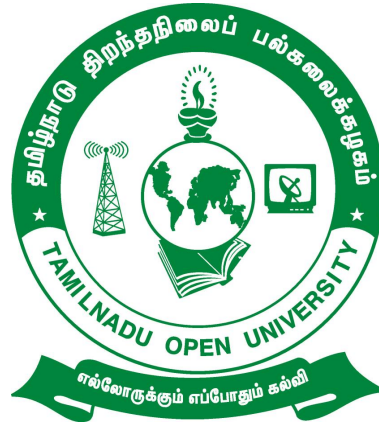


தமிழ்நாடு திறந்தநிலைப் பல்கலைக்கழகம்

**TAMIL NADU OPEN UNIVERSITY**

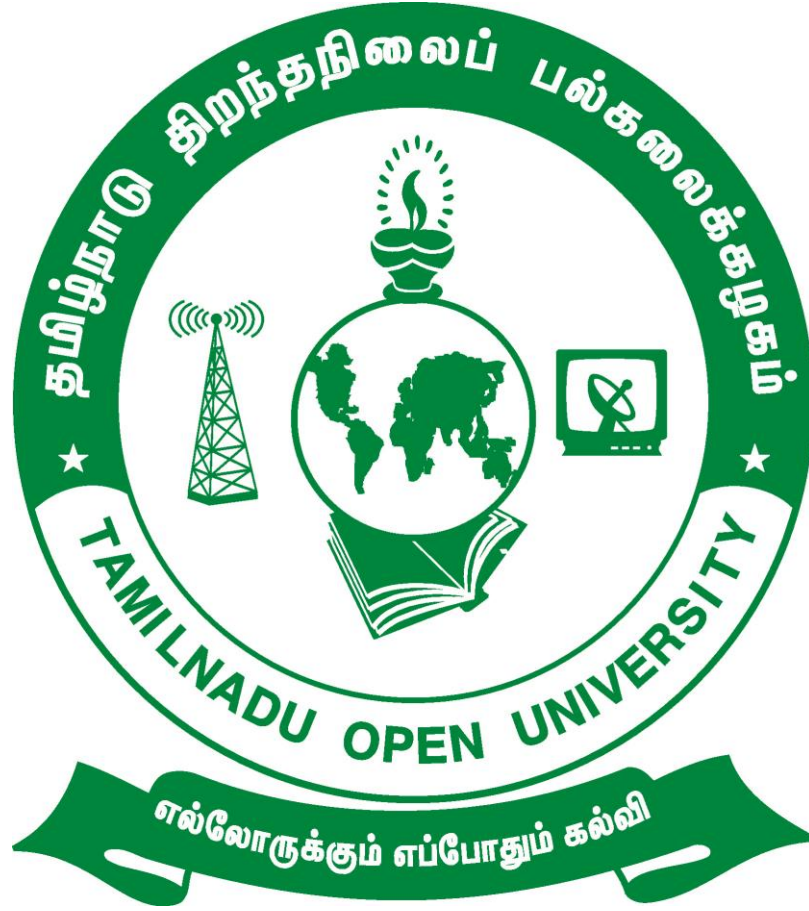
No.577 ANNA SALAI, SAIDAPET, CHENNAI – 15.



**ACT & STATUTES**

(Approved by the Governor-Chancellor Vide Letter  
No.3514/U2/2005 Dated: 24.10.2005)

2005



The logo with the print material, dish antenna, radio tower, computer monitor, a light and globe with a slogan in Tamil "எல்லோருக்கும் எப்போதும் கல்வி" symbolizes the utilisation of best blend of conventional and modern communication channels of transfer of knowledge across the globe in an Open University System.

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The following Act of the Tamil Nadu Legislative Assembly received the assent of the Governor on the 26th May 2002 and is hereby published for general information:—

ACT No. 27 OF 2002.

*An Act to establish and incorporate an Open University at the State Level for the introduction and promotion of Open University and Distance Education Systems in the educational pattern of the State and for the co-ordination and determination of standards in such systems.*

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

CHAPTER I

PRELIMINARY

1. (1) This Act may be called the Tamil Nadu Open University Act, 2002.
- (2) It extends to the whole State of Tamil Nadu.
- (3) This act shall come into force on such date as the Government may, by notification, appoint.

Short title,  
extent and  
commence-  
ment.

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

Definitions.

- (1) "academic council" means the academic council of the University;
- (2) "academic year" means a period of twelve months commencing on the first day of July of the year or such other period of twelve months beginning on such date as the Syndicate may specify in respect of all the colleges and institutions under the control of the University or any particular college thereof;
- (3) "college" means any college or any institution maintained by or admitted to the privileges of the University;
- (4) "Distance Education System" means the system of imparting education through any means of communication, such as broadcasting, telecasting, correspondence courses, seminars, contact programmes or the combination of any two or more of such means;
- (5) "Employee" means any person appointed by the University, and includes teachers and other academic staff of the University;
- (6) " Finance Committee" means the Finance Committee of the University;
- (7) "Government" means the State Government;
- (8) "prescribed" means prescribed by this Act or the statutes, ordinances or regulations;
- (9) "Regional Centre" means a centre established or maintained by the University for the purpose of co-ordinating and supervising the work of Study Centres in any region and for performing such other functions as may be conferred on such centre by the syndicate;
- (10) "School" means a School of Studies of the University;
- (11) "Statutes" "Ordinances" and "Regulations" mean, respectively, the Statutes, Ordinances and Regulations of the University;

(12) "Student" means a student of the University, and includes any person who has enrolled himself for pursuing any course of study of the University;

(13) "Study Centre" means a centre established, maintained or recognised by the University for the purpose of advising, counselling or for rendering any other assistance required by the students;

(14) "Teachers" means Professors, Readers, Lecturers and such other persons as may be designated as such by the Ordinances for imparting instruction in the University or for giving guidance or rendering assistance to students for pursuing any course of study of the University;

(15) "University" means the Tamil Nadu Open University established under this Act;

(16) "Vice-Chancellor" means the Vice-Chancellor of the University.

## CHAPTER II.

### THE UNIVERSITY.

The University.

3. (1) There shall be a University by the name 'Tamil Nadu Open 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 Headquarters of the University shall be located at Chennai and it may establish or maintain colleges, Regional Centres and Study Centres at such other places in Tamil Nadu, other States of the Indian Union and outside the country as it may deem fit.

Powers,  
functions and  
objects of the  
University.

4. (1) The University shall endeavour through education, research, training and extension to play a positive role in the development of Tamil Nadu, and, based on the rich heritage of the State, to promote and advance the culture of the people of India, especially Tamil Nadu and its human resources. Towards this end, it shall have the following objects namely:—

(a) to Strengthen and diversify the degree, certificate and diploma courses related to the needs of employment and necessary for building the economy of the State on the basis of its natural and human resources;

(b) to provide access to higher education for large segments of the population, and in particular, the disadvantaged groups such as those living in remote and rural areas including working people, housewives and other adults who wish to upgrade or acquire knowledge through studies in various fields;

(c) to promote acquisition of knowledge in a rapidly developing and changing society and to continually offer opportunities for upgrading knowledge, training and skills in the context of innovations, research and discovery in all fields of human endeavours;

(d) to provide an innovative system of University level education, flexible and open, in regard to methods and pace of learning, combination of courses, eligibility for enrollment, age of entry, medium of instruction, conduct of examination and operation of the programmes with a view to promote learning and encourage excellence in new fields of knowledge;

(e) to contribute to the improvement of the educational system in the State by providing a non-formal channel complementary to the formal system and encouraging transfer of credits and exchange of teaching staff by making wide use of texts and other software developed by the University;

(f) to provide education and training in the various arts, crafts and skills of the country, raising their quality and improving their availability to the people;

(g) to provide or arrange training of teachers required for such activities or institutions;

(h) to provide suitable post-graduate courses of study and promote research;

(i) to provide counselling and guidance to its students;

(j) to promote national integration and the integrated development of the human personality through its policies and programmes; and

(k) to encourage the Open University and distance education systems in the educational pattern of the State and to co-ordinate and determine the standards in such systems.

(2) The University shall strive to fulfil the above objects by a diversity of means of distance and continuing education, and shall function in co-operation with the existing Universities and Institutions of higher learning and make full use of the latest scientific knowledge and new educational technology to offer a high quality of education which matches contemporary needs. Towards this end, it shall have the following powers, namely:—

(i) to provide for instruction in such branches of knowledge, technology, vocations and professions as the University may determine from time to time and to make provision for research;

(ii) to plan and prescribe courses of study for degrees, diplomas, certificates or for any other purpose;

(iii) to hold examinations and confer degrees, diplomas, certificates or other academic distinctions or recognitions on persons who have pursued a course of study or conducted research as prescribed;

(iv) to confer honorary degrees or other distinctions in the manner prescribed;

(v) to determine the manner in which distance education in relation to the academic programmes of the University may be organised;

(vi) to institute professorships, readerships, lecturerships and other academic positions necessary for imparting instruction or for preparing educational material or for conducting other academic activities, including guidance, designing and delivery of course and evaluation of the work done by the students, and to appoint persons to such professorships, readerships, lecturerships and other academic position;

(vii) to co-operate with, and seek the co-operation of, other Universities and institutions of higher learning, professional bodies and organisations, for such purposes as the University considers necessary;

(viii) to institute and award fellowships, scholarships, prizes and such other awards for recognition of merit as the University may deem fit;

(ix) to establish and maintain such Regional Centres as may be determined by the University from time to time;



- (x) to establish, maintain or recognise Study Centres in the manner prescribed;
- (xi) to provide for the preparation of instructional materials, including films, cassettes, tapes, video cassettes and other software;
- (xii) to organise and conduct refresher courses, workshops, seminars and other programmes for teachers, lesson writers, evaluators and other academic staff;
- (xiii) to recognise examinations of, or periods of study (whether in full or part), at, other Universities, institutions or other places of higher learning as equivalent to examinations or periods of study in the University, and to withdraw such recognition at any time;
- (xiv) to make provision for research and development in educational technology and related matters;
- (xv) to create administrative, ministerial and other necessary posts and to make appointments thereto;
- (xvi) to receive benefactions, donations and gifts and to acquire, hold, maintain and dispose of any property movable or immovable, including trust and Government property, for the purposes of the University;
- (xvii) to borrow, with the approval of the Government whether on the security of the property of the University or otherwise, money for the purposes of the University;
- (xviii) to enter into, carry out, vary or cancel contracts;
- (xix) to demand and receive such fees and other charges as may be laid down by the ordinances;
- (xx) to provide, control and maintain discipline among the students and all categories of employees and to lay down the conditions of service of such employees, including their codes of conduct;
- (xxi) to recognise any institution of higher learning or studies for such purposes as the University may determine and to withdraw such recognitions;
- (xxii) to appoint, either on contract or otherwise, Visiting Professors, Emeritus Professors, Consultants, Fellows, Scholars, Artists, Course Writers and such other persons who may contribute to the advancement of the objects of the University;
- (xxiii) to recognise persons working in other Universities, institutions or organisations as teachers of the University on such terms and conditions as may be prescribed;
- (xxiv) to determine standards and to specify conditions for the admission of students to courses of study of the University which may include examination, evaluation and any other method of testing;
- (xxv) to make arrangements for the promotion of the general health and welfare of the employees;
- (xxvi) to confer autonomous status on a college or a Regional Centre in the manner laid down by the statutes;
- (xxvii) to admit to its privileges any College in Tamil Nadu or other States of Indian Union or outside India, subject to such conditions as may be prescribed;
- (xxviii) to do all such acts as may be necessary or incidental to the exercise of all or any of the powers of the University as are necessary and conducive to the promotion of all or any of the objects of the University;

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

Provided that special efforts shall be taken to encourage the oppressed classes and disadvantaged groups.

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

(a) to admit to any course of study any person who does not possess the prescribed academic qualification or standard;

(b) to retain on the rolls of the University any student whose academic record is below the minimum standard required for the award of a degree, diploma or other academic distinction; or

(c) to admit any person or retain any student whose conduct is prejudicial to the interests of the University or the rights and privileges of other students and teachers.

6. (1) The Government shall have the right to cause an inspection or inquiry, to be made, by such person or persons, as they may direct, of the University, its buildings, laboratories, libraries, museums, workshops and equipments and also of the examinations, 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 Government shall, in every case give notice to the University of their intention to cause such inspection or inquiry to be made and the University shall be entitled to be represented thereat.

Visitation.

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

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

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

### CHAPTER III

#### OFFICERS OF THE UNIVERSITY

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

Officers of  
University.

- (1) The Chancellor;
- (2) The Pro-Chancellor;
- (3) The Vice-Chancellor;
- (4) The Directors;
- (5) The Registrar;
- (6) The Finance Officer;
- (7) The Controller of Examinations; and

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

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

Chancellor.

(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 any University in respect of any proceedings to satisfy as to the regularity of such proceedings or the correctness, legality or propriety of any decision taken or order passed therein; and, if in any case, it appears to the Chancellor that any such decision or order should be modified, annulled, reversed or remitted for reconsideration, he may pass orders accordingly:

Provided that every application to the Chancellor for the exercise of the powers under this section shall be preferred within three months from the date on which the 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) No honorary degree or other distinction shall be conferred by the University upon any person without the prior approval of the Chancellor.

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

Pro-Chancellor.

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

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

(3) In the absence of the Chancellor, or during the Chancellor's inability to act, the Pro-Chancellor shall exercise all the powers and perform all the duties of the Chancellor.

Vice-Chancellor.

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

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

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

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

(3) The Vice-Chancellor shall hold office for a period of three years and shall not be eligible for a second term:

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

Provided further that the Vice-Chancellor shall retire from office if, during the term of his office or any extension thereof, he completes the age of sixty-five years.

(4) When any temporary vacancy occurs in the office of the Vice-Chancellor, or when the Vice-Chancellor is, by reason of illness, absence 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 current 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:—

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

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

Provided that, where an employee of-

(i) the University; or

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

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

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

Provided that on the date of expiry of the term of his office, if he had not availed of the earned leave before the date of expiry of the term of his office, be entitled to draw cash equivalent to leave salary after relinquishment of his office in respect of earned leave at his credit subject to a maximum of two hundred and forty days.

(e) The Vice-Chancellor shall be entitled, on medical grounds 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 (d).

11.(1) The Vice-Chancellor shall be the academic head and principal executive officer of the University.

Powers and duties of Vice-Chancellor.

(2) The Vice-Chancellor shall, in the absence of the Chancellor and the Pro-Chancellor, preside at any convocation of the University and confer degrees, titles, diplomas or other academic distinctions upon persons entitled to receive them.

(3) 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.

(4) The Vice-Chancellor shall ensure the faithful observance of the provisions of this Act, the statutes, ordinances and regulations made thereunder and he may exercise all powers as may be necessary for the purpose.

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

(6) In any emergency, which in the opinion of the Vice-Chancellor requires immediate action to be taken, he shall, by order, take such action as he deems necessary and shall, at the earliest opportunity report the action taken to such officer or authority or body as would have, in the ordinary course, dealt with the matter:

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

(7) Any person aggrieved by any order of the Vice-Chancellor under sub-section (6) may prefer an appeal to the Syndicate within thirty days from the date on which such order is communicated to him and the Vice-Chancellor shall give effect to the order passed by the Syndicate on such appeal.

(8) The Vice-Chancellor shall be the *ex-officio* Chairman of the Syndicate, the Academic Council and the Finance Committee. The Vice-Chancellor shall be entitled to be present at, and to address, any meeting of any authority or other body of the University, but shall not be entitled to vote thereat unless he is a member of such authority or body.

