LAWS OF THE UNIVERSITY

CHAPTER I*

PRELIMINARY

Act S.2 Definitions

1. In these Laws unless a different intention appears from the subject or context, 'The Laws' of the University means the rules laid down in the Act, the Statutes, the Ordinances and the Regulations.

'The Act' means the Madras University Act, 1923, as amended and 'section' means a section of the Act as amended.

'The University' means the University of Madras as reconstituted under the Act.

'Officers', 'Authorities', 'Professors', 'Readers', 'Lecturers', 'Teachers' and 'Servants' mean respectively Officers, Authorities, Professors, Readers, Lecturers, Teachers and Servants of the University.

'Registered Graduate' means a graduate registered under the Madras University Amendment Act 1966.

'The Gazette' means The Fort St. George Gazette. 'Clear days' means that the time is to be reckoned exclusive of both the first and the last days.

'Resolution' means original proposition.

'Motion' means anything moved either by way of resolution or amendment.

All words and expressions used herein and defined in the Act shall have the meanings so defined.

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* Laws framed under the Act of 1923 remaining in force under Section 56 of the Act as amended, until they are replaced.

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Act, Statutes etc., by whom made

2. Subject to the provisions of the Act, Statutes are made by the Senate, Ordinances by the Syndicate and Regulations by the Academic council.

Statue Notices

3. (a) Any notice, intimation or information, required to be given, and any paper, minutes or proceedings required to be sent to any person by the laws shall, unless otherwise provided, be given or sent by the same being posted to the address of that person.

Statute Addresses

(b) A member of the Senate, the Academic Council, [**] a Faculty, Board of Studies, Board of Examiners or Committee appointed under the Laws shall, if required by the Registrar, given an address to which Communications may be sent, and the posting of communications to that address shall be a sufficient compliance with the requirements of the Laws as to notice.

Statute. Validity of act done on the day following a *dies non*

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

Statute of Business Hours

5. The office of the Registrar shall be open daily for the transaction of business between the hours 10.00 a.m. and 5.45 p.m.with a lunch break of 30 minutes except on Saturdays and Sundays and Gazetted holidays. The Office may be closed for a day or part of a day on particular occasion at the discretion of the Vice-Chancellor provided that arrangements are made for the transaction of any urgent business.

[**] The words "the Council of Affiliated Colleges" have been omitted.

The hours of work for the members of the teaching staff shall be from 10.00 A.M. to 5.45 P.M. with half-an-hour lunch on break except in the case of those who have classes in the evenings or mornings. In the cases of teachers who have definite class work in connection with any of the classes conducted, the hours may be suitably modified in each case with the approval of the Vice-Chancellor.

CHAPTER II

THE UNIVERSITY

Statute
The University

1. (1) The Chancellor, Pro-Chancellor and Vice-Chancellor of the University and the members of the Senate, the Syndicate and the Academic Council are a body corporate by the name of the University of Madras.

(2) The University shall have perpetual succession and a common seal and shall sue and sued by the name of the University of Madras.

2. *The University shall have the following powers, namely:-

Act S.4-A
Powers of the University

(1) to provide for instruction and training in such branches of learning as it may think fit and make provision for research and for the advancement and dissemination of knowledge;

(2) to establish, maintain and manage institutes of research;

(3) to make such provision as will enable affiliated and approved colleges to undertake specialization of studies and to organize common laboratories, libraries, and other equipment for research work;

(4) to institute professorships, readerships, lectureships and any other teaching posts required by the University and to appoint persons

* [*Vide Amendment to the Section by M.U. Amendment Act 1943 (Madras Act No. XXVII of 1943).]
Also Amendments to the Section by M.U. Amendment Act, 1966.

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to such professorships, readerships, lectureships and other teaching posts;

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

(6) to hold examinations and to confer degrees, titles, diplomas and other academic distinctions on persons, who-

*(a) shall have pursued an approved course of study in a University College or laboratory or in an affiliated or approved college unless exempted therefrom in the manner prescribed by the Statutes and shall have passed the prescribed examination of the University; or

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

(7) to confer honorary degrees or other distinctions prescribed;

(8) to institute, maintain and manage University Colleges, laboratories, libraries, museums and other institutions necessary to carry out the objects of the University;

(9) to affiliate colleges to the University as affiliated, professional or post-graduate college under conditions prescribed and to withdraw affiliation from colleges;

(9-A) to approve colleges providing courses of study for admission to the examinations for titles and diplomas and the **Pre-University examinations of the University under conditions prescribed and to withdraw such approval;

(10) to recommend to the Local Government, the recognition of any area within the State of Madras except the area comprising the revenue districts of Madurai, Ramanathapuram, Tirunelveli and Kanyakumari as a University Centre;

* Vide Amendment to the Section-M.U.Amendment Act of 1966.
**Now Known as Higher Secondary Examination of the State Board.

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

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

(12-A) to hold and manage endowments and other properties and funds of the University and to raise loans requires for the purposes of this Act.

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

(14) to create and manage affiliated college fund;

(15) to make grants from the funds of the University for the maintenance of University Training Corps;

(16) to exercise such control over the students of the University through the Colleges as will secure their health and well-being;

(16A) to institute and maintain a University Extension Board;

(17) to institute and provide funds for the maintenance of-

(a) a Publication Bureau;

(b) an Employment Bureau;

(c) Student's Union;

(d) University Athletic Clubs; and

(e) other similar Associations.

(18) to encourage co-operation among the colleges, laboratories and institutes in the University and co-operate with other Universities and other authorities in such manner and for such purposes as the University may determine and

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

Act S.5. Disqualification for membership.

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

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

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

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

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

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Act S.6 Attendance qualifying for University examinations.

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

CHAPTER III

VISITATION

Act S.7 Visitation (as amended by G.O.I. Adaptation of Indian Laws Order, 1940)

1. The Provincial Government shall have the right to cause an inspection to be made, by such person or persons as it may direct, of the University, its buildings, laboratories, libraries, museums, workshops and equipment and of any of institutions maintained, recognised or approved by, or affiliated to the

* Vide Amendment to the Section-M.U. Amendment Act of 1966.

University, and also of the teaching and other work conducted by the University and to cause an inquiry to be made in respect of any matter connected with the University. The Provincial Government shall in every case give notice to the University of its intention to cause such inspection or inquiry to be made and the University shall be entitled to be respected thereat.

2. The Provincial Government shall communicate to the Senate and to the Syndicate its views with reference to the results of such inspection or inquiry and may after ascertaining the opinion of the Senate and the Syndicate thereon, advice the University upon the action to be taken.

3. The Syndicate shall report to the Provincial Government the action, if any, which is proposed to be taken or has been taken, upon the results of such inspection or inquiry. Such report shall be submitted with the opinion of the Senate thereon and within such time as the Provincial Government may direct.

4. Where the Senate or the Syndicate does not within a reasonable time take action to the satisfaction of the Provincial Government, the Provincial Government made, after considering any explanation furnished or representation made by the Senate or the Syndicate, issue such directions as it may think fit, and the Senate and the Syndicate shall comply with such directions.

*[In the event of the Senate or the Syndicate or both not complying with such directions within such time as may be fixed in that behalf by the State Government, the State Government shall have the power to take such action as they think necessary for securing compliance with such directions.]

* Vide Amendment to the Section-M.U. Amendment Act of 1966.

CHAPTER IV

THE CHANCELLOR

Act S.9 The Chancellor

1. *The Governor of Madras shall be Chancellor of the University. He shall by virtue of his office be the head of the University and the President of the Senate and shall, when present, preside at meetings of the Senate and at any Convocation of the University.

2. The Chancellor shall exercise such powers as may be conferred on him under the provisions of this Act.

3. Where power is conferred upon the Chancellor to nominate persons to authorities, the Chancellor shall, to the extent necessary, nominate persons to represent interests not otherwise adequately represented.

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CHAPTER V

THE PRO-CHANCELLOR

Act S.10. The Pro-Chancellor (as amended by G.O.I. Adaptation of Indian Laws Order, 1937)

1. The Minister administrating the subject of education in the **Province of Madras for the time being shall be the Pro-Chancellor of the University.

2. In the absence of the Chancellor, or during the Chancellor's inability to act, Pro-Chancellor, shall exercise all the functions of the Chancellor.

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* Now known as "the Governor of Tamil Nadu"

** Now known as Tamil Nadu State

CHAPTER VI

THE VICE-CHANCELLOR

Act S.11. The Vice-Chancellor

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

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

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

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

(3) The Vice-Chancellor shall hold office for a period of three years and shall be eligible for re-appointment for not more than two successive terms.

(4) When any temporary vacancy occurs in the office of the Vice-Chancellor or if the Vice-Chancellor is by reason of absence or for any other reason, unable to exercise the powers and perform the duties of his office, the Syndicate, shall, as soon as possible, make the requisite arrangements for exercising the powers and performing the duties of the Vice-Chancellor.

* Vide Amendment to the Section – M.U. Amendment Act of 1966.

(5) The Vice-Chancellor shall be a wholetime officer of the University and shall be entitled to such emoluments, allowances and privileges as may be prescribed by the Statutes.

Act S. 12 Powers and duties of the Vice-Chancellor.

2. (1) The Vice-Chancellor shall be the principal executive officer of the University and shall in the absence of the Chancellor and the Pro-Chancellor, preside at meetings of the Senate and at any Convocation of the University. He shall be a member ex-officio and Chairman of the Syndicate; the Academic Council and the Finance Committee and shall he entitled to be present at and to address any meeting of any authority of the University, but shall not be entitled to vote thereat unless he is a member of the authority concerned.

(2) It shall be the duty of the Vice-Chancellor to ensure that the provisions of the act, the Statutes, Ordinances and Regulations are faithfully observed and carried out and he may exercise all powers necessary for this purpose.

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

(4) (a) In any emergency which in the opinion of the Vice-Chancellor requires that immediate action should be taken, he may take such action with the sanction of the Chancellor or the Pro-Chancellor and shall as soon as may be thereafter report his action to the officer or authority who or which would have ordinary dealt with the matter.

(b) When action taken by the Vice-Chancellor under paragraph (4) (a) affects any person in the service of the University, such person shall be entitled to prefect an appeal to the Syndicate within thirty days from the date on which he has notice of such action.

(5) The Vice-Chancellor shall give effect to the orders of the Syndicate regarding the appointment, dismissal and suspension of the

teachers of the University and its servants and shall exercise general control over the affairs of the University.

(6) The Vice-Chancellor shall exercise such other powers and perform such other duties as may prescribed.

3 to 11. * * * * *

Statute. Salary of the Vice- Chancellor.

12. (a) The Vice-Chancellor shall be paid a pay of Rs. 75,000/- along with a Special Allowance of Rs.5000/- per month as per the rules of the Government of Tamil Nadu.

(b) The Vice- Chancellor shall be provided with a Car and a rent free furnished quarters.

Provided that if the Vice-Chancellor is a deputed Officer, he may be given the option of getting his pay fixed as per Statute 12 (a) or as per Foreign Service terms, with a car and a rent free furnished quarters.

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Statute. Travelling Allowance.

13. The Vice-Chancellor when travelling on University business shall be entitled to travelling and halting allowances on the scales laid down in the Madras Travelling Allowance Rules as payable to officers of Grade I.

14. The Vice-Chancellor shall avail Leave with the approval of the Chancellor.

The Vice-Chancellor shall be entitled to leave on full pay for one- eleventh of the period spent on active service.

In the event of the same incumbent being re-appointed for a further term or terms continuously, he shall be entitled, in addition to the leave admissible as above, to leave on full pay for such unexhausted period of leave on full pay as may remain to his credit in any previous term of office.

* Omitted.

Statute. Leave to Vice-Chancellor

The Vice-Chancellor shall also be entitled, in case of illness or on account of private affairs, to leave without pay, for a period not exceeding three months during any three year's tenure of office; provided that leave taken without pay may be subsequently transformed into leave on full pay to the extent to which it may be subsequently earned after return to duty.

The Vice-Chancellor shall be entitled to medical concessions as prescribed by the Tamil Nadu State Government.

Statute. Arrangements during absence.

15. The Syndicate shall have power, subject to the approval of the Chancellor, to make such arrangements as may be necessary for exercising the powers and performing the duties of the Vice-Chancellor during his absence on leave.

Statute. Deputation of Vice-Chancellor.

16. The Vice-Chancellor may be deputed by the Syndicate on University business or at the request of Government on Government business to any part of India or outside India. The period of deputation outside the Madras University area shall not exceed one month. It shall be competent for the Syndicate to make the requisite arrangements for exercising the powers and performing the duties of the Vice-Chancellor during the period of deputation, provided that the arrangement made shall be such as not entail any additional expenditure to the University.

*CHAPTER VII

STATUTES AND ORDINANCE

THE REGISTRAR
CONTROLLER OF EXAMINATIONS
THE SENIOR DEPUTY REGISTRAR
THE DEPUTY REGISTRARS,
AND
THE ASSISTANT REGISTRARS.

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Appointment of Registrar.

1. The Registrar shall be appointed by the Syndicatesubject to the confirmation of the Senate.

Tenure of office and re-appointment.

2. The tenure of the office of Registrar shall be limited to five years, in the first instance, but the same individual shall be eligible for reappointment. In the event of his being reappointed his service from the date of his first appointment shall qualify for pension and / or gratuity.

Power of Syndicate To dispense with Registrar's services. Notice of resignation.

3. It shall be in the power of the Syndicate to dispense with the services of the Registrar at any time on payment to him of six month's salary and it may at any time discharge him from its service without notice or compensation in the event of mis-conduct on his part or of a breach by him of any of the conditions on which he was engaged. In case the Registrar should wish to resign his office, he shall give six months' notice of his intention to resign.

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* Statutes framed under the Act of 1923 and remaining in force under Section 56 of the Act as amended, until they are replaced.

Limit of Service

4. The Registrar shall not continue to hold the office after the completion of twenty-five years of service or the attainment of fifty-eight years of age whichever be the earlier event, unless on the recommendation of the Syndicate, the Senate shall have extended his tenure of office for a specified period.

Salary and allowances.

5. "The salary of the Registrar shall be fixed by the Syndicate in the grade of Rs. 16400-450-20900-500-22400.

Conditions of service

6. The Registrar shall devote his whole time to the duties of his office, and shall not absent himself from his duties without the permission of the Syndicate.

Leave

7. The Syndicate may grant to the registrar leave of absence according to the Special Leave Rules governing leave and leave allowances to Government officers of the Superior Services in the Fundamental Rules and in this respect the provisions of Part IV, Chapter X of the Fundamental Rules (1924 Edition) shall apply.

Act S.12-A The Registrar

8. (1) The Registrar shall be a whole-time paid officer of the University appointed by the Syndicate for such period and on such terms as may be prescribed by Statutes.

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

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

Duties of Registrar Statutes

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

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

(b) to act as Secretary to the Syndicate and to attend all the meetings of the Senate, Academic Council, Faculties, Syndicate and any Committees appointed by these authorities, and to keep minutes thereof;

(c) to conduct the official correspondence of the Syndicate and the Senate;

(d) to issue all notices convening meetings of the Senate, Academic Council, Faculties, Syndicate, Boards of Studies, Boards of Examiners and any committees appointed by these authorities;

(e) to perform such other work as may be from time to time prescribed by the Syndicate and generally to render such assistance as may be desired by the Vice-Chancellor in the performance of his official duties.

(5) It shall be the power of the Registrar in relation to the disciplinary proceedings against the non-teaching staff (Class III, IV and Technical Staff).

(a) To issue memo and call for explanation giving sufficient time as he may think fit;

(b) To frame charges;

(c) To conduct enquiry by himself or through a committee constituted by him;

(d) To issue further notice to the deliquent staff to show cause for the proposed punishment minor or major;

(e) To submit a detailed report along with his recommendations to sub-Committee/Establishment Committee of the Syndicate.

Gratuity and /or Pension

9. The Syndicate may grant to the Registrar Gratuity and/or Pension as laid down in the scheme for teachers of the University incorporated in Chapter IX of the Laws of the University.

10. This provision shall be deemed to come into effect from the 1st April 1961 and shall be made applicable to the Registrar from that date.

Access to University records

11. The Registrar shall, on application previously made for the purpose of fixing a convenient hour, arrange that any member of the Senate, of the Academic Council, of the Syndicate, or of a Faculty, shall have access to the proceedings of the Senate, Syndicate, Academic Council or Faculty, respectively, and to any documents connected with such proceedings.

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11(a) Qualification of the Registrar:

i. A Master's degree with at least 55% of marks or its equivalent grade of B in the UGC Seven Points Scale;

   a. A relaxation of 5% may be provided from 55% to 50% of the marks at the Master's level for the SC/ST category.

   b. 'B' in the seven point scale with UGC letter grades O,A,B,C,D,E & F shall be regarded as equivalent of 55% whenever the grading system is followed.

   c. The minimum requirements of 55% marks at Master's level shall not be insisted upon for Principals, Professors, Readers, Registrars, Deputy Registrars, Librarians, Deputy Librarians, Director/ Deputy Director of Physical Education for the existing incumbents who are already in the University system.

The minimum requirement in their case shall be at least 50% of marks at Master's level. However, the 55% of marks at Master's level should be insisted upon for those entering the system from outside and those at the entry points of Lecturers, Assistant Registrars, Assistant Librarians and Assistant Directors of Physical Education.

ii. At least 15 years of experience as Lecturer (Senior Scale)/ Lecturer with eight years in Reader's grade along with experience in educational administration;

[or]

Comparable experience in research establishment and /or other institutions of higher education;

[or]

15 years of administrative experience of which 8 years as Deputy Registrar or an equivalent post;

iii. Ph.D. qualification in the respective field is desirable

12. **(a) Controller of Examinations and Senior Deputy Registrar:-**

(i) It shall be competent for the Syndicate to appoint Controller of Examinations in the grade of Rs. 16400-450-20900-500-22400.

It shall competent for the Syndicate to appoint Senior Deputy Registrar in the grade of Rs.15,600-39,100 + GP 7,700.

12 (aa) The Senior Deputy Registrar shall devote his whole time to the duties of his office and shall perform such work as may from time to time be laid down by the Syndicate and generally render such assistance as may be desired by the Registrar, in the performance of his official duties.

12 (aaa) Qualification of the Controller of Examinations:

(i) A Master's degree with at least 55% of marks or its equivalent grade of B in the UGC seven point scale;

(ii) At least 15 years of experience as Lecturer (Senior Scale)/ Lecturer with eight years in Reader's grade along with experience in educational administration;

[or]

Comparable experience in research establishment and/or other institutions of higher education;

[or]

15 years of administrative experience of which 8 years as Deputy Registrar or an equivalent post;

(iii) Ph.D. qualification in the respective field is desirable.

(b) Deputy Registrars:-

It shall be competent for the Syndicate to appoint Deputy Registrars in the grade of Rs.15,600-39,100 + GP 7,600.

They shall devote their whole time to the duties of their office and shall perform such work as may from time to time be laid down by the Syndicate and generally render such assistance as may be desired by the Registrar, in the performance of their official duties.

13. Assistant Registrars:-

It shall be competent for the Syndicate to appoint Assistant Registrars in the grade of @ Rs. 15,600 – 39,100 + GP 6,600.

They shall devote their whole time to the duties of their office and shall perform such work as may from time to time be laid down by

the Syndicate and generally render such assistance as may be desired by the Registrar in the performance of their official duties.

14. The Senior Deputy Registrar, the Controller of Examinations, Deputy Registrars and Assistant Registrars shall be governed as regards leave, Provident fund, gratuity, pension and retirement, by the Statutes and Ordinances governing conditions of service of the establishment of the University contained in Chapter XXIV of the Laws of the University, Volume I, in so far as they apply.

CHAPTER VIII

UNIVERSITY DEPARTMENTS

Statute. University Departments of Study and Research.

1(a) A University Department of Study and Research is one established by Statute and under the direct control of the University.

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1 (b). 'A University School', means a group of University Departments of Study and Research, formed and approved by the Syndicate.

1 (c). 'Dean' means any Head of a University Department of Study and Research who is designated as Dean by the Syndicate to be the Head of a School or Schools for such period as the Syndicate may decide.

2. Statute - Subjects - Provision of Departments :

There shall be University Departments of Study and Research in the following branches of knowledge:

1. Madras Centre:

(1) Indian History; (2) Ancient History and Archaeology; (3) Economics; (4) Econometrics; (5) Politics and Public

Administration; (6) Indian Philosophy; (7) Psychology; (8) Mathematics; (9) Statistics; (10) Centre of Advanced Study in Crystallography and Bio-Physics; (11) Theoretical Physics; (12) Nuclear Physics; (13) Organic Chemistry; (14) Inorganic Chemistry; (15) Physical Chemistry; (16) Analytical Chemistry; (17) Biochemistry; (18) Botany; (19) Zoology; (20) Geology and Geophysics; (21) Applied Geology; (22) Anthropology; (23) Technology; (24) Legal Studies; (25) Commerce; (26) Management Studies; * (27) Architecture; (28) Sanskrit; (29) Tamil Literature; (30) Tamil Language; (31) Telugu; (32) Kannada; (33) Malayalam; (34) Arabic, Persian and Urdu; (35) Hindi (36) English; (37) Indian Music; (38) Sociology; (39) Area Studies; (40) Library and Information Science; (41) Journalism and Communication; (42) Education; (43) Adult and Continuing Education; (44) Defence Studies; (45) Geography; (46) Jainology; (46) (a) Criminology; (47) Polymer Science; (48) French and other Foreign Languages; (49) Russian; (50) Energy; (51) Chair on Tamil Christian Literature; (52) Vaishnavism; (53) Anna Centre for public Affairs; (54) Islamic Studies; (55) Agro Economics Research Centre; (56) Saiva Siddhantha; (57) Computer Science. (58) St. Thomas Department of Christian Studies. (59) Bio-Technology. (60) Dr. Ambedkar Centre for Economic Studies; (61) Physical Education; (62) Chair on Korean Studies; (63) Rajiv Gandhi Chair on Contemporary Studies; (64) Centre for Natural Hazards and Disaster Studies; (65) Centre for Ocean & Coastal Studies (COCS); (66) Centre for Environmental Science (CES); (67) Centre for Population Studies (CPS); (68) Centre for Herbal Science (CHS); (69) Centre for Infrastructural Management Studies (CIMS); (70) Centre for Research on Dravidian Movement; (71) Mahatma Gandhi Centre for Peace and Conflict Resolution. (72) National Centre for Nano Science and Nano Technology; (73) Centre for Cyber Forensics and Information Security; (74) Department of Network System and Information Technology; (75) Department of Bio-informatics; (76) Department of Material Science; (77) Department of Social Work; (78) Department of Women Studies; (79) Sangappalagai for Tamil Development; (80) Madras

* Since transferred to Anna University

University Centre for Advanced Research and Development; (81) National Centre for Neurotoxicity Research to Assist Drug Development; (82) Centre for Endangered Languages; (83) Centre for Stem Cell Research; (84) Centre for Water Resources Management; (85) Department of Counselling Psychology.

II. Dr. A.L. Mudaliar Post-graduate Institute of Basic Medical Sciences. Taramani:

(1) Medical Biochemistry; (2) Anatomy; (3) Physiology; (4) Microbiology; (5) Pharmacology and Environmental Toxicology; (6) Pathology; (7) Endocrinology; and (8) Genetics.

III Institute of Distance Education

IV. Post – Graduate Extension Centre, Vellore:*

(1) Zoology; (2) Economics; and (3) Chemistry.

V. Post-graduate Extension Centre, Salem:**

(1) Geology; (2) Mathematics; and (3) Commerce.

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Statue. Department of Teaching

3. A Department of Teaching is one which deals with a branch of knowledge pursued in the University and which is comprised within a Faculty of the University.

Statue. Autonomous Department / School

4. (a). 'Autonomous Department / School' means any Department / School of Departments designated as Autonomous Department / School of Departments for this purpose.

Statue. Schools of University Departments

4. (b) The University Departments of Study and Research specializing in the different branches of a particular discipline shall be formed into a School with a view to promote interdisciplinary and common interests of the departments.

* Transferred to Thiruvalluvar University under Tamil Nadu Act, 2002

** Transferred to Periyar University under Periyar University Act, 1997 (Tamil Nadu Act 45 of 1997)

5. The Syndicate may confer the status of autonomy on a Department/School of Departments of the University to conduct specified courses of study, subject to the conditions set forth below:

6. An autonomous Department / School will have autonomy in the matter of-

(i) framing syllabi and course contents adopting a pattern common to Departments / Schools;

(ii) arranging for instruction to students through courses conducted within the Departments / Schools;

(iii) arranging for instruction in related interdisciplinary or optional subjects through other autonomous department / school of the University;

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(iv) devising methods of assessment of the students ;

(v) conducting examinations and applying such other methods of assessment as may be decided upon, and thereby evaluating the level of attainment of the students in relation to the requirements for the award of a degree, diploma; provided however that the evaluation of Ph.D. theses shall be arranged for by the Syndicate;

(vi) framing regulations for admission of students, subject to Statue 9 below.

7. (a) there shall be a Board of studies for each Autonomous School, which shall consist of –

(i) The Dean of the School (Ex-Officio-Chairman)

(ii) Heads of Departments belonging to the School (Ex-Officio)

(iii) One other Professor from each Department, where there are Professors other than the Heads of the Department.

(iv) One Reader and one Lecturer from each Department of the School.

(v) Three outside experts to be appointed by the Vice-Chancellor on the recommendation of the Dean of the School made in consultation with the Heads of the Departments belonging to the School.

(b) The members coming under (a) (iii) and (iv) *supra* shall serve for a term of one academic year, and shall be nominated by the Head of the Department concerned by rotation in order of seniority in their respective cadres within the Department.

(c) In the case of *Autonomous Departments*, the Head of the Department will be the Ex-Officio Chairman of the Board of Studies, and all other permanent academic staff members of the Board. Three outside experts will be appointed by the Vice-Chancellor to the Board on the recommendation of the Head of the Department.

(d) The term of office of outside experts shall be three years.

(e) The Dean of the School/ Head of the Department shall be the Chairman of the Board of Studies.

8. (a) There shall be an *Autonomous Academic Council* for all the Departments / Schools granted autonomy by the University. The decisions taken by the Autonomous Academic Council will not be subject to any further ratification by the Academic Council of the University or any other statutory bodies.

(b) The Autonomous Academic Council shall consist of –

(i) The Vice-Chancellor;

(ii) The Deans of the Autonomous Schools / Heads of Departments;

(iii) Heads of Departments in the Autonomous Schools;

(iv) THREE members nominated by the Academic Council;

(v) THREE members nominated by the Senate;

(vi) THREE members nominated by the Syndicate;

(vii) ONE Professor other than the Head of the Department from each Autonomous School / Department selected by rotation according to seniority;

(viii) ONE Reader from Autonomous Department / Schools selected by rotation according to seniority;

(ix) ONE Lecturer from each autonomous Department/School selected by rotation according to seniority.

The term of office of the nominated / selected members under category (iv), (v), (vi), (vii), (viii), and (ix) will be for a period of ONE academic year.

(c) The Vice-Chancellor shall be Chairman of the Council. In the absence of the Vice-Chancellor at any particular meeting, the Autonomous Academic Council will elect from among its members the Chairman for the meeting.

(d) The Autonomous Academic Council shall be authority to make regulations governing the general requirements common to all Autonomous Department/Schools for qualifying for degrees/diplomas in each faculty. These requirements may include the pattern of courses and examinations and the mode of presentation of the results of evaluation of the candidates for the degrees, diplomas, etc.

9(a) The minimum qualifications for admission of students to courses of studies offered by the autonomous Departments / Schools shall not be less than those laid down by the University for the courses of study concerned, subject to rules of reservation for candidates belonging to Scheduled Castes, Scheduled Tribes and Backward Classes laid down by the State Government from time to time.

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(b) The minimum requirement for qualifying in the examination and classification of candidates in these examinations shall not be less than those prescribed by the University.

10. Degree, titles, diplomas and other academic distinctions shall be conferred by the University on those persons who have been certified by an Autonomous Department/School as being qualified for the same after having pursued an approved course of study in, and having been duly examined by the Department/School. The name of the Autonomous Department/School shall be indicated in the Diploma issued to the candidates.

11. The Syndicate shall have power to revoke the autonomy conferred on any Department / School at any time for any valid reason.

12. (a) An University Department/School may be conferred the status of autonomy for a period not exceeding five years in the first instance subject to review of the functioning of the Department/School at the end of three years.

(b) It shall be competent for the Syndicate to extend the period beyond five years on an application made by the Department/School.

13. Notwithstanding the conferment of autonomous status on any Department/School, all provisions of the Act, the Statutes, the Ordinances and the Regulations of the University shall be applicable to the Autonomous Department/School, except those relating to matters specified in these Statutes. The University shall continue to exercise its general power of supervision over such an Autonomous Department/ School.

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*CHAPTER IX

(STATUTES AND ORDINANCES)

UNIVERSITY PROFESSORSHIPS, EMERITUS PROFESSORSHIPS, READERSHIPS AND ¥LECTURERSHIPS, UNIVERSITY LECTURES

Power to institute Professorships, etc.

1. The Senate shall have powers to determine from time to time, after considering from recommendations of the Academic Council and the Syndicate, the subjects for which Professorships, Readerships, Lectureships, or other teaching posts should be instituted and the several terms and the conditions subject to which such Professorships, Readerships, Lecturerships, or other Teaching posts should be instituted.

Abolition or suspension of Professorships etc.

2. The Senate shall have power to suspend or abolish any Professorship Readership, Lecturership, or other teaching posts after report from the Syndicate and the Academic Council thereon.

3. *Teachers of the University shall be of three classes:*

Classes of Teachers

Professors, Associate Professors and Assistant Professors. Incumbent Readers and Lecturers (Selection Grade) who have completed 3 years of service as on 01.01.2006 and direct recruits shall be re-designated as Associate Professor. Wherever the designation Lecturer and Reader occur in the Calendar the same shall be read as Assistant Professor and Reader/ Associate Professor respectively. The duties of Associate Professors and Assistant Professors shall be (a) to teach and (b) to engage in

* Statute framed under the Act of 1923 and remaining in force under Section 56 of the Act as amended, until they are replaced.

Note: Wherever the designation Lecturer and Reader occurs in the Calendar the same shall be read as Assistant Professor and Reader/Associate Professor respectively.

research. The duties of Professors shall include in addition to teaching and research the guidance and co-ordination of studies in their subjects in consultation and co-operation with the colleges".

3-A. Emeritus Professors : Notwithstanding anything contained in the Statutes, it shall be competent for the Syndicate to appoint distinguished Professors of repute who have retired from the services of this or of any other University or an affiliated college of this or of any other University as Emeritus Professors on such terms as may be decided upon by the Syndicate.

Honorary Teachers.

4. It shall be open to the Syndicate to appoint Teachers of the University without salary to take part in University work in their respective subjects.

Power to suspend Professorships, etc.,

5. The Syndicate shall have power, upon sufficient cause shown and after due investigation, by a resolution approved of by not less than two-thirds of the members of the Syndicate, to suspend any Teacher of the University from office and from the emoluments thereof in whole or in part for any period not exceeding one year, or to require him to retire, or to deprive him of office and during the suspension of any Teachers to make provision for his work; provided no such sentence of suspension, etc, shall have effect until approved by His Excellency, the Chancellor.

Ordinance

6. Qualifications for teachers in the Departments of the University; The following shall be qualifications of the teachers in the Departments of the University:

(i) *Professor*: An eminent scholar with published work of high quality, actively engaged in research, with 10 years of experience in post-graduate teaching and /or experience in research at the University / National Level Institutions, including experience of guiding research at doctoral level; (or) An Outstanding scholar with established reputation who has made significant contribution to knowledge.

In exceptional cases, the teachers with 15 years of UG teaching / research experience could also be considered.

(ii) *Reader:* (i) Good academic record with a doctoral degree or equivalent published work, addition to these, candidates, who join from outside the University system, shall also possess atleast 55% of the marks or an equivalent grade of B in the 7 point scale, with letter grades O, A, B, C,D,E and F at the Master's degree level.

ii) A Master degree with at least 50% of marks or its equivalent grade 'B' in the seven point scale.

iii) Good academic record with a Ph.D. degree or equivalent published books.

iv) 5 years of experience of teaching and / or research excluding the period spent for obtaining the research degrees and has made some measure in the areas of scholarship as evidenced by quality of publication / contribution to educational innovation, design of new courses and curricula.

(iii) *Lecturer:*

(i)Good Academic record with atleast 55% of the marks or an equivalent grade of B in the 7 point scale with letter grades O, A, B, C, D, E & F at the Master's Degree level, in the relevant subject from an Indian University or an equivalent degree from a foreign University.

Besides fulfilling the above qualifications, candidates should have cleared the eligibility (NET) for Lecturers conducted by the UGC, CSIR (OR) similar test accredited by the UGC.

NET/SLET shall remain the minimum eligibility condition for recruitment and appointment of Lecturers in Universities / Colleges/ Institutions.

Provided, however, that candidates, who are or have been awarded Ph.D., degree in compliance of the "University Grants Commission (minimum standards and procedure for award of Ph.D. Degree)

Regulation 2009, shall be exempted from the requirement of the minimum eligibility condition of NET/SLET for recruitment and appointment of Lecturer or equivalent positions in Universities / Colleges / Institutions."

"Provided that any relaxation in the prescribed qualifications can only be made by the University Grants Commission in a particular subject in which NET is not being conducted or enough number of candidates are not available with NET qualifications for a specified period only.

(This relaxation, if allowed, would be given based on sound justification and would apply to affected Universities for that particular subject for the specified period. No individual applications would be entertained.)

(ii) A relaxation of 5% may be provided, from 55% to 50% of the marks, at the Masters Level for the SC/ST categories, physically handicapped and visually challenged persons.

(iii) A relaxation of 5% may be provided from 55% to 50% of the marks to the Ph.D. degree holders who have passed their master's degree prior to 19th September 1991.

(iv) The Ph.D. should continue to be a compulsory requirement for the designation of Reader. However for other categories, like Registrars, Librarians and Physical Education Directors, the Ph.D. should be desirable and not an essential qualification.

The above qualification for Lecturers / Readers / Professors will be strictly applicable to new entrants / promotions to these posts.

Subject to the fulfillment of the above general qualifications, it shall be competent for the Vice-Chancellor to specify the particular field of specialization under the main subject for the posts of Professor, Reader or Lecturer on the recommendation of the Head of the Department or in consultation with such experts as may be considered necessary by him in the case of new departments established by the competent authority.

Note: The existing qualifications for the post of Professor and Reader for the Department of Defence Studies and Education have been modified and shown under the Ordinance 6(i) and 6(ii) and in respect of Lecturer the existing ordinance under 6-A is repealed and it has now been modified under the ordinance 6(A) as prescribed by the UGC Guidelines 1998 for the Department of Humanities, Social Science, Science, Commerce, Education and Physical Education.

6-A Educational Qualification for the post of Lecturer for the Departments of Humanities, Social Science, Science, commerce, Education, Physical Education.

Good academic record with atleast 55% of the marks or an equivalent grade of B in the 7 point scale with letter grades O,A,B,C,D,E, and F at the Master's degree level in the relevant subject from a Indian University, or an equivalent degree from foreign University. Besides fulfilling the above qualifications, candidates should have cleared the eligibility test (NET) for Lecturers conducted by the University Grants Commission (UGC), Council of Scientific and Industrial Research (CSIR) or similar test accredited by the UGC.

Subject to the fulfillment of the above general qualifications, it shall be competent for the Vice-Chancellor to specify the particular field of specialization under the main subject for the post of Professor, Reader, or Lecturer on the recommendation of the Head of the Department or in consultation with such experts as may be considered necessary by him in the cases of new departments established by the competent authority.

Note : The qualifications prescribed by the UGC for the Department of Journalism and Mass Communication will be incorporated afresh as Ordinance 6-B and the qualification of the Department of Music as Ordinance 6-C.

6-B Journalism and Mass Communication : Good academic record with at least 55% of the marks or an equivalent grade of B in the 7 point scale with letter grades O,A,B,C,D,E and F at the Master's

degree level in Communication/Mass Communication, Journalism from a Indian University or an equivalent degree from Foreign University. Besides, fulfilling the above qualifications, candidates should have cleared the eligibility test (NET) for Lecturers, conducted by the University Grants Commission. (or)

At Least 55% of the marks or an equivalent grade of B in the 7 point scale with letter grades O, A, B, C, D,E and F at the Master's degree level in the Humanities, Social Sciences / Sciences with atleast a Second Class Bachelor's Degree or Post-Graduate in Diploma in Communication / Mass Communication or Journalism from a recognized Indian University / National Institutes. Besides fulfilling the above qualifications, candidates should have cleared the eligibility test (NET) for lecturers conducted by the University Grants Commission (UGC), Council of Scientific and Industrial Research (CSIR) or similar test accredited by the UGC.

6-C Music: Good academic record with at least 55% of the marks or an equivalent grade of B in the 7 point scale with letter grades O,A.B,C,D,E and F at the Master's degree level in the relevant subject or an equivalent degree from an Indian / Foreign University. Besides fulfilling the above qualifications, candidates should have cleared the eligibility test (NET) for Lecturers conducted by the University Grants Commission (UGC), Council of Scientific and Industrial Research (CSIR) or similar test accredited by the UGC.(or)

SEVEN POINT SCALE

Grade	*Grade Point*	*Percentage Equivalent*
'O' Outstanding	5.50 - 6.00	75 – 100
'A' Very Good	4.50 - 5.49	65 - 74
'B' Good	3.50 - 4.49	55 – 64
'C' Average	2.50 – 3.49	45 – 54
'D' Below Average	1.50 – 2.49	35 – 44
'E' Poor	0.50 – 1.49	25 – 34
'F' Fail	0 – 0.49	0 – 24

A traditional or a professional artist with a highly commendable professional achievement in the concerned subject.

Consequently, the existing Ordinance 6-C, the qualifications for the teaching posts in the PGIBMS, Taramani will be renumbered as 6-D.

However, the powers vested with the Vice-Chancellor to specify the particular field of specialisation under the main subject for the post of Professor, Reader or Lecturer on the recommendations of the Head of the Department or in consultation with such expert will continue as general qualification in the respective Ordinances viz. 6-A, 6-B, 6-C and 6-D.

6-D. Notwithstanding anything contained in the preceeding paragraphs, the qualifications for the teaching posts in the Dr. A L. Mudaliar Post-graduate Institute of Basic Medical Sciences, Taramani, Madras shall be as follows:

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ANATOMY

Professor:

(i) M.Sc. with Ph.D. or D.Sc. in Anatomy /M.S. with Ph.D. or D.Sc. in Anatomy.

(ii) Five years of teaching and research experience as Reader in a Medical/Dental/Research Institution.

Reader:

(i) M.Sc. with Ph.D. in Anatomy/M.S. with Ph.D. in Anatomy or D.Sc. in Anatomy.

(ii) Three Years of teaching and research experience as Lecturer in a Medical/Dental/Research Institution.

Lecturer:

(i) M.Sc. Anatomy/M.S. Anatomy (ii) Three years of teaching / research experience in a Medical/Dental/Research Institution.

MEDICAL BIOCHEMISTRY

Professor:

A First or Second Class Post-graduate Degree with Ph.D. in the concerned/related interdisciplinary subject with not less than 10 years of post-graduate teaching and research experience and a proven academic record with creditable publications and evidence for active independent research and research guidance.

Reader:

A first or Second Class post-graduate Degree with Ph.D. in the concerned/related interdisciplinary subject with not less than five years of teaching and research experience of which three years should be at the post-graduate level.

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Lecturer:

(i) A first or second class post-graduate degree with State/UGC – CSIR National Level Screening test qualification or M.Phil or Ph.D. in the concerned/related interdisciplinary subject with not less than three years of teaching/research experience (ii) Besides the above, candidates with a Post-graduate Degree in Medical, Veterinary and other professional faculties in the concerned subject with not less than three years of teaching/research experience are also eligible.

MICROBIOLOGY

Professor:

A first or second class post-graduate degree with Ph.D. in Microbiology/related interdisciplinary subject with not less than 10 years of post-graduate teaching and research experience and proven academic record with creditable publications and evidence for active independent research and guidance.

Reader:

(i) A first or second class post-graduate degree with Ph.D. in Microbiology/ related interdisciplinary subject with not less than five years of teaching and research experience of which three years should be at the post-graduate level, (ii) Besides the above qualification, candidates with M.B.B.S. and M.D. in Microbiology with not less than five years of teaching and research experience of which 3 years should be at the post-graduate level are also eligible.

Lecturer:

(i) A first or second class post-graduate degree with state UGC-CSIR National Level Screening Test qualification or M.Phil. or Ph.D.. in Microbiology/related interdisciplinary subject with not less than three years of teaching/research experience, (ii) Besides the above, candidates with a post-graduate degree in Microbiology in Medical, Veterinary and other Professional faculties in the concerned subject with not less than three years of teaching / research experience are also eligible.

