect but before receiving the commutation value, such value shall be paid his/her heirs.

Commutation within one year of retirement

6. An Employee who applied for commutation of pension within one year from the date of retirement on superannuation will not be subjected to medical examination. This condition will not apply to pensioners retiring otherwise than on superannuation and will not also cover persons retiring on superannuation who apply for commutation of pension after one year of their date of retirement.

Restoration to normal Pension

7. Pensioners shall be allowed restoration of the commuted portion of their pension as and when they complete fifteen years from the date of retirement.

PENSION FUND

A separate Pension fund shall be constituted by the University and it shall pay in respect of each of its employee eligible for pension at such rates as may be prescribed by the Government on behalf of their employees on foreign service.

2. Pensioners who retire from University service shall be paid only from out of this pension fund.

3. The surplus under pension fund which are not required for immediate disbursement of pension shall be invested in various nationalized banks as is being done in case of surplus funds under other University accounts.

4. In case of teaching staff, who get themselves appointed in other Universities/ Institutions to better their prospects or for other reasons, the University shall calculate the pension fund accumulation in their accounts on the date of leaving the service of the University and transfer them to the University/Institution wherein they take up employment provided there are such pension schemes in vogue in the University/Institution where such persons are transferred.

5. In respect of teachers who get themselves appointed in these Universities having served in some other University / Institution shall have the pension funds accumulated in other Universities or Institutions for the period of their service transferred to this University. In case the Institution or University from where the teachers come to this University does not has pension scheme, the pensioner may himself pay such amount that would have accumulated in the pension fund if the

Institution / University where he has previously serving has pension scheme and has maintained pension fund.

6. In respect of these teachers who have their pension fund accumulation in their previous institutions transferred to these Universities or pay themselves the pension contributions that could have accumulated till they left the Institution or the University where in they have served previously, the period of pensionable service shall be calculated taking into consideration the previous service also.

(Letter of assent was received from the Chancellor vide letter No.12440/U2/86 dated 9.1.97)

STATUTE – 17

TRAVELLING ALLOWANCE AND TRANSFER TRAVELLING ALLOWANCE

Government and Special Rules

1) The Rules issued under Tamil Nadu Special pay and allowance part II are applicable to the University employees in general. The Syndicate shall prescribe special rules for particular class of Officers of the University and Members of the various University authorities/Boards/Committees.

Rules Exceptional cases

2) Provided that the Vice-Chancellor may in exceptional cases, allow Travelling allowance at the rates higher than the admissible as per Tamil Nadu Travelling allowance rules for specific reasons.

STATUTE – 18
PROVIDENT FUND

PROVIDENT FUND CUM INSURANCE SCHEME FOR THE EMPLOYEES OF THE ALAGAPPA UNIVERSITY

1. General

Title

1. These statutes shall be called “Provident Fund cum Insurance Scheme Statutes” for the employees of the Alagappa University, Karaikudi.

Application

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

Definitions

3. In these statutes, unless there is anything repugnant to the subject or context:-

i) ‘Fund’ shall mean the provident fund established and maintained under these statutes.

ii) ‘Employees’ shall mean teaching and non-teaching employees of the Alagappa University.

iii) ‘University’ shall mean the Alagappa University.

iv) ‘Syndicate’ shall mean the Syndicate of the Alagappa University.

v) ‘Teachers’ shall mean the teaching staff as mentioned under the statutes prescribed.

vi) ‘Non-teaching’ shall mean the administrative and establishment personnel.

vii) ‘pay’ includes pay, substantive and officiating, special pay, personal pay, leave salary and all dearness allowances.

viii) ‘Subscriber’ shall mean a person eligible to subscribe to the fund under these statutes and subscribing thereto.

ix) ‘Subscription’ shall mean the sum remitted to the fund by a subscriber under these statutes.

Date of coming into force

2. These statutes shall come into force from such date to be notified subject to the provisions of these statutes; subscription to the fund shall be compulsory for all employees.

Contribution of the fund

3. The fund shall be made up of

a) Subscriptions and

b) Interest on the subscription

Investment of the fund

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

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

Rate of Subscription

5(i) The minimum rate of subscription payable by each subscriber, based on his emoluments shall be as shown in the table below:

Sl.No.	Emolument Rs.	Minimum rate of monthly subscription Rs
1.	185-250	15
2.	251-350	20
3.	351-500	30
4.	501-650	40
5.	651-800	50
6.	801-1000	60
7.	1001-1150	70
8.	1151-1300	80
9.	1301-1500	90
10.	1501-1650	100
11	1651-1800	110
12	1801-2000	120
13	2001-2150	130
14	2151-2300	140
15	2301-2500	150
16	2501-2650	160
17	2651-2800	170
18.	2801-3000	180

Voluntary increase of subscription

ii) Voluntary increase and above the rate of subscription in the above table is permissible and it shall be made by a subscriber only on two occasions in a year, namely in the pay for September drawn in October. Such members are also allowed to reduce the rate of subscription once in a year subject to the condition that minimum subscription will be as indicated in the above table.

Temporary employees to subscribe

iii) An employee who is continuously employed for not less than six months, will be required to the provident Fund, irrespective of the fact whether he is a temporary or a regular employee.

When to cease Subscribing?

iv) Four months prior to the month of retirement on superannuation the subscriber shall cease to subscribe to the provident Fund.

Recovery of Subscription

6. The subscription of each subscriber shall be deducted every month from his pay and credited to his account. It shall be considered as paid to fund, on the first day of the month following that in respect of which the pay is due.

7. The Account of subscriber shall show :-

Accounts

1.The amount of subscriptions with interest thereon,

2.Forfeiture, if any under these statutes,

3.Money, if any, debited against such account.

8. Interest on subscriptions:

Rate of interest

i) Compound interest at the rate allowed every to Government servants of Tamil Nadu under General Provident Fund shall be allowed on the subscribed less the amount of advance, if any, remaining unpaid.

ii) In the event of resignation or retirement, if subscriber proceeding on leave preparatory to retirement desires to close his provide fund account, interest shall be payable only upto the date of application for such closing of account.

iii) In the event of the death of a subscriber, interest shall be calculated upto the date of payment to the nominees or legal heir of the deceased, provided, however no interest shall be paid for any period exceeding 6 months from the date of his death.

9. Rights in respect of subscriptions and interest :

Rights of paying back to heirs

In the event of a subscriber ceasing to be the employee of the University or on his death, the Syndicate shall, subject to any deduction to be made on account of all sums due from him to the University fund pay to the person entitled thereto the amount of subscription and the interest thereon standing to his credit on the date of his ceasing to be in such employment or on his death, together with, in the case of death interest for such further period as may be allowable under statute 11.

Nominee

10. i) Every subscriber shall, on admission to this fund, sign in the presence of two witnesses and deliver the 'Form of Nomination' appended in the prescribed form. A subscriber shall ordinarily nominate his wife or his children, natural or adopted in the case of unmarried employee he shall ordinarily nominate his parent, brother or sister. If there are no such persons mentioned above, he/she can nominate any person/persons or a body of individuals incorporated or not.