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

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

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

Directors.

12. Every Director shall be appointed in such manner and shall exercise such powers and perform such duties as may be prescribed by the statutes.

Registrar.

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

(a) the holder of the post of Registrar shall be not lower in rank than that of a University Professor.

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

Provided that the Registrar shall retire on attaining the age of sixty years in the case of an academician and 58 years in the case of a non-academician or on the expiry of the period specified in this clause, whichever is earlier.

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

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

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

Provided that no such penalty shall be imposed unless the person concerned has been given a reasonable opportunity of showing cause against the action proposed to be taken 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 penalty beyond the powers of the Registrar is called for, the Registrar shall, upon conclusion of the inquiry make a report to the Vice-Chancellor along with his recommendations:

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

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

(3) Save as otherwise provided in this Act, the Registrar shall be *ex-officio* Secretary to the Syndicate, the Academic Council, the Faculties and the Boards of Studies, but shall not be deemed to be a member of any of these authorities.

(4) It shall be the duty of the Registrar,—

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

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

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

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

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

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

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

Finance Officer

(2) Every appointment of the Finance Officer shall be made by the Syndicate on the recommendations of the Vice-Chancellor on a panel of three names of Officers forwarded by the Government not below the rank of the Joint Director of Local Fund Accounts.

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

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

Provided that the Finance Officer shall, notwithstanding his attaining the age of fifty eight years, continue in office until alternative arrangements are made or until the expiry of a period of one year, whichever is earlier.

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

(6) The Finance Officer shall,—

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

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

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

(7) Subject to the control of the Syndicate, the Finance Officer shall—

(a) ensure that the limit 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;

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

(c) keep a constant watch on the cash and bank balance and of investments;

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

(e) ensure that the registers of buildings, lands, furniture and equipments are maintained upto date and that stock checking is conducted, of equipments and other consumable materials in all offices, special centres, specialised laboratories and colleges maintained by the University;

(f) bring to the notice of the Vice-Chancellor any unauthorised expenditure or other financial irregularity and suggest appropriate action to be taken against person at fault; and

(g) call through the Registrar from any office, department, centre, laboratory and college maintained by the University, any 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 authorised in this behalf by the Syndicate for any money payable to the University shall be a sufficient discharge for payment of such money.

Controller of Examinations.

15.(1) The Controller of Examinations shall be a whole-time officer of the University appointed by the Syndicate on the recommendation of the Vice-Chancellor 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.

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

16. 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 IV

AUTHORITIES OF THE UNIVERSITY.

Authorities of the University.

17.(1) The Authorities of the University shall be the following, namely:—

(1) The Syndicate;

(2) The Academic Council;

(3) The Boards of Studies;

(4) The Planning Board;

(5) The Finance Committee; and

(6) such other authorities as may be declared by the statutes to be the authorities of the University.

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

Disqualification  
for  
membership.

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

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

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

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

19.(1) Notwithstanding anything contained in sections 20 and 23, no person who has held office as a member for a total period of six years in the Syndicate and/or the Academic Council of the University shall be eligible for election or nomination to either of the said two authorities:

Disqualification  
for election or  
nomination to  
Syndicate and  
Academic  
Senate in  
certain cases.

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

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

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

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

(i) Ex-officio members referred to in section 20;

(ii) Ex-officio members referred to in section 23;

20.(1) The Chancellor shall, as soon as may be, after the first Vice-Chancellor is appointed under section 45 constitute the Syndicate.

The Syndicate

(2) The Syndicate shall consists of the following members, namely:—

Class-I-Ex-officio members.

(a) The Vice-Chancellor;

(b) Three Government Officials nominated by the Government, who shall be not below the cadre of Special Secretary to Government to be nominated by the Government:

Class-I - Other members.

(a) Two eminent educationists to be nominated by the Chancellor on the recommendation of the Vice-Chancellor;

(b) Three eminent persons to be nominated by the Pro-Chancellor on the recommendation of the Vice-Chancellor of whom, one shall be from the non-formal or voluntary sector, one shall be from commerce or industry and the third shall represent the learned professions:



Provided that the members nominated under items (b) and (c) and (d) are such persons who will guide the Vice-Chancellor in administrative, academic and financial matters including any issues connected with social justice and policies of the State Government.

(c) One Director nominated by the Chancellor on the recommendation of the Vice-Chancellor;

(d) One University Professor nominated by the Chancellor on the recommendation of the Vice-Chancellor;

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

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

(g) Two persons to be co-opted by the Syndicate out of whom one may be an expert on distance education, and the other has special knowledge of, or experience in, media or communication field.

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

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

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

(4) 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.

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

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

(6) A member of the Syndicate, other than a Government Official, 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.

21.(1) The Syndicate shall have the power of management and administration of the revenue and property of the University and the conduct of all administrative affairs of the University not otherwise provided for.

(2) Subject to the provisions of the Act, the statutes and the ordinances, the Syndicate shall, have the following powers, namely:

(a) to create teaching and other academic posts and to define the functions and conditions of service of Professors, Readers, Lecturers and other teachers and other academic staff employed by the University;

(b) to prescribe qualifications for teachers and other academic staff;

(c) to approve the appointment of such Professors, Readers, Lecturers and other teachers, and academic staff as may be necessary on the recommendations of the Selection Committees constituted for the purpose;

(d) to approve appointments to temporary vacancies of any academic staff;

(e) to specify the manner of appointment to temporary vacancies of any academic staff;

(f) to provide for the appointment of Visiting Professors, Emeritus Professors, Fellows, Artists and Writers and determine the terms and conditions of such appointments;

(g) to manage and regulate the finances, accounts, investments, property of the University and all other affairs of the University and to appoint such agents as may be considered fit;

(h) to administer all properties and funds placed at the disposal of the University;

(i) to create administrative, ministerial and other necessary posts after taking into account the recommendation of the Finance Committee and to specify the manner of appointment thereto;

(j) to regulate and enforce discipline amongst the employees in accordance with the statutes and ordinances;

(k) to transfer or accept transfers of any immovable or movable property on behalf of the University;

(l) to entertain, adjudicate upon, or redress the grievances of the employees and the students of the University who may, for any reason, feel aggrieved;

(m) to fix the remuneration payable to course writers, counsellors, examiners and invigilators, and travelling and other allowances payable, after consulting the Finance Committee;

(n) to select the common seal for the University and to provide for the use of such seal;

(o) to delegate any of its powers to the Vice-Chancellor, Registrar, the Finance Officer or any other officer, employee or authority of the University, or to a committee appointed by it;

(p) to institute fellowships, scholarships, studentships; and

(q) to exercise such other powers and perform such other functions as may be conferred or imposed on it by the Act or the Statutes.

(3) The Syndicate shall exercise all the powers of the University not otherwise provided for by the Act, statutes, ordinances and the regulations for the fulfillment of the objects of the University.

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

Meetings of  
Syndicate.

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

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

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

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

The Academic  
Council

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

Class-I-Ex-Officio members

- (a) The Chancellor;
- (b) The Pro-Chancellor;
- (c) The Vice-Chancellor;
- (d) All Directors;
- (e) Librarian;

Class-II-Other members

(a) Not more than six teachers, other than Directors, to be nominated by the Syndicate on the recommendations of the Vice-Chancellor;

(b) Not more than ten persons, who are not employees of the University, co-opted by the Academic Council for their special knowledge, including representatives of employer's organisations, industries, trade and commerce, academic and professional organisations, communication field etc.

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

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

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

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

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

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

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

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

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

Powers and  
functions of  
the Academic  
council.

(2) The Academic Council shall have the following powers and functions namely:-

(a) to exercise general control on teaching and other educational programmes and maintain and promote the standards thereof;

(b) to make regulations and amend or repeal the same;

(c) to make regulations—

(i) regarding the admission of students to the University and the number of students to be admitted;

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

(iii) regarding the conduct of examinations and maintenance and promotion of standards of education;

(iv) prescribing equivalence of examinations, degrees, diplomas and certificates of other Universities, colleges, Institutions and Boards;

(v) regarding industrial training where such training forms part of the requirements for the degree, diploma or other academic distinctions; and

(vi) for the assessment, evaluation and grading of students performance;

(d) to advise the Syndicate on all academic matters including the control and management of libraries;

(e) to make recommendations to the Syndicate for the institution of Professorship, Readership, Lecturership and other teaching posts including posts in research and in regard to the duties and emoluments thereof;

(f) to formulate, modify or revise schemes for the constitution or reconstitution of departments of teaching and research;

(g) to make recommendations to the Syndicate regarding post graduate teaching and research;

(h) to make recommendations to the Syndicate regarding the qualifications to be prescribed for teaching in the University;

(i) to make recommendations to the Syndicate for the conferment of honorary degrees or other distinctions;

(j) to review and act upon the proposals of Boards of Studies in formulating rules, regulations, syllabi and methods of evaluation, introduction of new courses and modification of existing courses;

(k) to make recommendations to the Syndicate regarding institution of fellowships and scholarships;

(l) to recommend to the Syndicate measures for promoting collaboration between industries and Governmental employers on the one hand and the University on the other;

(m) to delegate to the Vice-Chancellor or to any of the committees of the Academic Council, any of its powers: and

(n) to assess and make recommendations laying down standards of accommodation, equipment, apparatus, library, maintenance and other physical facilities required for each faculty;

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

(a) to review, from time to time, the broad policies and programmes of the University and to suggest measures for the improvement and development of the University;

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

(c) to exercise such other powers and perform such other functions as may be prescribed by the statutes.

Meetings of the  
Academic  
Council.

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

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

Provided that such quorum shall not be required at a convocation of the University, or a meeting of the Academic Council held for the purpose of conferring degrees, 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 per cent of the total members of the Academic Council, convene a special meeting of the Academic Council.

The Finance  
Committee.

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

(a) the Vice-Chancellor;

(b) the Secretary to Government in charge of Finance;

(c) the Secretary to Government in charge of Higher Education; and

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

(2) The Vice-Chancellor shall be the Ex-officio Chairman and the Finance Officer shall be the Ex-officio Secretary to the Finance Committee. The Registrar shall be a special invitee.

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

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

(5) 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.

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

(7) 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 excess of the amount provided for in the annual financial estimates.

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

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

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

(8) 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.

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

The Planning Board.

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

(a) Vice- Chancellor;

(b) Four persons to be nominated by the Vice-Chancellor from amongst the academic staff of the University;

(c) Five persons, who are not employees of the University, to be nominated by the Chancellor, one each representing the following sectors:—

(i) Vocational/Technical Education;

(ii) Media/Communications;

(iii) Manpower Planning;

(iv) Agriculture/Rural Development and allied activities;

and

(v) Women's Studies.

(d) Five persons, who are not employees of the University, to be nominated by the Syndicate, for their expertise, one each of the following areas of specialisation:—

(i) Management;

(ii) Learned Professions;

(iii) Education;

(iv) Distance Education; and

(v) Commerce and Industry.

(3) All the members of the Planning Board, other than the Vice-Chancellor, shall hold office for a term of three years.

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

Boards of Studies

28. There shall be a Board of Studies attached to each school. The constitution and power of the Boards of Studies shall be such as may be prescribed.

Constitution of other authorities.

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

Constitution of committees and delegation of powers.

30. 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 deem fit.

#### CHAPTER V.

#### STATUTES, ORDINANCES AND REGULATIONS.

Statutes.

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

- (1) the holding of convocation to confer degrees;
- (2) the conferment of honorary degrees and academic distinctions;
- (3) the constitution, powers and functions of the authorities of the University;
- (4) the manner of filling vacancies among members of the authorities;
- (5) the allowances to be paid to the members of the authorities and committees thereof;
- (6) the procedure at meetings of authorities including the quorum for the transaction of business at such meetings;
- (7) the authentication of the orders or decisions of the authorities;
- (8) the formation of departments of teaching at the University;
- (9) the term of office and methods of appointment and conditions of service of the officers of the University other than the Chancellor and the Pro-Chancellor;
- (10) the qualifications of the teachers and other persons employed by the University;
- (11) the classifications, the method of appointment and determination of the terms and conditions of service of teachers and other persons employed by the University;
- (12) the institution of pension, gratuity, insurance or provident fund for the benefit of the officers, teachers and other persons employed by the University;
- (13) the institution of fellowships, travelling fellowships, scholarships, studentships, bursaries, exhibitions, medals and prizes and the conditions of award thereof;
- (14) the establishment and maintenance of halls, hostels and laboratories;
- (15) the conditions for residence of students of the University in the halls and hostels and the levy of fees and other charges for such residence;
- (16) the delegation of powers vested in the authorities or officers of the University: and
- (17) any other matter which is required to be or may be prescribed by the statutes.

Statutes how made.

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

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

Provided that the Vice-Chancellor shall not propose any amendment to any statute affecting the status, powers and constitution of any authority of the University, until such authority has been given an opportunity of expressing its opinion and the opinion so expressed shall be considered by the Syndicate.

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

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

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

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

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

(a) the admission of the students to the University;

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

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

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

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

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

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

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

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

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

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



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

Regulations.

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

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

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

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

#### CHAPTER VI.

##### ADMISSION OF STUDENTS.

Admission to University courses.

36. No person shall be admitted to a course of study in the University for admission to the examinations for degrees, titles or diplomas of the University unless he-

(a) has passed the examination prescribed there for; and

(b) fulfills such other academic conditions as may be prescribed by the University.

#### CHAPTER VII

##### UNIVERSITY FUNDS, ANNUAL REPORT AND ACCOUNTS

General Fund.

37.(1) The University shall have General Fund to which shall be credited

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

(b) any contribution or grant made by the Central Government or any State Government or any local authority or the University Grants commission or any other similar body or any corporation owned or controlled by the Central or any State Government.

(c) endowments and other receipts; and

(d) the money borrowed by it.

Other Funds

38. The University may have such funds as may be prescribed.

Management of Funds

39. The funds and all moneys of the University shall be managed in such manner as may be prescribed.

Annual Report

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

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

Annual  
Accounts

(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 and copies thereof shall be submitted to the Academic Council at its next meeting and to the Government within three months of such publication.

(4) The Government shall cause the annual audited accounts and annual report to be laid before both Houses of Legislature together with their comments.

CHAPTER VIII.

CONDITIONS OF SERVICE.

42.(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.

Pension,  
Gratuity, etc.

Central Act XI of  
1925.

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

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

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

Conditions of  
Service.

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

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

Selection  
Committee.

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

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

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

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

(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 or vacancies shall be made as prescribed.

CHAPTER X.

TRANSITORY PROVISIONS.

Appointment of  
First Vice-  
Chancellor.

45. Notwithstanding anything contained in sub-section (1) of section 12, within three months from the date of establishment of any new University, 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.

Appointment of  
first Registrar.

46. Notwithstanding anything contained in sub-section (1) of section 16, within three months from the date of establishment of any new University, 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:

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

Transitory  
Powers of the  
first Vice-  
Chancellor.

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

(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 function 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 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 these 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 the Act and these statutes.

CHAPTER XI.

MISCELLANEOUS.

Filling of casual  
vacancies.

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

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.

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

Proceedings of the University authorities and bodies not to be invalidated by vacancies.

50.(1) The Syndicate may—

Removal from membership of the University.

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

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

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

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

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

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

Disputes as to election of University authorities and bodies.

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

Power to obtain information

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.

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

Special mode of appointment.

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

Power to remove  
difficulties.

