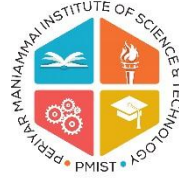


Periyar Nagar, Vallam Thanjavur - 613 403, Tamil Nadu, India
Phone: +91 - 4362 - 264600 Fax: +91- 4362 - 264660
Email: registrar@pmu.edu Web: www. pmu.edu



**PERIYAR
MANIAMMAI**
INSTITUTE OF SCIENCE & TECHNOLOGY
(Deemed to be University)
Established Under Sec. 3 of UGC Act, 1956 • NAAC Accredited
think • innovate • transform

Bye-Laws

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

(Amended on 1st September 2019)

PERIYAR MANIAMMAI INSTITUTE OF SCIENCE & TECHNOLOGY (PMIST)
(Deemed to be University)

(Under Sec.3 of UGC Act.1956)

Periyar Nagar, Vallam, Thanjavur – 613 403, Tamil Nadu

Amendment based on UGC (Institutions Deemed to be Universities) Regulations, 2019

PREAMBLE

The Bye-Laws of Periyar Maniammai Institute of Science & Technology (PMIST), Deemed to be University, Periyar Nagar, Vallam Thanjavur – 613 403, Tamil Nadu is framed on the basis of the UGC (Institutions Deemed to be Universities) Regulations, 2019 and Memorandum of Association approved by the University Grants Commission, to regulate, in an orderly manner, and, further to maintain quality of higher education in PMIST.

1.Short Title, Application and Commencement

- 1.1. The name of the society shall be **Periyar Maniammai Institute of Science and Technology**.
- 1.2. Periyar Maniammai Institute of Science & Technology (PMIST) was declared as Deemed to be 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.
- 1.3. These Bye-Laws may be called “Periyar Maniammai Institute of Science & Technology Bye-Laws, (Amended), 2019”, and they shall come into force on the 1st September 2019.

2. Definitions

In these Bye-laws, unless the context otherwise requires,

- (i) **“Academic Council”** means the Academic Council of the Deemed to be University.
- (ii) **‘Appointing Authority’** - in respect of posts in the Deemed to be University means the authority empowered to make appointments under the Constitution or Bye-Laws.
- (iii) **“Board of Management”** means the Board of Management of the Deemed to be University.
- (iv) **‘Bye-Laws’** means the Bye-laws of the Deemed to be University.
- (v) **‘Clear days’** means the time to be reckoned exclusively to the number of days mentioned without prefixing and suffixing the days mentioned.
- (vi) **“Commission”** means the University Grants Commission (UGC) constituted under the Central Act 3 of 1956.

- (vii) **‘Deemed to be University’** means the Periyar Maniammai Institute of Science & Technology (PMIST).
- (viii) **‘Constitution’** means the constitution of the Deemed to be University under section 3 of the University Grants Commission Act, 1956.
- (ix) **‘Chancellor’** means Chancellor of the Deemed to be University.
- (x) **‘Department’** means the Department of Teaching and Research of the Deemed to be University.
- (xi) **‘Employee’** means an Employee of the Deemed to be University.
- (xii) **‘Government’** means the Central Government, unless the context otherwise specifies.
- (xiii) **‘Hostel’** means a unit of residence for the students of the Deemed to be University maintained or recognized by the Deemed to be University.
- (xiv) **‘Motion’** means anything moved either by way of resolution or amendment in accordance with the Bye-Laws.
- (xv) **‘Officers or Authorities’** means the officers and authorities of the Deemed to be University.
- (xvi) **‘Prescribed’** means prescribed under the Constitution or the Bye-Laws.
- (xvii) **‘Pro-Chancellor’** means person appointed as Pro-Chancellor of the Deemed to be University.
- (xviii) **‘Recognised Institution’** means an institution associated with or maintained by any other University and recognised by the Deemed to be University.
- (xix) **‘Research Centre’** means a research organization maintained or recognized by the Deemed to be University.
- (xx) **‘Faculty’** means Faculty consisting of various departments of the Deemed to be University.
- (xxi) **‘Library’** means a library maintained by the Deemed to be University.
- (xxii) **‘Vice-Chancellor’** means the Vice-Chancellor of the Deemed to be University.

3. Objectives of an Institution Deemed to be University

- (i) To provide for higher education leading to excellence and innovations in such branches of knowledge as may be deemed fit primarily at post-graduate and research degree levels fully conforming to the concept of University as defined herein.

- (ii) To engage in areas of specialization with proven ability to make distinctive contributions to the objectives of the higher education system in diverse disciplines.
- (iii) To provide for high quality teaching and research recognized nationally and globally.
- (iv) To undertake extra-mural studies, extension programmes and field outreach activities/ to contribute to the development of society.
- (v) To provide ample interaction with any Deemed to be University / Board and other R&D Organizations such as DST, CSIR, DRDO etc., Industries and Centres of Excellence such as IITs, IISs, AIIMS, etc., in various training and research programmes.
- (vi) To promote and sustain international collaboration with academic and research institutions with the prior approval of UGC / Govt. of India.
- (vii) To enter into joint venture with other institutions in the country and abroad with the prior approval of UGC / Govt. of India, and
- (viii) To do all such other acts and things as may be necessary or incidental or desirable to further the objects of the Deemed to be University.

4. Powers and Functions

To carry out the above objectives and for the management of the properties, the Deemed to be University shall have the following powers:

- (i) to establish programmes of study and research and to provide instruction in such branches of study as the Institute deems appropriate for the advancement of learning and dissemination of knowledge in such branches;
- (ii) to confer Degrees and to grant Diplomas and/or Certificates to persons who have satisfactorily completed the approved programmes of study and/or research as may be prescribed and shall have passed the prescribed examinations;
- (iii) to institute and award visitor ship, fellowships, exhibits, prizes and medals;
- (iv) to have greater interface with the society and to have freedom to enlarge and enrich the programme offerings;
- (v) 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;
- (vi) to start schools and centers 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;
- (vii) to introduce programmes of research and training in identified areas of national priorities in global context from time to time;

- (viii) 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;
- (ix) to establish purposeful linkages with industry, business and service sectors and participate in all socio-techno-economic activities and services for enhancement of the object of the Deemed to be University and
- (x) to educate the masses and create awareness on social reforms, clean environment & hygiene, evils of discrimination on the basis of caste, creed, religion and race etc. and help creating an egalitarian society as envisaged by the Indian Constitution alongside formal education.

5. Corpus Fund

- (i) A Corpus Fund of Rs.10 Crore shall be created and maintained permanently in the name of the Institution Deemed to be University by way of irrevocable Government Securities or other forms approved by the Commission.
- (ii) The interest accrued on the Corpus Fund shall be used only for the purpose of development of the Institution Deemed to be University.

6. Off-Campus centres and Off-Shore campuses

The Deemed to be 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 Deemed to be University, only in accordance with the UGC Regulations.

7. GOVERNANCE

7.1.BOARD OF MANAGEMENT

- (i) The highest governing body of the Institution Deemed to be University shall be a Board of Management to be headed by the Vice Chancellor, and consisting of not less than 10 and not more than 15 members.
- (ii) The Board of Management of the institution shall be independent of the sponsoring body with full autonomy to discharge its academic and administrative responsibilities.

7.1.1 Composition of Board of Management

The composition of Board of Management shall be as under: -

- (i) Vice-Chancellor.....Chairperson;
- (ii) Pro Vice-Chancellor;
- (iii) Two Deans of Faculties of the Institution Deemed to be University, to be appointed by rotation based on inter-se seniority;

- (iv) Three eminent academics, who shall have functioned at the rank of Professor, to be appointed by the Chancellor from among persons unconnected with the Institution Deemed to be University as well as the Sponsoring body;
- (v) Nominee of the University Grants Commission.
- (vi) Two teachers of the Institution Deemed to be University, one each from among the cadres of Professors and Associate Professors, to be appointed by rotation based on inter-se seniority;
- (vii) Nominees of the Sponsoring body, not exceeding Four in number;
- (viii) The Registrar, who shall be ex officio Secretary of the Board of Management.

7.1.2 Tenure of the Members of the Board of Management

- (i) All the members of the Board of Management, other than the ex-officio members and teachers, shall hold office for a term of three years from the date of first appointment and shall be eligible for reappointment.
- (ii) Members of the Board of Management appointed from among teachers shall hold office for a period of two years or till such time as they cease to be teachers of the Institution Deemed to be University, whichever is earlier.

7.1.3 Powers and Limitations of the Board of Management

- (i) The Board of Management shall be the principal organ of management and the apex executive body of the Institution Deemed to be University, with powers to make rules of the Institution Deemed to be University.
- (ii) The Board of Management shall be the final decision making body of the Institute in respect of every matter of the Institution Deemed to be University, including in the academic, administrative, personnel, financial, developmental matters.
- (iii) The Board of Management shall function within its ambit of powers shall not intentionally infringe upon the powers of the respective authorities provided under these Regulations; and where any authority has been given advisory/recommendatory powers, the Board of Management shall obtain advice / recommendations from such authority, before deciding on any matter before it.

7.1.4. Meetings of the Board of Management:

- (i) The Board of Management shall meet at least four times a year, with not less than 15 days' notice being given before every meeting of the Board of Management.
- (ii) Attendance by more than one-half of the total number of members of Board of Management shall form the quorum for a meeting.
- (iii) In the absence of the Vice-Chancellor, the Pro-Vice Chancellor shall preside over the meeting; and where there be no Pro Vice Chancellor in an Institution Deemed to be University, a member chosen by the other members present, shall preside over the meeting.

- (iv) Every member of the Board of Management, including its Chairperson, shall have one vote and decisions at the meetings of the Board shall be taken by simple majority; and in case of a tie, the Chairperson shall have a casting vote.
- (v) Any business, which it may be necessary for the Board of Management to perform, may be carried out by circulation amongst its members.
- (vi) A copy of the proceedings of each meeting shall be furnished to the Chancellor of the Institution Deemed to be University as soon as may be possible after the meeting.

