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PERIYAR
MANIAMMAI
UNIVERSITY
Under Sec. 3 of UGC Act. 1956



NAAC Accredited

Bye-Laws

Approved by Board of Management
(Vide Resolution No. 11.2, Dated: 23.01.2010)

PERIYAR MANIAMMAI UNIVERSITY

(Under Section 3 of UGC Act, 1956)
Periyar Nagar, Vallam Thanjavur – 613 403

Bye-Laws

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1. PRELIMINARY

- Short Title**
1. (a) The Periyar Maniammai Institute of Science and Technology (PMIST) renamed as the Periyar Maniammai University (PMU) comprising of Periyar Maniammai College of Technology for Women, was declared as deemed to be a University on 17.08.2007, by the Ministry of Human Resource Development, Government of India, on the advice of the University Grants Commission in exercise of powers conferred under Sec 3 of UGC Act, 1956.
 - (b) These Bye-Laws may be called “**The Periyar Maniammai University Bye-Laws, 2009**”, and they shall come into force on the **28th January, 2010**.
- Definitions**
2. In these Bye-laws, unless the context otherwise requires,
 - (a) ‘**Academic Council**’ means the Academic Council of the University.
 - (b) ‘**Appointing Authority**’ - in respect of posts in the University means the authority empowered to make appointments under the Constitution or Bye-Laws.
 - (c) ‘**Board of Management**’ means the Board of Management of the University.
 - (d) ‘**Bye-Laws**’ means the Bye-laws of the University.
 - (e) ‘**Clear days**’ means the time to be reckoned exclusively to the number of days mentioned without prefixing and suffixing the days mentioned.

- (f) **‘Commission’** means the University Grants Commission established under Section 4 of the University Grants Commission Act, 1956 (Central Act 3 of 1956);
- (g) **‘Constitution’** means the constitution of the University under section 3 of the University Grants Commission Act, 1956.
- (h) **‘Chancellor’** means Chancellor of the University.
- (i) **‘Department’** means the University Department of Teaching and Research.
- (j) **‘Employee’** means an Employee of the University.
- (k) **‘Government’** means the Central Government.
- (l) **‘Hostel’** means a unit of residence for the students of the University maintained or recognized by the University.
- (m) **‘Motion’** means anything moved either by way of resolution or amendment in accordance with the Bye-Laws.
- (n) **‘Officers or Authorities’** means the officers and authorities of the University;
- (o) **‘Prescribed’** means prescribed under the Constitution or the Bye-laws.
- (p) **‘Pro-Chancellor’** means Pro-Chancellor of the University.
- (q) **‘Recognised Institution’** means an institution associated with or maintained by any other University and recognised by the University.

- (r) **‘Research Centre’** means a research organization maintained or recognized by the University.
- (s) **‘Schools’** means the University schools consisting of various departments.
- (t) **‘University’** means the Periyar Maniammai University.
- (u) **‘University Library’** means a library maintained by the University.
- (v) **‘Vice-Chancellor’** means the Vice-Chancellor of the University.

II THE UNIVERSITY

Body Corporate

3. 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.

Headquarters of the University

4. The headquarters of the University shall be at Vallam, Thanjavur – 613 403, Tamil Nadu, with registered office at Periyar Thidal, No.50, EVK Sampath Road, Vepery, Chennai – 600 007, Tamil Nadu.

Establishment of Centres

5. The University may establish institutions or centres in Tamil Nadu or in any other State as Off-Campus or in other countries as Off-Shore Campus/Centres for the purpose of furthering the objectives of the University with the prior approval of the Government and the authorised apex bodies.

Hours of Business

6. The University Office shall be open for the transaction of business during the hours prescribed by the Vice-Chancellor from time to time on all days except Sundays and such other holidays as may be declared by the competent authority or body. The office and the department may be closed for a day or part of a day on specific occasions at the discretion of the Vice-Chancellor, provided that arrangements are made for transacting any urgent business.

Validity of acts done on the day following dies-non

7. Where, by any law, any act or meeting or proceeding is directed or allowed to be done or taken in the office of the University by any Officer on a certain day, or within a prescribed period, the act or the proceeding shall be considered as done or taken in due time, as if it is done or taken on the day, on which the office reopens.

8. (1) The University shall, subject to the provisions of the Constitution and the Bye-Laws, be open to all persons irrespective of their religion, race, caste, sex, place of birth or any of them.

(2) Nothing contained in sub-clause (1) shall require that the University:

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

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

(or)

(c) Shall 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.

Objectives

9. The University shall have the following objectives, namely;
- (a) to provide for instruction and training in such branches of learning, as it may deem fit.
 - (b) to provide for research and for the advancement of and dissemination of knowledge.
 - (c) to undertake extra-mural studies, extension programmes and field outreach activities to contribute to the development of the society.
 - (d) to do such other acts and things as may be necessary or desirable to further the objects of the University.

[The objectives should be well defined and well known to the students, teachers, non-teaching and all other administrative staff of the University.]

Powers

10. To carry out the above objectives and for the management of the properties, the University shall have the following powers:
- (a) to establish courses of study and research and to provide instruction in such branches of study as the University deems appropriate for the advancement of learning and dissemination of knowledge in such branches;
 - (b) to confer degrees and to grant Diplomas and/or Certificates to persons who have satisfactorily completed the approved courses of study and/or research as may be prescribed and have passed the prescribed examinations;
 - (c) to institute and award visitorship, fellowships, exhibits, prizes and medals;

- (d) to have greater interface with the society and to have freedom to enlarge and enrich the programme offerings;
- (e) to further contribute to the cause of higher education by reaching out to socially, educationally, economically and physically disadvantaged with accent on empowerment of women and development of rural areas;
- (f) to start Schools and Centres of excellence, departments and institutions in engineering, technology, medicine, natural and applied sciences and arts, media, performing arts and in other faculties on the basis of current societal and industrial needs, subject to the approval of the Commission;
- (g) to introduce programmes of research and training in identified areas of national priorities in global context from time to time;
- (h) to set up special institutes such as community colleges, rural institutes etc. and offer need-based courses for the benefit of the community at large;
- (i) to establish purposeful linkages with industry, business and service sectors and participate in all socio-techno-economic activities and services for fulfillment of the objectives of the University and
- (j) to educate the masses and create awareness on social reforms, scientific temper and humane outlook, clean environment and hygiene, evils of discrimination on the basis of caste, creed, religion, race, etc. and help creating an egalitarian society as envisaged by the Constitution of India along side formal education.

Officers

11. The University shall consist of the following officers, namely
- (a) The Vice-Chancellor
 - (b) The Registrar
 - (c) The Finance Officer
 - (d) The Deans of Schools, Dean (Academic) and Dean (Research)
 - (e) Such other persons as may be declared by the Bye-Laws to be Officers of the University.

Disqualification for membership

12. (1) No person shall be qualified for nomination as a member of any of the authorities of the University if on the date of such nomination, he is
- (a) of unsound mind, or
 - (b) an applicant to be adjudicated as an insolvent or an undischarged insolvent, or
 - (c) sentenced by a criminal court for any offence, which in the opinion of the Board of Management involves moral turpitude.
- (2) In case of dispute or doubt as to whether a person is disqualified under clause (1), the Board of Management shall refer such case to the Chancellor whose decision shall be final.

Disqualification for nomination and Election

13. No person who has been a member, for a total period of three years, in any one or both of the authorities namely:(i) The Board of Management and (ii) the Academic Council, shall be eligible for selection or nomination to any of these authorities.
- (a) In respect of Board of Management, all the members other than ex-officio members and teaching staff will hold office for a term of three years and eligible member for reappointment.

The teaching staff shall hold office for a period of two years according to 5(c) of the Constitution of the University.

- (b) In respect of Academic Council, according to 8(a) of the Constitution, the term of office of the members will be two years other than the ex-officio members and they are not eligible for further appointment, if they complete one term of office.

Explanation: -

(i) For the purpose of computing the total period of three years referred to in this clause, the period of three years during which a person held office in one authorities or both shall be taken into account and accordingly, such person shall not be eligible for reappointment to any one of the said two authorities:

(ii) For the purpose of this Bye-Laws a person who has held office in a casual vacancy, shall be deemed to have held office for a period of three years in that authority:

(iii) For the purpose of this Bye-Laws, if a person is elected or nominated to one authority and such person becomes a member of another authority, the period for which he has held office in the first mentioned authority alone shall be taken into account.

Removal of Membership

14. (1) The Board of Management may remove by an order in writing made in this behalf any person from membership of any authority of the University by a resolution passed by a majority of the total membership of the Board of Management and by a majority of not less than two-third of the members of the Board of Management present and voting at the meeting, if such person has been convicted by a criminal court.

(2) The Board of Management 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 suffers from leprosy or has applied to be adjudicated as an insolvent.

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

**Statutory
Notice**

15. (1) Any notice, intimation of information required to be issued, any paper, minutes or proceedings required to be sent to any person under the laws shall be sent by messenger or post to the address of that person.

(2) Every officer of the University and every member of any authority or body constituted under the laws of the University shall communicate by addressing to the Registrar to whom all the communications may be sent.

**Information
required by
Central
Government**

16. Notwithstanding anything contained in the Act or any other law for the time being in force, the University shall furnish such information called for by the Central Government, if available within a reasonable period.

III. THE CHANCELLOR

The Chancellor 17 (1) The University shall have a Chancellor who will preside at any convocation of the University and confer degrees, titles, diplomas or other academic distinctions upon persons entitled to receive them. He shall be appointed by the sponsoring Society/ Government and shall hold office for a period of five years.

Powers (2) The Chancellor may of his own motion or otherwise call for and examine the record of any officer or authority of the University in respect of any proceedings to satisfy himself as to the regularity of such proceedings or the correctness, legality or propriety of any decision taken or order passed therein and if in any case it appears to the Chancellor that any such decision or order should be modified, annulled, reversed or remitted for reconsideration for the reason that such decision or order is not in conformity with the provisions of the rule of the institution or Bye-Laws he may pass orders accordingly:

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

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

Nomination to Academic Council 18 (1) The Chancellor shall nominate to the Academic Council for a period of two years, three members from amongst educationists of repute or persons from any other field related to the activities of the University, who are not in the service of the University.

Nomination to Board of Management (2) The Chancellor shall nominate to the Board of Management for a period of three years, three members from among the experts in Academics / Administration.

(3) The Chancellor shall nominate one person to the Finance Committee.

(4) The Chancellor shall exercise such other powers and perform such other duties as may be conferred on him by Section 3 of the University Grants Commission Act, 1956.

Visitation (5) The Chancellor shall have the right to cause an inspection to be made by such person as he may direct, of the University, its buildings, libraries, and equipments, and of any institutions maintained or recognized by the University and also of the research, teaching and other work conducted or done by the University, and to cause an inquiry to be made in respect of any matter connected with the University. The Chancellor shall in every case give notice to the University of his intention to cause such inspection or inquiry to be made.

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

- (7) The Board of Management shall report to the Chancellor the action, if any, which is proposed to be taken, or has been taken upon the results of such inspection or inquiry. Such report shall be submitted within such time as the Chancellor may direct.
- (8) Where the Board of Management does not take action to the satisfaction of the Chancellor, within the time limit as may be fixed as in clause (2) above, the Chancellor may, after considering any explanation furnished or representation made by the Board of Management, issue such directions as he may think fit and the Board of Management shall comply with such directions.