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

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

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

(By order of the Governor)

**A. KRISHNANKUTTY NAIR,**  
*Secretary to Government,*  
*Law Department.*

The following Act of the Tamil Nadu Legislative Assembly received the assent of the Governor on the 2nd February 2006 and is hereby published for general information:—

ACT No. 4 OF 2006.

*An Act further to amend the Tamil Nadu Open University Act, 2002.*

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

1. This Act may be called the Tamil Nadu Open University (Amendment) Act, 2006.

Short title.

2. In section 10 of the Tamil Nadu Open University Act, 2002,—

Amendment of section 10.

(1) in sub-section (3), for the expression "shall not be eligible for a second term", the expression "shall be eligible for re-appointment for a further period of three years" shall be substituted;

(2) in sub-section (4), for the expression "the senior-most Professor of the University shall exercise the powers and perform the current duties of the Vice-Chancellor", the expression "the Syndicate shall, as soon as possible, make the requisite arrangements for exercising the powers and performing the current duties of the Vice-Chancellor" shall be substituted.

(By Order of the Governor.)

L. JAYASANKARAN,  
Secretary to Government,  
Law Department.

Tamil Nadu  
Act 27 of  
2002.

## ANNA UNIVERSITY, CHENNAI

## TAMIL NADU INFORMATION TECHNOLOGY (ELECTRONIC SERVICE DELIVERY) RULES, 2016

(Ref: AU-Reg/P&amp;S/Gov.Gaz/2017, 11-06-2017)

## No. SRO C-13(e-5)/2017.

In exercise of the powers conferred by sub-rule (1) of rule 5 of the Tamil Nad Information Technology (Electronic Service Delivery) Rules, 2016, the **Anna University** hereby notifies the public services specified in column (2) of the Table below to be th services that are delivered through electronic mode under the Electronic Service Delivery System and the other relevant particulars as specified in column (3) thereof.

## THE TABLE

Sl.No.	Name of the Public Service that can be delivery through Electronic mode	Designated Officer for the Delivery of Service
(1)	(2)	(3)
1.	Application for admission into Colleges	Secretary, TNEA
2.	Colleges Term fees collection-through AuPaG (Ann University Payment Gateway)	
3.	GPF/CPS Accounting System	Director, Knowledge Data Centre
4.	Processing/Issue of 'No Dues Certificate to the students	
5.	First Graduate Offer	Secretary, TNEA.

Sd----  
Registrar,  
Anna University.

## TAMIL NADU OPEN UNIVERSITY

## TAMIL NADU INFORMATION TECHNOLOGY (ELECTRONIC SERVICE DELIVERY) RULES, 2016

(F.No. TNOU/Govt.68/2017/066, 11-06-2017)

## No. SRO C-13(e-6)/2017.

The Tamil Nadu Open University (TNOU) was established by an Act (Act No. 27) of the Legislative Assembly of the Government of Tamil Nadu in 2002, hereby notifies the public services specified in the Table below can be delivered through Electronic Mode under the Electronic Service Delivery System.

## THE TABLE

Sl.No.	Name of the Public Service that can be delivered through Electronic mode	Designated Officer for the Delivery of Service
(1)	(2)	(3)
1	Online Admission	The Registrar, Tamil Nadu Open University Chennai-15.
2	Online Exam Fee Payment	
3	Subsequent 2nd & 3rd year fees payment for all the programmes	

Dr. S. VIJAYAN,  
Registrar.

## NOTIFICATION - IX

[G.O.Ms.No. 187, Higher Education (K-2), 14th July 2017, ஆணி 30, ஹேவிளம்பி, திருவள்ளூர் ஆண்டு-2048.]

No. II(2)/HE/562(c-9)/2017.—

In exercise of the powers conferred by clause (ii) of sub-section (2-A) of Section 12 of the Thiruvalluvar University Act, 2002 (Tamil Nadu Act 32 of 2002), the Government of Tamil Nadu in consultation with the Chancellor of the Thiruvalluvar University, hereby specifies that every person recommended by the Committee, referred to in sub-section (2) of the said Section 12, for appointment as Vice-Chancellor shall possess the following educational qualifications and experience, namely:-

1. A Ph.D. Degree in any discipline;
2. Not less than twenty years of experience in teaching and research in universities or post graduate colleges or publicly funded research institutions or in all taken together;

or

Not less than ten years of experience as Professor in a University system;

3. Not less than six years of administrative experience in universities or post graduate colleges or publicly funded research institutions in positions such as Dean, Head of the Department or any other such administrative positions of equal or higher degree of responsibility or in all taken together;

4. Must have published not less than five research papers in University Grants Commission listed journals after acquiring Ph.D or authored not less than two books (non edited books) if adequate number of such University Grants Commission listed journals are not available; and

5. Must have presented not less than two papers in international level academic or research events and possess experience of having conducted not less than one such academic or research event.

## NOTIFICATION- X

[G.O.Ms.No. 187, Higher Education (K-2), 14th July 2017, ஆணி 30, ஹேவிளம்பி, திருவள்ளூர் ஆண்டு-2048.]

No. II(2)/HE/562(c-10)/2017.—

In exercise of the powers conferred by clause (ii) of sub-section (2-A) of Section 10 of the Tamil Nadu Open University Act, 2002 (Tamil Nadu Act 27 of 2002), the Government of Tamil Nadu in consultation with the Chancellor of the Tamil Nadu Open University, hereby specifies that every person recommended by the Committee, referred to in sub-section (2) of the said Section 10, for appointment as Vice-Chancellor shall possess the following educational qualifications and experience, namely:-

1. A Ph.D. Degree in any discipline;
2. Not less than twenty years of experience in teaching and research in universities or post graduate colleges or publicly funded research institutions or in all taken together;

or

Not less than ten years of experience as Professor in a University system;

3. Not less than six years of administrative experience in universities or post graduate colleges or publicly funded research institutions in positions such as Dean, Head of the Department or any other such administrative positions of equal or higher degree of responsibility or in all taken together;

4. Must have published not less than five research papers in University Grants Commission listed journals after acquiring Ph.D or authored not less than two books (non edited books) if adequate number of such University Grants Commission listed journals are not available; and

5. Must have presented not less than two papers in international level academic or research events and possess experience of having conducted not less than one such academic or research event.

## NOTIFICATION - XI

[G.O.Ms.No. 187, Higher Education (K-2), 14th July 2017, ஆணி 30, ஹேவிளம்பி, திருவள்ளூர் ஆண்டு-2048.]

No. II(2)/HE/562(c-11)/2017.—

In exercise of the powers conferred by clause (ii) of sub-section (2-A) of Section 10 of the Tamil Nadu Teachers Education University Act, 2008 (Tamil Nadu Act 33 of 2008), the Government of Tamil Nadu in consultation with the Chancellor of the Tamil Nadu Teachers Education University, hereby specifies that every person recommended by the Committee, referred to in sub-section (2) of the said Section 10, for appointment as Vice-Chancellor shall possess the following educational qualifications and experience, namely:-



(2-B) The process of nominating the members to the Committee by the Government, the Senate and the Syndicate shall begin six months before the probable date of occurrence of vacancy in the office of the Vice-Chancellor and shall be completed four months before the probable date of occurrence of vacancy in the office of the Vice-Chancellor.

(2-C) The process of preparing the panel of suitable persons for appointment as Vice-Chancellor shall begin at least four months before the probable date of occurrence of the vacancy in the office of the Vice-Chancellor.

(2-D) The Committee shall submit its recommendation to the Chancellor within four months from the date of its constitution. If the Committee does not submit its recommendation to the Chancellor within the said period, the Chancellor may grant further time to the Committee to submit its recommendation or take steps to constitute another Committee in accordance with sub-section (2)."

11. For removal of doubts, it is hereby declared that if the member nominated by the Senate or the Syndicate to the Committee, before the date of commencement of the Tamil Nadu Universities Laws (Amendment) Act, 2017 does not possess the qualifications specified in sub-section (2) of section 12 of the Periyar University Act, 1997 (Tamil Nadu Act 45 of 1997), as amended by this Act, he shall cease to be such member and in his place the Senate or the Syndicate, as the case may be, shall nominate a member afresh possessing the qualifications specified in sub-section (2) of section 12 of the Periyar University Act, 1997 (Tamil Nadu Act 45 of 1997), as amended by this Act.

Removal of doubts.

#### PART - X.

#### AMENDMENT TO THE TAMIL NADU OPEN UNIVERSITY ACT, 2002.

12. In section 10 of the Tamil Nadu Open University Act, 2002, for sub-section (2) including the proviso thereto, the following sub-sections shall be substituted, namely:-

"(2) For the purpose of sub-section (1), the Committee shall consist of —

(i) a nominee of the Chancellor, who shall be a retired Judge of the Supreme Court or any High Court or an eminent educationist;

(ii) a nominee of the Government, who shall be a retired or serving officer of the State Government not below the rank of Principal Secretary to Government or an eminent educationist; and

(iii) a nominee of the Syndicate who shall be an eminent educationist.

**Explanation.**—For the purpose of this sub-section, "eminent educationist" means a person,—

(i) who is or has been a Vice-Chancellor of any University established by the State Government or Central Government; or

(ii) who is a distinguished academician, with a minimum of ten years of experience as Professor in a State or Central University or in both taken together; or

(iii) who is or has been a Director or Head of any institute of national importance:

Provided that the person so nominated shall not be a member of any of the authorities of the University or shall not be connected with the University or any college or any recognized institution of the University.

(2-A) A person recommended by the Committee for appointment as Vice-Chancellor shall—

(i) be a distinguished academician with highest level of competence, integrity, morals and institutional commitment;

(ii) possess such educational qualifications and experience as may be specified by the State Government in consultation with the Chancellor by an order published in the *Tamil Nadu Government Gazette*.

Tamil Nadu  
Act 27 of  
2002.

Amendment of  
section 10.

(2-B) The process of nominating the members to the Committee by the Chancellor, the Government and the Syndicate shall begin six months before the probable date of occurrence of vacancy in the office of the Vice-Chancellor and shall be completed four months before the probable date of occurrence of vacancy in the office of the Vice-Chancellor.

(2-C) The process of preparing the panel of suitable persons for appointment as Vice-Chancellor shall begin at least four months before the probable date of occurrence of the vacancy in the office of the Vice-Chancellor.

(2-D) The Committee shall submit its recommendation to the Chancellor within four months from the date of its constitution. If the Committee does not submit its recommendation to the Chancellor within the said period, the Chancellor may grant further time to the Committee to submit its recommendation or take steps to constitute another Committee in accordance with sub-section (2)."

#### PART – XI.

#### AMENDMENT TO THE THIRUVALLUVAR UNIVERSITY ACT, 2002.

13. In section 12 of the Thiruvalluvar University Act, 2002, for sub-section (2) including the proviso thereto, the following sub-sections shall be substituted, namely:-

"(2) For the purpose of sub-section (1), the Committee shall consist of—

(i) a nominee of the Chancellor, who shall be a retired Judge of the Supreme Court or any High Court or an eminent educationist;

(ii) a nominee of the Government, who shall be a retired or serving officer of the State Government not below the rank of Principal Secretary to Government or an eminent educationist; and

(iii) a nominee of the Syndicate who shall be an eminent educationist.

**Explanation.**—For the purpose of this sub-section, "eminent educationist" means a person,—

(i) who is or has been a Vice-Chancellor of any University established by the State Government or Central Government; or

(ii) who is a distinguished academician, with a minimum of ten years of experience as Professor in a State or Central University or in both taken together; or

(iii) who is or has been a Director or Head of any institute of national importance;

Provided that the person so nominated shall not be a member of any of the authorities of the University or shall not be connected with the University or any college or any recognized institution of the University.

(2-A) A person recommended by the Committee for appointment as Vice-Chancellor shall—

(i) be a distinguished academician with highest level of competence, integrity, morals and institutional commitment;

(ii) possess such educational qualifications and experience as may be specified by the State Government in consultation with the Chancellor by an order published in the *Tamil Nadu Government Gazette*.

(2-B) The process of nominating the members to the Committee by the Chancellor, the Government and the Syndicate shall begin six months before the probable date of occurrence of vacancy in the office of the Vice-Chancellor and shall be completed four months before the probable date of occurrence of vacancy in the office of the Vice-Chancellor.

(2-C) The process of preparing the panel of suitable persons for appointment as Vice-Chancellor shall begin at least four months before the probable date of occurrence of the vacancy in the office of the Vice-Chancellor.

## **PREFACE**

Tamil Nadu Open University (TNOU) has come into being by an Act (No.27 of 2002) of Legislature of Tamil Nadu in the year 2002. Tamil Nadu Open University, like other State Open Universities has been established with the aim of extending higher education to the masses of Tamil Nadu on a large scale. In fact, the Tamil Nadu Government through Tamil Nadu Open University has assumed the responsibility to meet the ever growing demands towards higher education from diverse sections of the society in the State.

Therefore, at a fairly appropriate time only, Tamil Nadu Open University has been established so that the Open University may ultimately bring the State to the forefront of human resources development.

## **VISION AND MISSION OF TAMIL NADU OPEN UNIVERSITY**

### **VISION**

Tamil Nadu Open University shall make available innovative, socially-relevant educational provisions that are learner-centred, seamless and are of high-quality by employing appropriate technologies to achieve equity in education, sustainable social transformation and composite national development.

**MISSION**

Towards becoming a Centre of Excellence in Open and Distance Learning (ODL) by offering quality programs to meet the current and emerging needs of the adult population, by widening the access to higher education and by functioning as a catalyst to bridge social, including digital divides and to build a developed India, Tamil Nadu Open University shall:

- Evolve flexible and robust curricula to widen educational access, deepen knowledge frontiers and create entrepreneurial skill sets.
- Reach the rural communities through lifelong learning programmes for livelihood improvement.
- Establish networked environments for quality assurance.
- Foster private-public partnerships.
- Bridge the digital divide and implement 'anywhere, anytime' learning environments.
- Become a digital repository for ODL in the State facilitating Research and Development for new knowledge creation.
- Coordinate and implement standards in ODL.

## PROGRAMMES OFFERED

Tamil Nadu Open University launched the following programmes:

- i) Master of Business Administration (M.B.A)
- ii) Master Degree (M.A.) Programme in the following Discipline
  - a. History
  - b. Public Administration
  - c. Political Science
  - d. Economics
  - e. Sociology
  - f. Psychology
- iii) Master Degree in Commerce (M.Com)
- iv) Bachelor Degree (B.A.) Programme in the following Discipline
  - a. History
  - b. Economics
  - c. English
  - d. Tamil
- v) Bachelor of Commerce (B.Com)
- vi) Bachelor in Tourism Studies (BTS)
- vii) Post Graduate Diploma in Management (PGDIM)
- viii) Diploma in Management (DIM)
- ix) Certificate in Computer Applications (CAS)
- x) Certificate in Empowering Women through Self Help Groups (CWDL)
- xi) Certificate in Teaching of English (CTE)
- xii) Certificate in Food and Nutrition (CFN)
- xiii) Certificate in Teaching of Primary School Mathematics(CTPM)
- xiv) Certificate in Rural Development (CRD)
- xv) Certificate in Environmental Studies (CES)

Tamil Nadu Open University offers the following empowerment and enrichment programmes at different levels.