7.1.5. Termination of Membership of the Board of Management:

- (i) If a member other than the Vice- Chancellor, and those representing the teachers, accepts a fulltime appointment in the Institution Deemed to be University or does not attend three consecutive meetings of the Board of Management, without proper leave of absence, such member shall cease to be a member of the Board of Management.
 - a) The Board may remove by an order in writing made in this behalf any member from membership of any authority of the Deemed to be University by a resolution passed in accordance with or as required by UGC Regulations 2019, 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 Deemed to be University.
 - b) The Board may also by an order in writing made in this behalf remove any member from any authority of the Deemed to be 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.
- (ii) 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.

7.1.6. Delegation of Powers of the Board of Management

The Board of Management may, by a resolution, delegate to the Vice Chancellor or any other officer/faculty or to a Committee of officers/faculties of the Institution Deemed to be University, such powers as it may deem fit, subject to the condition that the action taken by the Vice Chancellor or the officer/faculty, or the Committee in the exercise of the powers so delegated, shall be reported at the next meeting of the Board of Management.

7.1.7. Annual Report

- (i) The annual report of the Deemed to be University shall be prepared by the Registrar and shall be submitted for examination and audit by the Board of Management. The Deemed to be University shall settle all objections raised in such audit report.
- (ii) The accounts when audited shall, be submitted to the Board at its meeting and copies there of shall be submitted to the Chancellor.
- (iii) The financial estimate of the Deemed to be 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.

7.1.8. Write Off

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 Deemed to be University employee or otherwise in excess of the powers of the Vice-Chancellor as per clause (28) above after exhausting all types of recoverable and penal action why both domestic and common law.

7.2. ACADEMIC COUNCIL

The Academic Council shall be the principal academic body of the Institution Deemed to be University and shall, subject to the provision of the Rules, have the control over, and be responsible for, the maintenance of standards of teaching, research and training, approval of syllabus, coordination of research activities, examinations and tests conducted by the Institution Deemed to be University; and shall exercise such powers and perform such other duties and functions as may be prescribed or conferred upon it by the Rules of the institution.

7.2.1 Composition of the Academic Council:

The composition of the Academic Council shall be as under:

- (i) Vice Chancellor Chairperson;
- (ii) Pro Vice-Chancellor;
- (iii) Dean(s) of Faculties;
- (iv) Heads of the Departments;
- (v) Ten Professors, other than the Heads of the Departments, by rotation based on inter-se seniority;
- (vi) Two Associate Professors from the Departments, other than the Heads of the Departments, by rotation based on inter-se seniority;
- (vii) Two Assistant Professors from the Departments by rotation based on inter-se seniority;

- (viii) Three persons from amongst educationists of repute or persons from any other field related to the activities of the Institution Deemed to be University who are not in the service of the Institution Deemed to be University, nominated by the Vice-Chancellor, subject to ratification by the Chancellor.
- (ix) Three persons who are not teachers, co-opted by the Academic Council for their specialized knowledge
- (x) The Registrar, who shall be ex officio the Secretary of the Academic Council

Note: The representation of different categories shall be only through rotation and not through election. The Controller of Examination shall be the permanent invitee to the meetings of the Academic Council.

7.2.2. Tenure of the Members of the Academic Council

The term of members, other than the *ex-officio* members, shall be two years.

7.2.3. Powers and Functions of the Academic Council:

The Academic Council shall have the following powers and duties, namely:-

- (i) To consider matters of academic interest either on its own initiative or at the instance of the Board of Management or those proposed by the departments/ faculties and to take appropriate action thereon;
- (ii) To exercise general supervision over all academic work of the institution Deemed to be University and to give direction regarding methods of instruction, evaluation, and improvements in academic standards;
- (iii) To promote research within the Institution Deemed to be University, and to acquire reports on such researches from time to time;
- (iv) To prescribe courses /programmes of study leading to degree and diploma of the Institution Deemed to be University;
- (v) To make arrangements for the conduct of examinations in conformity with the Bye-Laws;
- (vi) To appoint examiners, moderators, tabulators and such other personnel for different examinations;
- (vii) To maintain proper standards of the examinations;
- (viii) To recognize diplomas and degrees of universities and other Institutions and to determine equivalence with the diplomas and degrees of the institutions Deemed to be University;
- (ix) To suggest measures for departmental co-ordination;

- (x) To make recommendations to the Board of Management on:
 - a) measures for improvement of standards of teaching research and training;
 - b) institution of Fellowships, Travel Fellowships, Scholarships, Medals, Prizes etc.;
 - c) to recommend to the Board of Management, the establishment or abolition of departments/centres; and
 - d) To frame rules covering the academic functioning of the institution Deemed to be University, admissions, examinations, award of fellowships and studentships, free-ships, concessions, attendance, discipline, residence etc.
- (xi) To appoint sub-committees to advise on such specific matters as may be referred to it by the Board of Management;
- (xii) To consider the recommendations of the sub-committees and to take such action as the circumstances of each case may require;
- (xiii) To take periodical review of the activities of the departments/centres and to take appropriate action with a view to maintaining and improving standards of instruction;
- (xiv) To recommend institution of teaching posts (Professors, Associate Professors and Assistant Professors) to the Board of Management; and
- (xv) To exercise such other powers, and to perform such other duties, as may be conferred or imposed upon it by the Rules.

7.2.4. Meeting of the Academic Council:

- (i) The Academic Council shall meet as often as may be necessary but not less than three times during an academic year with not less than 15 days' notice being given before every meeting of the Academic Council.
- (ii) One third of the total number of members of the Academic Council shall constitute the quorum for the meeting of the Academic Council.
- (iii) Each member, including its Chairman, shall have one vote and decisions at the meetings of the Academic Council shall be taken by simple majority; and in case of a tie, the Chairman shall have a casting vote.
- (iv) Any business, which it may be necessary for the Academic Council to perform, except such as may be placed before its meeting, may be carried out by circulation of the resolution.

7.2.5 Special Meeting

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.

7.2.6. Requisition for a Special Meeting

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

7.2.7 Minutes of Meeting

- (i) 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.
- (ii) 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.

7.2.8. Adjourned Meetings

- (i) If in a meeting there is no quorum, the meeting shall be adjourned.
- (ii) When a meeting is adjourned for fifteen days or more, not less than ten days notice of the date of adjourned notice 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

7.2.9. Power of Chairperson in Point of Order

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.

7.2.10. Power of Chairperson to Withdraw Members

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

7.2.11. Suspension of Meeting

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

7.3. PLANNING AND MONITORING BOARD

The Planning & Monitoring Board shall be the principal Planning Body of the institution Deemed to be University and shall be responsible for the monitoring of the development programmes of the Institution Deemed to be University.

7.3.1. Composition of the Planning and Monitoring Board

The Planning and Monitoring Board shall have the following members, namely:-

- (i) Vice-Chancellor - Chairperson
- (ii) Pro Vice-Chancellor,
- (iii) Not more than seven internal persons, including Deans, Directors and senior Professors,
- (iv) Three outside eminent experts,
- (v) The Registrar shall be the Secretary.

7.3.2. Tenure of the Members of Planning and Monitoring Board

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 for subsequent nomination also.

7.3.3. Powers and Functions of the Planning and Monitoring Board

The board shall have the following powers:

- (i) The Planning & Monitoring Board shall be the principal Planning Body of the institution Deemed to be University and shall be responsible for the monitoring of the development programmes of the Institution Deemed to be University.
- (ii) The Planning & Monitoring Board shall have the right to advise the Board of Management and the Academic Council on any matter which it considers necessary for the fulfillment of the objectives of the Institution Deemed to be University.
- (iii) The recommendations of the Planning & Monitoring Board shall be placed before the Board of Management for consideration and approval.

7.3.4. Meetings and Minutes

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

7.4. FINANCE COMMITTEE

7.4.1. The Composition of the Finance Committee

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

- (i) Vice Chancellor – Chairperson;
- (ii) Pro Vice-Chancellor;
- (iii) One person nominated by the Society/Trust/Company;
- (iv) Two nominees of the Board of Management, one of whom shall be a member of the Board;
- (v) One representative of Central Government not below the rank of Joint Secretary or his representative to the Government of India, in case the institution is controlled and managed by Central Government or is receiving grants more than or equal to 50% of its expenditure (based on average of previous three year account) from the Central Government directly or through its Agencies; and in all other institutions Deemed to be universities, the Commission shall nominate a representative from a panel of names selected through a process approved by the Commission;
- (vi) One representative of the State Government, in case the Institution Deemed to be University is receiving grants from the State Government;
- (vii) Finance Officer- Secretary ex officio

7.4.2. Tenure of the Members of Finance Committee

All members of the Committee other than ex-officio members shall hold office for a term of three years from the date of first appointment.

7.4.3. Powers and Functions of the Finance Committee

The committee shall have the powers

- (i) To consider the annual accounts and financial estimates of the Institution Deemed to be University and to submit them to the Board of the Management for its approval;
- (ii) To consider and recommend the annual budget and revised estimates to the Board of Management;
- (iii) To fix limits on the total recurring expenditure and the total non-recurring expenditure of each year based on the income and resources of the Institution Deemed to be University.
- (iv) To perform such other functions as may be prescribed.

- (v) To perform such other functions and exercise such other powers assigned to it by the Board of Management from time to time concerning financial matters.
- (vi) The financial estimates of the Deemed to be University shall be placed by the Finance Officer as per clause 40 (5) (c) of the Bye-Laws (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) 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.
- (vii) The Committee shall review the audit report and place it before the Board of Management, with its comments.

Note: No expenditure other than that provided in the budget shall be incurred by the Institution Deemed to be University without the approval of the Finance Committee.

7.4.4. Meetings of the Finance Committee:

The Finance Committee shall meet at least twice a year to examine the accounts and to scrutinize proposals for expenditure. Four members shall constitute the quorum for the meeting.

7.5. BOARD OF STUDIES

There shall be one Board of Studies for each Department of the Institution Deemed to be University.

7.5.1. The Composition of the Board of Studies

The composition of Board of Studies of each faculty/ Department shall be as under:

- (i) Dean of faculty/ Head of the Department – Chairperson;
- (ii) All Professors of the faculty/ Department;
- (iii) Two Associate Professors of the faculty/ Department by rotation based on inter-se seniority;
- (iv) Two Assistant Professors of the faculty/Department by rotation based on inter-se seniority;
- (v) Not more than 2 persons to be co-opted for their expert knowledge including those belonging to the profession or industry concerned.