PATHOLOGY

Professor:

Candidates with MBBS with MD/Ph.D./D.Sc. in the concerned subject with not less than 10 years of Post-graduate teaching and research experience at Medical college/Research Institute and proven academic record.

Reader:

Candidates with MBBS with MD/Ph.D./D.Sc. in the concerned subject with not less than five years of teaching and research experience of which three years should be at the post-graduate level.

Lecturer:

Candidates with MBBS with MD/Ph.D./D.Sc. in the concerned subject

PHARMACOLOGY AND ENVIRONMENTAL TOXICOLOGY

Professor:

A first or second class post-graduate degree with Ph.D. in Pharmacology/Environmental Toxicology and related interdisciplinary subject with not less than 10 years of Post-graduate teaching and research experience and a proven academic record with creditable publications and evidences for active independent research and research guidance.

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Reader:

A first or second class Post-graduate degree with Ph.D. in Pharmacology/Environmental Toxicology and related interdisciplinary subject with not less than 5 years of teaching and research experience of which three years should be at the post-graduate level (ii) for the teaching posts specified exclusively for Pharmacology, candidates with a post-graduate degree in Pharmacology, from faculties of Medicine or Veterinary or Pharmacy with not less than 5 years of teaching and research experience of which three years should be at the post-graduate level are eligible.

Lecturer:

(i) A first or second class Post-graduate degree in Pharmacology, Environmental Toxicology and related inter-disciplinary subject with not less than 3 years of teaching/research experience (ii) In case of post-graduates in Faculty of Science, State/UGC-CSIR National level

Screening Test qualification or M.Phil or Ph.D. in the concerned subject or a related inter-disciplinary subject is essential. (iii) For the teaching posts specified exclusively for Pharmacology, candidates with a post-graduate degree in Pharmacology from faculties of Medicine or Veterinary or Pharmacy with not less than three years of teaching/ research experience are only eligible.

PHYSIOLOGY

Professor:

A first or second class Post-graduate degree with Ph.D. in the concerned /related inter-disciplinary subject with not less than 10years of post-graduate teaching and research experience and a proven academic record with creditable publications and evidence for active independent research guidance.

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Reader:

A first or second class post-graduate degree with Ph.D. in the concerned/related inter-disciplinary subject with not less than 5 years of teaching and research experience of which three years should be at the post-graduate level (ii) For Department of Physiology besides the above qualifications, candidates with MBBS and MD/MS in the concerned subject with not less than five years of teaching and research experience of which three years should be at the post – graduate level are also eligible.

Lecturer:

(i) A first or second class post-graduate Degree with State/UGC/ CSIR National level Screening Test qualification or M.Phil or Ph.D. in the concerned/related inter-disciplinary subject with not less than three years of teaching/research experience (ii) Besides the above, candidates with a post-graduate degree in Medical, Veterinary and other professional faculties in the concerned subject with not less than three years of teaching/research experience are also eligible.

ENDOCRINOLOGY

Professor:

A first or high second class post-graduate degree with M.Phil and Ph.D. in the subject; Not less than 10 years of Post-graduate teaching and research experience in guiding and supervising independently research scholars for Ph.D. Degree in the subject and in handling independent research projects of applied nature; with publication of research papers in accredited national and international Journals.

Reader:

A first or high second class post-graduate degree with M.Phil. and Ph.D. Degree in the subject; Not less than 5 years of Post-graduate teaching and research experience. Experience in guiding and supervising research scholars for M.Phil. or Ph.D. Degree in the subject; Experience and specialization in modern techniques in the field; Publication of research papers in accredited National and International Journals.

Lecturer:

A first or high second class post-graduate Degree with M.Phil and Ph.D. Degree in the subject and a pass in state/UGC/CSIR National Level Screening Test of eligibility for Lecturership. Not less than three years of teaching/research experience with publication of research papers in accredited National and International Journals.

GENETICS

Professor:

A first or second class post-graduate degree with Ph.D. in the concerned/related inter-disciplinary subject with not less than 10 years of post-graduate teaching and research experience and a proven

academic record with creditable publications and evidences for active independent research and research guidance.

Reader:

A first or second class post-graduate degree with Ph.D. in the concerned/related inter-disciplinary subject with not less than 5 years of teaching and research experience of which three years should be at the post-graduate level.

Lecturer:

A first or second class post-graduate degree with State/UGC/CSIR National Level Screening Test Qualification or M.Phil. or Ph.D. in the concerned/related interdisciplinary subject with not less than three years of teaching/research experience.

Subject to the fulfillment of the above general qualifications

a) The Heads of the Departments shall specify the particular field of specialization under the concerned subject and the related inter-disciplinary subjects for the posts of Professor, Reader or Lecturer.

b) In case of Departments in need of faculties at the level of Professor, Reader or Lecturer from related inter-disciplinary areas, the posts shall be advertised as per the recommendations of the Heads of Departments for candidates qualified in the specified inter-disciplinary areas only and not in the concerned subject.

(c) In the case of new Departments to be established by the competent authority, it shall be competent for the Vice-Chancellor to specify the field of specialization in the concerned subject in consultation with such experts as may be considered necessary by him.

IMMUN0OLOGY

Professor: (i) A basic Medical degree MBBS (ii) A first or second class PG degree in Immunology, M.D Immunology or Ph.D. Degree

(iii) 11 years of teaching experience (of which 6 years as Reader).

Reader: (i) A basic medical degree MBBS (ii) A first or second class PG degree in Immunology or a Ph.D. Degree (iii) 6 years of teaching and research experience of which 3 years as Lecturer (iv) Non-medical graduate with M.Sc. Immunology with 6 years of teaching experience may also be considered.

Lecturer: (i) A basic medical degree MBBS, (ii) A first or second class PG degree in Immunology or a Ph.D. degree (iii) 3 years of teaching experience of which 1 year should be after PG qualification (iv) Non-medical graduates with M.Sc. Immunology with three years of teaching and research experience may also be considered.

Educational Qualifications for the posts of Librarian, Deputy Librarian, Assistant Librarian, Director of Physical Education and Assistant Director of Physical Education in the University.

6(E) Librarian: (i) Master's Degree in Library Science / Information science/ Documentation with atleast 55% of the marks or its equivalent grade of B in the UGC seven point scale and consistently good academic record.

(ii) At least thirteen years as Deputy Librarian in a University Library or eighteen year's experience as a College Librarian.

(iii) Evidence of innovative library service and organization of published work.

Desirable: M.Phil/Ph.D degree in Library Science / Information Science/ Documentation/Archives and Manuscript keeping.

Deputy Librarian: (i) Master Degree in Library Science / Information Science/ Documentation with at least 55% of the marks or its equivalent grade of B in the UGC seven point scale and consistently good academic record.

(ii) Five years experience as an Assistant University Librarian / College Librarian.

(iii) Evidence of innovative library services published work and professional commitment, computerization of Library.

Desirable: M.Phil/Ph.D degree in Library Science / Information Science / Documentation/Archieves and Manuscript keeping, computerization of Library.

Assistant Librarian/ Documentation Officer: (i) Qualifying in the National Level Test conducted for the purpose by the UGC or any other agency approved by the UGC.

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

6-(F) Director of Physical Education: (i) Ph.D. in Physical Education.

(ii) Experience of atleast ten years as University Deputy Director of Physical Education or Fifteen years as University Assistant Director of Physical Education / College Director of Physical Education (Selection Grade).

(iii) Participation in at least two National / International Seminars / Conference.

(iv) Consistently good appraisal reports.

(v) Evidence of organizing competitions and conducting coaching camps of at least two week's duration.

(vi) Evidence of having produced good performance teams / Athletes for competitions like State / National / Inter-University / Combined University etc.

Assistant Director of Physical Education and Sports: (i) Master's degree in Physical Education (2 years course) or Master's degree in Sports or an equivalent degree with atleast 55% of the marks

or its equivalent grade of "B" in the UGC 7 point scale plus a consistently good academic record.

(ii) Record of having represented the University / College at the Inter – University / Inter – Collegiate competitions or the State in National Championships.

(iii) passed the Physical fitness test.

(iv) Qualifying in the national Test conducted for the purpose by the UGC or any other agency approved by the UGC.

6-(G) The rule of reservation shall apply to all categories of posts of which the cadre strength is more than one. Each teaching and research department shall be taken as an individual unit for each cadre and communal reservation and rotation be followed as per Government directives in force and also in accordance with the amendments issued from time to time.

Communal reservation and roster be applied to the post when its cadre strength exceeds one.

7. FULL-TIME TEACHERS OF THE UNIVERSITY

Committee to appoint Teachers

For the post of Lecturer:

1. The Vice-Chancellor to be the Chairperson of the Selection Committee.

2. Three experts in the concerned subjects to be invited on the basis of the list recommended by the Vice-Chancellor and approved by the Executive Council / Syndicate.

3. Dean of the concerned faculty / Head / Chairperson of the Department.

4. The Academician Nominated by the Visitor / Chancellor.

5. One SC/ST member in the cadre of Professor in the subject concerned from the University to be nominated by the Vice-Chancellor. In case of non availability of any SC/ST member in the cadre of Professor in the particular subject, the SC/ST member available in the cadre of professor in any other faculties may be considered, as a special case.

N.B: The quorum should be four out of which at least two outside subject experts must be present.

For the post of Reader:

1. The Vice-Chancellor to be the Chairperson of the Selection Committee.

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2. An academician who is the nominee of the Visitor / Chancellor.

3. Three experts in the concerned subjects to be invited on the basis of the list recommended by the Vice-Chancellor and approved by the Executive Council / Syndicate.

4. Dean of the Faculty.

5. Head / Chairperson of the Department.

6. One SC/ST member in the cadre of Professor in the subject concerned from the University to be nominated by the Vice-Chancellor. In case of non availability of any SC/ST member in the cadre of Professor in the particular subject, the SC/ST member available in the cadre of Professor in any other faculties may be considered, as a special case.

N.B: At least four members including two outside experts, must constitute the quorum.

For the post of Professor:

The process of Selection should involve inviting the bio-data and reprints of three major publications of which one could be a book or research report, before interview and getting them assessed by the same three external experts, who are to be invited for the interview. The assessment report must be placed before Selection Committee. The composition of the Selection Committee for the post of a Professor will be the same as proposed for the post of Reader. It may be ensured that the process of selection in every case is transparent and credible.

Notwithstanding anything contained in the foregoing, it shall be competent for the Syndicate to promote on a subsequent date to the higher grade of Professor any person who was originally appointed in the grade of Reader and Head of the Department under the above procedure, provided that the original appointment of Reader as Head of the Department was made in exercise of a discretion left to the Syndicate to appoint any person either in the grade of Reader or in the grade of Professor.

Notwithstanding anything contained in the foregoing, it shall also be competent for the Syndicate to promote on a subsequent date to the higher grade of Professor or Reader, anyone who was originally appointed in a lower grade, provided such Professorships or Readerships have been instituted by the Senate after consulting the Academic Council, in order to be available for promotion of Teachers belonging to a specified category of University Department.

CAREER ADVANCEMENT SCHEME FOR TEACHERS:

7(a) : (i) The minimum length of service for eligibility to move into the grade of Lecturer (Senior scale) would be four years for those with Ph.D., five years for those with M.Phil, and six years for others as a Lecturer and for eligibility to move into the Grade of Lecturer (Selection Grade) / Reader, the minimum length of services as Lecturer (Senior Scale) shall be uniformly five years.

(ii) For movement into grades of Reader and above, the minimum of eligibility criterion would be Ph.D. Those teachers without Ph.D. can go upto the level of Lecturer (Selection Grade).

(iii) A Reader with a minimum of eight years of service will be eligible for consideration for appointment as a Professor.

(iv) For every upward movement, a selection process would be evolved for which appropriate guidelines would be laid down by the U.G.C. in consultation with the Government.

(v) If the number of years required in a feeder cadre are less than those stipulated in this notification, thus entailing hardship to those who have completed more than the total number of years in their entire service for eligibility in the cadre, may be placed in the next higher cadre after adjusting the total number of years.

7(aa) Previous service, as a Lecturer or equivalent in a University, College, National Laboratory, or other Scientific Organizations, e.g., CSIR, ICAR, DRDO, UGC, ICSSR, ICHR and as a University Grants Commission Research Scientist in the cadre of Lecturer, shall be counted for placement of Lecturer in Senior Scale/Selection Grade provided that;

(i) The post was in an equivalent grade/scale of pay as the post of a Lecturer;

(ii) The qualifications for the post were not lower than the qualifications prescribed by the University Grants Commission for the post of Lecturer;

(iii) The candidates who apply for direct recruitment should apply through proper channels;

(iv) The concerned Lecturer possessed the minimum qualifications prescribed by the University Grants Commission for appointment as Lecturer;

(v) The post was filled in accordance with the prescribed selection procedure as laid down by the University/State Government/ Central Government/ Institution's regulations;

(vi) For promotion from Reader to Professor the past services rendered as Reader/ Associate Professor (in the scale of pay of Rs.3700-5700 or revised scale of Rs.12,000-18,300) in any other recognized University/ College be counted for promotion to the post of Professor under Career Advancement Scheme.

Break in service up to One year may be condoned in the following cases:

(i) Termination of services of the teachers at the end of academic year.

(ii) Termination of services on account of no vacant positions.

(iii) The break of service caused due to joining from one aided college to another Government College / Aided College / University and from Government College to Aided Colleges.

(iv) Break in service for more than one year shall not be condoned.

(v) Such counting of services shall be considered only for promotion under CAS.

(vi) The monetary benefit for such counting of services shall be effected from the date of approval by the Syndicate of the University of Madras.

(vii) The counting of past services shall be restricted to maximum of two years and given effect after the completion of probationary period and confirmation of services.

(viii) The past services of the teachers in Government / Government Aided Colleges / University / Other recognized institutions as indicated in the said G.O who have put in service after obtaining Ph.D. or clearance of NET /SLET which is the norm of the UGC for PG teaching shall alone be counted.

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Counting of services in the cases where the Teachers put in past services in the University of Madras:

1. The past services of the Teachers of the University of Madras appointed on contract basis or as Teaching and Research Fellows on consolidated salary in the University Departments alone be considered for CAS, provided the candidates possessed Ph.D. / passed NET / SLET at the time of appointment.

2. The services put in by the teachers in the University as Guest Lecturers shall not be considered for counting.

3. Counting of past services shall be considered only once in career.

7(b) ***Alteration of Date of Birth:*** **-** (i) If, at the time of appointment, a teacher claims that the date of his birth is different from that entered in his SSLC or Matriculation Register or School records, he shall make an application to the University of Madras furnishing the evidence on which he relies upon and explaining how the mistake occurred. The application shall be forwarded to the Board of Revenue for report after investigation by an officer not below the rank of Deputy Collector and on receipt of the report, the appointing authority shall decide whether the alteration of date of birth may be permitted or the application may be rejected.

(ii) Provided that in the case of candidate who was born outside the State of Tamil Nadu, the investigation through the Board of Revenue shall be dispensed with, and the appointing authority shall examine and scrutinize the records that may be produced by the teacher and shall decide whether the alteration of date of birth may be permitted or the application may be rejected. The decision of the Syndicate is final.

(iii) After a teacher has entered into service, an application to alter the date of his birth as already entered in the official records shall be entertained only if such an application is made within five years of such entry into University service.

(iv) Any application received after five years after entry into service or any application, which is not supported by entries in Secondary School Leaving Certificate, School, College or University records, birth extract from records of local bodies or military discharge certificates, shall be summarily rejected.

(v) In considering the question of permitting an alteration on the date of birth as entered in the official records even when such entry is proved to have been due to a bonafide mistake, the appointing authority shall take into consideration the circumstances whether the applicant would normally be eligible for appointment to the post at the time of entry into service, had his age been correctly stated and what would have been its effect on his service and the service conditions of other teachers in the University service and may permit the alteration subject to such condition as they or it may deem fit to impose.

(vi) The procedure laid down in sub-rule (i) shall be followed in all cases where alteration of date of birth is proposed *suo moto* by the Head of Office on the basis of medical opinion, in the absence of any other authoritative records.

(vii) The decision of the Syndicate, who is the appointing authority shall be final.

7 (C) ***Correction of Date of Birth:*** After a person has entered, if it is found that the date of his birth entered in his Service Register is different from that entered in the SSLC book, which may be due to some clerical error or otherwise wrong entries, application for correction of such wrong entries shall be made to the appointing authority. Such correction in the official records can be made straightway by the Registrar.

Term of Office

8. Except in the case of experienced person who have already gained distinction in their subject and who are appointed as Professors, persons appointed to teaching posts of Lecturers, Readers and professors shall in the first instance be on probation for a term of two years in

their respective posts and such appointments shall be subject to confirmation at the end of that period on satisfactory completion of the period of probation. Thereafter, the appointment shall be permanent, subject to an age limit, which shall be 60 years however subject to the provisions in Law 5.

Provided that a teacher who has satisfactorily completed his probation in a lower teaching post and has been confirmed in that post shall not be required to put in a further period of probation if he is appointed to a higher teaching post subsequently.

A member of the teaching staff may be permitted to retire after attaining the age of 58 on proportionate pension.

Short term appointments

9. Nothing in Law 8 shall prevent the establishment in special cases of short term appointments with special arrangements as regards salary.

Conditions of Service

10. A Paid Teacher of the University shall not engage in remunerative work other than that of his office without the express permission of the Syndicate.

10**-(a) Code of Professional Ethics:** A paid Teacher of the University shall follow the 'Code of Professional Ethics' as furnished in **Appendix-E**.

10(A) Code of Conduct and Discipline for Avoidance of Sexual Harassment and Maintenance of Equality of Opportunity is as furnished in **Appendix – F**.

Pension-cum-Provident Fund-cum-Gratuity-cum-Insurance.

11. Permanent full-time teachers of the University recruited from the 1st April 1961 shall be entitled to benefits of Pension-cum-Provident Fund-cum-Gratuity-cum- Insurance in accordance with the rules which are appended to this Chapter, provided that a teacher who is already in service shall have the option of remaining under the existing Provident Fund rule or of coming under the new scheme of Pension-cum-Provident Fund-cum-

Gratuity-cum-Insurance. Such option shall be exercised by a teacher in writing and shall be communicated before the 30th June 1961 to the Registrar. The option once exercised shall be final.

Teacher to remain Madras during term time

12. Teachers of the University shall be required to live in Madras* except during the vacation time and during ordinary or combined leave. Permission to leave Madras during term time may be granted by the Syndicate or in a case of urgency by the Vice-Chancellor.

Holidays and Vacation.

13.(i) Full-time teachers of the University, except those working in the Institute of Correspondence Education, shall be entitled to a summer vacation of two months from 1st May to the 30th June(both days inclusive) and all gazetted holidays in addition to those fixed by the Syndicate.

(ii) Full-time teachers working in the Institute of Correspondence Education shall be entitled to summer vacation of one month during April/May/June and one month during October/ November on staggering basis by rotation and all gazetted holidays in addition to those fixed by the Syndicate.

Power to grant leave.

14. The Syndicate shall have power to grant leave to Teachers of the University and to pay leave allowances, in accordance with such rules as may be prescribed.

Leave and Leave allowances

15. Leave cannot be claimed as of right; and when the exigencies of the University so require, discretion to refuse or revoke leave of any description is reserved to the authority empowered to grant it, viz, the Syndicate.

16. Casual leave may be granted for not more than ten days at a time including holidays or twelve days in all in an year. In addition,

* Now Madras known as Chennai

three days 'Restricted Holidays' may be granted to a teacher in a calendar year.

17. Ordinary leave on half salary will be earned by a teacher of the University at the rate of one month for every academic year, including the summer vacation, with the privilege of accumulating such leave upto maximum period of 16 (sixteen) months.

18. (i) Ordinary leave on half salary earned by a teacher of the University may be converted into ordinary leave on full salary for half the period at the option of the teacher; and ordinary leave on half salary or on full salary may be combined with the vacation, provided that the combined leave does not exceed six months. However, in the case of sabbatical leave, a teacher shall be allowed to avail of leave standing to his credit upto a maximum of 12 months including vacation. The rate of leave salary shall be based on the last drawn prior to his proceeding on leave.

(ii) The Earned Leave on half pay at credit on the date of retirement of University teachers, shall be encashed by the teacher subject to a maximum of eight months on full pay. The University teachers be permitted to surrender earned leaved for 15 days, on full pay, for the purpose of encashment once in 12 months or 30 days on full pay once in 24 months without actually going on leave.

(iii) The Earned Leave on Half pay at credit on the date of death of the University Teachers, on or after 01-07-96 shall be encashed subject to a maximum of eight months on full pay".

(iv) (a) Leave on Private Affairs:-

The unearned leave on private affairs shall be granted to permanent University teachers for a period of 3 months for the first 10 years of service which may be carried forward beyond 10 years when alone the University teachers shall be made eligible for full period of 6 months.

(b) The leave on private affairs may be combined with earned leave but the total amount of leave so combined, admissible at any one time, shall be limited to six months.

(c) Fifty percent of leave on private affairs standing to the credit on the retirement of University teachers shall be encashed by the teachers subject to a maximum of 90 days.

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

(a) Eligibility: Professors in the University shall be eligible for Sabbatical Leave after a Continuous Service of six years in this University for purposes of study , research and writing books/ manuals within the country or abroad. Sabbatical leave can be availed for a period of six months for every three years of Continuous Service in this University as Professor.

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(b) Application and Report: The Programme to be followed during Sabbatical Leave shall be submitted to the University for approval along with the application for grant of leave at least two months in advance and on return from leave, the teacher shall submit a report to the University on the nature of work undertaken during the period of leave along with the Publications, if any, at the time of joining duty.

(c) In reckoning the service in the Professor's grade for this purpose, three years service rendered without any break in this University will be taken into account. It should not be intervened by any absence for a period exceeding three months [excluding vacation]. In reckoning the services the period of attending conferences, workshops, seminars and casual leave, medical leave or earned leave for a period not exceeding three months will not be counted as break in service. For any absence for a period exceeding three months, service for an additional period of equal duration will have to be rendered for the completion of three years service, for purpose of sabbatical leave.

(d) Sabbatical leave shall be granted for a period of six months including vacation. Vacation shall not be allowed to be prefixed or suffixed with Sabbatical leave

(e) Sabbatical Leave may be granted in two spells of one year each only, or in four spells of six months each only, or combination during the entire period of service as Professor in this University. There shall be a gap of not less than three years of approved service before availing each spell of six months of Sabbatical Leave. Sabbatical Leave can be availed in six months or one year or as part thereof. However, such spell shall be accounted as a term of six months or one year as the case may be.

(f) During the period of sabbatical leave the Professor shall be relieved from all academic and administrative responsibilities except guiding of research students and executing research projects. Such responsibilities of the Professor shall be assigned to the next senior person of the department.

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(g) During the period of Sabbatical Leave, the Professor shall be allowed to draw the increment on the due date and the period of leave shall also count as service for purposes of pension/retirement benefits, provided that the Professor re-joins the University on the expiry of his/her leave.

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

(i) A Professor on Sabbatical Leave shall not take up during the period of the leave, any regular appointment under another Organization in India or abroad. However, he/she shall be allowed to accept a fellowship or a Research Scholarship or an adhoc teaching or visiting professor/ fellow or research consultant with honorarium or any other form of assistance other than regular employment with the prior permission of the Syndicate.

(j) Service to be rendered after sabbatical leave: Notwithstanding the provisions applicable in sabbatical Leave the teacher availing sabbatical leave shall serve the University for a minimum period of two years before attaining the age of superannuation. However, the Syndicate may exempt teachers who are elevated as Vice-Chancellors, Director of National level Institutions/State Level Organizations or such other positions of repute from the above stipulation.

20. Salary during leave will be paid in rupees in India or at the current rate of exchange in London when the leave is taken out of India.

21. Leave not earned may be granted to a teacher subject to the following conditions:

(a) On Medical Certificate on full pay for a maximum period of eighteen months;

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Provided that sanction of such medical leave shall be regulated as follows with reference to the period of service put in by the teacher.

Period of Service	**Leave on Medical Certificate to which the teacher may be entitled**
(1)	(2)
Upto 5 years	3 months
More than 5 years but less than 10 years	6 months
More than 10 years but less than 15 years	9 months
More than 15 years but less than 20 years	12 months
More than 20 years	18 months

Provided also that the leave mentioned in Column (2) supra shall be reduced by the period of leave, if any, already availed of.

(b) Otherwise than on medical certificate for not more than 3 months at any one time and one year in the whole service, without allowances.

(c) Maternity leave on full salary may be granted to married women teaching staff for a period which may extend upto 90 days; which may be spread over from the pre–confinement rest to post-confinement recuperation at the option of the teaching staff.

The Maternity leave will not be admissible to a women staff member with more than three children. Maternity leave shall be allowed to married women staff members even for their third confinement if they are having two living children.

Non-permanent married women staff members who have completed one year of service which shall include period spent on leave with pay may also be granted maternity upto 90 days but they shall first exhaust their earned leave at credit and avail of the balance, if any, of the 90 days as Maternity leave.

21(d) Rules for the grant of Study leave to the Readers / Lecturers.

(1) Eligibility: A permanent whole time Lecturer or Reader in the University (Other than Professor of the University) with not less than two years of continuous service is eligible for study leave to pursue a special line of study or research directly related to his work in the University or to make a special study of the various aspects of the University organization and methods of education giving full plan of work; provided that the Syndicate of the University may in special circumstances of a case shall waive the condition of Two years' service being continuous.

(2) Service: (a) In computing the length of service, the time during which a person was on probation or engaged as a Research Assistant shall be reckoned; provided (i) the person is a teacher on the date of the application and (ii) there is no break in service.

(b) Study leave shall not be granted to a teacher who is due to retire within three years of the date on which he is expected to return to duty after the expiry of study leave.

(3) Duration: (a) Study leave shall be granted by the Syndicate on the recommendation of the Syndicate Committee, for a period of not more than two years save in very exceptional cases in which the Syndicate is satisfied that such extension beyond two years is unavoidable on academic grounds and necessary in the interest of the University.

(b) Study leave shall be granted more than once provided that not less than five years have elapsed after the teacher returned to duty on completion of earlier spell of study leave. For subsequent spell of study leave, the teacher shall indicate the work done during the period of earlier leave as also give details of work to be done during the proposed spell of study leave.

(c) Subject to a maximum period of absence from duty on leave not exceeding three years, study leave may be combined with earned leave, half pay leave, extraordinary leave or vacation, provided that the earned leave at the credit of the Lecturer shall be availed of at the commencement of study leave. When the study leave is taken in continuation of vacation, the period of study leave shall be deemed to begin to run on the expiry of the vacation.

(4) Salary: (a) During the period of Study leave, the Lecturer/ Reader shall be paid full pay and allowances as otherwise admissible at the rates applicable to him immediately prior to his proceeding on study leave.

(b) While determining the admissibility of Leave Salary during the period of Study leave, the following guidelines shall apply taking into account of amount of scholarship/fellowship or other financial assistance awarded to the teacher:

(i) US$ 40,000 and above per annum : Leave shall be granted Without pay.

(ii) US$20,000 and above but Below US$ 40,000 per annum : Leave on half pay.

(iii) Below US$ 20,000 per annum : Leave with full pay.

The monetary equivalent in respect of other currencies shall be reckoned suitably with respect to exchange values. In respect of the amount received in India, it shall be regulated as follows:

i) If the amount is equal or more than his monthly salary – Leave shall be granted without pay.

ii) If the amount is equal or more than half salary but below full salary – Leave on half pay.

iii) If the amount is less than half salary – Leave with full pay.

It shall be the duty of the teacher granted study leave to communicate immediately to the University, financial assistance received in any form by him during the course of the study leave from any person or institution what so ever.

(c) If a teacher who is granted study leave is permitted to receive and retain any remuneration in respect of part-time employment during the period of study leave, he shall ordinarily not be granted any study leave salary but in such cases, where the amount of remuneration received in respect of such part-time employment is considered inadequate, the Syndicate may determine the quantum of leave salary payable in each case.

(5) Service Benefits: A teacher granted study leave shall on his return and rejoining the service of the University be eligible to the benefit of the annual increments which he would have earned in the course of time but for his proceeding on study leave with no claim for arrears. The period of study leave shall count as service for purposes of retirement benefits, provided that the teacher rejoins the University and serve the prescribed period for which bond has been executed as a condition for grant of leave.

(6) Minimum Service to be rendered after Study leave:

(a) A teacher availing of study leave shall undertake that he shall serve the University continuously for DOUBLE the period of study leave subject to a maximum of three years from the date of his resuming duty after expiry of study leave.

(b) After the leave has been sanctioned, the teacher shall before availing of the leave, execute a bond in favour of the University in the prescribed form undertaking to serve the University for not less than DOUBLE the period of study leave subject to a maximum period of three years with two sureties acceptable to the University who shall be liable to pay to the University the amount recoverable from the teacher on his failure to fulfill the obligations of the Bond. In the alternative for sureties, the teacher may give security of immovable property or fidelity Bond of Insurance Company or a Guarantee from a Scheduled Bank acceptable to the University.

(c) A teacher (i) who is unable to complete his studies within the period of Study leave granted to him or (ii) who fails to rejoin the service of the University on the expiry of his study leave or (iii) who rejoins the service of the University but leave the service without completing the prescribed period of service after rejoining the service or (iv) who within the said period is dismissed or removed from service by the University, shall be liable to refund to the University the amount of leave salary, and allowances and other expenses incurred on the teacher or paid to him or on his behalf in connection with the course of study provided that if a teacher had served the University for a period of not less than half of the period of service under the Bond on return from leave, he shall refund to the University half of the amount calculated as above. In case the teacher had been granted study leave without pay and allowances, he shall be liable to pay to the University an amount equivalent to his four months pay and allowances last drawn as well as other expenses incurred by the University in connection with the course of study.

(d) If a teacher asks for extension of study leave and is not granted but does not rejoin on the expiry of the leave originally sanctioned he

will be deemed to have failed to rejoin the service on the expiry of his leave for purpose of recovery of the dues under this Rule.

(e) Notwithstanding the above, the Syndicate may order that nothing in this rule shall apply to a teacher who within three years of return to duty from Study leave is permitted to retire from service on medical grounds, provided that the Syndicate may in any other exceptional case, waive or reduce for reasons to be recorded, the amount refundable by a teacher under this rule.

(7) Cancellation: Study leave granted to a teacher shall be deemed to be cancelled in case it is not availed of within six months of its sanction, provided that where study leave granted has been so cancelled the teacher may apply again for such leave.

(8) Course of Study and Reports:

(a) No teacher who has been granted study leave shall be permitted to alter substantially the course of study or the programme of a research without the permission of the Syndicate. When the course of study falls short of study leave sanctioned, the teacher shall resume duty on the conclusion of the course of study unless the previous approval of the Syndicate to treat the period of short fall as ordinary leave has been obtained.

(b) The teacher shall submit to the Registrar six monthly reports of the progress in his studies from his supervisor or the Head of the Institution. This report shall reach the Registrar within one month of the expiry of every six-month of the study leave. If the report does not reach the Registrar within the time specified, the payment of salary may be deferred till the receipt of such report.

21(e) Rules for the grant of Lien to the teachers (Lecturers/ Readers/ Professors)

1. Eligibility to Apply:- Lien may be granted to a University teacher who is permanent whole time employee with not less than 3 (three) years of continuous service in the University.

2. Duration and Extension of Lien:- Lien shall be granted by the Syndicate for a maximum period of 3 (three) years only. However, such lien shall be for a initial period of one year and extendable annually for a further period of two years only. Lien shall be availed for a minimum period of six months and if availed in spells, not more than 3 spells in the entire service subject to the condition that the lien does not exceed three years, provided that sanction of lien shall be regulated as follows with reference to the period of service rendered by the teacher in this University.

Period of Service	***Lien permissible***
Up to 5 years	One year
More than 5 years but less than 15 years	Two years
More than 15 years	Three years

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3. Service Benefits:- A teacher granted lien shall be eligible for annual increments which he/she would have earned in the course of time but not eligible for claim of arrears. The period of lien shall count as service for purpose of retirement benefits provided that he/she has paid the leave salary contribution and pension contribution.

4. Service to be rendered after Lien:- Notwithstanding the provisions applicable in Sabbatical Leave and Study Leave, the teacher availing Lien shall serve the University for a minimum period of two years before attaining the age of retirement. However, the Syndicate may exempt teachers who are elevated as Vice-Chancellors, Director of National Level Institutions/State Level Organizations or such other positions of repute.

5. Application and Cancellation of Lien:- The request for lien shall be submitted two months in advance spelling out the exact date of proceeding on lien. For the extension of lien, the teacher shall submit his/her request at least one month in advance before the expiry of the lien. The Syndicate shall have the power to cancel the lien at any time..

The teacher who rejoins the duty before the expiry of the lien period, he/she shall be construed to have availed the lien in full to which the teacher has applied.

6. Prefixing or suffixing of lien with other leaves:- Notwithstanding the above provisions prefixing or suffixing of other leave facilities along with lien is applicable as per the Government rules.

7. Persons entering University Service on lien:- (i) The persons entering University Services on lien shall be permitted in the University Service for a initial period of one year and extendable annually for a period of two more years only.

(ii) If such person continues for a continuous period of three years, he/she shall be informed of the completion of lien period two months in advance or such person shall intimate his/her date of leaving to the University one month in advance (of three years period of lien).

(iii) The person who is selected for a permanent post by a selection committee entering the University service on lien shall not be permitted to continue his/her lien beyond three years or his/her date of confirmation after probation whichever is earlier.

(iv) For persons entering the University service on lien from other departments/ organizations/ institutions the retirement age is applicable as existing in the parent department only. Such persons shall avail the lien period in the University subject to date of retirement and proceed to the parent Department before two months of retirement.

PROFESSORS

Duties

22. It shall be the duty of a University Professor, as the Syndicate may direct, to deliver lectures, to conduct classes, to engage in research and do any other academic work related to the subject of his chair.

The Registrar shall request the Boards of Studies to submit to the Syndicate by the 31st March each year recommendations as to any course of lectures to be delivered by University Professors.

23. It shall be the duty of a University Professor to direct and supervise the work of research students in branches of knowledge related to the subject of his chair.

24. A University Professor shall, if so required, advise the Academic Council or the Syndicate with regard to any University course of study or examination or on other matters relating to the subject connected with the chair.

READERS AND LECTURERS

Readers and Lecturers- Duties.

25. In a University Department in which if there are Professors then the Senior most Professor shall be the Head of the Department and all other Professors, Readers and Lecturers, if any, shall work under the direction of the Professor and Head of the Department concerned with the subject, and shall assist him in the performance of his duties as defined in law 22, 23 and 24 of this Chapter.,

In a Department in which there is no Professor, but only Readers then the Senior most Reader, shall be the Head-in-charge of the Department, and all other Readers and Lecturers, if any, shall assist him and work under his direction.

In a Department in which there is no Professor or Reader, but only Lecturers then the Senior most Lecturer shall be the Head-in-charge of the Department, and all other Lecturers, if any, shall assist him and work under his direction.

Provided however that the above provision will not in any manner retract the power of the Syndicate to place any faculty member of the University in the rank of Professor of relevant School/Chairperson of the School as Head-in-charge of the Department, *if any urgent situation warrants.*

Duties-holders of particular posts.

26. The special duties of the holders of particular posts shall be such as may be prescribed.

PART-TIME TEACHERS

27. (a) Part-Time Teachers of the University shall be appointed only for special reasons, shall ordinarily be chosen from amongst the members of the staff of the affiliated and approved colleges and shall perform such duties as may be assigned to them.

27.(b) The Teachers of the Departments of the University shall also be drafted for remunerative Part-time teaching / Lecturership assignments within the departments or from other departments of the University only under circumstances of exigency, non-availability of experts in the required field of study, a component of University academic programme. Considerably disproportionate teaching man power to that of time bound teaching assignments and be engaged strictly outside office hours without being detrimental to the regular duty bound assignments of the teachers in the Departments. They shall perform such duties as may be assigned to them and be paid remuneration at the prescribed rates in force.

28. They shall be appointed for such periods and paid such salaries as may be fixed in each case regard being had to the grade of the teacher and to the amount of time he is to devote to the work of the University. They shall be entitled to a summer vacation of two months from the 1st of May to 30th of June (both days inclusive) and all gazetted holidays in addition to those fixed by the Syndicate.

UNIVERSITY LECTURES

29. The Syndicate shall have the power in consultation with the Boards of Studies to make from time to time arrangements for Lectures or courses of lectures on such subject as the Syndicate may select.

DEPUTATION OF THE TEACHERS OF THE UNIVERSITY

(a) The Syndicate shall have power to permit the teachers of the University on deputation as and when situations arise.

(b) Such period of deputation may be reckoned as service in the University for purposes of services and retirement benefits such as increments, pension, gratuity, etc. subject to the payment of the prescribed leave salary and pension contribution to the University of Madras either by the deputationist or the employer concerned. The deputationist may be exempted from payment of leave salary contribution to the University, if he opts to waive the leave benefits during the period of deputation.

(c) The rates of leave and pension contribution shall be on the scale prescribed by the State Government in respect of the Government servants of similar category of service.

(d) In case where leave salary contributions is paid to the University, the proportionate basic pay for the period of leave availed of by the deputationist during the period of deputation shall be paid by the University.

(e) In the exigencies of service, the Syndicate shall have the right to refuse any request for deputation; or may recall any deputationist before the expiry of the period of deputation.

(f) The University shall not be liable for action of the deputationists during the period of deputation, and any agreement or commitment between the deputationist and the employer during the period of deputation shall not be binding the University.

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NOTE: In the above Laws, wherever the words “Department” or “Departments” occur, they shall be taken to mean the University Departments of Study and Research, Vide Chapter VIII.

Gratuity-cum – Pension-cum-Provident fund-cum-Insurance Scheme for Teachers

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STATUTES

Section I – Definition and Scope of Application

1. *Title:* These rules shall be called "Gratuity-cum-Pension-cum – Provident Fund-cum-Insurance Scheme for Teachers" of the University of Madras.

2. *Application:* These rules shall come into effect from the 1st April 1961, and shall apply to all existing University Teachers who opt to come under these rules and to all the University Teachers who are recruited after that date. The option to come under this scheme or remaining in the existing Provident Fund Scheme shall be exercised by the Teachers in writing, and shall be communicated before the 30th June 1961, to the Registrar, and the option once exercised shall be final. The person who opts to come under the scheme will not be entitled to any Provident Fund other than such amounts as he had himself subscribed with interest accrued thereon.

Provided that these rules shall not apply to University Teachers appointed on or after the 1st April 2003, to services and posts in connection with the affairs of the University which are borne on pensionable establishment, whether temporary or permanent.

3. *Definitions* (i) "Teachers" shall mean such persons appointed by the University to give instructions on its behalf and who are working on a full-time and permanent basis. These rules shall not be applicable to part time teachers or to those recruited on a contract basis for definite periods or to Government servants already retired from Government service and re-employed in the University.

(ii) 'Qualifying service' shall mean service rendered in the University of Madras in a substantive post including the period spent

on probation. All services rendered under the University on a full time basis in a temporary or officiating capacity, following without interruption by confirmation in the same or another post shall count as a qualifying service,. Besides, a teacher shall be eligible for the qualifying service as additional period equal to the actual period not exceeding one fourth the length of his service, or the actual period by which his age at the time of recruitment exceeds 30 years, or a period of 5 years whichever is least.

Provided that this eligibility shall not be admissible in any case where the actual qualifying service at the time the teacher leaves the University service is less than 10 years or the teacher has not acquired the requisite qualifications prescribed for recruitment to the service or post, but is appointed to the post in relaxation of Rules;

Provided also that such addition to qualifying service shall be made for reckoning superannuation pension alone and not for any other class of pension.

Earned leave and leave not earned on medical certificate availed of shall count towards qualifying service. Study leave shall not count towards qualifying service.

"(ii-a) In calculating the length of qualifying service for purpose of Pension, a fraction of a year equal to 3 months and above shall be treated as a completed one half year and reckoned as qualifying service for determining the amount of Pension with effect from 1.1.1986."

(iii) "Emoluments" means the emoluments which the teacher was receiving at the time of his retirement or at the time of his leaving the University service and includes:-

(a) Pay,

(b) Personal pay,

(c) Special pay,

(d) Duty allowance,

(e) One half the difference between the substantive pay and the pay actually drawn in a higher officiating or temporary post in a regular capacity, and

(f) Such other emoluments as will be specially allowed to be reckoned by the Syndicate.