- xvi) Bachelor of Education (B.Ed.)
- xvii) Bachelor of Computer Applications
- xviii) Bachelor of Business Administration
- xix) B.A. (Public Administration)
- xx) B.Lit.
- xxi) Bachelor of Science in Mathematics
- xxii) Bachelor of Science in Hospitality & Hotel Administration
- xxiii) Vocational Programmes
  - a. Diploma in Four Wheeler Mechanism
  - b. Diploma in Refrigeration & Air-conditioning Technician
  - c. Diploma in Catering Assistant
  - d. Diploma in House Electrician
  - e. Diploma in DTP Operator
  - f. Diploma in Plumbing Technician
  - g. Diploma in Health Assistant
  - h. Diploma in Pre-Primary (Kindergarten) Teacher Training
  - i. Diploma in Fashion Design and Garment Making
  - j. Post Graduate Diploma in Computer Applications
- xxiv) Master of Science in Mathematics
- xxv) Master of Computer Applications
- xxvi) M.Phil in Tamil, English, Economics, Commerce, History, Sociology, Psychology, Management, Education, Public Administration, Political Science and Mathematics.

**CHAPTER - I****PRELIMINARY**

1. These Statutes shall be called the Statutes of the Tamil Nadu Open University *Short Title*
  
2. (1) In these Statutes, unless the context otherwise requires : *Definition*
  - (a) "Act" means the Tamil Nadu Open University Act, 2002
  - (b) "University" means the Tamil Nadu Open University
  
- (2) Words and expressions used but not defined in these Statutes shall have the same meaning assigned to them in the Act.

## CHAPTER - II

### THE UNIVERSITY

3. (1) The Tamil Nadu Open University shall be a body corporate, shall have perpetual succession and a common seal and shall sue and be sued by the name of the "Tamil Nadu Open University" **Sec 3 of the Act.**
- (2) The Head Quarters of the University shall be located in Chennai.
- (3) The University may establish or maintain Colleges, Regional Centers at such other places in Tamil Nadu, other States of Indian Union and outside the country as it may deem fit.
- (4) The University shall endeavour through education, research, training and extension programmes to play a positive role in the development of Tamil Nadu and based on the rich heritage of the State to promote and advance the culture of the people of India, especially Tamil Nadu and its human resources. Towards this end, it shall have the following objects namely:- **Powers, Functions and Objects of the University Sec. 4 of the Act.**
- a) to strengthen and diversify the degree, certificate and diploma courses related to the needs of employment and necessary for building the economy of the State on the basis of its natural and human resources;
- b) to provide access to higher education for large segments of the population and in particular, the disadvantaged groups such as those living in remote and rural areas including working people, housewives and other adults who wish to upgrade or acquire knowledge through studies in various fields:



- (5) The University shall strive to fulfill the above objects by a diversity of means of distance and continuing education and shall function in co-operation with the existing Universities and Institutions of higher learning and make full use of the latest scientific knowledge and new educational technology to offer a high quality of education which matches with contemporary needs. Towards this end, it shall have the following powers, namely:-
- a) to provide for instruction in such branches of knowledge, technology, vocations and professions as the University may determine from time to time;
  - b) to plan and prescribe courses of study for degrees, diplomas, certificates or for any other purpose;
  - c) to hold examinations and confer degrees, diplomas, certificates or other academic distinctions or recognitions on persons who have pursued a course of study or conducted research as prescribed;
  - d) to confer honorary degrees or other distinctions in the manner prescribed;
  - e) to determine the manner in which distance education in relation to the academic programmes of the University may be organised;
  - f) to institute professorships, readerships, lecturerships and other academic positions necessary for imparting instruction or for preparing educational material or for conducting other academic activities, including guidance, designing and delivery of course and evaluation of the work done by the students and to appoint persons to such professorships, readerships, lecturerships and other academic position;
  - g) to co-operate with and seek the co-operation of other Universities and Institutions of higher learning, professional bodies and organisations for such purposes as the University considers necessary;

- h) to institute and award fellowships, scholarships, prizes and such other awards for recognition of merit as the University may deem fit;
- i) to establish and maintain such Regional Centres as may be determined by the University from time to time;
- j) to establish, maintain or recognize Study Centres in the manner prescribed;
- k) to provide for the preparation of instructional materials, including films, cassettes, tapes, video cassettes and other software;
- l) to organise and conduct refresher courses, workshops, seminars and other programmes for teachers, lesson writers, evaluators and other academic staff;
- m) to recognize examinations of, or periods of study (whether in full or part) at, other Universities, institutions or other places of higher learning as equivalent to examinations or periods of study in the University and to withdraw such recognition at any time;
- n) to make provision for research and development in educational technology and related matters;
- o) to create administrative, ministerial and other necessary posts and to make appointments thereto;
- p) to receive benefactions, donations and gifts and to acquire, hold, maintain and dispose of any property movable or immovable, including trust and Government property, for the purposes of the University.
- q) to borrow, with the approval of the Government whether on the security of the property of the University or otherwise, money for the purposes of the University;

- r) to enter into, carry out, vary or cancel contracts;
- s) to demand and receive such fees and other charges as may be laid down by the Ordinances;
- t) to provide, control and maintain discipline among the students and all categories of employees and to lay down the conditions of service of such employees, including their code of conduct;
- u) to recognize any institution of higher learning or studies for such purposes as the University may determine and to withdraw such recognitions;
- v) to appoint, either on contract or otherwise, Visiting Professors, Emeritus Professors, Consultants, Fellows, Scholars, Artists, Course Writers and such other persons who may contribute to the advancement of the objects of the University;
- w) to recognize persons working in other Universities, institutions or organisations as resource persons on such terms and conditions as may be prescribed;
- x) to determine standards and to specify conditions for the admission of students to courses of study of the University which may include examination evaluation and any other method of testing;
- y) to make arrangements for the promotion of the general health and welfare of the employees;
- z) to admit to its privileges any College in Tamil Nadu or other States of Indian Union or outside India, subject to such conditions as may be prescribed;
- aa) to do all such acts as may be necessary or incidental to the exercise of all or any of the powers of the University as are necessary and conducive to the promotion of all or any of the objects of the University;

## CHAPTER - III

### VISITATION

4. The Government shall have the right to cause an inspection or inquiry, to be made, by such person or persons, as they may direct, of the University, its buildings, laboratories, libraries, museums, workshops and equipments and also of the examinations, 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 Government shall, in every case give notice to the University of their intention to cause such inspection or inquiry to be made and the University shall be entitled to be represented thereat. **Sec 6 of the Act**
5. The Government shall communicate to the Syndicate their views with reference to the results of such inspection or inquiry and may, after ascertaining the opinion of the Syndicate thereon, advise the University upon the action to be taken and fix a time limit for taking such action.
6. The Syndicate shall report to the Government 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 Government may direct.
7. Where the Syndicate does not take action to the satisfaction of the Government within a reasonable time, the Government may, after considering any explanation furnished or representation made by the Syndicate, issue such directions as they may think fit and the Syndicate shall comply with such directions, in the event of the Syndicate not complying with such directions within such time as may be fixed in that behalf by the Government, the Government shall have power to appoint any person or body to comply with such directions and made such orders as may be necessary for the expenses thereof.

## CHAPTER - IV

### THE CHANCELLOR

- 8 The Governor of Tamil Nadu shall be the Chancellor of the University. He shall, by virtue of his office, be the Head of the University and shall, when present, preside at any convocation of the University and confer degrees, titles, diplomas or other academic distinctions upon persons entitled to receive them. **Sec 8 of the Act.**
- 9 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.
- 10 The Chancellor may, of his own motion or on application, call for and examine the record of any officer or authority of any University in respect of any proceedings to satisfy as to the regularity of such proceedings or the correctness, legality or propriety of any decision taken or order passed therein; and, if in any case, it appears to the Chancellor that any such decision or order should be modified, annulled, reversed or remitted for reconsideration, he may pass orders accordingly:
- Provided that every application to the Chancellor for the exercise of the powers under this section shall be preferred within three months from the date on which the 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.
- 11 No honorary degree or other distinction shall be conferred by the University upon any person without the prior approval of the Chancellor.
- 12 The Chancellor shall exercise such other powers and perform such other duties as may be conferred on him by or under the provisions of the Act.

## CHAPTER - V

### THE PRO-CHANCELLOR

- 13 The Minister in-charge of the portfolio of Education in the State of Tamil Nadu shall be the Pro-Chancellor of the University. **Sec. 9 of the Act.**
- 14 The Pro-Chancellor shall exercise such powers and perform such duties as may be conferred on him by or under this Act.
- 15 In the absence of the Chancellor, or during the Chancellor's inability to act, the Pro-Chancellor shall exercise all the powers and perform all the duties of the Chancellor.

## CHAPTER - VI

### THE VICE-CHANCELLOR

- 16 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) of section 10 of the Act and such panel shall not contain the name of any member of the said Committee: **Sec 10 of the Act.**

Provided that if the Chancellor does not approve any of the persons in the panel so recommended by the Committee, he may take steps to constitute another Committee, in accordance with sub-section (2) of section 10 of the Act to give a fresh panel of three different names and shall appoint one of the persons named in the fresh panel as Vice-Chancellor.

- 17 For the purpose of sub-section (1) of section 10 of the Act, the Committee shall consist of three persons of whom one shall be nominated by the Chancellor, one shall be nominated by the Government and one shall be nominated by the Syndicate:

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

- 18 \* 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 the Vice-Chancellor may, by writing under his hand addressed to the Chancellor and after giving two months' notice, resign his office:

Provided further that the Vice-Chancellor shall retire from office if, during the term of his office or any extension thereof, he completes the age of sixty-five years.

- 19 \* When any temporary vacancy occurs in the Office of the Vice-Chancellor, or when the Vice-Chancellor is, by reason of illness, absence or for any other reason, unable to exercise the powers and perform the duties of his office, the Syndicate shall, as soon as possible, make the requisite arrangements for exercising the powers and performing the current duties of the Vice-Chancellor.

- 20 The Vice-Chancellor shall be a whole-time officer of the University and his emoluments and other terms and conditions of service shall be as follows:-
- (a) There shall be paid to the Vice-Chancellor a fixed salary of Twenty five thousand rupees per mensem or such higher salary as may be fixed by the Government from time to time and he shall be entitled without payment of rent to the use of a furnished residence throughout his term of office and no charge shall fall on the Vice-Chancellor personally in respect of the maintenance of such residence.
  - (b) The Syndicate may, by resolution, determine the scale of allowances and perquisites to the Vice-Chancellor listed below consistent with the principle of broad parity with the dispensation of officers of the Government of Tamil Nadu in corresponding rank:-
    - (i) Dearness Allowance
    - (ii) Travelling Allowance
    - (iii) Leave Travel Concession
    - (iv) Medical Facilities
    - (v) Usage of Staff Car
    - (vi) Telephone
    - (vii) All other Allowances
    - (viii) Cook, Gardener, Watchman and Attender at his residence.
- 21 (a) Where an Employee of the University or any other University or College or Institution maintained or affiliated to that University is appointed as Vice-Chancellor, he shall be allowed to continue to subscribe to the Provident Fund of which he is a member and the contribution of the University shall be limited to what he had been contributing immediately before his appointment as Vice-Chancellor.



- (b) If, the Vice-Chancellor is governed by a pension scheme applicable to the post in the said institution held by him immediately before his appointment as Vice-Chancellor, pension contribution shall be payable to the parent organization by the University at the rate applicable to deputationists in the Government.
- (c) The aforesaid contributions of the University to the Contributory Provident Fund or the Pension Fund are in addition to the terminal benefits payable in terms of Section 10(5)(b) of the Act.
- d) Where no Pension Contribution or Provident Fund Contribution is made to the Parent Employer by the University, as stated in 21 (a) & (b) above, the Vice-Chancellor shall be entitled to terminal gratuity equivalent to half a month's emoluments for each completed year of service.
- 22 a) The Vice-Chancellor shall be entitled to earned leave on full pay at one-eleventh of the periods spent by him on active service:
- b) The Vice-Chancellor shall be entitled to encashment of the unavailed portion of Earned Leave to his credit on the date of expiry of his term of office. The said encashment shall be done by applying the following formula:-

$$\frac{\text{Emoluments X Number of days leave encashed}}{30}$$

30

"Emoluments" means the aggregate of the salary specified in Section 10(5)(a) of the Act and the Allowances appropriate to it.

- c) The Vice-Chancellor shall be entitled, on Medical grounds 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 section 10 (5) (d) of the Act.

- 23 The Vice-Chancellor shall be the Academic Head and Principal Executive officer of the University. **Sec.11(1), (4) & (8) of the Act**
- 24 The Vice-Chancellor shall ensure the faithful observance of the provisions of the Act, Statutes, Ordinances and Regulations and he may exercise all powers as may be necessary for the purpose.
- 25 The Vice-Chancellor shall be the Ex-officio Chairman of the Syndicate, Academic Council and Finance Committee. The Vice-Chancellor shall be entitled to be present at, and to address, any meeting of any authority or other body of the University, but shall not be entitled to vote thereat unless he is a member of such authority or body.
- 26 (a) The Vice-Chancellor shall, in the absence of the Chancellor and the Pro-Chancellor, preside at any convocation of the University and confer degrees, titles, diplomas or other academic distinctions upon persons entitled to receive them. *Powers and duties of Vice-Chancellor*
- (b) 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.
- (c) The Vice-Chancellor shall give effect to the orders of the Syndicate regarding the appointment, suspension and dismissal of the teachers and other employees of the University and any other decision of the Syndicate.

- (d) In any emergency, which in the opinion of the Vice-Chancellor requires immediate action to be taken, he shall, by order, take such action as he deems necessary and shall, at the earliest opportunity report the action taken to such officer or authority or body as would have, in the ordinary course, dealt with the matter:

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

- (e) Any person aggrieved by any order of the Vice-Chancellor under section 11 (6) of the Act may prefer an appeal to the Syndicate within thirty days from the date on which such order is communicated to him and the Vice-Chancellor shall give effect to the order passed by the Syndicate on such appeal.
- (f) The Vice-Chancellor shall have power to convene meetings of the Syndicate, the Academic Council and Finance Committee.
- (g) The Vice-Chancellor shall be responsible for the co-ordination and integration of teaching and research, extension education and curriculum development.
- (h) The Vice-Chancellor shall exercise such other powers and perform such other duties as may be prescribed by the Syndicate.

27

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 for disposal. After the same are approved by the competent authority, the Vice-Chancellor shall arrange to draft the manuals of the University which would incorporate the procedures for giving effect to the provisions of the Act, Statutes, Ordinances and Regulations. The set of manuals shall include the following :-

- i) Office Management Manual
- ii) Finance and Accounting Manual
- iii) Purchase Manual

- 28            Subject to availability of clear vacancy in posts sanctioned by the Syndicate and the provisions of the recruitment regulations relating to the officers and staff of the University, the Vice-Chancellor shall make appointment on regular basis to the various posts in the University with the approval of the Syndicate.

***[ \* Amendment to Statute 18 & 19 has approved by the Chancellor in his Letter No. 2840/U2/2006 Dated 22-06-2006 ]***

## CHAPTER - VII

### THE REGISTRAR, THE DIRECTOR, THE FINANCE OFFICER AND THE CONTROLLER OF EXAMINATIONS

#### THE REGISTRAR

- 29 1. The Registrar is a whole time salaried officer. He is the Administrative Head of the University. He shall assist the Vice-Chancellor in all matters relating to the University. **Sec 13 of the Act - The Registrar**
2. The Registrar shall be appointed by the Syndicate on the recommendation of the Vice-Chancellor.
- a) The composition of Selection Committee for making recommendation to the Syndicate for appointment to the post of Registrar shall be – Vice-Chancellor as Chairperson, a nominee of the Chancellor and a nominee of the Government in terms of Sec.44(2) of the Act and three experts in the subject of Educational Administration or Academicians with the experience in administration of Universities recommended by the Vice-Chancellor and approved by the Syndicate.
- b) There shall be paid to the Registrar a Monthly Salary in the Scale of Rs.16,400 – 450 - 20,900 – 500 - 22,400
- c) The holder of the post of Registrar shall be not lower in rank than that of a University Professor. *Qualifications:*
- d) The applicant for the post of the Registrar should not be below 45 years of age and should not have completed 55 years of age in the case of a non-academician and 57 years of age in the case of an academician on the date of notification inviting application.