In the absence of the Chairperson, the senior most member present shall preside over the meetings.

7.5.2. Tenure of the Members of Board of Studies

All members of the Board of Studies other than ex-officio members shall hold office for a term of two years.

7.5.3. Powers and Functions of the Board of Studies

Each Board shall have the following powers:

- (i) to consider the Curriculum and Syllabi for the programmes in the Department/Centre and modify or alter as it deems fit;
- (ii) to suggest new areas of study
- (iii) to propose Degrees, Diploma and Certificate Courses and the minimum eligibility requirements for admission to such courses;
- (iv) to suggest the names of eminent scholars in India and abroad for invitation as Special Research Fellows: and to consider and report on any matter concerning the subject under its purview referred to it by the Faculties, or Academic Council, or Board of Management.
- (v) to propose names of suitable experts for evaluating thesis, research reports, books and the academic work of teachers as and when required;
- (vi) to propose subjects for inter-disciplinary research to the Faculties and ways and means for the upkeep and the improvement of the standard of teaching and research;
- (vii) to propose subjects for book/manual 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;
- (viii) to consider any other matter relevant for the improvement of the standard of teaching and research pertaining to the Board.

7.5.4. Meetings of the Board of Studies

- (i) The Boards shall ordinarily meet once in a year but the Vice-Chancellor may direct the convening of additional meetings as and when required.
- (ii) 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.
- (iii) The quorum of the meeting shall be one third of the total number of members of the Board; fraction if any shall be ignored.
- (iv) 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.

7.6. SELECTION COMMITTEE

- (i) There shall be one or more Selection Committees constituted, for making recommendations to the Board of Management for appointment to the post of Professors, Associate Professors, Assistant Professors and such other posts as may be prescribed, in accordance with the UGC Regulations (on Minimum Qualifications for Appointment of Teachers and Other Academic Staff in Universities and Colleges and Measures for the Maintenance of Standards in Higher Education), 2018, as amended from time to time.
- (ii) The meetings of the Selection Committees shall be convened, as and when necessary, by the Chairperson of each Selection Committee.
- (iii) Four members of the Selection Committee, of which at least two shall be experts, shall form the quorum.

8. Miscellaneous matters pertaining to authorities

- (i) If any question arises, as to whether any person has been duly nominated or appointed as, or is, entitled to be a member of any authority or any committee of the Institution Deemed to be University, the matter shall be referred to the Chancellor, whose decision thereon shall be final and binding.
- (ii) Any member, other than an ex-officio member of any authority, may resign by a letter addressed to the Registrar and the resignation shall take effect as soon as it is accepted by the Chancellor or the Chairperson of the Board of Management, as the case may be.
- (iii) Sudden vacancies among the members of any authority or any Committee of the Institution Deemed to be University shall be filled by the respective authority, as soon as may be, and within a period of six months.
- (iv) A person shall be disqualified for being chosen as, and for being, a member of any of the authorities of the Institution Deemed to be University:
 - a) if he/she is of unsound mind
 - b) if he/she is an un-discharged insolvent
 - c) c) if he/she has been convicted by a court of law for an offence involving moral turpitude.
 - d) if he/she has not been appointed as per the provisions of these Regulations.

Note: If any question arises as to whether a person is or has been subjected to any disqualifications mentioned above, the question shall be referred for decision to the Chancellor, whose decision shall be final and binding.

9. OFFICERS OF THE INSTITUTION DEEMED TO BE UNIVERSITY

9.1.Chancellor

- (i) The Institution Deemed to be University shall have a Chancellor who shall, when present, preside over the convocations of the Institution Deemed to be University but shall not be the Chief Executive Officer.
- (ii)
 - (a) The Chancellor, who shall be appointed by the sponsoring body, shall hold office for a period of 5 years from the date of first assuming office, and shall be eligible for reappointment for one more term.
 - (b) reappointment means new appointment in continuation of the last day of the earlier appointment.
- (iii) Where power is conferred upon the Chancellor to nominate persons to authorities, he/she shall, to the extent necessary, nominate persons to represent the various interests for the furtherance of the objectives of the Institutions Deemed to be University.

9.1.1.Powers of the Chancellor

- (i) The Chancellor may of his own motion or otherwise call for and examine the record of any officer or authority of the Deemed to be 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.
- (ii) Provided that every application to the Chancellor for the exercise of the powers shall be referred within three months from the date of the proceedings, decision or order to which the application relates was communicated to the applicant.
- (iii) Provided further that no order prejudicial to any person shall be passed unless such person has been given an opportunity of making his representation.
- (iv) 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.
- (v) The Chancellor shall nominate three members from among the experts in academics to the Board of Management for a period of three years,
- (vi) The Vice-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 Deemed to be University, who are not in the service of the deemed to be University, subject to ratification by the Chancellor.
- (vii) One person nominated by the Trust to the Finance Committee.

9.1.2. Visitation

- (i) The Chancellor shall have the right to cause an inspection to be made by such person as he may direct, of the Deemed to be University, its buildings, libraries, and equipment, and of any institutions maintained or recognized by the Deemed to be University and also of the research, teaching and other work conducted or done by the Deemed to be University, and to cause an inquiry to be made in respect of any matter connected with the Deemed to be University. The Chancellor shall in every case give notice to the Deemed to be University of his intention to cause such inspection or inquiry to be made.
- (ii) 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 Deemed to be University upon the action to be taken and fix a time limit for taking such action.
- (iii) 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.
- (iv) 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 (ii) 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.

9.2. Pro Chancellor

- (i) The Sponsoring body of the Institution Deemed to be University may also appoint a person as a Pro Chancellor, whose role would be limited to carrying out the tasks assigned to the Chancellor in these Regulations, when the latter is not available for carrying out the same.
- (ii) The Pro Chancellor, if so appointed, shall hold office for a period co-terminus with that of the Chancellor.

9.3. Vice-Chancellor

- (i) The Vice-Chancellor shall be a whole time salaried officer of the Institution Deemed to be University and shall be appointed by the Chancellor from a panel of three names suggested by a Search-cum-Selection Committee.
- (ii) Person of the highest level of competence, integrity, morals and institutional commitment shall be appointed as Vice-Chancellor. The Vice-Chancellor to be appointed shall be a distinguished academician, with a minimum of ten years of experience as Professor in a University system or ten years of experience in an equivalent position in a reputed research and / or academic administrative organization.

9.3.1. Search-cum-Selection Committee

- (i) The composition of Search-cum-Selection Committee shall be as under
 - a) A nominee of the Chancellor, who shall be a reputed academician as the Chairperson of the Committee
 - b) A nominee of the Chairman, University Grants Commission
 - c) An academician with not less than ten year service as Professor, nominated by the Board of Management
- (ii) In case the Chancellor does not approve, any of three names so recommended, he shall constitute a fresh Committee and call for a fresh panel.

9.3.2. Salary Allowances and Terminal Benefits

- (i) The Vice Chancellor will be paid a salary and other terminal benefits as per the Rules of the Institution Deemed to be University.
- (ii) The Vice-Chancellor shall be entitled to travelling allowance at such rates as may be fixed by the Board of Management

9.3.3. Tenure of the Vice-Chancellor

- (i) The Vice-Chancellor shall hold office for a term of 5 years from the date of assuming office, and shall be eligible for reappointment for a second term;

Provided that in no case shall the person appointed as Vice-Chancellor hold office beyond the age of 70years;

Provided further that notwithstanding the expiry of the period of 5 years, the Vice-Chancellor may continue in office for not more than six months or till the successor is appointed and the latter assumes office, whichever, is earlier.

- (ii) Where the office of the Vice-Chancellor falls vacant due to death, resignation or otherwise and in case of his/her absence due to illness or any other cause, the Pro Vice-Chancellor, and in his/her absence, the Senior most Professor shall perform the duties of the Vice-Chancellor until a new Vice-Chancellor is appointed, or the existing Vice-Chancellor resumes duties, as the case may be.

9.3.4. Powers of the Vice-Chancellor

- (i) The Vice-Chancellor shall be the Principal Executive Officer of the Institution Deemed to be University and shall exercise general supervision and control over its affairs, and shall be mainly responsible for implementation of the decisions of all its authorities.
- (ii) The Vice-Chancellor shall be the Ex-officio Chairperson of the Board of Management, the Academic Council, the Finance Committee, the Planning & Monitoring Board and Selection Committees.

- (iii) The Vice-Chancellor shall have the power to convene, or cause to be convened, meeting of the various authorities of the Institution Deemed to be University.
- (iv) The Vice-Chancellor may, if he/ she is of the opinion that immediate action is called for on any matter, exercise any power conferred upon any authority of the Institution Deemed to be University under these Regulations and Rules of the Institution Deemed to be University, and take such action, or proceed to take such action, and shall report to the authority concerned on the action taken by him/her on such matters.

Provided that if the relevant authority mentioned in Clause (ii) herein above is of the opinion that such action ought not to have been taken, it may refer the matter to the Chancellor whose decision thereon shall be final.

Provided further that if any person in the service of the Institution Deemed to be University is aggrieved by the action taken by the Vice-Chancellor under the said Clause, he/she shall have the right to appeal against such decision to the Board of Management within 30 days from the date on which such action is communicated to him/her and thereupon the Board of Management shall call the matter in a subsequent meeting and may confirm, modify or reverse the action taken by the Vice-Chancellor.

- (v) It shall be the duty of the Vice-Chancellor to ensure that these Regulations and Rules of the Institution Deemed to be University are duly observed and implemented; and, he/she shall have all the necessary powers in this regard.
- (vi) All powers relating to the proper maintenance and discipline of the Institution Deemed to be University shall be vested in the Vice-Chancellor.
- (vii) The Vice-Chancellor shall exercise all other powers as may be delegated to him/her by the Board of Management.
- (viii) The Vice-Chancellor shall have the power to re-delegate some of his/her powers to any of his/her subordinate officers with the concurrence and approval of the Board of Management.
- (ix) The Vice-Chancellor shall in the absence of the Chancellor and Pro-Chancellor with their permission preside any convocation of the Deemed to be University and confer degrees, titles, diplomas or other academic distinctions upon persons entitled to receive them.
- (x) The Vice-Chancellor shall be the representative of the Deemed to be 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 Deemed to be University in such meetings.
- (xi) The Vice-Chancellor when deputed by the Board of Management on Deemed to be 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.