Revision of nominations

ii) He shall be at liberty to deliver revised nominations from time to time. This nomination shall be kept in the personal custody of the Finance Officer of the University. An acknowledgement shall be sent for every nomination received and when a revised nomination is delivered, the previous nomination shall be returned to the subscriber along with the acknowledgement for the revised nomination. The person or persons appearing in the latest nomination shall be recognized by the fund and the receipt of such person or such persons shall be a complete discharge of all liabilities in respect of the fund. A register shall be maintained in the Finance Section in which the names of all nominees shall be entered.

Rights to refuse accept nominations

iii) The subscriber may nominate a person or any number of persons as his nominees and if he nominates more than one person he must enter in the 'Form of Nomination' the proportion in which the amount payable shall be The nomination shall normally be

accepted by the Vice-Chancellor of the University. The Syndicate shall have the right to refuse to accept the nomination of any person without assigning any reasons for such refusal and the subscriber shall thereupon register some other person approved by the Syndicate.

Liability Non-Liability of the forfeiture of the fund

11. (i) The University will not be bound by nor will it recognize the assignment or encumbrance executed or attempted to be created which affects the disposal of the amount standing to the credit of a subscriber who dies before retirement.

(ii) The subscriptions and interest thereon of a subscriber are not liable to forfeiture or dismissal or on conviction by a criminal court, except for an offender's property is ordered by a competent court of law.

Closing of Accounts and payments

12. The account of each subscriber shall be closed:-

i. when he is dismissed or removed or discharged from the service of the University or called upto to resign on account of misconduct or inefficiency or when he resigns.

Or

ii. when he retires from service or when his services are dispensed with owing to a reduction of establishment.

iii. when he dies

Provided that where a subscriber is dismissed, removed, or discharged from the services, the amount standing to his credit in the fund shall not be paid to him until the appeal time allowed, if any, is over or unless he states in writing that he will not prefer an appeal.

iv. when a subscriber proceeds on leave preparatory to retirement, at any time between the date of commencement of such leave and the date of retirement.

v. when the account of a subscriber is closed the amount payable to him under these rules shall be audited by the University before payment.

Temporary withdrawals

13. i) The Vice-Chancellor may, at his discretion, grant to a subscriber an advance of a sum which does not exceed 75% of the amount of the subscriptions and interest thereon standing to his credit at the time of making such advance for any of the following purposes:-

a) to pay the expenses incurred in connection with the illness of himself or a member or members of his family dependent upon him.

b) to pay the expenses in connection with marriages, funerals or ceremonies which by the religion of the subscriber it is incumbent upon him to perform and in connection with which it is obligatory that expenditure should be incurred.

c) for such other purposes as the construction of house, purchase of a site or a house as the authority may consider.

2) Advance shall be recovered in 36 monthly instalments (unless the subscriber elects earlier repayment of the sum) deducted from the subscriber's pay commencing from the first payment of a full month's pay after the advance is granted.

3) No interest need be recovered from the subscriber for the temporary withdrawals granted to him.

4. a) A subscriber may be granted with a second advance for the purpose mentioned in sub-clause 1 above by the Vice-Chancellor after the expiry of six months from the date of sanction of the first advance, the quantum of second advance shall not exceed 75% of the amount of subscription and interest thereon standing to his credit at the time of making such advance.

b) The recovery of this advance shall be fixed with reference to the consolidated amount of advance outstanding and the number of instalments shall be regulated under sub clause 2 above.

Part final withdrawal

14. 1) Part final withdrawals may be sanctioned by the Vice-Chancellor for the reasons mentioned under Statute 14 at any time after the completion of fifteen years of service (Including broken period of service, if any) of a subscriber or within ten years before the date of his retirement on superannuation whichever, is earlier, from the amount standing to his credit in the fund. Only one withdrawal can be allowed for one and the same reason.

2. Conversion of a temporary withdrawal into a part-final withdrawal:

A subscriber who has already drawn or may draw in future a temporary withdrawal under statute 14 for any of the purposes specified therein may convert, at his discretion by written request addressed to the Vice-Chancellor the balance outstanding against him .into a final withdrawal subject to the eligibility of service in Statute 15(1).

Explanation : In cases where all the advances consolidated are convertible and the subscriber requests for conversion of all these advances, the entire outstanding balance shall be allowed to be converted into a part-final withdrawal.

3. a) There shall be an interval of twelve months between one part-final withdrawal and the next part-final withdrawal and another. The same duration is applicable between one conversion of part-final withdrawal and the next part-final withdrawal.

b) There shall be interval of six months between the sanction of one part final withdrawal and one temporary withdrawal and vice versa.

Accounts

15. 1) The account of every subscriber shall be made upto yearly as on 31st March.

Account Slip

2) Each subscriper shall, at the close of the year, be furnished with a statement of his accounts showing the amount of his subscription and interest thereon and amount of advances outstanding, if any.

Group Insurance

16. Every member of the teaching and non-teaching staff of the University shall subscribe to the Group Insurance Scheme instituted by the University.

Maintenance of Account

17. The following accounts books/forms shall be maintained by the Finance Officer in the finance Section in the forms prescribed:

Books:

a) Account Books :

i) Register of Subscribers
ii) Cash book
iii) Abstract of provident Fund Institution
iv) Provident Fund Ledger
v) Register of withdrawals
vi) Investment register

b) Forms :

i) Nomination form
ii) Annual Account slips
iii) Application for temporary withdrawal

iv) Application for part-final withdrawal
v) Refund voucher

Statutes binding on subscribers

18. Save or otherwise provided for in Statute – 22, these statutes and any amendments thereto shall be binding on every subscriber and every person deriving title from him.

Interpretation

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

Management

20. The Syndicate may, from time to time, issue general or special instructions as may be necessary consistent with the statutes for the time being in force as to :

a) Conduct of the business of the fund.
b) Any other matter relating to the fund.

Alterations in the statements

21. The power of amending or adding to or repealing these statutes or any of them shall vest in the Syndicate. The subscribers in service on the introduction of such changes shall be bound by such amendments.

STATUTE – 19

POWER TO ADD OR TO AMEND

Amendments to Statutes

The Syndicate shall be competent to alter, add or to amend or to cancel any of the above statutes, from time to time subject to the provisions contained in Sec.34 of Act unless provided in these statutes.

STATUTE – 20

INTERPRETATION

On all questions of interpretation of these statutes the decision of the Vice-Chancellor of University shall be final. For the matters not specifically covered in the service statutes of the University employees such rules governing the servants of Tamil Nadu Government shall apply unless otherwise decided by the Syndicate.

STATUTE - 21

SAVING

To frame necessary rules

Such other rules as are considered necessary to carry out the functions of University will be framed by the Syndicate as and when necessary under the respective headings.

APPENDIX – I TO STATUTES VOLUME II

Method of Recruitment and Qualifications prescribed for various Teaching and Non-Teaching posts in the University

Note : i) For Teaching staff, the Syndicate shall prescribe the qualifications, age, etc. with due regard to the recommendations of the University Grants Commission

ii) The age, qualification noted in this appendix will have to be taken as the age as on 1st July in the year in which the vacancy is notified.

iii) The age, qualification is relaxable by five years in respect of candidates belong to SC/ST for all posts.