- e) The term of the office of the Registrar is three years. He shall be eligible for a second term.
- f) The Registrar shall retire on attaining the age of sixty years in the case of an academican and 58 years in the case of a non-academican or on the expiry of the period of three years, whichever is earlier.
- 30 The entitlements of the Registrar who is borne on the cadre of the University regarding various allowances and perquisites shall be prescribed by the Syndicate.
- 31 The Registrar is conferred with disciplinary powers of suspension, administering the warnings and imposition of the penalties of censure or withholding of increments in respect of such of the employees excluding teachers and academic staff as may be specified in the orders of the Syndicate. **Sec. 13(2) of the Act.**
- 32 In any case where the inquiry discloses that penalty beyond the powers of the Registrar is called for, the Registrar shall, upon conclusion of the inquiry make a report to the Vice-Chancellor along with his recommendations:
- 33 An appeal shall lie to the Vice-Chancellor against any order of the Registrar imposing any of the penalties specified in Sec.13(2)(a) of the Act.
- 34 No appeal under clause (b) or clause (c) of Sec.13(2) of the Act shall be preferred after the expiry of sixty days from the date on which the order appealed against was received by the applicant;
- 35 Save as otherwise provided in this Act, the Registrar shall be the *ex-officio* Secretary to the Syndicate, the Academic Council, the Faculties and the Boards of Studies, but shall not be deemed to be a member of any of these authorities.

36 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 Syndicate, the Academic Council, the Faculties, the Boards of Studies and of any Committee appointed by the authorities of the University;
- (c) to keep the minutes of all the proceedings of the meetings of the Syndicate, the Academic Council, the Faculties, the Boards of Studies, and of any Committee appointed by the authorities of the University;
- (d) to conduct the official correspondence of the Syndicate;
- (e) to supply to the Chancellor copies of the agenda of the meetings of the authorities of the University as soon as they are issued and the minutes of the proceedings of such meetings; and
- (f) to exercise such other powers and perform such other duties as may be specified in the statutes, the ordinances or the regulations or as may be required, from time to time, by the Syndicate or the Vice-Chancellor.

**Sec.13(4)  
of the Act.**

37 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.

**Proviso to  
sec.13(5) of the  
Act**

### THE DIRECTORS

- 38 The Director of a School is a whole time salaried officer and Head of the School. He is responsible for successfully organizing the distance education programmes for the relevant academic discipline(s). *Directors of Schools*
- 39 (1) The Director shall be appointed by the Syndicate on the recommendation of the Vice-Chancellor.
- (2) Director of Schools shall be appointed by rotation from among the Professors of the Schools on the basis of seniority.
- (3) The term of Office of the Director of Schools shall be two years.
- (4) The Director shall retire on attaining the age of 60.
- 40 (1) The Director of an Operating Division is Head of the Division and is responsible for performing the prescribed ancillary or support functions. *Director of Operating Division*
- (2) The Operating Division shall include:
- a) Student Support Services Division
  - b) Material Production & Distribution Division
  - c) Such other Divisions as may be created by the Syndicate.
- (3) The Director of an Operating Division shall be an Academician.
- 41 (1) Director of an Operating Division shall be appointed by direct recruitment or by transfer from the Schools of the University, as may be decided by the Syndicate.
- (2) The composition of Selection Committee for the post of Director-Operating Division shall be – Vice-Chancellor as Chairman, a nominee of the Chancellor, a nominee of the Government and three experts to be invited on the basis of the list recommended by the Vice-Chancellor and approved by the Syndicate.



- 42 The Director shall be paid a monthly salary in the scale of Rs.16400-450-20,900-500-22,400
- 43 No person should be appointed as Director, unless he has the following qualification, viz.

**Essential:**

As applicable to the Professors in term of the UGC Guidelines

**Desirable:**

Experience in organizing distance education programmes.

- 44 (1) The term of office of the Director of Operating Division shall be 3 years subject to the age of superannuation. The tenure may be extended for one more term by the Syndicate, subject to the age of superannuation.
- (2) The Director shall retire on attaining the age of 60 years.
- 45 The functions shall be regulated by resolution of the Syndicate.
- (a) The Functions of Student Support Services Division shall include establishing and maintenance of Study Centres / Learning Resource Centre satisfying the learning needs of the students and attending to student grievances, arranging for counseling and assignment evaluation and orientation for counsellors and co-ordinators and attending to students needs and such other matters as may be prescribed by the Syndicate or Vice-Chancellor.

(b) Functions of Material Production & Distribution Division shall include planning the requirements and arranging for the purchases of required stationery, printing, storing and distribution of study materials, liasoning with the Schools, Printers and course writers for ensuring quality of materials and such other matter as may be prescribed by the Syndicate or Vice-Chancellor.

46 Service matters relating to the Directors which are not covered by the foregoing provisions shall be regulated by the Statues, Ordinances and Regulations of the University as applicable to the teaching staff.

### THE FINANCE OFFICER

- 47 (1) The Finance Officer shall be a whole-time salaried officer of the University appointed by the Syndicate for such period as may be specified by the Syndicate in this behalf. **Sec.14 of the Act**  
*Finance Officer*
- (2) Every appointment of the Finance Officer shall be made by the Syndicate on the recommendation of the Vice-Chancellor from a panel of three names of Officers forwarded by the Government not below the rank of the Joint Director of Local Fund Accounts.
- (3) The entitlements of the Finance Officer are regulated by the rules of the Government in relation to the post held by him in his parent department.
- (4) The Finance Officer, shall retire on his attaining the age of fifty-eight years or on the expiry of the period specified by the Syndicate, whichever is earlier. Provided that the Finance Officer shall continue in office until alternative arrangements are made or until the expiry of a period of one year, whichever is earlier.
- (5) When the office of the Finance Officer is vacant or when the Finance Officer, is by reason of illness, absence or for any other cause, unable to perform the duties of his office, the duties of the Finance Officer shall be performed by such person as the Vice-Chancellor may appoint for the purpose.
- (6) (a) The Finance Officer shall exercise general supervision over the funds of the University and shall advise the University as regards its financial policy; and
- (b) exercise such other powers and perform such other financial functions as may be assigned to him by the Syndicate.
- (7) Subject to the control of the Syndicate, the Finance Officer shall -

- (a) ensure that the limit 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;
- (b) be responsible for the preparation of annual accounts, financial estimates and the budget of the University and for their presentation to the Syndicate;
- (c) keep a constant watch on the cash and bank balance and of investments;
- (d) watch the progress of the collection of revenue and advise on the methods of collection employed;
- (e) ensure that the registers of buildings, lands, furniture and equipments are maintained upto date and that stock checking is conducted, of equipments and other consumable materials in all offices, special centres, specialized laboratories and colleges maintained by the University;
- (f) bring to the notice of the Vice-Chancellor any unauthorized expenditure or other financial irregularity and suggest appropriate action to be taken against person at fault; and
- (g) call through the Registrar from any office, department, centre, laboratory and college maintained by the University, any information or returns that he may consider necessary for the performance of his duties.
- (h) with the approval of the Vice-Chancellor, suggest effective internal controls in the financial and accounting system.

- (8) The Finance Officer shall prepare the draft finance and accounting manual in which the complete system including the chart of accounts, formats, accounting standards relevant to preparation of annual accounts and other operating guidelines are documented and submit it to the Vice-Chancellor through the Registrar for the approval of the Syndicate. He shall also prepare a comprehensive Purchase Manual and submit it for approval. He shall update these manuals whenever the Finance Committee issues instructions for revision of the procedures for operating the system.
- (9) the receipt of the Finance Officer or of the person or persons duly authorized in this behalf by the Syndicate for any money payable to the University shall be a sufficient discharge for payment of such money.
- (10) an internal audit department shall be established from such date as may be notified by the Syndicate. The Finance Officer shall examine the internal audit report on receiving them and submit it to the Vice-Chancellor through the Registrar along with his comments and suggestions for streamlining the systems, wherever necessary.

### THE CONTROLLER OF EXAMINATIONS

- 48 (1) The Controller of Examinations shall be a whole-time officer of the University appointed by the Syndicate on the recommendation of the Vice-Chancellor for such period and on such terms and conditions as may be prescribed by the Syndicate. **Sec. 15 (1) of the Act.**
- (2) The Controller of Examinations shall be appointed by Direct recruitment.
- (3) The composition of Selection Committee for making recommendation to the Syndicate for appointment to the post of Controller of Examinations shall be – Vice-Chancellor as Chairperson, a nominee of the Chancellor and a nominee of the Government in terms of Section 44(2) of the Act and three experts in the subject of Educational Administration or Academicians with the experience in administration of Universities recommended by the Vice-Chancellor and approved by the Syndicate
- (4) There shall be paid to the Controller of Examinations a monthly salary in the Scale of Rs.16,400 – 450 - 20,900 – 500 - 22,400 plus allowances, as per rules.
- (5) The qualification for the post of Controller of Examinations shall be as follows:
- i) A Master's Degree with at least 55% of marks or its equivalent grade of B in the UGC seven point scale;
  - ii) at least 15 years of experience as Lecturer (Senior Scale) / Lecturer with eight years in Reader's grade along with experience in educational administration. (or)
  - iii) Comparable experience in research establishment and / or other institutions of higher education. (or)
- 15 years of administrative experience of which 8 years as Deputy Registrar or an equivalent post; and
- iii) Ph.D qualification in the respective field is desirable.
- (6) The applicant for the post of the Controller of Examinations should not be below 45 years of age and should not have completed 55 years of age in the case of a non-academician and 57 years of age in the case of an academician on the date of notification inviting application.

- (7) The term of the office of the Controller of Examinations is three years. He shall be eligible for a second term.
- (8) If there is short term vacancy in the post of Controller of Examinations, the Vice-Chancellor may appoint a Professor to hold full additional charge of the post.
- (9) The Controller of Examinations shall retire on attaining the age of 60 years in the case of an academician and 58 years in the case of a non-academician or on the expiry of the period of three years whichever is earlier.
- (10) The powers of the Controller of Examinations shall include the following;
  - (a) To notify the time schedules for the examination(s) with the prior approval of the Vice-Chancellor through the Registrar.
  - (b) To appoint the examiners with approval of Vice-Chancellor and disburse remuneration and travel expenses to them.
  - (c) To disburse payment of rent for the buildings, payment of remuneration for invigilators, clerical and other contingency and disburse expense for computer and such other equipment for the conduct of practical examinations at the rates approved by the Syndicate
  - (d) To publish the results of the examination with the approval of the Syndicate.
  - (e) To make proper arrangements for custody of the documents relating to the examinations including the answer scripts and ensure the safety of the documents.

- (f) To lodge First Information Report (FIR) with the Police in event of occurrence of any criminal offence in connection with the examinations and to delegate these powers to any person stationed at a place other than the headquarters of the University.
- (g) To recommend suspension of any employee against whom there is *prima facie* case of misconduct connected with examinations and to report immediately through the Registrar to the disciplinary authority concerned for the further action.
- (h) To refer the cases of malpractices to the Examination Discipline and Students Welfare Committee.
- (i) To perform such other functions, as may be entrusted to him by the Vice-Chancellor.



### THE LIBRARIAN, DEPUTY LIBRARIAN & ASSISTANT LIBRARIAN

49. (1) The Librarian, Deputy Librarian and Assistant Librarian shall be appointed by the Syndicate on the recommendations of the selection committee, constituted by the Syndicate. *Appointment of Librarian*
- (2) The qualifications for the post of Librarian shall be:
- a) Master Degree in Library Science / Information Science / Documentation with at least 55% of the Marks or its equivalent Grade of B in the UGC seven point scale and consistently good academic record.
  - b) At least 13 years experience, as Deputy Librarian in an University Library or 18 years experience as a College Librarian.
  - c) Evidence of Innovative Library service and Organisation of published work.
- Desirable :**
- M.Phil / Ph.D Degree in Library Science / Information Science / Documentation / achieves and manuscript keeping
- (3) The Librarian shall be paid monthly salary in the Scale of Pay Rs. 16,400-450-20900-500-22400
- (4) 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. *Duties*
- (5) The affairs of the Library shall be managed by the Syndicate. It shall be competent for the Syndicate to appoint a Committee on matters connected with the library and to delegate to it from time to time, such powers of management of the Library, as it may deem fit.

- (6) Purchase of books and periodical shall be made by the Registrar on Indents, prepared by the Librarian in consultation with the Board of Studies and Heads of School concerned.
- (7) The Vice-Chancellor shall determine the Universities and other institutions with which exchange relationship may be opened and shall determine in consultation with Board of Studies and Heads of Schools concerned the publications that may be exchanged.
- (8) The appointment of Deputy Librarian and Assistant Librarian are to be made according to the conditions regarding, scale of pay, qualifications and mode of selection as laid down by the UGC and adopted by the Govt. of Tamil Nadu.
- (9) The qualification and scale of pay for Deputy Librarian and Assistant Librarian are as follows:
- a) Deputy Librarian:
- Master's Degree in Library Science/Information Science/Documentation with atleast 55% of the marks or its equivalent grade of B in the UGC seven point scale and a consistently good academic record;
- Five years experience as an Assistant University Librarian / College Librarian
- Evidence of innovative services, published work and professional, computerisation of library.
- Desirable:
- M.Phil/Ph.D Degree in Library Science / Information Science / Documentation / archives and manuscript-keeping computerisation of library.
- Scale of Pay : 12000-420-18300

b) Assistant Librarian:

Qualifying in the National level test conducted for the purpose by the UGC or any other agency approved by the UGC

Master's Degree in Library Science / Information Science / Documentation or an equivalent professional degree with atleast 55% of marks or equivalent grade of B in the UGC seven point scale plus a consistently good academic record, computerization of library.

Scale of Pay : 8000-275-13500

- (10) Selection Committee for the post Librarian / Deputy Librarian / Assistant Librarian shall be the same as that of Professor, Reader and Lecturer respectively except that the concerned expert in Library Science, as the case may be shall be associated with the Selection Committee.