Pay means, the amount drawn monthly by a University servant as the pay which has been sanctioned for the post held by him, substantively or in an officiating capacity and special pay and personal pay, if any Special pay means, an addition of the nature of pay to the emoluments of a post or of a University servant granted in consideration of the specially arduous nature of his duties or of a specific addition to the work or responsibility.

Personal pay means, additional pay granted to a University servant:-

(a) To save him from a loss of substantive pay in respect of a permanent post due to a revision of pay or to any reduction of such substantive pay otherwise than as a disciplinary measure; or

(b) In exceptional circumstances, on other personal consideration.

(iv) 'Leaving University Service' means 'leaving with the approval of the University'.

4. "Average Emoluments" shall be the average of the emoluments as per definition (iii) calculated upon the last ten months of service.

(a) If, during the last ten months of his service, a teacher has been absent from duty on leave with allowances or having been suspended has been reinstated without forfeiture of service, his emoluments for the purpose of ascertaining the average should be taken at what would have been had he not been absent from duty or suspended. Allowances actually received during such leave only shall be taken into account provided that pension must not be increased on account of increase in pay not actually drawn.

(b) If during the last ten months of service, a teacher has been absent from duty on leave without pay, the period so passed should be disregarded in the calculation of the average, and an equal period before the twelve months included.

(c) "Age of Retirement" shall be the completion of 60 years of age. The service if any after the completion of 60 years of age will not be reckoned for purposes of Pension, Provident Fund or Gratuity.

(d) Constitution of the Pension Fund: (1) A separate pension fund shall be constituted by the University, if it is not already in existence, with (a) the contribution from the University; and (b) from other sources as may be deemed necessary by the University from time to time.

(ii) The University shall pay to each of its eligible teacher a pension from the said Pension Fund at such rates as prescribed in Schedule-I (appended).

(iii) The University shall maintain money in the Pension Fund at such a level as may be required to pay the pension to all those become eligible under these Statutes.

(iv) The Pension Fund shall be invested in fixed deposits in nationalized banks in such a phased manner as may be required to meet its obligations of pension payments.

(v) The administrative expenditure arising on account of maintaining the pension fund and making payments out of the same shall, however, be met by the University as a part of its regular administrative expenditure.

(e) Eligibility for Pension: (i) Any University teacher who is deemed to have completed a total service as a teacher for a period of not less than ten completed years of service shall be eligible for the pension at the prescribed rate on his retirement or discontinuing the teaching service for any personal or other reasons.

(ii) In cases where a teacher serving in one University is appointed in another University, and if the appointment is temporary and

considered as deputation, the later University, or the individual himself, shall pay the contribution to the parent University and thereby count his service for retirement benefits and the parent University shall settle the retirement benefits on his/her retirement.

In cases where his/her appointment to another University is treated as direct recruitment and he/she becomes a permanent employee of the later University, then it is left to the two Universities to decide, either to bear the pensionary liability of the individual by the parent University for the services rendered by him/her in the parent University by paying the terminal benefits or to discharge the liability by paying the capitalized value of pension for the services rendered in the parent University to the later University and then to discharge the liability for the entire services by the later University.

(iii) (a) The pensionary liabilities for the period of services rendered by Teachers in Government/Aided Colleges who take up appointment in this University shall be borne by the Government and paid to this University at the time of retirement of these teachers.

Similarly pensionary liabilities for the period of services rendered by the teachers in this University who take up appointment in the Government/Aided Colleges shall be borne by this University and shall be paid by this University to the Government at the time of retirement of these teachers.

(iii) (b) In respect of teachers who get themselves appointed in this University after having served in some other University/Institution shall have the pension funds with interest accumulated in other Universities or Institutions for the period of their service be transferred to this University. The accumulated amount so transferred is found to be less than what would have been the amount calculated at the rate prevailing in this University, the individual shall make good the difference and pay it to the University with interest. In case the institution or the University from where the teachers come to this University does not have pension scheme, the individual himself/herself shall pay pension contribution with interest that would have

accumulated in the pension fund if the Institution/University where he/she has previously served has maintained a pension fund.

(iii) (c) "In respect of teachers who have served in Central Government/Central Autonomous Bodies, the services put in by them will be reckoned for pensionary benefits by the University by accepting the pro-rata pensionary liabilities from the former employer (i.e. Central Government/Central Autonomous Bodies) and vice-versa.

(iv) In respect of those teachers whose Pension fund accumulation with interest in their previous institution is transferred to this University or the teachers themselves pay the pension contributions with interest till they left the Institution or University where they served previously, the period of service for which pension contribution with interest was paid shall be taken into account for purposes of pension benefits. In respect of individuals who are holding post outside India and got themselves appointed in this University, they shall and contribute to the Pension fund of this University at the rates prescribed from time to time on the maximum scale of pay of the posts to which they are appointed.

(iv-a) The rate of interest for the pension contribution to be remitted by the University teachers for counting their past services in other Universities/Institutions, be at 10% simple interest on the total amount of pension contribution worked out each year and the interest be worked out till the month of remittance.

v) In the case of a teacher who opts for voluntary retirement after completing 20 years of service or on the attainment of 50 years of age, weightage upto 5 years shall be given in addition to the qualifying service rendered by the teacher, so as to enable him to become eligible for claiming the pension equivalent to 25 years of service.

(f) Deemed Length of Service for Calculating the Pension:

The number of years for which a teacher is deemed to be in the service of this University for the purpose of computing the rate of pension shall be the actual number of years in this University plus the

number of years for which he has brought in contributions to the Pension Fund as described in para (e) (iii)

Illustration No.1:

A teacher having worked at a college in New Delhi for 5 years joins this University. His previous employer has no pension fund. If his scale of pay at the college had been Rs. 70-1300 he shall contribute at 10% of Rs.1300/-p.m. for a period of 5 years if he wants to add the whole of his previous service for computing the pension at this University.

Illustration No.2:

A teacher having worked for 5 years in an American University at a pay of $ 1000 per month (Rs.12.500/-per month approximately) takes up a teaching position in this University at a pay of Rs.2,000/- per month in the time scale of Rs.1,500/- 2,500/-. He shall contribute 10% of Rs.2,500/- p.m. for the period of 5 years if the wants to add the whole of his previous service for computing the pension at this University.

(g) Credit for Earned and Other Leave:

The University teacher who has accumulated to his credit any Earned or other leave benefits in the previous place of employment shall not be entitled to carry forward the same to this University or from this University to any other Institution.

(h) Pension Fund of Teachers leaving their jobs:

The University shall pay to the teacher or new employer the Pension fund accumulated to the credit of the teacher who leaves the job of this University.

(i) In respect of teachers who worked in an University/Institution where there is no pension scheme but there is contributory – P.F. Scheme, the contribution made by the University/Management to the teachers P.F. with interest therein retransferred to the University where

he is appointed and where there is a pension scheme. In such a case, the individual teacher need not pay pension contribution by himself/ herself for the period for which the Management's contribution is so transferred.

(ii) Pension contribution or for that matter any contribution made either by the individual or by the Institution may not be refunded to the teacher, if he/she resigned the job of the University/Institution. However, if he/she left the job to take up appointment in any other University/Teaching Institution, then the pension contribution made may be transferred to new station. If one resigns a job to take up appointment (other than teaching posts) either under Government or Private Firm, the pension contribution may not be transferred because the question involved is counting of past service as a teacher with the new service as a teacher only.

(iii) No pension is admissible to those who are removed/dismissed from service and to those who resigned the job not to take up teaching appointment in other University/Institution but on other private grounds. The same provision may be made applicable to this University teachers also.

SCHEDULE

The Formula employed as per slab system for calculation of Pension (effective from 1.10.1979).

(a) Maximum of 33 years of completed 66 half years (net qualifying service). To find the pension due for 33 years of service. Average emoluments Rs.1,550/- Average emoluments means average of 10 months pay drawn prior to retirement.

Last pay drawn upto	Rs.1,000/ - @ 50% =	500/-
Next	Rs. 500/ - @ 45% =	225/-
Remaining amount	Rs. 50/ - @ 40% =	20/-
Total percentage:		745/-

(b) If one retires after 10 years of qualifying service, the pension will be Rs.745 x 10/33.

Section II – Provident Fund and Insurance

5. Every teacher on confirmation shall subscribe monthly to the University Provident Fund an amount not less than 6 1/4 percent but not less than exceeding 15 per cent of his pay or leave salary, the amount of such subscription being fixed in whole rupees. A teacher on probation may, however, choose to subscribe during such probation. The subscriber will have the option to discontinue subscription during leave periods, and the intention of such option should be communicated to the Registrar in writing before the commencement of the leave. The accumulations of subscriptions shall be invested by the University in interest-bearing Securities or Deposits.

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6. Interest in subscription shall be payable by the University as follows:

(a) Compound interest at 4 per cent or such higher rate per annum as may be decided upon from time to time by the Syndicate shall be allowed on the subscriptions, less the amount of advances, if any, remaining unpaid.

(b) In the event of resignation or retirement of a subscriber interest shall be calculated upto the date of his resignation or retirement. If a subscriber proceeding on leave preparatory to retirement desires to close his Provident Fund Account, interest shall be payable only upto the date of application for such closing of account.

(c) In the event of the death of a subscriber interest shall be calculated upto the date of payment to the nominees or legal heirs of the deceased, provided, however no interest shall be paid for any period exceeding six months from the date of death.

7. Each subscriber shall, on admission to this Fund, fill in, sign and deliver the "Form of Declaration" appended to these rules. He shall be at liberty to deliver revised declarations from time to time. These declarations shall be kept in the personal custody of the Registrar. An acknowledgement shall be sent for every declaration received, and when a revised declaration is delivered, the previous declaration shall be returned to the subscriber along with the acknowledgement for the revised declaration. The person or persons appearing in the latest declaration shall be recognized by the Fund and the receipt of such person or such persons shall be a complete discharge of all liabilities in respect of the Fund. A Register shall be maintained in which the names of all nominees shall be entered.

8. A subscriber may nominate a person or any number of persons as his nominee or nominees and if he nominates more than one person he must enter in the Form of Declaration the proportion in which the amount payable shall be distributed among them. The Syndicate shall have the right to refuse to accept the nomination of any person without assigning any reason for such refusal and the subscriber shall thereupon register some other person approved by the Syndicate. A subscriber shall ordinarily nominate his/her spouse or natural or adopted children.

9. (i) The University will not be bound by nor will it recognize any assignment or any encumbrance executed or attempted to be created which affects the disposal of the amount standing to the credit of a subscriber who dies before retirement.

(ii) The subscriptions and interest thereon of a subscriber are not liable to forfeiture on dismissal or on conviction by a Criminal Court, except for an offence for which the penalty of forfeiture of the offender's property is ordered by a competent Court of Law.

10. When a subscriber proceeds on leave preparatory to retirement, his Provident Fund Account may, on application made in writing by him, be closed at any time between the date of commencement of such leave and the date of retirement.

11. (i) The employees of the University are eligible to draw 75% of Provident Fund amount standing to their credit as advance which is repayable in 36 equal monthly installments.

(ii) Advances shall (unless the subscriber makes earlier repayment of the sum) be recovered in 36 monthly installments deducted from the subscriber's pay commencing from the first payment of a full month's pay after the advance is granted but no recovery shall be made from a subscriber while he is on leave of any kind except with his own consent.

(iii) When an advance has already been granted to a subscriber, a subsequent advance shall not be granted to him except for strong reasons to be approved by the Syndicate until at least one year has elapsed since the last advance was completely repaid.

(iv) When an advance is repaid in 12 installments or less, an additional installment representing interest equivalent to 4 per cent of the amount of the advance should be paid in the month following that in which the last installment is paid. Similarly an additional installment equivalent to 6 per cent of the total amount of advance should be paid when the advance is repaid in more than 12 installments. The interest as calculated above shall be placed to the credit of the account of the subscriber.

11-(A) The Syndicate may permit a subscriber to withdraw a sum from his Provident Fund Account which does not exceed the amount of subscription and interest thereon standing to his credit at the time of making such withdrawal for any of the following purposes subject to the condition that the subscriber should have completed 20 years of service (including broken periods of service if any). A subscriber shall also be eligible for withdrawal if he has less than 10 years of service before the date of his retirement on superannuation.

Withdrawals:

(a) Meeting the cost of higher education including where necessary the travelling expenses of any child of the subscriber in the following cases viz.,

For all academic courses beyond the High school stage, provided that the period of study is not less than three years in the aggregate;

(b) Meeting the expenditure in connection with (1) the marriage of the subscriber's sons or daughters, and any other female relation actually dependent on him (2) Illness including travelling expenses of the subscriber or of any person actually dependent on him.

(c) Purchase of a residential site, or residential buildings or repaying any outstanding amount on account of loan expressly taken for this purpose, or reconstructing, or making additions, or alterations to a house already owned or acquired by a subscriber.

11-(B) A subscribers shall also be eligible for withdrawal who has either completed 15 years of service has 10 years of service to retire, to make part-final withdrawal for any of the following purposes subject to the conditions laid down:

(i) Illness of the subscriber or of any person actually dependent on the subscriber;

(ii) Purchase of house-site;

(iii) Purchase or construction of house; and

(iv) Higher education (academic or technical) of the children of the subscriber.

11-(c) Conditions of withdrawals:

(i) Any sum withdrawn by a subscriber at any time under Statute 11 (A) shall not exceed 75% of amount at the credit of the subscriber at the time of making such part final withdrawal on bonafide purposes.

(ii) A subscriber who has been permitted to withdraw money from the fund shall satisfy the Syndicate within a reasonable period as may be specified by the authority that the money has been utilized for the purpose for which it was withdrawn or so much thereof as has not been applied for the purpose for which it was withdrawn, shall forthwith

be repaid by the subscriber to the fund in a lump sum together with interest thereon at the rate determined, and in default of such payment, it shall be ordered by the Syndicate to be recovered from his emoluments in such number of monthly installments as may be determined by the Syndicate.

(iii) A subscriber who has been permitted to withdraw money from the amount standing to his credit in the fund under Statutes 11 – A and 11 – B shall not part with the possession of the house so built or acquired, or house site purchased, by way of sale, mortgage, gift, exchange, or lease for a term exceeding three years, without the previous permission of the sanctioning authority and shall submit a declaration not later than the 31st day of December of each years, that the house or as the case may be, house site continues to be in his/her possession and shall produce if so required before the sanctioning authority on or before the date specified by that authority in that behalf, the original sale deed and other documents on which his/her title to the property is based.

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(iv) If at any time before retirement, he/she parts with the possession of the house or house site without obtaining the previous permission of the sanctioning authority, the sum withdrawn shall forthwith be repaid to the fund in one lump sum together with interest thereon at the determined by the authority and in default of such repayment, the sanctioning authority shall recover the aforesaid sum from subscriber's emoluments either in lump sum or in such number of monthly installments as may be determined by the authority.

11-(D) Conversion of an Advance into Withdrawals: (i) A subscriber who has already drawn or may draw in future an advance for any purpose specified may convert at his discretion by written request addressed to the Syndicate the balance outstanding against it into a final withdrawal on his satisfying the conditions laid down in Statutes 11 (A) and 11 (B).

(ii) The conversion of temporary advance into a final withdrawal may be permitted, if the subscriber satisfies, the conditions on the date

of conversion of the temporary advance into final withdrawal in respect of the balance outstanding against him.

(iii) In cases where a subscriber had to pay in installments for education of his child or for house site/house purchased through Building Co-operative Societies or similar agencies, the subscriber shall be permitted to make a withdrawal as and when he is called upon to pay the installment of the type referred to. The calls for payment of installments shall be treated as separate purposes, for purposes of this Statute.

11-(E) – Part Final Withdrawal on Superannuation - A subscriber is eligible to draw up to 90% of the balance at credit in case it is applied for within twelve (12) months before retirement on superannuation. This facility will be available only once to a subscriber and he/she will not be required to assign any reason for applying for such part-final withdrawal.

12. (i) The account of every subscriber shall be made up yearly to the 31st March.

(ii) Each subscriber shall, at the close of the year, be furnished with a statement of his account showing the amount of his subscription and interest thereon, and the amount of advances outstanding, if any.

13. The Provident Fund Account shall be closed only on retirement or on termination of the services or in the event of death of the subscriber.

14. When the account of a subscriber is closed, the amount payable to him under these rules shall be audited by the University before payment.

15. Insurance: Every teacher of the University shall insure his life for a minimum sum of Rs.5,000 and shall keep the insurance in force at least till he completes 55 years of age.

Provided, however, that a teacher who has already completed 45 years of age on the 1st April 1961, or who may be recruited after that age shall be exempt from insurance. Insurance policies already taken will be accepted for the purpose of these rules and the evidence of its being kept alive and unencumbered shall be produced before the Registrar.

The Premium of such insurance may be paid by the teacher concerned from his pay or leave salary or with prior sanction, from the Provident Fund subscription.

Section II (A)

Special Provident Fund-cum-Gratuity Scheme

16. These rules shall be called the "Madras University Employees' Special Provident Fund-cum-Gratuity Rules."

17. These rules shall come into force on 1st April 1984 and recovery of subscription will commence from the pay bill for the salary for April 1984 drawable in April. Employees retiring after 1st April 1984 shall get the benefit under the scheme.

18. These rules shall apply to all regular Madras University employees including persons on foreign service and on deputation. The scheme shall not apply to Madras University servants appointed under emergency provisions.

19. A monthly subscription of Rs. 20/-shall be paid by the Madras University employees commencing from his pay for April 1984 and it shall continue till the date of his superannuation or till the subscription with interest thereon adds upto Rs.5,000/- whichever is earlier. If a Madras University employee is on extra-ordinary leave the subscription due for the extraordinary leave period shall be recovered in subsequent months. Not more than one month's arrear subscription shall be recovered at a time along with current subscription. In respect of future entrants, contribution will commence form the beginning of the calendar months following the date of regularisation in service.

The deduction shall be made from the monthly pay bills. The subscriptions so recovered shall be credited to a new head of account.

20. The subscription shall carry 8% compound interest till the amount reaches Rs. 5,000/- Afterwards it shall be treated on par with General Provident Fund Contribution and the General Provident Fund rate of interest will apply. No temporary advances or withdrawals from this amount shall be permitted.

21. No schedules need be attached to the pay bills for the deduction made or any separate accounts maintained therefore. However, the number of installments in which the subscriptions have to be recovered shall be indicated in the pay bills. For example if the subscription has to be recovered in 144 installments, the recovery of the installments shall be indicated against the subscription amount in the pay bills as 1/144 and 2/144 and so on.

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22. Necessary entries shall be made in the Service Registers or service rolls regarding the option exercised by the University employee to come under the scheme, the number of installments in which the subscriptions have to be recovered during his service period, the date of commencement of the first recovery and also the total amount recovered every calendar year.

23. Final Payment in the event of Superannuation, etc.

(i) In the case of an employee retiring on superannuation or Voluntary Retirement or on Medical invalidation, he will be paid the actual amount of subscription recovered from him together with interest thereon as per the table of repayment which is appended at the end of Chapter. In addition, the Madras University will be contributing a fixed amount of Rs. 10,000/-. In all other cases, including death while in service, a sum equivalent to the actual subscription made by him till then together with interest thereon will be paid. In the event of death while in service the amount will be paid to his nominee or legal heirs.

(ii) Those employees subscribing to the scheme and retire before 148th installment shall receive gross amount as per the table already

given in the Government letter dated 20-03-1984 (This amount is inclusive of University contribution of Rs. 10,000/-)

(iii) Those who have already subscribed 148th installments as at the end of the month of July 1996 shall be paid the principal amount of Rs. 5,021/- plus the interest thereon at 12 per cent per annum compounded annually plus the University contribution of Rs. 10,000/-. The Head of Offices / Heads of Departments shall workout the interest and sanction the payment under the scheme.

23(a) All regular Madras University employees are eligible under this scheme.

A sum of Rs. 50/- shall be recovered from the salary upto retirement for those who have completed 148 installments (it is optional to come under this scheme)

Provident Fund Interest will be allowed.

No University contribution.

On death the amount paid by the employees with interest will be paid to the legal heir.

No temporary advance will be allowed.

A sum of Rs. 70/- will be recovered from the salary upto retirement who recruited from 1.10.2000. IT IS COMPULSORY SCHEME.

University will contribute a sum of Rs. 10,000/- on Superannuation/ Voluntary/ Medical invalidation retirement.

On death, the amount paid by employee with interest will be paid to the legal heir.

No temporary advance will be allowed.

24. The Madras University employee shall nominate his family members to receive the money in the event of death while in service.

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Section III – Gratuity

25. (a) A University Teacher retiring on or after 14-12-1987 shall be granted a service gratuity for qualifying service of less than 10 years to be calculated at uniform rate of half months emoluments for every completed six monthly period of service.

(b) A teacher who has completed five years of qualifying service in the University shall be granted a gratuity as per scale of gratuity appended, provided that it shall in no case exceed Rs. 1,00,000/- in respect of those who retired between 14-12-87 and 31-3-95; and Rs.2,50,000/- in respect of those who retired between 1-4-95 and 31-12-95; and Rs.3,50,000/-in respect of those who retire on or after 1-1-96. This gratuity will be payable on his retirement from the University or on his leaving University service after ten years of qualifying service.

26. In the event of his demise, this gratuity will be payable to the legal heir or nominees of the deceased in the manner prescribed.

26. (a) A University Teacher appointed to University Service on or after the 1st October 1979 shall be granted a gratuity at the rate of one fourth of emoluments for each completed six monthly period of qualifying service, subject to a maximum of 16 ½ times the emoluments, provided that such gratuity shall not exceed Rs. 1,00,000/- in respect of those who retired between 14-12-1987 and 31-3-1995; Rs.2,50,000/- in respect of those who retired between 1-4-1995 and 31-12-1995 and Rs.3,50,000/- in respect of those who retire on or after 1-1-1996.

SECTION IV – PENSION

27. For the purpose of the pension, only service in the University put in upto the date of completion of 60 years of age shall be reckoned.

27. (a) 'A University servant in service on or after the 1st October 1979 eligible for pension under any of the categories mentioned above shall be granted on retirement pension as stipulated below.

AMOUNT OF MONTHLY PENSION

1. Upto first Rs. 1,000 of average emoluments reckonable for pensions	50% of average emoluments
2. Next Rs. 500 of average emoluments reckonable for pension	45% of average emoluments
3. Balance of average emoluments reckonable for pension	40% of average emoluments

"Persons retiring voluntarily / on invalidation shall be entitled to exercise option within a year from the date of their retirement."

Provided however that the amount of pension so arrived at shall be related to the maximum qualifying service of 33 years.

Provided further, that the amount of pension so arrived at be less than Rs. 100, it shall be increased to Rs. 100 per mensem, besides the Dearness allowance sanctioned to a pensioner with effect from 1-10-79 being payable;

Provided also that (i) a University servant who entered service prior to the 1st October 1979 shall be entitled to opt for receiving pension and Death-cum-Retirement Gratuity as a package at rates mentioned in Statute 27(a), one year before the date of retirement, the option so exercised being final, and (ii) a servant retiring during the period of one year before 1st February 1980 shall be entitled to exercise his option not later than 31st December 1980.

27 (aa) Pension shall be calculated at 50 per cent of average emoluments in all cases with effect from 14-12-87, instead of under the slab formula given under Statute 27 (a).

28. A teacher shall be eligible for a pension from the University if he has had not less than 10 years of qualifying service on or before

the date of completion of 60 years of age, in addition to the gratuity mentioned in Section III.

29. Subject to the minimum qualifying service prescribed above, a teacher shall be eligible for one or other of the following pensions:

(i) Compensation Pension:- If a teacher is discharged owing to abolition of his permanent post, he shall be granted a compensation Pension on the scale prescribed below.

(ii) Invalid Pension:- An invalid pension shall be awarded to a teacher on retirement from the service of the University for permanent physical or mental disability incapacitating him for further service, if certified by a medical Board constituted for the purpose by the University.

(iii) Superannuation or Retiring Pension:- A Superannuation or Retiring Pension shall be awarded to a teacher who may retire from service on completing 60 years of age or any time after completing 20 years of qualifying service whichever is earlier.

Provided that in the event of retirement after 20 years of qualifying service, but before the completion of 60 years of age, he shall give in this behalf a notice in writing to the appropriate authority at least three months before the date on which he wishes to retire.

Explanation I:

For the purpose of this Clause the period of notice shall commence from the date of its receipt by the appropriate authority. The term 'Appropriate authority' shall include the immediate official superior to the University teacher and the period of three months notice shall commence from the date of receipt of notice by the said immediate Superior in cases where a University teacher has to address the appropriate authority through proper channel. The Syndicate alone can waive the notice by relaxing the provisions if it considers justifiable to have the notice waived. A University teacher may also withdraw the notice of voluntary retirement subsequently with the approval of the

appropriate authority provided that the request for such withdrawal shall be made before the expiry of the period of notice.

Explanation II:

(a) A University Teacher desiring to retire under the above Clause shall be given a weightage not exceeding 5 years in addition to the qualifying service rendered by him/her subject to the condition that the total qualifying service rendered by the Teacher does not in any case exceed 33 years and does not taken him beyond the date of Superannuation.

(aa) A University teacher desiring to retire under the above clause shall be given a weightage not exceeding 5 years in addition to the qualifying service rendered by him/her subject to the condition that the total qualifying service rendered by the employee does not in any case exceed 30 years and does not take him/her beyond the date of superannuation and the pension shall be calculated at the rate of 50% of average emoluments drawn during the last 10 months of service rendered (or) 50% of the pay last drawn whichever is higher with effect from 1.7.1996.

(aaa) A University teacher desiring to retire under the above clause shall be given a weightage not exceeding 5 years in addition to the qualifying service rendered by him/her subject to the condition that the total qualifying service rendered by the teacher does not in any case exceed 33 years and does not take him/her beyond the date of superannuation and the pension shall be calculated at the rate of 50% of average emoluments drawn during the last 10 months of service rendered reckoned from the date of voluntary retirement to take effect from 1.4.2003.

b) As per the above provision, a Teacher who has completed qualifying service of 28 years or below shall be allowed 5 years of weightage. Similarly a Teacher who has completed 29/30/31/32 years will be allowed a weightage of 4/3/2/1 years. Notwithstanding the above, a teacher on attaining the age of 55 years or below will be allowed a weightage of 5 years of service and on attaining the age of

56/57/58/59 years will be allowed 4/3/2/1 years of service subject to the maximum limit prescribed in paragraph (a) above.

c) The weightage given under this Clause shall be an addition to the qualifying service for the purpose of calculating Pension and gratuity only, and it shall not entitle the University Teacher retiring voluntarily to any notional fixation on pay for the said period. The Pension and Gratuity shall be based on the actual emoluments on the date of retirement.

d) The weightage on voluntary retirement with reference to age and qualifying service shall be allowed as given in the Table below:

Weightage with reference to Qualifying Service:

(Subject to age limitation)

Between 20 years and 28 years of qualifying service of qualifying service.	5 years of weightage as it shall not go beyond the maximum 33 years
For 29 years of qualifying service	4 years of weightage
For 30 years of qualifying service	3 years of weightage
For 31 years of qualifying service	2 years of weightage
For 32 years of qualifying service	1 year of weightage

Weightage with reference to Age:

Between 40 years of age and 55 years of age	5 years of weightage as it shall not go beyond 60 years of age
After 56 years of age	4 years of weightage
After 57 years of age	3 years of weightage
After 58 years of age	2 years of weightage

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After 59 years of age 1 year weightage

(dd) The Weightage Table on Voluntary retirement with reference to age and qualifying service for the Voluntary retirees between 1.7.1996 to 31.3.2003:

FOR ALL UNIVERSITY TEACHERS

Weightage with reference to qualifying service:

Qualifying service	Weightage
25 Years and below	5 Years of Weightage as it shall not go beyond the maximum of 30 (Thirty) years of qualifying service
26 years	4 years of weightage
27 years	3 years of weightage
28 years	2 years of weightage
29 years	1 year of weightage

Weightage with reference to Age

Age	Weightage
55 years and below	5 years weightage
56 years	4 years of weightage
57 years	3 years of weightage
58 years	2 years of weightage
59 years	1 year of weightage

(ddd) The Weightage Table on Voluntary retirement with reference to age and qualifying service for the Voluntary retirees from 1.4.2003

FOR ALL UNIVERSITY TEACHERS

Weightage with reference to qualifying service:

Qualifying service	Weightage
28 years and below	5 Years of Weightage as it shall not go beyond the maximum of 33 (Thirty three) years of qualifying service
29 years	4 years of weightage
30 years	3 years of weightage
31 years	2 years of weightage
32 years	1 year of weightage

Weightage with reference to Age

Age	Weightage
55 Years and below	5 Years weightage
56 years	4 years of weightage
57 years	3 years of weightage
58 years	2 years of weightage
59 years	1 year of weightage

(iv) The age of superannuation of teachers in University shall be 60 years and thereafter no extension in service be given.

The retirement of all university teachers shall take effect from the after-noon of the last day of the month in which they attain superannuation, however, the services of teachers be extended beyond the age of 60 till the end of academic year on re-employment basis.

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30. A University teacher eligible for pension under any of the categories mentioned above shall be granted on retirement, pension as stipulated in the table appended subject to (i) a minimum pension of Rs.125/- per mensem and (ii) the total pension not exceeding 33/80 of the average emoluments.

30-(a) A University teacher in service on or after the 1st October, 1979 eligible for pension under any of the categories mentioned supra shall be granted on retirement, pension as stipulated below:

Amount of monthly pension

1. Upto first Rs.1000/- average emoluments reckonable for pension – 50% of average emoluments.

2. Next Rs. 500/- of average emoluments reckonable for pension – 45% of average emoluments.

3. Balance of average emoluments reckonable for pension – 40% of average emoluments

4. Provided however that the amount of pension so arrived at shall be related to the maximum qualifying service of 33 years and further subject to a maximum amount of Rs. 1500/- per mensem.

Provided further that the amount of pension so arrived shall be less than the minimum pension it shall be increased to the minimum pension admissible on the date of retirement.

Minimum Pension Rs.	Date of Retirement
100	1-4-79 to 31-3-82
125	1-4-82 to 30-9-84
235	1-10-84 to31-3-88
245	1-10-88 to31-5-88

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375	1-6-88 to 31-12-95
1275	from 1-1-96

(Note: In addition to the minimum pension DA also admissible at the rates sanctioned by Govt. of Tamil Nadu from time to time.)

30 (aa) Pension shall be calculated at 50 per cent of average emoluments in all cases with effect from 14-12-87, instead of under the slab formula given under Statute 30(a).

30(a-1) : A University Teacher should have rendered not less than 30 years. of qualifying service to become eligible for Full Pension and the pension shall be calculated at the rate of 50% of average emoluments drawn during the last 10 months of service rendered (or) 50% of the pay last drawn, whichever is higher w.e.f. 1-7-96.

30(a-2) A University Teacher should have rendered not less than 33 years of qualifying service to become eligible for full pension and the pension shall be calculated at the rate of 50% of average emoluments drawn during the last 10 months of service rendered only, which shall be applicable with effect from 1.4.2003.

30(a-3) A University Teacher should have rendered not less than 30 years of qualifying service to become eligible for full pension and the pension shall be calculated at the rate of 50% of average emoluments drawn during the last 10 months of service rendered (or) 50% of the pay last drawn, whichever is higher shall be applicable who are retiring on or after 31.07.2006.

30(a-4) A University Teacher should have rendered not less than 30 years of qualifying service to become eligible for full pension and the pension shall be calculated at the rate of 50% of average emoluments drawn during the last 10 months of service rendered (or) 50% of the pay last drawn, whichever is higher shall be applicable with retrospective effect from 1.4.2003 (i.e. to all those teachers who retire or already retired or retired and died on or after 1.4.2003).

(b) Option: (i) A University teacher who entered service prior to 1-10-1979 may opt for the existing formula for calculation of pension and Death-cum-Retirement Gratuity. The option exercised shall cover both pension and Death-cum-Retirement-Gratuity.

In other words, for purposes of option, Pension and Death-cum-Retirement Gratuity shall be treated as a package and an employee cannot opt for the new formula for one and the old formula for the other. The option shall be exercised one year before the date of retirement and shall be final. Teachers retiring during the period from 1-10-1979 to 30-9-1981 shall be entitled to exercise the option on or before 31-12-1981.

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(ii) Teachers appointed to University service on or after 1-10-1979 shall be governed by the revised formula prescribed in Statute 26(a) and 30(a) supra.

31. Commutation: (i) A teacher shall, subject to the conditions specified below, be allowed to commute for a lump payment any portion or portions of his pension not exceeding one-third of the pension granted to him in respect of those who retired prior to 31.3.1998 and not exceeding 40% of pension in respect of those who retire on or after 1.4.1998 and not exceeding $33\frac{1}{3}\%$ in respect of those who retire on or after 1.4.2003.

(ii) No commutation shall be sanctioned unless such medical authority as may be prescribed in this behalf by the Syndicate certifies that the pensioner's bodily health and prospects of duration of life are such as to justify commutation.

"Provided that a teacher retiring on superannuation on or after 28-2-1978 and applying for commutation of pension not later than one year from the date of his retirement on superannuation, shall not be subjected to medical examination for the purpose of payment of the value of pension so commuted, and that this concession shall be applicable in the case of retirement on superannuation only."

(iii) The lump sum payable on commutation shall be calculated in accordance with the table appended:

(iv) Commutation when sanctioned, shall take effect on a date to be specified in the order. Such date shall be the first of a month, and ordinarily about one month later than the date of the order and all calculations shall be made with reference to the date specified.

(v) (i) The commuted portion of Pension of all those Pensioners, whose commutation was sanctioned prior to 7-12-1990 on completion of 15 years from the date of retirement irrespective of their date of commutations shall be restored, and

(ii) Other pensioners shall be allowed restoration of the commuted portion of their pension as and when they completed fifteen years from the date of commutation.

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Section V – Gratuity and Pension payable to the Family in the event of death

32. Every teacher on his confirmation in service, or on completion of five years of service shall sign a Form of Declaration in the form appended. He shall be at liberty to file a revised Declaration from time to time. Such declaration shall be kept in the personal custody of the Registrar. The person or persons appearing in the latest declaration shall be recognized by the University for purposes of receiving gratuity or pension as survivors and the receipt of such person or persons shall be deemed to be complete discharge of all liabilities in respect of gratuity or pension payable to such heir or heirs of the deceased. A register shall be maintained in which the names of all the nominees shall be entered.

33. The amount of gratuity shall be subject to a maximum of 16½ times the emoluments.

In the event of death of a University teacher on or after 14-12-87 while in service, the death Gratuity shall be paid at the following rates:

Length of service	*Rate of Gratuity*
(1) Less than one year	Two times of monthly emoluments
(ii) One year or more but less than five years	Six times of monthly emoluments
(iii) Five years or more but less than twenty years	Twelve times of monthly emoluments
(iv) Twenty years or more	Half of monthly emoluments for every completed six monthly period of qualifying service subject to a maximum of 33 times of monthly emoluments provided that the amount of Death Gratuity shall in no case exceed Rs.1,00,000/- in respect of those who died between 14-12-87 and 31-3-95; and Rs.2,50,000/- in respect of those who died between 1-4-95 and 31-12-95; and Rs.3,50,000/- in respect of those who die on or after 1-1-96.

*34. In the event of the death of teacher while in service, if he has put in 20 years of qualifying service, the nominee or nominees in the declaration shall be entitled to a Family Pension not exceeding one half of the Superannuation pension which would be admissible to the teacher had he retired on the date following the date of his demise for a maximum period of 10 years.

Provided that this pension shall not be payable beyond a period of five years after the date on which he would complete 60 years of age.

*35. In the event of the death of a teacher after retirement having put in twenty years of qualifying service, the nominee or nominees mentioned in the declaration shall be entitled to a Family Pension not exceeding one-half of the pension due to him.

* Vide Page 206 for University Teachers' Family Pension Rules, 1970

Provided that this pension shall not be payable beyond a period of five years from the date on which the deceased teacher retired, or beyond the date of the teacher's reaching 60 years of age.

*36. The amount of Family Pension payable to the heir or heirs nominated in the declaration mentioned shall not exceed Rs. 150 per month.

For the purpose of this law, the family of a subscriber shall mean his wife, his natural or adopted children, his parents, sisters or minor brothers wholly dependent on him.

*37. In the event of the death of a teacher after retirement who has commuted a part of his pension before his death, the amount of Family Pension shall be calculated ignoring the fact that the teacher has commuted a portion of his ordinary pension and from the amount so arrived at the amount of commuted pension shall be deducted.

SCALE OF GRATUITY

Six monthly periods of qualifying service	Amount of gratuity	
10	3.00	months emoluments
11	3.30	"
12	3.60	"
13	3.90	"
14	4.20	"
15	4.50	"
16	4.80	"
17	5.10	"
18	5.40	"
19	5.70	"
20	6.00	"
21	6.30	"
22	6.60	"

* Vide Page 206 for University Teachers' Family Pension Rules, 1970

SCALE OF GRATUITY

Six monthly periods of qualifying service	Amount of gratuity	
23	6.90	months emoluments
24	7.20	"
25	7.50	"
26	7.80	"
27	8.10	"
28	8.40	"
29	8.70	"
30	9.00	"
31	9.30	"
32	9.60	"
33	9.90	"
34	10.20	"
35	10.50	"
36	10.80	"
37	11.10	"
38	11.40	"
39	11.70	"
40	12.00	"
41	12.30	"

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SCALE OF GRATUITY

Six monthly periods of qualifying service	Amount of gratuity	
42	12.60	“
43	12.90	“
44	13.20	“
45	13.50	“
46	13.80	“
47	14.10	“
48	14.40	“
49	14.70	“
50	15.00	“
51	15.15	“
52	15.30	“
53	15.45	“
54	15.60	“
55	15.75	“
56	15.90	“
57	16.05	“
58	16.20	“
59	16.35	“
60 and above	16.50	“

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SCALE OF PENSION

Completed six monthly period of qualifying service		Scale of Pension
20	15/80	of average emoluments
21	15.5/80	"
22	16/80	"
23	16.5/80	"
24	17/80	"
25	17.5/80	"
26	18/80	"
27	18.5/80	"
28	19/80	"
29	19.5/80	"
30	20/80	"
31	20.5/80	"
32	21/80	"
33	21.5/80	"
34	22/80	"
35	22.5/80	"
36	23/80	"
37	23.5/80	"
38	24/80	"
39	24.5/80	"
40	25/80	"

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SCALE OF PENSION

Completed six monthly period of qualifying service	Scale of Pension
41	25.5/80 of average emoluments
42	26/80 "
43	26.5/80 "
44	27/80 "
45	27.5/80 "
46	28/80 "
47	28.5/80 "
48	29/80 "
49	29.5/80 "
50	30/80 "
51	30.3/80 "
52	30.6/80 "
53	30.9/80 "
54	31.2/80 "
55	31.5/80 "
56	31.8/80 "
57	32.1/80 "
58	32.4/80 "
59	32.7/80 "
60	33/80 "

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COMMUTATION TABLE

Age next Birth-day	*Commutation value expressed as number of year's purchase*	*Age next birth-day*	*Commutation value expressed as number of year's purchase*
30	19.28	58	10.50
31	19.06	59	10.12
32	18.83	60	9.74
33	18.59	61	9.37
34	18.35	62	9.00
35	18.10	63	8.64
36	17.84	64	8.28
37	17.58	65	7.93
38	17.31	66	7.58
39	17.03	67	7.24
40	16.74	68	6.91
41	16.45	69	6.58
42	16.15	70	6.26
43	15.84	71	5.95
44	15.52	72	5.64
45	15.20	73	5.35
46	14.87	74	5.06
47	14.53	75	4.79
48	14.19	76	4.52
49	13.84	77	4.27
50	13.49	78	4.02
51	13.13	79	3.79
52	12.77	80	3.57
53	12.40	81	3.37
54	12.03	82	3.18
55	11.65	83	3.01
56	11.27	84	2.86
57	10.89	85	2.73

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Nomination for Death-cum- Retirement Gradutity

I hereby nominate the person mentioned below, who is a member of my family and confer on him / her the right to receive any gratuity that may be sanctioned by the University in the event of my death while in service and the right to receive on my death, to the extent specified below, any gratuity which having become admissible to me on my retirement may remain unpaid on my death.

Name and address of nominee	Relationship with the University employee.	Age	Contingencies on the happening of which the nomination shall become invalid.	Name, address and relationship of the person if any to whom the right conferred on the nominee shall pass in the event of the nominee predeceasing the University employee
(1)	(2)	(3)	(4)	(5)

Indiacode

Dated day of 20

Witness of signature

1.

2.