Sl. No	Category of Employee	Method of recruitment	Qualifications and Experience
1.	PROFESSOR	By direct recruitment	As prescribed by the UGC from time to time
2.	ASSOCIATE PROFESSOR	By direct recruitment	-do-
3.	ASSISTANT PROFESSOR	By direct recruitment	-do-

NON-TEACHING

Sl. No	Category of Employee	Method of recruitment	Qualifications and Experience
1.	Registrar	By direct recruitment or Deputation	**ESSENTIAL** : 1.An academician not lower in rank than that of a University Professor 2.Should have completed 50 years but not 55 years at the time of application for the initial recruitment. 3.Knowledge of Tamil to the extent of carrying
2.	Controller of Examinations	By direct recruitment or Deputation	**ESSENTIAL FOR DIRECT RECRUITMENT:** 1.An academician not lower in rank than that of a Professor in a college affiliated to University or that of a Associate Professor in a University. 2.Knowledge of Tamil to the extent of carrying official correspondence and drafting reports. **Age**: Should have completed 40 years but not exceeding 50 years

APPENDIX – II

Sl. No.	Category of Employee	Method of recruitment	Qualifications and Experience
1.	Deputy Registrar	By promotion from the category of Assistant Registrar. or By deputation from Government Service / Affiliated Colleges. or By direct recruitment.	**ESSENTIAL FOR DIRECT RECRUITMENT:** 1.A first or second class Master's Degree (50% or B Grade). 2.8 years of Academic / Administrative Experience of which 4 years should be in a cadre of not less than that of an Assistant Registrar. 3.Knowledge of Tamil to the extent of carrying official correspondence and drafting report.
2.	Assistant Registrar	By promotion from the category of Superintendent. or By promotion from Government Service / Affiliated Colleges. or By direct recruitment.	**ESSENTIAL FOR DIRECT RECRUITMENT:** 1.A first or second class Master's degree (50% or B grade). 2.5 years Academic / Administrative experience in a cadre not less than that of a Superintendent or equivalent post. 3.Knowledge of Tamil to the extent of carrying official correspondence and
3.	Superintendent	By promotion from the category of Assistants. or By direct recruitment.	**FOR DIRECT RECRUITMENT:** 1.A first or second class Bachelor's degree (Master's Degree preferable) (50% or B Grade). 2.Atleast four years of regular service in the post of Assistant. 3.Knowledge of Tamil to the extent of carrying official correspondence and drafting reports
4.	Assistant	By promotion from the category of Junior Assistant. or By direct recruitment	1.A first or second class Bachelor's Degree (50% or B Grade). 2.Knowledge of Tamil to the extent of carrying official correspondence and drafting reports. 3.Typewriting in English (Higher) and Tamil (Higher); must be an approved probationer in the category of Junior Assistant

5.	Junior Assistant N.B. Persons incharge of cash/stores other valuables, should pay a security and pledge in favour of University as directed by the Syndicate.	By direct recruitment or By promotion from lower category of Record Clerk / attender having 10 years of experience or By direct recruitment or by promotion from the lower categories of Record Clerk or Attender or Office Assistant who fulfill the qualifications prescribed for Junior Assistant by the University Statute, if they have rendered satisfactory service of a minimum total period of 5 years (vide Governor's Secretariat Letter No.5516/U2/2002, dated 26.5.2004)	**ESSENTIAL:** 1.First or Second class Bachelor's degree of a University (50% or B grade). 2.Typewriting Higher Grade in Tamil and English. 3.Knowledge of Tamil to the extent of carrying official correspondence and drafting reports. Desirable: Shorthand lower grade in English and Tamil. 4.Should not have completed thirty three years for direct recruitment.
6.	Typist / Steno-Typist	By direct recruitment. or By promotion from lower category of Record Clerk / Attender having 10 years of experience	**ESSENTIAL:** 1. Minimum general educational qualification i.e. Graduate. 2. Typewriting Higher Grade in Tamil and English for Steno-Typist, Short hand in English and Tamil by Higher / Lower Grade. 3. Knowledge of Tamil.
7.	Record Clerk / Attender	By direct recruitment or Recruitment by promotion from the category of Office Assistant having five years of service	**ESSENTIAL:** 1. Minimum general educational qualification i.e. Higher Secondary. 2. Knowledge of Tamil. 3. Knowledge of Typewriting (Tamil and English) **AGE:** Should not exceed thirty three years, if recruited directly. In the case of recruitment by transfer from Office Assistants, the candidate must have
8.	Office Assistant	By direct recruitment	**ESSENTIAL:** 1.A pass in tenth standard. 2.To ride a Bicycle. 3.**AGE :** Should not have completed thirty three years.

9.	Driver	By direct recruitment	**ESSENTIAL :** 1.A pass in VIII Standard. 2.Possession of a License for Driving Heavy Vehicles; Possession of First Aid Certificate. 3.Experience in driving light / heavy vehicle for four years. 4.**AGE :** Should not exceed thirty three years. 5.Age and general educational qualification may be relaxed in the case of relevant I.T.I.
10.	Telephone Operator	By direct recruitment or Recruitment by transfer from any other category	**ESSENTIAL:** 1.A first or second class graduate (B or 50%). 2.A certificate in Telephone Operation. 3.A certificate in Telex operation. 4.Proficiency in speaking and writing Tamil and English. 5.Should not exceed thirty three years if recruited directly.
11.	Technician	By direct recruitment	**ESSENTIAL:** 1.A first class graduate or II class post-graduate in the subject concerned. **DESIRABLE** Previous experience in the laboratory of any Educational Institution. **AGE :** Not more than thirty three years.
12.	Librarian	By direct recruitment	**ESSENTIAL** Master's degree in any subject and Master's degree in Library Science. Preferable: Ph.D. Degree either in Library Science or in any other subject. Experience as Librarian in a District Library / College or its equivalent for not less than seven years after obtaining Master's Degree in Library Science. **AGE:** Should not exceed forty years.

13.	Assistant Librarian	By direct recruitment	**ESSENTIAL** Master's Degree in any subject with Master's Degree in Library Science will be preferable. DESIRABLE : Previous experience in a Library for not less than five years after obtaining Master's Degree in Library Science. AGE: Should not exceed thirty five years.
14.	14. Library Assistant	By direct recruitment	**ESSENTIAL** Bachelor's Degree in any subject with Certificate in Library Science. DESIRABLE: Previous experience in any recognized Library. Typewriting: Lower in English and Tamil. Age : Should not exceed thirty three years.
15.	15. Radio Mechanic	Direct recruitment	1.S.S.L.C Passed. 2.Diploma / Certificate in Radio Mechanism. or ITI in the relevant subject. 3.Experience in the operation of public system equipments and Radio Mechanism.
16.	Generator Operator	Direct recruitment	1.I.T.I. in Generator Operation. 2.Previous experience in Generator Operation of not less than one year in a recognized organization. 3.S.S.L.C. passed with Certificate in Generator Operation. 4.Previous experience in generator operation for not less than two years. AGE : Should not exceed thirty three years.
17.	Plumber	Direct recruitment	1.I.T.I. in the relevant subject. 2.Experience as Plumber for not less than one year. or 3.Tenth standard with experience as Plumber for not less than three years. AGE : Should not exceed thirty three years.