## CHAPTER - VIII

### SCHOOLS OF THE UNIVERSITY

50. The Syndicate may approve from time to time the proposals for establishing Schools of Studies and departments therein and prescribe their functions on the recommendation of the Academic Council.
51. Each School of Studies shall be headed by a Director, who shall be a Professor of the School concerned.
52. Each School shall comprise one or more branches of knowledge / departments as specified by the Syndicate.
53. There shall be the following Schools comprising of the departments of study, teaching and / or research in the following branches of knowledge:

**List of Schools:**

**a. School of Social Sciences consisting of the following Departments:**

- i) History
- ii) Political Science
- iii) Public Administration
- iv) Sociology
- v) Psychology
- vi) Economics
- vii) Commerce
- viii) Tourism Studies

**b. School of Management Studies consisting of the following Departments:**

- i) Business Administration
- ii) Hospitality Management
- iii) Health Care Management
- iv) International Business Management
- v) Entrepreneurship Development
- vi) Environmental Management

**c. School of Education consisting of the following Departments:**

- i) Education
- ii) Special Education
- iii) Multimedia Education
- iv) Educational Innovations and Curriculum Development

**d. School of Humanities consisting of the following Departments:**

- i) Tamil
- ii) English
- iii) Other Languages
- iv) Visual Communication
- v) Journalism and Mass Communication

**e. School of Continuing Education consisting of the following Departments:**

- i) Vocational Programmes
- ii) Health Programmes
- iii) Information Technology Programmes

**f. School of Sciences consisting of the following Departments:**

- i) Mathematics
- ii) Physics
- iii) Chemistry
- iv) Life Sciences

**g. School of Computer Science consisting of the following Departments:**

- i) Computer Science
- ii) Information Technology

**h. School of Library and Information Science consisting of the following Departments:**

- i) Library Science
- ii) Information Science

The Schools of Studies shall perform such functions as are assigned to it by the Academic Council which shall include the following:

- a) Development of the curriculum for the relevant programmes.
- b) Preparation of the Self Instructional Material in all formats viz., printed, audio and video.
- c) Design the structure of each programme
- d) Consider proposals for recognition of degrees, diplomas and certificates awarded by other Institutes of learning for the purpose of admission to various programmes which are within the purview of the individual School of Studies.
- e) Make suggestions regarding other aspects of the programmes including the following:
  - i) Qualifications for enrolment of the students ;
  - ii) Admission Procedure
  - iii) Tuition Fees and Examination Fee.
- f) Suggest new programmes.
- g) Initiate proposals for conducting refresher courses, workshops, seminars on academic subjects which are within the purview of the individual school.
- h) Attend to such other academic work as may be assigned by the Vice-Chancellor.

**CHAPTER - IX****THE AUTHORITIES OF THE UNIVERSITY**

54 (1) The Authorities of the University shall be the following:-

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

**Sec 17 (1) of  
the Act**  
*Authorities of  
the University*

## THE SYNDICATE

55 The Syndicate shall be the Executive Authority of the University to regularize and determine all matters concerning the University in accordance with Act, Statutes, Ordinances and Regulations.

56. The Syndicate shall consist of the following members, namely:-

**Sec 20(2) of  
the Act  
The Syndicate**

### Class-I – Ex-officio members

- (a) The Vice-Chancellor;
- (b) Three Government Officials nominated by the Government, who shall be not below the cadre of special secretary to Government to be nominated by the Government;

### Class-II – Other members

- (a) Two eminent educationists to be nominated by the Chancellor on the recommendation of the Vice-Chancellor;
- (b) Three eminent persons to be nominated by the Pro-Chancellor on the recommendation of the Vice-Chancellor of whom, one shall be from the non-formal or voluntary sector, one shall be from commerce or industry and the third shall represent the learned professions:

Provided that the members nominated under item (b), and (c) and (d) are such persons who will guide the Vice-Chancellor in administrative, academic and financial matters including any issues connected with social justice and policies of the State Government.

- (c) One Director nominated by the Chancellor on the recommendation of the Vice-Chancellor;
- (d) One University Professor nominated by the Chancellor on the recommendation of the Vice-Chancellor;
- (e) One University Reader nominated by the Vice-Chancellor by rotation according to seniority;



- (f) One University Lecturer nominated by the Vice-Chancellor, by rotation according to seniority; and
- (g) Two persons to be co-opted by the Syndicate out of whom one may be an expert on distance education, and the other has special knowledge of or experience in media or communication field.

57. Save as otherwise provided, the members of the Syndicate, other than the ex-officio members, shall hold office for a period of three years and such members shall be eligible for election or nomination for not more than another period of three years. **Sec. 20 (3) (a) of the Act**

58. Where a member is nominated to the Syndicate in a casual vacancy the period of office held for not less than one year by any such member shall be construed as a full period of three years; **Sec. 20 (3) (b) of the Act**

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

59. 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. **Sec. 20 (4) of the Act**

60. 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; **Sec. 20 (5) of the Act**

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

61. A member of the Syndicate, other than a Government Official (*ex-officio*), 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. **Sec. 20 (6) of the Act**

62. The Syndicate shall have the power of management and administration of the revenue and property of the University and the conduct of all administrative affairs of the University not otherwise provided for. **Sec. 21 of the Act**  
*Powers of the Syndicate*
63. Subject to the provisions of the Act, the Statutes and the ordinances, the Syndicate shall have the following powers, namely:
- (a) to create teaching and other academic posts and to define the functions and conditions of service of Professors, Readers, Lecturers and other teachers and other academic staff employed by the University;
  - (b) to prescribe qualifications for teachers and other academic staff;
  - (c) to approve the appointment of such Professors, Readers, Lecturers and other teachers and academic staff as may be necessary on the recommendations of the Selection Committees constituted for the purpose;
  - (d) to approve appointments to temporary vacancies of any academic staff;
  - (e) to specify the manner of appointment to temporary vacancies of any academic staff;
  - (f) to provide for the appointment of Visiting Professors, Emeritus Professors, Fellows, Artists and Writers and determine the terms and conditions of such appointments;
  - (g) to manage and regulate the finances, accounts, investments, property of the University and all other affairs of the University and to appoint such agents as may be considered fit;
  - (h) to administer all properties and funds placed at the disposal of the University;

- (i) to create administrative, ministerial and other necessary posts after taking into account the recommendation of the Finance Committee and to specify the manner of appointment thereto;
- (j) to regulate and enforce discipline amongst the employees in accordance with the statutes and ordinances;
- (k) to transfer or accept transfer of any immovable or movable property on behalf of the University;
- (l) to entertain, adjudicate upon, or redress the grievances of the employees and the students of the University who may, for any reason, feel aggrieved;
- (m) to fix the remuneration payable to course writers, counsellors, examiners and invigilators, and travelling and other allowances payable, after consulting the Finance Committee;
- (n) to select the common seal for the University and to provide for the use of such seal;
- (o) to delegate any of its powers to the Vice-Chancellor, Registrar, the Finance Officer or any other officer, employee or authority of the University, or to a Committee appointed by it;
- (p) to institute fellowships, scholarships, studentships; and
- (q) to approve the publication of examinations results
- (r) to exercise such other powers and perform such other functions as may be conferred or imposed on it by the Act or the Statutes.

64 The Syndicate shall exercise all the powers of the University not otherwise provided for by the Act, Statutes, Ordinances and the Regulations for the fulfillment of the objects of the University;

65 The Syndicate shall meet at least once in every three months at such time and place and shall, subject to the provisions of Section 22 (2) and (3) of the Act, observe such rules of procedure in regard to transaction of business at its meetings including the quorum at meetings.

**Sec 22(1) of  
the Act**  
*Meetings of the  
Syndicate*

However, a special meeting may be convened by the Vice Chancellor in any emergency.

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| 66 | The Vice-Chancellor shall preside over the meeting of the Syndicate. In his absence, any member chosen by the members present, shall preside at the meeting of the Syndicate.   | <b>Sec.22(2) of the Act</b><br><i>Chairman of the meeting</i> |
| 67 | 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.   | <b>Sec.22(3) of the Act</b><br><i>Decision at the Meeting</i> |
| 68 | <p>(a) The Syndicate may, for the purpose of consultation invite any person having special knowledge or practical experience in any subject under consideration to attend any meeting. Such person may speak in, and otherwise take part in the proceedings of such meeting but shall not be entitled to vote.</p> <p>(b) The person so invited shall be entitled to such daily and travelling allowances as are admissible to a member of the Syndicate.</p>   | <b>Sec.22(4) of the Act</b><br><i>Special invitee</i>         |
| 69 | <p>(a) The Syndicate may invite any 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.</p> <p>(b) 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 prescribed in the ordinances.</p> | <i>Special mode of appointment</i>                            |

### ACADEMIC COUNCIL

70. The Academic Council shall be the principal academic body of the University and shall subject to the provisions of the Act and the Statutes have the control and general regulation of teaching and examination in the University and be responsible for the maintenance of the standards thereon. In addition it shall also act as the body to review the broad policies and programmes of the University
- Sec.24(1) of the Act**  
*Powers and functions*
71. (l) The Academic Council, shall consist of the following members:-
- Sec.23(1) of the Act**  
*The Academic Council*
- Class-I – Ex-officio members**
- (a) The Chancellor;
- (b) The Pro-Chancellor;
- (c) The Vice-Chancellor;
- (d) All Directors;
- (e) Librarian;
- Class-II – Other members**
- (a) Not more than six teachers, other than Directors, to be nominated by the Syndicate on the recommendations of the Vice-Chancellor;
- (b) Not more than ten persons, who are not employees of the University co-opted by the Academic Council for their special knowledge, including representatives of employer's organizations, industries, trade and commerce, academic and professional organizations, communication field etc.,
72. Nominated and co-opted members of the Academic Council shall hold office for a period of three years and such member shall be eligible for election or nomination for not more than another period of three years.
- Sec.23(2)(a) of the Act**  
*Tenure*
73. Where a member is nominated to the Academic Council to a casual vacancy, the period of office held for not less than one year by any such member shall be construed as a full period of three years:
- Sec.23(2)(b) of the Act**  
*Position of Casual vacancy*
- Provided that a member of the Academic Council who is nominated in his capacity as a member of the particular

body or the holder of a particular appointment, shall cease to be a member of the Academic Council from the date on which he ceases to be a member of that body, or the holder of that appointment, as the case may be:

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

- 74 When a person ceases to be a member of the Academic Council he shall cease to be a member of any of the authorities of the University of which he may happen to be a member by virtue of his membership in the Academic Council. **Sec.23(3) of the Act**  
*Ceases to be member*
- 75 The members of the Academic Council shall not be entitled to receive any remuneration from the University except such daily and traveling allowances as may be prescribed;  
**Sec.23(4) of the Act**  
*Not to receive remuneration*
- 76 A member of the Academic Council, other than a Government Official (*ex-officio*), 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. **Sec.23(5) of the Act**  
*Resignation of membership*
- 77 The Academic Council shall have the following powers and functions namely:-

- (a) to exercise general control on teaching and other educational programmes and to maintain and promote the standards thereof;
- (b) to make Ordinances and amend or repeal the same;
- (c) To make regulations -
  - (i) regarding the admission of students to the University and the number of students to be admitted;
  - (ii) regarding the courses of study leading to degrees, diplomas and other academic distinctions;
  - (iii) regarding the conduct of examinations and maintenance and promotion of standards of education;
  - (iv) prescribing equivalence of examinations, degrees, diplomas and certificates of other Universities, Colleges, Institutions and Boards;
  - (v) regarding industrial training where such training forms part of the requirements for the degree, diploma or other academic distinctions; and
  - (vi) for the assessment, evaluation and grading of students performance;
- (d) to advise the Syndicate on all academic matters including the control and management of libraries;
- (e) to make recommendations to the Syndicate for the institution of Professorship, Readership, Lecturership and other teaching posts including posts in research and in regard to the duties and emoluments thereof;
- (f) to formulate, modify or revise schemes for the constitution or reconstitution of departments of teaching and research;

- (g) to make recommendations to the Syndicate regarding post graduate teaching and research;
- (h) to make recommendations to the Syndicate regarding the qualifications to be prescribed for teachers in the University;
- (i) to make recommendations to the Syndicate for the conferment of honorary degrees or other distinctions;
- (j) to review and act upon the proposals of Boards of Studies in formulating rules, regulations, syllabi and methods of evaluation, introduction of new courses and modification of existing courses;
- (k) to make recommendations to the Syndicate regarding institution of fellowships and scholarships;
- (l) to recommend to the Syndicate the measures for promoting collaboration between industries and governmental employers on the one hand and the university on the other;
- (m) to delegate to the Vice-Chancellor or to any of the committees of the Academic Council, any of its powers; and
- (n) to assess and make recommendations laying down standards of accommodation, equipment, apparatus, library, maintenance and other physical facilities required for each faculty;

78 Subject to the other provisions of this Act, the Academic Council in its capacity as a reviewing body shall have the following powers and functions, namely:-

**Sec.24(3) of  
the Act.**  
*Reviewing body  
- Powers*

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



- 79 The Academic Council shall meet at least twice in every year on dates to be fixed by the Vice-Chancellor. One of such meetings shall be called the Annual Meeting. The Academic Council may also meet at such other times as it may, from time to time, determine.
- The Vice-Chancellor may, at his discretion, postpone the date for the meeting of the Academic Council.
- Sec.25(1) & (3) of the Act.**  
*Meeting of the Academic Council*
- 80 The Vice-Chancellor may, whenever he thinks fit, and shall upon a requisition in writing signed by not less than fifty per cent of the total members of the Academic Council, convene a special meeting of the Academic Council.
- 81 (1) One third of the total strength of the members of the Academic Council shall be the quorum required for a meeting of the Academic Council:
- Provided that such quorum shall not be required at a convocation of the University, or a meeting of the Academic Council held for the purpose of conferring degrees, titles, diplomas or other academic distinctions.
- Sec.25(2) of the Act.**  
*Quorum*
- (2) The Registrar shall, under the direction of the Vice-Chancellor, give not less than 10 Days notice of the date of a meeting.
- Notice of the Meeting*
- (3) Along with the notice of the Meeting, the Registrar shall issue to every member an Agenda Paper, specifying the day and the hour of the meeting and business to be brought before the meeting.
- Agenda Paper*
- Provided the Vice-Chancellor may bring, any business which in his opinion is urgent before any meeting without placing the same on the Agenda Paper.
- (4) At every meeting of the Academic Council, the following shall be the Order of Business:
- Order of Business*
- a) Business brought forward by the Vice-Chancellor including business remitted by the Syndicate.  
b) Business brought forward by the Faculties  
c) Business brought forward by the Boards of Studies.
- (5) Member of the Academic Council attending the meeting shall sign in a Register kept for the purpose before they take their places at the meeting.
- Attendance Registers at the Meetings*

### BOARDS OF STUDIES

82. There shall be a Board of Studies attached to each school. **Sec.28 of the Act**
83. (1) The Board of Studies shall make recommendations in respect of the academic matters concerning the disciplines assigned to the individual school which come up for consideration and co-ordination by the Academic Council in the larger context of the academic functions of the University as a whole. *Functions*
- (2) The recommendations of the Board of Studies shall include the following matters;
- (i) Measures for promoting research
  - (ii) Methodology for preparation of educational material
  - (iii) Review of the existing courses and proposals for changes wherever necessary
  - (iv) Standards of the courses of study
  - (v) Syllabus for the courses
  - (vi) Identification of books suitable for recommending them as text books
  - (vii) Proposals for Orientation Course for Tutors, Counsellors and Course Writers/Editors.
  - (viii) Features of the system of examination including assessment, evaluation, grading of the students based on performance and nomination of examiners.
  - (ix) Consideration of any other matter remitted to it by the Academic Council or the Syndicate.
84. (1) Each Board of Studies shall consist of members not exceeding ten and the internal members shall not be more than 50% of the total strength. *Constitution*
- (2) There shall be a representation for all the academic disciplines of the school concerned.