Signature of the
University employee

Nomination by

Designation

Office

Signature of Registrar

Office

Date

PROVIDENT FUND – FORM OF NOMINATION
(** for married/unmarried subscriber)

Name of the Subscriber : Employee No :

Designation : Department/ Section :

I.....here by nominate the person (s) mentioned below who is/are member (s) / non-members of my family as defined in General Provident Fund Rules, to receive the amount that may stand to my credit in the fund as indicated below in the event of my death before that amount has become payable for having become payable has not been paid.

1. Name and full address of the nominee (s) :
2. Relationship with the subscriber :
3. Age of the nominee (s) :
4. Share payable to each nominee :
5. Contingencies on the happening of which the nomination will become invalid :
6. Name, address and relationship of the person (s), if any to whom the right of nominee shall pass in the event of his/her predeceasing the subscriber :
7. If the nominee is not a member of the family as provided in rule, indicate the reason :

Date: Signature of the Subscriber

Two witness Employee No. :

(Name & address Designation :

with employee No.) Department/Section :

1.

2.

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COUNTERSIGNED
ASSISTANT REGISTRAR (ESTT.)

(All columns in the application should be filled in block letters)

*Score out which is not applicable

INSTRUCTIONS TO SUBSCRIBER

Family means:

(i) in the case of a male subscriber, the wife or wives and children of a subscriber and the widow, or widows and children of a deceased son of the subscriber, provided that – if a subscriber proves that his wife has been judicially separated from him or has ceased under the customary law of the community to which she belongs to be entitled to maintenance shall hence forth be deemed to be no longer a member of the subscriber's family in matters to which these rules relate unless the subscriber subsequently intimated in writing to the Registrar that she shall continue to be so regarded; and

(ii) In the case of a female subscriber, the husband and children of a subscriber and the widow or widows and children of a deceased son of the subscriber; provided that if a subscriber by notice in writing to the Registrar expressed her desire to exclude her husband from her family, the husband shall henceforth be deemed to be no longer a member of the subscriber's family in matters to which these rules relate unless the subscriber subsequently cancels formally in writing her notice excluding him.

Children means legitimate children:

(i) An adopted child shall be considered to be a child when the Registrar is satisfied, after obtaining legal opinion, that under the Personal Law of the subscriber, adoption is legally recognized as conferring the status of a natural child but in this case only.

(ii) A child of one person given in adoption to another shall not be considered to be the child of the former, if the Registrar is satisfied,

after obtaining legal opinion, that under the Personal Law the subscriber, adoption is legally recognized as conferring the status of natural child but in this case only.

Sl.No.4 of the Nomination form	If only one person is nominated the words "in full" should be written against the nominee. If more than one person is nominated, the share payable to each nominee over the whole amount of the Provident Fund shall be specified.
Sl.No.5 of the Nomination form	Death of nominee(s) should not be mentioned as contingency in this column
Sl.No.6 of the Nomination form	Do not mention your name Draw line across the blank space below last entry to prevent insertion of any name after you have signed.

A nomination shall become invalid in case of a subscriber who had no family at the time of nomination subsequently acquire a family.

Nomination for Family Pension

I hereby nominate the person mentioned below who is member of my family, to receive in the order shown below the family pension which may be granted by the University in the event of my death after completion of 20 years of qualifying service.

Name and address Nominee	Relationship with the University employee	Age	Whether married or unmarried
(1)	(2)		(3)

N.B.: The University employee should draw lines below the last entry to prevent the insertion of any name after he has signed.

Dated this day of 20

At

Witness to signature

1. Signature of
2. University employee

Nomination by Signature of the Registrar

Designation Date

Office Designation

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The Madras University Teachers' Family Pension Rules, 1970

STATUTES

(That the rules as given below be incorporated as Statutes in Chapter IX, Volume- I Calendar and that in the case of the teachers already in service who are under any of the old schemes be given the option of coming under the new scheme or remaining under any of the old schemes and the option be exercised before 30th June 1972, the option exercised being final and that these rules shall apply to teachers who are recruited to the University Service on or after 1st August 1970).

1. *Short title and commencement:* These rules may be called the Madras University Teachers' Family Pension Rules. 1970.

2. They shall be deemed to have come into force on the 1st August 1970.

3. *Applications:* These rules shall apply to all University Teachers appointed to pensionable establishments whether temporary or permanent, who were in service on the 1st August 1970, or are recruited after the said date, except the following namely:

(i) University Teachers who retired before the 1st August 1970 but are re-employed on that date or thereafter;

(ii) University Teachers who belong to non–pensionable service, namely, persons paid from contingencies, and teachers on contract.

4. *Family Pension:* Subject to the provisions hereinafter contained family pension as specified in Statute 5 shall be admissible in the case of death of a University Teacher, while in service or after retirement on or after the 1st August 1970.

Provided that in the case of death of a University Teacher while in service on or after the 1st August 1970, the University Teacher should have completed a minimum period of service of one year.

Note: (i) 'Service' for the purposes of this rule means all

continuous temporary or officiating service including service under emergency provisions also, provided it is followed by regular appointment.

(ii) 'Minimum period of service' for the purpose of this rule, does not include extraordinary leave and period of suspension.

(iii) The Madras University Teachers' Family Pension Rules 1970 do not prohibit the grant of family pension to the family of a University Teacher who commits suicide.

(iv) No family pension under these rules shall be payable to the family of a University Teacher who dies after retirement unless at the time of this death he was in receipt of or eligible to be paid any of the following classes of pension, namely:

Compensation, Invalid, Retiring or Superannuation pension.

(v) The University Teachers, who have been compulsorily retired from service on or after the 1st August 1970 and who are in receipt of pension are entitled to family pension under these rules.

5. In the case of a University Teacher who dies in harness on or after 1st April 1979, having completed at least a year's service, the family shall be paid a Family pension at the rate of 30% of the pay last drawn subject to the minimum and maximum family pension admissible on the date of his death.

Minimum Family Pension	*Date of Death*
Rs.	
100	1-4-79 to 31-3-82
125	1-4-82 to 30-9-84
235	1-10-84 to 31-3-88
245	1-4-88 to 31-5-88
375	1-6-88 to 31-12-95
1275	on or after 1-1-96

Maximum Family Pension Rs.	Date of Death
500	1-4-79 to 30-9-84
800	1-10-84 to 13-12-87
1000	14-12-87 to 31-5-88
1250	1-6-88 to 31-12-95
10950	from 1-1-96

(50% of Max. of the highest pay scale* in the State Govt.)

*The Highest pay scale in the Government- 17400-500-21900

(Note: In addition to the minimum / maximum family Pension DA also admissible at the rates sanctioned by the Govt. of Tamil Nadu from time to time.)

6. (a) If a University Teacher who has put in not less than seven years of qualifying service, dies while in service on or after 1st April 1979, the family shall be paid a Family Pension at fifty percent of the last pay drawn by the teacher for a period of seven years from the date following the death of the teacher, or for the period ending with the date on which the teacher would have reached the age of superannuation had he remained alive, whichever is shorter. Thereafter, the family shall be paid a Family Pension at the rate specified in Statute 5 supra.

6. (aa) In the case of a University Teacher who has retired on or after 1st April 1979, after completing at least a year's service, on his death the family shall be paid a Family Pension at the rate of 30% of the last pay drawn immediately before retirement but not exceeding the uncommitted value of super-annuation pension provided that this family pension shall be subject to the minimum and maximum family pension admissible on his date of retirement.

Minimum Family Pension Rs.	Date of Death
100	1-4-79 to 31-3-82
125	1-4-82 to 30-9-84

235	1-10-84 to 31-3-88
245	1-4-88 to 31-5-88
375	1-6-88 to 31-12-95
1275	on or after 1-1-96

Maximum Family Pension Rs.	Date of Death
500	1-4-79 to 30-9-84
800	1-10-84 to 13-12-87
1000	14-12-87 to 31-5-88
1250	1-6-88 to 31-12-95
10950	from 1-1-96

(50% of Max. of the highest pay scale* in the State Govt.)

*The Highest pay scale in the Government- 17400-500-21900

(Note: In addition to the Minimum/Maximum family Pension DA also admissible at the rates sanctioned by the Govt. of Tamil Nadu from time to time.)

6. (aaa) In the case of a University Teacher who has put in one year of service but has not put in service adequate to become eligible for pension in view of his not having put in the required qualifying service on his death, the family shall be paid family pension as follows:

Minimum Family Pension Rs.	Date of Death
100	1-4-79 to 31-3-82
125	1-4-82 to 30-9-84
235	1-10-84 to 31-3-88
245	1-4-88 to 31-5-88
375	1-6-88 to 31-12-95
1275	on or after 1-1-96

(Note: In addition to the Minimum Family Pension, DA also admissible at the rates sanctioned by the Govt. of Tamil Nadu from time to time.)

Note: (1) In the case of a person who dies while on extension of service, the date upto which the extension of service had been sanctioned to him, shall be deemed to be the age of superannuation.

6(b) The family of a University Teacher who had been in service before 1970 and was not covered by any of the Madras University Teachers' Family Pension Rules:

(i) who has retired and is alive, and or

(ii) who is dead while in service or after retirement, will be sanctioned on the death of the Teacher, if he had completed at least a year's service, a family pension at a flat rate of Rs.125/- p.m. from 1-4-1979.

Provided that a Family Pensioner in receipt of a Family Pension higher than the rates specified in this Statute shall have the option to retain it.

7. (a) Family for the purpose of these rules shall include the following relatives of the University Teacher:

(i) Wife, in the case of a male University Teacher;

(ii) Husband, in the case of a female University Teacher;

(iii) Sons and unmarried daughters, upto the age of 25 years.

(iv) Dependent Father failing which dependent Mother as the case may be in the order of seniority, in the case of death of an un-married University Teacher while in service.

Note:- (1) Post-retrial spouses are also eligible for Family Pension irrespective of the date of retirement of the University Teacher.

(2) (iii) above shall include children adopted legally before retirement.

(b) A University Teacher shall furnished details of his family. i.e. date of birth of each member with his/her relationship with the University Teacher. This statement shall be countersigned by the Head of Office and pasted in the service Book of the University Teacher. It is the duty of the University Teacher thereafter to keep this statement up-to-date. Additions and alterations in this statement will be made by the Head of Office from time to time on receipt of information from the University Teacher concerned.

(c) The amount of family pension admissible shall be specified in the Pension Payment Order. After the death of the widow/widower if the family pension is payable to a minor child through the natural guardian, the guardian shall apply on behalf of the child with two copies of his photographs and other documents to the Registrar, University of Madras after surrendering the first Pension Payment Order granted in favour of the widow/widower. Fresh Pension Payment Order shall be issued in such cases.

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8. Persons entitled to receive the family pension and the period for which it is payable (1) Family pension admissible under these shall be granted to the family of a deceased University Teacher in the following order:

(i) To the widow, if the deceased University Teacher is a male or to the widower, if the deceased University Teacher is a female.

(ii) Failing a widow or widower, as the case may be, to the sons and unmarried daughters, upto the age of 25 years.

(iii) If an un-married University Teacher dies while in service, the Family Pension shall be payable to the dependent Father or

dependent Mother as the case may be in the order of seniority and the parents of the deceased University Teacher should furnish a declaration that they were wholly dependent on the deceased University Teacher.

(iv) If the son or unmarried daughter of a University Teacher is suffering from any disorder or disability of mind or is physically crippled or disabled so as to render him or her unabled to earn a living even after attaining the age of 25 years the family pension shall be payable to such son or daughter for life subject to the following conditions, namely:-

(a) Only the disability which manifests itself before the retirement or death of the University Teacher in service shall be taken into account for the grant of family pension.

(b) If such son or daughter is one among two or more children of the University Teacher, the family pension shall be initially payable to the eligible minor children in the order of their birth, irrespective of their sex, and thereafter the family pension shall be resumed in favour of the son or daughter suffering from disorder or disability of mind or who is physically crippled or disabled and shall be payable to him/her for life.

(c) If there are more than one such son or daughter suffering from disorder or disability of mind or who are physically crippled or disabled the family pension shall be paid in the order of their birth, irrespective of their sex, and the youngest of them will get the family pension only after the lifetime of the others.

(d) The family pension shall be paid to such son or unmarried daughter through the guardian as if he or she were a minor.

(e) before allowing the family pension for life to any such son or daughter, the sanctioning authority shall satisfy that the handicap is of such a nature as to prevent him or her from earning his or her livelihood and the same shall be evidenced by a certificate obtained from a medical officer not below the rank of a civil surgeon setting out, as far as possible, the exact mental or physical condition of the child.

(f) the person receiving the family pension as guardian for such son or daughter shall produce every three years a certificate from a medical officer not below the rank of a civil surgeon to the effect that he or she continues to suffer from disorder or disability of mind or continues to be physically crippled or disabled.

(g) a daughter shall become ineligible for Family Pension under this sub-rule from the date she gets married.

(h) the family Pension payable to such a son or daughter shall be stopped if he or she starts earning his/her livelihood.

(i) in such cases, it shall be the duty of the guardian to furnish a certificate to the Registrar/Bank, as case may be, every month that (i) he or she has not started earning his/her livelihood: (ii) in case of daughter that she has not yet married.

9. In case both wife and husband are University teachers and are governed by the provisions of this rule and one of them dies while in service or after retirement, the family pension in respect of the deceased shall become payable to the surviving husband or wife, and in the event of the death of the husband and wife, the surviving child or children shall be granted the two family pensions in respect of the deceased parents, subject to the limits specified below, namely:

(a) (i) if the surviving child or children is or are eligible to draw two family pensions at the rate mentioned in Statute 6(a) the amount of both the pension shall be limited to thousand rupees per mensem;

(ii) if one of the family pensions ceases to be payable at the rate mentioned in Statute 6 (a) and in lieu thereof the pension at the rate mentioned in Statute 5 becomes payable, the amount of both the pension shall also be limited to thousand rupees per mensem.

(b) if both the family pensions are payable at the rates mentioned in Statute 5, the amount of two pensions shall be limited to five hundred rupees per mensem.

10. Where the deceased University Teacher's widow or widower to whom the family pension is granted dies or remarries or where there is no widow or widower, the family pension admissible under these rules shall be paid to the minor sons and / or unmarried minor daughters, if any, on the date of death or remarriage of the said widow or widower, through their natural guardian till such minor sons attain the age of 25 years or such unmarried minor daughters marry or attain the age of 25 years whichever event occurs earlier or in the absence of the natural guardian through the *de facto* guardian who shall be required before payment is made, to file an affidavit that he is in charge of the property of the minors and is looking after it or that if the minors have no property other than family pension, the minors are in his custody and care and also an indemnity bond with suitable sureties to the satisfaction of the sanctioning authority. In disputed cases, however, payment shall be made through the legal guardian.

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Note: (i) The expression "in the absence of natural guardian" shall not necessarily mean on the death of the natural guardian but shall also mean the physical separation of the natural guardian from the minors who, in consequence are in the custody and care of a "de facto guardian".

(ii) (a) Where a University Teacher is survived by more than one widow, the pension shall be paid to the widows in equal shares. On the death of a widow, her share of the pension shall become payable to her child. If at the time of her death, a widow leaves no child, the payment of her share of family pension shall not lapse but shall be payable to the other widows in equal shares and if there is only one such other widow in full to her.

(b) When the share or shares of family pension payable to child or children or to a widow or widows ceasing to be payable, such share or shares shall not lapse but shall be payable to the other widow or widows and or to other child or children otherwise eligible in equal share or if there is only one widow or child, in full, to such widow or child.

(c) Where the deceased University Teacher or pensioner is survived by a widow but has left behind eligible child or children from a divorced wife or wives, the eligible child or children shall be entitled to the share of family pension which the mother would have received at the time of the death of the University Teacher or pensioner had she not been so divorced. Provided that on the share or shares of family pension payable to such a child or children or to a widow or widows ceasing to be payable such share or shares shall not lapse but shall be payable to the other widow/widows and or to other child or children otherwise eligible, in equal shares, or if there is only one widow or child, in full, to such widow or child.

(iii) Where a University Teacher is survived by a widow and by this minor child or another wife, the minor child shall be paid the share of pension which that wife would have received had she been alive at the time of the death of the University Teacher .

(iv) Except as provided in Statutes, family pension granted under these rules shall not be payable to more than one member of the family of a University Teacher at the same time.

(v) Where family pension is granted to the family of a deceased University Teacher under these rules, the family shall not be entitled to family pension payable under any other pension rules.

11. OPTION: (i) University Teachers who were in service on the 1st August 1970 and who are governed by the Gratuity-cum-Pension-cum-Provident Fund Scheme, shall be given the option to be governed either by these rules in substitution of the family pension payable under Section V of the Gratuity-cum-pension-cum-Provident Fund Scheme or to continue to be governed by Section V aforesaid and the option being final be exercised before the 30th June, 1972. If a University Teacher does not exercise the option within the said period, he shall be deemed to be governed by these rules.

(ii) The option exercised under this rule shall be communicated by the University Teacher concerned to the head of his office or Department. The declaration when received from a University Teacher

shall be countersigned by the head of office/Department and pasted in the service book of the University Teacher.

(iii) Notwithstanding anything contained in this rule, in the care of University who die, on or after the 1st August, 1970 but before the last specified for exercising option, without exercising the option under this rule, family pension shall be granted either under the Gratuity-cum-Pension-cum-Provident Fund Scheme or under the rules whichever is favorable to the family of the deceased University Teacher concerned.

12. Sanction of Pension:- (i) On receiving information of the death of a University Teacher while in service, the pension sanctioning authority shall send a letter in Form C to the family of the deceased enclosing a copy of Form D.

(ii) On receiving back Form D duly filled in and signed by the person entitled to receive the family pension, along with the connected documents, the Syndicate shall sanction family pension in From E.

FORM - C

INTIMATION

The undersigned has learnt with regret the death of Thiru/ Thirumathi
and is directed to inform you that under the provisions of the Madras University Teachers' Family Pension Rules, 1970, you are entitled to family pension.

I am accordingly to suggest that formal claim of the grant of family pension may be submitted by you in the enclosed from along with the following documents:

(1) Death Certificate.

(2) Two copies of a passport size photograph duly attested by a Gazetted Officer.

(3) Guardianship certificate where pension is admissible to a Minor child.

Signature:

Designation:

Office:

FORM - D
APPLICATION FOR FAMILY PENSION

(1) Name of the applicant:

(2) Relationship to the deceased University Teacher/Pensioner.

(3) Date of retirement, if the deceased was a pensioner.

(4) Date of death of the University Teacher/Pensioner.

(5) Names and ages of surviving kindred of the deceased.

Name	Date of birth (by Christian era)	Relationship

6. Signature of left-hand thumb impression (in the case of those who are not literate enough to sign their name) of the applicant.

7. Descriptive roll of widow / widower/ Guardian of the minor children of late…….....

(i) Date of birth (by Christian era).

(ii) Height.

(iii) Personal marks, if any on hand or face.

(iv) Left hand thumb and finger impressions.

Small Finger	Ring Finger	Middle Finger	Index Finger	Thumb

8. Full address of the applicant

Attested by	Witness
(1)	(1)
(2)	(2)

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Note: The descriptive roll (column-7) and signature or left hand thumb and finger impressions accompanying application for family pension should be in duplicate (i.e. two separate sheets) and attested by two gazetted officers or persons of respectability in the town or village in which the applicant resides.

Signature.

FORM – E

SANCTION ORDER

1. Name of the University Teacher
2. Father's name (and also husband's name in the case of a woman University Teacher.)
3. Religion and Nationality
4. Last appointment held including name of establishment.
5. Date of commencement of services.
6. Date of completion of service.
7. Substantive appointment held.
8. Pension rules eligible.
9. Length of continuous qualifying service prior to death.
10 Pay as per Statute 5 of the Madras University Teachers' Family Pension Rules, 1970.
11. Amount of Family pension admissible.
12. Date from which pension is to commence.
13. Place of payment.

The undersigned having satisfied himself of the above particulars of late
Thiru / Thirumathi
hereby orders the grant of a family pension of Rs.
(Rupees only) per mensem to
Thiru / Thirumathi

Signature and Designation of the
Sanctioning authority.

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THE MADRAS UNIVERSITY TEACHERS' FAMILY SECURITY FUND SCHEME, 1996.

STATUTE

(i) A nominal monthly deduction of Rs.10/- (Rupees ten only) will be made from the pay of all University Teachers and the deduction will continue till the superannuation of the Teachers.

(ii) In the case of death of a University Teacher, while in service, on or after 1.7.1996, a sum of Rs.1,00,000/- (Rupees one lake only) will be paid to his/her Nominee.

Note : The above security fund scheme will take effect from 1.7.1996.

(iii) In case of death of a University Teacher while in service on or after 01.02.2006, a sum of Rs.1,50,000/- (Rupees One lakh and fifty thousand only) will be paid to his/her nominee.

(iv) The nominal monthly deduction shall be Rs.30/- w.e.f. 1.02.2006.

THE MADRAS UNIVERSITY TEACHERS' HOUSE BUILDING ADVANCE/LOAN SPECIAL FAMILY BENEFIT FUND SCHEME

STATUTES

(i) One per cent of the monthly installment/equated monthly installment (EMI) of the House Building Advance/Loan shall be deducted every month from the pay of University teachers who avail of the House Building Advance/Loan either from the University funds or through the Funding Agencies approved by the University, who satisfy the condition stipulated in clause (ii) below, and the deduction shall continue till the superannuation of the teacher loanees or the said loan is cleared in full, whichever is earlier.

(ii) The teacher-loanees who have a minimum of five years of service prior to retirement at the time of enrolment under this scheme are alone eligible.

(iii) The amount so deducted shall be maintained as a separate fund called "The Madras University Employees (both Teaching and Non-teaching) House Building Advance/Loan Special Family Benefit Fund".

(iv) The amount thus accumulated in the corpus of the above fund shall be utilized to adjust the outstanding amount of housing advance/loan, inclusive of interests, due from the deceased teacher/ loanee. On any occasion, if the funds from the corpus of the above scheme is not sufficient to adjust the balance of housing advance/loan due from the deceased teacher-loanee, the same shall be met out from the University funds, to the extent necessary.

Note : The above Scheme start take effect from 2.4.1986.

University Pensioners' Family Security fund Scheme 1997

(i) A monthly contribution be made from the pension of the pensioners to "The Madras University Pensioners' Family Security Fund Scheme" and the contribution will continue till the death of the Pensioner. The quantum of contribution is as follows:

(i)	Rs.20/-	from	January 1997
(ii)	Rs.40/-	from	April 1999
(iii)	Rs.50/-	from	June 2000
(iv)	Rs.70/-	from	01.11.2001 and
(v)	Rs.80/-	from	07.06.2013.

(ii) In case of death of a pensioner after one year of Contribution to the Scheme a sum of Rs.25,000/- will be paid from the Fund

to the spouse of the pensioner and if the spouse is not alive the amount will be paid to the nominee or to all the legal heirs in equal shares.

(iii) In case of death of a pensioner after one month of contribution to the Scheme a sum of Rs.25,000/- w.e.f. 18-11-2010 ne paid from the Fund to the spouse of the Pensioner and if the spouse is not alive the amount will be paid to the nominee or to all the legal heirs in equal shares.

(iv) In case of death of a pensioner after one month of contribution to the scheme a sum of Rs.35,000/- w.e.f/ 1-6-2012 be paid from the Fund to the spouse of the pensioner and if the spouse is not alive the amount will be paid to the nominee or to all the legal heirs in equal shares.

(v) In case of death of a Pensioner after one month of contribution to the scheme a sum of Rs.50,000/- w.e.f. 7-6-2013 be paid from the Fund to the spouse of the Pensioner and if the spouse is not alive the amount will be paid to the nominee or to all the legal heirs in equal shares.

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APPENDIX

SPECIAL PROVIDENT FUND – CUM – GRATUITY SCHEME

AMOUNT PAYABLE

Years

	0	1	2	3	4	5	6	7
Months	Rs.	Rs.	Rs.	Rs.	Rs.	Rs.	Rs.	Rs.
0		5,249	5,519	5,811	6,127	6,470	6,841	7,242
1	5,020	5,271	5,542	5,836	6,155	6,499	6,873	7,277
2	5,040	5,292	5,566	5,682	6,182	6,529	6,905	7312
3	5,060	5,314	5,590	5,887	6,210	6,560	6,938	7,348

4	5,081	5,337	5,613	5,913	6,238	6,590	6,971	7,383
5	5,101	5,359	5,638	5,939	6,266	6,621	7,004	7,419
6	5,122	5,381	5,662	5,966	6,295	6,651	7,037	7,455
7	5,143	5,404	5,686	5,992	6,323	6,682	7,071	7,492
8	5,164	5,426	5,711	6,019	6,352	6,714	7,105	7,528
9	5,185	5,449	5,736	6,046	6,381	6,745	7,139	7,565
10	5,206	5,472	5,760	6,073	6,411	6,777	7,173	7,602
11	5,227	5,495	5,785	6,100	6,440	6,808	7,208	7,640

SPECIAL PROVIDENT FUND – CUM – GRATUITY SCHEME

AMOUNT PAYABLE

Years

	8	9	10	11	12	13	14	15
Months	Rs.	Rs.	Rs.	Rs.	Rs.	Rs.	Rs.	Rs.
0	7,677	8,149	8,659	9,212	9,810	10,322	10,801	11,323
1	7,715	8,190	8,703	9,260	9,862	10,359	10,842	11,368
2	7,753	8,231	8,748	9,308	9,915	10,397	10,883	11,412
3	7,792	8,272	8,793	9,357	9,967	10,435	10,965	11,457
4	7,830	8,314	8,838	9,406	10,021	10,472	10,965	11,502
5	7,869	8,356	8,884	9,455	10,058	10,513	11,010	11,550
6	7,908	8,399	8,930	9,505	10,096	10,554	11,054	11,599
7	7,948	8,441	8,976	9,555	10,133	10,596	11,099	11,648
8	7,987	8,484	9,022	9,605	10,171	10,637	11,144	11,697
9	8,027	8,527	9,069	9,656	10,209	10,678	11,189	11,746
10	8,067	8,571	9,116	9,707	10,246	10,719	11,233	11,794
11	8,108	8,615	9,164	9,758	10,284	10,760	11,278	11,843

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SPECIAL PROVIDENT FUND – CUM – GRATUITY SCHEME AMOUNT PAYABLE

Years

	16	17	18	19	20	21	22	23
Months	Rs.	Rs.	Rs.	Rs.	Rs.	Rs.	Rs.	Rs.
0	11,892	12,512	13,188	13,925	14,728	15,604	16,558	17,559
1	11,941	12,565	13,246	13,988	14,797	15,679	16,640	17,688
2	11,989	12,618	13,304	14,051	14,866	15,754	16,722	17,777
3	12,038	12,672	13,362	14,115	14,935	15,829	16,804	17,866
4	12,087	12,725	13,420	14,178	15,004	15,904	16,885	17,955
5	12,140	12,783	13,483	14,247	15,079	15,986	16,975	18,052
6	12,193	12,841	13,546	14,315	15,154	16,068	17,064	18,149
7	12,246	12,899	13,609	14,384	15,229	16,149	17,153	18,247
8	12,229	12,956	13,673	14,453	15,304	16,231	17,242	18,344
9	12,353	13,014	13,736	14,522	15,379	16,313	17,331	18,441
10	12,406	13,072	13,799	14,591	15,454	16,395	17,420	18,538
11	12,459	13,130	13,862	14,660	15,529	16,477	17,509	18,635

SPECIAL PROVIDENT FUND – CUM – GRATUITY SCHEME AMOUNT PAYABLE

Years

	24	25	26	27	28	29	30	31
Months	**Rs.**	**Rs.**	**Rs.**	**Rs.**	**Rs.**	**Rs.**	**Rs.**	**Rs.**
0	18,732	19,968	21,315	22,784	24,384	26,129	28,031	30,103
1	18,830	20,074	21,431	22,910	24,522	26,279	28,194	30,281
2	18,927	20,180	21,546	23,036	24,659	26,428	28,357	30,459
3	19,024	20,286	21,662	23,161	24,796	26,578	28,519	30,636
4	19,121	20,392	21,777	23,287	24,933	26,727	28,682	30,814

5	19,227	20,507	21,903	23,424	25,083	26,890	28,860	31,007
6	19,333	20,623	22,029	23,562	22,232	27,053	29,038	31,201
7	19,439	20,738	22,155	23,699	25,382	27,216	29,215	31,395
8	19,545	20,854	22,281	23,836	25,531	27,379	29,393	31,588
9	19,651	20,969	22,406	23,973	25,681	27,542	29,571	31,782
10	19,757	21,085	22,532	24,110	25,830	27,705	29,748	31,975
11	19,862	21,200	22,658	24,247	25,980	27,868	29,926	32,169

SPECIAL PROVIDENT FUND – CUM – GRATUITY SCHEME

AMOUNT PAYABLE

Years

	32	33	34	35	36	37	38	39
Months	**Rs.**	**Rs.**	**Rs.**	**Rs.**	**Rs.**	**Rs.**	**Rs.**	**Rs.**
0	32,363	34,825	37,510	40,435	43,625	47,101	50,890	55,020
1	32,556	35,036	37,740	40,686	43,898	47,399	51,215	55,374
2	32,750	35,247	37,970	40,937	44,171	47,697	51,539	55,728
3	32,944	35,458	38,200	41,188	44,445	47,995	51,864	56,082
4	33,137	35,669	38,430	41,438	44,718	48,292	52,189	56,436
5	33,348	35,899	38,680	41,712	45,016	48,617	52,543	56,822
6	33,559	36,129	38,931	41,985	45,314	48,942	52,897	57,207
7	33,770	36,360	39,182	42,258	45,611	49,267	53,251	57,593
8	33,981	36,590	39,433	42,532	45,909	49,591	53,604	57,979
9	34,192	36,820	39,683	42,805	46,207	49,916	53,958	58,365
10	34,403	37,050	39,934	43,078	46,505	50,241	54,312	58,750
11	34,614	37,280	40,185	43,351	46,803	50,565	54,666	59,136
							40 years	59,522

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CHAPTER X

THE AUTHORITIES OF THE UNIVERSITY

General

Act. S.13 Authorities of the University

1. The following shall be the authorities of the University:

(1) the Senate,

(2) the Syndicate,

(3) the Academic Council,

(4) the Faculties,

*(4-A) the Finance Committee,

(5) the Board of Studies, and

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

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Act. S.38 Filling of casual vacancies

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

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

* Vide Addition to section-Madras University Amendment Act, 1966.

** Vide Madras University Amendment Act, 1966-substitution of New Section.

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

Act S.39 Proceedings of the University authorities and bodies not invalidated by vacancies.

*3. [No Act or proceeding of any authority or other body of the University shall be invalidated merely by reason of the existence of any vacancy or of any defect or irregularity in the election or appointment of a member of any authority or other body of the University or of any defect or irregularity in such act or proceeding not affecting the merits of the case or on the ground only that the Senate did not meet twice in any year.]

Act S40. Removal from membership of the University

*4. (1) The Senate may,-

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

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

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

*Vide Addition to Section-Madras University Amendment Act, 1966.

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

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

Act S.41 Disputes as to constitution of University Authority

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

Act S.42 Constitution of Committees.

6. All the authorities of the University shall have power to appoint committees and to delegate to them such of their powers as they deem fit; such Committees shall, Unless there be some special provision in the Act to the contrary, consist of such members of the authority concerned and of such other persons, if any, as the authority in each case may think fit.

CHAPTER XI

THE SENATE

Act S.14 Composition of the Senate

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

Ex-officio Members

(1) The Chancellor;

(2) The Pro-Chancellor;

(3) The Vice-Chancellor;

1[(4) The Secretary to Government in charge of Education;]

*(5) The Director of Higher Education, Madras;

**(6) The Director of Secondary Education, Madras;

(7) The Director of Technical Education, Madras;

2[(7-A) The Director of Medical Education, Madras;

(8) The Principals of affiliated colleges who have served as Principals for not less than three years;

(9) Every whole-time University Professor in charge of a Department; and

(10) Members of the Syndicate who are not otherwise members of the Senate.

***[*Life Members*

(1) Such number of persons not exceeding five as may be nominated by the Chancellor to be life members on the ground that they have rendered eminent services to education;

(2) All persons who have made a donation of not less than Rs.25,000 before the date of the commencement of the Madras University (Amendment) Act, 1966 to or the general purposes of the University.]

Other Members

(1) Twenty members elected by registered graduates from among themselves in accordance with the system of proportional representation by means of the single transferable vote;

(2) Ten members elected by the Academic Council from among its own body of whom not less than five shall be teachers of affiliated colleges;

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1 This Clause omitted by the Tamil Nadu Act 9 of 1980.

2. This Clause was inserted by the Tamil Nadu Act 42 of 1979.

* Now known as the Director of Collegiate Education, Chennai.

** Now known as The Director of School Education, Chennai.

Now Madras known as Chennai.

*** Subsequently omitted by Tamil Nadu Act 11 of 1982.

(3) Six members elected by the Members of the Legislative Assembly of the State of Madras from among themselves in accordance with the system of proportional representation by means of the single transferable vote;

(4) Three members elected by the Members of the Legislative Council of the State of Madras from among themselves in accordance with the system of proportional representation by means of the single transferable vote;

(5) Three members elected by the principals of approved colleges from among themselves in accordance with the system of proportional representation by means of the single transferable vote;

(6) One member elected by the headmasters of high schools in each of the following revenue districts or groups or revenue districts, from among themselves namely:

*(a) Coimbatore and the Nilgiris;

**(b) Salem and Dharmapuri;

(c) North Arcot

(d) Chingleput and Madras;

(e) South Arcot;

~ (f) Thanjavur;

~(g) Tiruchirapalli.

(7) One member elected by the Councilors of the Municipal Corporation of Madras, from among themselves.

(8) One member elected by the Chairman of Municipal Councils and of Panchayat Union Councils in each revenue district in the State of Madras, except the area comprising the revenue districts of Madurai, Ramanathapuram, Tirunelveli and Kanyakumari, from among such

* These districts formed part of the Bharathiar University established in 1981.
** These districts formed part of the Periyar University established in 1997.
~ These districts formed part of the Bharathidasan University established in 1981.

Chairmen and the Members of Municipal Councils, Panchayat Union Councils and Panchayats in such revenue districts; and

9. Fifteen members nominated by the Chancellor of whom not less than ten shall be nominated to secure the representation of the Scheduled Castes and Scheduled Tribes not otherwise adequately represented;

Substituted by Tamil Nadu Act 41 of 1998

1 (b)[1] (i) Save as otherwise provided, any person who has completed two terms of three years in the Senate, continuously shall be eligible, after a period of three years has elapsed from the date of his/her ceasing to be such member, for election or nomination to the above mentioned authority.

Provided that for the purpose of this Sub-section, if a person was elected or nominated to one authority and such person became a member of another authority by virtue of the membership in the first mentioned authority (i.e., Senate, Syndicate and Academic Council), the period for which he / she held office in the first mentioned authority alone shall be taken into account.

(ii) Where a member is elected or nominated to the Senate to a casual vacancy, the period of office held for not less than one year by any such member shall be construed as a full period of three years for the purpose of this Clause.

[2]Provided that a member of the Legislative Assembly of the State of Tamil Nadu shall cease to be a member of the Senate from the date of which he ceases to be a member of the Legislative Assembly of the State of Tamil Nadu.

2. Explanation: For the purpose of this Clause, the expression "period" shall include the period held prior to the date of the publication

1. Inserted by the Tamil Nadu Act of 1998.
2. Inserted by the Tamil Nadu Act of 1992.

of the Tamil Nadu Universities Laws (Second Amendment) Act, 1991, in the Tamil Nadu Government Gazette.

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

Explanation: For the removal of doubts, it is hereby declared that notwithstanding anything contained in any law for the time being in force or in any judgement, decree or order of any court, every person who had been elected to the Senate of the Madras University, in his capacity as a member of the Legislative Assembly and who had ceased to be a member of the Legislative Assembly but holding office as a member of the Senate immediately (before the date of the publication of this Act in the Tamil Nadu Government Gazette, shall cease to be a member of the Senate of the University on the date of the publication of this Act in the Tamil Nadu Government Gazette.

Every person who ceases to be a member of the Senate by reason of the operation of this Act shall cease to be a member of the Syndicate, Academic Council or any other authority of the University of which he may happen to be a member by virtue of his membership of the Senate.

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

Act. S.15 The Senate to be the supreme governing body.

2. The Senate shall be supreme governing body of the University and shall have power to review the action of the Syndicate and of the Academic Council save where the Syndicate and the Academic Council have acted in accordance with powers conferred on them under this Act, the Statutes, the Ordinances or the Regulations and shall exercise all the powers of the University not otherwise provided for and all powers requisite to give effect to the provisions of this Act;

Provided that if any question arises whether the Syndicate or the Academic Council has acted in accordance with such powers as aforesaid or not, the question shall be decided by a resolution passed by two-thirds of the number of members present and voting at a meeting of the Senate and the decision shall be final.

~Act. S.16 Powers of the Senate

3. In particular and without prejudice to the generality of the powers conferred by Section 15, the Senate shall have the following powers, namely:

(1) to make Statutes and amend or repeal the same;

(2) to modify or cancel Ordinances and Regulations in the manner prescribed by this Act;

(3) to encourage co-operation among university colleges and laboratories, affiliated colleges and approved colleges;

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

(5) to institute and maintain institutes of research, University colleges, University laboratories, libraries and museums;

(6) to prescribe in consultation with the Academic Council the conditions for approving colleges or institutions in which provision is

~ Vide Amendment made by Madras University Amendment Act.1966.

made for courses of study for admission to the Pre-University examination or for the preparation of student for titles or diplomas of the University and to withdraw such approval;

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

(8) to institute, after consultation with the Academic Council, Professorships, Readerships, Lecturerships, and any other teaching posts required by the University;

(9) to prescribe after consultation with Academic Council, the conditions for affiliating colleges to the University and to withdraw affiliation from colleges;

(10) to provide, after consultation with the Academic Council, such lectures and instructions for students of University colleges, affiliated colleges and approved colleges as the Senate may determine and also to provide for lectures and instructions to persons not being students of colleges and to grant diplomas to them;

(11) to provide for the inspection of all colleges and hostels;

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

(13) to confer degrees, titles, diplomas and other academic distinctions on persons who-

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

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

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

(15) to establish and maintain hostels;

(16) to institute, after consultation with the Academic Council, fellowships, travelling fellowships, scholarships, studentships, bursaries, exhibitions, medals and prizes;

(17) to prescribe the fees to be charged for the approval and affiliation of colleges, for admission to the examinations, degree and diplomas of the University, for the registration of graduates, for the renewal of such registration and for all or any of the purposes specified in Section 4-A;

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

(19) to institute, after consultation with the Academic Council, a University Extension Board and to maintain it;

(20) to institute, after consultation with the Academic Council, a Publication Bureau, Student's Unions, Employment Bureau and University Athletic Clubs and other similar Associations and to maintain them;

(21) to enter into any agreement with the Central or of any State Government or with a private management for assuming the management of any institution and for taking over its properties and liabilities or for any other purposes not repugnant to the provisions of this Act;

(22) to make Statutes regulating the method of election to the authorities of the University and the procedure at the meeting of the Senate, the Syndicate and other authorities of the University and the quorum of members required for the transaction of business by the authorities of the University other than the Senate;

(23) to recommend to the State Government the recognition of any area within the State of Madras except the area comprising the revenue districts of Madurai, Ramanathapuram, Tirunelveli and Kanyakumari as a University Centre;

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

(25) to delegate such of its powers as it may deem fit to any authority or authorities of the University constituted under this Act.

4. (1) The Senate may:-

****Act. Sec. 40. Removal from membership of the University.**

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

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

(2) The Senate may also by an order in writing made in this behalf removes any person from the membership of any authority of the University if he becomes of unsound mind or deafmute or suffers from leprosy or has applied to be adjudicated or has been adjudicated as an insolvent.

** Vide Amendment made by M.U. Amendment Act, 1966

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

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

~ Act S.53 Reporton affiliated andapproved colleges.

5. The Senate shall, at the end of every five years from the date of the commencement of the Madras University (Amendment) Act, 1966 submit a report to the State Government on the condition of affiliated and approved colleges. The State Government shall lay the report on the table of both Houses of the Legislature and shall take such action on it as they deem fit.

MEETINGS AND PROCEEDINGS*

Statute Meeting of the Senate

6. There shall be two ordinary meetings of the Senate in the year on dates to be fixed by the Vice-Chancellor. One of them shall be the annual meeting at which the annual report, the annual accounts and audit report and the financial estimates, prescribed under Sections 20 and 21 of the Act, shall be presented.

The Senate also meet at such other times as it may determine.

7. (1) The Vice-Chancellor may, whenever he thinks fit, convene a Special Meeting of the Senate.

Statute. Special Meeting of the Senate.

(2) The Vice - Chancellor shall, upon a requisition in writing signed by not less than thirty-five members of the Senate, convene a Special Meeting of the Senate.