APPENDIX – III
AUTHORITY COMPETENT TO IMPOSE PENALTIES

Category of Staff	(Minor punishment)		(Major punishment)	
	Authority	(i)Appellate Authority	Authority Empowered	(i)Appellate Authority (ii)Time allowed
Professors, Associate Professors, Assistant Professors, Registrar, Controller of Examinations, Finance Officer, Dy. Registrar, Librarian, Director of Physical Education and such other Officers belonging to	Vice-Chancellor	(i)Syndicate (ii)30 days from the date of receipt of orders	Syndicate	(i)Chancellor (ii)3 month from the date of receipt of orders
All other Officers and Staff in the Grades of B, C & D	Registrar	(i) Vice-Chancellor (ii) 60 days from the date of receipt of	Vice-Chancellor	(i)Syndicate (ii)60 days from the date of receipt of orders

ALAGAPPA UNIVERSITY
KARAIKUDI

Annexure to Circular No.Rc.A3/6223/91-6 dated 6.12.91

1. Amendment :

Statute Vol. I – Chapter II (a) – Section 1 (20)

Shall be read as follows :

"The Vice-Chancellor is vested with the powers to sanction permanent advance to Officers including Special Officers (Maintenance and Development) and Head of Department of the University".

2. Amendment :

Statute Vol. I – Chapter II (a) – Section 7, Para II

Shall be read as follows:

"The member nominated by the Chancellor shall be the Convenor of the Committee"3. In Appendix II to Statutes Vol.II, the following shall be added.

Category of employee	Method of Recruitment	Qualifications and Experience

1. Laboratory Assistant (Attendant) 2. Watchman/ Gardener	By direct recruitment By direct recruitment	**Essential** 1) Minimum General Qualification (i.e.,) Higher Secondary with Science Subjects as optional P.U.C. Passed. 2) Knowledge of Tamil **AGE:** Should not exceed thirty three years. **Essential :** 1) A pass in VIII Standard 2) To ride a Bicycle 3) **AGE** :Should not exceed thirty three years
3. Key Punch Operator	By direct recruitment OR Recruitment by promotion form the lower category who have fulfilled the qualifications prescribed for direct recruitment.	**Essential :** 1) B.Sc. Maths/Physics/Chemistry-I or II Class. 2) With a certificate in Computer Programming. 3) A Certificate in Data Entry Operation with 10,000 depression per hour speed. 4) **Age**: Should not exceed thirty three years. 5) Knowledge of Tamil.

REGISTRAR

CHAPTER – VIII

CONVOCATIONS FOR CONFERRING DEGREE

Statute Convocations

1. Convocation for the purpose of conferring degrees shall ordinarily be held twice every year, in the months of February and October and or at such other times as the Chancellor shall direct.

Statute Date of Application

2. Candidates for degree must submit to the Registrar their applications for admission to their several degrees in the prescribed forms with the prescribed fee on or before 15th January and 15th September respectively for the convocation to be held in February and October. No person shall be admitted to a Convocation who has not thus sent in his application to the Registrar.

Statute Penalty for absence

3. Any person, who having sent in his name to the Registrar as a candidate for a degree at a Convocation fails to appear on that occasion shall, when next he applies for his degree, pay again the prescribed fee.

Statute-Degree "in absentia".

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

Statute admission to Convocation a second time for the same degree

5. No candidate who has already proceeded to a degree and has been awarded his Diploma shall be admitted to the same Degree, a second time at a Convocation, notwithstanding that he may have qualified in an additional group or branch or in an additional language.

Statute Assembly in Syndicate Hall

6. The Chancellor, Pro-Chancellor, Vice-Chancellor, Deans of the Faculties, and members of the Syndicate shall the academic robes prescribed and assemble in the Syndicate Room at the appointed hour.

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

Statute Graces of Syndicate

7. The graces of the Syndicate on behalf of the candidates for admission to the several degrees will be wear supplicated in the following order:

Science	- by the Dean, Faculty of Science
Teaching	- by the Dean, Faculty of Education
Arts	- by the Dean, Faculty of Arts
Commerce	- by the Dean, Faculty of Commerce
Physical Education	- by the Dean, Faculty of Physical Education

Statute Form of Grace

8. The formula to be used for each grace shall **mutatis mutandis** be as follows:

…… Chancellor, I move that a grace of the Syndicate be passed that those person whom the Syndicate on the reports of the Examiners has certified to be qualified for the Degrees in the Faculty of ……. be admitted to that those Degrees.

Statute passing of grace

9. Whereupon the Chancellor shall put the question 'Does it please you that this grace be passed' and the Syndicate assenting the Chancellor shall say 'This grace is passed'.

Statute procession

10. When all the graces have been passed the Chancellor, Pro-Chancellor, Vice-Chancellor, Deans of the Faculties and members of the Syndicate shall proceed in procession to the hall in which the Degrees are to be conferred.

Statutes Arrangements of seats

11. The hall shall be so arranged that the Chancellor's Chair may be somewhat in advance; the chairs assigned to the Pro-Chancellor, the Vice-Chancellor, Deans of the Faculties, members of the Syndicate and the Controller of Examinations* being so arranged as to leave full space for the presentation of the candidates. Special seats shall be provided in the hall to the members of the Senate and the Standing Committee on Academic Affairs.

(* Chancellor's assent obtained vide the Secretary to Governor's letter No.290/U2/12008 dated 15.4.2008)

Statute Seating of candidate

12. The candidate shall wear the gowns and hoods pertaining to their respective degrees, and shall be arranged, opposite in the Chancellor.

13. On the procession entering the hall, the candidates shall rise and remain standing until the Chancellor, Pro-Chancellor, Vice-Chancellor, Deans of the Faculties and members of the Syndicate have taken their seats.

Statute procedure

14. The Chancellor, Pro-Chancellor, Vice-Chancellor, Deans of the Faculties and members of the Syndicate having taken their places, the Chancellor shall say:

This Convocation of the Alagappa University has been called to confer degrees upon the candidates who in the examinations recently held for the purpose have been certified to be worthy of the same.

15. The Vice-Chancellor shall then introduce the chief guest.

16. Then an address may be made to the candidates by a member of the Syndicate or Senate or a member of the Standing Committee on Academic Affairs or any other worthy person appointed by the Chancellor.

17. Then the candidates standing the Chancellor shall put to them the following questions:

Question – Do you sincerely promise and declare that if admitted to the degrees for which you are severally candidates, and for which you have been recommended, you will in your daily life and conversation conduct yourselves as becomes members of this University.

Answer - I do promise

Question – Do you promise that to the utmost of your opportunity and ability you will Support and promote the cause of morality and sound learning?

Answer - I do promise

Question – Do you promise that you will, as far as in you lies, upohold and advance Social order and the well-being of your fellowmen?

Answer - I do promise

In the case of candidates for professional degrees, the following addition shall be made:

Question - Do you promise that you will faithfully and carefully fulfil the duties of the Profession, that you will, on all occasions, maintain their purity and reputation, and that you will never deviate from the straight path of their honourable exercise by making your knowledge subservient to unworthy ends?

Answer - I do promise

18. The Chancellor shall then say : Let the candidates be now presented.

Statute Presentation of Degrees

19. Then the candidates shall be presented to the Chancellor by the Deans or by other members of the Senate or Syndicate, the candidates having first received their Diplomas from the Registrar.

20. When all the candidates for the degrees in a Faculty have been presented, 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 Alagappa University, I admit you to the several degrees in Faculty of …… for which you have been declared qualified in this University and in token thereof you have been presented with these Diplomas and I authorize you to wear the robes or danied, as the insignia of your degree.