IV. THE PRO-CHANCELLOR

19. (a) The appointment of Pro-Chancellor will be made by the Chancellor.
- (b) The term of appointment of the Pro-Chancellor will be for five years.
- (c) The Pro-Chancellor will undertake all the duties of the Chancellor in the absence of the Chancellor. The Pro-Chancellor will also discharge all duties assigned by the Chancellor for the proper administration of the University.
- (d) The Pro-Chancellor shall in the absence of the Chancellor preside over any convocation of the University and confer degrees, titles, diplomas or other academic distinctions upon persons entitled to receive them.

V. THE VICE-CHANCELLOR

Appointment of Vice-Chancellor

- 20 (1) The appointment of the Vice-Chancellor shall be made by the Chancellor from out of a panel of three names recommended by the Committee constituted for this purpose. Such panel shall not contain the name of any member of the said Committee.

The Committee

- (2) (a) The said Committee shall consist of three persons of whom one shall be nominated by the Chancellor, one shall be nominated by the Central Government and one shall be nominated by the Chairperson of the University Grants Commission.

- (b) The Person so nominated by the Chancellor shall be the Convenor of the Committee.

Incase the Chancellor does not approve, any of three names so recommended, he shall constitute a fresh Committee and call for a fresh panel.

- (3) The Vice-Chancellor shall be the Academic head and the principal executive officer of the University. It shall be the duty of the Vice-Chancellor to ensure that the provisions of the Memorandum of Association and Rules and Bye-Laws are observed and carried out and he may exercise all powers for this purpose

Salary allowances and terminal benefits

21. The Vice-Chancellor shall be a whole time officer of the University; the terms and conditions of service shall be as follows: -

- (1) The Vice Chancellor will be paid a salary and other terminal benefits as per the norms of University Grants Commission and will be entitled without rent, to use a furnished residence throughout the term of office and no charge shall fall on the Vice-Chancellor personally in respect of the maintenance of such residence.
- (2) The Vice-Chancellor shall be entitled to travelling allowance at such rates as may be fixed by the Board of Management

Grant of leave 22. (1) All leave of the Vice-Chancellor shall be sanctioned by the Chancellor. In the absence of Vice-Chancellor, the Chancellor will nominate a Committee or a person to attend the normal duties of the Vice-Chancellor.

(2) The Vice-Chancellor shall be entitled to earned leave on full pay at the rate of one day for every 22 days of service on duty excluding leave period other than casual leave.

(3) The Vice-Chancellor shall be entitled for leave on medical grounds and pay for a period not exceeding three months during the term of office.

Power to confer degrees 23. The Vice-Chancellor shall in the absence of the Chancellor and Pro-Chancellor preside any convocation of the University and confer degrees, titles, diplomas or other academic distinctions upon persons entitled to receive them.

Other Powers

24 (1) The Vice-Chancellor may appoint such person as deemed fit to perform the duties of the Registrar or the Finance Officer or the Controller of Examination as the case may be, when their offices are vacant or when the Registrar or Finance Officer or the Controller of Examinations by reason of illness or absence or any other cause unable to perform the duties of their offices.

(2) The Vice-Chancellor shall appoint from among the Professors in the Faculty / Centre, the Deans for every School / Director for every Centre who shall hold office for a period of three years.

(3) If at any time there is no Professor in a Faculty/ Centre, the Vice-Chancellor shall exercise the powers of the Dean of the School/ Director of the Centre.

(4) If the Office of the Dean/ Director is vacant or when the Dean/Director is absent by reason of illness or due to any other cause unable to perform the duties, the Vice-Chancellor may appoint a person to perform the duties of the Dean/ Director.

(5) If the Vice-Chancellor is satisfied that it is necessary to fill any vacancy of a teacher, the appointment may be made on a temporary basis for a period less than one year by a local Selection Committee consisting of the Dean of the Faculty concerned, the Head of the Department and a nominee of the Vice-Chancellor:

Provided that if the office of the Dean and the Head of the Department are held by the same person, the Selection Committee may consist of two nominees of the Vice-Chancellor.

- (6) The Vice-Chancellor shall make arrangement for the additional charge in leave vacancies and such other temporary vacancies where appointments of substitutes are not required.
- (7) The Vice-Chancellor shall be competent to transfer any employee or post from one Department / institution to another Department / institution maintained by the University.
- (8) The meetings of the selection committee shall be convened and presided over by the Vice-Chancellor.
- (9) The Vice-Chancellor shall declare the satisfactory completion of probation of the teachers and the officers of the University.
- (10) The Vice-Chancellor shall fix advance increments on the basis of the recommendation of the Selection Committee appointed for the selection of candidates.
- (11) (a) The Vice-Chancellor shall have power to take action on any matter as deemed necessary and shall report the action taken to the Board of Management or to the Chancellor.

(b) Where action taken by the Vice-Chancellor under this clause affects any person in the service of the University, such person shall be entitled to prefer an appeal to the Board of Management within thirty days from the date of receipt of such order.

(c) The Vice-Chancellor shall give effect to the orders of the Board of Management on such appeal and on the appointment, suspension and dismissal of the teachers and other employees of the University.

Additional Powers

25. The Vice-Chancellor shall also have the following powers:-
- (a) to sanction in consultation with the Board of Management grant-in-aids to Researchers and Fellowships from the University fund and the funds placed at the disposal of the University by the Government or by other agencies for the said purpose.
 - (b) to sanction deputation of delegates to conferences, seminars, etc. conducted in other parts of India.
 - (c) to constitute Committees for evaluation of the academic work of the teachers and the functioning of the departments and to appoint examiners and report the action to the Board of Management.
 - (d) to sanction the convening of Seminars, Conferences, Committees, Group discussions etc.,
 - (e) to sanction advances for the Chief Investigators of schemes and projects which are financed by the outside agencies and report the matter to the Board of Management.
 - (f) to accord administrative sanction for all works including repairs and maintenance, provided the following conditions are satisfied namely:-
 - (i) the work is one included in a scheme approved by the Board of Management.
 - (ii) funds have been provided in the University budget.
 - (g) to accept tenders for work or quotations for supplies required upto a value of Rs. 5,00,000 and to record the reasons if they are not the lowers of the tenders/quotations received.

- (h) to sanction any expenditure upto rupees one lakh and reappropriation of funds upto rupees ten lakhs from one major head to another provided that such sanction and the appropriation do not involve a liability which exceeds beyond the financial year in question.
- (i) to sanction reimbursement of amounts spent by the employees of the University for the purchase of medicine according to the rules in force.
- (j) to sanction all loans and advances to employees of the University provided all conditions prescribed by the Board of Management are satisfied.
- (k) to sanction permanent advances to officers and Heads of Departments under the University.
- (l) to countersign the T.A bills of the Registrar, the Finance Officer, Deans and Directors of the University.
- (m) to effect purchase of patent, equipments, machines, instruments and other such goods provided there is budgetary allocation and to report to the appropriate bodies.

Visit to Institutions

26. The Vice-Chancellor may visit any research institution for the purpose of according recognition for that Institution or for negotiating the terms and conditions for taking over by the University and obtain the concurrence of the Board of Management for the said purpose.

Delegation of Powers

27. The Vice-Chancellor may delegate to a person or body any of the administrative powers and functions, other than those to be exercised by the Vice-Chancellor under the laws of the University, which shall be reported to the Board of Management.

Write off losses

28. The Vice-Chancellor shall have the power to write-off the irrecoverable value of shortage of stock or irrecoverable loss of money occasioned by fraud or neglect of duty by the University employees or otherwise upto a sum of rupees ten thousand at a time and not exceeding rupees one lakh in a year. If the amount to be written off in a year exceeds the above limits, the Vice-Chancellor can do so with the concurrence of the Board of Management.

29 (1) The Vice-Chancellor shall be the representative of the University on the Association of Indian Universities, the Association of Common Wealth Universities and other similar bodies or other Associations in India or outside India. When unable to attend meetings the Vice Chancellor may depute a person to represent the University in such meetings.

(2) The Vice-Chancellor when deputed by the Board of Management on University business to countries outside India, such deputation shall have the approval of the Chancellor and shall be limited to four weeks. In special case, the Chancellor may permit a further period of two weeks.

VI. BOARD OF MANAGEMENT

Chairperson of the Board

30. The Vice-Chancellor shall be the ex-officio Chairperson of the Board of Management.

(1) The composition of the Board of Management is framed as per clause 5 (b) of Constitution of the University as detailed below.

(a) Vice-Chancellor - Chairperson

- (b) Deans of faculties (if any) not exceeding three by rotation and on seniority.
 - (c) Three nominees of the Chancellor of the Institution.
 - (d) One nominee of the Chairperson, UGC.
 - (e) One nominee of the Government of India.
 - (f) One nominee of the funding agency/agencies.
 - (g) Three Teachers (Professor, Reader, Lecturer) (by rotation) according to seniority.
 - (h) One nominee of the sponsoring Society.
 - (i) The Registrar shall be the non-Member Secretary.
- (2) (a) The term of office of members in the Board of Management will be defined as in clause 5 (c) of Constitution of the University.
- (b) A member of the Board other than the ex-officio member may resign at any time before the expiry of the term of office, in writing to the Vice-Chancellor and the resignation shall take effect from the date of its acceptance by the Vice-Chancellor.
- (3) (a) The Board may remove by an order in writing made in this behalf any member from membership of any authority of the University by a resolution passed by a majority of the total membership of the Board of Management and by a majority of not less than two-third of the members of the Board of Management present at the meeting. If such person has been convicted by a criminal court for an offence which in the opinion of the Board involves moral turpitude or has been guilty of gross misconduct and for the same reason the Board may withdraw any degree or diploma conferred on or granted to that person by the University.

(b) The Board may also by an order in writing made in this behalf remove any member from any authority of the University if the member becomes of unsound mind or has applied to be adjudicated or has been adjudicated as an insolvent.

(c) After giving a reasonable opportunity to the person concerned to show cause against the action proposed to be taken under this clause, the Board shall give a copy of every order passed to the person concerned in the manner prescribed.

(4) The Board shall have the powers

(a) (i) to establish hostel(s) to be maintained by the University.

(ii) to recognise hostels not maintained by the University.

(iii) to withdraw recognition of any hostel, which is not conducted in accordance with the statutes and the conditions imposed there under.

(b) to maintain a publication bureau;

(c) to maintain and manage libraries, museums, institute or research and other institutions;

Annual Report

(5) The annual report of the University shall be prepared by the Registrar and shall be submitted for examination and audit by the Board of Management. The University shall settle all objections raised in such audit report.

(6) The accounts when audited shall, be submitted to the Board at its meeting and copies there of shall be submitted to the Chancellor.

(7) The financial estimate of the University prepared by the Finance Officer and considered and modified by the Finance Committee shall be laid before the Board for consideration. The Board may accept the modifications made by the Finance Committee.

Write off (8) The Board shall have the power to accord necessary sanction to write off the irrecoverable value of shortage of stock or irrecoverable loss of money occasioned by fraud or neglect of duty of the University employee or otherwise in excess of the powers of the Vice-Chancellor as per clause (28) above.

VII. THE REGISTRAR

General 31 (1) The Registrar shall carryout the orders of the Vice-Chancellor, and render such assistance as may be required by the Vice-Chancellor.

Registrar whole time officer (2) (a) The Registrar shall be a whole-time salaried officer of the University, appointed by the Board of Management on the recommendation of the Selection Committee as per clause 15 (d) of the Constitution.

(b) The Registrar shall be eligible for the pay and allowances payable to a Professor of the University, who shall, also be eligible for free quarters and vehicle.

Retirement 32 (1) The Registrar shall hold office till the age of sixty five years or on the expiry of the period specified by the Board of Management which ever is earlier.

(2) The Registrar shall not be eligible, to be appointed as a member of any of the authorities of the University.

(3) The Registrar shall be governed by the conditions of service applicable to the non-academic staff of the University.