~ Vide Amendment to the Section M.U. Amendment Act, 1966

*'Resolution' means original proposition.

'Motion' means anything moved either by way of resolution or amendment.

-Vide Statute 1 of Chapter I of the Laws of the University.

A requisition for a Special Meeting must be in writing signed by the requisitionists, and must be forwarded to the Registrar with a copy of the resolution or resolutions to be moved at the meeting and also the name of the proposer of each resolution.

Statute. Notice of Ordinary meetings.

8. The Registrar shall under the direction of the Vice-Chancellor, give not less than eight week's notice of the date of an ordinary meeting. The Registrar shall, with the notice of the annual meeting, also send to each member copies of the annual report and the annual accounts and audit report and the financial estimates.

Statute. Notice of Special meetings

9. (1) Not less than fifteen clear days' notice shall ordinarily be given of a special meeting convened by the Vice - Chancellor under Law 7 (1); but in case of urgency, the Vice- Chancellor may convene a special meeting at shorter notice. Along with the notice of the meeting, the Registrar shall also send to each member a statement of the business to be transacted at the meeting.

2) Not less than fifteen clear days' notice of a special meeting convened by the Vice-Chancellor on a requisition under Law 7 (2) shall be given to the members. Along with the notice, the Registrar shall also send to each member a copy of the resolution or resolutions, with the name of the mover of each resolution, to be moved at the meeting.

Statute. Date for forwarding resolutions for ordinary meetings.

10. (1) Any member who wishes to move a resolution at an ordinary meeting shall forward a copy of the resolution to the Registrar so as to reach not less than forty five clear days before the date of the meeting.

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

(3) The Registrar shall place all such resolutions before the Vice-Chancellor, who shall direct him to include such resolutions in the Agenda, provided that no resolution shall be admissible which does not comply with the following conditions:

(i) It shall be clearly and precisely expressed and shall raise substantially one definite issue;

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

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

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

Statute. Business of Special meetings.

11. (1) At a special meeting of the Senate convened by the Vice- Chancellor under Statute 7(1), no business other than that brought forward by the Syndicate or the Vice-Chancellor shall be transacted.

(2) At a special meeting of the Senate convened by the Vice-Chancellor on a requisition by members under Statute 7(2), only resolutions given notice of by the requisitionists and amendments thereto, and such urgent business as may be brought forward by the Syndicate or the Vice-Chancellor shall be transacted.

Statute. Inclusion of resolutions in agenda paper.

12.(1) The Registrar shall include in the Agenda paper of a meeting all resolutions of which due notice has been given, and which have not since been withdrawn in accordance with Statute 10 (2) or directed by the Vice-Chancellor not to be included in the agenda under Statute 10 (3) *Supra.*

(2) When any resolution is not included in the agenda paper under the direction of the Vice-Chancellor on any of the grounds mentioned in Statute 10, the Registrar shall intimate the fact to the member stating the objection.

Statute. Resolutions on Ordinances and Regulations.

13. Notwithstanding the notice for resolution prescribed in Statute 10, any member who wishes to move a resolution on any report or statement by the Syndicate included in the agenda paper, or on any Ordinance and Regulation placed before the Senate under Sections 32 (2) and 33 of the Act and included in the agenda paper, may do so by giving notice of the resolution, which shall reach the Registrar not less than eighteen clear days before the date of the meeting, provided that no such notice will be necessary in the case of resolutions relating to urgent business brought forward by the Syndicate or the Vice-Chancellor but not included in the Agenda.

Resolution of which due notice has been received by the Registrar under this Statute shall be included in the amended agenda paper.

Statute. Date for despatch of agenda paper

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

Statute. Notice of amendment.

15. Any member who wishes to move an amendment to a resolution on the agenda paper of any ordinary or special meeting of the Senate shall forward a copy of the same to the Registrar so as to reach

him not less than eighteen clear days before the day of the meeting at which the resolution is to be moved; provided that, in the case of a special meeting convened under Statute 7(1) of which less than fifteen day's notice has been given, the Vice-Chancellor may accept amendment on shorter notice.

The provisions governing the admissibility of resolution under Statute 10(3) *supra* shall apply to amendments as well.

Statute. Amended agenda paper.

16. The Registrar shall, under the directions of the Vice-Chancellor, prepare an amended agenda paper showing all the resolutions and amendments and shall post a copy of it to each member of the Senate not less than seven clear days before the date of any meeting; provided that in the case of a special meeting convened under Statute 7(1), the amended agenda paper may be sent at a shorter interval before the meeting or may be placed at the meeting.

Statute. Hours of meeting.

17. Unless the Senate otherwise resolves, the Senate shall meet at 10-30 a.m. on each day appointed for the meeting, and the Chairman shall adjourn the meeting at 5-30 p.m; there shall be an adjournment for one hour for lunch between 1 and 3 p.m.

Provided that, if at the time prescribed for either adjournment, proceeding under closure motion are in progress, the Chairman shall not adjourn the meeting until the questions consequent thereon, as provided in Statute 62 have been decided;

Provided further that, if any voting is in progress, the voting and proceedings consequent thereon shall be completed before the meeting is adjourned;

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

Statute. Chairman of meeting.

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

§ Statute. Quorum.

19. ~ Twenty-five members of the Senate shall be the quorum for a meeting of the Senate. If a quorum is not present within fifteen minutes after the time appointed for a meeting, the meeting shall not be held, and the Registrars shall make a record of the fact.

Statute. No Quorum.

20. If at any time during the progress of a meeting, any member shall call the attention of the chairman to the number of members present, he shall within a reasonable time count the number of members present, and if a quorum be not present, he shall declare the meeting dissolved and shall leave the Chair. Such dissolution shall be recorded by the Registrar and the record shall be signed by the Chairman.

Statute. Business at adjourned meetings.

21. Subject to the provisions of other Laws, no business shall be transacted at any adjourned meeting other than the business left unfinished at the meeting from which the adjourned took place; provided that the Syndicate or the Vice-Chancellor may bring any urgent business before an adjourned meeting, with or without notice.

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

~ Vide Amendment to the Section by Madras University Amendment Act 1966

§ Vide Section 17 of the Act as amended by Act III of 1942.

BUSINESS OF MEETING

Statute. Order of Business.

22. The business to be transacted at a meeting of the Senate shall be placed on the agenda paper in the following order:-

(i) The answering of questions., if any;

(ii) Business brought forward by the Syndicate and the Vice-Chancellor.

(iii) Business brought forward by the Academic Council;

(iv) Business brought forward by other University authorities;

(v) Business brought forward by Members of the Senate.

At any meeting, it shall be open to any member to move for a change in the order of business as stated in the agenda paper.

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

QUESTIONS AND ANSWERS

Statute. Questions.

23. At any ordinary meeting of the Senate, any member may ask any question for the purpose of obtaining information from the Syndicate on any matter concerning the University.

Statute. Disallowance of Questions.

24. The Syndicate may disallow a question on the ground that it cannot be answered consistently with the interests of the University.

Statute. Rules re: questions.

25. No question shall be admitted unless it complies with the following conditions:-

(a) it shall not publish any name or statement not strictly necessary to take the question intelligible.

(b) if a question contains a statement, the member asking it shall make himself responsible for the accuracy of the statement;

(c) it shall not contain arguments, inferences, ironical expressions or defamatory Statements;

(d) it shall not ask for an expression of opinion or the solution of an abstract legal question or of a hypothetical proposition;

(e) it shall not refer to the character or conduct of any person except in his official capacity as connected with the University.

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Statute. Notice of Questions

26. Any member who intends to ask a questions, shall forward to the Registrar a notice in writing to that effect, together with a copy of the question to be asked, so as to reach him not less than forty five clear days before the date of an ordinary meeting.

No person can ask more than (15) fifteen questions and no question shall refer to more than one subject.

Statute. Admissibility of questions

27. After the last date for the receipt of questions, the Syndicate shall consider the admissibility or otherwise of the question and the answers that should be given thereto.

Statute. Disallowance of questions, and Syndicate's decision.

28. (a) The Syndicate shall decide on the admissibility of a question and shall disallow any question which, in its opinion, contravenes the provision of these Laws, notifying to the person concerned the ground on which the questions was disallowed.

(b) The Syndicate may also disallow, at its discretion-

(1) any question which involves the preparation of elaborate statements or statistics, and

(2) any question the answer to which involves an excessive amount of time and labour.

(c) The decision of Syndicate shall be final and no discussion thereon shall be permitted at any meeting of the Senate.

Statute. Answers to questions

29. Questions which have been admitted and the answers thereto shall be printed and circulated to the members of the Senate along with the amended agenda.

Statute. Answering of questions at meetings.

30. The Chairman shall call out the name of each questioner in the order in which the names are printed, specifying the serial number of his question, and make a sufficient pause to give him or any other member a reasonable opportunity of rising in his place, and putting a supplementary question. Supplementary questions must be put immediately after the principal question to which they relate.

Unless otherwise decided upon the Senate at a meeting, the time allotted for answering questions shall not exceed one hour.

Statute. Supplementary questions.

31. Any member may put a supplementary question for the purpose of further elucidating any matter of fact, regarding which an answer has been given, provided that the Chairman shall disallow any supplementary question, if in his opinion, it infringes the laws. The decision of the Chairman shall be final and no discussion shall be permitted at any meeting of the Senate.

Supplementary questions shall be answered by members nominated by the Syndicate for the purpose.

Statute. Answering of Supplementary questions.

32. The Chairman may decline to allow a supplementary question being put without notice, and the member nominated to answer any supplementary question may decline to answer it without notice, in which case the supplementary question may be put by the questioner only in the form of fresh question at a subsequent meeting of the Senate.

Statute. No discussion on questions.

33. No discussion shall be permitted in respect of any question or of any answer given to a question.

MOTIONS WITHOUT NOTICE

Statute. Correction of mistakes.

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

Statute. Complimentary motions.

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

Statute. Amendments to resolutions with short notice.

36. At any meeting of the Senate, any member may move any amendment to any resolution brought forward by the Syndicate or the Vice-Chancellor under the proviso contained in Statute 14 or to a resolution moved by a member under Statute 13 of this Chapter, or to a resolution included in the Agenda of special meeting convened under Statute 7 (1) of this Chapter on less than fifteen clear days notice.

Statute. Motions without notice.

37. At any meeting of the Senate, the following resolutions may be moved without previous notice:-

(i) A resolution relating to business not included in the agenda but brought forward by the Syndicate or the Vice-Chancellor under Law 14 of this Chapter.

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

(iii) A motion directing the Syndicate, the Academic Council, a Faculty, a Board of Studies or any Committee to review or reconsider its decision or recommendation and to report at a subsequent meeting of the Senate.

(iv) A motion for the appointment of a Committee to consider and report on any matter before the Senate at the time.

(v) A motion remitting any matter before the Senate at the time of Syndicate or the Academic Council or a Faculty or a Board of Studies for its consideration and report.

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

(vii) A motion for the adjournment of the debate on any question to the next meeting of the Senate.

(viii) A motion that the Senate resolve itself into a Committee to consider any matter before the Senate at the time.

(xi) A motion that the meeting be dissolved.

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

(xi) A motion that the question be now put.

Statute. Amendments without previous notice.

38. At any meeting of the Senate, the followingamendments may be moved without previous notice:

(i) Amendments to a motion for a change in the order of business as stated in the agenda paper, substituting an order different from that in the motion (37-ii)

(ii) Amendments to a motion directing the Syndicate, the Academic Council, a Faculty, a Board of Studies or a Committee to review or reconsider its decision or recommendation (37-iii).

(iii) Amendments to a motion for the appointment of a Committee (37-iv).

(iv) Amendments to a motion remitting any matter to the Syndicate or the Academic Council, or a faculty or a Board of Studies (37-v).

(v) Amendments to a motion for the adjournment of the meeting or debate to a Specified time (37-vi).

(vi) Amendments to motions brought forward by the Syndicate or the Vice-Chancellor at special meetings on less than fifteen clear days notice, or at ordinary meetings on less than twenty one clear days notice, and to resolutions moved by members under Statute 13 of this Chapter.

(vii) Amendments to any resolution or amendment on the agenda paper which, in the opinion of the Chairman, have been rendered necessary by and are consequential upon, any motion passed by the Senate at the same meeting.

(viii) Amendments of a purely verbal or formal kind which in the opinion of the Chairman do not affect the sense or import of the motion to which they refer.

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Statute Resolutions or amendments not on agenda paper.

39. Save as permitted in Laws 35,36,37 and 38 of this Chapter, no resolution or amendment which is not placed on the agenda paper shall be moved at the meeting.

MOTIONS IN GENERAL

Statute. Form of resolutions.

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

Statute. Motions not moved.

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

Statute. Motions to be seconded.

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

Any member may second a resolution by saying 'I second the motion' and may reserve his speech by adding 'I reserve my speech.'

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

Statute. Moving of amendments.

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

44. An amendment to a resolution shall be:

Statute. Form of amendment.

(i) by leaving out certain words.

(ii) by inserting or adding certain words.

(iii) by leaving out certain words to insert or add others.

When the amendment is of the first kind, the form in which it is moved shall be 'That the words (mentioning them) be left out. 'When the amendment is of the second kind, the form shall be 'That the words (mentioning them) be added or inserted' and there shall then follow words specifying the place in which the words mentioned are to be added or inserted. When the amendment is of the third kind, the form shall be 'That the words (mentioning them) be left out' and 'That the words (mentioning them) be added or inserted' followed by words specifying the place in which in the words mentioned are to be added or inserted.

Statute. Relevancy of amendments.

45. An amendment must not reduce the original motion to its negative or opposite form.

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

An amendment must not be virtually an independent proposition.

Statute. Not more than one resolution and amendment at a time.

46. Not more than one resolution and one amendment thereto shall be placed before a meeting at the same time.

If an amendment be negatived, any other amendments to the original motion may then be moved. If an amendment be carried, the motion as amended shall be stated from the Chair and may then be debated as a substantive motion to which the further amendments, if any, to the original motion may be moved, and such further amendments shall be disposed of in the same manner as the previous amendment.

Statute. Withdrawal of motions.

47. (i) No resolution or amendment shall be withdrawn from the decision of the meeting without its unanimous consent. To withdraw the motion, the member who moved it must signify his desire in the meeting. The Chairman shall then take the sense of the meeting

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by asking, "Is it your pleasure that the motion be withdrawn?" Provided no one objects, he shall declare the motion withdrawn.

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

Statute. Ruling out of order resolution or amendment.

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

PROCEDURE ON MOTIONS

Statute. Procedure on Motions under Law 37 (iii-x).

49. Motions made under Law 37 (iii-x) of this Chapter shall take precedence of any question that may be before the meeting at the time and must be disposed of before such question.

Statute. Procedure to motion under Law 37 (vi, vii, viii, ix, x) when negatived.

50. When a motion under Law 37 (vi, vii, viii, ix, x) of this Chapter has been brought forward and has been negatived, no other motion of the same kind shall be again brought forward during the debate on the same question until after the lapse of what the Chairman shall deem a reasonable time nor shall, if a debate is permissible on such motion, any debate or discussion be allowed on such second or subsequent motion.

Statute. Procedure on a motion on Ordinance or Regulation.

51. A motion on an Ordinance or a Regulation placed before the Senate under Section 32 (2) and 33 of the Act may be for its cancellation or modification. A motion for the cancellation of an Ordinance or a Regulation shall be in the form 'That Ordinance or Regulation (mentioning it) be cancelled'. A motion for the modification of an Ordinance or a Regulation shall be in the form 'That the Ordinance or Regulation (mentioning it) be modified (followed by words indicating the modification proposed)'.

To a motion for the cancellation of an Ordinance or a Regulation, an amendment may be moved for its modification. To a motion for the modification of an Ordinance or a Regulation, an amendment may be moved for its cancellation or for a different modification to the one proposed in the original motion.

Statute. Procedure Change in the order of business.

52. A motion for a change in the order of business as stated in the agenda paper shall be made immediately after the answering of question, if any, and before the commencement of other business. It cannot be moved at any other time.

Statute. Procedure for reconsidering a previous decision.

53. A motion directing the Syndicate, the Academic Council, or any other University authority, or Committee to review or reconsider its decision of recommendation may be made at any time during the debate on any such decision or recommendation, but shall not be made as to interrupt a speech. The motion shall specify the matter proposed to be referred to the Syndicate, or other University authority, or Committed and may also indicate generally the direction in which the mover desires review or reconsideration. The motion may also include a direction that the authority or Committee shall report to the Senate by a specified date, provided however that, if no date is mentioned for the submission of the report, such report shall be made at the next meeting of the Senate convened under Statute 6, and if it is not possible to do so, the fact shall be reported to the Senate at such meeting.

Statute Motion for appointment of a Committee

54. A motion for the appointment of a committee to consider and report upon any question before the Senate at the time may be made at any time, but not so as to interrupt a speech. The motion shall state the purpose for which the committee is to be constituted and the names of its members and convener. The motion may include an instruction, and may also specify the date for the submission of the report. An amendment to such a motion may be for enlarging or restricting the purposes of which the

Committee is to be appointed or the questions remitted to it or for giving it an instruction or for adding to or omitting the names of members proposed to form it or for fixing a date, or a different date to the one already fixed in the original motion for the submission of the report, provided, however that, if no date is mentioned for the submission of the report, such report shall be made at the next meeting of the Senate convened under Statute 6, and if it is not possible to do so, the fact shall be reported to the Senate at such meeting.

If the mover of the resolution or of any amendment thereto proposes to include in the Committee persons who are not members of the Senate or who being members are not present at the meeting, he shall state at the meeting that he has obtained the consent of such persons to their names being proposed for inclusion.

Statute Motion remitting any matter to an authority.

55. A motion remitting any matter to the Syndicate, or any other University authority may be made at any time, but not so as to interrupt a speech. The motion shall specify the matter proposed to be remitted and may also indicate generally the direction in which the matter remitted is to be considered. The motion may also include an instruction and may specify a date for the submission of the report by the authority, provided, however that, if no date is mentioned for the submission of the report, such report shall be made at the next meeting of the Senate convened under Statute 6, and if it is not possible to do so, the fact shall be reported to the Senate at such meeting.

Statute. Motion for adjournment.

56. A motion for the adjournment of the meeting of debate to a specified time may be made at any time, but not so as to interrupt a speech. The motion shall be in the form, 'That this meeting do now adjourn to', or 'That the debate on this question be now adjourned to', followed by words indicating the day and hour proposed for the adjourned meeting or debate.

An amendment to any motion for adjournment of the meeting of debate shall be for substituting a different day or hour for the one originally proposed.

If the motion for the adjournment of the debate be carried, the debate shall stand adjourned to the time specified in the motion and meeting shall pass to the next business, if any, on the agenda.

If the motion for adjournment of the debate is carried, the members who moved it may claim precedence or take part at a later period in the debate when it is resumed. A member who moves the adjournment of the debate with the intention of taking part in it when resumed must confine himself when moving the motion for adjournment to the bare words of the motion. If the motion for adjournment is negatived, the mover cannot speak again on the main question.

Statute. Motion for resolving into a committee.

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

Statute. Motion for dissolution

58. A motion for the dissolution of a meeting shall be in the form 'That this meeting do now dissolve', and may be made at any time but not so as to interrupt a speech.

If the Chairman shall be of the opinion that the motion for dissolution is an abuse of the rules of the meeting, he may decline to state the question thereupon to the meeting.

If the motion be carried, the business still before the meeting shall drop, and the Chairman shall declare the meeting dissolved.

Statute. Motion to pass to the next business on the agenda.

59. A motion to pass to the next business shall be in the form 'That the meeting do now pass to the next business on the agenda paper', and may be moved at any time after the main question has been stated by the Chair, but not so as to interrupt a speech.

The member moving the motion shall confine himself to the words of the motion. The member who seconds the motion shall confine himself to the words 'I second the motion'. If the Chairman shall be of the opinion that the motion to pass over to the next item is an abuse of the rules of the meeting, he may decline to put the question to the meeting. If he accepts the motion, it shall be put forthwith without amendment or debate. If the motion is carried, the main question together with the amendments to it, if any, moved or given notice of, shall drop.

Statute. Closure motion.

60. A motion for disclosure shall be in the form 'That the question be now put' and may be moved at any time, after a question has been stated form the Chair, but not so as to interrupt a speech. A member who moves the closure shall confine himself to the words 'I move that the question be now put, ' The member who seconds the motion shall confine himself to the words 'I second the motion.'

Unless it shall appear to the Chairman that such motion is an abuse of the rules of the meeting or an infringement of the rights of the minority, or that the question before the meeting has not been sufficiently discussed, it shall be put forthwith, and decided, without amendment or debate.

When the motion 'That the question be now put' has been carried and the question consequent thereon has been decided, a member may claim any further closure motion that such further question or questions which may be necessary to bring to a decision any question already stated from the Chair be put; and unless the Chairman withholds his

assent, such further question or questions shall be put forthwith, and decided without amendment or debate.

SPEECHES

Statute When speeches allowed.

61. A member can speak only when there is a question before the meeting or when he moves or seconds a motion, except,

(1) when putting a question or answering a question put;

(2) when speaking to a point of order,

(3) when offering a personal explanation; or

(4) when, with the special permission of the Chair, making a statement.

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A member in possession of the meeting may speak before moving any motion which he intends to move, but he shall speak to the question and shall conclude his speech by formally moving the motion.

Statute. How often speeches permitted.

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

A member who has spoken to the main question may not move or second an amendment to it or a motion under Statute 37 during the debate on the same question; but he may speak to any such new question when moved and seconded by other members, if debate is permissible.

A member who has moved or seconded an amendment or a motion under Statute 37 (iii-x) may not after such amendment or motion has been disposed, of, move or second any other amendment, or motion under Statute 37 (iii-x), or speak to the main question; he may however speak, or move or second an amendment, to any such new motion when moved and seconded by other members if amendment or debate is permissible.

Provided that a member may move or second more than one amendment to a main question, when the main question relates to the framing, cancellation or modification of Statutes, Ordinances or Regulations or to the financial estimates;

Provided further that a member who successfully moves the adjournment of the debate on any question to a special time may claim precedence or take part at a later period in the debate when it is resumed under Statute 56;

A member who complains that his speech has been misunderstood, or that his conduct or character has been impugned in the debate, may be allowed to make a personal explanation.

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

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Statute. Condition for right of reply for mover.

63. When the Chairman has ascertained that no other member entitled to address the meeting desires to speak, the mover of the resolution may reply upon the whole debate, provided that the mover of a resolution of the kind specified in Statute 37 (iii-viii) or of an amendment shall have no right of reply. No member shall speak to a question after the mover has made his reply.

Statute. Duration of speeches.

64. No speech shall exceed five minutes in duration provided that the mover of a resolution or of an amendment, when moving the same, may speak for fifteen minutes, provided further that the Chairman may, at his discretion allow a longer period of any speaker;

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

65. The member who first rises to speak at the conclusion of a speech has the right to be heard. In case of more than one member rising simultaneously, the Chairman shall decide who is in possession of the meeting.

Statute. Order of speeches.

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

Statute. Speeches by Chairman.

67. Any member may rise to explain any misconception of expressions used by him but he shall confine himself strictly to such explanation. Such personal explanation may be offered whilst another member is speaking, only if the member who is speaking gives way by resuming his seat.

Statute. Personal explanation

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

Statute. Point of order.

No point of order can be raised while the Chairman is taking the votes on a question or taking a poll, except with his permission and only on a matter arising out of or during the vote or poll. The Chairman may deal with the matter immediately, or when the vote or the poll is completed.

Statute. Putting Questions to vote.

69. When the debate on a resolution is concluded or if there be no debate, the Chairman shall put the question to the vote by saying, "The question is, 'followed by the words of the resolution and the Senate shall then divide unless the Chairman ascertains that the question is carried affirmatively by an unanimous vote. If there be an amendment, he shall say. 'It has been moved, 'followed by the words of the resolution ; then he shall say. 'It has been moved, 'Since it has been moved by way of amendment, ' followed by the words of the amendment, and then, if the amendments be one of the kind specified in Clause (i) of Statute 44 of this Chapter he shall put the question by saying, 'Shall the words or word proposed to be left out be left out?' If the amendment be of the kind specified in Clause (ii) of the same statute he shall put the question by saying, 'Shall these words be there added or inserted?' If the amendment be of the kind specified in Clause (iii) of the same Statute, he shall put the question by saying "shall the following words or word….be left out in order to add or insert the following words or word……..?

VOTING

Statute. Decision of questions

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

Statute. Manner of taking votes-Poll.

71. On any motion being put to the vote, the manner in which the vote of the meeting shall be taken shall be left to the discretion and direction of the Chairman. If, as soon as the Chairman announces the result of the voting on any particular motion, any member demands a poll, the same shall be taken. In that case the vote of each member voting shall be recorded and the names of members who abstain from voting shall also be recorded.

GENERAL

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

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

Statute. Powers of Chairman- Point of order.

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

Statute Powers of Chairman to maintain order.

75. The Chairman may direct any member whose conduct is in his opinion grossly disorderly to withdraw immediately from the meeting and any member so ordered to withdraw shall do so forthwith and absent himself during the remainder of the day's meeting.

Statute. Powers of Chairman to suspend sittings.

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

MINUTES

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

Statute. Minutes of Meeting.

Statute. Exception to Correctness of the Minutes.

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

Statute. Procedure when exception is taken.

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

Statute. Protest.

80. Any member intending to protect against a motion passed at a meeting of the Senate to which the assent of the Chancellor is required, shall give notice in writing of his intention to the Registrar within forty-eight hours from the date of the meeting and shall within fourteen days from such date lodge his protest with the Registrar. The Registrar shall forward a copy of the protest to the mover of the motion. The mover of the motion may, within fourteen days from the receipt of the protest, prepare and send to the Syndicate a memorandum is support of the decision of the Senate. The Syndicate shall submit the protest and memorandum, if any together with a copy of the motion for the consideration and orders of the Chancellor.

SENATE IN COMMITTEE

Statue. Resolutions of Senate in Committee to be confirmed by Senate.

81. The proceedings of the Senate in Committee shall be governed by the same rules of debate as those of the Senate except that no notice of a motion shall be required and that a motion need not be seconded and that a member may speak on a motion any number of times.

Statute. Senate in Committee- Procedure of.

82. The resolutions passed at meetings of the Senate in Committee shall be embodied in a report by the Registrar, which shall be laid before the Senate at the same or at a subsequent meeting. The resolutions of the Senate in committee shall not become final unless they are confirmed by the Senate in open meeting.

CHAPTER XII

THE SYNDICATE

Act and Statute composition of syndicate

1.(a) The Syndicate shall in addition to the Vice-Chancellor consist of the following persons, namely.-

Ex-officio Members

(1) The Secretary to the Government-in-charge of Education.

(1A) The Secretary to Government in-charge of Health and Family Welfare;

(1-AA) The Secretary to Government in-charge of Law

(1-AAA) The Director of Higher Education, Madras;

(2) The Director of Technical Education, Madras

(3) The Director of Medical Education; Madras and

(4) The Director of Legal Studies

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

Other Members

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

(2) Five members elected by the Academic Council from among its members of whom four shall be teachers of affiliated colleges and the remaining shall be a teacher of an approved college;

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(3) Three members nominated by the Chancellor

(4) Three University Professors from among the Heads of the Department of Study and Research, Schools of excellence or Centres of advanced studies, nominated by the Chancellor on the recommendation of the Vice-Chancellor by rotation among the Departments, Schools and Centres;

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

(6) One University Lecturer nominated by the Vice Chancellor, by rotation according to seniority.

(b) (i) Save as otherwise provided, any person who has completed two terms of three years in the Syndicate continuously shall be eligible, after a period of three years has elapsed from the date of his / her ceasing to be such member, for election or nomination to the above mentioned authority.

Provided that for the purpose of this Sub-section, if a person was elected or nominated to one authority and such person became a member of another authority by virtue of the membership in the first mentioned authority (i.e., Senate, Syndicate and Academic Council) the period for which he/she held office in the first mentioned authority alone shall be taken into account.

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

Explanation: For purpose of this Clause, the expression "period" shall include the period held prior to the date of the publication of the Tamil Nadu Universities Law (Second Amendment) Act, 1991, in the Tamil Nadu Government Gazette.

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

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

(d) Save as otherwise provided in the Act, no officer or servant of the University shall be a member of the Syndicate.

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Powers of the Syndicate Act and Statute.

2. The Syndicate shall have the following powers, namely:

(a) to make Ordinances and amend or repeal the same;

(a-1) on the approval of not less than two-thirds of its members, to recommend to the Senate the conferment of honorary degrees or other distinctions;

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

(b-1) to provide or purchase lands, buildings, premises, furniture, laboratory, apparatus. equipment and other means needed for carrying on the work of the University;

(b-2) to invest any moneys belonging to the University including any unapplied income in any of the Securities described in

Section 20 of the Indian Trusts Act, 1822, with the power to vary such investments or to place on fixed deposit in any bank approved in this behalf by the Local Government, any portion of such money not required for current expenditure;

(b-3) to accept loans offered by the University Grants Commission or by the State or the Central Government on such conditions as may be acceptable to the Syndicate for the construction of Students' hostels, quarters for staff or for any other purposes approved by the Syndicate and to make arrangements for the repayment of such loans;

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

(d) to regulate and determine all matters concerning the University in accordance with this Act, the Statutes, the Regulations and the Ordinances;

(d-1) to fix and determine the number of administrative, supervisory and technical posts in the University., clerical, menial and other establishments of the University, and in particular to find or suspend or dismiss the member of such establishments and to frame from time to time such Ordinances governing the general conditions of service, leave and allowances attached thereto, compassionate allowances, gratuities, and pensions and commutation of the same, and such other privileges and concessions as may be applicable to such establishment.

(e) to frame the financial estimate of the University and submit the same to the Senate;

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

(f-1) to fix, determine and award travelling expenses and allowances to persons lawfully engaged or employed in University business;

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(g) to appoint the University Professors, Readers *and Lecturers and the Teachers and Servants of the University, fix their emoluments, if any, define their duties and the conditions of their service; and provide for the filling up of temporary vacancies;

(h) to suspend and dismiss the University Professors Readers and Lecturers and the Teachers and Servants of the University;

**[(i) to accept on behalf of the University endowments, bequests, donations, grants and transfers of any movable and immovable properties made to it provided that all such endowments, bequests, donations, grants and transfers shall be reported to the Senate at its next meeting;]

[1][(j) to raise on behalf of the University loans required for the purposes of this Act from the Central or any State Government or the University Grants Commission or any corporation owned or controlled by the Central or any State Government;]

[2][(jj) to affiliate colleges to the University and to recognize colleges as approved colleges;]

[3][(jjj) to recognize hostels not maintained by the University and to suspend or withdraw recognition of any hostel which may not be conducted in accordance with the Ordinances and the conditions imposed thereunder;]

[4][(k) to arrange for and direct the inspection of all University colleges, affiliated and approved colleges and hostels;]

[5][(l) to prescribe in consultation with the Academic Council, the qualifications of teachers in University colleges, affiliated and approved colleges and hostels].

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* Vide Madras University Amendment Act 1966.
** Vide Madras University Amendment Act, 1966.
1,2,3 – Vide Madras University Amendment Act, 1966.
4,5, Vide Madras University Amendment Act, 1966.

(m) to award fellowships, travelling fellowships, scholarships, studentships, bursaries, exhibitions, medals and prizes in accordance with Statutes;

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

(o) to conduct the University Examinations and approve and publish the result thereof;

(p) to make Ordinances regarding the admission of students to the University or prescribing examinations to be recognized as equivalent to University Examinations;

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

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

(ii)to fix their remuneration;

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

(s-1) subject to the provisions in the Laws to take cognizance of any misconduct by any student in a college, or in a hostel or approved lodging, or by any student who seeks admission to a University courses of study, or by any candidate for the Matriculation or any University Examination, or for a Degree, Diploma or Certificate, brought to the notice of the Syndicate by the Director of Public Instruction or Chief Educational officer of a Province or Indian State, or by the responsible authorities of the college, or hostel or school concerned, or by a member of the Senate, Academic Council, or syndicate, or by the Registrar of the University, or by a chairman of a Board of Examiners, or a Chief Superintendent at any centre of Examination, and to punish such misconduct by exclusion from any University Examination, or from any University course in a college or in the University, or from any

Convocation for the purpose of conferring Degrees, either permanently or for a specified period or by the cancellation of the University Examination for which he appeared, or by the deprivation of any University Scholarship held by him or by cancellation of any University Prize Medal awarded to him;

*[(t) to manage University Centres, University colleges and laboratories, libraries, museums, institutes of research and other institutions established or maintained by the University;]

(u) to manage hostels instituted by the University;

(v) omitted.

*[(w) to regulate the working of the University Extension Board:

(ww) to manage any Publication Bureau, Students Unions, Employment Bureau and University Athletic Clubs and other similar associations instituted by the University;

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

(wwww) to promote research within the University and to require from time to time of such research;]

(w-1) to refer any matter to the Academic Council, a Faculty or a Board of Studies, a Board of Examiners or any Committee or person, and to call for a report thereon;

(w-2) subject to the provisions in the laws to dispense with a strict compliance with the laws of the University with reference to the time, place and manner of Examinations, hours of transaction of business in the office of the Registrar the dates for payment of Examination fees or fees for Convocation, for submission of applications for Examination, and for Convocation, and of attendance certificates, the recognition of Examinations, and exemption from the production of

* Vide Madras University Amendment Act 1966.

attendance certificates, submission of theses for Research Degrees, applications for certificates of having passed any Examination, applications for recognition, affiliation or approval of colleges in subjects or courses in which no college is already recognized, affiliated or approved; provided that any resolution of the Syndicate passed in reference to such departure from prescribed procedure shall be reported to the Senate at its next meeting;

(w-3) * * *

(x) to exercise such other powers and perform such other duties as may be conferred or imposed on it by the Act, or the Statutes, Ordinances or Regulations;

(y) to delegate any of its powers to the Vice-Chancellor, to a Committee from among its own members or to a Committee appointed in accordance with the Statutes;

(y-1) subject to the provision in the Laws to appoint its own committees and to make its own Standing Orders and subject to the Laws of the University to regulate the disposal of its own business; the Chairman being entitled to vote on any question and if votes are equally divided to exercise a second or casting vote; and

(z) to sanction the payment to a temporary servant of the University, who has served for not less than ten years continuously, gratuity of an amount calculated at the rate of half a month's salary for each year of service or of an amount equivalent to that which he would get under Law 8 (b)(2) of Chapter XXV of the Laws of the University (Provident Fund) if he were in permanent service, whichever is less, provided;

Ordinance

(i) he retires on account of certified incapacity, such incapacity having arisen from causes beyond his control; or

(ii) his services are terminated as the result of a reduction in the temporary establishment of the University or by abolition of the post; or

(iii) he attains the age of 55 years.

Notwithstanding anything contained in the above Ordinance, the Syndicate may sanction a gratuity of one month's salary for each year of service to each member of the Tamil Lexicon establishment who has put in a continuous service of not less than ten years and whose services are dispensed with from and after the 1st April 1936, as and when the work is being completed;

[z-1 & z-2] * * *

(z-3) Notwithstanding anything contained in the Laws of the University, it shall be competent for the Syndicate in the case of foreign nationals, admitted to course of study in this University for the Pre-University or B.A. Degree or B.Sc. Degree (Three years) or B.Sc. Degree in Home Science whose mother tongue is not any of the Indian languages or who have not taken a language recognized by this University of the required standard for the preceding qualifying examination to exempt them from the course and examination in Part II of the Pre-University or B.A. Degree or B.Sc. Degree in Home Science as the case may be.

Act
Section 20
Annual Report

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

Note: The term "salary" means the sum of pay, acting allowance or charge allowance drawn at the time of retirement.

Act
Section 21
Annual Accounts

4.(1) The annual accounts of the University shall be prepared by the Syndicate and shall be submitted to such examination and audit as the State Government may direct.

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

(3) The accounts when audited shall be published by the Syndicate in such manner as may be prescribed by the Ordinances and copies thereof shall be submitted to the Senate at its next meeting and to the State Government within three months of such publications.

(4) The Syndicate shall also prepare before such date as may be prescribed by the Statutes the financial estimates for the ensuing year.

(5) The financial estimates prepared by the Syndicate together with the remarks of the Finance Committee thereon and the annual accounts shall be placed before the Senate for approval at its annual meeting and the Senate may pass resolutions with reference thereto and communicate the same to the Syndicate which shall take action in accordance therewith.

The Syndicate shall take action in accordance with the resolutions which the Senate may pass with reference to the Annual Accounts and the Financial Estimates.

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CHAPTER XIII

THE ACADEMIC COUNCIL

Constitution

Act S.23 Constitution of the Academic Council

1. *(a) The Academic Council shall, in addition to the Vice-Chancellor consist of the following persons, namely-

Ex-Officio Members

**(1) The Director of Higher Education, Madras;

(2) The Director of School Education, Madras;

(3) The Director of Technical Education, Madras;

[1][(3-A) The Director of Medical Education, Madras];

(4) The Heads of University Departments of Study and Research;

(5) Members of the Syndicate, who are not otherwise members of the Academic Council;

(6) The Librarian of the University Library;

(7) The Principals of Post-graduate colleges and professional colleges excluding training colleges;

(8) The Principals of all other affiliated colleges excluding training colleges who have served as principals for not less than three years.

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* Vide M.U. Amendment Act 1966 (Act 2 of 1966)

1 This Clause was added by the Tamil Nadu Act 42 of 1979

** Now known as The Director of Collegiate Education, Chennai.

Now "Madras" known as "Chennai"

Other Members

(1) Five members elected by the Senate from among its members who are not engaged in teaching;

(2) Five members elected by the principals of affiliated training colleges, from among themselves;

(3) Five members elected by the teachers of affiliated training colleges including physical directors but excluding principals, tutors, demonstrators and physical instructors of such colleges from among themselves;

(4) Three members elected by the teachers of approved colleges including principals and physical directors but excluding tutors, demonstrators and physical Instructors of such colleges from among themselves of whom two shall be from colleges providing courses of study for admission to the examinations for titles and diplomas of the University and the remaining shall be from colleges providing courses of study for admission to the Pre-University examination of the University;

(5) One member from each Post-graduate college who is not the Principal of such colleges, elected by the teachers of the colleges including physical directors but excluding principal, Tutors, Demonstrators, Physical Instructors, temporary teachers working in leave/F.I.P vacancies, Guest Teachers, Contract Teachers. Emeritus Teachers. Teachers on lien, Teachers on Faculty Improvement Programmes, deputed to foreign service. Teachers employed in evening colleges and Teachers redeployed from other colleges but including the temporarily redeployed teachers to some other colleges.

(6) One member from each professional college, not being an affiliated training college, who is not the principal of such college elected by the teachers of the college including physical directors but excluding the principal, tutors, demonstrators, and physical instructors, from among themselves.

(7) One member from each affiliated college other than a Post-graduate College or a Professional College including an affiliated training college, elected by the Teachers of the college, excluding the Principal, Tutors, Demonstrators, Physical Instructors, Contract Teachers working in leave / FIP vacancies, Guest Teachers, contract Teachers, Emeritus Teachers, Teachers on lien, Teachers on Faculty Improvement Programmes, deputed to foreign services, teachers employed in evening colleges and teachers redeployed from other colleges/but including the temporarily redeployed teachers of some other colleges.

(8) One member elected by headmasters of high schools in each of the following revenue districts or groups of revenue districts, from among themselves, namely:-

* (a) Coimbatore and the Nilgiris

**(b) Salem and Dharmapuri

(c) North Arcot

(d) Chingleput and Madras

(e) South Arcot

@ (f) Thanjavur

@ (g) Tiruchirapalli

(9) Six members nominated by the Chancellor on the recommendation of the Vice-Chancellor to represent Tamil, Sanskrit, Hindi and other languages; and

(10) One member nominated by the Chancellor on the recommendation of the Vice Chancellor to represent physical education;

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* These districts formed part of the Bharathiar University established in 1981.
@ These districts formed part of the Bharathidasan University established in 1981.
** These districts formed part of the Periyar University established in 1997.

[1](b) (i) Save as otherwise provided, any person who has completed two terms of three Years in Academic Council, continuously shall be eligible, after a period of three years has elapsed from the date of his /her ceasing to be such member, for election or nomination to the above mentioned authority.

Provided that for the purpose of this Sub-section, if a person was elected or nominated to one authority and such person became a member of another authority by virtue of the membership in the first mentioned authority (i.e., Senate, Syndicate and Academic Council), the period for which he/she held office in the first mentioned authority alone shall be taken into account.

(ii) Where a member is elected or nominated to the Academic Council to a casual Vacancy, the period of office held for not less than one year by any such member shall be Construed as a full period of three years for the purpose of this Clause.