Statute Record of Degrees

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

22. After the record has been signed, the Chancellor, Pro-Chancellor, Vice-Chancellor, Deans of the Faculties and members of the Syndicate shall rise up and the Chancellor shall say : I dissolve this Convocation.

Statute Procession

23. Then the Chancellor, Pro-Chancellor, Vice-Chancellor, Deans of the Faculties and members of the Syndicate shall retire in procession to the Syndicate room, the graduates standing.

Statute Procedure for Honorary Degrees

24. Nothing in the foregoing Statutes, except Statutes 6, 10, 11, 12, 14, 19, 20, 21 and 22 of this Chapter in so for as they are applicable, shall apply in the case of Honorary Degrees.

CHAPTER – IX

ACADEMIC ROBES FOR CONVOCTION

The Academic robs for the Chancellor, Pro-Chancellor, Vice-Chancellor, Members of the Syndicate, the Registrar and the candidates for the degrees shall be as prescribed below:

CHANCELLOR

1. Purple Teray Velvet Gown with full-inner lining for body and sleeves fixed with gold zari lace 50mm width for fronts and round the sleeves and velvet cap fixed with gold zari lace 40mm width and with gold zari tassel.

PRO-CHANCELLOR

2. Purple Velvet Gown with full inner lining for body and sleeves fixed with gold zari lace 50 mm width for fronts and round the sleeves and velvet cap fixed with gold zari lace 44 mm width and with gold tassel.

VICE-CHANCELLOR

3. Purple Velvet Gown with full inner lining for body and sleeves fixed with silver zari lace 50 mm width for fronts and round the sleeves and velvet cap fixed with silver zari lace 44 mm width and with silver tassel.

REGISTRAR

4. Black Superior Satin silk gown fixed with silk facing for fronts only and one cap with silk tassel.

MEMBERS OF THE SYNDICATE

5. Black superior satin silk gown fixed with silk facings for fronts only and one cap with silk tassel.

GRADUATES

6. Candidates who wear Indian costumes shall wear a white dhoti or trousers, a dark coloured coat with a closed collar buttoned upto the neck and either a white, red and black turban, which may have gold border, or a fez.

All those who wear European costume shall be clothed in dark coloured material and stiff color and tie, and shall wear either a black cloth academic cap (if the hair is cut and dressed in European style, or a white, red or black turban, which may have a gold border, or a fez.).

The above shall not apply to women candidate.

MASTER OF COMPUTER APPLICATIONS

7. A gown made of black silk or stuff cut like the Cambridge M.A. is prescribed as the Academic Robe for the Master of Computer Applications.

A hood made of black silk or stuff

MASTER OF COMMERCE

8.A gown similar to that for the M.A. Degree.

A hood made of black silk or stuff, lined with mauve silk or stuff.

MASTER OF ARTS

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

A hood made of black silk or stuff, lined with crimson silk or stuff.

MASTER OF SCIENCE

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

A hood made of white silk or stuff.

MASTER OF PHILOSOPHY

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

A hood of crimson silk or stuff.

DOCTOR OF PHILOSOPHY

12. 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.

BACHELOR OF EDUCATION

13. A gown made a black silk or stuff, cut like the Cambridge B.A. gown.

A hood made of gold coloured silk or stuff.

MASTER OF EDUCATION

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

A hood made of gold coloured silk or stuff.

BACHELOR OF PHYSICAL EDUCATION

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

A hood made of black silk or stuff line with gold coloured silk or stuff.

MASTER OF PHYSICAL EDUCATION

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

A hood made of black silk or stuff lined with gold coloured silk or stuff.

DOCTOR IN ANY FACULTY OTHER THAN MEDICINE 17.A gown made of white silk or stuff with scarlet cloth facings.

A hood made of scarlet silk.

HONORARY DEGREE

18. Gown : A gown made of scarlet silk or stuff with facings or crimson silk for Doctor of Laws (LL.D.), gold yellow silk for Doctor of Science (D.Sc.) or Doctor of Literature (D.Litt.)

HOOD:

For the Doctor of Laws (LL.D.) Degree a hood made of scarlet silk or stuff, lined with crimson silk. For the Doctor of Science (D.Sc.) Degree, a hood made of scarlet silk stuff, lined with gold yellow silk. For the Doctor of Literature (D. Litt.) Degree, a hood made of scarlet silk or stuff, lined with gold yellow silk ; Head Dress – A Round Black Velvet cap with gold tassel, or a white turban which may have a gold border or a fez.

CHAPTER X

UNIVERSITY PROFESSORSHIPS, ASSOCIATE PROFESSORSHIPS AND ASSISTANT PROFESSORSHIPS

University Assistant Professors

The Syndicate shall have the power to institute Assistant Professorships, Associate Professorships, Professorships (including Assistant or Associate Professorships) and other teaching posts and ancillary service r .

Statute

Such post shall come within the purview of one or other of the Departments already instituted in the University.

Financial Provision for posts

2. Before instituting such posts, the Syndicate shall be satisfied with the availability of necessary financial provision from grants from the State, Centre or the U.G.C. or requests from any individual or organisation towards the maintenance of such posts. The institution shall specify the number and nature of posts and ancillary personnel, and once the same is adopted, it shall be deemed to be the sanctioned personnel and shall be entered in the service register of the Departments.

Suspension or abolition of posts

3. The Syndicate shall have power to suspend or abolish any professorship including Asst. or Assoc, Professorship, Associate Professorship, Assistant Professorship or other teaching posts and ancillary personnel.

Categories of Teachers and their duties

4.The teachers of the University shall be of three categories, viz., Professors (including Associate or Assistant Professors), Associate Professors and Assistant Professors.

AMENDMENT REGARDING THE REDESIGNATION OF TEACHING POST

The Teachers of the University shall be of five categories, viz., Professors, Associate Professors, Assistant Professors (Selection Grade), Assistant Professors (Senior Scale) and Assistant Professors".

(Vide Syndicate Resolution No.25 of the Syndicate Meeting held on 16.2.90 and Chancellor's Assent Communication letter No.5625/U2/90 dated 12.4.1990)

The duties of Associate Professors and Assistant Professors shall be (a) teach and (b) to engage in research. The duties of Professors shall include in addition to teaching and research guidance and coordination of Studies in their respective subjects in consultation and cooperation with the constituent colleges. Research scholars may be assigned by the Research Committee for guidance and supervision to Professors, Associate Professors and Assistant Professors, but no teacher shall ordinarily have more than 8 (eight) research scholars at any time.

Syndicate to appoint teachers

5. The Syndicate shall appoint the University Assistant Professors, University Associate Professors, and Professors and Associate or Additional Professors in accordance with the provisions of Act.

It shall also be competent to the Syndicate, subject to such conditions as may be prescribed, to fix their emoluments and to suspend and dismiss any University teacher on the report of the Vice-Chancellor after due enquiry.

Teachers without salary

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

Full time teachers and their selection

6.1 Full time teachers of the University shall be selected by a Selection Committee, which shall be as detailed below:

Act Statute

6.2 There shall be Selection Committees for making recommendations to the Syndicate for appointment to the posts of Professor, Associate Professor, Assistant Professor and Librarian of Institutions maintained by the University.