Resignation

33. The Registrar may resign by giving three months notice to the Vice-Chancellor who may accept the resignation on the approval of the Board of Management.

Duties

34 (1) The Registrar shall

(a) be the administrative head of the University.

(b) be the custodian of the records, the official seal, the funds and properties of the University.

(c) conduct all the official acts and communications of the University.

(d) make arrangements for and supervise the examinations conducted by the University.

(e) be the person to sue and to be sued on behalf of the University.

(f) have the power of general superintendence over, all the departments of the University and shall also perform such other duties as may be specified in the Rules and Bye-laws or as may be specified by the Board of Management or the Vice-Chancellor from time to time.

(2) Subject to the general direction and control of the Vice-Chancellor, the Registrar shall be in charge of the administration of the University office and shall have power to fix and define the functions and duties of the officers and employees of the University other than those working under the direct supervision of the Finance Officer.

(3) The Registrar shall exercise such other powers and perform such other duties as may be specified in the statutes or as may be conferred, from time to time, by the Board of Management or the Vice-Chancellor.

Disciplinary Power

- 35 (a) (i) The Registrar shall have power to take disciplinary action against the non-teaching staff
- (ii) and an appeal against the order shall lie with the Vice-Chancellor.
- (b) In any case where the enquiry discloses that punishment beyond the power of the Registrar is called for, the Registrar shall upon conclusion of the enquiry make a report to the Vice-Chancellor along with the recommendation, who shall pass an order. An appeal shall lie with the Board of Management against any order of the Vice-Chancellor imposing any penalty.
- (c) No appeal under sub-clause (a) or clause (b) shall be preferred after the expiry of thirty days from the date of receipt of the order appealed against.
36. The Registrar shall;
- (a) Sign along with the Finance Officer any cheque of the University.
- (b) Call for quotations and tenders wherever necessary, prepare comparative statements, scrutinize the quotations and tenders and in consultation with the purchase committee, make recommendations and place them for acceptance or otherwise to the Vice-Chancellor or the Board of Management, as the case may be.
- (c) Sign contracts and other agreements on behalf of the University under the direction of the Vice-Chancellor or the Board of Management, as the case may be.

**Access to
University
Records**

- 37 (a) The member of the Board of Management shall have access to all the documents of the University except those connected with examination and records marked as confidential by the Chancellor and Vice-Chancellor.
- (b) If a member of that body wishes to peruse the document of the proceedings of that body, the Registrar has to permit a member to have access to the document.
- (c) The Registrar shall on application, for the perusal of a document of the University by the person concerned if it is not confidential or otherwise prohibited, can fix a convenient date and time and inform the person to peruse the document.

VIII. PLANNING AND MONITORING BOARD

- 38 (1) There shall be a Planning and Monitoring Board for the University.
- (2) The Board shall have the following members, namely:-

Composition

- (i) Vice-Chancellor - Chairperson
- (ii) Not more than seven internal persons, including Deans, Directors and senior Professors, to be nominated by the Board of Management.
- (iii) Not more than five outside experts of high academic standing to be nominated by the Board of Management.
- (iv) One nominee from University Grants Commission.
- (v) The Registrar shall be the Ex-officio non-Member Secretary.

Chairperson of Meeting

- (3) The Vice-Chancellor shall preside over the meetings of the Board, in whose absence the senior most member shall preside.

Terms of membership

- (4) All members of the Board other than ex-officio members and internal persons shall hold office for a term of three years and shall be eligible subsequent nomination also.

Powers

- (5) The board shall have the following powers:
- (a) to advise generally on the planning and development of the University;
 - (b) to keep under review the standard of education and research in the University; and
 - (c) to advise the Board of Management on any academic or research or Development matters. Academic matters shall be processed through Academic Council.

Meetings and Minutes

- (6) (a) The Board shall meet at least once in a year;
- (b) The Registrar shall issue the notice for convening the meetings of the Board atleast 15 days before the date of the meeting.
- (c) The minutes shall be prepared by the Registrar with the approval of the Vice-Chancellor, or the member who presided over the meeting.

IX. ACADEMIC COUNCIL

- 39 (1) The Academic Council shall be the principal academic body of the University.
- (2) The Academic Council shall consist of rolling members and its composition and term of office of membership shall be as per the clause 8 (a) of the Constitution.
- (3) The Vice-Chancellor shall be the Chairperson of the Council.
- (4) The Registrar shall be the non-Member- Secretary.

Explanation: The representation of different categories should be only through rotation and not through election. It may also be ensured that no particular faculty dominates the membership of the council.

No. of Meeting

- (5) There shall be a minimum of three ordinary meetings of the Council in an academic year on the dates fixed by the Vice-Chancellor.

Special Meeting

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

Requisition for a special Meeting

- (b) Any such requisition must be forwarded to the Registrar with a copy of the resolution to be moved at the meeting along with the name of the proposer.

Notice of Meetings

- (7) The Registrar shall, under the directions of the Vice-Chancellor, give not less than fifteen days notice for the meeting.

Forwarding resolutions

- (8) (a) Any member who wishes to move a resolution at an ordinary meeting shall forward a copy of the resolution to the Registrar so as to reach him not less than ten clear days before the date of meeting.
- (b) The Registrar shall place all such resolutions before the Vice-Chancellor who shall decide the resolution to be included in the Agenda.
- (c) The Resolution
- (i) shall be clear, precise and shall relate to one definite issue:
 - (ii) moved for discussions shall be falling within the powers of the University and the Council.
 - (iii) shall not contain arguments, inferences, ironical expressions of defamatory statements, nor shall it refer to the character or conduct of persons except in their official or public capacity;
 - (iv) shall not refer to any matter, which is under adjudication by a court of law.

Nature of resolutions

- (9) No resolution shall be moved at any meeting of the Council on a subject, which is not primarily the concern of the University. The Chairperson shall be the sole judge to decide as to whether a subject is primarily the concern of the University or not, and his decision thereon shall be final.

Agenda

- (10) The Registrar shall send to every member the agenda specifying the day and the time of the meeting atleast fifteen days before the date of the meeting by Registered Post. The non-receipt of the notice and agenda by a member shall not invalidate the proceedings of the meeting.

(11) The Vice-Chancellor shall preside over the meeting of the Council. In the absence of the Vice-Chancellor, the members present shall elect a member among themselves, to preside over the meeting. The quorum for the meeting shall be one-third of the total membership.

**Adjournments
and Adjourned
meetings**

(12) If in a meeting there is no quorum, the meeting shall be adjourned.

**Notice of
Adjourned
Meetings**

(13) When a meeting is adjourned for fifteen days or more, not less than ten days notice of the adjourned meeting and of the business to be transacted at it, shall be given. Save as aforesaid it shall not be necessary to give any notice of business to be transacted at an adjourned meeting.

**Power of
Chairperson
in point of
order**

(14) The Chairperson shall be the sole judge on any point of order and may call any member to order and shall have the power to take such action, as may be necessary.

**Power of
Chairperson
to withdraw
members**

(15) The Chairperson may suspend or direct any member, to withdraw immediately from the meeting of the Council whose conduct is grossly disorder.

**Suspension of
meeting**

(16) The Chairperson may in the case of grave disorder arising in the Council suspend any sitting for a time to be specified.

Minutes of Meeting

(17) The minutes of all proceedings of each meeting of the Council shall be signed by the Registrar. The Registrar within two weeks of a meeting shall send a copy of the minutes of that meeting to each member of the Council.

(18) If no exception is taken by any member who was present at the meeting to the correctness of the minutes within fifteen days of the sending of the minute, it shall be deemed to be correct.

X. THE FINANCE OFFICER

General

40. (1) The Board of Management shall appoint the Finance Officer as per clause 15 (e) of the Constitution preferably on deputation from a panel of names submitted by the State Government / Central Government.

Finance Officer

(2) The emoluments and other terms and conditions of service of the Finance Officer shall be fixed by Board of Management or as applicable to a person in Foreign Service.

Arrangement during absence

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

(4) The Finance Officer shall exercise such powers and perform such financial functions as may be assigned by the Vice-Chancellor or the Board of Management from time to time:

- (5) Subject to the general direction and control of the Vice-Chancellor, the Finance Officer shall:
- (a) be incharge of the Finance, accounts and audit branches of the University.
 - (b) make all arrangements for the transaction of business for the meeting of the Finance Committee.
 - (c) be responsible for the preparation of the annual accounts, financial estimates and the budget of the University in consultation with the Vice-Chancellor before presenting them to the Finance Committee and to the Board of Management.
 - (d) be responsible for the proper maintenance of the accounts of the University and for making arrangements for the audit and payment of bills presented at the University office.
 - (e) settle objections raised by the audit and carry out, after obtaining the approval of the Board of Management, such instructions as may be issued on that audit report.

Duties 41 (1) The Finance Officer shall

- (a) keep a constant watch on the cash and bank balances and of the investments.
- (b) with the approval of the Vice-Chancellor, invest in deposits, securities etc.,
- (c) hold and manage the property and investments of the University including trust and endowed property.
- (d) ensure that the limits fixed by the Board of Management for recurring and non-recurring expenditure for the budget year are not exceeded and that the funds are spent for the purpose for which they are granted or allotted.

- (e) bring to the notice of the Vice-Chancellor any unauthorized expenditure or other financial irregularity and suggest appropriate action to be taken against persons at fault.
- (f) scrutinize every item of new expenditure not provided for in the budget estimate of the University and advise the Vice-Chancellor for appropriate action.
- (g) realise and receive fees or grants or donation or other moneys due to the University.
- (h) be the custodian and disbursing officer of the University funds and all payments received shall be credited to those funds;
- (i) disburse all salary bills including arrears of salary not exceeding one year, contingent bills like electricity, water, land and municipal tax, phone and other rental bills, recoup permanent advances, payment of all T.A. bills after ensuring that general sanction is received from the competent authorities;
- (j) make all authorised payments out of the University funds;
- (k) draw any cheques of the University on his own signature along with the signature of Registrar.
- (l) watch the progress of the collection of revenue and advise on the improved methods of collections.
- (m) suggest any new mode of accounting or forms or registers for the proper accounting in the University office and in the departments and research centers maintained by the University.

**Maintenance
of Records**

- (2) The receipt issued by the Finance Officer or any person or persons duly authorised in this behalf, by the Board of Management for any money payable to the University, shall be sufficient discharge, for the payment of such money.

- (3) (a) The Finance Officer shall ensure that the registers of buildings, land, furniture equipments, donors, endowments and such other registers as required by the laws of the University are maintained and made upto date and the stock checking is conducted for equipments and other consumable materials in all Departments/Sections and Research centers maintained by the University.
- (b) The Finance Officer shall call from any office or research centres maintained by the University any information or returns necessary for the performance of the duties.
- (4) It shall be the duty of the Finance Officer to scrutinize the quotations and tenders received and sign along with the Registrar, the comparative statement and make recommendations for accepting the tenders, quotations or otherwise.

XI. FINANCE COMMITTEE

Composition 42 (1) The Finance Committee shall consist of the following members, namely:-

- (a) The Vice-Chancellor Chairperson
- (b) A person nominated by the Chancellor.
- (c) Two nominees of the Board of Management one of whom shall be a member of the Board
- (d) A representative of the University Grants Commission.
- (e) A representative of the Central Government.
- (f) Finance Officer of the University shall be the non-Member Secretary.

Terms of office

- (2) All members of the Committee other than ex-officio members shall hold office for a term of three years.