Explanation: For the purpose of this Clause, the expression "period" shall include the period held prior to the date of publication of the Tamil Nadu Universities Laws (Second Amendment) Act, 1991, in the Tamil Nadu Government Gazette.

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

Provided also that a member by the Senate from its own body who is not engaged in teaching shall cease to be member of the Academic Council if he subsequently becomes engaged in teaching.

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

POWERS AND DUTIES

Act.S.24 Powers of the Academic Council.

2. Subject to the provisions of the Act, the Academic Council shall have the following powers, namely:-

(a) to make regulation and amend or repeal the same;

(b) to advice the Senate and Syndicate on all academic matters;

(c) to make proposals to the Senate and the Syndicate for the institution of Professorship, Readership, Lecturership, or other teaching posts and in regard to the duties and emoluments thereof:

(d) to make Regulations regarding the special courses of study or division of subjects in University colleges and laboratories and affiliated and approved colleges;

(e) to make Regulations for the encouragement of co-operation and reciprocity among University colleges and laboratories and affiliated and approved colleges with a view to promoting academic life;

(f) to make Regulations regarding courses of study, examinations and the conditions on which students of University colleges and laboratories and of affiliated and approved colleges shall be admitted to examinations of the University;

(g) to constitute Faculties in Arts, Science, Law, Medicine, Engineering, Technology, Teaching, Agriculture, Commerce, §Indian and other languages, Indian System

of Medicine, Veterinary Science, Fine Arts and such other subjects as may be prescribed;

(h) to make proposal to the Syndicate for the framing of Ordinances for the management of University colleges and laboratories, libraries and institutes of research, hostels instituted by the University and other institutions established by the University;

(i) to recommend to the Senate schemes for the constitution or reconstitution of departments of teaching;

[(j)* to advise the Syndicate on the Promotion of research in the University];

[(jj)* to receive and to call for and to consider reports from the Syndicate reviewing the instruction and teaching of the University and the research work done in the University ;] and

(k) to appoint a Standing committee of which not less than one-third shall be members of the Academic Council who are Principals or teachers of affiliated colleges and to delegate to it such of its powers as it may deem fit.

MEETINGS AND PROCEEDINGS

Statute. Meeting of the Academic Council

3. There shall be two ordinary meetings of the Academic Council in the year in February or March and in September or October on dates to be fixed by the Vice-Chancellor

Statute. Notice of Meeting

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

§*Vide M.U. Amendment Act 1966. (Act 2 of 1966.)

Statute. Special meeting of the Academic Council

4. The Vice - Chancellor may, whether he thinks fit and shall, upon a requisition in writing signed by not less than 35 members of the Academic Council, convene a special meeting of the Academic Council. The requisition must be in writing, and signed by requistionists and must be forwarded to the Registrar with a copy of the resolutions to be moved and the name of the proposer of each resolution.

Statute. Date for forwarding resolutions

5. Any member who wishes to move a resolution at a meeting shall forward a copy of the resolution to the Registrar so as to reach him not less than forty five clear days before the date of the meeting. A member who has forwarded a resolution, may, by giving written notice which shall reach the Registrar not less than six clear days before the date for the dispatch of the agenda paper, withdraw the resolution.

Statute. Resolutions to be placed on Agenda Paper.

6. The Registrar, under the direction of the Vice-Chancellor, shall cause each resolution of which notice has been given and which has not since been withdrawn in accordance with Statute 5 of this Chapter to be placed on the agenda paper of the meeting at which it is to be moved.

Statute. Agenda Paper.

7. Not less than thirty clear days before the date of every meeting, the Registrar shall issue to every member and agenda paper specifying the day and the hour of the meeting and business to be brought before the meeting, but the non-receipt of the agenda paper by any member shall not invalidate the proceedings of the meetings; provided that the Vice-Chancellor may bring any business which in his opinion is urgent any meeting with shorter notice or without placing the same on the agenda paper.

Statute. Notice of amendments.

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

Statute. Amended Agenda paper.

9. The Registrar shall on the receipt of amendments given in accordance with Statute 8 of this Chapter, prepare under the direction of the Vice-Chancellor, an amended agenda paper showing all the resolutions and amendments.

Statute. Despatch of amended Agenda paper.

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

Statute Quorum.

10. Thirty-five members of the Academic Council shall be the quorum for a meeting of the Academic Council.

Statute. Chairman of Meeting.

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

BUSINESS OF MEETING

Statute. Order of business

12. At every meeting of the Academic Council, the following shall be the order of business after the election, if it be necessary of the Chairman.

(i) Any motion for a change in the order of business as stated in the Agenda paper.

(ii) Business brought forward by the Vice-Chancellor including business remitted by the Senate and the Syndicate.

(iii) Business brought forward by the Faculties.

(iv) Business brought forward by the Boards of Studies.

(v) Business brought forward by members of the Academic Council.

PROCEDURE

Statute. Procedure at meetings.

13. The procedure at meetings of the Academic Council and of the Academic Council in Committee shall be regulated generally by the procedure laid down for the Senate in Chapter XI (Statutes 17,20,21 and 34 to 82), so far as it is applicable.

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CHAPTER XIV

FACULTIES

Statute. Number of Faculties.

1. The following shall be the Faculties of the University - Faculty of Arts, Science, Law, Medicine, Engineering, Teaching, Agriculture, Veterinary Science, Technology, Commerce, Indian and other Languages, Fine Arts and Management Sciences.

Ordinance Departments of Teaching.

2. The Faculty of Arts shall comprise the following departments of teaching:- English; Languages other than English forming part of the Arts Course; Philosophy; Psychology; History; Economics; Politics; and Journalism.

The Faculty of Science shall comprise the following department of teaching:-Mathematics; Statistics; Physics; Chemistry; Botany; Zoology and Physiology; Geology; Geography; Home Science, Anthropology and Forensic Science.

The Faculty of Indian and other Languages shall comprise the following departments of teaching:- Sanskrit; Oriya with Marathi, Hindi, Bengali, Burmese and Sinhalese; Hebrew with Syriac; Arabic, Persian and Urdu; Tamil; Telugu; Kannada; Malayalam; English and other Foreign Languages.

The Faculty of Fine Arts shall comprise the following departments of teaching:-Drawing, Painting and Architecture; and Western Music.

The Faculties of Law, Medicine, Engineering, Teaching, Agriculture, Veterinary Science, Technology and Commerce shall each comprise one department of teaching in the subject.

The Faculty of Management Sciences shall comprise one department of teaching in the subject.

Regulation Constitution.

3. Appointments to Faculties shall be made by the Academic Council at a meeting, provided that not less than three- fourths of the total number of members of every Faculty shall be members of the Academic Council; provided also that, between two meetings of the Academic Council vacancies occur among the members of the Faculty who are also members of the Academic Council, such vacancies may be filled by the Syndicate and the persons so appointed shall hold office only till the next meeting of the Academic Council after their appointment.

If at any time, difficulty should be felt in maintaining the proportion prescribed in this Regulation by appointing a member or members of the Academic Council to a Faculty, the Syndicate shall, by drawing lots in such manner as it may determine, decide as to which member or members of the Faculty who are not members of the Academic Council, shall cease to be members of the Faculty. Should it become necessary to terminate the membership of all the members of a Faculty who are not members of the Academic Council, in order to maintain the proportion prescribed in this Regulation, the Syndicate shall be empowered to do so without drawing lots. For purposes of appointments to interim vacancies and termination of membership, by the Syndicate, as contemplated in this Regulation, the Syndicate shall be treated as the committee to which this council has delegated its power, in accordance with Section 42 of the Act as amended.

Regulation. Assignment of Faculties.

4. Every member of the Academic Council shall be assigned by the order of the Academic Council to one or more of the Faculties at the meeting of the Academic Council next after his becoming a member.

Regulation. Terms of Office

5. (a) Subject to the provisions of Regulation 3, members of Faculties who are members of the Academic Council shall hold office as long as they continue to be members of the Academic Council.

(b) Subject to the provisions of Regulation 3, members of Faculties who are not members of the Academic Council shall hold office for a period of three years from the date of their appointment.

6. Each Faculty shall elect one of its members to be its President. The election shall be conducted by the Registrar under the direction of the Vice-Chancellor. The Registrar shall communicate the result of the election to the members of the Faculty.

Statute Election of President.

Statute. Terms of Office of President

7. The President of a Faculty shall, if he continues to be a member of the Faculty, hold office for three years, on the expiry of which he shall vacate office but shall be eligible for re-election.

Statute. Nomination of a Temporary President

8. During the temporary absence of the President or in the interval between the vacating of office by a President and the election of his successor, the Vice-Chancellor shall nominate a member of the Faculty who shall, for the time being and so far as may be necessary, act as President of the Faculty.

Statute. Powers of a Faculty.

9. A Faculty shall have power-

(i) to consider and report on any matter referred to it by the Senate, the Academic Council, the Syndicate or the Vice-Chancellor;

(ii) to draft Regulations in record to courses of study and examinations prescribed by the University and to lay such Regulations before the Academic Council;

(iii) to remit any matter to a Board of Studies within the purview of the Faculty for consideration and report;

(iv) to consider any report or recommendation of any

Board of Studies;

(v) to appoint a Committee of the Faculty for any purpose within the cognizance or powers of the Faculty;

(vi) to hold meetings of the Faculty or a committee of the Faculty along with any other Faculty or a committee thereof for the discussion of any matter of common interest.

Statute. Meetings.

10. Meetings of a Faculty shall be convened by the President at such times as may be necessary or on the written requisition of the Vice-Chancellor or on the written requisition of not less than one third of the members constituting the Faculty for the time being.

Statute.

11. Any member of a Faculty may bring before any meeting of the Faculty any matter within its cognizance by giving notice to the President, who shall subject to the provisions of Law 9 of this Chapter, instruct the Registrar to include such matter in the Agenda paper of the next meeting of the Faculty.

Statute. Notice of Meetings and Agenda

12. The President shall cause notice of every meeting of the Faculty to be issued to each member of the Faculty, Ordinarily not less than ten days previous to the meeting, stating the time and place of meeting, and showing all the business to be brought before the meeting. Urgent meetings may be summoned at less than ten days' notice. No matter of business which is not entered on the Agenda paper of a meeting of a Faculty shall be considered at the meeting; provided that the President may, for reason of urgency, bring any matter before any meeting without previous notice.

Statute. Chairman.

13. The President shall preside at all meetings of the Faculty, but in his absence, the members present shall elect a Chairman from among themselves.

Statute. Procedure at Meetings.

14. Subject to the foregoing Regulations, the procedure at meetings of Faculties shall be in general accordance with the Regulations in regard to the procedure at meetings of the Academic Council. With regard to any point of order or matter of procedure the decisions of the Chairman shall be final.

Statute. Quorum.

15. The quorum for a meeting of a Faculty shall be one-third of the members of the Faculty.

Statute. Remission of matter of Boards of Studies.

16. When a Faculty remits any matter to a Board or Boards of Studies, it may request the Board or Boards to communicate its or their report or decision directly to the Academic Council or other authority concerned.

Statute.

17. The President may, at his discretion, remit any matter referred to the Faculty to a Board or Boards of Studies within the purview of the Faculty before laying it before a meeting of the Faculty.

Statute Proceedings to be communi-cated to Academic Council

18. The proceedings of the meetings of the Faculties shall be communicated by the Registrar to the Academic or other authority concerned.

CHAPTER XVI

STANDING COMMITTEE OF THE ACADEMIC COUNCIL, CONSTITUTION, POWERS AND DUTIES

Act S.24(k) Constitution and powers

1. The Academic Council shall have the power to appoint a Standing Committee of which not less than one - third shall be members of the Academic Council who are Principals or teachers of affiliated colleges and to delegate to it such of the powers as it may deem fit.

Regulation, Constitution

2. There shall be a Standing Committee of the Academic Council which shall consist of the Vice-Chancellor and five other members of the Academic Council of whom (i) two shall be the Principals or teachers of affiliated colleges (ii) two shall be members of the Syndicate and (iii) one shall be a teacher of a Department of Study and Research in the University.

Regulation, Election and Term of Membership

3.(a) The election of members to the Standing Committee, other than the teacher of the University, shall be conducted at the meeting of the Academic Council by the Registrar,

(b) the teacher of the University shall be nominated by the Vice-Chancellor.

(c) the elected and nominated members of the Standing Committee shall hold office for a period of three years from the date of election or nomination provided that a person elected or nominated to a casual vacancy shall be member of the Committee for the residue of the term for which the person whose place he fills would have a member, and provided further that no causal vacancy shall be filled if such vacancy occurs within six months of the date of expiry of the term of the member of the Committee. If a member ceases to be on the Academic Council, he shall cease to be a member of the Standing Committee.

4. The function of the Standing Committee shall be:

Regulation, Functions.

(i) to assist the Vice-Chancellor in the preparation of the agenda for the meetings of the Academic Council or its Committee;

(ii) to consider and deal with such applications for exemption from the production of attendance certificates as may be referred to it in accordance with the Laws of the University, and the Academic Council is competent to deal with;

(iii) to fill up interim vacancies in Faculties and to terminate membership thereof, as required under the Laws of the University; and

(iv) to perform any other duty which the Academic Council may by resolution delegate or assign to it, and generally to advice the Vice-Chancellor and Syndicate on such matters as may be referred to it.

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5. There shall be ordinarily two meetings of the Standing Committee in the year, preceding the meetings of the Academic Council on dates to be fixed by the Vice - Chancellor. The Vice - Chancellor may, whenever he thinks fit, convene meetings of the Standing Committee and he shall also obtain the opinion of the Standing Committee in circulation with regard to urgent matters.

Regulation, Meetings

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

Regulations, Chairman

7. The proceedings of the meetings of the Standing Committee shall be communicated by the Registrar to the Academic Council and any other authority concerned, for information.

Regulation, Proceedings to be Communicated to Academic Council

CHAPTER XVII

LEGISLATION

Statute Laws of the University

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

STATUTES

Act S.29 Statute

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

(a) the constitution, [1][or reconstitution] powers and duties of the authorities of the University;

(b) the conditions of recommendation by the Senate of [1][any area within the State of Madras except the area comprising the revenue districts of Madurai, Ramanathapuram, Tirunelveli and Kanyakumari] to be recognized by the Government as [University centre];

[1][(c) the conditions of recognition of approved colleges; and of affiliation to the University of affiliated Colleges];

(d) [2]the institution and maintenance of University colleges and laboratories and hostels;

(e) the powers, duties and conditions of service of the officers of the University other than the Chancellor and the Pro-Chancellor;

(f) the holding of convocations to confer degrees;

(g) the conferment of honorary degrees;

1 *Vide* Madras University Amendment Act 1966
2 *Vide* Madras University Amendment Act. (Act. XXVII of 1943). Sec.7

(h) the administration of endowments and the institution and conditions of award of fellowships, travelling fellowships, scholarships, studentships, bursaries, exhibition, medals and prizes;

(i) the classification and the mode of appointment of teachers of the University;

(j) the institution of pension, *gratuity or provident fund for the benefit of the teachers of the University or its servants;

(k) the maintenance of a register of registered graduates; and

(l) all matters which by this Act may be prescribed by the Statutes.

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Act S.30 Statutes – how made

3. (1) The Senate may of its own motion take into consideration the draft of any Statute; provided that in any such case before a Statute is passed affecting the powers or duties of any officer or authority, the opinion of the Syndicate and a report from the person or authority concerned shall have been taken into consideration by the Senate.

(2) The Syndicate may propose to the Senate the draft of any Statute. Such draft may be considered by the Senate at its next succeeding meeting. The Senate may approve such draft and pass the Statute or may reject it or return it to the Syndicate for reconsideration either in whole or in part, together with any amendments which the Senate may suggest. After any draft so returned has been further considered by the Syndicate, together with any amendments suggested by the Senate, it shall be again presented to the Senate with the report of the Syndicate thereon, and the Senate may then deal with the draft in any manner it thinks fit.

* *Vide* Madras University Amendment Act 1966.

(3) Where any Statute has been passed by the Senate or a draft of a Statute *recommended by the Syndicate has been rejected by the Senate, it shall be submitted to the Chancellor who may, refer the Statute or draft back to the Senate for further consideration or in the case of a Statute passed by the Senate assent thereto or withhold his assent. A Statute passed by the Senate shall have no validity until it has been assented to by the Chancellor.

(4) The Syndicate shall not propose the draft of any Statute or of amendment to a Statute:-

(a) affecting the status, powers or constitution of any authority of the University until such authority has been given an opportunity of expressing an opinion upon proposal; any opinion so expressed shall be in writing and shall be considered by the Senate and shall be submitted to the Chancellor; or

*[(b) affecting the conditions of affiliation or approval of affiliated or approved colleges with the University or by the University, as the case may be except after consultation with the Academic Council.]

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ORDINANCES

Act S. 31 Ordinances.

4. Subject the provisions of the Act and the Statutes, the Ordinances may be provided for all or any of the following matters namely:-

(a) the admission of students to the University and levy of fees in University colleges and Laboratories;

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

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

* *Vide* Madras University Amendment Act 1966.

(d) the qualifications and emoluments of teachers of the University;

(e) the fees to be charged for courses of teaching given by the teachers of the University and for tutorial and supplementary instruction given by the University;

†f) the conditions subject to which persons who may hereafter be permanently employed may be recognized as qualified to give instruction in affiliated and approved colleges and hostels;

(g) the appointment and duties of examiners;

(h) conduct of examinations; and

(i) all matters which by this Act or by the Statutes may be provided for by the Ordinances.

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5. (1) In making Ordinances, the Syndicate shall consult-

Act S.32 Ordinance show made

(i) the Boards of Studies when such Ordinances affect the appointment and duties of examiners; and

(ii) the Academic Council when they affect the conduct or standard of examinations or the conditions of residence of students.

(2) All Ordinances made by the Syndicate shall have effect from such date as it may direct, but every Ordinance so made shall be submitted, as soon as may be, to the Chancellor and the Senate and shall be considered by the Senate at its next succeeding meeting. The Senate shall have power by a resolution passed by a majority of not less than two-thirds of the members present at such meeting, to cancel or modify any such Ordinance.

† Vide Madras University Amendment Act 1966.

REGULATIONS

(3) The Chancellor may direct that the operation or any Ordinance shall be suspended until such time as the Senate has had an opportunity of considering the same.

Act S.33 Regulations – How made

6. The Academic Council may make Regulations consistent with this Act and the Statutes to carry out the duties assigned to it thereunder.

All such Regulations shall have effect from such date as the Academic Council may direct; but every Regulation so made shall be submitted as soon as may be to the Senate who shall consider it at its next meeting. The Senate shall have power by a resolution passed by a majority of not less than two-thirds of the members present at such meeting, to cancel or modify any such Regulation .

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CHAPTER XVIII

LEGAL ADVISER

Statute. Legal Adviser – Terms of appointment

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

The Legal Adviser so appointed shall not be a member of the Syndicate.

CHAPTER XIX

ELECTIONS TO THE AUTHORITIES OF THE UNIVERSITY

STATUTES

A. *General rules applicable to all elections under the Act.*

Statute Vice-Chancellor to direct the holding of elections.

1. Except as otherwise provided in the Laws, the Vice-Chancellor shall direct the holding of all elections and shall have power-

(a) to fix the date of elections;

(b) to determine the form of notice, nomination, letter of intimation, declaration paper, ballot paper and cover and envelope for any election;

(c) to decide the validity or invalidity of each ballot paper or of each vote recorded;

(d) to declare the results of each election; and

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(e) to delegate the power to the Returning Officer to decide the validity or invalidity of each ballot paper or of each vote recorded and to declare the results of each election;

Provided that, in the case of elections enumerated in Statute 10 of this Chapter, the officers holding the elections shall, subject to the provisions of Statute 10 exercise the powers under (a), (c) and (d) above.

The decision of the Vice- Chancellor or the officers named in Statute 10 or the Returning Officer to whom the power has been delegated shall, subject to the provisions in Section 41 of the Act, be final.

Provided also that it shall be competent for the Vice-Chancellor, when any emergency arises (1) to assume the powers of the Returning Officer and function as such either by himself or by deputing any other person when in the course of the conduct of any election, the Returning Officer cannot carry out his duties, and (2) to postpone the date or dates fixed in the programme for transaction of business connected with the elections at any intermediate stage. The Vice-Chancellor shall record his reasons for so acting.

Act. Sec.41 Disputes as to constitution of any University Authority.

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

Act Sec. 38 Filling up of Casual vacancies

3. All casual vacancies among the members (other than *ex-officio* members) of any authority or other body of the University shall be filled as soon as conveniently may be by the person or body who or which nominated or elected a member whose place has become vacant and the person nominated or elected to a casual vacancy shall be a member of such authority or

body for the residue of the term for which the person whose place he fills would have been a member.

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

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

Statute. Election not invalid by reason of vacancies in electorate.

4. No election to an authority of the University shall be invalid by reason of any vacancy among the persons entitled to vote at such election, or of the loss during transmission of any notice or ballot paper

Act Sec. 39. Proceedings of the University Authorities and Bodies not invalidated by vacancies.

5. No act or proceeding of any authority or other body of the University shall be invalidated merely by reason of the existence of any vacancy or of any defect or irregularity in the election or appointment of a member of any authority or other body of the University or of any defect or irregularity in such act or proceeding not affecting the merits of the case or on the ground only that the Senate did not meet twice in any year.

Statute. Dates from which elections take effect.

6. The results of all elections shall be published in the Gazette. Elections shall take effect, in the case of anticipatory elections, from the date of the occurrence of the vacancy and in other cases, from the date of declaration of the result of the election.

7. In the case of elections held under the Amendment Act, taking into consideration the notification of Government, all those elected shall be declared as members of the authorities from the date of the notification in the Gazette.

Statute. Dates from which member elected.

8. Objections to elections shall be made in writing and shall be forwarded to the Vice-Chancellor so as to reach him within seven clear days after the declaration of the result of the election.

Statute. Objections to elections.

9. The ballot papers, together with the declaration papers, of each election shall be preserved in the University Office or the office of the Officer referred to in Statute 10, as the case may be, for a period of three months after the date of the election, or if any question arises as to the election, until it is disposed of.

Statute. Preservation of election papers.

B. ***Elections conducted by Agencies Other than the University:***

10. (a) In the case of the elections enumerated below, the Vice- Chancellor shall direct the holding of the election, within a date specified by him, and the officers referred to in the fourth column, below, who are designated as Returning Officers shall thereupon hold the election in accordance with Statutes 15 to 23, 25,26 and 27 or as otherwise provided for in this Chapter, and shall exercise the powers and perform the duties of the Vice- Chancellor and the Registrar under the above mentioned Statutes and the proviso to Statute 1.

Statute. Elections to be conducted by specified persons.

	Name of the electoral	No. of persons to be elected	University Authority to which elected.	Official to hold the election
1.	Tamil Nadu Legislative Council	3	Senate	Secretary to the Legislative Council
2.	Tamil Nadu Legislative Assembly	6	Senate	Secretary to the Legislative Assembly.
3.	The Madras Corporation	1	Senate	Commissioner, Corporation of Madras.
4.	Chairmen of Municipalities and Panchayat Unions	1 from each Revenue District	Senate	Collector of the District, or any Gazetted Officer empowered by him not lower than a Dy.Collector or a Revenue Divisional Officer.
5.	Teachers of Colleges (One member from each Post-graduate College. One member from each Professional College other than a Training College. One member from each affiliated college other than Post-graduate or Professional College).		Academic Council	Principal of the college concerned

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(b) Notwithstanding, anything contained in these Statutes, the election to the Senate by the Tamil Nadu Legislative Assembly shall be conducted by the Secretary of the Assembly and the election to the Senate by the Tamil Nadu Legislative Council by the Secretary of the Council. The election shall be so conducted by the Secretary of the Assembly or the Secretary of the Council in accordance with such directions as the Speaker of the Legislative Assembly or, as the case may be, the Chairman of the Legislative Council may, from time to time issue.

(c) The Returning Officer may, for sufficient cause, with the previous consent of the Vice-Chancellor, postpone the date or dates fixed in the programme for publication of final list of valid nominations, for despatch of ballot papers, for poll or for scrutiny and counting of votes, when at any intermediate stage of an election, any objection or any question is raised which necessitates the postponement of the programme.

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C. ***Elections conducted by the University***

(a) ELECTORAL ROLLS

(I) REGISTER OF GRADUATES

11. (1) The Registrar shall maintain a register on which

Act & Statute Register of Graduates.

(i) any graduate of any statutory University in the territory of India who has been a graduate for at least three years; and

(ii) any registered graduate of any University in the territory of India shall be entitled to have his name entered and retained for a period of five years, subject to the conditions prescribed hereunder, provided that in either case he has been ordinarily resident in the Madras University area.

(2) The Registrar shall enroll in the Register of graduates the following:

Act & Statute. Enrolment of graduates in the Register.

(i) A graduate of this or any statutory University in the territory of India who has been a graduate for at least three years;

(ii) A registered graduate of any recognized statutory University in the territory of India;

(iii) Graduates of this University who had been enrolled prior to the coming into force of the Madras University Amendment Act, on the 4th July 1966.

(3) (i) A graduate seeking enrolment should be ordinarily resident within the University area, @ i.e. within the State of *Madras except the Districts of Madurai, Ramanathapuram, Tirunelveli and Kanyakumari.

Conditions of Registration.

(ii) He shall apply in the prescribed form to the Registrar for enrollment together with a fee of Rs.5

(iii) He shall with the application produce evidence (a) of his having qualified for a Degree from a statutory University in the territory of India, and (b) of being ordinarily resident within the Madras University area as prescribed above. The evidence of residence shall be in the nature of a certificate from an Officer of the Revenue Department, not lower in rank than that of a Thasildar, or from a Gazetted Officer.

Provided, however that the registered Graduates of this University who were enrolled prior to the coming in to force of the Madras University Amendment Act, 1966, i.e., on the 4th July 1966, who are

* Now Known as Tamil Nadu

@ Now consists of Chennai, Kancheepuram and Thiruvellore and the districts, Thiruvannamalai, Vellore, Villupuram and Cuddalore formed part of Thriuvalluvar University under Tamil Nadu Act 2002.

resident within the University area produce the necessary evidence thereof shall be exempted from payment of the prescribed fee of Rs.5/- for primary registration.

Scrutiny of applications and Registrations

(4) All applications for registration shall be made to the Registrar in the form prescribed, together with the proofs of qualification, and of residence as stated above. The Registrar on receipt of the application shall make such enquiries as he/she deems fit, and enroll the graduates in the Register on satisfactory fulfillment of the conditions, for a period of five years. Such registration shall ordinarily take effect from the 1st April or the 1st October following, and the term of five years shall be reckoned from such date.

(5) A graduate who has registered shall notify the Registrar any change of address of his residence immediately.

Change of Address notifications

A graduate who change his residence to a place outside the University area shall have his name deleted from the Register of Graduates, and any graduate shall be entitled to have his name retained in the Register only so long as he is ordinarily resident within the University area.

Eligible for election

(6) Graduates who are enrolled at least 2 months prior to the date of election shall only be eligible to participate in an election; provided that on the occasion of the first election, held under the Amended Act, all those who register before such date as may be fixed in the notification for registration of graduates shall be eligible to participate in the election.

Renewal of registration.

(7) At the expiry of the five-year period, the names of the Registered Graduates who do not apply for continuance thereon shall be deleted from the Register. Applications for renewal shall be

made in the prescribed form, and shall be forwarded to the Registrar with a certificate of continued residence in the University area as prescribed above, and shall be sent by Registered Post acknowledgement due in an envelope franked Application for Renewal of Registration' on the left hand corner. Any application not sent in a cover franked as stated above by Registered Post, Acknowledgement due, or not delivered in person will not be accepted. Graduates who have so renewed shall be eligible to participate in the elections from the date of renewal.

Annual revision

(8) The Register of Graduates shall be revised every year on the 1st October. Graduates may notify before the 31st March preceding, any change in their address or any information relating to any change of residence or demise of any Registered Graduate.

Any omission or error in the Register of Graduates shall not by itself vitiate any election.

Supply of copy of Register of Graduates.

(9) Any Registered Graduate shall be entitled to peruse the list of the Registered Graduates in the office by previous appointment with the Registrar. He shall also be entitled to receive a copy of the list on payment of a sum of Rs. 10/-

The list of Registered Graduates shall be maintained district-wise, arranged in the alphabetical order in respect of each district.

(II) REGISTER OF HEADMASTERS OF RECOGNISED HIGH SCHOOLS

Register of Headmasters.

12. The Registrar shall maintain for each districts or group of districts as enumerated in the Act, a Register showing the names and addresses of Headmasters of complete High Schools*, complete Oriental High Schools, and complete Anglo Indian

* Now known as High Schools/Higher Secondary Schools.

High Schools recognized by the Local Government, and of complete Matriculation schools recognized by the University of Madras.

(B) CONDUCT OF ELECTIONS

Statute. Registrar to conduct election

13. The Vice-Chancellor may direct the Registrar to do all things necessary for the conduct of all elections conducted by the University.

The Vice-Chancellor may also delegate in writing the powers connected with the conduct of elections of the University to the Registrar.

Statute. Notification of the vacancy.

14. If any vacancy occurs, or is about to occur by efflux of time, among the members of any University authority which has to be filled up by an election conducted by the University, a notification of the fact shall be published in the Gazette.

Statute. Method of voting for election

15. Save as otherwise provided in all elections under the Act, the method of postal voting with the option to deposit the envelopes in a ballot box on the day of the poll shall be adopted except in regard to the elections enumerated below:

(1) Election to the Senate by the Academic Council from among its own body (*Vide* Section 14 (a) Other members of the Act.)

(2) Elections to the Syndicate by the Senate from among its members (*Vide* Section 18 (a) other members (1) of the Act.)

(3) Elections to the Syndicate by the Academic Council from among its members. (*Vide* Section 18 (a) other members (2) of the Act.)

(4) Elections to the Academic Council by the Senate from among its own body who are not engaged in teaching (*Vide* Section 23 (a) other members (1) of the Act.)

(5) Election to the Standing Committee of the Academic Council (*Vide* Regulation 2 of Chapter XVI.)

Election to these bodies shall be conducted as follows:

(1) The polling shall take place by secret ballot on the day of the meeting of the electing authority concerned, fixed by the Vice-Chancellor under Statute 6 of Chapter XI and Statute 3 of Chapter XIII of Volume I, University Calendar, 1964-65, or the appropriate laws and Chapter in a subsequent edition, between the hours of 10 a.m. and 4 p.m. with a break of half an hour between 1 p.m. and 1-30 p.m. on that day.

(2) A notice regarding the date on which the poll will be held and a final list of candidates validly nominated shall be sent to every member of the electing authority concerned not less than ten clear days before the date fixed for the poll.

(3) All members present at the meeting shall be entitled to vote. No vote shall be given by proxy. Members present shall sign in the nominal electoral roll kept for the purpose as a record of voting at the election.

(4) The Returning Officer shall ascertain that the person desiring to vote is a member who has not already voted and shall enter his name upon the counterfoil of ballot paper in a ballot paper book which shall be provided for the purpose of the election and shall then tear out the ballot paper corresponding to that counterfoil and having initialled the ballot paper on the back thereof, shall hand it to the member. Every ballot paper shall contain the names of all candidates for election arranged in alphabetical order. There shall not

be serial numbers or any other identifying mark on the ballot paper.

(5) When a member has received a ballot paper, he shall proceed to the place arranged for marking the vote and shall mark thereon by putting a cross mark thus 'X' against the name or names of persons the member intends to vote for. The number of nominees for whom each elector may vote may be less than or equal to, but shall not be more than the number of vacancies to be filled. The member shall then fold the ballot paper and drop it in a ballot box placed in front of the Returning Officer.

(6) If a member inadvertently spoils a ballot paper he may return it to the Returning Officer who shall, if satisfied of such inadvertence, give him another paper and retain the spoiled paper; and this spoiled paper shall be immediately cancelled and the fact of such cancellation shall be noted on the counterfoil.

(7) (a) In the case of elections to the Syndicate when all the Members present have voted, the Returning Officer shall appoint from among the members present, as many Tellers as he may consider necessary and shall immediately hand over the ballot box to them for counting of votes obtained by each candidate and for preparing the result sheet. In case of doubt about the validity of any ballot paper, the Tellers shall refer the matter to the Returning officer for his decision.

(b) In the case of elections other than those to the Syndicate, at the close of the poll, the Returning Officer shall, with the help of such members of the University staff as he may consider necessary, proceed with the counting of the votes obtained by each candidate and prepare the result sheet. In case of doubt about the validity of any ballot paper the matter shall be referred to the Returning Officer for his decision.

(8) A ballot Paper shall be invalid if:

(a) it does not bear the Registrar's initials; or

(b) a vote signs his name or writes any word, or makes any mark on it, by which it becomes recognizable; or

(c) no vote is recorded thereon; or

(d) the number of votes recorded thereon exceeds the number of vacancies to be filled or

(e) it is void for uncertainty;

Provided that where more than one vote can be given on the same ballot paper, if one of the marks is so placed as to render it doubtful to which candidate it is intended to apply the vote concerned but not the whole ballot paper shall be invalid on that account.

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(9) The Tellers, in the case of elections to the Syndicate shall after preparing the result sheet deliver it to the Returning Officer, who shall declare the result of the elections as stated hereunder. The Returning Officer shall, after preparing the result sheet in other cases declare the result of the election as stated hereunder in this Statute.

(10) The candidates or candidate equal in number to the number of vacancies receiving the largest number of votes shall be declared duly elected. When two or more candidates receive an equal number of votes and if they cannot all be declared elected, the final election shall be made by drawing lots in such manner as the Returning Officer may determine.

(11) After elections are concluded, all ballot papers shall be put in a cover, sealed and deposited in the custody of the Registrar for a period of three months.

Statute. Eligibility of acting persons to take part in election

16. Where persons holding office as Principals of Colleges, Teachers in colleges or Headmasters of High Schools are entitled to take part in an election, the persons for the time being acting as such Principals, Teachers or Headmasters who have notified the Registrar that they are performing the duties of each of such office, shall have all the rights and powers vested in them by the Act and by these Laws.

"Teachers means, such Professors Assistant Professors, Readers, Lecturers, Librarians, Director, and other teachers of Physical Education and others like persons as may be declared to be teachers."

Provided the teachers appointed on temporary basis for a period of less than one year and the teachers under suspension are not eligible for purpose of contesting or voting in election to the Academic Council and other bodies of the University."

'Librarians' of colleges shall be graduates who hold a diploma or degree of a recognized University in Library Science, and shall be placed in charge of the library. Only one such person who is in charge of the library will be recognized as 'Librarian' of a College.

'Headmasters of High Schools' means Headmasters of (i) complete High Schools; (ii) complete Oriental High Schools and (iii) complete Anglo-Indian High Schools within the jurisdiction of the University and recognized by the Local Government and (iv) complete Matriculation Schools within the jurisdiction of the University in this State and recognized by the University.

Statute. Nominations.

17. Each elector shall be at liberty to nominate a qualified person to fill the vacancy. Every nomination shall be in the prescribed form and shall be made by an elector in writing and shall be seconded in writing by another elector. Every such nomination shall be accompanied by a statement signed by the nominee agreeing to serve on the authority if elected and declaring that he is not already a member of

the authority to which he seeks election, or if he is already a member that his term of office as such would expire before the membership for which he is seeking election takes effect, and the nomination paper must reach the Registrar within the date and hour fixed which shall be not later than ten clear days after the publication of the notification in the Gazette.

Nomination papers shall be enclosed in an envelope superscribed 'Nomination to the ————————by ————————-' and sent by Registered Post (Acknowledgment due) so as to reach the Registrar within the date and hour fixed or delivered to the Registrar during office hours in person or by messenger within the date and hour fixed.

Nomination papers that are not enclosed in an envelope superscribed and sent by registered post or are not delivered in person or by messenger as required above shall be declared invalid.

Subject to the proviso hereunder, no person who is a member of an authority through a particular electorate shall be eligible for election to the same authority through another electorate without his having previously resigned his membership.

It shall be competent, however, in the case of an anticipatory vacancy, for a person who is already a member of the authority elected by a particular electorate to stand as a candidate in such anticipatory vacancy, provided the date of the membership in that vacancy shall be posterior to the date on which he ceases to be a member of that authority.

Statute. Scrutiny of Nomination papers.

18. (1) All nomination papers shall be scrutinized by the Returning Officer or other officer authorized by him in this behalf on the date and hour and the place appointed and notified in the notice of vacancy. Candidates and a representative of each candidate appointed in writing by him may be present at the scrutiny.

(2) If, after the scrutiny of nomination papers the number of candidates validly nominated is equal to or less than the number of

vacancies to be filled, the candidates so nominated shall be declared duly elected.

(3) If the number of such candidates declared elected is less than the number of vacancies, the constituency shall be called upon to elect a person or persons, as the case may be to fill the remaining vacancies.

(4) If, after scrutiny, the number of candidates nominated is greater than the number of vacancies, a list of candidates whose nomination papers have been declared valid shall be published by affixing the same on the notice board in the office of Returning Officer on the same day, and a copy of the same be forwarded to each of the candidates nominated for election.

Statute. Withdrawal of Nominations.

(5) Any candidate may withdraw his candidature by notice in writing subscribed by him and sent by Registered Post so as to reach the Returning Officer or delivered to the Returning Officer or other person authorized by him not later than Four o' clock in the afternoon of the day, fixed for withdrawal, which shall be five clear days after the last date of receipt of nominations. A candidate who has withdrawn his candidature shall not be allowed to cancel the withdrawal or to be re-nominated as a candidate for the same election.

Statute. Publication of Valid Nominations

The Returning Officer or other person authorized by him shall publish on the same day, after the time for withdrawal of nominations has lapsed, a final list of candidates validly nominated.

Statute. Declaration of election of validly nominated candidates.

(6) If the number of candidates who are validly nominated and who have not withdrawn their candidature in the manner and within the time specified, does not exceed or is; less than the number of vacancies to be filled, all such candidates shall be declared to be duly elected and if the number of such candidates declared elected is less than

the number of vacancies, the constituency shall be called upon to elect a person or persons, as the case may be, to fill the remaining vacancies.

(7) If the number of candidates who are validly nominated and who have not withdrawn their candidature in the manner prescribed and within the time specified is greater than the number of vacancies to be filled, the election shall be proceeded within the manner prescribed in the following Statutes.

Statute. Despatch of Ballot Paper

19. The Registrar shall forward to each elector through the post a numbered declaration paper, a ballot paper on which the names of the candidates with their addresses shall be arranged in alphabetical order and which shall bear on it the Registrar's initials *and the last date of posting,* a ballot paper cover, and an envelope addressed to the Registrar, together with a letter of intimation stating the number of vacancies, the date and hours fixed for the poll, and the day and the hour fixed for the scrutiny and counting of votes. The papers shall be forwarded to the address entered against the name of the elector in the electoral roll.

The date fixed for the poll shall be not less than fifteen clear days, from the date of posting or the last date of posting of the ballot papers.

Statute. voting.

20. The elector shall, after filling up the declaration paper and the ballot paper in accordance with the directions given in the letter of intimation, enclose the ballot paper in the ballot paper cover and stick it and enclose the cover and the declaration paper in the envelope addressed to the Registrar and send the envelope by Registered post so as to reach the Registrar no later than the day and the latest hour fixed for the poll;

Provided that, at his option, the elector may either in person or by an agent deposit the envelope addressed to Registrar in the ballot box on the day and during the hours fixed for the poll.

Statute. Recording of votes of electors Physically Incapacitated.

21. If an elector is incapacitated from blindness or other physical cause from voting in the manner prescribed it shall be competent for him to record his vote by the hand of any of the persons enumerated below and such person shall, on the declaration paper, certify the incapacity and attest the fact of his having been requested by the elector to mark the ballot paper for him and of its having been so marked by him in the presence of elector.

The following persons are empowered to attest votes of incapacitated electors:-

Magistrates (as defined in the Code of Criminal Procedure),

Judges of and above the rank of District Munsifs,

District Registrars,

Sub-Registrars,

District Educational Officers and Inspectresses of Girls' Schools,

Deputy Inspectors of School, and Sub-Assistant Inspectresses of Schools, Principals of Affiliated and Approved Colleges,

* Headmasters of Recognized High Schools, and

Members of the Senate or of the Academic Council.

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Statute. Procedure when voting papers are lost or spoilt.

22. An elector who has not received his ballot and other connected papers sent by post, or who has lost them, or whose papers before their despatch back to the Registrar have been inadvertently spoilt, may transmit a declaration to that effect signed by himself and require the Registrar to send him duplicate papers in place of those not received, lost or spoilt papers shall be returned to the Registrar who shall cancel them on receipt. In every case when duplicate papers are issued, a mark shall be placed against the number of the elector's name in the

* Now known as High Schools/Higher Secondary Schools.