9.3.5. Delegation of Powers

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 Deemed to be University, which shall be reported to the Board of Management.

9.3.6. Write off Losses

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 Deemed to be University employees or otherwise up to a sum of rupees ten thousand at a time and not exceeding rupees one lakh in a year after exhausting all types of recoverable and penal action by both domestic and common law. 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.

9.3.7. Grant of Leave

- (i) 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.
- (ii) 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.
- (iii) 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.

9.3.8. Removal of Vice-Chancellor:

- (i) Where there are reasons to believe that the Vice-Chancellor of an Institution Deemed to be University does not possess the qualification as required under these Regulations and also under the UGC Regulations on Minimum Qualifications for Appointment of Teachers and Other Academic Staff in Universities and Colleges and Measures for the Maintenance of Standards in Higher Education, 2018, as amended from time to time or is not appointed as per the procedure stipulated in these Regulations or has committed any financial/administrative impropriety, the Chairman of Commission shall constitute a committee consisting of academic, administrative or financial experts to enquire into the matter.
- (ii) Where the report of the Enquiry Committee confirms the ineligibility, or procedural violations, or impropriety, as the case may be, the Commission shall direct the Chancellor to remove the Vice Chancellor after following the due process;

Provided that, in respect of Vice Chancellors of institutions Deemed to be Universities managed and controlled by the Central Government or State Government, the Commission shall convey its advice regarding removal of Vice-Chancellor to the relevant Ministry of the Central Government or the State Government, as the case may be.

9.4. Pro Vice-Chancellor

- (i) The post of the Pro Vice-Chancellor may be created in an Institution Deemed to be University by the Board of Management;
- (ii) The Pro Vice-Chancellor shall be appointed by the Board of Management on the recommendation of the Vice-Chancellor.
- (iii) The Pro Vice-Chancellor shall hold office co-terminus with the office of the Vice-Chancellor
- (iv) The Pro Vice-Chancellor shall have the powers and duties as prescribed by Rules of the Institution Deemed to be University.

9.5. The Registrar

- 9.5.1. The Registrar shall be a whole-time salaried officer of the Deemed to be University, appointed by the Board of Management on the recommendation of the Selection Committee.
- 9.5.2. Composition of Selection Committee:
 - (i) Vice Chancellor – Chairperson;
 - (ii) One nominee of the Chancellor;
 - (iii) One nominee of the Board of Management; and,
 - (iv) One expert, not being an employee of the Institution Deemed to be University, to be appointed by the Board of Management.
- 9.5.3. The Registrar shall be eligible for the pay and allowances as per the Rules of the Institution Deemed to be University.
- 9.5.4. When the office of the Registrar is vacant or when the Registrar is on leave or absent due to any other reasons, the duties and functions of the Registrar shall be performed by such other person as the Vice Chancellor may appoint for the purpose.
- 9.5.5. The Registrar shall be ex-officio Secretary of the Board of Management, the Academic Council and the Planning and Monitoring Board, but shall not be Deemed to be a member of any of these authorities.
- 9.5.6. The Registrar shall hold office till the age of sixty two years or on the expiry of the term specified by the Board of Management whichever is earlier.
- 9.5.7. The Registrar may resign by giving one month notice to the Vice-Chancellor who may accept the resignation on the approval of the Board of Management.
- 9.5.8. The Registrar shall be directly responsible to the Vice-Chancellor and shall work under his direction.

9.5.9. The following shall be the duties of the Registrar: -

- (i) To be the custodian of the records and the funds and such other property of the Institution Deemed to be University as the Board of Management may commit to his/her charge;
- (ii) To conduct the official correspondence on behalf of the authorities of the institution Deemed to be University;
- (iii) To issue notices convening meetings of the authorities of the Institution Deemed to be University and all Committees and sub-Committees appointed by any of these authorities;
- (iv) To maintain the minutes of the meetings of all the authorities of the Institution Deemed to be University and of all the Committees and sub-Committees appointed by any of these authorities;
- (v) To make arrangements for the examinations conducted by the Institution Deemed to be University;
- (vi) To represent the Institution Deemed to be University in suits or proceedings by or against the Institution Deemed to be University, sign powers of attorney and perform pleadings or depute his/her representatives for this purpose;
- (vii) To enter into agreement, sign documents and authenticate records on behalf of the Institution Deemed to be University;
- (viii) To make arrangements to safeguard and maintain the buildings, gardens, office, canteen, cars and other vehicles, laboratories, libraries, reading rooms, equipment and other properties of the Institution Deemed to be University;
- (ix) The Registrar shall have power to take disciplinary action against the non-teaching staff and an appeal against the order shall lye with the Vice-Chancellor.
- (x) 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 lye with the Board of Management against any order of the Vice-Chancellor imposing any penalty.
- (xi) No appeal under sub-clause (ix) or clause (x) shall be preferred after the expiry of thirty days from the date of receipt of the order appealed against.
- (xii) The Registrar shall sign along with the Finance Officer any cheque of the Deemed to be University.
- (xiii) 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.

- (xiv) Sign contracts and other agreements on behalf of the Deemed to be University under the direction of the Vice-Chancellor or the Board of Management, as the case may be.
- (xv) To perform such other duties as may be specified in the Rules of the Institution Deemed to be University, or as may be assigned by the Board of Management or the Vice-Chancellor from time to time.
 - be the administrative head of the Deemed to be University.
 - be the person to sue and to be sued on behalf of the Deemed to be University.

9.5.10. (i) The member of the Board of Management shall have access to all the documents of the Deemed to be University except those connected with examination and records marked as confidential by the Chancellor and Vice-Chancellor.

(ii) 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.

(iii) The Registrar shall on application, for the perusal of a document of the Deemed to be 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.

9.6. The Finance Officer

(i) The Finance Officer shall be a whole time salaried officer of the Institution Deemed to be University and shall be appointed by the Board of Management.

(ii) The emoluments and other terms and conditions of service of the Finance Officer shall be as per the Rules of the Institution Deemed to be University.

(iii) The Finance Officer shall work under the direction of the Vice-Chancellor and shall be responsible to the Board of Management through the Vice-Chancellor.

(iv) He/she shall be responsible for the preparation of annual budget estimates and statements of account for submission to the Finance Committee and the Board of Management.

(v) He/she shall be responsible for the management of funds and investments of Institution Deemed to be University, subject to the control of Board of Management.

(vi) 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 with the approval of Board of Management.

9.6.1. Powers of the Finance Officer

Subject to the general direction and control of the Vice-Chancellor, the Finance Officer shall:

- (i) be in-charge of the Finance, accounts and audit branches of the Deemed to be University.
- (ii) make all arrangements for the transaction of business for the meeting of the Finance Committee.
- (iii) be responsible for the preparation of the annual accounts, financial estimates and the budget of the Deemed to be University in consultation with the Vice-Chancellor before presenting them to the Finance Committee and to the Board of Management.
- (iv) be responsible for the proper maintenance of the accounts of the Deemed to be University and for making arrangements for the audit and payment of bills presented at the Deemed to be University office.
- (v) 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.

9.6.2. Duties of the Finance Officer

The Finance Officer shall

- (i) keep a constant watch on the cash and bank balances and of the investments.
- (ii) with the approval of the Vice-Chancellor, invest in deposits, securities etc.,
- (iii) hold and manage the property and investments of the Deemed to be University including trust and endowed property.
- (iv) 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.
- (v) 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.
- (vi) scrutinize every item of new expenditure not provided for in the budget estimate of the Deemed to be University and advise the Vice-Chancellor for appropriate action.
- (vii) realise and receive fees or grants or donation or other moneys due to the Deemed to be University.
- (viii) be the custodian and disbursing officer of the Deemed to be University funds and all payments received shall be credited to those funds;

- (ix) 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;
- (x) make all authorized payments out of the Deemed to be University funds;
- (xi) draw any cheque of the Deemed to be University on his own signature along with the signature of Registrar.
- (xii) watch the progress of the collection of revenue and advise on the improved methods of collections.
- (xiii) suggest any new mode of accounting or forms or registers for the proper accounting in the Deemed to be University office and in the departments and research centers maintained by the Deemed to be University.
- (xiv) 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 Deemed to be University, shall be sufficient discharge, for the payment of such money.
- (xv) The Finance Officer shall ensure that the registers of buildings, land, furniture, equipment, donors, endowments and such other registers as required by the laws of the Deemed to be University are maintained and made upto date and the stock checking is conducted for equipment and other consumable materials in all Departments/ Sections and Research centers maintained by the Deemed to be University.
- (xvi) The Finance Officer shall call from any office or research centres maintained by the Deemed to be University any information or returns necessary for the performance of the duties.
- (xvii) 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.

9.7. The Controller of Examination

- (i) The Controller of Examinations shall be an academician and will be a whole-time officer of the Deemed to be University appointed by Board of Management.
- (ii) The Controller of Examinations shall be a permanent invitee to the Academic Council.
- (iii) The Controller of Examinations shall be in the rank of Professor.
- (iv) The Controller of Examinations shall ensure that all the specific directions of the Board of Management, Academic Council and Vice-Chancellor in respect of examination and evaluation are complied with.

- (v) The Controller of Examinations shall hold office for a period as specified by the Board of Management.

Provided that no person appointed as Controller of Examinations shall hold office on attaining the age of 62 years.

9.7.1. Duties and Responsibilities

The Controller of Examinations shall:

- (i) Finalize the examinations schedule.
- (ii) Arranging to set up question papers and to prepare answer keys.
- (iii) Do preparatory work for the conduct of examinations.
- (iv) Appointing Chief superintendent/ invigilators and other staff required for conducting examinations with the approval of the Vice-Chancellor.
- (v) Appointing the External examiners for vetting/setting of question paper, evaluation of answer scripts/thesis and conduct of practical examinations including viva-voce with the approval of Vice-Chancellor.
- (vi) Be the custodian of answer papers.
- (vii) Arranging for Evaluation of answer scripts.
- (viii) Keeping the evaluated answer scripts in safe custody till one year after the completion of the duration of the respective programme.
- (ix) Announcement of results.
- (x) Arranging to prepare documents/degrees / certificates connected with examinations.
- (xi) Initiating disciplinary action against staff / students involved in mal-practices in examination.
- (xii) Payment of remuneration to the staff engaged in examination work.
- (xiii) Co-ordinate with the Registrar in the Examination related work.
- (xiv) Uploading of Academic records in to National Academic Depository (NAD) portal.
- (xv) Carryout any other duties allotted by the Vice-Chancellor.