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| 85. | The tenure shall be three years for each member.   | <b><i>Term of Office</i></b> |
| 86. | The Director of the School concerned shall be the Chairman of the Board. In the absence of Director, the senior most Faculty of the School shall be the Chairman. In the event of a vacancy in the office of the chairman the Vice-Chancellor shall appoint a member of the board from among the members to act as chairman.   | <i>Chairman</i>              |
| 87. | Academicians and experts in the relevant disciplines may be nominated to the board by the Syndicate on the recommendations of the Vice-Chancellor.   | <i>Other members</i>         |
| 88. | 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, Ordinances and Regulations) of this University, by the Syndicate or by the Academic Council or the Faculty or the Head of the Faculty concerned with the subject with which it deals. | <i>Duties</i>                |
| 89. | Meetings of the Board of Studies shall be convened by the Registrar in consultation with Chairman of the Board as and when necessary or on the written request of not less than one-third of the number of members serving on the board, at the time.  | <i>Meeting</i>               |
| 90. | The quorum will be one third of the total number of members of the Board.  | <i>Quorum</i>                |

### FINANCE COMMITTEE

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| 91 | <p>The Finance Committee shall consist of :-</p> <ul style="list-style-type: none"> <li>a) the Vice-Chancellor;</li> <li>b) the Secretary to Government in charge of Finance;</li> <li>c) the Secretary to Government in charge of Higher Education; and</li> <li>d) three members nominated by the Syndicate from among its members of whom one shall be a Professor and one shall be a person nominated to the Syndicate by the Chancellor</li> </ul>  | <p><b>Sec.26(1) of the Act.</b><br/><i>Composition of the Committee</i></p>                         |
| 92 | <p>The Vice-Chancellor shall be the Ex-officio Chairman and the Finance Officer shall be the Ex-officio Secretary to the Finance Committee.</p>  | <p><b>Sec.26(2) of the Act.</b></p>   |
| 93 | <p>All the members of the Finance Committee, other than the ex-officio members shall hold office for a period of three years.</p>  | <p><b>Sec.26(3) of the Act.</b><br/><i>Tenure</i></p>   |
| 94 | <p>The Finance Committee shall meet at least twice in every year to examine the accounts and to scrutinize the proposals for expenditure.</p>  | <p><b>Sec.26(4) of the Act.</b></p>   |
| 95 | <p>(1) 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.</p> <p>(2) The Finance Committee shall recommend limits for the total recurring expenditure and the total non-recurring expenditure for the year based on the income and resources of the University.</p> <p>(3) The Finance Committee Shall:-</p> <ul style="list-style-type: none"> <li>(a) review the financial position of the University from time to time;</li> </ul> | <p><b>Sec.26(5) &amp; (6) of the Act.</b><br/><i>Powers</i></p> <p><b>Sec.26(7) of the Act.</b></p> |

- (b) make recommendation to the Syndicate on every proposal involving investment or expenditure for which no provision has been made in the annual financial estimates or which involves expenditure in excess of the amount provided for in the annual financial estimates.
- (c) Prescribe the methods and procedure and forms for maintaining the accounts of the university, its departments and its constituent colleges;
- (d) Make recommendations to the Syndicate on all matters relating to the finances of the University; and
- (e) Perform such other functions as may be prescribed by the Syndicate.

- 96 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. **Sec.26(8) of the Act.**  
*Financial estimate*
- 97 (1) The Finance Committee shall formulate a scheme for conducting internal audit of the financial transactions of the University for approval of the Syndicate. The reports of the Internal Audit shall be required to be submitted through the Registrar for consideration by the Finance Committee and appropriate action thereon. *Other aspects*
- (2) The Finance Officer shall prepare the draft Finance & Accounting Manual and Purchase Manual and submit them to the Finance Committee through the Registrar for approval of the Syndicate. The Finance Committee shall arrange to review the provisions of these manuals periodically in the light of the experience gained in operating the system and give directions for such changes as it may consider necessary from time to time.

### PLANNING BOARD

- 98 The Planning Board shall advise the University generally on planning and development of the University and to review the standard of education and research **Sec.27(1) of the Act.**  
*Planning Board*
- 99 The Planning board shall consist of the following members, namely:- **Sec.27(2) of the Act.**  
*Composition*
- (a) Vice-Chancellor;
  - (b) Four persons to be nominated by the Vice-Chancellor from amongst the academic staff of the University;
  - (c) Five persons, who are not employees of the University, to be nominated by the Chancellor, one each representing the following sectors;
    - (i) Vocational/Technical Education;
    - (ii) Media/Communications;
    - (iii) Manpower Planning;
    - (iv) Agriculture/Rural Development and allied activities;
    - (v) Women's Studies;
  - (d) Five persons, who are not employees of the University, to be nominated by the Syndicate, for their expertise, one each of the following areas of specialization;
    - (i) Management;
    - (ii) Learned Professions;
    - (iii) Education;
    - (iv) Distance Education; and
    - (v) Commerce and Industry.
- 100 All the members of the Planning Board, other than the Vice-Chancellor, shall hold office for a term of three years. **Sec.27(3) of the Act**  
*Tenure*
- 101 The Board shall perform the following functions:- *Functions*
- (i) To suggest the short term and long term plans of the University;

- (ii) To suggest the design of the system for collection of the data for the purpose of planning and recommend to the Syndicate for sanction of the proposals.
  - (iii) To fix the targets on year to year basis within the framework of the long term plan for various activities
  - (iv) To apprise the Academic Council and the Syndicate about the precise segments of the economy in which potential for jobs is forecast and provide concrete inputs into the process of selection of such new courses in distance education.
  - (v) To suggest the design of the system for monitoring the implementation of the plans, evaluate the results and advise the Syndicate on the further measures needed for the fulfillment of the objectives of the University
  - (vi) To advice on improving the infrastructural support to the distance education programmes.
- 102 The Board shall meet atleast once in a year or at such shorter intervals as may be necessary *Time schedule of the meetings*
- 103 The quorum for a meeting of the Planning Board shall be four Members.

## CHAPTER - X

### PROVISIONS COMMON TO ALL AUTHORITIES

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| 104 | Where power is conferred on the Chancellor to nominate persons to the Authorities, he shall, in consultation with the Vice-Chancellor and to the extent necessary, nominate persons to represent interests not otherwise adequately represented. Accordingly, the data needed to perform this function shall be furnished by the Registrar.  | <p><b>Section 8(2) of the Act.</b><br/><i>Nomination of persons to the Authorities by the Chancellor – Parameter</i></p> |
| 105 | <p>(1) Where a mid-term vacancy is filled, the person so nominated shall hold office for the residuary term of the office of the member whose place is filled in. This provision does not apply to <i>ex-officio</i> members.</p> <p>(2) Vacancies in the office of the members of the Authorities which occur within six months of the scheduled date of expiry of the prescribed term shall not be filled in.</p>  | <p><i>Manner of filling of vacancies</i></p> <p><b>Section 48 of the Act</b></p>   |
| 106 | <p>Quorum for the meetings is specific to each Authority.</p> <p>(a) The Chairman shall also be counted for ascertainment of existence of the quorum.</p> <p>(b) At the scheduled time of commencement of the meeting, if there is no quorum a margin of fifteen minutes shall be allowed and the question as to whether quorum exists shall be decided at the end of said margin. Where the meeting is adjourned for want of quorum, the next meeting shall be held at the same time on the same day of the following week.</p> | <p><i>Procedure for conducting the meetings</i></p>  |
| 107 | Decisions are taken by opinion of the majority of the members present. In the event of a tie, the Chairperson shall have casting vote.   |  |



- 108 Where the Authority concerned is a recommendatory body and there is no unanimity in respect of a decision, the dissenting note shall be appended to the resolution at the written request of the dissenting members.
- 109 The Chairman may, for the purpose of consultation, invite any person having special knowledge or practical experience in any subject under consideration by the Authority to attend any meeting. Such a person may speak in the meeting and otherwise take part in the proceedings but shall not be entitled to vote.
- 110 Each individual Authority may regulate the aspects relating to the procedure applicable to it which are not covered by this Statute. Without prejudice to the generality of these residuary powers, the jurisdiction may cover the aspects of minimum period of notice for the meeting, cut off date for circulation of agenda papers, leave of absence of the members and the procedure for moving resolutions and amendments thereto.
- 111 The minutes of the proceedings of the Authorities shall be approved by the Chairperson. The same shall be communicated to the members by the Registrar. *Authentications of the decision of the authorities*
- 112 The decisions of the Authorities are final except in cases in which the Authority concerned receives an intimation that the decision is being examined under the orders of the Chancellor in terms of Section 8(3) of the Act. **Sec.8(3) of the Act.**  
*Finality of the decisions*
- 113 (1) No person shall be qualified for election or nomination as a member of any of the authorities of the University, if on the date of such election or nomination he is - **Sec.18(1) of the Act.**  
*Disqualification for membership*
- (a) of unsound mind or a deaf mute; or
  - (b) an applicant to be adjudicated as an insolvent or an undischarged insolvent; or
  - (c) sentenced by a criminal court to imprisonment for any offence involving moral turpitude
- (2) In case of dispute or doubt, the Syndicate shall determine whether a person is disqualified under section 18 (1) and its decision shall be final.

- 114 (1) Notwithstanding anything contained in Sections 20 and 23 of the Act, no person who has held office as a member for a total period of six years in the Syndicate and/or the Academic Council of the University shall be eligible for election or nomination to either of the said two authorities:

**Sec.19(1) of the Act.**

*Disqualification for election or nomination to Syndicate and Academic Council*

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

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

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

- (2) Nothing in this Statute shall have application in respect of Ex-officio members referred Act Section 20 and 23 of the Act.

- 115 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 deem fit.

**Sec.30 of the Act.**

*Constitution of Committees and delegation of powers*

- 116 All casual vacancies among the members other than *ex-officio* members of an 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”

**Sec.48 of the Act.**

*Filling up of casual vacancies*

- 117 No act or proceeding of any authority or other body of the University shall be invalidated merely by reason of the existence of any vacancy or of any defect or irregularity in the election or appointment of a member of such authority or other body of the University or of any defect or irregularity in such act or proceedings not affecting the merits of the case or on the ground only that the authority or other body of the University did not meet at such intervals as required under this Act.
- Sec.49 of the Act.**  
*Proceedings of the University authorities and bodies not to be invalidated by vacancies*
- 118 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.
- Sec 51 of the Act.**  
*Disputes as to constitution of University authorities and bodies*
- 119 Notwithstanding anything contained in this Act or in any other law for the time being in force, the Government may, by order in writing, call for any information from the University on any matter relating to the affairs of the university and the University shall, if such information is available with it, furnish to the Government with such information within a reasonable period
- Power to obtain information*

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.

**CHAPTER - XI****LEGAL ADVISER**

120. It shall be competent for the Syndicate to appoint a Legal Adviser for such period, and on such remuneration and other terms, to perform such duties as it may fix from time to time. *Legal Adviser – Terms of appointment*
121. The Legal Adviser so appointed shall not be a member of any authority of the University

## CHAPTER - XII

### LEGISLATION STATUTES

The Laws of the University shall consist of the Act, Statutes, Ordinances and Regulations.

*Laws of the University*

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

**Sec.31 of the Act.**  
*Statutes*

- (a) the holding of convocation to confer degrees.
- (b) the conferment of honorary degrees and academic distinctions;
- (c) the constitution, powers and functions of the authorities of the University;
- (d) the manner of filling vacancies among members of the authorities;
- (e) the allowances to be paid to the members of the authorities and committees thereof;
- (f) the procedure at meetings of authorities including the quorum for the transaction of business at such meetings;
- (g) The authentication of the orders or decisions of the authorities;
- (h) the formation of departments of teaching at the University;
- (i) The term of office and method of appointment and conditions of service of the officers of the University other than the Chancellor and the Pro-Chancellor;
- (j) the qualifications of the teachers and other persons employed by the University;

- (k) the classifications, the method of appointment and determination of the terms and conditions of service of teachers and other persons employed by the University;
  - (l) the institution of pension, gratuity, insurance or provident fund for the benefit of the officers, teachers and other persons employed by the University;
  - (m) the institution of fellowships, traveling fellowships, scholarships, studentships, bursaries, exhibitions, medals and prizes and the conditions of award thereof;
  - (n) the establishment and maintenance of halls, hostels and laboratories;
  - (o) 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;
  - (p) the delegation of powers vested in the authorities or officers of the University; and
  - (q) Any other matter which is required to be or may be prescribed by the statutes.
- 123 (1) The Syndicate may from time to time, make statutes and amend or repeal the statutes in the manner hereafter provided in Section 32 the Act.
- Sec 32 of the Act.**  
*Statutes how made*
- (2) The Academic Council or the Vice-Chancellor may propose to the Syndicate the draft of any statute or of any amendment to, or of repeal of, a statute, to be passed by the Syndicate and such draft shall be considered by the Syndicate at its next meeting:
- Provided that the Vice-Chancellor shall not propose any amendment to any statute affecting the status, powers and constitution of any authority of the University, until such authority has been given an opportunity of expressing its opinion and the opinion so expressed shall be considered by the Syndicate.

- (3) The Syndicate may consider the draft proposed by the Academic Council and the Vice-Chancellor under subsection (2) of 32 and may either pass the draft or reject or return it with or without amendments to the Academic Council or the Vice-Chancellor as the case may be for reconsideration.
- (4) (a) Any member of the Syndicate may propose to the Syndicate the draft of a statute or of any amendments to, or of repeal of, a statute and the Syndicate may either accept or reject the draft, if it relates to matter not falling within the purview of the Academic Council.
- (b) In case such draft relates to a matter within the purview of the Academic Council, the Syndicate shall refer it for consideration to the Academic Council, which may, either report to the Syndicate that it does not approve the draft or submit the draft to the Syndicate in such form as the Academic Council may approve and the Syndicate may either pass with or without amendments or reject the draft.
- (5) A statute or an amendment to or repeal of, a Statute passed by the Syndicate shall be submitted to the Chancellor who may assent thereto or withhold his assent. A statute or an amendment to or repeal of, a statute passed by the Syndicate shall have no validity until it has been assented to by the Chancellor.

124 Subject to the provisions of this Act and the statutes, the ordinances of the University may provide for all or any of the following matters, viz.

**Sec 33 of the Act**  
*Ordinances*

- (a) the admission of the students to the University;
- (b) the courses of study leading to all degrees, diplomas and other academic distinctions of the University;
- (c) the conditions under which the student shall be admitted to the courses of study leading the degrees, diplomas and other academic distinctions of the University;

- (d) the conduct of examinations of the University and the conditions on which students shall be admitted to such examinations;
- (e) the manner in which exemptions relating to the admission of students to examinations may be given;
- (f) the conditions and mode of appointment and duties of examining bodies and examiners;
- (g) the maintenance of discipline among the students of the University;
- (h) the fees to be charged for courses of study, research, experiment and practical training and for admission to the examinations for degrees, diplomas and other academic distinctions of the University, and
- (i) any other matter which by this Act or the statutes is required to be, or may be prescribed by the ordinances.
- 125 (1) Save as otherwise provided in section 34 of the Act Ordinances shall be made by the Academic Council. **Sec 34 of the Act.**  
*Ordinances how made*
- (2) All Ordinances made by the Academic Council shall take effect from such date as may be fixed by the Academic Council, but every Ordinance so made shall be submitted as soon as may be after it is made to the Syndicate and shall be considered by the Syndicate at its next meeting.
- (3) The Syndicate shall have power by a resolution passed by a majority of not less than two-thirds of the members present at such meeting, to modify or cancel any such Ordinance and such Ordinance shall from the date of such resolution have effect in such modified form or be of no such effect as the case may be.
- 126 (1) The Syndicate and the Academic Council may make Regulations consistent with the provisions of this Act, the Statutes and the Ordinances, for all or any of the matters which by this Act and the Statutes and Ordinances are to be provided for by Regulations and also for any other matter solely concerning such Authorities. **Sec 35 of the Act.**  
*Regulations*



- (2) All such Regulations shall have effect from such date as the Syndicate or the Academic Council, as the case may be, may appoint in that behalf.
- (3) Each of the Authorities referred to in this Statute shall make Regulations providing for the giving of notice to the members thereof of the date of meeting and of the business to be considered at the meetings and for the keeping of the proceedings of the meetings.
- (4) The Syndicate may direct the amendment in such manner as it may specify, of any regulation made under this section or the annulment of any regulation made thereunder by itself or by the Academic Council.