Act Statute

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

THE TABLE

Column I Professor, Assistant Professor or Associate Professor

6.4 **Column 2**

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

(ii) One Director or a Dean or a Professor to be nominated by the Vice-Chancellor.

(iii) Three persons not in the Service of the University, nominated by the Syndicate, out of a panel of names recommended by the Standing Committee on Academic Affairs for their special knowledge of, or interest in, the subject with which the Professor, Assistant Professor or Associate Professor will be concerned.

Assistant Professor

(i) The Head of the Department concerned

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

(iii) Two persons not in the service of the University, nominated by the Syndicate out of a panel of names recommended by the Standing Committee on Academic Affairs for their special knowledge of, or Interest in, the subject with which the Assistant Professor will be concerned.

6 (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.

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

(i) If the temporary vacancy is for a duration longer than one academic session, it shall be filled on the advice of the selection Committee in accordance with the procedure indicated in the foregoing provisions:

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

(ii) If the temporary vacancy is for a period less than a year, an appointment to such vacancy shall be made on the recommendation of a local selection committee consisting of the Dean of the Faculty concerned, the Head of the Department and a nominee of the Vice-Chancellor.

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

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

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

Guidance Selection Committee can recommend a person in lower grade

(8) It shall be competent for the Selection Committee to recommend, in the case of appointment to a Professorship or Associate Professorship, a person in the grade of Associate Professor of Assistant Professor if in its opinion, none of the applicants come upto the standard expected of a Professor, a Associate Professor as the case may be.

Syndicate to invite outstanding persons to serve as Professors

(9) It shall be competent for the Syndicate to invite persons of acknowledged standing in the subject to serve as Professor or Director in the University under such terms and conditions and for such period as it may determine without the report of a selection committee. Provided the post is already sanctioned.

Probation

(10) Full time teachers attached to the department shall in the first instance be appointed on probation for a period of two years within a continuous period of 3 years. The work of each teacher shall be reviewed 3 months prior to the end of probation by an Expert Committee constituted by the Vice-Chancellor, and on satisfactory report, the teacher shall be confirmed, should the report be unsatisfactory the probation shall be extended or terminated as per the recommendations of the Committee, within three months after the date of completion of probation.

Work of Department to be reviewed by expert

(11) Full time teacher on confirmation shall be continued in service till he completes 60 years of age subject to review of work by Expert Committee periodically, once in five years. The teacher shall comply with such suggestions and improvements as may be suggested in the nature or quality of his work by the Experts.

(12) Full time teachers shall be eligible on confirmation to such leave, provident fund and pension benefits as may be prescribed by the Statutes.

Teachers not to engage in other work

(13) No teacher of the University shall engage himself in any remunerative work other than that of his office without express permission of the Vice-Chancellor. He cannot also engage himself in any profession or trade. A teacher may be permitted, at the discretion of the Vice-Chancellor, without detriment to the normal duties to accept membership of Boards of Studies or expert committees of other universities. He may also be permitted to accept examinership or paper-setting work in other universities, by the Vice-Chancellor, without detriment to the University duties. Total days of absence for such purposes should not exceed 15 days in a year.

Teacher to reside in Karaikudi

(14) Teachers shall be required to live in Karaikudi and in the event of their going out of Karaikudi on any honorary or remunerative work, permission of the Vice-Chancellor shall be obtained. The period spent on honorary work will be deemed as special casual leave, subject to a total period of 10 days in a year, while for remunerative work the teacher shall have to avail himself of casual leave or earned leave. Such absence will not be treated as on duty, except in the case of the work of Alagappa University.

Vacation for Teachers

(15) Teachers shall be entitled to summer vacation of two months i.e., May and June, addition to Gazetted holidays and Sunday. They shall be entitled to such leave as may be prescribed.

Study Leave

(16) The Syndicate may grant study leave to a teacher in very special cases for any specialised study or training, but such leave shall not exceed two years. Such leave may be with salary or on loss of pay. The teacher will be paid his salary during study leave with salary only in Rupees.

If such study leave is for two years he shall execute a bond to serve the University for not less than 5 years after return, and if it be one year, he shall serve for not less than 3 years, on return.

(17) Nothing in the above laws shall prevent the establishment in special cases of short term appointments with special arrangements as regards salary.

Work and hours of attendance

(18) The University Professors, Associate Professors and Assistant Professors shall perform such duties as may be assigned to them by the Syndicate/Vice-Chancellor apart from teaching, study and research. They shall be available in the Departments on all working days between the hours of 10.00 a.m. and 5.30 p.m. except when they have morning or evening classes, when the hours for such teachers may be changed with the concurrence of the Vice-Chancellor.

CHAPTER – XI

ELECTIONS TO UNIVERSITY AUTHORITIES

1. The election of one Member to the Senate by the Members of the Tamil Nadu Legislative Assembly from among themselves.

The election of one member to the Senate by the Members of the Tamil Nadu Legislative Assembly shall be conducted by the Secretary to the Tamil Nadu Legislative Assembly, in accordance with such directions as the Speaker of the Legislative Assembly may issue from time to time.

2. Election of two members by the Senate from among themselves to the Syndicate

The Registrar shall be the Returning Officer for this election.

3. The Registrar shall draw up a programme for the conduct of elections immediately after a vacancy arises or in respect of a vacancy that is likely to arise within the next one month and shall notify the same to the members of the Senate as well as put a copy of the notification on the notice board of the University, with the approval of the Vice-Chancellor.

4. The notification mentioned in Para 3 above shall intimate:

i) The number of vacancies
ii) The date and time of filling of nominations iii) The date and time of scrutiny of nominations iv) The time and duration of poll and
v) Time for counting of votes

5. The election of two members to the Syndicate by the members of the Senate shall be conducted at a specially convened meeting of the Senate for the purpose.

form duly proposed by one member and duly seconded by another member with the consent of candidate shall be filed with the Registrar.

7. The duration of time to be fixed for receipt of nominations shall be one hour.

8. The nomination papers shall be taken up for scrutiny after 10 minutes from the time fixed for receipt of nominations and the final list of valid nominations received will be announced.

Any candidate may withdraw his candidature by notice in, writing signed by him and filed to the Registrar within 15 minutes after the announcement of valid nomination.

9. If the number of candidates validly nominated and who have not withdrawn the candidature in writing does not exceed or less than the number of vacancies to be filled all such candidates shall be declared to be duly elected and the Special meeting will then be terminated.

10. If the number of such candidates declared is less than the number of vacancies, the Senate shall be called upon to elect a person or persons, as the case may be to fill the remaining vacancies at the next Special Meeting if the Senate to be convened by the Vice-Chancellor for the purpose. If the number of candidates validly nominated and who have not withdrawn this candidature in writing within the time specified is greater than the number of vacancies to be filled, the election shall be proceeded and the poll shall be conducted the duration of the poll being 2 hours and the exact time of the polling shall be specified by the Chairman. The poll will be conducted after half an hour from the announcement of valid nominations.

11. Each member of the Senate can either propose or second in the nomination papers only as many times as there are vacancies, but not more.

12. If any member of the Senate has either proposed or seconded more than the number of vacancies to be filled, such of those nominations filed in excess shall be rejected by the Registrar.