9.8. Dean

The various Deans of Deemed to be University, namely:-

- a) Dean (Academics)
 - b) Dean (Research)
 - c) Dean of Faculties
- (i) The Dean shall be appointed by the Vice-Chancellor from among the Professors in the Faculty and shall hold office for a period of three years and shall be eligible for reappointment:
 - (ii) The Departments dealing with allied subjects could be grouped into faculties, and every faculty may be headed by a Dean.
 - (iii) 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 Faculty who shall be one of the Head of Department in the Faculty to act as Dean and the person so appointed shall discharge the functions of the Dean.

9.8.1. Powers of Dean

- (i) The Dean shall be the Head of the Faculty and shall be responsible for the conduct and maintenance of the standards of teaching and research in the Faculty. The Dean shall preside over the meetings of the Faculty.
- (ii) The Dean shall co-ordinate and directs the work of the Departments under the Faculty in consultation with the Heads of the Departments and shall report to the Vice-Chancellor.
- (iii) 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 Faculty.
- (iv) 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 Faculty.
- (v) 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 Faculty, as the case may be.

9.9. Head of the Department

- (i) Each department of the Deemed to be University shall be headed by a Professor.

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

- (ii) Where the Professor or Associate 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.
- (iii) The Head of the Department shall hold office for a period of three years, and can be re-appointed for one more term, but not for two consecutive terms.
- (iv) A Head of the Department may resign her/his office at any time during the tenure of office, by giving prior notice of one month.
- (v) The head of the 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.

9.9.1. Duties of Head of Department

- (i) 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.
- (ii) The Head of the Department shall carry out the academic guidelines of the Deemed to be University and perform such academic and administrative duties assigned by the Vice-Chancellor/Registrar.

10. Teachers of the Deemed to be University

- (i) The teachers of the Deemed to be University shall include the Professors, Professor of Emeritus, Adjunct/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.
- (ii) Any teacher or member of the Deemed to be University is liable to be transferred to any one of the research centres maintained by the Deemed to be University within or outside the Country.
- (iii) Where the teachers are to leave the headquarters for visiting foreign countries, the permission shall ordinarily be granted by the Vice-Chancellor.

10.1. Power to Institute Professorship

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

10.2. Abolition or Suspension of Professorship

The Board of Management shall have the power to suspend or abolish any Professorship, Associate Professorship, Assistant Professorship or other teaching and research posts on receipt of a report from the Deans of Faculties or on its own accord

10.3. Classification of Academic Posts

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

10.4. Emeritus Professor

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 Deemed to be University or from any other Deemed to be University or industry in India or abroad or well-known researchers from other streams as Professor of Emeritus on such salary and terms of conditions as may be determined by the Board of Management.

10.5. Distinguished Professor

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.

10.6. Temporary Appointments

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

- (i) 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 eleven months on a temporary basis by a local Selection Committee.

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

10.7. Part-Time Teachers

- (i) Part-time teachers shall be appointed only for special reasons. They shall perform all duties as may be assigned to them.
- (ii) 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.

10.8. Duties of Professor

- (i) 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.
- (ii) 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.
- (iii) A Professor shall if so required, advice the Board of Studies in matters relating to any research, intensive study or courses of study on the subject of specialization by the Professor.
- (iv) The Special duties of the holders of particular posts shall be such, as may be prescribed from time to time.

10.9. Committee to Appoint Teachers

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

For Appointment of Professors / Associate Professors / Assistant Professors

- (i) The Vice-Chancellor or his / her nominee, who has atleast ten years of experience as Professor shall be the Chairperson of the Committee.
- (ii) An academician not below the rank of Professor to be nominated by the Chancellor
- (iii) Dean of concerned Faculty
- (iv) Head of the Department concerned.
- (v) Three experts in the concerned subjects / field nominated by the Vice-Chancellor out of the panel of names approved by relevant statutory body of the institution.
- (vi) An academician representing SC/ST/OBC/ Minority/Women / Differently-abled categories to be nominated by the Vice-Chancellor, if any of candidate representing these categories is the applicant, to the nominated by the Vice-Chancellor, if any of the above members of the selection committee do not belong to that category.

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

Explanation:

- (i) 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.
- (ii) Four members including two outside subject experts shall constitute the quorum.
- (iii) 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.
- (iv) 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.

10.10. Power to Suspend Teachers

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

10.11. Faculties, Centres and Departments

The Periyar Maniammai Institute of Science & Technology shall have the following Faculties, Departments and Centres.

(i) Faculty of Architecture and Planning

- a) Department of Architecture

(ii) Faculty of Engineering and Technology

- a) Department of Aerospace Engineering
- b) Department of Bio-Technology
- c) Department of Civil Engineering
- d) Department of Electrical and Electronics Engineering
- e) Department of Electronics and Communication Engineering
- f) Department of Mechanical Engineering

(iii) Faculty of Computing Science and Engineering

- a) Department of Computer Science and Engineering
- b) Department of Computer Science and Applications
- c) Department of Software Engineering

(iv) Faculty of Humanities, Sciences and Management

- a) Department of English
- b) Department of Mathematics
- c) Department of Physics
- d) Department of Chemistry
- e) Department of Commerce
- f) Department of Management Studies

- g) Department of Education
- h) Department of Political Science
- i) Department of Social Work

(v) Centres

- a) Centre of Excellence for Periyar Thought (CEPT)
- b) Dr.Kalaignar M.Karunanidhi Centre for Political Science (KKCPS)
- c) Periyar PURA Centre for Rural Development (CRD)
- d) Veeramani Mohana Centre for Quality of Life Engineering Research (VMCQLER)
- e) Centre for Energy and Environment (CEE)
- f) Centre for University Industry Interaction (CUII)
- g) Centre for Students and Administrative Services (CSAS)
- h) Centre of Excellence for Next Generation Network (CNGN)
- i) Centre of Excellence for Training and Research in Automation Technologies (CETAT)

Such other Faculty, or Departments or Centres as may be instituted by competent authorities from time to time.

11. Admissions and Fees Structure

- (i) No Institution Deemed to be University shall, for admission in respect of any course or programme of study conducted in such institution, accept payment towards admission fee and other fees and charges,-
 - a) which is a capitation fee or donation in whatever nomenclature or form, either directly or indirectly
 - b) other than such fee or charges for such admission, which has been declared by it in the prospectus for admission against any such seat, and on the website of the institution,
 - c) more than the fee prescribed by the fee committee constituted as per fee regulations issued by the Commission.
 - d) without a proper receipt in writing issued for such payment to the student admitted in such institution.
- (ii) (1) No Institution Deemed to be University shall charge any fee for an admission test other than an amount representing the reasonable cost incurred by it in conducting such test.

(2) Institution Deemed to be University shall be abided by UGC notification regarding refund of fees and non retention of original certificate as amended time to time.
- (iii) Admission of students to an Institution Deemed to be University, public or private, shall be strictly based on merit in the entrance exam prescribed by the appropriate statutory authority and in the manner specified in the prospectus, in case no entrance exam has been prescribed.

- (iv) Every Institution Deemed to be University shall maintain the records of the entire process of selection of candidates, exhibit such records on its website, and preserve such records for a minimum period of five years.
- (v) Before the expiry of sixty days prior to the commencement of admission to any of its courses or programmes of study, every Institution Deemed to be University shall publish and upload on its website (in the form of an affidavit) its prospectus containing inter alia, the following:
 - a) each component of the fee, deposits and other charges payable by the students admitted to such institution for pursuing a course or a programme of study, and the other terms and conditions of such payment;
 - b) the percentage of tuition fee and other charges refundable to a student admitted in such institution in case such student withdraws from such institution before or after completion of course or programme of study and the time within, and the manner in, which such refund shall be made to the student;
 - c) the number of seats approved in respect of each course or programme of study for the academic year for which admission is proposed to be made;
 - d) the educational qualifications specified by the relevant statutory authority/body, or by the institution, where no such qualifying standards have been specified by any statutory authority;
 - e) the process of admission and selection of eligible candidates applying for such admission, including all relevant information in regard to the details of test or examination for selecting such candidates for admission to each course or programme of study and the amount of fee to be paid for the admission test;
 - f) all relevant instructions in regard to maintaining the discipline by students within or outside the campus of the institution, and, in particular, such discipline relating to prohibition of ragging of any student or students and the consequences thereof and for violating the provisions of any regulation in this behalf made under the University Grants Commission Act, 1956 or any other law for the time being in force.
- (vi) No Institution Deemed to be University shall retain from the candidates seeking admission any original certificates of school leaving examinations, or degree or any other award; and shall, after due verification with the original certificates, retain only copies of such certificates self-attested by the candidates for its records.

12. Guidance Bureau/Centre for Student Administrative Services

There shall be a Students Guidance Bureau/ Centre for Student Administrative Services in the Institution for the benefit of the Researchers who have been awarded fellowships and working in the Institution centres and recognized institutions, and the scholars visiting this Institution from foreign countries.

12.1. Advisory Committee

An advisory committee consisting of the Deans, the Director of Students Guidance Bureau/ Center of Student Administrative Services as Chair Person and two student representatives shall indicate and suggest remedial actions and help the students in dealing with their emotional and psychological problems.

12.1.1. Functions

The guidance programme of the Bureau mainly includes:-

- (i) assisting the students in the choice of the courses and fields of specialization.
- (ii) collection, compilation and furnishing to the students, the information connected with occupational and employment market;
- (iii) furnishing information regarding the preparation for different careers, training facilities, scholarships etc.;
- (iv) offering advice and help in planning their careers;
- (v) providing information regarding facilities for higher studies in India and abroad;
- (vi) maintaining liaison between students, academics and administration and;
- (vii) strengthening and promoting educational and cultural activities among the students and academics of the different centres of the University.

12.2. Guidance to Foreign Students

- (i) 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.
- (ii) The guests and researchers of the Deemed to be University may avail the assistance and guidance of the Bureau in matters connected with travel within India.