Powers and Functions

- (3) (a) The Committee shall meet at least twice a year to examine the accounts and to scrutinize proposals for expenditure.
- (b) The annual accounts and financial estimates of the University shall be placed before the Committee for consideration and thereafter submitted to the Board of Management together with the comments of the Committee for approval.
- (c) The Committee shall fix limits for the total recurring expenditure and the total non-recurring expenditure of the year, based on the income and resources of the University. No expenditure shall be incurred by the University in excess of the limits so fixed.
- (d) No expenditure other than that provided in the budget shall be incurred by the University without the approval of the Committee.
- (e) Recommend to the Board of Management for the creation of all types of posts.
- (f) Perform such other functions as may be prescribed.
- (g) Perform such other functions and exercise such other powers assigned to it by the Board of Management from time to time concerning financial matters.

- (4) The financial estimates of the University shall be placed by the Finance Officer as per clause 40 (5) (c) of the Bye-Laws before the Committee for its consideration and comments on or before the 15th of March and with the modifications if any made by the Committee laid before the Board of Management for its consideration and acceptance on or before the 31st of March every year. The Board of Management may accept the modifications made by the Committee.
- (5) The Committee shall review the audit report and place it before the Board of Management, with its comments
- (6) The procedure for conducting the meeting shall be as prescribed for Board of Management wherever they are applicable. Quorum shall be as prescribed for the Board of Management.

Procedure for meetings and quorum

XII. AUTHORITIES OF THE UNIVERSITY

Authorities of the University

- 43 (1) The authorities of the University shall be:
- (a) The Chancellor
 - (b) The Pro-Chancellor
 - (c) The Vice-Chancellor
 - (d) Board of Management
 - (e) The Registrar
 - (f) Academic Council
 - (g) Planning and Monitoring Board
 - (h) Finance Committee
 - (i) Advisory Committee
 - (j) Boards of Studies and Research
 - (k) Such other authorities as may be declared from time to time.

**Filling of
Casual
Vacancies**

- (2) Any vacancy among the members, other than Ex-officio members of any authority or Body of the University shall be filled within one month, and such person shall be a member for the unexpired portion of the term.

Provided that no such vacancy shall be filled if the unexpired portion of the term is less than 6 months.

**Proceedings not
invalidated by
vacancies**

- (3) No act or proceeding of any authority or other body of the University shall be invalidated merely by reason of existence of any vacancy or of any defect in appointment of a member of authority or body of the University or of any defect or irregularity in such act or proceedings.
- (4) The Board of Management may, remove any member from membership of any authority of the University by a resolution passed by a majority of the total membership of the Board of Management and by a majority of not less than two-third of the members of the Board of Management present at the meeting, if such person has been convicted by a criminal court for an offence, which involves moral turpitude or if in the opinion of the Board of Management, he has been guilty of gross misconduct and for the same reason, the Board of Management may withdraw any degree or diploma conferred on or granted to that person by the University.

**Disqualification
for membership**

44 (1) No person shall be qualified for nomination or continuance as a member of any of the authorities of the University, if the member is

(a) of unsound mind, or

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

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

(2) In case of dispute as to whether a person is disqualified under sub-clause (1), the Board of Management shall refer the matter to the Chancellor whose decision shall be final.

**Constitution of
Committees**

45 (1) 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 have as otherwise provided, consist of members of the authority concerned and of such other persons, if any, as the authority may deem fit.

(2) The Resolutions passed in the meetings of the committees constituted by the authorities shall be placed in the subsequent meeting of the authority concerned for confirmation.

XIII. SCHOOLS, CENTRES AND DEPARTMENTS

46 (1) The Periyar Maniammai University shall have the following Schools, Departments and Centres.

**Faculties of the
University**

I School of Architecture, Engineering and Technology

1. Department of Architecture
2. Department of Bio-Technology
3. Department of Civil Engineering
4. Department of Electrical and Electronics Engineering
5. Department of Electronics and Communication Engineering
6. Department of Mechanical Engineering
7. Department of Chemical Engineering

II School of Computing Science and Engineering

1. Department of Computer Science and Engineering
2. Department of Information Technology
3. Department of Computer Science and Applications
4. Department of Software Engineering

III School of Humanities, Science and Management

1. Department of English
2. Department of Mathematics
3. Department of Physics
4. Department of Chemistry
5. Department of Management Studies
6. Department of Physical Education
7. Department of Library and Information Science
8. Department of Education

IV Centres

1. Centre for Periyar Thought
2. Dr.Kalaignar M.Karunanidhi Centre for Political Science
3. Centre for Rural Development
4. Veeramani Mohana Centre for Quality of Life Engineering Research
5. Centre for Climate Change
6. Centre for University Industry Interaction
7. Centre for Student and Administrative Services
8. Centre for Open and Distance Education

- (2) Such other Schools, or Departments or Centres as may be instituted by competent authorities from time to time.
- (3) The Dean shall be appointed by the Vice-Chancellor from among the Professors in the School and shall hold office for a period of three years and shall be eligible for reappointment:

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

- (4) When the office of the Dean is vacant or when the Dean is by reason of illness, absence or any other cause unable to perform the duties, the Vice-Chancellor may appoint a member of the School who shall be one of the Head of Department in the School to act as Dean and the person so appointed shall discharge the functions of the Dean in consultation with the Vice- Chancellor.

Powers of Dean

- (5) (a) The Dean shall be the Head of the School and shall be responsible for the conduct and maintenance of the standards of teaching and research in the School. The Dean shall preside over the meetings of the School.

- (b) The Dean shall co-ordinate and direct the work of the Departments under the School in consultation with the Heads of the Departments and shall function under the overall control of the Vice-Chancellor.
- (c) The Dean shall review from time to time the work and progress of the projects implemented in the Departments along with the Heads of Departments/ Teachers/ Researchers in every Department under the School.
- (d) The Dean shall review the budget estimate of each Department and propose such changes, if any, for the effective implementation of the programmes under the School.
- (e) The Dean shall have the right to be present and to speak, at any meeting of the Boards of Studies or the Committees of the School, as the case may be.

Meeting

- (6) (a) The notice of every meeting shall be issued by the Registrar.
- (b) The Vice-Chancellor may at any time cause a meeting of a School to be convened.

Joint Meeting

- (7) (a) The Vice-Chancellor may direct two or more Schools to hold a joint meeting for the disposal of any issue affecting more than one School.
- (b) Notice for the joint meetings of two or more Schools shall be issued by the Registrar and the said meetings shall be presided over by the Vice-Chancellor and in the absence of the Vice-Chancellor, by any one of the Deans of the Faculties nominated by the Vice-Chancellor for that purpose.

Notice of Meeting

- (8) Seven days clear notice shall be given for a meeting of the Schools or for the joint meeting of Schools.
- (9) The conduct of business at meetings of School shall be regulated in accordance with the Bye-Laws governing the meetings of the Academic Council wherever applicable.
- (10) The minutes of the meeting shall be forwarded by the Registrar to the members of the School or the Schools if it is a joint meeting.

XIV. BOARD OF STUDIES

Chairperson

- 47 (1) (a) There shall be one Board of Studies for each programme of the Institute.
- (b) The composition of the Board will be as per clause 13 of the Constitution and the tenure of the membership will be two years.
 - (c) The Chairperson of the Board shall ordinarily be the Head of the Department/Centre of the Study of the University.
 - (d) The Chairperson shall be appointed by the Vice-Chancellor for a period not exceeding three years at the first instance which can be renewed.
 - (e) In the absence of the Chairperson, the senior most member present shall preside over the meetings.

Duties

- (2) It shall be the duty of the Board: -
 - (a) to consider the Curriculum and Syllabi for the programmes and research proposals undertaken by the teachers in the Department/Centre and modify or alter as it deems fit;

- (b) to suggest new areas of study and research connected with the subject under the purview of the Board;
- (c) to propose Degrees, Diploma and Certificate Courses and the minimum eligibility requirements for admission to such courses;
- (d) to suggest the names of eminent scholars in India and abroad for invitation as Special Research Fellows: and
- (e) to consider and report on any matter concerning the subject under its purview referred to it by the Schools, or Academic Council, or Board of Management.

Powers

(3) Each Board shall have the following powers: -

- (a) to propose names of suitable experts for evaluating thesis, research reports, books and the academic work of teachers as and when required;
- (b) to propose subjects for inter-disciplinary research to the Schools and ways and means for the upkeep and the improvement of the standard of teaching and research;
- (c) to propose subjects for book writing, titles for translation and languages from which or to which such titles should be translated and the names of experts suitable for the topics;
- (d) to consider any other matter relevant for the improvement of the standard of teaching and research pertaining to the Board.

Meetings

- (4) (a) The Boards shall ordinarily meet once in a year but the Vice-Chancellor may direct the convening of additional meetings as and when required.
- (b) Notice to the meetings of the Board shall be issued by the Head of the Department /Director of the Centre/ Chairperson of Board with the approval of Registrar.

Quorum (5) The quorum of the meeting shall be one third of the total number of members of the Board; fraction if any shall be ignored.

Procedure and Minutes (6) The Procedure prescribed for the conduct of the meeting of the Academic Council wherever applicable, shall be followed for the meetings of the Board. The minutes of the meeting shall be prepared and forwarded by the Head of the Department/ Chairperson of the Board within fifteen days to the members and to the Registrar, Secretary, Academic Council.

XV. THE CONTROLLER OF EXAMINATION

General 48 (1) The Controller of Examination shall be an academician in the field of Engineering, Technology and allied sciences and will be a whole time officer of the University appointed by the Vice-Chancellor subject to approval by Board of Management.

Qualification (2) The Controller of Examination shall be appointed from the category of the Professor with in the University on rotation basis.

Term of Office (3) The Controller of Examination shall hold office for a period of three years or as specified by the Vice-Chancellor and shall be eligible for re-appointment.

Provided that no person appointed as Controller of Examination shall hold office on attaining the age of superannuation.

Duties and responsibilities

- (4) The Controller of Examinations shall:
- (a) Finalise the examinations schedule.
 - (b) Arrange to set up question papers and to prepare answer keys.
 - (c) Do preparatory work for the conduct of examinations.
 - (d) Appoint invigilators and other staff required for conducting examinations.
 - (e) Be the custodian of answer papers.
 - (f) Arrange for Evaluation of answer papers.
 - (g) Announce results.
 - (h) Arrange to prepare documents/ degrees / certificates connected with examinations.
 - (i) Initiate disciplinary action against staff / students involved in examination mal-practices.
 - (j) Settle remuneration to the staff involved in examination work.
 - (k) Co-ordinate with the Registrar in the Examination related work.
 - (l) Carryout any other duties allotted by the Vice-Chancellor.

XVI. TEACHERS OF THE UNIVERSITY

- 49 (1) The teachers of the University shall include the Professors, Emeritus Professors, distinguished Professors, Associate Professors, Assistant Professors and other persons as may be declared by the Bye-Laws to be teachers attached to the Departments/Centres of Study/Research.

Power to institute Professorship etc.

(2) The Board of Management shall have power to institute from time to time, after considering the recommendations of the respective School and Academic Council any Professorships, Associate Professorships (Readerships), Assistant Professorships or any other teaching and research posts in the concerned subjects and prescribe terms and conditions under which such Professorships, Associate Professorships, Assistant Professorships or other teaching and research posts should be instituted.

Abolition or suspension of Professorship etc.

(3) The Board of Management shall have the power to suspend or abolish any Professorships, Associate Professorships, Assistant Professorships or other teaching and research posts on receipt of a report from the Deans of Schools or on its own accord.

Classification of Academic posts

(4) Teachers of the University shall be of three classes: Professors including visiting Professors and Emeritus Professors, Associate Professors and Assistant Professors. The main duties of Professors, Associate Professors and Assistant Professors shall be to engage in teaching, research, guidance and to co-ordinate the students in their subjects/research.