13. The nomination papers received in the prescribed form shall be taken up for scrutiny by the Registrar 15 minutes after the time fixed for filing the nominations.

14. The list of valid nominations shall then be announced.

15. Ballot papers containing the names of the candidates and arranged in alphabetical order will be prepared and issued to the members.

16. The ballot papers shall bear the Registrar's initial. The ballot papers not bearing the initials of the Registrar shall be rejected.

17. The members of the Senate shall, after receiving the ballot papers, exercise their franchise by marking X against the candidate of their choice and deposit the same in the sealed ballot box placed for this purpose.

18. The Registrar shall count the votes 10 minutes after the poll is over, in the presence the candidates or their agents, if they are available.

CHAPTER – XII

FINANCE

Financial Estimates

1. The financial estimates shall be prepared by the Finance Officer in co-operation with the Registrar, under the directions of the Vice-Chancellor and after consideration by the Finance Committee shall be approved by the Syndicate before the 1st February of each year for the ensuing year.

The Budget estimates shall provide under the head 'Vice-Chancellor's Discretionary Fund' a sum equivalent to 5% of the total provision of the Departments. It shall be in the discretion of the Vice-Chancellor to allot money from this fund to any department that is in dire need of some

equipment or material not provided for and which may be needed for carrying on the further stages of research.

Syndicate to incur Unforeseen expenditure

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

Pension, Provident Fund for Staff

3. The University shall institute for the benefit of Officers, teachers and servants of the University such scheme Pension-cum-gratuity and Provident Fund as the Syndicate may decide. The funds earmarked and invested for such purposes shall be deemed to be trust funds and cannot be applied for any other purposes than those specified in the scheme or diverted for other purposes temporarily.

4. The Syndicate shall have power to write off irrecoverable balance or loss, shortage of stock occasioned by fraud or neglect of duty of University officers or servants or otherwise. Such shortage proposed to written off shall be reported to the Finance Committee.

CHAPTER – XIII

FINANCE COMMITTEE

Statute Convening of meetings of the Finance Committee

1. The meetings 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, but the Vice-Chancellor may convene meetings by shorter notice. On all question coming up for consideration, the majority decision shall prevail. In the event of a tie, the Vice-Chancellor shall have a second and casting vote.

Statute Minutes of the meetings

2. Minutes of the meeting shall be maintained by Secretary who shall transmit immediately after each meeting a copy of the minutes to the Registrar, who shall place the same before the Syndicate at its next meeting.

CHAPTER – XIV

HONORARY DEGREES

Power to confer Hon. Degrees

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

Nature of Hon. Degrees

2. The honorary degrees shall be the following:

Doctor of Laws (LL.D.)
Doctor of Literature (D.Litt.)
Doctor of Science (D. Sc.)

Syndicate to decide

3. The Syndicate may with the prior approval of the Chancellor confer honorary Degree or other distinctions on the recommendation of not less than two-thirds of the members of the Syndicate upon any person on the ground that he is, by reason of eminent position in public life, or by virtue

of his contribution to learning, or eminent services to the cause of education, considered a fit and proper person to receive such degree.

Honorary Degrees to be conferred at Convocation

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

Robes for Hon. Degree

5. The University shall provide the recipient therobes prescribed therefor, and the person or persons on whom such Honorary Degrees are to be conferred shall join the procession of the Senate and Dean of Faculties and be seated on the Dias. The recipient shall be in the procession before the Chancellor or Pro-Chancellor or the Vice-Chancellor as the case may be.

Presentation of recipients

6. The presentation of persons on whom Honorary Degrees are to be conferred at the Convocation shall be made by the Vice-Chancellor or in the absence of the Vice-Chancellor by a person nominated by the Syndicate. The presentation shall be preceded by a citation about the achievements of the recipient. After the conferment of the Degree, the recipient or recipients may speak a few words in reply if desired.

7. If the honorary degree is conferred at an ordinary Convocation, the conferment of honorary degree shall form the first part of the function, after which the routine of the ordinary convocation shall take place.

8. The Diploma or Certificate or an Honorary Degree shall be signed by the Chancellor.

ALAGA APPA UNIVERSITY

KARAIKUDI – 630 003

ORDINANCES

&

REGULATIONS

EXAMINATION

(Ordinances)

1.Appointments of examiners shall be made by the Syndicate.

2.The Syndicate may, at any time, cancel the appointment of any examiner.

3.Examiners appointed by the Syndicate may be of the following classes :-

A. 1) Examiners (Question Paper Setters) who will set the papers for the Examinations.

2) Examiners (Conducting Examiners) whose duties will be –

a) to set standard of valuation ;

b) to supervise the work of the Additional or Assistant Examiners: c) to value answerpapers:

d) to set the papers for and to conduct practical Examinations, if any;

e) to report upon the result of the examinations; and

f) such other work as may be assigned to them by the Syndicate.

Examiners for each subject shall be constituted into Boards. Each Board shall have a Chairman who shall Chancellor. Conducting

Boards shall pass the results and forward them to the Controller of Examinations for submission to the Syndicate.

B. Additional and Assistant Examiners will value answer papers. Additional Examiners may also be required to conduct practical Examinations. Additional and Assistant Examiners will not be members of (Conducting) Boards of Examiners.

QUESTION PAPER SETTERS

4. Question Paper-Setters shall ordinarily be unconnected with teaching work in the University in respect of the subjects in which they set papers.

5. Question Paper-Setters shall be appointed for one year and shall be eligible for re-appointment.

6. Examiners, Additional Examiners and Assistant Examiners shall be appointed for one year and shall be eligible for re-appointment for two successive years following the year of appointment and shall ordinarily be re-appointed.

Examiners who have held office for three successive years, whether in the same subject or in different subjects, shall not be re-appointed until a period of two years has elapsed, provided that the number of new examiners appointed in any year, who have not previously been Examiners or Additional Examiners or Assistant Examiners or Question Paper Setters in this University, shall not exceed one half of the total number appointed to a Board.

The Syndicate may relax the rules if and when necessary.

An additional or Assistant Examiner who is re-appointed but not in successive years shall not ordinarily hold office for more than three years in any period of five years.

7. A preliminary list shall be prepared by the Controller of Examinations and shall be forwarded to the Boards of Studies, who shall be requested to recommend persons to the Syndicate. The preliminary list and the list of persons recommended by the Boards of Studies together with the remarks, if any, of the Boards of Examiners on any of the persons included in either list, shall be submitted to the Syndicate.

GENERAL

8. In the case of examinations which are held twice a year, the additional examiners and assistant examiners appointed for the March-April examinations shall ordinarily be re-appointed for the November or December examinations.

9. A list shall be prepared annually by the Controller of Examinations showing those who have been Question Paper-Setters, Examiners, Additional Examiners and Assistant Examiners during the preceding five years.

10. The remuneration and allowances payable to Examiners and Chairman of Boards appointed under Ordinance I of this Chapter shall be fixed by the Syndicate.

The total remuneration payable to any single person for all examination work done at any examination period - (January to June / July to December) – shall not be less than Rs.50/- and not more than Rs.1500/- the maximum limit of Rs.1,500/- being applied separately for (1) setting question papers and (2) for valuing answer books, record books and conducting the examinations. The Chairman’s fee shall not be taken into account towards the maximum admissible.