13. Institution Deemed to be University Open to all

- (i) Admission and employment in an Institution Deemed to be University shall be open to all citizens of India regardless of religion, race, caste, sex, place of birth or residence.
- (ii) All policies and procedures, in matters of admission and employment as applicable to the university level public and privately funded institutions respectively, shall apply to the appropriate category of institutions Deemed to be universities.

14. Institution Deemed to be University to be Unitary

Once an institution is declared as Institution Deemed to be University, it shall be unitary in nature, and shall not affiliate any other institution nor shall add any constituent institutions.

15. Reservation Policy

Institution Deemed to be University shall implement the policy on reservations in admissions and recruitment, in accordance with provisions of the Constitution of India and any Act of Parliament for the time being in force and disclose all such information on its website.

16. Distance Education

Institution Deemed to be Universities may offer courses in the Open, Distance Learning / On Line mode in accordance with the UGC (Open and Distance Learning) Regulations, 2017, and UGC (Online Courses or Programs) Regulations 2018 as amended from time to time.

Provided that Institution Deemed to be University, which are already offering programmes of study, with the approval of the Commission, through the Open and Distance Learning mode, shall be permitted to continue such programmes subject to further approval by the Commission.

17. Funds, Accounts, Audits and Annual Report:

- (i) The books of accounts of the Institution Deemed to be University shall be maintained, managed and operated in the name of the Institution Deemed to be University and not in the name of the sponsoring body or any other; and, shall be kept in such form as may be laid down by the Board of Management and conform to the rules, if any, prescribed in this regard by the Commission.
- (ii) Funds shall not be diverted at any time from the accounts of the Institution Deemed to be University to any other accounts, including to the accounts of the Sponsoring body.
- (iii) The Institution Deemed to be University shall get its books of accounts audited, annually and at such other frequency as shall be prescribed by the Commission, separately published and uploaded on the website of the Institution; and if such institution is funded by Central or State Government or through its agencies fully or partially, then the accounts of such Institution Deemed to be University shall be open for examination by the Controller and Auditor General of India; accounts of Institution Deemed to be University shall also, where required, be open for inspection by the Commission.
- (iv) The annual financial statements and accounts shall be audited by a qualified professional, being a Member or Fellow of the Institute of Chartered Accountants of India, to be appointed by the Institution Deemed to be University.

Provided that, the Commission may, on receipt of information in regard to financial impropriety or embezzlement or illegal diversion of funds from the accounts of the Institution Deemed to be University; or of fees being collected against the provision of the regulations, issue a notice directing the Institution Deemed to be University to show cause as to why an inspection, including a forensic audit, not be ordered in respect of the complaint, and after providing a reasonable opportunity to the respondent institution, the Commission may on being satisfied that there were sufficient grounds to proceed further, cause an inspection by a team of the Commission and also direct a forensic audit to be undertaken by a qualified Member or Fellow of the Institute of Chartered Accountants of India; the report of and the inspection team and the forensic audit report taken together shall form the basis for the Commission to take further action, as it may be Deemed fit, under these Regulations.

- (v) Annual Reports and the Audit Reports shall be submitted by the Institution Deemed to be University to the Commission within nine months of the closure of the accounting year.

18. Legal Advisor

- (i) 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.
- (ii) The Legal Advisor so appointed shall not be a member of any authority of the Deemed to be University.

19. Amendments to Bye-Laws

- (i) 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 (iii) hereunder.
- (ii) Subject to the provisions of the Constitution, the Bye-Laws made by the Board of Management may provide for all or any of the followingnamely:-
- a) the term of office and methods of appointment and conditions of service of the officers of the Deemed to be University.
 - b) the qualifications of the teachers and other persons employed by the Deemed to be University;
 - c) the classification, the method of appointment and terms and conditions of service of teachers/researchers and other persons employed by the Deemed to be University.
 - d) Provision of death cum retirement compensation for the benefit of the officers, teachers and other persons employed by the Deemed to be University.
 - e) the institution of fellowships, travelling fellowships, scholarships, studentships, bursaries, exhibitions, medals and prizes and the conditions of award thereof;
 - f) the establishment and maintenance of hostels;
 - g) the conditions for residence of students of the Deemed to be University in the hostels maintained by the Deemed to be University and the levy of fees and other charges for such residence;
 - h) the delegation of powers vested in the authorities or officers of the Deemed to be University;
 - i) the admission of the students to the Deemed to be University;
 - j) the conditions of recognition of hostels not maintained by the Deemed to be University;
 - k) the conditions and mode of appointment and duties of examining bodies and examiners;
 - l) the maintenance of discipline among the students of the Deemed to be University;
 - m) the fees to be charged for courses /research and Hostel.
 - n) the procedure for arbitration in case of dispute between employees or students of the Deemed to be University;
 - o) the procedure for appeals to the Board of Management by students against the action of any officer or authority of the Deemed to be University;
 - p) constitution and the terms of reference of the grievances committee for the employees and students of the Deemed to be University;

- q) participation of students, research scholars and staff in the affairs of the Deemed to be University;
- (iii) 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.

20. Validity of Acts Done on the Day Following Dies-Non

- (i) Where, by any law, any act or meeting or proceeding is directed or allowed to be done or taken in the office of the Deemed to be 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.
- (ii) The Deemed to be 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.
- (iii) Nothing contained in sub-clause (i) shall require that the Deemed to be 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 Deemed to be University any student whose academic record is below the minimum standard required for the award of a degree, title, diploma or other academic distinction;
 - (c) Shall admit any person or retain any student whose conduct is found prejudicial to the interests of the Deemed to be University or the rights and privileges of other students and teachers.

21. Miscellaneous

- (i) The Institution Deemed to be University shall mention the name with location of campus/off campus/off-shore campus/ constituent unit/Constituent institution on the degree, diploma, certificate, or any other qualification awarded to students on its rolls.
- (ii) The Institution Deemed to be University shall, as soon as may be, after the completion of the academic programme, and in no case later than 180 days from the date of such completion, ensure that the degree, diploma, certificate, or any other qualification in respect of the programme of studies, is awarded and made available to students.
- (iii) No Institution Deemed to be University shall at any time enter into any franchise agreement or arrangement, either overtly or covertly, with any individual or organization for establishing, maintaining or operating the off-Campus/off-shore campus/constituent unit(s) / constituent institution/course/ programme of study/ department/ school/ faculty of the Institution Deemed to be University.
- (iv) While every effort shall be made by the Government or the Commission, as the case may be, in respect of disposal of applications received from Sponsoring bodies or Institution Deemed to be University within the prescribed time limit, if any, such applications shall not be Deemed to have been disposed off owing merely to the fact

that such time limit has been exceeded; the applicant shall, however, be at liberty to remind the Government or the Commission, as the case may be.

- (v) The income and property of the Institution Deemed to be University shall be utilized solely for promoting the objectives of the Institution Deemed to be University.
- (vi) The Commission shall have the powers to issue directions to an Institution Deemed to be University for implementation of any public policy of the Government or inspect of any law in force, including appropriate directions in case of any violation of any law or policy by the Institution Deemed to be University.
- (vii) All expenditure incurred on the processing of application for granting Deemed to be University status, starting of off-campus/off-shore campus/constituent institution, etc. including all inspections by the Expert Committee shall be borne by the Commission; and any expenditure incurred directly or indirectly by the Sponsoring body or the Institution Deemed to be University, as the case may be, on or in connection with the visit of any inspection team of the Commission shall be deemed to be a violation of these Regulations and proceeded with accordingly.
- (viii) No portion of the income and property of the Institution Deemed to be University shall be paid or transferred directly or indirectly, by way of dividend, bonus or otherwise howsoever by way of profit to the persons who were at any time or are members of the Institution Deemed to be University or to any of them or any persons claiming through them, provided that nothing herein contained shall prevent the payment in good faith of remuneration to any member thereof or other person as consideration for any service rendered to the Institution Deemed to be University or for travelling or other allowances and such other charges.
- (ix) The Government, in consultation with the Commission, shall have powers to impose such other condition(s), not inconsistent with these Regulations, in the Letter of Intent or Notification, and the same shall be binding on the Institution Deemed to be University.
- (ix) Every Institution Deemed to be University shall, in order to comply with the relevant UGC norms, provide for the following, namely:
 - a) Anti Ragging Cell
 - b) Anti discrimination Cell
 - c) Gender Sensitization Cell
 - d) Grievance Redressal Cell
 - e) Internal Complaints Committee for prevention of Sexual Harassment
 - f) Barrier Free access to persons with disabilities to all its facilities
- (x) Where, an Institution Deemed to be University wishes to surrender its status of 'Institution Deemed to be University', it may do so with the prior permission of the Government; and similarly, withdrawal of any Constituent Unit(s) of the Institution Deemed to be University from the purview of an Institution Deemed to be University, shall require the Sponsoring body to take the prior permission of the Government.

Provided that such surrender or withdrawal, as the case may be, shall take effect only after the last batch of students on the rolls of the Institution Deemed to be University

or its Constituent Unit(s), as the case may be, have been accorded opportunity to qualify for the completion of the programme of study and award of degree.

- (xi) In the event of conflict of opinion with regard to interpretation of these Regulations, the opinion of the Commission shall be final.

22. Service Conditions of the Establishment

- (i) These Bye-Laws may be called the “Service Bye-Laws” of the establishment of the Deemed to be University.
- (ii) It shall come into force on the 1st September 2019.
- (iii) These Bye-laws shall be applicable to all establishment of the Deemed to be University and to the academic staff as far as they are not inconsistent with the separate Bye-laws framed there under.
- (iv) 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 Deemed to be University.
- (v) The Board of Management shall not relax any of the provisions of these Bye-Laws except in exceptional cases in favour of an individual or a group of individuals as the Board may deem fit.
- (vi) The Deemed to be University may appoint any person to any service in the Deemed to be 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.

22.1. Classification of Service

The employees of the Deemed to be University shall be classified into four classes as detailed below:

(a) Class A

Employees whose basic pay is more than or equal to that of Asst. Professor.

(b) Class B

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

(c) Class C

Employees whose basic pay is 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.

22.2. Mode of Recruitment

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 made as per Regulations of Statutory Bodies such as UGC/MHRD/AICTE/CoA/ NCTE for the appointment of faculty members in Universities, as amended from time to time.