Register(electoral roll) to denote that duplicate papers have been issued in place of those not received, lost or spoilt.

Statute. Procedure on counting.

23. On the day at the hour appointed for the scrutiny and counting of votes, the envelopes received from the electors by the Registrar, except those which have not either been sent by Registered Post so as to reach the Registrar not later than the day and the latest hour fixed for the poll or deposited in the ballot box provided on the day during the hours fixed for the poll shall be arranged and counted. Groups of election papers and covers sent in a single cover by Registered Post to the Registrar will be rejected. They shall then be opened and the declaration papers and the ballot paper covers examined.

A ballot paper cover shall be rejected if-

(i) it is not the cover sent by the Registrar; or

Ballot Paper cover when Rejected

(ii) the envelope contains no declaration paper outside the ballot paper cover; or

(iii) the declaration paper is not the one sent by the Registrar; or

(iv) the declaration of attestation is not in accordance with the rules: or

(v) the ballot paper is placed outside the ballot paper cover; or

(vi) more than one declaration paper or cover containing ballot paper have been enclosed in one and the same envelop.

In case of rejection, the word 'rejected' shall be endorsed on the ballot paper cover or the declaration paper.

Statute. Persons who may be present at Scrutiny of Votes.

24. No person shall be present at the scrutiny and counting of votes except the Registrar and such persons as the Vice-Chancellor may appoint to assist the Registrar,

the candidates and not more than two representatives of each candidate appointed in writing by him.

25. The election to the Academic Council by the teachers of colleges referred to in Section 23 (a) – Other members (3) to (7) shall be governed by the following rules:-

The election shall be conducted by secret ballot at a meeting of the teachers of the College. Not less than seven clear days before the date of the election, notice of the meeting shall be issued, furnishing information regarding the number of vacancies to be filled, last date and hour for filling the nominations and scrutiny of nomination papers, publication of list of nominated candidates-withdrawal of candidature, the place, date and hour of issue of ballot papers and polling, scrutiny and counting of votes, to the electors (teachers of the College teaching staff), by the Principal (the Returning Officer); such notice shall be issued to each teacher present on duty in the College on that date and a copy of the notice shall be published in the College Notice-Board.

Provided, that if after the scrutiny of nominations and after the time of withdrawal of the candidature is over the Retuning Officer finds that the number of candidates validly nominated is less than or equal to the number of vacancies to be filled, he shall declare such candidate or candidates to be duly elected and if the number of valid nominations exceeds the number of vacancies to be filled the election shall be proceeded with at the meeting, on the date and at the time fixed for the poll. Other rules for the conduct of election shall generally confirm to the rules prescribed for University elections other than those by Registered Graduates.

(I) ELECTIONS WITHOUT PROPORTIONAL REPRESENTATION

Statute. Elections without Proportional Representation.

26. In the elections enumerated below, the procedure prescribed in the proceeding Statutes and Statutes, 27 and 28 below shall be followed:-

(1) Election of ten members to the Senate by the Academic Council.

(2) Election of one member to the Senate by the Headmaster of High schools in each of the following revenue districts or groups of revenue districts, from among themselves, namely:-

@ (a) Coimbatore and the Nilgiris;

**(b) Salem and Dharmapuri;

(c) North Arcot;

(d) Chingleput and Madras;

(e) South Arcot;

†(f) Thanjavur;

†(g) Tiruchirapalli.

(3) Election of one member of the Senate by the Councillors of the Municipal Corporation of Madras.

(4) Election of one member to the Senate by the Chairmen of Municipal Councils and of Panchayat Union Councils in each revenue Districts in the State of Madras, except the area comprising the revenue districts of Madurai, Ramanathapuram, Tirunelveli and Kanyakumari from among such chairmen and the members of municipal councils, panchayat union councils and panchayat in such revenue districts.

(5) Election of six members to the Syndicate by the Senate.

(6) Election of five members to the Syndicate by the Academic Council from among its members, of whom four shall be teachers of affiliated colleges and the remaining shall be a teacher of an approved College.

(7) Election of five members to the Academic Council by the Senate from among its members who are not engaged in teaching.

@ These districts formed part of the Bharathiar University established in 1981.

** These districts formed part of the Periyar University established in 1997.

† These districts formed part of the Bharathidasan University established in 1981.

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(8) Election of five members to the Academic Council by the Principals of affiliated training colleges, from among themselves.

(9) Election of five members to the Academic council by the teachers of affiliated training colleges including physical directors but excluding principals, tutors. demonstrators and physical instructors of such colleges from among themselves.

(10) Election of three members to the Academic Council by the teachers of approved colleges including Principals and Physical directors but excluding tutors, demonstrators and physical instructors of such colleges from among themselves of whom two shall be from colleges providing courses of study for admission to the examinations for titles and diplomas of the University and the remaining shall be from colleges providing courses of study for admission to the @ Pre-University examination of the University;

(11) Election of one member to the Academic Council by Headmasters of £High Schools in each of the following revenue districts or groups of revenue districts from among themselves, namely-

* (a) Coimbatore and the Nilgiris;
** (b) Salem and Dharmapuri;
(c) North Arcot;
(d) Chingleput and Madras;
(e) South Arcot;
†(f) Thanjavur;
†(g) Tiruchirapalli.

27. The ballot paper covers, other than those elected under Statute 23, shall be opened and the ballot papers taken out and mixed together. The ballot papers shall then be scrutinized and valid votes counted.

@ Now known as Higher Secondary Examination of the State Board.
£ Now known as High Schools/Higher Secondary Schools.
* These districts formed part of the Bharathiar University established in 1981.
† These districts formed part of the Bharathidasan University established in 1981.
** These districts formed part of the Periyar University established in 1997.

A Ballot paper shall be invalid if-

(a) it does not bear the "Registrar" initials; or

Statute. Ballot Paper when Invalid.

(b) a vote signs his name or writes any word or makes any mark on it, by which it becomes recognizable; or

(c) no vote is recorded thereon; or

(d) the number of votes recorded thereon exceeds the number of vacancies to be filled; or

(e) it is void for uncertainty.

Provided that where more than one vote can be given on the same ballot paper, if one of the marks is so placed as to render it doubtful to which candidate it is intended to apply, the vote concerned but not the whole ballot paper shall be invalid on that account.

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28. The nominee or the nominees receiving the highest number of votes shall be declared to be duly elected. When two or more nominees receive an equal number of votes and they cannot all be declared elected, the final election shall be made by drawing lots.

Statute. Declaration of Result.

(II) ELECTIONS WITH PROPORTIONAL REPRESENTATION

29. The procedure prescribed in the following Statutes shall be adopted in elections in accordance with the system of proportional representation by means of the single transferable vote.

Statute. Voting.

30. All voters shall be entitled to vote. Each voter shall have only one vote.

31. The ballot paper covers, other than those rejected under Statute 23, shall be opened and the ballot papers taken out and mixed together

in the Returning Officer's presence. The Returning officer shall then proceed to counting the votes, rejecting as invalid any ballot paper:

Statute. Invalid Ballot Papers.

(a) which does not bear the Registrar's initials; or

(b) on which a voter signs his name or writes any word, or makes any mark, by which it becomes recognizable; or

(c) on which the figure 1 is not marked; or

(d) on which the figure 1 is set opposite the names of more than one candidate; or

(e) on which the figure 1 and some other figure are set opposite the name of the same candidate; or

(f) which is void for uncertainty

On every paper so rejected, the Registrar shall endorse the word 'invalid' and such papers shall be kept in a separate bundle.

32. In the following Statutes:

Statute. Definition of terms

(1) "continuing candidates" means candidates not elected or not excluded from the poll at any given time;

(2) "exhausted papers" means ballot papers on which no further preference is recorded for a continuing candidate; provided that a papers shall also deemed to be exhausted in any case in which-

(a) the names of two or more candidates, whether continuing or not, are marked with the same figure and are next in order of preference; or

(b) the name of the candidate next in order of preference, whether continuing or not, is marked-

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(1) by a figure not following consecutively after some other figure on the ballot paper, or

(2) by two or more figure;

(3) "First preference" means, the figure 1 set opposite the name of any candidate; "second preference" similarly means, the figure 2, "third preference" the figure 3, and so on;

(4) "original votes" in regard to any candidate means, the votes derived from ballot papers on which a first preference is recorded for such candidate;

(5) "surplus" means the number by which the votes of any candidates, original and transferred, exceeds the quota as defined in Statute 35;

(6) "transferred votes" in regard to any candidate means, votes credited to such candidate which are derived from ballot papers on which a second or subsequent preference is recorded for such candidate;

(7) "unexhausted papers" means, ballot papers on which a further preference is recorded for a continuing candidate.

Statute. Procedure for elections with proportional Representation.

33. In carrying out the operations prescribed in the Statutes hereinafter contained-

(i) all fractions shall be disregarded and

(ii) all preferences recorded for candidate already elected or excluded from the poll shall be ignored.

Statute. Division into parcels according to first Preferences.

34. After the invalid ballot papers, if any have been rejected, the remaining papers shall be divided into parcels according to the first preferences recorded for each candidate and the number of papers in each parcel noted.

35. The number of the papers in all the parcels shall then be added together and the total divided by a number exceeding by one, the number of vacancies to be filled and the result increased by one shall be the number sufficient to secure the return of a candidate hereinafter called the quota.

Statute. Quota.

36. If at any time a number of candidates equal to the number of persons to be elected has obtained the quota, such candidates shall be treated as elected and no further steps shall be taken.

Statute.

37. Any candidate, in whose parcel the number of votes on the first preferences being counted is equal to or greater than the quota, shall be deemed elected.

Statute. Candidate when elected.

38.(1) If the number of the papers in any such parcel is equal to the quota, the papers shall be set aside as finally dealt with.

Statute. Transfer of Surplus Papers.

(2) If the number of the papers in any such parcel is greater than the quota, the surplus shall be transferred to the continuing candidates indicated on the ballot papers as next in the order of the voter's preference in the manner prescribed in the following Statute.

39.(a) If and whenever as the result of any operation prescribed by these Statutes a candidate has a surplus, that surplus, shall be transferred in accordance with the Provisions of this Statute.

Statute. Surplus how dealt with.

(b) If in ascertaining the number of papers to be transferred from a sub-parcel, fractional parts are found to exist and if, owing to the existence of such fractional parts, the number of papers to be transferred is less than the surplus, as many of these fractional parts taken in the order of their magnitude, beginning with the largest as are necessary to make the total number of papers to be transferred equal

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to the surplus, shall be reckoned as the value of unity, and the remaining fractional parts shall be ignored. If two or more fractional parts are of equal magnitude, that fractional part shall be deemed to be the larger which arises from the larger sub-parcel, and if the sub-parcels in question are equal in size, preference shall be given to the candidate who obtained the larger number of original votes.

(c) If more than one candidate has a surplus, the largest surplus shall be dealt with first and the others in order of magnitude; provided that every surplus arising on the first count of votes shall be dealt with before those arising on the second count, and so on.

(d) Where two or more surpluses are equal, the Registrar shall decide, as hereinafter provided in Statute 43 which shall be first dealt with.

(e) (i) If the surplus of any candidate to be transferred arises from original votes only all the papers in the parcel belonging to the candidate whose surplus is to be transferred shall be examined and the unexhausted paper divided into sub-parcels according to the next preferences recorded thereon. A separate sub-parcel shall also be made of the exhausted papers.

(ii) The number of the papers in each sub-parcel and the total of all the unexhausted papers shall then be ascertained.

(iii) If the total number of the unexhausted papers is equal to or less than the surplus, all the sub-parcels shall be transferred to the continuing candidates.

(iv) If the total number of the unexhausted papers is greater than the surplus, there shall be transferred from each sub-parcel the number of papers which bears the same proportion to the number of papers in the sub-parcel as the surplus bears to the total number of unexhausted papers, in the order in which such papers have been transferred.

(f) If the surplus of any candidate to be transferred arises from transferred as well as original votes, all the papers in the sub-parcels last transferred to the candidates shall be re-examined, and the unexhausted papers divided into sub-parcels according to the next preference recorded thereon. The sub-parcels shall be dealt with in the same manner as is provided in the case of the sub-parcels referred to in Clause (e)

(g) The papers transferred to each candidate shall be added in the form of a sub-parcel to the papers already belonging to such candidate.

(h) All papers in the parcel or sub-parcel of an elected candidate not transferred under this Statute shall be set aside as finally dealt with.

Statute. Exclusion of Candidate lowest on the Poll.

40.(1) If, after all the surpluses have been transferred as hereinbefore directed less than the number of candidates required has been elected, the candidate lowest on the poll shall be excluded from the poll and his unexhausted papers distributed among the continuing candidates according to the next preferences recorded thereon. Any exhausted papers shall be set aside as finally dealt with.

(2) The papers containing original votes of an excluded candidate shall first be transferred.

(3) The papers containing transferred votes of an excluded candidate shall then be transferred in the order of the transfer in which he obtained them.

(4) If the total of the votes of the two or more candidates lowest on the poll, together with any surplus votes not transferred is less than the votes credited to the next highest candidate, those candidates may, in one operation be excluded from the poll and their votes transferred in accordance with the direction given in Clause (1) to (3) above.

(5) The process directed by this Statute shall be repeated on the successive exclusions of the candidate lowest on the poll until the last vacancy is filled either by the Election of a candidate with the quota, or as hereinafter provided.

41. If as a result of a transfer of papers under these Statutes the number of votes obtained by a candidate is equal to or greater than the quota, the transfer then proceeding shall be completed but no further papers shall be transferred to him.

Statute.

42. (1) If after the completion of any transfer under these Statutes the number of the votes of any candidate shall be equal to or greater than the quota, he shall be deemed elected.

(2) If the number of the votes of any such candidate shall be equal to the quota, the whole of the papers on which such votes are recorded shall be set aside as finally dealt with.

Statute.

(3) If the number of the votes of any such candidate shall be greater than the quota, his surplus shall thereupon be distributed in the manner herein before provided before the exclusion of any other candidate.

Statute. Distribution of Surplus.

43. (1) When the number of continuing candidates is reduced to the number of vacancies remaining unfilled, the continuing candidate shall be deemed elected.

Statute.

(2) When only one vacancy remains unfilled and the number of the votes of someone continuing candidate exceeds the total of all the votes of the other continuing candidates, together with any surplus not transferred, that candidate shall be deemed elected.

Statute.

(3) When only two vacancy remains unfilled and there are only two continuing candidates, and those two candidates have each the same number of votes and no surplus remains capable of transfer, one candidate shall be excluded under the next succeeding Statute, and the other deemed elected.

Statute-equal Surpluses Two or More Candidates Lowest on Poll.

44. If when there is more than one surplus to be distributed, two or more surpluses are equal or if at any time it becomes necessary to exclude a candidate and two or more candidates have the same number of votes and are lowest on the poll, regard shall be had to the original votes of each candidate, and the candidate for whom fewest original votes are recorded shall have his surplus first distributed, or shall be first excluded, as the case may be. If the number of their original votes is the same, the Registrar (Returning officer) shall decide by lot which candidate shall have his surplus distributed or be excluded.

Statute. Recounting of BallotPapers.

45. Any candidate or his agent may, at any time, during the counting of the votes, either before the commencement or after the completion of any transfer of votes (whether surplus or otherwise) request the Registrar to re-examine and re-count the papers of all Candidates or of any candidate (not being papers set aside at any previous transfer as finally dealt with), and the Registrar shall forthwith re-examine and recount the same with the help of such persons as he may appoint. The Registrar may also at his discretion re-count votes, either once or more often, in any case in which he is not satisfied as to the accuracy of any previous count, provided that nothing herein shall make obligatory on the Registrar to re-count the same votes more than once.

Statute. Declaration of Results.

46. The Registrar (Returning Officer) shall then declare the names of the candidates who have been duly elected.

Statute. Election Return.

47. The Registrar (Returning Officer) shall prepare a form showing:-

1. the number of voters who voted.

2. the number of ballot papers rejected.

(a) as being received too late.

(b) for being sent by ordinary post or in other than the prescribed way.

(c) for irregularities connected with the declaration.

(d) as invalid.

IndiaCode

APPENDIX

UNIVERSITY OF MADRAS

REGISTER OF GRADUATES

FORM OF APPLICATION FOR REGISTRATION

<table>
<tr><td>Name in full (as entered in the Diploma).
Change of name, if any, recognised by the University should also be entered with the number and date of the communication permitting the change.</td><td colspan="3">(Name should be entered here as in the Diploma.)</td></tr>
<tr><td>Father's Name</td><td colspan="3"></td></tr>
<tr><td>Race (Nation, Tribe etc.)</td><td colspan="2"></td><td>Religion</td></tr>
<tr><td>Name of the University in which Degree is taken</td><td colspan="3"></td></tr>
<tr><td>Year or years at which the applicant qualified for the Degree or Degrees.</td><td>Name of the Degree</td><td>Year</td><td>Optional Group or Branch (Subject) taken in B.A., B.Sc. (Pass or Hons.) Degree Examination.)</td></tr>
<tr><td>Year or Years of Convocation at which the Degree or Degrees were taken.</td><td>Name of the Degree</td><td>Date of convo-cation</td><td>College from which the candidate last studied and appeared for the Degree Examinations</td></tr>
<tr><td>Whether he is already a Registered Graduate of any Recognised University.
(In the case of registered graduates, certificate from the Registrar of the University concerned of his having registered must be produced).</td><td colspan="2"></td><td></td></tr>
<tr><td>Present Occupation.</td><td colspan="2"></td><td></td></tr>
<tr><td>Address to which communi-cation are to be sent.</td><td colspan="2"></td><td>Residential address</td></tr>
<tr><td>Whether Bank receipt for Rs.5 towards the registration fee is attached.</td><td colspan="2"></td><td>Branch of the State Bank where the amount was paid and the date of payment.</td></tr>
<tr><td colspan="4">Whether certificate of Residence is attached.</td></tr>
<tr><td colspan="4">Whether Original diploma or a copy of the same certified by a Gazetted Officer in proof of qualification is attached.</td></tr>
</table>

Date ———— ***Signature*** ————

IndiaCode

Forms prescribed under Statute 1
of Chapter XIX for all
Elections

1

UNIVERSITY OF MADRAS

NOMINATION PAPER FOR ALL ELECTIONS

Election for which the
candidate is nominated_____

Name of the candidate _____

Address of the candidate _____

Number of the candidate in
the electoral roll, if any. _____

Name of the proposer _____

Number of the proposer in
the electoral roll, if any. _____

Signature of the proposer_____

Date_____

Name of the Seconder _____

Number of the seconder in
the electoral roll, if any._____

Signature of the seconder_____

Date

IndiaCode

CONSENT OF THE CANDIDATE

I hereby declare that

I am not a member of the above authority———————————

my term of office as member of the above authority

to which I seek election———————————————

to which I seek election would expire before the

membership for which I am seeking election takes

effect

and I agree to serve on the———————————if elected.

Signature of the candidate _____

Date———————————

IndiaCode

2

UNIVERSITY OF MADRAS

DECLARATION PAPER

(For all Elections)

(Election to the……

by the…….)

Serial No.

Elector's name
and number in the electoral roll if any.

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ELECTOR'S DECLARATION

I …….(Name in full and designation) declare that I am a Registered Graduate (resident within University area in Madras State) at present residing at ……..(or an elector for the above election to the…….. by the……) and have signed no other declaration paper at the election.

Date Signature

Station Address

3

UNIVERSITY OF MADRAS

Election to the Senate by Registered Graduates

BALLOT PAPER

Face of ballot paper

Name of candidate and address	Mark order of preference in spaces below

(Please see instruction on the back)

Back of ballot paper

DIRECTIONS FOR THE GUIDANCE OF THE VOTER

Vote by placing the figure 1 in the space opposite the name of the candidate for whom you vote. You may also place the figure 2 in the space opposite the name of the candidate who is your second choice, and the figure 3 in the space opposite the name of the candidate who is your third choice, and so on. Crosses or other marks must not be used.

IndiaCode

A ballot paper will be invalid-

(a) Which does not bear the Registrar's initials; or

(b) on which a voter signs his name or writes any word or makes any mark by which it becomes recognizable; or

(c) on which the figure 1 is not marked; or

(d) on which the figure 1 is set opposite the names of more than one candidate; or

(e) on which the figure 1 and some other figure are set opposite the name of the same candidate; or

(f) which is void for uncertainty.

IndiaCode

4

UNIVERSITY OF MADRAS
(Ballot paper for all Elections other than the election by Registered Graduates.)

Election of……

BALLOT PAPER

Face of ballot paper.

Name of candidate and address	Mark Showing the voter's choice

(Please see instructions on the back)

IndiaCode

Back of ballot paper

(1) The number of vacancies to be filled is……..

(2) Place a cross mark **"x"** against the name of the candidate (or each of the candidates) for whom you wish to vote.

(3) A ballot paper will be invalid**-**

(a) which does not bear the Registrar's initials; or

(b) on which a voter sings his name or writes any word or makes any mark by which it becomes recognizable; or

(c) on which no vote is recorded; or

(d) on which more votes are recorded than the number of vacancies to be filled; or

(e) if it is void for uncertainty.

5

UNIVERSITY OF MADRAS

Elections to the Senate by Registered Graduates

LETTER OF INTIMATION

Sir/Madam,

1. The persons whose names are printed on the ballot paper sent herewith have been nominated as candidates for election to the Senate. Should you desire to vote at this election, I have to request that you will:-

(a) fill up and sign the declaration paper;

(b) mark your vote, in the column provided for the purpose in the ballot paper, as desired on the ballot paper;

(c) enclose the ballot paper in the smaller cover and stick it; and

(d) put the smaller cover and the declaration paper in the envelope addressed to me and return the same to me either by registered post so as to reach me not later than…..p.m. on……..the……day of……20 , or deposit or cause to be deposited, the envelope addressed to me in the ballot box provided for the purpose at the Office of the Registrar between……a.m. and……p.m. and on the same day.

Note : Every elector should send his or her cover containing election papers individually by the Registered Post if it cannot be deposited in the Ballot Box on the above date.

2. Ballot papers will be rejected:-

(1) If the envelope enclosing the ballot paper cover and the declaration paper is not either (i) sent by registered post

IndiaCode

and received not later than the hour fixed for the closing of the poll or (ii) deposited in the ballot box at the office of the Registrar on the date and between the hours fixed;

(2) If the outer envelope contains no declaration outside the smaller cover;

(3) If the ballot is not enclosed in the smaller cover;

(4) If the declaration paper is not the one sent by the Registrar to the voter;

(5) If more than one declaration paper or cover containing ballot paper have been enclosed in one and the same envelope;

(6) if the declaration or attestation is not in order;

(7) if the ballot paper is invalid.

3. A ballot paper will be invalid:-

(1) which does not bear the Registrar's initial; or

(2) on which a voter signs his name or writes any word or makes any mark by which it becomes recognizable; or

(3) on which the figure 1 is not marked; or

(4) on which the figure 1 is set opposite the names of more than one candidate; or

(5) on which the figure 1 and some other figure are set opposite the name of the same candidate; or

(6) if it is void for uncertainty.

4. Declaration papers need not be attested, but in the case of a voter who is incapacitated from blindness or other physical cause from voting in the manner prescribed, it shall be competent for him to record his vote by the hand of the following persons:

IndiaCode

Magistrates (as defined in the Code of Criminal Procedure); Judges of an above the rank of District Munsifs; District Registrars; sub-Registrars; District Educational Officers and Inspectresses of Girls' Schools; Deputy Inspector of Schools and Sub-Assistant Inspectresses of schools; Principals of Affiliated and Approved Colleges; Headmasters of recognized High Schools*; Members of the Senate or the Academic Council.

Such persons shall, on the declaration paper certify the incapacity and attest the fact of his having been requested by the voter to mark the ballot paper for him and of its having been so marked by him in the presence of the voter.

If a voter inadvertently spoils a ballot paper, he can return it to the Registrar, who will, if satisfied of such inadvertence, issue to him another paper.

IndiaCode

The scrutiny and counting of votes will begin on……..

No person shall be present at the scrutiny except the Registrar and such persons as the Vice-Chancellor may appoint to assist the Registrar, the candidates and not more than two representatives of each candidate appointed in writing by him.

UNIVERSITY BUILDINGS.

Dated…… Registrar.

6

UNIVERSITY OF MADRAS

All Elections other than the Election by Registered Graduates

LETTER OF INTIMATION

Sir/Madam,

1. The persons whose names are printed on the ballot paper sent herewith have been nominated as candidates for election to the Senate. Should you desire to vote at this election, I have to request that you will-

(a) Fill up and sign the declaration paper;

(b) mark your vote, in the column provided for the purpose in the ballot paper, as directed on the ballot paper;

(c) enclose the ballot paper in the smaller cover and stick it; and

(d) put the smaller cover and the declaration paper in the envelope addressed to me and return the same to me either by registered post so as to reach me not later than…...p.m. on……...the……..day of……20 , or deposit or cause to be deposited, the envelope addressed to me in the ballot box provided for the purpose at the office of the Registrar between ……..a.m. and……...p.m. and on the same day.

Note: Every elector should send his or her cover containing election papers individually by Registered post if it cannot be deposited in the Ballot Box on the above date.

2. Ballot papers will be rejected:-

(a) if the envelope enclosing the ballot paper cover and the declaration paper is not either (i) sent by registered post

IndiaCode

and received not later than the hour fixed for the closing of the poll or (ii) deposited in the ballot box on the date and between the hours fixed;

(b) if the outer envelope contains no declaration paper outside the smaller cover;

(c) if the ballot paper is not enclosed in the smaller cover;

(d) if the declaration paper is not the one sent by the Registrar to the voter;

(e) if more than one declaration paper or cover containing ballot paper have been enclosed in one and the same envelope;

(f) if the declaration or attestation is not in order;

(g) if the ballot paper is invalid.

3. A ballot paper will be invalid:-

(a) which does not bear the Registrar's initial; or

(b) on which a voter signs his name or writes any word or makes any mark by which it becomes recognizable; or

(c) on which no vote is recorded; or

(d) on which more votes are recorded than the number of vacancies to be filled; or

(e) if it is void for uncertainty.

4. Declaration papers need not be attested, but in the case of a voter who is incapacitated from blindness or other physical cause from voting in the manner prescribed, it shall be competent for him to record his vote by the hand of any of the following persons:

Magistrates (as defined in the Code of Criminal Procedure); Judges of and above the rank of District Munsifs; District Registrars; sub-Registrars; District Educational Officers and Inspectresses of Girls' Schools; Deputy Inspectors of Schools and Sub-Assistant Inspectresses of schools; Principals of Affiliated and approved Colleges; Headmasters of recognized High Schools; Members of the Senate or the Academic Council.

Such person shall, on the declaration paper certify the incapacity and attest the fact of his having been requested by the voter to mark the ballot paper for him and of its having been so marked by him in the presence of the voter.

If a voter inadvertently spoils a ballot paper, he can return it to the Registrar, who will, if satisfied of such inadvertence, issue to him another paper.

IndiaCode

The scrutiny and counting of votes will begin on……..

No person shall be present at the scrutiny except the Registrar and such persons as the Vice-Chancellor may appoint to assist the Registrar, the candidates and not more than two representatives of each candidate appointed in writing by him.

UNIVERSITY BUILDINGS.

Dated…… Registrar.

7

FACE OF BALLOT PAPER COVER

Ballot paper

IndiaCode

8

FOR ALL ELECTIONS

Face of Envelope

Election to the (By Registered Post)

……

Poll on……..

To
THE REGISTRAR,
UNIVERSITY OF MADRAS,
University Buildings,
Chepauk,
Madras – 600 005.

No.

CHAPTER XX

Honorary Degrees

(Statutes)

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

Doctor of Laws (LLD)

Doctor of Literature (D.Litt.)

Doctor of Science (D.Sc.)

2. Honorary Degrees shall be conferred only at a Convocation, and may be taken in person or in absentia.

3. The presentation of persons at the Convocation on whom Honorary Degrees are to be conferred shall be made by the Vice-Chancellor or in the absence of the Vice-Chancellor by a person nominated by the Syndicate.

IndiaCode

CHAPTER XXI

CONVOCATION FOR CONFERRING DEGREES

Statute. Convocations.

1. Convocations, for the purpose of conferring degrees shall ordinarily be held twice every year, in the months of February and August and at such other times as the Chancellor shall direct.

Statute. Date of Application

2. "Candidates who passed the examinations of the University and quality for the award of the Degree shall be admitted to the respective Convocations without requiring them to apply

for the award of the Degree at a Convocation. The Degree Certificates shall however, be issued to them only if and when they submit an application to the Registrar. University of Madras, along with the prescribed fee for the issue of the Degree Certificate and the late fee prescribed therefore where applicable".

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

3. No candidate who has already proceeded to a Degree and has been awarded his Diploma shall be admitted to the same Degree, a second time at a Convocation, notwithstanding that he may have qualified in an additional group or branch or in an additional language.

Statute. Assembly of Senate.

4. The Chancellor, Pro-Chancellor, Vice-Chancellor, Presidents of the Faculties, and members of the Senate shall wear the academic robes prescribed and assemble in the Syndicate room at the appointed hour.

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In the absence of the Chancellor, the Pro-Chancellor shall preside; in his absence also the Vice-Chancellor shall preside and in their absence another member of the Senate nominated by the Chancellor shall preside.

Statute Graces of the Senate

5. The graces of the Senate on behalf of the candidates for admission to several degrees in various faculties will be supplicated in the following order at one stretch:

Law	-	by the president of the Faculty of Law
Medicine	-	by the president of the Faculty of Medicine
Engineering	-	by the president of the Faculty of Engineering
Science	-	by the president of the Faculty of Science
Agriculture	-	by the president of the Faculty of Agriculture
Veterinary Science	-	by the president of the Faculty of Veterinary Science
Technology	-	by the president of the Faculty of Technology

Commerce	- by the president of the Faculty of Commerce
Teaching	- by the president of the Faculty of Teaching
Arts	- by the president of the Faculty of Arts
Indian & Other Languages	- by the President of the Faculty of Indian and Other Languages
Fine Arts	- by the President of the Faculty of Fine Arts

Passing of Graces:

This event is named as "Special Meeting of the Senate."

Statute Form of Grace

6. The Formula to be used for each grace by the President of the Faculty shall be as follows:

……Chancellor, I move that a grace of the Senate be passed that those persons whom the Syndicate on the reports of the Examiners has certified to be qualified for the degrees in the faculty of……....be admitted to that/those degrees.

Statute. Passing of grace

7. After the graces of all the faculties have been supplicated by the Presidents of various Faculties, the Chancellor shall put the question: '

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

Statute. Procession.

8. When all the graces have been passed, the Chancellor, Pro-Chancellor, Vice-Chancellor, Presidents of the Faculties and members of the Senate shall proceed in procession to the hall in which the degrees are to be conferred

Statute Arrangement of Seats

9. The hall shall be so arranged that the Chancellor's chair may be somewhat in advance; the chairs assigned to the Pro-Chancellor, the Vice-Chancellor, Presidents of the Faculties and

members of the Senate being so arranged as to leave full space for the presentation of the candidates. Special seats shall be provided in the hall for the members of the Academic Council.

Statute. Seating of Candidates

10. The candidates shall wear the gowns and hoods pertaining to their respective degrees, and shall be arranged opposite to the Chancellor.

11. On the procession entering the hall, the candidates shall rise and remain standing until the Chancellor, Pro-Chancellor, Vice-Chancellor, Presidents of the Faculties and members of the Senate have taken their seats.

Statute. Procedure.

12. The Chancellor, Pro-Chancellor, Vice-Chancellor, Presidents of the Faculties and members of the Senate having taken their places, the Chancellor shall say:

This Convocation of the University of Madras has been called to confer degrees upon (persons on whom the Senate has decided to confer honorary degrees) the candidates, who, in the examinations recently held for the purpose have been certified to be worthy of the same, Let the candidates stand forward.

Statute. Address.

13. Then an address may be made to the candidates by a member of the Senate or a member of the Academic Council or any other worthy person appointed by the Chancellor, exhorting the candidates to conduct themselves suitably upto the position to which by the degrees to be conferred upon them, they have attained.

14. The address being ended or if there is no address the Chancellor shall say; Let the candidates be now presented.

Statute. Presentation of degrees

15. Then the candidates shall be presented to the chancellor by the Heads of their respective colleges being members of the Senate or by other

members of the Senate, the candidates having first received their diplomas from the Registrar.

16. When all the candidates for the degrees in a Faculty have been presented, the Chancellor shall say to the candidates who shall remain standing:

By virtue of the authority vested in me as Chancellor /Pro-Chancellor/ Vice-Chancellor of the University of Madras, I admit you to the several degrees in Faculty of……..for which you have been declared qualified in this University and in token thereof you have been presented with these diplomas and I authorize you to wear the robes ordained, as the insignia of your degree.

16 (a). When all the candidates for the degrees in various faculties have been presented both for In-Person and In-Absentia, the Chancellor will administer the pledge as follows:

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

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

(b). After administering the pledge, the Chancellor shall say to the candidates who shall remain standing:

By virtue of the authority vested in me as Chancellor of the University of Madras, I admit you to the several degrees in the Faculties of …….. for which you have been declared qualified in this University and in token thereof you have been presented with these diplomas and I authorize you to wear the robes ordained, as the insignia of your degree.

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

Statute. Record of degrees.

18. After the record has been signed, the Chancellor, Pro-Chancellor, Vice-Chancellor, Presidents of the Faculties and Members of the Senate, shall rise up and the Chancellor shall say: "I dissolve this Convocation."

Statute. Dissolution of Convocation.

19. Then the Chancellor, Pro-Chancellor, Vice- Chancellor, Presidents of the Faculties and Members of the Senate shall retire in procession to the Syndicate room, the graduates standing.

Statute. Procession.

20. Nothing in the foregoing Statutes, except Statutes 4,8,9,10,12, 16,17,18, and 19 of this Chapter, in so far as they are applicable shall apply in the case of Honorary Degrees.

Statute. Procedure for Honorary Degrees.

CHAPTER XXII

ACADEMIC ROBES

The academic robes for the Chancellor, Pro-Chancellor, Vice-Chancellor. Members of the Senate and academic Council, the Registrar and the Candidates for the degrees shall be as prescribed below:

CHANCELLOR

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

PRO-CHANCELLOR

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

VICE-CHANCELLOR

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

REGISTRAR

4. A golden yellow laced gown of silk.

MEMBERS OF THE SENATE AND THE ACADEMIC COUNCIL

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

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GRADUATES

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

The above shall not apply to women candidates.

BACHELOR OF ARTS (PASS OR HONOURS)

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

BACHELOR OF SCIENCE(PASS)

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

BACHELOR OF SCIENCE (HONOURS)

9. A gown made of Cream stuff, cut like the Cambridge B.A. gown. A Hood made of Cream silk or stuff lined with white silk or stuff.

BACHELOR OF SCIENCE IN AGRICULTURE

10. A gown similar to that of the B.A. Degree. A hood made of Cream silk or stuff edged with green.

BACHELOR OF VETERINARY SCIENCE

11. A gown similar to that of the B.A. Degree. A hood made of Cream silk or stuff edged with maroon.

BACHELOR OF SCIENCE IN TECHNOLOGY

BACHELOR OF TECHNOLOGY

12. A gown made of cream stuff, cut like the Cambridge B.A. gown. A hood made of cream silk or stuff limed with silver-grey coloured silk.

MASTER OF TECHNOLOGY

12. (a) A gown made of Cream silk or stuff cut like the Cambridge M.A. gown. A hood made of Cream silk or stuff lined with white silk or stuff.

BACHELOR OF COMMERCE

13. A gown similar to that of the B.A. Degree. A hood made of Cream silk or stuff, edged with mauve silk or stuff.

BACHELOR OF COMMERCE (HONOURS)

14. A gown similar to that of the B.A. Degree. A hood made of Cream silk or stuff limed with mauve silk or stuff.

BACHELOR OF LIBRARY SCIENCE

15. A gown similar to that of the B.A. Degree. A hood made of Cream silk or stuff edged with light red silk or stuff

MASTER OF TOWN AND COUNTRY PLANNING

15(a) A gown similar to that for the M.A. Degree. A hood made of Cream silk limed with light yellow silk.

BACHELOR OF ARCHITECTURE

16. A gown similar to that for the B.A. Degree. A hood made of Cream silk or stuff edged with light yellow silk or stuff.

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MASTER OF COMMERCE

17. A gown similar to that for the B.A. Degree. A hood made of Cream silk or stuff, lined with Crimson silk or stuff.

MASTER OF ARTS

18. A gown made of cream silk or stuff, cut like the Cambridge M.A. gown. A hood made of Cream silk or stuff, lined with Crimson silk or stuff.

MASTER OF LETTERS

19. A golden yellow laced gown of silk or stuff. A hood made of Crimson silk.

MASTER OF SCIENCE

20. A gown made of white silk or stuff cut like the Cambridge M.A. gown. A hood made of white silk or stuff.

MASTER OF SCIENCE (IN THE DIFFERENT FACULTIES)

21. A gown made of cream silk or stuff, cut like the Cambridge M.A. gown. A hood made of white silk or stuff.

DOCTOR OF PHILOSOPHY

22 A gown made of white silk or stuff, cut like the Cambridge M.A. gown. A hood made of white silk or stuff, lined with scarlet silk or stuff.

BACHELOR OF LAWS

23. A gown similar to that for the B.A. Degree. A hood made of Cream silk or stuff lined with purple silk or stuff.

MASTER OF LAWS

24. A gown similar to that for the M.A. Degree. A hood made of purple silk.

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LICENTIATE IN MEDICINE AND SURGERY

25. A gown similar to that for the B.A. Degree. A hood made of Cream silk or stuff, edged with light blue silk or stuff.

BACHELEOR OF MEDICINE AND SURGERY

26 A gown similar to that for the B.A. Degree. A hood made of Cream silk or stuff, edged with light blue silk or stuff.

DOCTOR OF MEDICINE OR MASTER OF SURGERY

27. A gown similar to that for the M.A. Degree. A hood made of light blue silk.

DOCTOR OF MEDICINE OR MASTER OF SURGERY

(D.M. OR M.CH.) (HIGHER SPECIALITIES)

27(a) A gown made of Cream silk or stuff cut like the Cambridge M.A. gown. A hood made of dark green lined with white silk edged with light green silk.

BACHELOR OF SANITARY SCIENCE

28. A gown similar to that for the B.A. Degree. A hood made of Cream silk or stuff edged with terracotta silk or stuff

BACHELOR OF SCIENCE IN PHARMACY

29. A gown similar to that for the B.A. Degree. A hood made of Cream silk or stuff edged with navy blue silk or stuff.

BACHELOR OF DENTAL SURGERY

30. A gown similar to that for the B.A. Degree. A hood made of Mauve silk or stuff lined with amber silk.

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MASTER OF DENTAL SURGERY

30(a)A gown similar to that for the M.A. Degree. A hood made of cream silk limed with fawn silk.

BACHELOR OF SCIENCE IN NURSING

31. A gown similar to that for the B.A. Degree. A hood made of Cream silk or stuff edged with crimson silk or stuff.

BACHELOR OF ENGINEERING

32. A gown similar to that for the B.A. Degree. A hood made of Cream silk or stuff lined with orange silk or stuff.

BACHELOR OF TEACHING

33. A gown pertaining to the B.A. or M.A. degree. A hood made of Cream Silk or stuff lined with gold coloured silk or stuff.

MASTER OF EDUCATION

34. A gown pertaining to the B.A. or M.A. degree. A hood made of gold coloured silk or stuff.

DOCTOR IN ANY FACULTY OTHER THAN MEDICINE

35. A gown made of white silk or stuff with scarlet cloth facings. A hood made of scarlet silk.

BACHELOR OF ORIENTAL LEARNING

36. A gown similar to that for the B.A. Degree. A hood made of Cream silk or stuff edged with grey silk or stuff.

BACHELOR OF ORIENTAL LEARNING (HONOURS)

37. A gown similar to that for the B.A. Degree. A hood made of Cream silk or stuff edged with grey silk or stuff.

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MASTER OF ORIENTAL LEARNING

38. A gown similar to that for the M.A. Degree. A hood made of Cream silk or stuff edged with grey silk or stuff.

BACHELOR OF MUSIC

39. A gown similar to that for the B.A. Degree. A hood made of Cream silk or stuff edged with dark-blue silk or stuff.

BACHELOR OF JOURNALISM

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

MASTER OF PHILOSOPHY

41. A golden yellow laced gown or silk or stuff. A hood made of Crimson silk.

BACHELOR OF MEDICAL RECORD SCIENCE

42. A gown similar to that for the B.A. Degree. A hood made of Cream silk or stuff edged with light blue silk or stuff.

B.Sc., IN MEDICAL LABORATORY TECHNOLOGY

43. A gown made of Cream stuff cut like the Cambridge B.A. Gown. A hood made of Cream silk or stuff edged with white silk.