Emeritus Professor/ Associate Professor

(5) Notwithstanding anything contained in these Bye-Laws for recruitment, it shall be competent for the Board of Management to appoint distinguished academics of repute who have retired from service of this University or from any other University or industry in India or abroad or well known researchers from other streams as Emeritus Professors or Associate Professors on such salary and terms of conditions as may be determined by the Board of Management.

Distinguished Professor

(6) The Board of Management may appoint any distinguished Professor or Visiting Professor for short terms ranging from one to three years. The salary and service condition for such Professors shall be fixed by the Board of Management.

Committee to appoint teachers

(7) The Selection Committee for Selection of full-time Professors, Associate Professors and Assistant Professors of the University shall be as follows:

(a) For Professors

- (i) The Vice-Chancellor - Chairperson
- (ii) A person nominated by the Chancellor.
- (iii) The Dean of Faculty/Head of the Dept./Chairperson, Board of Studies, provided he is a Professor.
- (iv) Three outside experts nominated by the Chancellor from a panel of not less than six experts recommended by the Academic Council and approved by the Board of Management.

(b) For Associate Professors and Assistant Professors

- (i) The Vice-Chancellor – Chairperson
- (ii) A person nominated by the Chancellor.
- (iii) The Dean of Faculty/ Head of the Dept./Chairperson, Board of Studies, provided he is a Professor or Associate Professor.
- (iv) Two outside experts nominated by the Chancellor from a panel of not less than six experts recommended by the Academic Council and approved by the Board of Management.

The Vice-Chancellor shall convene and preside over the meetings of the Selection Committee.

Explanation: Where the appointments are being made for an interdisciplinary project, the head of the project shall be deemed to be the head of the department concerned.

In both the above Selection Committee, the minimum number of members present must be four for each Committee.

A member of the above Committee shall not be eligible to compete as a candidate in any of the appointments made by the Selection Committee in which he is a member.

If the Board of Management is unable to accept the recommendations made by a Selection Committee, it shall record its reasons and refer the matter to the Chancellor for orders. The decision of the Chancellor shall be final.

Temporary Appointments

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

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

If the Vice-Chancellor considers that in the interest of work, it is necessary to fill the vacancy immediately, the appointment may be made for a period not exceeding twelve months on a temporary basis by a local Selection Committee.

(b) The local Selection Committee will consist of the Dean of the School concerned, the Head of the Department/Centre and a nominee of the Vice- Chancellor.

Provided that no teacher appointed temporarily shall be continued in service, beyond a period of one year unless the individual appears before the regular Selection Committee and gets selected.

**Qualifications,
Age, etc.**

50 (1) The qualifications, age, etc. for different categories of academics shall be as detailed in Appendix - I.

(2) Any teacher or member of the University is liable to be transferred to any one of the research centres maintained by the University within or outside the Country.

(3) Where the teachers are to leave the headquarters for visiting foreign countries, the permission shall ordinarily be granted by the Vice-Chancellor.

Vacation

(4) Full-time academics of the University shall be entitled for a vacation of 10 days for winter session and 20 days for summer session in each academic year in addition to the declared holidays by the University.

The vacation so availed of by the teachers may be distributed in such a way as to ensure that atleast 50% of staff is available in each department during the vacation period to attend to the routine affairs of the University. The teaching staff and others connected with academics must be on duty in the University on the last and first working day of the academic year, according to the approved academic schedule.

**Head of
Department**

51 (1) Each department of the University shall be headed by a Professor.

Provided that where there is no Professor, the senior most Associate Professor or in the absence of the Professor/Associate Professor, senior most Assistant Professor shall be made as the head of the department by the Vice-Chancellor.

(2) Where the Professor, Associate Professor or Assistant Professor declines the offer of the post of Head of the Department, the next senior most in position shall be made as the head of the department.

(3) The Head of the Department shall hold office for a period of three years, or as per direction of the Vice-Chancellor in special cases.

(4) A Head of the Department may resign his office at any time during the tenure of office, by giving prior notice of one month.

(5) The head of a Department shall be in rotation among the teachers of a department according to seniority so that, all teachers shall have equal opportunity in planning the development of the department.

**Duties of
Head of
Department**

(6) (a) The Head of the Department will be responsible for the day-today academic activities of the Department and will lay down research proposals for other teachers in the department and ensure their implementation from time to time.

(b) The Head of the Department shall carry out the academic guidelines of the University and perform such academic and administrative duties assigned by the Vice-Chancellor/Board of Management.

Duties of Professor

- (c) The Professor shall do research, deliver lectures, conduct classes, and do all other academic works relating to the subject of specialisation of the Professor, at the Headquarters or in the Research Centres in other places or in any other academic institution as directed by the Vice-Chancellor/ Board of Management.
- (d) The Professor shall wherever necessary direct and supervise the work of research fellows in branches of knowledge relating to the subject of specialisation of the Professor.
- (e) A Professor shall if so required, advise the Board of Studies in matters relating to any research, intensive study or courses of study on the subject of specialisation by the Professor.

7. The Special duties of the holders of particular posts shall be such, as may be prescribed from time to time.

Part-time Teachers

- 52 (1) Part-time teachers shall be appointed only for special reasons. They shall perform all duties as may be assigned to them.
- (2) They shall be appointed by the Vice-Chancellor for such periods and paid such salaries as may be fixed in each case taking into consideration the grade of the teachers and also duration of work.

Power to suspend teachers

- 53 (1) The Vice-Chancellor shall have power to suspend any teacher in contemplation of disciplinary action for a period not exceeding one year.

**Retirement
of teacher**

- (2) Normally the retirement of a teacher shall be on completion of Sixty-Five years subject to the condition that he is physically fit over the age of sixty. A member of the academic staff may be permitted to retire after completing twenty years of qualifying service. For good and sufficient causes, the Board of Management may permit voluntary retirement of a teacher on completion of fifteen years of qualifying service.

XVII. THE DEPUTY REGISTRAR

**Deputy
Registrar**

- 54 (1) The Board of Management may approve the appointment of one or more Deputy Registrars if recommended by the Vice-Chancellor.
- (2) The Deputy Registrar shall be responsible for the proper functioning of the sections under control.

**Terms &
Conditions**

- (3) The mode of recruitment, qualification, age etc., shall be as specified for this post in Appendix – I.
- (4) The Deputy Registrar shall be governed by the rules applicable to the non-academics as regards the general service conditions.

Functions

- (5) The Deputy Registrar shall devote whole time to the duties of his office, and shall perform such duties as may, from time to time, be assigned by the Registrar in the performance of his official duties.

XVIII. THE ASSISTANT REGISTRAR

Assistant Registrar

55 (1) The Board of Management may approve the appointment of one or more Assistant Registrars recommended by the Vice-Chancellor.

(2) The Assistant Registrar shall render such assistance as may be required by the Registrar /Deputy Registrar in the performance of official duties.

Terms & Conditions

(3) The Assistant Registrar shall be governed by the rules applicable to the non-academic as regards the general service conditions.

Functions

(4) The Assistant Registrar shall devote whole time to the duties of office and shall perform such duties as may, from time to time, be assigned by the Registrar.

XIX. UNIVERSITY FUNDS

Funds of University

56. The University shall have a General Fund to which shall be credited:-

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

(b) any contribution or grant made by the Central Government, any State Government, the University Grants Commission or other similar authorities or any local authority or any corporation owned or controlled by the Government; and

(c) Endowments and other receipts.

XX. AUDITORS

Terms of appointment

- 57 (1) The Board of Management will appoint one or more Auditors for such period and on such remuneration and other terms, to perform such duties as it may fix from time to time.
- (2) The Auditors so appointed shall not be a member of any authority of the University.

XXI. AMENDMENTS TO BYE-LAWS

Making of Bye-laws

- 58 (1) The Board of Management, may from time to time, make Bye-Laws and amend or repeal the Bye-Laws in the manner provided in sub-clause 3 hereunder.
- (2) Subject to the provisions of the Constitution, the Bye-Laws made by the Board of Management may provide for all or any of the following namely:-
- (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 up of vacancies among members of the authorities;
 - (e) the allowances to be paid to the members of the authorities and committees thereof;

- (f) the procedure of the meetings of the authorities including the quorum for the transactions of business at such meetings;
- (g) the authentication of the orders or decision of the authorities;
- (h) the establishment and abolition of departments of teaching and research at the University;
- (i) the term of office and methods of appointment and conditions of service of the officers of the University.
- (j) the qualifications of the teachers and other persons employed by the University;
- (k) the classification, the method of appointment and terms and conditions of service of teachers/researchers and other persons employed by the University.
- (l) Provision of death cum retirement compensation for the benefit of the officers, teachers/researchers and other persons employed by the University.
- (m) the institution of fellowships, travelling fellowships, scholarships, studentships, bursaries, exhibitions, medals and prizes and the conditions of award thereof;
- (n) the establishment and maintenance of halls and hostels;
- (o) the conditions for residence of students of the University in the halls and hostels maintained by the University 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;
- (q) the admission of the students to the University;
- (r) the conditions of recognition of hostels not maintained by the University;
- (s) the conditions and mode of appointment and duties of examining bodies and examiners;

- (t) the maintenance of discipline among the students of the University;
 - (u) the fees to be charged for courses /research and Hostel.
 - (v) the procedure for arbitration in case of dispute between employees or students of the University;
 - (w) the procedure for appeals to the Board of Management by students against the action of any officer or authority of the University;
 - (x) constitution and the terms of reference of the grievances committee for the employees and students of the University;
 - (y) participation of students, research scholars and staff in the affairs of the University;
- (3) Any member of the Board of Management may propose to the Board of Management the draft of a Bye-Law and the Board of Management may either accept or reject the draft.

XXII. LEGAL ADVISOR

- Terms of appointment** 59 (1) The Board of Management will appoint one or more Legal Advisors for such period and on such remuneration and other terms, to perform such duties as it may fix from time to time.
- (2) The Legal Advisor so appointed shall not be a member of any authority of the University.

XXIII. SERVICE CONDITIONS OF THE ESTABLISHMENT

- Short Title** 60 (1) (a) These Bye-Laws may be called the “Service Bye-Laws” of the establishment of the University.

(b) It shall come into force on the 28th January, 2010.

Application

(2) These Bye-laws shall be applicable to all establishment of the University and to the academic staff as far as they are not inconsistent with the separate Bye-laws framed there under.

(3) In the case of those on foreign service from Government Departments, Local Bodies or any other Universities, Public Sector Undertakings etc., these Bye-Laws will be subject to specific terms, if any, on which the persons are lent on foreign service to the University.

Relaxation

61. The Board of Management shall not relax any of the provisions of these Bye-Laws except the minor ones in exceptional cases in favour of an individual or a group of individuals as the Board may deem fit.

Kinds of appointments

62. The University may appoint any person to any service in the University either on contractual basis or on the basis of these regulations. In respect of contractual appointment of superannuated persons the contract conditions will prevail over these regulations. In regard to matters not specifically dealt with in the contract agreement, the provisions in these regulations shall apply.

Classification of service

63. The employees of the University shall be classified into four classes as detailed below:

(a) Class A

Employees whose basic pay is equal or less than that of Vice-Chancellor but more than that of Selection Grade Asst. Professor.

(b) Class B

Employees whose basic pay is equal or less than that of Selection Grade Asst. Professor but more than that of Section Officer.

(c) Class C

Employees whose basic pay is equal or less than that of Section Officer but equal or more than that of Junior Asst.

(d) Class D

Category whose basic pay is less than that of Junior Asst.

Mode of Recruitment

64 (1) Recruitment to the various posts shall be made by direct recruitment or by promotion by selection from the lower category. The method of recruitment for each category shall be as detailed in **Appendix – I**.