22.3. Criteria for Promotion

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 and if he/she fulfills the minimum grading specified for the respective cadre in the assessment criteria and methodology Table of UGC Regulations.

22.4. Selection Committee

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 Professor, Associate Professors, Assistant Professor and Director.

- (i) For Appointment of Professors Associate Professors and Assistant Professor - Refer clause 10.9.
- (ii) For Appointment of administrative / Non- Teaching Staff

In respect of administrative and non-teaching 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 four members as shown below:

- | | | |
|--|---|-------------|
| (i) The Vice-Chancellor | - | Chairperson |
| (ii) One nominee of BOM (for class A&B only) | - | Member |
| (iii) One Professor (VC nominee) | - | Member |
| (iv) One external expert in the field of
administration/finance and accounts. | - | Member |

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

22.5. Qualification, Expérience and Age

- (i) The qualification etc., to various posts shall be made as per Regulations of Statutory Bodies such as UGC/MHRD/AICTE/CoA/ NCTE for the appointment of faculty members in Universities from time to time. All appointments made by the appointing authority shall be deemed to have been made on behalf of the Deemed to be University.
- (ii) 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

22.6. Revision of Qualification

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/ All India Council for Technical Education/ other statutory bodies.
- (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.

22.7. Submission of Certificates

Every person appointed as staff of the Deemed to be University shall before actually joining the Deemed to be University, produce:-

- (i) Evidence of age
- (ii) Evidence of educational qualifications, and
- (iii) 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 Deemed to be University.

22.8. Temporary Appointment by Vice-Chancellor

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.

22.9. Probation

- (i) Every employee of the Deemed to be University will be on probation for a period of two years and may be extendable by a maximum period of one more year.
- (ii) On completion of the period of probation, the Deemed to be 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 of the first instance or the extended period as the case may be. 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 without further notice and without assigning any reason.

22.9.1. Mode of Assessment

- (i) A committee constituted by the Vice-Chancellor shall evaluate the work of the employees of class 'A', and make recommendations to the Vice-Chancellor whether the individual can be declared as having completed the probation satisfactorily or otherwise. The committee shall comprise:
 - Dean Academic
 - Dean of Faculty concerned
 - One professor (nominated by Vice Chancellor)
- (ii) For class 'B, C & D' Employees the Registrar along with two other members nominated by the Vice-Chancellor will evaluate their work to declare their probation.
- (iii) If the Annual Performance Index (API) of any regular employee is not meeting the required index then the employee concerned will be given a notice for improvement within six months. In case of no considerable improvement in the performance to meet the required PI then the employee will be relieved on the Ground of incapacity or incompetence from the services of the Deemed to be University.

22.10. Security Deposit

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

22.11. Agreement

- (i) All employees appointed on probation or on contract shall execute an agreement with the Deemed to be University embodying the clauses of Rules of the Institution Deemed to be University in the prescribed form on a stamped paper.
- (ii) All employees who are approved probationers shall execute an agreement with the Deemed to be University in the prescribed form on a stamped paper.
- (iii) All employees who are willing to undergo part time study or research shall execute an agreement with the Deemed to be University in the prescribed form on a stamped paper.

The prescribed form of the above three agreement is furnished in Appendix – I.

22.12. Notice for Leaving by Staff Member

- (i) The services of any employee of the Deemed to be University is terminable by giving one month notice on either side or on payment of one month salary in lieu thereof.
- (ii) The services of any employee of the Deemed to be University is terminable by following due process of law for the:

- (a) Dereliction of Duty.
- (b) Acting against the institution.
- (c) In disciplined way of conduction himself/herself etc.,
- (d) In-Subordination.

22.13. Retirement

- (i) Any employee shall be permitted to retire from the Deemed to be University service on the last day of the month in respect of non-academic staff at completion of sixty years of age and in respect of academics staff at completion of sixty five years of age.
- (ii) Provided that the academic staff shall be permitted to retire on the last day of that academic year with the approval of Vice-Chancellor.
- (iii) If the date of birth of any 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.
- (iv) No employee facing any disciplinary proceedings, shall be allowed to retire until final orders are passed on the disciplinary proceedings by the competent authority

22.14. Pay and Allowances

- (i) The scales of pay admissible to the various categories of academic and non-academic posts in the Deemed to be 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 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.

- (ii) 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.

22.15. Vacation

Full-time academicians of the Deemed to be University shall be entitled for a vacation of minimum 10 days during winter session and minimum 20 days during summer session in each academic year in addition to the declared holidays by the Deemed to be University. The teaching staff and others connected with academics must be on duty in the Deemed to be University on the last and first working day of the academic year, according to the approved academic schedule.

22.16. Leave

The following are the various kinds of leave admissible to the members (Academic and Non-Teaching Staff) of the Deemed to be University:

(i) Casual Leave

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

(ii) Earned Leave

The employees are entitled for Earned Leave for the period of their service in the Deemed to be 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 earned 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 up to 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.

(iii) Unearned Leave on Medical Certificate

- a. Leave on Medical grounds along with necessary documentary evidence: Every employee of the Deemed to be University is entitled for ten days of Unearned Leave on Medical Certificate for every completed year of service, can rejoin duty on obtaining a fitness certificate obtained from a medical officer not below the rank Civil Asst. Surgeon. 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 more than ten days would be considered on the recommendation of the Medical Board duly constituted by the Competent Authority. The Medical Board will sit as and when the necessities arises and give its recommendations on the request of the staff to the Registrar.
- c. 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 her/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.

(iv) Maternity Leave

For regular employees and approved Probationers (Women employees of the Deemed to be University only) Three Months 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 three months without pay.

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

(v) Study Leave

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

- (i) Conditions: The staff member should have completed, at least three years of continuous service and should have eight years of service for retirement. Staff Members of all classes of service are eligible for study leave. Those who are availing study leave shall execute an agreement with the Deemed to be University so as to serve the Deemed to be 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 Deemed to be University / outside agencies. However, relaxation to this may be given by Board of Management if deemed fit.

(vi) Sabbatical Leave

The permanent fulltime teachers who have completed seven years of service as a Associate Professor or a Professor will be granted sabbatical leave to undertake study or research or any other academic pursuit solely for the object of increasing their proficiency and usefulness to the institution and higher education system. The duration of leave shall not exceed one year, at a time and two years in the entire career of the teacher. Other conditions as stated in the section 22.17 e (i) & (iv).

(vii) 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.

22.17. Grant of Leave

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.

22.18. Recall to Duty

- (i) 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.
- (ii) A Deemed to be University employee on leave shall not accept or take any employment or service to receive any remuneration without permission of the competent authorities.
- (iii) Willful absence from duty after the expiry of leave may be treated as misconduct, which will involve disciplinary action.

22.19. Discipline and Control

For good and sufficient reason, including any breach of any of the Bye-law and laws of the Deemed to be University or, negligence, inefficiency, misappropriation, 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: -

22.19.1. 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 Deemed to be University by negligence or breach of orders.
- (iv) Withholding of increments with or without cumulative effect not exceeding one year.

22.19.2. 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.
- (iii) Reduction to a lower stage of Pay or to a lower rank of the Deemed to be University Service.
- (iv) Removal or dismissal from service.

22.19.3. Imposition of Penalties

Procedure:

- (i) The disciplinary authority/appointing authority competent may impose minor penalties only after due consideration by giving reasonable opportunity to the concerned employee.
- (ii) Before imposing any major penalties, an enquiry Committee may be constituted by the Competent Authority to enquire into the issue.
- (iii) The Deemed to be University shall adopt the following procedure in any such enquiry.
 - a) 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.
 - b) 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.
 - c) 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.
 - d) 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.
 - e) The competent authority, shall obtain the prior approval of the prescribed authority before communicating the decision.

For assisting the disciplinary authority/appointing authority and for conducting the enquiry, enquiry committee shall be constituted by the competent authority.

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.

22.19.4. Subsistence Allowance

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.

22.19.5. Revoking Suspension

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

22.19.6. Suspension of Deputationist

- (i) 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.
- (ii) 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.

22.19.7. Conduct and Disciplines

- (i) No employee shall take part in any act or movement which is considered in the opinion of the Board of Management to bring the Institution into disrepute. It shall be the duty of every employee to honour the confidence reposed in him by the Institution.
- (ii) No employee shall divulge any information obtained by him in the course of his official duties to outsiders or make use of it against the Institution.

- (iii) No employee shall indulge in any criticism of the administration of the Institution.
- (iv) No employee shall associate himself with or take active part in politics or in any trade union activities. On this aspect the decision of the Board of Management shall be final.
- (v) Employees of the Institution shall submit their applications for appointment to higher posts, classes etc. only through the officers under whom they are working.
- (vi) A whole-time employee of the Institution may be employed in any manner as required by the concerned authority without any additional remuneration. Without the previous sanction of the Vice-Chancellor in writing, no employee shall accept any additional employment on full time or part time basis, with or without emoluments
- (vii) Any persons in-charge of posts dealing with cash, stores and other valuables including books shall, furnish security for such amount as may be determined by the Board of Management.

22.20. Pensionary Benefits

- (i) The conditions for the grant of pensionary benefits are the service should be under the Deemed to be University and the service should be paid for by the Deemed to be University.
- (ii) All regular staff members of this Institution are eligible for pensionary benefits subject to the conditions prescribed by EPF/LIC, with whom the Institution may make arrangements for these benefits.

22.21. Service Book

The Institution 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.

22.22. Group Insurance

Every member of the academic and non-academic staff of the Institution shall subscribe to the Group insurance scheme instituted by the Institution.

22.23. Interpretation

In the event of conflict of opinion with regard to interpretation of Bye-laws, the opinion of the Board of Management shall be final.

**FORM OF AGREEMENT TO BE EXECUTED BY TEMPORARY
TEACHING AND NON-TEACHING STAFF**

AGREEMENT

This Agreement, made on this ---- day of ---- **Two Thousand** -----between, **Periyar Maniammai Institute of Science & Technology**, Periyar Nagar, Vallam Thanjavur, hereinafter called the Institution represented by the Registrar-----, and Thiru/Tmt/Selvi-----working as -----in the **Department of** ----- of the Institution, hereinafter called as Employee.