11. All examiners shall carry out the instructions which the Syndicate may issue from time to time.

12. The Syndicate will have the powers to debar any examiner for a specified period or permanently who do not conform to the pattern of rules and regulations given from time to time.

BOARD OF STUDIES
(ORDINANCES)

BOARD OF STUDIES: 1 (a) There shall be Boards of Studies in the following branches of knowledge:

1.Board of Studies in Tamil
2.Board of Studies in Commerce
3.Board of Studies in Mathematics and Statistics
4.Board of Studies in Physics
5.Board of Studies in Chemistry
6.Board of Studies in Physical Education
7.Board of Studies in Education
8.Board of Studies in Management
9.Board of Studies in Computer Studies

and in such other branches of study that may be organized by the University.

(b) There may however, be separate Boards of Studies in such disciplines of branches of knowledge/department as Syndicate may decide. The senior University Professor or where there is no Professor the Head of the Department or section in the subject for which the Board is appointed shall be a member ex-officio.

2. Each Board shall consist of no fewer than three and not more than seven members.

3. Members of the Boards of Studies other than ex-officio members shall be nominated by the Syndicate and shall hold office for a period of three years.

Provided also that it shall be competent for the Syndicate to appoint as a member of Board any person in his official capacity.

It shall be competent for the Syndicate on the recommendation of the Vice-Chancellor to nominate the Chairman from among the members of the Board.

It the event of a vacancy in the office of the Chairman the Vice-Chancellor shall nominate a member of the Board to act as Chairman during the period of vacancy.

4. It shall be the duty of each Board of Studies to consider and report on any matter referred to it, in accordance with the Laws (Statutes, Ordinance and Regulations) of this University, by the Syndicate or by the Standing Committee on Academic Affairs or the Faculty or the President of the Faculty concerned with the subject with which it deals.

5. Each Board shall have power to recommend to the Syndicate person suitable for appointment as Examiners in the subject with which it deals; to recommend text books when necessary, to consult specialists who are not members of the Board; to make recommendations in regard to courses of study and examinations in the subject with which it deals.

6. Meetings of Board of Studies shall be convened by the Registrar in consultation with the Chairman of the Board at such times as may be necessary, or on the written request of not less than one-third of the member or members serving on the Board, at the time, where, in the temporary absence of a Chairman, a meeting of a Board of Studies is required to be convened to consider any urgent business, the Registrar will act as convenor and shall take the necessary action.

7. The Chairman shall preside at all meetings of the Board of Studies and in his absence, at any particular meeting, the members present shall elect their own Chairman.

Four members shall form a quorum

RESIDENCE OF STUDENTS AND RECOGNITION OF HOSTELS

1. 'Hostel' means a unit of residence for students of the University maintained or recognized by the University in accordance with the provisions of the Act.

2. The syndicate shall prescribe from time to time such general or special conditions as it may deem necessary for recognition of hostels and shall have power to grant or to withhold recognition to any hostel.

3. Students living in hostels shall be under the disciplinary supervision of the Warden or Assistant Warden. Students living in hostels shall be assigned to individual members of the teaching staff for such additional supervision as may be considered necessary.

4. The Syndicate shall arrange for the periodical inspection of all recognized hostels and may order a special inspection of any hostel lodgings to be made whenever it considers it necessary and shall take such action on the report as it deems fit.

FACULTIES
(REGULATIONS)

1. The following shall be the Faculties of the University:

Faculty of Arts, Science, Education, Commerce and Management

It shall be competent to the Syndicate to create additional faculties and assign departments to them as and when necessary.

2. Appointments to the Faculties shall be made by the Vice-Chancellor on the recommendations of the Standing Committee on Academic Affairs.

3. Every member of the Standing Committee on Academic Affairs shall be assigned by an order of the Standing Committee on Academic Affairs to one or more of the Faculties at a subsequent meeting of the Standing Committee on Academic Affairs after his becoming a member of the Standing Committee on Academic Affairs.

4. (a) Members of Faculties who are members of the Standing Committee on Academic Affairs shall hold office as long as they continue to be members of the Standing Committee on Academic Affairs.

(b) Members of Faculties who are not members of the Standing Committee on Academic Affairs shall hold office for a period of three years from the date of their nomination.

5. Each Faculty shall have a Dean appointed by the Vice-Chancellor. One of the Professors from each department comprised in the Faculty shall be appointed in rotation as Dean of the faculty. Page 6 of 8

6. The Dean of a faculty shall, hold office for three years, on the expiry of which he shall vacate office but shall be eligible for re-nomination.

7. During the temporary absence of the Dean or in the interval between the vacating of office by a Dean and the nomination of his successor, the Vice-Chancellor shall nominate a member of the Faculty who shall, for the time being and so far as may be necessary, act as Dean of the Faculty.

8. A faculty shall have power

i) to consider and report on any matter referred to it by the Standing Committee on Academic Affairs, the Syndicate or the Vice-Chancellor;

ii) to draft Regulations in regard to courses of study and Examinations prescribed by the University and to lay such Regulation before the Standing Committee on Academic Affairs;

iii) to remit any matter to a Board of Studies within the purview of the Faculty for consideration and report;

iv) to consider any report or recommendation of any Board of Studies relating to the subject comprised of the faculty;

v) to appoint a Committee of the Faculty for any purpose within the cognizance or powers of the Faculty ;

vi) to hold meetings of the Faculty or a Committee of the Faculty along with any other Faculty or a Committee thereof for the discussion of any matter of common interest.

9. Meetings of a Faculty shall be convened by the Registrar at such times as may be necessary or on the direction of the Vice-Chancellor or on the written requisition of not less than one third of the members constituting the Faculty for the time being, to the Vice-chancellor.

10. Any member of a Faculty may bring before any meeting of the Faculty any matter within its cognizance by giving notice to the President, who shall, subject to the provision of statutes request to the Registrar to include such matter in the Agenda paper of the next meeting of the Faculty.

11, The Registrar shall cause notice of every meeting of the Faculty to be issued to each member of the Faculty, Ordinarily not less than ten clear days prior to the meeting, stating, the time and place of the meeting, and showing all the business to be brought before the meeting. Urgent meetings may summoned at less than ten days' notice. No matter of business which is not entered on the Agenda paper, a Faculty shall be considered at the meeting, provided that the Dean may, for reasons of urgency, bring matter before any meeting without previous notice.

12. The Dean shall preside at all meetings of the Faculty, but in his absence the members present shall elect a Chairman from among themselves.

13. Subject to the foregoing Regulations the procedure at meetings of Faculties shall be in general accordance with the Statutes in regard to the procedure at meetings of the Standing Committee on Academic Affairs. With regard to any point of order or matter of procedure the decision of the Chairman of the meeting shall be final.

14. The quorum for a meeting of a Faculty shall be one-third of the members of the Faculty.

15. When a Faculty remits any matter to a Board or Boards of Studies, it may request the Board or Boards to communicate its or their reports or decisions directly to the Standing Committee on Academic Affairs or other authority concerned.

16. The Dean, may, at his discretion, remit any matter referred to the Faculty to a Board or Boards of Studies within the purview of the Faculty before laying it before a meeting of the Faculty.

17. The proceeding of the meeting of the Faculties shall be communicated to the Registrar by the President of the Faculty for further action where necessary.