Reservation

(2) The rules of reservation as in force applicable as per the norms of the Central Government from time to time shall apply, in the case of direct recruitment.

Criteria for promotion

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

Selection Committees

(4) Except in the case of appointments otherwise stated, all appointments of academic staff will be made by the Board of Management from the panels recommended by Selection Committees constituted for this purpose as shown below in respect of Professors, Associate Professors, Assistant Professors and Directors.

(a) For Appointment of Professors

- (i) Vice-Chancellor - Chairperson.
- (ii) A person nominated by the Chancellor.

- (iii) Dean of Faculty/Head of the Dept./Chairperson, Board of Studies, provided the individual is an Associate Professor.
- (iv) Three outside experts nominated by the Chancellor from a panel of not less than six experts recommended by the Academic Council and approved by the Board of Management.

(b) For Appointment of Associate Professors and Assistant Professors

- (i) The Vice-Chancellor - Chairperson.
- (ii) A person nominated by the Chancellor
- (iii) The Dean of Faculty Head of the Dept./Chairperson, Board of Studies, provided the individual is a Professor or Associate Professor.
- (iv) Two outside experts nominated by the Chancellor from a panel of not less than six experts recommended by the Academic Council and approved by the Board of Management.

(c) For Appointment of administrative / Non Teaching Staff

In respect of administrative and other non-academic staff, the appointments shall be made by the Board of Management from the panel recommended by the Selection Committees constituted for this purpose by the Vice-Chancellor. Such Selection Committee constituted shall consist of five members as shown below:

- (i) The Vice-Chancellor - Chairperson
- (ii) Two Members from the Board of Management - Member
- (iii) Two experts in the field of administration/
accounting from out side - Member

The Selection Committee shall be constituted for every selection by the Vice-Chancellor.

- Qualification age. etc.** 65 (a) The qualification etc., to various posts shall be as indicated in Appendix - I. All appointments made by the appointing authority shall be deemed to have been made on behalf of the University.
- Special Qualifications for technical persons** (b) Nothing contained in these Bye-Laws shall preclude the prescription of any special qualifications by the Board of Management for the technical personnel, as additional qualifications (essential and desirable) as and when required by the concerned Heads of departments, with the concurrence of Vice-Chancellor.
- Revision of Qualification** (c) Notwithstanding anything contained in these regulations the Board of Management is empowered to
- (i) revise the educational qualifications, the scales of pay and age for academic posts in accordance with the recommendations of the University Grants Commission and All India Council for Technical Education.
- (ii) to fix or revise the scales of pay for old and new administrative posts from time to time to be on par with the scales of pay for comparable posts in the Government of India or other Universities.
- Submission of Certificates** 66. Every person appointed as staff of the University shall before actually joining the University, produce: -
- (a) Evidence of age:
- (b) Evidence of educational qualifications, and
- (c) A certificate of medical fitness from a registered Medical Officer not below the rank of Civil Asst. Surgeon that he is physically fit for the job and that individual suffers from no disability, contagious disease which would affect the discharge of duties in the University.

**Temporary
appointment by
Vice-Chancellor**

67. Where it has become necessary owing to an emergency to fill immediately a vacancy in any post, directly or by promotion and there would be undue delay in making such promotion in accordance with the Bye-Laws, the Vice-Chancellor may promote or appoint a person temporarily for a period not exceeding six months or till such appointee is replaced by a regularly selected candidate whichever is earlier subject to the fact that such temporary appointees shall have all qualification prescribed for that post.

Probation

68. (1) Every employee of the University unless appointed by direct requirement and specifically exempted, be on probation for a period of two years within a continuous period of three years from the date of joining duty in the University:

**Completion
of probation**

(2) (a) On completion of the period of probation, the University shall make an assessment of the work of the probationers and on the basis of such assessment either declare the individual to have satisfactorily completed the period of probation or extend the probation by such period as is considered necessary, not exceeding one year to make a further assessment of the individual's suitability provided such orders shall be issued within three months from the normal date on which individual would have completed the probation. Till an order declaring the satisfactory completion of probation is issued, the individual shall be deemed to be a probationer. On assessment at the end of the extended period of probation if the performance of the individual is found to be not satisfactory the individual shall be terminated from service.

Mode of Assessment for academics

- (b) (i) A committee presided over by the Vice-Chancellor and two experts in the subjects concerned nominated by the Vice-Chancellor shall evaluate the work of the employees of class A, B & C and if necessary examine orally and make recommendations whether the individual can be declared as having completed the probation satisfactorily or otherwise.
- (ii) For class 'D' Employees the Registrar along with two other members nominated by the Vice-Chancellor will evaluate their work to declare their probation.

Security Deposit

- 69 (1) Any person appointed to the categories for which cash security is considered necessary by the Board of Management, shall furnish the cash security as prescribed by the Board of Management. The Vice-Chancellor may permit any part of the cash security to be collected from the pay of the individual in installments, on special cases.

Agreement for probationers and contract appointments

- (2) All employees appointed on probation or on contract other than the persons appointed on foreign service terms shall execute an agreement with the University embodying the clauses of these Bye-laws in the prescribed form.

Agreement after completing probation

- (3) All employees who are approved probationers shall execute an agreement with the University in the prescribed form on a stamped paper.
- (4) All employees who are willing to undergo part time study or research shall execute an agreement with the University in the prescribed form on a stamped paper.

Notice for leaving by regular staff member

70 (1) Any staff of the University other than the staff in Class D who have completed probation shall not leave or discontinue the service on the individual's own accord without giving three calendar month's notice or by paying an amount equivalent to the salary of three calendar months, with the approval of the Vice-Chancellor.

Notice by others

(2) A probationer or a temporary employee of any class and a regular employee of class D shall not leave or discontinue the services on the individual's own accord without giving one calendar month's notice or by paying an amount equivalent to the salary for one month, with the approval of the Vice-Chancellor.

Retirement

71. Any employee shall be permitted to retire from the University service on the last day of the month in respect of non-academics at completion of sixty years of age and in respect of academics at completion of sixty five years of age.

Provided that the academics shall be permitted to retire on the last day of that academic year with the approval of Vice-Chancellor.

Pay and allowances

72 (1) The scales of pay admissible to the various categories of academic and non-academic posts in the University shall be fixed as given below:

(a) The scales of pay of academic posts in accordance with the recommendation of the University Grants Commission/ All India Council for Technical Education.

(b) The scales of pay for non-academic posts shall be on par with those adopted or accepted for Comparable posts in the Government of Tamil Nadu and provided that the Dearness Allowance, House Rent Allowance, City compensatory Allowance and other allowances shall be as fixed by Board of Management from time to time.

Provided that the Board of Management may revise the pay / allowances for specific posts.

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

(3) Whenever the University creates a temporary post for a specific period, the Board of Management may prescribe adhoc rules to govern the recruitment, qualification, scale of pay and duration for such posts.

**Adhoc rules
for temporary
appointments**

Leave

73 (1) The following are the various kinds of leave admissible to the members (Academic and Non-academic) of the University, namely:-

- (a) Casual Leave
- (b) Earned Leave
- (c) Unearned Leave on Medical Certificate
- (d) Maternity Leave
- (e) Study Leave
- (f) Leave on Loss of Pay

(a) Causal Leave

Causal leave may be granted upto a limit of 12 days in a calendar year; but absence on causal leave shall be treated as duty for purpose of calculation of pay and allowances. The maximum period for which a University employee may absent continuously on causal leave inclusive of holidays shall not exceed ten days. Causal leave can be granted for half a working day. Causal leave cannot be combined with any other leave.

(b) Earned Leave

The employees are eligible to earn leave for the period of their service in the University at the ratio of 1: 22 (i.e. one day for every twenty two days on duty including public holidays). The employees will not be eligible to earn leave for the period for which they have availed any kind of leave other than casual leave. They are eligible to accumulate and retain the credit of earned leave upto sixty days at a time and they will be permitted to avail the earned leave in a slot not exceeding fifteen days at a time.

The calculation of earned leave eligibility will take effect from 01.01.2010.

(c) Unearned Leave on Medical Certificate

(a) Leave on Medical grounds along with necessary documentary evidence:

Every employee of the University is entitled ten days of Unearned Leave on Medical Certificate for every completed year of service. However the maximum leave that can be availed by an individual for the entire service is only 180 days.

(b) Members who have been on leave on Medical Certificate for a period not exceeding two months (i.e. 60 days) can rejoin duty on obtaining a fitness certificate obtained from a medical officer not below the rank Civil Asst. Surgeon. To avoid any delay in getting sanction for medical Leave, the following time limit is laid down.

- (i) A member intending to go on leave on medical grounds should submit his application within three days from the date of entering on such leave.
- (ii) On receipt of such application, where reference to the Medical Board is deemed necessary, such reference will be made by the University.

(d) Maternity Leave

For regular employees and approved Probationers (Women employees of the University only) thirty days of Maternity leave with pay and allowances is admissible from pre-confinement rest to post confinement recuperation at the option of the member. However she may avail maternity leave of another five months without pay.

No maternity leave shall be allowed for the confinement of employee who is already having two living children.

(e) Study Leave

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

- (i) Conditions:** The member should have completed, at least two years of service and should have eight years of service for retirement. Members of all classes of service are eligible for study leave. Those who are availing study leave shall execute an agreement with the University so as to serve the University after completion of study for a period equal to or greater than the period of study.
- (ii) Quantum of leave:** Study leave shall be granted for the required period of the course of study, twelve months at a time and forty-eight months in all.

(iii) Purpose: The purpose for grant of such leave is to study scientific or technical problems or courses of instructions in or outside India and for acquiring higher qualification.

(iv) Leave Salary: During study leave an individual is not eligible for salary but they may avail of any scholarship or fellowships of the University / outside agencies.

However, relaxation to this may be given by Board of Management if deemed fit.

(f) Leave on Loss of Pay

The employees should not be permitted to take leave on loss of pay in a routine manner and the sanctioning authorities, must ensure, granting of leave on loss of pay, must be avoided as far as possible. Any period for which leave on loss of pay is permitted, will not count for future increment of the concerned employee for that period.

Grant of Leave

(2) The procedure of sanctioning the leave and the authority competent to grant such leave will be as follows:

- | | | |
|--------------------------------|---|---|
| (a) The Head of the Department | - | Casual Leave for the staff of Department. |
| (b) Dean (Academics) | - | Permission of absence due to 'on other duty'. |
| (c) The Registrar | - | (i) Grant of any kind of leave to the staff of the Office of the Registrar. |

(ii) Grant of Leave other than the Leave granted by the HOD's / Deans / Directors only to the staff of the department.

(d) The Vice-Chancellor

-

(i) Grant of any kind of leave to the Registrar, Finance Officer, Controller of Examination, Deans, Directors and Head of the Department.

(ii) Grant of any Special Leave not covered under the Bye-Laws on discretion to any category of staff.

Recall to duty

(3) Any kind of leave cannot be claimed as a matter of right and when the exigencies require the services of the individual, the authority empowered to grant such leave may refuse or revoke leave of any description.

(4) A University employee on leave shall not accept or take any employment or service to receive any remuneration without permission of the Competent authorities.

(5) Willful absence from duty after the expiry of leave may be treated as misconduct, which will involve disciplinary action.

Discipline and control

74 (1) For good and sufficient reason, including any breach of any of the Bye-law and laws of the University or, negligence, inefficiency, insubordination or failure to show due diligence and attention in the discharge of the duties or failure to conform to the instructions, duties or having any connection in criminal offence involving moral turpitude, an employee of the University, shall be liable to the following penalties, namely: -

Minor Penalties

(a) Minor penalties:

- (i) Censure
- (ii) Fine not exceeding Rs.1000/- at a time in the case of employee of Class D.
- (iii) Recovery from pay of the whole or part of the pecuniary loss caused to the University by negligence or breach of orders.
- (iv) Withholding of increments with or without cumulative effect not exceeding one year.