Whereas the Institution offered to appoint temporarily, the said Thiru/Tmt/Selvi-----, **D/o/S/o.**-----residing at -----to serve in the Institution in the capacity of -----on a purely temporary basis and on the pay and allowances hereinafter mentioned.

And whereas the said **Thiru/Tmt/Selvi** -----has accepted to serve as an ----- on a purely temporary basis.

Now these present witnesseth and the parties hereto, do hereby agree as follows:-

1. That the Institution shall employ the said **Thiru/Tmt/Selvi**----- who shall serve as an -----in the **Department of** -----purely on a temporary basis from the date of his/her taking charge of his/her appointment, namely -----until such appointment is determined as hereinafter provided.

2. That the said Employee shall discharge the duties assigned honestly, efficiently and diligently, under the orders and instructions of the Registrar and other Competent Authority.
3. That the said Employee will not normally, or on any pretense, absent himself/herself from his/her duties without first having obtained the permission of the Competent Authority and if he/she is a Dean/Director/HOD, from the Registrar. In case of sickness or other inevitable causes, he/she shall forward a proper medical certificate or communication explaining the extraordinary circumstances to the Head of the Institution, intimating at least three days after entering on leave.
4. That the said Employee will devote his/her whole time to the duties of the employment and shall not either directly or indirectly, carry on or be concerned in any trade, business or other commercial activities, canvassing, private tuition etc., without obtaining a specific prior sanction from the appointing authority.
5. That the Institution shall have the right to terminate the said Employee without assigning any reason therefor either at the end of the specific period for which he is appointed as a temporary Employee or at any time earlier, due to administrative reason.
6. That the said Employee, shall be entitled to relinquish the appointment at the end of the specific period of appointment. If the employee, desires to get relieved during the middle of an academic year, in extraordinary circumstances, the Registrar or Vice Chancellor or Board of Management may permit the staff, paying one month salary to the Institution.
7. That the said Employee shall be paid a sum of ₹ ----/-as monthly salary with effect from the date of assuming charge.

8. That the Employee, appointed temporarily, shall not be entitled for any or all the monetary benefits/perquisites or grants paid to the permanent staff.

9. That the Employee shall abide by all the rules and regulations of the Institution.

In witness whereof, the Registrar -----and Thiru/Tmt/Selvi----- have, hereunto sign the agreement on the day, month and year first above written.

Signature of the Registrar

In the presence of Witnesses:- (1) (2)

Signature :

Name :

Address :

Occupation :

Signature of the Staff

In the presence of Witnesses:- (1) (2)

Signature :

Name :

Address :

Occupation :

**FORM OF AGREEMENT TO BE EXECUTED IN RESPECT OF
PERMANENT STAFF**

AGREEMENT

This Agreement made on this ----- day of ---- **Two Thousand** ----- between **Periyar Maniammai Institute of Science & Technology**, Periyar Nagar, Vallam Thanjavur, hereinafter called the Institution represented by the Registrar-----, and **Thiru/Tmt/Selvi** -----**Department** of -----, Periyar Maniammai Institute of Science & Technology, Vallam, Thanjavur, herein after called as STAFF.

Whereas the Institution has agreed to appoint the said **Thiru / Thirumathi / Selvi**-----
-----, **S/o/D/o.** ----- residing -----to serve in the Institution in the capacity of a ----- and on the pay and allowances hereinafter mentioned.

Now these presents witnesseth and the parties hereto, do hereby agree as follows:-

1. That the Institution shall employ the said STAFF and who shall serve as ----- in this Institution from the date of his/her taking charge of such appointment namely ----- until such employment is determined as hereinafter provided.
2. That the said STAFF shall be, treated as deemed to have completed his/her period of probation satisfactorily.
3. (a) That the said STAFF shall discharge the duties and functions honestly efficiently and diligently in accordance with the laws Rules and Regulations of the Institution.

(b) If the STAFF is a Dean /Director/ HOD, he/she shall in that capacity be responsible for the internal management of the School/Centre/Dept and the academic work of the School/Centre/Dept and shall exercise such powers as may be necessary for the due discharge of his/her duties.

4. (a) That the said STAFF shall not normally, absent for duties without prior the permission of the competent authority.

(b) In case of emergency like sickness for other inevitable causes, the STAFF shall forward a proper medical certificate or communication, explaining the extraordinary circumstances to the competent authority within three days of entering on leave.
5. That the said STAFF shall devote his/her whole time to the duties of the employment and shall not either directly or indirectly, carry on or be concerned in any trade, business or commercial activities canvassing, private tuition etc., without obtaining specific prior sanction from the appointing authority.
6. That the said STAFF shall not on any ground apply for relief from the Institution during the middle of an academic year, affecting the regular activities of the Institution unless and otherwise permitted by the Institution in extraordinary circumstances.
7. (a) That the Institution shall not dismiss, remove or reduce in rank or terminate the services of the said STAFF except by way of punishment.

(b) That no punishment shall be imposed except after the conclusion of an enquiry by way of disciplinary action after informing the staff in writing, of the grounds on which the intended action is to be taken.
- 8) The Institution 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 order 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, and the STAFF concerned shall appear before this Committee for defending himself.
9. It shall be open to the Institution, at any time if satisfied on medical evidence that the said STAFF is unfit to discharge the duties for reasons of ill health, to terminate the services of the staff, giving a minimum of one month notice.
10. That the said STAFF shall be entitled to get the services terminated either by giving to the Institution, one month notice in writing or by paying the one month pay in lieu of such notice. In case of a STAFF who require to be relieved on extraordinary circumstances, the staff concerned shall remit one month salary, if permitted by the competent authority.
11. (a) That the competent authority may impose major punishment such as dismissal, removal or reduction in rank or termination of services as mentioned above.

(b) Any of the following minor punishments for any irregularity or breach of the code of conduct on the part of the said STAFF may also be imposed on the said STAFF.

- (i) Censure
- (ii) Withholding of increments without cumulative effect or with cumulative effect for a period not exceeding three years.
- (iii) Recovery from pay to the extent necessary of the monetary value equivalent to the amount of increments ordered to be withheld where such an order cannot be given effect to.
- (iv) Entries shall be made in the service records of the said STAFF only in respect of penalties other than censure. Such entries shall be made only after the appeal, if any, preferred by the said STAFF is disposed of by the competent appellate authorities as specified in the rules.

12. That the said STAFF shall be paid a sum of ₹. /- (**Monthly**) in the pay band of ₹.-----with Academic Grade Pay ₹. -----/- (**with effect from -----**) granted by the Board of Management from time to time. Such STAFF shall be entitled to increments indicated as per the instructions of UGC subject to the fulfillment of service conditions.

13. Any permanent STAFF whose Educational certificate is suspended, as a temporary measure or who is declared unfit to hold the post for a temporary period, shall have a right to claim for reinstatement in the post in which the staff was working prior to such relief on the expiry of the term of his/her punishment. The competent authority subject to ratification by the Board of Management, shall reinstate in the post which the staff held before such punishment was imposed.

14. The staff of several Departments functioning in the Institution, shall be treated as one unit for the purpose of seniority, promotion and grant of monetary benefits unless or otherwise determine for administrative reasons.

In witness whereof the Registrar ----- and Thiru/Tmt/Selvi ----- hereunto sign this agreement on the day, month and year first above written.

Signature of the Registrar

Witnesses:- (1) (2)

Signature :

Name :

Address :

Occupation :

Signature of the Staff

Witnesses:- (1) (2)

Signature :

Name :

Address :

Occupation :

**FORM OF AGREEMENT TO BE EXECUTED BY MEMBERS OF
TEACHING STAFF FOR DOING RESEARCH WORK**

AGREEMENT

This agreement, made on the ----- day of ---- **Two Thousand** -----between **Periyar Maniammai Institute of Science & Technology, Periyar Nagar, Vallam Thanjavur**, hereinafter, called the Institution represented by **Registrar**-----and **Thiru/Tmt/Selvi.**----- **S/o/D/o** -----residing at -----hereinafter called the Employee.

Whereas **Thiru/Tmt/Selvi.**-----who is now working as ----- in the Department of ----- from -----.

Whereas the Institution is of the view that its **Employee** should also get opportunity for career development in order to serve the society better, hence the Institution sponsors the Employee for attending **Full time/Part time research work at**-----**from** -----
---- **to** -----.

Now these presents witnesseth, and the parties hereto, do hereby agree as follows:-

- (1) That the Institution shall permit the **Employee to Thiru/Tmt/Selvi.**-----for attending **Full time/Part time summer faculty research fellow programme at** ----- **from** ----- **to** -----.
- (2) That the said **Employee Thiru/Tmt/Selvi.** -----shall complete the normal duties in the concerned department before she leaves for the study or Research activities and it should not hamper her/his legitimate duties in the Institution.
- (3) That the said **Employee Thiru/Tmt/Selvi.**-----will be permitted to do the research work outside the Institution Campus, but the Institution reserves the right to treat the period of study either as on duty or leave eligible or on loss of pay.

- (4) That the **Employee Thiru/Tmt/Selvi** -----should not discontinue the research work without prior approval of the Institution.
- (5) That the **Employee** shall work in the Institution for the equivalent period for which the permission was granted for completing her/his research work.
- (6) That if the **Employee** fails or unable to work in the Institution for equal numbers of days, the employee shall compensate the Institution the amount, equivalent to the salary for the said period.
- (7) That the **Employee** knows that the Institution reserves the right of withdrawing the research programme at any point of time in extra-ordinary circumstances.
- (8) That the **Employee** should not claim any monetary benefit including revision of pay or promotion by transfer as a matter of right after the completion of the research work. The Institution reserves the right of considering such claim according to its administrative convenience.
- (9) That if the **Employee** contravenes any of the above conditions, the Institution may take appropriate disciplinary action against the employee.
- (10) In witness whereof, the Registrar ----- and Thiru/Tmt/Selvi----- have hereunto sign the agreement on the day, month and year first above written.

Signature of the Registrar

In the presence of Witnesses:- (1) (2)

Signature :
 Name :
 Address :
 Occupation :

Signature of the Staff

In the presence of Witnesses:- (1) (2)

Signature :
 Name :
 Address :
 Occupation :

Appendix – II

Authority Competent to Impose Penalties

Category of Staff	(Minor Punishment)		(Major Punishment)	
	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.