## CHAPTER - XIII

### HONORARY DEGREES

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

Doctor of Laws (LL.D.)  
 Doctor of Literature (D.Litt.)  
 Doctor of Science (D.Sc.)

All proposals for conferment of honorary degrees shall be made to the Syndicate and the decisions shall be placed before the Chancellor for his assent. After the Chancellor assents to the proposal, the Syndicate shall arrange for the conferment.

Every proposal for the conferment of honorary degrees shall be subject to the confirmation of the Chancellor.

- 128 Honorary Degrees shall be conferred only at Convocation and may be taken in person or in absentia.
- 129 The presentation of persons at the convocation on whom honorary degrees are to be conferred shall be made by the Vice-Chancellor or by any other person nominated by the Syndicate.
- 130 The Diploma or Certificate of an Honorary Degree shall be signed by the Chancellor.
- 131 **Academic Robes for Honorary Degrees :**

A Gown of Scarlet Silk or Stuff with facings of Crimson Silk for LL.D, gold yellow silk for D.Sc or D. Litt.

- (i) **Hood**  
**For LL.D. Degree**  
 A hood made of Scarlet Silk or Stuff, lined with Crimson silk
- (ii) **For D.Sc Degree**  
 A hood made of Scarlet Silk or stuff, lined with gold yellow silk

(iii) **For 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 Fez.

## CHAPTER - XIV

### CONVOCATION

132. Convocations, for the purpose of conferring degrees shall ordinarily be held every year, in the month of October and at such other times as the Chancellor may direct. Convocations

\* The Chief Guest for the Convocation shall be fixed and his confirmation shall be obtained by July. Prior approval of the Chancellor shall be obtained for fixing the Chief Guest.

133. Candidates who passed the examinations of the University and qualify for the award of the Degree shall be admitted to the respective Convocations without requiring them to apply for the award of the Degree at Convocation. However, Candidates for all degrees, including those who are to be admitted 'In Absentia' should submit the Applications to the Registrar for admission to their degrees in the prescribed form on or before the dates, specified by the University every year, along with the prescribed fees. Date of Application

\* In the event of unavoidable delay in conduct of the Convocation, the Chancellor may consider to authorize the Vice-Chancellor to issue the degree certificates to the deserving candidates based on the resolution passed by the Academic Council which is authorized to pass the grace. The formal passing of the grace may be made when the convocation is later held at the University.

\* The Vice-Chancellor along with the Academic Council may recommend only genuine cases who are in urgent need of the degree certificate for the issue of degree prior to Convocation.

\* The record of degrees (registry of graduates) which is presented to the presiding authority for his/her signature shall also contain the particulars of the degrees already issued by the Vice-Chancellor as well as the names of candidates eligible to receive the degrees as on date whether the candidate has formally applied for the same or not.

134. 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. Admission to Convocation a second time for the same Degree

135. The Chancellor, Pro-Chancellor, Vice-Chancellor, Chairman of the Faculties, and members of the Academic Council shall wear 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 the Vice-Chancellor shall preside and in their absence another member of the Academic Council nominated by the Chancellor shall preside.

136. The graces of the Candidates for admission to several degrees in various faculties will be supplicated in the following order at one stretch:

- |    |                      |   |  |
|----|----------------------|---|--|
| a. | Science              |   | by the Chairman of Faculty of Science              |
| b. | Social Sciences      | - | by the Chairman of Faculty of Social Science       |
| c. | Education            | - | by the Chairman of Faculty of Education            |
| d. | Humanities           | - | by the Chairman of Faculty of Humanities           |
| e. | Management Studies   | - | by the Chairman of Faculty of Management Studies   |
| f. | Continuing Education | - | by the Chairman of Faculty of Continuing Education |
| g. | Library Science      | - | by the Chairman of Faculty of Library Science      |
| h. | Computer Science     | - | by the Chairman of Faculty of Computer Science     |

## 137 Passing of Graces :

This event is named "as Special Meeting of the Academic Council"

- (1) The Formula to be used for each grace by the Form of Grace  
Chairman of the Faculty shall be as follows :

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

- (2) After the grace of all the Faculties have been Passing of Grace  
suppllicated by the Chairman of various Faculties, the  
Chancellor shall put the question:

'Doth it please you that the graces be passed? and the Academic Council assenting, the Chancellor shall say "These graces are passed".

- (3) When all the graces have been passed, the Procession  
Chancellor, Pro-Chancellor, Vice-Chancellor  
Chairman of the Faculties and members of the  
Academic Council shall proceed in procession to the  
hall in which the degrees are to be conferred. The  
order of procession shall be as follows:

Registrar  
Members of the Academic Council and Chairmen of  
Faculties (in rows of two)  
Vice-Chancellor  
Chief Guest  
Pro-Chancellor  
Chancellor

138. 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, Presidents of the Faculties and members of the Academic Council being so arranged as to leave full space for the presentation of the candidates. Statute Arrangement of Seats
- The Candidates shall wear the gowns and hoods pertaining to their Degrees and Diplomas; and their seats shall be arranged opposite to the Chancellor.
139. The Chancellor shall announce 'Invocation' Invocation
140. *After the Invocation, the Chancellor shall say:*  
*'I Invite the Vice-Chancellor to deliver the Welcome Address and present the report on the academic achievements of the University during .....* Welcome Address and Report by the Vice-Chancellor
141. The Vice-Chancellor will deliver the Welcome Address and present the report on achievements of the University during ..
142. *The Chancellor shall say :*  
*"This Convocation of Tamil Nadu Open University has been called on to confer the Degrees and Diplomas upon candidates who in the Examinations recently held for the purpose, have been certified to be worthy of the same".* Declaring the Convocation open by the Chancellor:
143. *The Chancellor shall say:*  
*"I invite the Vice-Chancellor to read the Citation and present for the candidature for the Award of Degree of Doctor of .....(Honoris Causa)"* Award of Honorary Degree of Doctor of Science (Honoris Causa) to the Guest of Honour :  
The Vice-Chancellor will read the Citation and present for the award of Degree of Doctor of .....(Honoris Causa).

144. The Candidate(s) standing the Chancellor shall say: *Conferment of Degree of Doctor (Honoris Causa)*
- “By virtue of the Authority vested in me as Chancellor of Tamil Nadu Open University, I admit you to the Degree of Doctor of ..... (Honoris Causa) in this University and in token thereof you have been presented with this Diploma and I authorize you to wear the robe ordained as the insignia of your Degree”*
145. The Chancellor shall say: *Convocation Address*
- “I invite the Chief Guest to deliver the Convocation Address”*
- The Chief Guest, will deliver the Convocation Address.
146. The Chancellor shall say: *Presentation of Candidates for the Award of Medals, Degrees and Diplomas.*
- “Let the candidates be now presented”*
- The Candidates for the award of Medals, Degrees and Diplomas will be presented by the respective Chairman in the following order of Faculties :
- The Procedure for presenting the candidates for the award of Medals, Degrees and Diplomas - The Chairman shall bow to the Chancellor and shall say:
- “His Excellency the Chancellor, I present unto you these candidates for the following Degrees and Diplomas in the Faculty of ..... who have been certified after examinations to be duly qualified to receive the Degrees and Diplomas and to be awarded medals:*
- a. Science - by the Chairman of Faculty of Science
  - b. Social Science - by the Chairman of Faculty of Social Science
  - c. Education - by the Chairman of Faculty of Education
  - d. Humanities - by the Chairman of Faculty of Humanities
  - e. Management Studies - by the Chairman of Faculty of Management Studies
  - f. Continuing Education - by the Chairman of Faculty of Continuing Education



- g. Library Science - by the Chariman of the Faculty of Library Science.
- h. Computer Science - by the Chariman of the Faculty of Computer Science.

147. Administration of pledge by the Chancellor : (After presentation of all Candidates of all Faculties)

The Candidates standing, the Chancellor will read out the following pledge and the Candidate will repeat the same: *Administration of Pledge*

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

*We shall uphold and advance social order and the well being of our fellow members and shall devote all our energy to promote the unity, integrity and secular ideal of our country"*

148. All the Candidates standing, the Chancellor shall say to them : *Conferment of Degrees and Diplomas:*

*"By virtue of the authority vested in me as Chancellor of Tamil Nadu Open University, I admit you to the Degrees and Diplomas in the Faculties of ..... for which you have been declared qualified in this University and in token thereof you have been presented with those Degrees and Diplomas and I authorize you to wear the robes ordained, as the insignia of your degrees"*

149. Signing of the Register of Graduates: *Register of Graduates*

The Chancellor shall sign the Register of Graduates

Dissolution of the Convocation:

At the conclusion of the proceedings, the Chancellor, Pro-Chancellor, Vice Chancellor, Chief Guest, Members of the Syndicate and Chairmen of Faculties shall rise up and the Chancellor shall say:

*"I dissolve this Convocation"*

## 149. National Anthem:

The Chancellor shall announce "National Anthem" and the National Anthem will be played.

## 150. Procession back to the robing room.

After National Anthem, the Chancellor, Pro-Chancellor, Vice Chancellor, Chief Guest, Members of the Academic Council, Chairmen of Faculties and the Registrar shall retire in procession to the robing room, the graduates standing.

***[ \* Additions suggested by the Chancellor incorporated and approved by the Chancellor Letter No. 6088/U2/2005 Dated 30-12-2005 ]***

## CHAPTER - XV

### ACADEMIC ROBES

151 The academic robes for the Chancellor, Pro-Chancellor, Vice-Chancellor, Chief Guest, Members of the Academic Council, the Registrar and the Candidates for the degrees shall be as prescribed below :

**(1) CHANCELLOR**

A Purple tery velvet gown, made like an Oxford Proctor's dress gown, with two inch gold lace down the front and round the bottom of the sleeves outside.

**(2) PRO-CHANCELLOR**

A Purple gown of silk, same shape as the Chancellor's and trimmed in the same way.

**(3) VICE-CHANCELLOR**

A Purple gown of silk, same shape as the Chancellor's and trimmed in the same way but with silver lace.

**(4) CHIEF GUEST**

A gown made of purple silk or stuff facings of Gold Lace down fronts and round the bottom of the sleeves outside. A round black velvet cap with gold tassel

Note :

It is optional to the Chief Guest of the Convocation to wear the prescribed academic robes or the robes that is applicable by virtue of his qualification.

**(5) REGISTRAR**

A Golden yellow laced gown of silk

**(6) MEMBERS OF THE ACADEMIC COUNCIL**

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

**(7) GRADUATES**

Candidates who wear Indian costumes shall wear a white dhoti or trousers, a dark coloured coat with a closed collar buttoned up to the neck. All those who wear European costume shall be clothed in dark coloured material and a stiff collar and a tie.

The above shall not apply to women candidates

**(8) BACHELOR OF ARTS / BACHELOR OF SCIENCE/ BACHELOR OF COMMERCE / BACHELOR OF BUSINESS ADMINISTRATION / BACHELOR OF COMPUTER APPLICATIONS / BACHELOR OF TOURISM STUDIES / BACHELOR OF EDUCATION and other Under Graduate Programmes.**

A gown made of Cream stuff cut like the Cambridge B.A. gown. A hood made of Cream silk or stuff edged with Crimson Silk

**(9) MASTER OF COMMERCE / MASTER OF ARTS / MASTER OF SCIENCE / MASTER OF COMPUTER APPLICATIONS / MASTER OF BUSINESS ADMINISTRATION / MASTER OF EDUCATION and other Post Graduate Programmes.**

A golden yellow laced gown of silk or stuff.

A hood made of Crimson Silk

**(10) MASTER OF PHILOSOPHY**

A Gown made of white stuff

A hood made of golden Silk or stuff.

**(11) DOCTOR OF PHILOSOPHY**

A Gown made of white stuff

A hood made of golden Silk or stuff.

**(12) Honorary Degrees :**

A Gown of Scarlet Silk or Stuff with facings of Crimson Silk for LL.D, gold yellow silk for D.Sc or D. Litt.

- (i) **Hood  
For LL.D. Degree**  
A hood made of Scarlet Silk or Stuff, lined with Crimson silk
- (ii) **For D.Sc Degree**  
A hood made of Scarlet Silk or stuff, lined with gold yellow silk
- (iii) **For 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 Fez.

**CHAPTER - XVI****ADMISSION OF STUDENTS**

152 No person shall be admitted to a course of study in the University for admission to the examinations for degrees, titles or diplomas of the University unless he- *Admission to University courses*

- (a) has passed the examination prescribed there for; and
- (b) fulfills such other academic conditions as may be prescribed by the University

**CHAPTER - XVII****UNIVERSITY FUNDS, ANNUAL REPORT AND ACCOUNTS**

153. The University shall have General Fund to which shall be credited *General Fund*
- (a) its income from fees, grants, donations and gifts, if any;
  - (b) any contribution or grant made by the Central Government or any State Government or any local authority or the University Grants Commission or any other similar body or any corporation owned or controlled by the Central or any State Government.
  - (c) endowments and other receipts; and
  - (d) The money borrowed by it.
154. The University may have such other funds as may be prescribed. *Other Funds*
155. The funds and all moneys of the University shall be managed in such manner as may be prescribed by the Syndicate from time to time.
156. The annual report of the University shall be prepared by the Syndicate and shall be submitted to the Academic Council on or before such date as may be prescribed and shall be considered by the Academic Council at its next annual meeting. The Academic Council may pass resolutions thereon and communicate the same to the Syndicate which shall take action in accordance therewith. The Syndicate shall inform the Academic Council of the action taken by it. A copy of the report with a copy of the resolution thereon, if any, of the Academic Council shall be submitted to the Government. *Annual Report*

157. (1) The annual accounts of the University, shall be submitted to such examination and audit as the Government may direct and a copy of the annual accounts and audit report shall be submitted to the Government. *Annual Accounts*
- (2) The University shall settle objections raised in such audit and carryout 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 and copies thereof shall be submitted to the Academic Council at its next meeting and to the Government within three months of such publication
- (4) The Government shall cause the annual audited accounts and annual report to be laid before the Legislative Assembly together with their comments.



**AMENDMENT TO THE STATUTE NO. 53  
UNDER CHAPTER - VIII**

**SCHOOLS OF THE UNIVERSITY**

As per Lr.No.6299/U2/2010, Dated: 05.08.2011 of the Deputy Secretary to Governor, Governor's Secretariat, Raj Bhavan, Chennai, the following Amendments, were made:

Under Sec 53 (d)(i) Tamil Department under School of Humanities of Chapter – VIII was deleted, and following new School was established:

**53 (I) School of Tamil and Cultural Studies**

**(a) Department of Tamil Studies**

**(b) Department of Cultural Studies**

**(c) Department of Comparative Literature**

**New Statute 53 (J) School of Health Sciences –**

Assent was not given.

Under Sec 53 (d) (iv) & (v), viz. Visual Communication and Journalism & Mass Communication Departments under School of Humanities of Chapter – VIII were deleted, and following new School was established:

**53 (K) School of Journalism and New Media  
Studies**

Under Sec 53 (a)(ii) and (iii), Political Science and Public Administration Departments of School of Social Sciences of Chapter – VIII, were deleted and following new School was newly established:

**53(L) School of Politics and Public  
Administration**

\* \* \*