Major Penalties

(b) Major Penalties:

- (i) Withholding of increment with or without cumulative effect exceeding one year and not exceeding three years.
- (ii) Any period of suspension, either whole or part may be treated as a substantive punishment, while passing final orders.
 - a. Reduction to a lower stage of Pay or to a lower rank of the University Service.
 - b. Removal or dismissal from service.

Imposition of penalties

Procedure:

- (2) (a) The disciplinary authority/appointing authority competent may impose minor penalties only after due consideration by giving reasonable opportunity to the concerned employee.
- (b) Before imposing any major penalties, an enquiry Committee may be constituted by the Competent Authority to probe into the issue.
- (c) The University shall adopt the following procedure in any such enquiry.

- (i) The memorandum of charge shall be communicated to the staff in writing by disciplinary authority giving at least fifteen days time to give the explanation by the staff.
- (ii) After considering such explanation if the competent authority is not satisfied with the explanation, it shall frame charges and communicate along with the memorandum of accusation.
- (iii) If so desired by said staff a personal hearing shall be given and also an opportunity to examine or cross-examine the witnesses, and also to produce witnesses, shall be given to the staff.
- (iv) After the conclusion of the enquiry by the competent authority, the findings of the enquiry shall be furnished to the staff. The staff may submit any further representation within a period of not less than fifteen days. Any representation received in this behalf within the period, should be considered before passing the final orders by the authority imposing the punishment. Provided that such representation should be based on the evidence adduced during the enquiry only. It shall not be necessary to give the person charged, any opportunity of making representation on the penalty proposed to be imposed.
- (v) The competent authority, shall obtain the prior approval of the prescribed authority before communicating the decision.
- (vi) For assisting the disciplinary authority/appointing authority and for conducting the enquiry, a three member enquiry committee shall be constituted by the competent authority, with representation of one each from the Department and Deans of the School and in addition, a senior officer from Administration Department.

(3) The authorities competent to impose the penalties referred to above and the appellate authorities and the time for preferring the appeal shall be as indicated in Appendix II. The delay in preferring appeal up to fifteen days may be condoned by the appellate authorities. Any appeal to the Board of Management should be addressed to the Registrar who is the ex-officio Secretary of the Board of Management.

**Suspension
of an
employee**

(4) The Vice-Chancellor in the case of any Academic and non-Academic employees of the University and the Registrar in the case of non-academic staff belonging to Class D are empowered to place them under suspension, pending enquiry if in their opinion the continuance of the employees in service will be detrimental either to the proposed enquiry or interest or reputation of the University.

Notwithstanding anything contained in the above clause the Vice-Chancellor may when desire necessary, suspend any employee pending enquiry.

**Subsistence
allowance**

(5) During the period of suspension, the employee shall receive a subsistence allowance equivalent to 50% of pay salary but will not be entitled to draw any allowances, special pay etc., other than Dearness allowance relatable to the subsistence allowance.

**Revoking
suspension**

(6) The Registrar pending enquiry, can revoke the order of suspension at any time. The Vice-Chancellor can revoke his own orders suspension pending enquiry as well as the orders of suspension pending enquiry issued by any other disciplinary authority subordinate to him.

(7) The Vice-Chancellor can take charge of the proceedings of an enquiry at any stage of the enquiry and complete or cause to complete the enquiry in the manner deemed fit in the interest of the University.

**Suspension
of deputationist**

(8) (a) Pending enquiry, the Vice-Chancellor, in the case of any academic and non-academic employee who is appointed on foreign service terms in the University, is empowered to place them under suspension if in his opinion the continuance of the employee in service will be detrimental either to the proposed enquiry or interest/reputation of the University.

(b) Notwithstanding anything contained in the above clause, the Vice-Chancellor may when desired necessary, suspend any employee pending enquiry.

Provided that the circumstances leading to the suspension of the employee shall be reported forthwith to the lending authority by the University.

**Conduct and
Disciplines**

75 (1) Any University employee shall not take part in any act or movement which is considered in the opinion of the Board of Management to bring the University into disrepute. It shall be the duty of every employee to honour the confidence reposed in him by the University and not to divulge any information obtained by him in the course of his official duties to outsiders or to make any use of which would be improper.

(2) Any University employee shall not indulge in any criticism of the University administration in such manner as savours of deviance and insubordination or causes or likely to cause embarrassment to the administration.

- (3) Any University employee shall not associate himself with or take active part or otherwise in politics and any trade union activities. The decision of the Board of Management on this aspect of an employee's conduct shall be final.
- (4) Employees of the University shall submit their applications for appointment to higher posts, classes etc. only through the officers under whom they are working.
- (5) A whole-time University employee may be employed in any manner as required by the concerned authority without any liability to meet the claim for additional remuneration; while in service no employee shall accept additional employment or any employment on part time basis, with or without emoluments or honourary work without the previous sanction of the Vice-Chancellor in writing.
- (6) Persons on appointment and employees on transfer to posts dealing with cash, stores and other valuables including books shall, at the discretion of the Board of Management, furnish security to the University for such amount and of such character as may be determined by the Board of Management. This shall be a condition attached to the post and shall not entitle the employee who fills the post to claim any additional remuneration, compensation or privilege on this account.

**Pension
cum
Gratuity**

- 76 (1) All regular staff members are eligible for pensionary benefits subject to the conditions prescribed by EPF/LIC, with whom the University may make arrangements for these benefits.

**Conditions
for pensionary
benefits**

- (2) The conditions for the grant of pensionary benefits are
- (a) the service should be under the University and
 - (b) the service should be paid for by the University.

- Service Book** (3) The University shall maintain a Service Book for every employee in the form and manner prescribed by the Board of Management and make entries therein with complete and update service details, duly verified and authenticated by the competent authority. The record of verification of service with reference to pay bills should be made periodically/annually in the Service Book under proper attestation. The date of birth, community and caste details should be correctly noted and attested.
- Group Insurance** (4) Every member of the academic and non-academic staff of the University shall subscribe to the Group insurance scheme instituted by the University.
- Date of retirement** (5) (a) If the date of birth of the University employee falls between the second day and the last day of the month, he will be permitted to retire on superannuation on the afternoon of the last day of that month.
(b) If any employee is facing any disciplinary proceedings, the individual shall not be allowed to retire until final orders are passed on the disciplinary proceedings by the competent authority.
- Travelling Allowances** 77. The guidelines given by the Board of Management, regarding Travelling Allowances and Transfer Travelling Allowance shall be applicable to all the employees.
- Provided that the Vice-Chancellor may, in exceptional cases, sanction Traveling Allowance at the rates other than that admissible.

- Interpretation** 78. In the event of conflict of opinion with regard to interpretation of Bye-laws, the opinion of the Board of Management shall be final.
- Power of Board** 79. The Board of Management may, from time to time, issue general or special instructions as may be necessary consistent with the rules of the University for the time being in force as to:
- (a) conduct of the business of the University.
 - (b) any other matter relating to the management of University.
- Guidance Bureau** 80 (1) There shall be a Students Guidance Bureau under the University for the benefit of the Researchers who have been awarded fellowships and working in the University centres and recognized institutions, and the scholars visiting this University from foreign countries.
- Advisory Committee** (2) An advisory committee consisting of the Deans, the Director of Students Guidance Bureau and two student representatives with the Vice-Chancellor as Chairperson shall indicate and suggest remedial actions and help the students in dealing with their emotional and psychological problems.
- Functions** (3) The guidance programme of the Bureau mainly includes:-
- (a) assisting the students in the choice of the courses and fields of specialization.
 - (b) collection, compilation and furnishing to the students, the information connected with occupational and employment market;
 - (c) furnishing information regarding the preparation for different careers, training facilities, scholarships etc.;
 - (d) offering advice and help in planning their careers;

- (e) providing information regarding facilities for higher studies in India and abroad;
- (f) maintaining liaison between students, academics and administration and;
- (g) strengthening and promoting educational and cultural activities among the students and academics of the different centres of the University.

**Guidance
to foreign
students**

- (4) The Bureau shall guide the foreign students to go through all the formalities required under the law of the country and it may also make all arrangements for the travel of the researchers.
- (5) The guests and researchers of the University may avail the assistance and guidance of the Bureau in matters connected with travel within India.

APPENDIX

Periyar Maniammai University
(Under Sec 3 of UGC Act, 1956.)

Appendix – I

Method of Recruitment and Qualifications for Various Posts in the University

(a) Academical Service

Sl. No.	Category of Employees	Method of Recruitment	Qualification
1.	Professor	By Direct Recruitment/ Promotion/ Deputation	<p>a) An eminent scholar with first class in either UG or PG Degree in the relevant discipline with Ph.D. in the relevant discipline with good academic performance having 3 years service in the cadre of Associate Professor or with Ph.D. 15 years of teaching experience not less than the cadre of Assistant Professor.</p> <p>b) Master degree in the relevant field with first class either in UG or PG degree and Post-Doctoral Degree with good academic performance having 3 years of service as Associate Professor.</p>
2.	Associate Professor	By Direct Recruitment/ Promotion/ Deputation	<p>a) Master Degree with first class either in UG or PG degree and Ph.D. in the relevant discipline with 10 years of teaching experience as Assistant Professor or without Ph.D, with 15 years of service as Assistant Professor, out of which 5 years must be not less than Assistant Professor (Selection Grade).</p> <p>b) A Post-Doctoral degree in the relevant field with Ph.D having 10 years of teaching experience as Assistant Professor, or without Post-Doctoral degree with Ph.D with 13 years of teaching experience in the cadre of Assistant Professor.</p>

Sl. No	Category of Employees	Method of Recruitment	Qualification
3.	Asst.Prof. (Selection Grade)	By Direct Recruitment/ Promotion/ Deputation	<p>a) i) Master Degree in the relevant discipline with first class either in UG or PG degree and having Ph.D qualification with 9 years of teaching experience at the cadre not less than as Assistant Professor.</p> <p>ii) Master Degree in the relevant with first class either in UG or PG degree, M.Phil in the relevant field with Ph.D qualification having 9 years of teaching experience as Assistant Professor, at degree level.</p> <p>b) i) Master Degree in the relevant discipline with first class either in UG or PG degree without Ph.D qualification can be appointed if he/she has 12 years of teaching experience as Assistant Professor, at degree level.</p> <p>ii) Master Degree in the relevant discipline with first class either in UG or PG degree with M.Phil and without Ph.D qualification but having 12 years of teaching experience as Assistant Professor, at degree level.</p>
4	Asst. Prof. (Senior Scale)	By Direct Recruitment/ Promotion/ Deputation	<p>a) i) Master Degree in the relevant discipline with first class either in UG or PG degree having Ph.D qualification must have 4 years of teaching experience as Assistant Professor.</p> <p>ii) Master Degree with first class either in UG or PG degree with M.Phil in the relevant field with Ph.D qualification having 4 years of teaching experience as Assistant Professor, at degree level.</p> <p>b) i) Master Degree in the relevant discipline with first class either in UG or PG degree without Ph.D qualification with 7 years of teaching experience as Assistant Professor, at degree level.</p> <p>ii) Master Degree in the relevant field with first class either in UG or PG degree with M.Phil and without Ph.D qualification but having 7 years of teaching experience as Assistant Professor, at degree level.</p>
5.	Assistant Professor	By Direct Recruitment/ Deputation	<p>a) Master Degree in the relevant discipline with first class either in UG or PG degree preferably with teaching experience at degree level.</p> <p>b) First class B.Arch with 2 years professional experience or M.Arch. with experience in the field of Architecture is preferable.</p> <p>c) PG in relevant field with first class either in UG or PG degree with M.Phil preferably with teaching experience at degree level.</p>

Explanation: For all the above appointments, the Selection Committee must ensure the norms prescribed time to time by the regulatory councils like AICTE, COA, NCTE etc., and also the guidelines of University Grants Commission, are followed.

b) Administrative Service

Sl. No	Category of Employees	Method of Recruitment	Qualification
1	Registrar	By Direct Recruitment (Or) by Transfer of Service	By Direct Recruitment An academicians who shall not be lower in rank that of Professor / Principal of a college or Director of a research institution with administrative experience of not less than 5 years with first or second-class masters degree with Ph.D in any subject of a recognised institution or recognised University.
			By Transfer of Service From the category of Professor within the University on the recommendations of the Vice-Chancellor.
2	Finance Officer	By Direct Recruitment / Deputation.	Master degree in Commerce or degree with ACA or ICWA with not less than 10 years of experience in Accounts and Auditing. Deputation from State / Central Government / University working in the post not lower than the rank of Dy. Secretary / Dy. Director in State Government.
3.	Controller of Examinations	By Transfer of Service	From the category of Professors within the University on the recommendations of the Vice-Chancellor. The Controller of Examinations shall hold office for a period of three years and shall be eligible for reappointment.

Sl. No	Category of Employees	Method of Recruitment	Qualification
4	Deputy Registrar	By Direct Recruitment / Transfer / Promotion/ Deputation.	<p>A Master's degree with at least 55% marks or its equivalent grade of B in the UGC seven-point scale.</p> <p>Five years of experience as Asst. Prof. in a college or in a university with experience in educational administration. (Or) Comparable experience in research establishment and /or other institutions of higher education. (Or) Five years of administrative experience as Assistant Registrar or in an equivalent post.</p> <p>Preferable qualification</p> <p>MBA or Ph.D with knowledge in computer application.</p>
5	Asst. Registrar	By Promotion / By Direct Recruitment / Deputation.	<p>1) Good Academic record plus Masters degree with at least 55% marks or its equivalent grade of 'B' in the UGC Seven point scale.</p> <p>2) Five years of service in the post of superintendent / section officer / Manager or equivalent level of posts.</p> <p>Computer Knowledge in accounts and management is preferable.</p>
6	Section Officer	By Promotion / By Direct Recruitment/ Deputation.	<p>1) First class Bachelor degree or Master degree with 55% of marks or its equivalent grade.</p> <p>2) Five years of experience in the cadre of Assistant or equivalent grade.</p> <p>3) Must have passed Accountancy test Part I or II conducted by TNPSC, for subordinate officers</p>

Sl. No.	Category of Employees	Method of Recruitment	Qualification
7	Assistant	By Promotion / Deputation.	<p>Must possess a degree and must be an approved probationer in any one or more of the following categories</p> <p>a) Jr.Asst b) Jr.Asst cum Typist / storekeeper c) Typist /DTP Operator d) Stenographer</p> <p>Must have passed accountancy test for sub-ordinate officer Part –1 conducted by the TNPSC.</p>
8	Junior Asst / DTP Operator	By Direct Recruitment / By promotion	<p>Must possess a degree and pass in type writing English by lower grade or a certificate in word processing using computers or PGDCA.</p> <p>Must possess minimum general educational qualification with a pass in typewriting English by lower grade and certificate in word processing using computers.</p> <p>Must have put in not less than 5 years of service in the category of record clerk or 10 years of service as Office Assistant or equal post.</p>
9	Record Clerk	By Direct Recruitment / By promotion	<p>Must possess minimum general educational qualification with knowledge in computer application qualification.</p> <p>Must have put in a service of not less than 5 years in the category of Office Asst.</p>
10	Office Asst	By Direct Recruitment / By Transfer of Service	<p>Must have passed VIII Std Must be able to ride a bicycle Possession of valid driving license (light motor vehicle) is preferred.</p>
11	Driver	By Direct Recruitment / By Transfer of Service	<p>Must be able to ride a bicycle Possession of valid driving license (light or heavy motor vehicle).</p>
12	Gardener / Sweeper / Sanitary Worker/ Scavenger / Watchman	By Direct Recruitment	Must have passed V Std.

(c) Technical Service

Sl. No	Category of Employees	Method of Recruitment	Qualification
1	Executive Engineer	By Direct Recruitment / By Deputation	<ol style="list-style-type: none">1. Must possess B.E Degree in the relevant branch of engineering and2. Must have not less than ten years of service in the category of Asst. Executive Engineer / Institute Engineer or equivalent cadre.
2.	Asst. Executive Engineer	By Direct Recruitment / By Deputation	<ol style="list-style-type: none">1. Must possess B.E Degree in the relevant branch of engineering with three years Experience. (Or)2. Must possess a Diploma in the relevant branch of Engineering with practical experience for a period of not less than fifteen years, of which he must have served as Assistant Engineer for not less than five years.3. From the category of Assistant Executive Engineer or equivalent category in Govt./Government Undertakings/ Autonomous bodies.
3.	Asst. Engineer	By Direct Recruitment / By Deputation	<ol style="list-style-type: none">1. Must possess B.E Degree in the relevant branch of engineering with practical experience not less than one year. (Or)2. (a.) Must possess Diploma in the relevant branch of Engg. and (b) Must have put in not less than five years service in the post of Junior Engineer.3. From the category of Assistant Engineer or equivalent categories of post in Government/Government undertakings / Autonomous bodies.

Sl. No	Category of Employees	Method of Recruitment	Qualification
4.	Medical Officer	By Deputation	From the category of Asst. Surgeon in the service of Govt. of Tamil Nadu.
5.	Foreman	By Direct Recruitment	1. Must possess B.E degree in the relevant field of Engineering (Or) 2.(a) Must possess Diploma in the relevant field of Engg. (b) Must have not less than seven years practical experience in the relevant field.
6.	Computer Operator Gr.-I	By Direct Recruitment / By Promotion	1. Must possess B.E degree in Computer Science with not less than one year practical experience. (Or) 2. Must possess M.C.A with not less than one year practical experience. (Or) 3. Must possess Diploma in Computer Science with not less than five years practical experience. (Or) 4. Must possess P.G. Diploma in Computer Applications with not less than four years practical experience.
7.	Computer Operator Gr. II	By Direct Recruitment	1. Must possess B.E degree in Computer Science. (Or) 2. Must possess M.C.A (Or) 3. Must possess Diploma in Computer Science and Engineering with not less than three years practical experience in the relevant field. (Or) 4. Must possess P.G Diploma in Computer Applications with not less than two years practical experience in the relevant field.

Sl. No	Category of Employees	Method of Recruitment	Qualification
8.	Mech. Spl. Gr.A/ Mech. Gr. I	By Direct Recruitment / By Promotion	Must possess Diploma in the relevant branch of Engg. with not less than five years practical experience in the relevant field.
			Must have put in not less than five years service in the category of Mechanical Special Grade B.
9	Mech. Spl. Gr.B/ Mechanic Gr. II	By Direct Recruitment	1.Must possess Diploma in the relevant branch of Engg. with not less than two years practical experience in the relevant field. (Or) 2.Must possess I.T.I Certificate in the relevant field with not less than nine years practical experience.
10	Sanitary Inspector	By Direct Recruitment	1.Must possess a Degree.
			2.Must possess the sanitary Inspector certificate issued by the D.M.S & F.W. or equivalent certificate issued by a recognized institute and.
			3. Must have not less than three years practical experience in a supervisory cadre in the general Sanitary works in public Health practices in Town Panchayat. / Municipality/ Corporation or in any recognized organization.
11.	Staff Nurse	By Direct Recruitment / By Promotion	Must possess B.Sc Degree in Nursing.
			From the category of Staff Nurse in the Government Departments.
12	Field Assistant	By Direct Recruitment	Diploma in Electrical / Electronics /Civil / Mech. / Instrumentation Engg. with three years experience. Desirable: Experience in handling instruments collection of Water samples soil samples.

Sl. No	Category of Employees	Method of Recruitment	Qualification
13	Technical Asst.	By Direct Recruitment	<p>Must possess Diploma in Engg/Technology/Architecture with not less than four years practical experience in the relevant field.</p> <p>(Or)</p> <p>Must possess M.Sc degree in the relevant field with not less than one year practical experience in the relevant field.</p>
14.	Asst. Univ. Librarian Gr.III (to be redesignated as Asst. Librarian)	By Direct Recruitment / By Promotion	<p>1.Must possess a Degree; and</p> <p>2.Must possess a Diploma in Library Science</p>
			<p>1.Must possess a Degree;</p> <p>2. Must possess a Diploma in Library Science and</p> <p>3. Must have put in not less than two years service in the category of Library Asst. Gr.I</p>
15.	Library Asst. Grade I	By Direct Recruitment / By Promotion	<p>1.Must possess a Degree; and</p> <p>2. Must possess a Diploma in Library Science</p>
			<p>1.Must possess a Degree;</p> <p>2.Must possess a certificate in Library Science; and</p> <p>3.Must have put in not less than three years service in the category of Library Asst. Grade II</p>
16	Library Asst. Gr. II	By Direct Recruitment	<p>1.Must possess a Degree; and</p> <p>2. Must possess a Certificate in Library Science</p>

Sl. No	Category of Employees	Method of Recruitment	Qualification
17	Lab. Assistant / Lab. Attender	By Direct Recruitment / By Promotion	Must possess I.T.I certificate in the relevant trade. 1. Must have passed VIII Std. and must have put in not less than two Years service in the category of Helper. (Or) 2. Must possess minimum general educational qualification and must have put in not less than five years service in the category of office Assistant.
18	Plumber Gr. I	By Direct Recruitment	Must possess an I.T.I Certificate in the trade of Plumber with practical experience of not less than one year in the relevant field.
19	Plumber Gr. II	By Direct Recruitment / By Promotion	1. Must have passed III form or VIII Std. From a recognized school. 2. Must possess I.T.I certificate in the trade of Plumber. 3. Must possess practical experience in plumbing work for not less than one year.
20	Carpenter	By Direct Recruitment	Must possess I.T.I Certificate in the trade of Carpenter category with practical experience of not less than 5 years.
21	Helper	By Direct Recruitment / By Promotion	Must have passed VIII Std. from a recognized school Must have passed VIII Std. From a recognized school with two years experience in the categories of Office Assistant or Sweeper or Sanitary Worker or Watchman or Gardener.
22	Male / Female Nursing Asst.	By Direct Recruitment / By Deputation	Must possess minimum general educational qualification with one year training in Nursing Assistant course.
23	Mazdoor	By Direct Recruitment	Must be able to read and write Tamil
And such other posts created by Board of Management as and when necessary.			

Appendix – II

Authority Competent to Impose Penalties

		(Minor Punishment)		(Major Punishment)	
Category of Staff	Authority Empowered	(i) Appellate Authority (ii). Time allowed	Authority Empowered	(i) Appellate authority (ii) Time allowed	
All academic and non-academic staff of the University belonging to classes A ,B and C.	Vice-Chancellor	(i). Board of Management (ii) 30 days from the date of receipt of orders	(i) Board of Management	(i) Chancellor (ii) 3 months from the date of receipt of orders.	
All non-academic staff of the University in class D.	Registrar	(i) Vice- Chancellor (ii) 30 days from the date of receipt of orders	(i) Vice- Chancellor	(i) Board of Management (ii) 30 days from the date of receipt of orders.	