BACHELOR OF LITERATURE IN TAMIL

44. A gown similar to that for the B.A. Degree. A hood made of Cream silk or stuff edged with Crimson silk.

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HONORARY DEGREES

45. Gown - A gown made of scarlet silk or stuff with facings of Crimson silk for L.L.D., gold yellow silk for D.Sc. or D. Litt.,

Hood - For the L.L.D. Degree – a hood made of Scarlet silk or stuff, lined with crimson silk.

For the D.Sc. Degree – a hood made of Scarlet silk or stuff, lined with gold yellow silk.

For the D. Litt Degree – a hood made of scarlet silk or stuff, lined with gold yellow silk.

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CHAPTER XXIII

FINANCE

1. The University shall have a fund to which shall be credited-

Act.S.44. Funds of the University.

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

(2) any contribution by the Central Government, and State Government the University Grants Commission or like authority, any local authority or any other corporation owned or controlled by the Central or any State Government.

2. The accounts of the University shall be kept by the Syndicate in such manner as may be prescribed by the Ordinances and copies thereof shall be submitted to the Senate at its next meeting and to the State Government within three months of such publication.

Statute and Act. Maintenance of account & audit.

3. The accounts when audited shall be published by the Syndicate in such manner as may be prescribed by the Ordinances and copies thereof shall be submitted to the Senate at its next meeting and to the State Government within three months of such publication.

Act.S.21 Publication.

4. The Syndicate shall annually prepare before the 1st February, the Financial estimates for the ensuring year.

Act and Statute. Estimates.

5. The financial estimates prepared by the Syndicate together with the remarks of the Finance Committee thereon and the annual accounts shall be places before the Senate for approval at its annual

Act Annual Accounts.

meeting and the Senate may pass resolutions with reference thereto and communicate the same to the Syndicate which shall take actions in accordance therewith.

Statute. Expenditure in excess of budget allotments.

6. The Syndicate may incur expenditure outside or in excess of the budget allotments for the years as adopted by the Senate, but such expenditure shall be reported to the next meeting of the Senate for sanction. The Syndicate, however, shall have power to re-appropriate from one detailed head to another in the same account provided that no recurring liability is involved. But no re-appropriation may be made, without the sanction of the Senate, so as to increase the expenditure on an item, the provision for which has been specifically reduced by a vote of the Senate.

7. Subject to the powers conferred on the Syndicate by the Act and Laws of the University, no new scheme or project of any kind to be financed either in whole or in part by the Government or by the University for which there has not been previous budget provision sanctioned shall be undertaken by the Syndicate without the prior approval of the Senate.

Statute. unspent balances.

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

Statute. Investments.

9. The Syndicate may invest any moneys belonging to the University including any unapplied income in any of the securities described in section 20 of the Indian Trust Act, 1882, with the power to vary such investments or to place on fixed deposits in any bank approved in this behalf by the Local Government, any portion of such moneys not required for current expenditure.

Statute. Pension or Provident Fund.

10. There shall be instituted for the benefit of the officers, teachers and servants of the University such pension or provident fund as the Senate may deem fit.

11. The Syndicate shall have power to write off the irrecoverable value of shortages of stock or irrecoverable loss of money occasioned by neglect of duty of University Officers and Servants or otherwise upto a total limit of Rs.5000/- in a year except in cases of fraud or misappropriation or misuse of funds in any other manner and loss of money caused by neglect of duty of University Officers and servants which call for disciplinary action. If in the year the amount to be written off exceeds Rs.5000/-, the entire amount to be written off shall require the sanction of the Senate.

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CHAPTER XXIV

CONDITIONS OF SERVICE OF THE ESTABLISHMENTS OF THE UNIVERSITY

Ordinances

1. These Ordinances shall be applicable to all superior and inferior establishments of the University not regulated by separate Laws framed in accordance with the provisions of the Act and Statutes.

Definitions

1.(i) "Inferior Service" includes all service in the following appointments:

(a) Services as Attenders, Peons, **Head Gardener, Night Watchman, Sweepers Gardeners** and such other posts as may be declared as "Inferior Service"

(b) Service on pay not exceeding Rs.30.

All other service is deemed to be "Superior Service".

(ii) Permanent post means a post carrying a definite rate of pay sanctioned without limit of time and included in the cadre of sanctioned posts.

(iii) Temporary Post means, a post carrying a definite rate of pay sanctioned for a limited time.

(iv) Duty includes service as a probationer or apprentice, provided that such service is followed by confirmation without a break.

(v) Lien means, the title of a University servant to hold substantively either immediately or on the termination of a period or periods of absence, a permanent post to which he has been appointed Substantively.

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(vi) Officiate:- A University servant officiates in a post when he performs the duties of a post in which another holds a lien. A person may however, be appointed to officiate in a vacant post on which no other person holds a lien.

(vii) Pay means, the amount drawn monthly by a University servant as the pay which has been sanctioned for the post held by him, substantively or in an officiating capacity and special pay and personal pay, if any.

(viii) Special Pay means, an addition of the nature of pay to the emoluments of a post or of a University servant granted in consideration of the specially by arduous nature of his duties or of specific addition to the work or responsibility.

(ix) Personal pay means, additional pay granted to a University servant.

(a) to save his from a loss of substantive pay in respect of a permanent post due to a revision of pay or to any reduction of such substantive pay otherwise than as a disciplinary measure; or

(b) in exceptional circumstances on other personal consideration.

(x) Substantive pay means, pay as defined above other than special pay or personal pay to which a University servant is entitled on account of a post to which he has been appointed substantively.

(xi) Average pay means the average monthly pay earned during the twelve months immediately preceding the month in which the event occurs which necessitates the calculation of average pay.

Note:- According to the definition of "Average pay" the average is to be taken of the monthly pay earned during the twelve complete months immediately preceding the months in which the leave is taken

and for the purpose "the twelve complete months immediately preceding" shall be interpreted literally. Thus a University servant who has been on leave from 23rd March 1922 to 22nd July 1922 inclusive is granted leave from 4th February 1923, his average pay shall be calculated on the pay earned for the periods from 1st February 1922 to 22nd March 1922 and 23rd July to 31st January 1923.

(xii) Presumptive Pay of Post when used with reference to any particular University servant means, the pay to which he would be entitled if he had held the post substantively and has been performing its duties, but it does not include special pay unless the University servants performs or discharges the work or responsibility in consideration of which the special pay was sanctioned.

(xiii) Time Scale of pay means, pay which subject to any conditions prescribed in these rules rises by periodical increments from a minimum to a maximum.

(xiv) Leave salary means, the monthly amount paid to University servant on leave.

(xv) Leave on average on half or quarter average pay means, leave on a leave salary equal to average (or half or Quarter average) pay.

(xvi) Month means a calendar month. In calculating a period expressed in terms of months and days, completed calendar months irrespective of the number of days in each, should first be calculated and the old number of days calculated subsequently.

Note:- In calculating a period of three months and 20 days from 25th January. 3 months shall be taken as ending on 24th April and the 20days on 14th May. In the same way the period from 30 January to 2nd March, shall be reckoned as one month and 2days because one month from 30th January ends on 28th February.

General

2. The power of creating and abolishing appointments, temporary or permanent, in the superior and inferior establishment of the University, is vested in the Syndicate.

Whenever required the Registrar may, with the sanction of the Vice Chancellor, engage temporary clerks, for periods not exceeding 3months.

2(a) Financial and Account Rules
2(b) Administration Manual } in separate book

3. Appointments to clerical posts shall ordinarily be made from amongst the following category of candidates whose upper age limit shall not exceed-

for	OC	….	30 years
for	BC/MBC	….	35 years
for	SC/ST	….	38 years

at the time of appointment. The Syndicate however shall have power to grant exemption in special case.

(a) ALTERATION OF DATE OF BIRTH:

(1) If, at the time of appointment, a candidate claims that the date of his birth is different from that entered in his S.S.L.C. or Matriculation register or School records, he shall make an application to the appointing authority stating the evidence on which he relies upon and explaining how the mistake occurred. The application shall be forwarded to the Board of Revenue for report after investigation by an officer not below the rank of a Deputy Collector and, on receipt of the report, the appointing authority shall decide whether the alteration of date of birth may be permitted or the application may be rejected.

(ii) Provided that in case of a candidate who was born outside the state of Tamil Nadu, the appointing authority shall examine and scrutinize the records that may be produced by the candidate and shall

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decide whether the alteration of date of birth may be permitted or the application may be rejected. The approval of the Syndicate is final.

(iii) After a person has entered service, an application to alter the date of his birth as entered in the official records shall be entertained only if such an application is made within five years of such entry into service.

(iv) Any application received after five years after entry into service or any application, which is not supported by entries in S.S.L.C. School, College or University records, birth extract from records of local bodies or military discharges certificates, shall be summarily rejected.

(v) In considering the question of permitting an alteration on the date of birth as entered in the official records even when such entry is provide to have been due to a bonafied mistake the appointing authority shall take into consideration the circumstances whether the applicant would normally be eligible for appointment to the post at the time of entry into service has his age been correctly stated and what would have been its effect on his service and the service conditions of other officers in the service and may permit the alteration subject to such condition as they or it may deem fit to impose.

(vi) the decision of the appointing authority shall be final.

(b). CORRECTION OF DATE BIRTH:

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

4. No person may be substantively appointed post without a medical certificate of health from a Gazette Medical Officer-University Medical Officer.

5. (a) Two or more University servants cannot be appointed substantively to the same permanent post at the same time.

(b) A University servant cannot be appointed substantively to a post in which another University servant holds a lien.

(c) A University servant when appointed substantively to any permanent post acquires a lien on that post and ceased to hold any lien previously acquired in any other post.

6. (a) A University servant shall not be transferred to a post carrying less pay than the pay of the post on which he holds a lien except on account of inefficiency or misconduct or at his own request.

(b) A University servant shall begin to draw the pay and allowance attached to his tenure of a post with effect from the date when he assumes the duties of the post, and shall cease to draw them as soon as he ceases to discharge these duties.

(c) If a University servant takes charge of a post in the afternoon, he shall for purpose of calculation of pay and allowances, be regarded as having taken charge of it on the subsequent day.

7. Appointment to, Promotion in, and suspension or dismissal from the superior establishment shall be made by the Syndicate on the recommendation of its Establishment Committee. In the case of the inferior establishment, these shall be made by the Vice-Chancellor on the recommendation of the Registrar, but an appeal shall lie to the Syndicate in the case of dismissals from the inferior establishment. All cases of dismissals by the Vice-Chancellor shall be reported to the Syndicate.

8. After 5 years continuous absence from duty either with or without leave a University servant shall cease to be in University employment.

9. A whole-time University servant may be employed in any manner required by proper authority without claim for additional

remuneration or may be accepted additional employment or any employment without the previous sanction of the Syndicate.

Pay

Full Additional Charge and Current Additional Charge

Additional charge is of two kinds: viz.. (a) full additional charge and (b) Current additional Charge.

(a) *Full Additional Charge:* Full Additional charge is the charge where an University official is directed to attend to the duties of another official in addition to his normal duties, as if he has assumed full charge of the additional post. The official holding additional charge is eligible for additional pay for the additional work.

(b) *Current Additional Charge:-* Current Additional Charge is that, where a University Official is directed to attend duties of only current nature but not the various functions which an official is excepted to attend. In this case, the Official is not eligible for any additional pay.

(c) *Holding additional charge of more than one post:-* Further at the same time an official may also be directed to look after the duties of more than one post(s) in addition to his normal duties and he shall be eligible for additional pay for each post.

Additional Charge allowance when not admissible?

(i) When an official of a higher cadre holds additional charge of the lower post, no additional pay is allowed since the lower post comes under the purview of discharging his normal functions. It is because that the superior official, in the course of his normal duties is expected to supervise the duties of his subordinates.

(ii) If the additional post is in the same office and of the same work, no additional pay shall be allowed if duties in of the said post are identical in nature and if the duties can be distributed among other officials.

(iii) When additional charge arrangements are in different territorial jurisdictions, the post are definitely independent. In such case, additional pay is automatically admissible.

Additional pay What is the rate admissible?

1. For full additional Charge:- The Official who is holding full additional charge is eligible for additional pay for having discharged additional duty. But the official would be under additional charge for more than 39 days. If the period of additional charge is 39 days, or less than 39 days no, additional pay is allowed.

In computing the period of 39 days, holidays and casual leave should be included. But earned leave, un-earned leave, etc., availed of during the period of additional charge should be excluded.

Likewise, no additional pay is allowed for the period exceeding five months. It is because the post which is kept vacant beyond five months automatically lapses and in case of permanent post, it shall be kept in abeyance.

If the period of additional charge exceeds five months and if it is considered that payment of additional pay beyond the period is to be allowed to the official, prior approval of the Syndicate shall be obtained.

2. For Current additional Charge;- No additional pay is allowed for current additional charges.

RATE OF FULL ADDITIONAL CHARGE ALLOWANCE

First 3 months	Next 2 months	More than 5 months
1/5 of the pay drawn by him in the regular post.	1/10 of the pay drawn by him in the regular post.	
(OR)	(OR)	NIL

½ of the minimum of the time-scale attached to the additional post.	¼ of the minimum of the time-scale attached to the additional post.
Out of these two, whichever is less shall be allowed as additional pay per month.	Out of these two which ever is less shall be allowed as additional pay per month.

Note: Pay for this purpose include basic pay, and personal pay sanctioned to compensate loss in emoluments. Special pay shall not be taken into account to compute regular pay.

Allowance during additional charge	The allowances like HRA, CCA, etc., whichever is high among the regular and additional post shall be allowed.

Note:- No additional pay shall be granted when a clerk discharges the duties of one or more clerks in the same office, as the post cannot be held to be independent within the meaning of this rule.

General:- The instructions in F.R.49 will apply 'Mutatis Mutandis' for University employees.

11. The initial pay of a University servant who is appointed to a post on a time-scale of pay shall be regulated as follows:-

(a) The initial substantive pay of a University servant who is appointed substantively to a post on a time-scale of pay shall be regulated as follows:-

(i) if he holds a lien on a permanent post.

(a) When appointment to the new post involves the assumption of duties or responsibilities of greater importance than those attaching to such former post, he shall be entitled to draw as initial pay, the stage of the time-scale next above his substantive pay in respect of the old post.

(b) When appointment to the new post does not involve assumption of such duties and responsibilities he shall draw as initial pay the stage of the time-scale which is equal to his substantive pay in respect of his old post, or if there is no such stage, the stage next below that pay plus personal pay equal to the difference and in either case, shall continue to draw that pay until such time as he would have received an increment in the time-scale of the old post or for the period after which an increment earned in the time-scale of the new post whichever is less; subject to the proviso that the minimum pay of the time-scale of the new post is higher than the substantive pay in respect of the old post, he shall draw that minimum as initial pay.

(ii) If the conditions prescribed in clause (i) be not fulfilled, he shall draw as initial pay the minimum of the time-scale.

Provided that in both cases covered by (i) and (ii) he should have previously held substantively a post or officiated in the same post or a permanent or temporary post on the same time-scale, the initial pay shall not be less than the pay other than special pay which he drew on the last such occasion, and the period during which he drew that pay on such last and previous occasion shall count for increment.

Note:- It should, however the pay last drawn by the University servant in a temporary post have been inflated by the grant of premature increments shall, unless which he would have drawn but for the grants of those increments shall, unless otherwise ordered by the authority competent to create the new post, be taken for the purpose of this proviso to be the pay which he last drew in the temporary post.

(b) The pay of a University servant who is appointed to an officiating post shall be regulated as follows:-

(i) The initial pay of university servant who does not hold any post when appointed to officiate in a post shall be

the minimum of the time-scale of pay applicable to the post.

(ii) When a university servant has been appointed to officiate in another post, he shall not draw pay higher than his substantive pay in respect of his permanent post unless the post to which he has been appointed to officiate involves the assumption of duties and responsibilities of greater importance, than those attached to his permanent post; where a post involves the assumption of duties or responsibilities of greater importance, his pay shall be regulated in accordance with Ordinance 11(a)(i) (a) surpa

(iii) Subject to sub-clause (ii) above and Ordinance 20 (C) a University servant officiating in a post shall draw the presumptive pay of that post provided that should the presumptive pay of the permanent post on which he holds a lien be at anytime greater than the presumptive pay of the post in which he officiates, he shall draw the presumptive pay of the permanent post.

12. When a university servant officiates in a post the pay of which has been fixed at a rate personal to another University servant, the syndicate may permit him to draw pay at any rate not exceeding the rate so fixed or should the rate so fixed, a time-scale may grant him initial pay not exceeding the lower stage of that time-scale and future increments not exceeding those of the sanctioned scale.

13. The syndicate may fix the pay of an officiating University servant at an amount less than that admissible under these Ordinance.

14. Pay of Temporary posts:- When a temporary post has been created which may have to be filled by a person not already in service, the pay of the post shall be fixed with reference to the minimum that is necessary; to secure the services of a person capable of discharging efficiently the duties of the post.

15. When a temporary post has been created which will probably be filled by a person who is already a University servant, his pay shall be fixed by the Syndicate with due regard to-

(a) the character and responsibility of the work to be performed and

(b) the existing pay by the University servants of a status sufficient to warrant their selection for the post.

16. It shall be competent for the syndicate for adequate reasons recorded to place a University servant at any stage of the time-scale.

17. The holder of a post, the pay of which has been changed, shall be treated as though he were transferred to a new post on the new pay; provided that he may at his option retain his old pay until the date on which he earns his next or any subsequent increment on the old scale, or until he vacates his post or ceases to draw pay on that time-scale. The option once exercised shall be deemed to be final.

Increments

18. An increment shall ordinarily be drawn as a matter of course unless it has been withheld. No University servant shall be given his increment unless in the case of a clerk, the head of his office, or in any other case, such superior officer as may be prescribed for this purpose by the authority empowered to sanction the increment, signs a certificate to the effect that the work and conduct of the University servant in question during the period which counts for increments have been such as to justify the grant of the increment. An increment may be withheld from a University servant if his conduct has not been good or his work has not been satisfactory. The authority competent to appoint a University servant is empowered to withhold increments from him. In ordering the withholding of an increment, the withholding authority shall state the period for which it has to be withheld and whether the postponement shall have the effect of postponing future increments.

Note:- 1. The order of withholding an increment in a time-scale must specify the period for which it has to be withheld if the order is to be operative and the order should not state that withholding of the increment shall have the effect of postponing of future increments, it shall be assumed that the University servant's pay has been restored to what it would have been, had his increment not been withheld from the next natural date from which he would have drawn an increment.

The effect of an order withholding a particular increment will be that the University servant shall remain on the same pay without any increment for the period for which that order withholds the increments.

Note:- 2 (a) Where it has been proposed to withhold an increment in a University servant's pay as a punishment the authority inflicting the punishment should before the order is actually passed, consider whether it will affect the University servant's pension and, if so, to what extent; and if it is decided finally to withhold the increment, it shall be made clear in the order that the effect of the punishment on the pension has been considered and that the order is intended to have this effect.

(b) The above Ordinances are not applicable to stoppages at an efficiency bar.

Note:- 3. Should a University servant be suspended for misconduct neither the period of suspension nor any period of service preceding the suspension shall be allowed to count towards the period necessary to earn an increment.

Note:-4. In cases of suspension on account of imprisonment for debt or for reasons other than misconduct, the period of service preceding the suspension may be allowed to count for increments but not the actual period of suspension.

These Ordinances shall be applicable to all University servants who are on incremental scales of pay whether the increments accrue annually or at other intervals.

19. Where an efficiency bar has been prescribed in a Time-scale., the increment next above the bar shall not be given to a University servant without the specific sanction of the authority empowered to withhold the increments.

Note:-On each occasion in which a University servant is allowed to pass an efficiency bar which had previously been enforced against him, he should come on to the time-scale at such stage as the authority may fix for him, subject to the pay admissible according to the length of his service.

20. The following provisions prescribed the conditions on which service counts for increments in a time-scale:-

(a) All duty in a post on a time-scale counts for increments in that time-scale.

(b) Service in another post, whether in substantive or officiating capacity service on deputation and leave other that extraordinary leave count for increments in the time-scale applicable to the post on which the University servant holds a lien provided that the Syndicate shall have power in any case in which it is satisfied or for any other cause beyond the University servant's control to direct that extraordinary leave shall be counted for increment under this cause.

Note:-1. A period of overstayed of leave does not count towards increments.

Note:-2. Leave taken during the officiating service of a University servant on a time-scale of pay does not count for increments in that time-scale.

Whenever increments are drawn for officiating University servants in respect of the posts which they officiate, a note should invariably be made in the increment certificate to indicate whether any leave was taken during the period of approved service for which an increment has been claimed.

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Note:-3. Officiating service in a lower time-scale will not count for increment in the substantive post on a higher scale without the specific sanction of the syndicate in each case.

(c) Should a University servant while officiating in a post or holding a temporary post in a time-scale or pay, be appointed to officiate in a higher post or to hold a higher temporary post, his officiating of temporary service in the higher post shall, if he is re-appointed to the lower post, count for increment in the time scale applicable to such lower post.

(i) The period of officiating service in the higher post which counts for increment in the lower post shall however, be restricted to the period during which the University servant would have officiated in the lower post but for his appointment to the higher post.

(ii) The Clause shall also apply to a University servant who is not actually officiating in the lower post at the time of his appointment to the higher post, but who would have so officiated had he not been appointed to the higher post.

Note:

(1) The intention of the Ordinance is to permit a University servant to count officiating service in a higher post as service for increment in lower post, if he is re-appointed to the lower post, and is not merely an alternative to the Ordinance which permits such officiating service to count for increment in the higher post.

A University servant can also count this officiating service in the higher post for increments in that post should he be subsequently appointed to it either in an officiating or permanent capacity.

(2) The above Ordinance can also be applied to officiating servants without substantive appointments.

(3) For the purpose of the above Ordinance it is necessary that re-appointments to the lower post on reversion from the higher officiating

or temporary post shall be immediately in continuation of the duty in the higher post. Any interruption due to leave or reversion to the permanent post will not deprive a University servant of the concession of counting his service in the higher post for increments in the lower post, if appointed thereto subsequently.

(4) Should a University servant while officiating in a post be appointed to officiate in a higher post, his officiating service in the higher post will, provided he is re-appointed to the lower post, count for increments in the lower post even though his officiating pay in the higher post is less than his officiating pay in the lower post.

(5) In order to allow the period of officiating service in a higher post to count for increment in a lower post a certificate to the effect that the University servant would have officiated in the lower post had he not been appointed to officiate in the higher post, should be obtained from an officer of the University appointed in this behalf.

21. The Syndicate may, for adequate reasons recorded, grant a premature increment to a University servant on a time-scale of pay.

22. Personal pay-Except when an authority sanctioning in its orders otherwise, personal pay shall be reduced by any amount by which the recipient's pay may be increased, and shall cease as soon as his pay is increased by an amount equal to this personal pay.

Reduction

23. The authority which orders the transfer of a University servant as a penalty from higher to a lower grade or post may allow him to draw any pay, not exceeding maximum of the lower grade or post, which it may think proper.

24. Should a University servant be, on account of misconduct or inefficiency, reduced a lower grade or post, or to a lower stage in his time-scale, the authority ordering such reduction shall state the period for which it shall be effective and whether, on restoration, it shall operate to postpone future increments and, if so, to what extent.

Note:- An authority ordering the reduction of a University servant shall expressly state in the order that the period for which the reduction has been ordered will be exclusive of any interval spend on leave before that period has been completed.

Dismissal and Suspension

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

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

(b) Dearness Allowance: It shall also be allowed during suspension. It shall be worked out based on the amount of subsistence allowance drawn by the University employee and not at the rate paid to him prior to the date of suspension.

(c) City Compensatory Allowance: It shall also be paid during the suspension at the rate drawn by the University employee prior to the date of suspension and not on the basis of subsistence allowance.

(d) House Rent Allowance: It shall also be paid during the suspension period at the rate drawn by the University Servant prior to the date of suspension and not on the basis of subsistence allowance.

(e) The Syndicate, if it is satisfied that the employee continues to incur the expenditure for which the medical allowance is granted, may direct that the employee may be granted in addition such compensatory

allowances as are admissible from time to time, on the basis of the pay of which the employee was in receipt on the date of suspension as the Syndicate may sanction by general or special order.

27. When the suspension of a University servant has been held to have been wholly unjustifiable, or when a University servant who has been dismissed or removed or suspended has been reinstated, the Syndicate may grant him for the period of his absence from duty (a) should be honourably acquitted, the full pay to which he would have been entitled, if he had not been dismissed or removed or suspended; and by an order to be separately recorded, any allowance of which he was in receipt prior to his dismissal or removal or suspension; (b) if found guilty or wholly justifiable, such proportion of such pay and allowances as the syndicate may fix.

In cases falling under Clause (a) the period of absence from duty shall be treated as a period spent on duty. In cases falling under Clause (b), it will not be treated as a period spent on duty unless the Syndicate so directs.

Note: 1. A University servant who has been committed to prison either for debt or on a criminal charge shall be considered as under suspension from the date of his arrest, and, therefore, entitled only to subsistence grant until the termination of the proceedings against him, when should he be not dismissed, an adjustment of his pay and allowances shall be made according to the conditions and terms prescribed, the full amount being given only in the event of the University servant being considered to be acquitted of blame or (if the imprisonment was for debt) if it is being proved that the University servant's liability arose from circumstances beyond his control

Note:-2 The amount of subsistence grant, if any, already drawn shall be adjusted against leave salary which may be granted, and the excess, if any in each case should be waived by the authority competent to regularize the period of suspension and a copy thereof sent to audit for scrutiny,"

Note:- 3. The grant of pay and allowances or a proportion of them does not cancel any officiating arrangements that may have been in force while the University servant was under the suspension or dismissal.

Note:-4. In deciding whether any pay and allowances should be granted to a University servant in temporary employment, the period for which the temporary post has been sanctioned shall be taken into consideration.

28. Leave may not be granted to a University servant under suspension.

29. The date of compulsory retirement of a University servant in superior service shall be the date on which he attains the age of 58 years. He shall not be retained in service after that age except on public grounds, with the sanction of Syndicate, which must be recorded in writing; but he must not be retained after the age of 60 years except in very special circumstances: and in regard to class IV (inferior service) employees, their age of retirement shall be 60 years.

Such retirement shall take effect from the afternoon of the last date of the month in which they attain superannuation instead of the afternoon of their actual date of superannuation.

Leave

30. Leave is earned by duty only

31. A University servant who has been dismissed or removed from University service, and has been re-instated, shall be entitled to count his former service for leave.

32. Leave cannot be claimed as of right. When exigencies of University service so require, discretion to refuse or revoke leave of any description is reserved to the authority empowered to grant it.

33. The Vice-Chancellor, or in the absence of the Vice-Chancellor, the Registrar shall have power to grant leave of absence to all members of the establishment according to these Ordinances.

The Vice-Chancellor shall have power to entertain substitutes in leave vacancies of inferior University Servants upto the limit of the 1/10 of the post in the establishment for inferior servant in the University.

34. (a) Leave ordinarily shall begin on the day on which transfer of charge has been effected and end on the day preceding that on which charge has been resumed.

(b) When the day immediately preceding the day on which the leave begins or immediately following the day on which the leave expires is a holiday or one of a series of holidays the members of the staff may leave his station at the close of the day before or return to it on the day following such holiday or series of holidays.

35. A University servant on leave may not take service or accept any employment without obtaining the previous sanction of the Syndicate. This Ordinance does not apply to casual literary work, or service as an examiner or similar employment.

36. All orders recalling a University servant to duty before the expiry of his leave shall state whether the return to duty is optional or compulsory. If it is compulsory, the University servant shall be entitled to travelling allowance to Chennai but will get only leave salary upto the date he joins his post. If the return is optional, he shall be entitled to no travelling allowances.

37. A University servant who has been granted leave on medical certificate may be asked to produce a certificate of physical fitness before he returns to duty by the Head of the office. A similar certificate may be required in the case of any University servant who has been granted leave for reasons of health, even though such leave was not actually granted on a medical certificate.

When leave applied for is on medical certificate, the certificate shall be from a Gazetted Medical Officer or a Honorary Medical Officer of equal standing; the University servant, may however, be asked to appear before the surgeon of the District on requisition.

38. A University servant who remains absent after the expiry of his leave shall not be entitled to leave salary during the period of such absence, and that period shall be debited against his leave account as though it were leave on half average pay, unless his leave is extended by the authority competent to sanction the leave.

Willful absence from duty after the expiry of leave may be treated as misconduct.

39. (a) Casual Leave may be granted upto a limit of twelve days in a calendar year plus 3 days restricted holidays; absence on causal leave shall be treated as duty for the purposes of calculation of other leave. A single period of absence on casual leave shall not exceed seven days. Casual leave may be combined with Saturday/Sundays or other authorized holidays, intervening or otherwise provided that the total resulting period of absence from duty does not exceed ten days.

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

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

(ii) Not more than ten such holidays in all may be taken in a Calendar year and no such holidays shall be taken after the expiry of 6 months from the public Holidays for which it is substituted. It will, however, be within the discretion of the Head of an office to call on the University servant affected to take such holiday on any date within 6 months which the head of the Office finds to be convenient.

(iii) Note more than seven such holidays may be accumulated and a lower number may be fixed at his discretion by the Head of the Office.

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

Note:- The above Ordinances regarding compensation leave do not apply to the servants in the University Library.

(c) The Registrar shall have power to grant casual or compensation leave to members of his staff. In respect of clerical and menial establishments in the departments this power may be exercised by the Head of the Departments.

(d) Special casual leave (quarantine leave) not counting against ordinary casual leave may be granted to a University Servant when he is directed by the Head of the Office to absent himself from duty owing to infectious disease in his house.

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

(e) The Special Casual Leave not exceeding seven days be granted to a University servant whose wife undergoes sterilization operation irrespective of whether it is puerperal or non-puerperal. The leave should however be granted only on the production of a Medical Certificate from the Doctor who performs the operation to the effect that the presence of the University servant is essential to look after his wife during her convalescence after operation.

The Special Casual Leave may be sanctioned to the University Servants from the date of sterilization operation (either puerperal or non-puerperal) of their wives on the production of certificate from the Medical Officer who performed the operation.

Special Casual Leaves sanctioned to University Servant whose wife undergoes Sterilization Operation can be combined with regular leave.

The holiday may be prefixed or suffixed to the Special Casual Leave and regular leave combined but should not be sandwitched between special casual leave and regular leave.

Special Casual Leave not exceeding eight days may be granted to men University Servants who undergo sterilization operation and 20 days married women University servants who undergo Non-Puerperal Sterilization operation during Ordinary time is not immediately after confinement in any Hospital in this State.

The Leave, to be sanctioned under this rule may be prefixed or suffixed or sandwitched with any kind of regular leave.

Special Casual Leave not exceeding twenty days may be granted to married women University servants who are appointed temporarily and who have not completed the period of one year service when they undergo puerperal sterilization operation.

Special Casual Leave for one day may be granted to married Women University Servants, on written application for the intra-Uterine Contraceptive device insertion. The special Leave shall be sanctioned for the day of insertion of the Device.

40. A leave account in the forms prescribed [vide appendix A(1)] shall be maintained for each University servant in terms of leave on average pay.

41	*	*	*
42	*	*	*
43 to 49.	*	*	*

The following Ordinances shall apply to holders of all posts, who were entertained on or after the 4th September, 1933.

Permanent University Servants in Superior Service.

50. Earned Leave-A permanent University servant in Superior Service shall earn leave at the rate of one-eleventh of the period spent on duty, provided that he shall cease to earn leave while he has to his credit such leave amounting to 180 days upto 29th October 1987 and 240 days from 30.10.1987.

51. Unearned leave.:-

(i) (a) Leave on Private Affairs:- The leave on Private affairs shall be granted to a permanent University servant in superior service for a period of 3 months for the first 10 years of service of an employee, which may be carried forward beyond 10 years when alone he shall be made eligible for full period of 6 months.

(b) Leave on private affairs may be combined with earned leave but the total amount of leave so combined, admissible at any one time, shall be limited to six months.

(ii) Leave on Medical Certificate:- (a) Leave on medical certificate may be granted to a permanent University servant in superior service for eighteen months on full pay in all. Such leave shall be given only on production of a medical certificate and for a period not exceeding the amount of leave recommended in the certificate.

Provided that sanction of such medical leave shall be regulated as follows with reference to the period of service put in by the employee;

period of service	*Leave on medical certificate to which the employee may be entitled.*
Upto 5 years	3 months
More than 5 years but less than 10 years	6 months
More than 10 years but less than 15 years	9 months
More than 15 years but less than 20 years	12 months
More than 20 years	18 months

GENERAL RULES

(i) Before leave is sanctioned, the recommendations of medical committee shall be compulsorily obtained in the following cases namely:-

(a) All Applications for unearned leave on medical certificate for periods exceeding two months:

(b) Where extension of leave is applied for piecemeal and cumulative total of such leave exceeds two months; and

(c) Where a University servant applies for unearned leave on medical certificate after orders transferring him to another post, place, etc. are issued to him irrespective of the period of leave applied for.

(ii) The leave sanctioning authority should also exercise the discretion to refer cases to the medical committee where there are repeated applications for medical leave, although each such application may be for a period of less than two months.

51-A(i) Extraordinary leave may be granted to a permanent University servant in superior service in special Circumstances:

(a) When no other leave is admissible under these ordinances or

(b) When other leave is being admissible, the University servant concerned applies in writing for the grant of extraordinary leave.

Permanent University Servants in class IV Service

52. Earned Leave-A permanent University servant in Class IV category shall earn leave at the rate of one- twenty second of the

period he has spent on duty, provided that he shall cease to earn leave while he has to his credit such leave amounting to 50 days.

Provided further that a permanent University servant in Class IV service who has completed 5 years service shall earn leave at the rate of one-eleventh of period he has spent on duty provided that he shall cease to earn leave while he has to his credit such leave amounting to 180 days upto 29.10.1987 and 240 days from 30.10.1987.

53. Unearned leave: (i) Leave on Medical Certificate:- A permanent University servant in Class IV service may be granted leave on medical certificate for six months in all.

Provided further that a permanent University servant in Class IV category who has completed 15 years of service shall be allowed leave benefits as applicable to superior service.

IndiaCode

Provided further that sanction of such medical leave shall be regulated as follows with reference to the period of service put in by the employee:

Period of service	*leave on Medical certificate to which the employee may be entitled.*
Upto 15 years	- 6 months
more than 15 years but less than 20 years	- 12 months
more than 20 years	- 18 months

GENERAL RULES

(i) Before leave is sanctioned, the recommendations of medical committee shall be compulsorily obtained in the following cases namely.

(a) All applications for unearned leave on medical certificate for periods exceeding two months.

(b) Where extension of leave is applied for piecemeal and cumulative total of such leave exceeds two months: and

(c) Where a University servant applies for unearned leave on medical certificate after orders transferring him to another post, place, etc., are issued to him, irrespective of the period of leave applied for.

(ii) The leave sanctioning authority should also exercise the discretion to refer cases to the medical committee where there are repeated applications for medical leave, although each such application may be for a period of less than two months.

(iii) Extraordinary Leave – Extraordinary Leave may be granted to a University servant in inferior service on the same terms as for a permanent University servant in superior service.

LawsCode

Non – Permanent University Servants in Superior or Inferior Service.

54. A non-permanent University Servant:-

(i) if in superior service earned leave shall be at the rate of one-twenty second of the period spent on duty, provided that he shall cease to earn leave while he has to his credit such leave amounting to 30 days; and

(ii) if in inferior service he does not earn any leave.

55. A non-permanent University servant in superior service may also be granted:-

(i) Leave on medical certificate upto a limit of two months, at any one time, provided that he has served for not less than two years; and

(ii) extraordinary leave upto a limit of two months at any one time.

56. If an interruption of duty other than leave occurs in the service of a non-permanent University servant, the earned leave to his credit shall lapse.

57. The grant of leave to a non-permanent University servant shall be subject to the condition that, but for the grant of the leave, he would have continued to hold a post in the University service until the expiry of the leave.

58. If a non-permanent University servant is substantively appointed to a permanent post, his leave account shall:-

(i) be credited with the amount of earned leave which would have been admissible to him if he had been a permanent University servant in respect of his previous duty prior to confirmation uninterrupted otherwise than by leave which he has taken.

(ii) be debited with the amount of all unearned leave taken by him prior to the date of his substantive appointment.

58-A. (i) Leave admissible under these rules shall lapse on the date on which a University servant is retired

Leave Salary

59. A University servant in superior service:-

(a) While on earned leave, shall be entitled to leave salary equal to his pay:

(b) While on leave on private affairs or on leave on medical certificate he shall be entitled to leave salary equal to one-half of his pay;

(c) while on extraordinary leave, he shall not be entitled to any leave salary.

60. (i) A University servant in inferior service on earned leave shall be entitled to leave salary equal to his pay;

(ii) While on leave on medical certificate shall be entitled to leave salary equal to one-half of his pay;

(iii) While on extraordinary leave he shall not be entitled to any leave salary.

61. The following shall apply to Vacation Departments Only:-

(i) Vacation counts as duty.

(ii) Should a University servant, in superior service be in a vacation department, his earned leave shall, for each year of duty in which he has availed himself of the vacation, be reduced by 30 days. Should a part only of the vacation have been taken in any year. The period to be deducted will be a fraction of 30 days equal to the proportion which the part of the vacation taken bears to the full period of the vacation.

Note: A person serving in a vacation department, shall be considered to have availed himself of the vacation or a portion of the vacation, unless he has been required by general or special order of an officer specially authorized on this behalf by the Syndicate, to forego such vacation or portion of the vacation; provided that if he enjoys not more than 15 days of the vacation, he shall be considered to have availed himself of no portion of it.

(iii) Earned leave may be combined with vacation but the combined period of such leave and vacation shall not exceed the limit upto which leave may be accumulated by the University servant concerned under Ordinance 50.

Note: A University servant will be considered to combine vacation with leave when such leave immediately precedes or follows the vacation.

(iv) In the case of a University servant in inferior service, his earned leave shall be reduced by 15 days of each year of duty in which the University servant has availed himself of the vacation have been taken in any year, the period by which the earned leave shall be reduced shall be a fraction of 15 days equal to the proportion which the part of the vacation taken bears to the full period of the vacation.

Note: The above Ordinances Nos.50 to 61 shall not apply to University servants who though entertained on or after 4.9.1933 were holders of posts in a substantive, officiating or temporary capacity prior to this date; but will be regulated by the ordinances Nos.41 to 49.

Indian Code

Pension

62. * * *

63. Future good conduct shall be a implied condition of every grant of a pension. The Syndicate reserves to itself the right of withholding or withdrawing a pension or any part of it should the pensioner be convicted of grave misconduct.

64. No pension may be granted to a University servant removed for misconduct, insolvency, or inefficiency.

65. * * *

66. The service of a University servant does not qualify for pension unless it conforms to the following three conditions:-

First – the service must be under the University.

Second – The employment must be substantive and permanent.

Third – The service must be paid by the University.

67. The Syndicate may, however, in the case of service paid from University Funds even though either or both of conditions (1) and (2) are not fulfilled declare in individual cases, and subject to such conditions as it may think fit to impose in each case, allow service rendered by a University servant to count for pension.

68. Service shall not qualified unless the University servant holds a substantive post in permanent establishment.

69. An establishment, the duties of which are not continuous, but are limited to certain fixed periods in each year shall not be deemed a temporary establishment. Service in such establishment including the period during which the establishment is not employed qualifies; but the concession of counting as service the period during which the establishment is not employed shall not apply to a University servant who was not on actual duty when the establishment was discharged after completion of its work or to a University servant who was not on actual duty on the first day on which the establishment was again re-employed.

70. A University servant transferred from a temporary to a permanent appointment can count his service in the temporary office, if though at first created experimentally or temporarily, it eventually becomes permanent.

71. A University servant without a substantive appointment officiating in an office which is vacant, or the permanent incumbent of which does not draw any part of the pay or count service may, if he has been confirmed without interruption in his service, count his officiating service.

72. A University servant on a permanent establishment detached on temporary duty on the understanding that, when the temporary ceases, he will return to the permanent establishment may count his detached service.

73. The extent to which leave taken under these Ordinances shall count for pension shall be determined in accordance with the following Ordinances:-

(1) any period of leave on average pay not exceeding four months or the first four months of any period of leave on average pay in excess of four months, shall count as privilege leave whether in the calculation of pensions, proportionate pensions or additional pensions. Privilege leave counts as service for purposes of pension.

(2) any other period of leave during which leave salary is drawn shall count as leave with allowances.

74. * * * *

75. Time passed under suspension pending enquiry into conduct shall count as service provided the suspension has been immediately followed by reinstatement, but time passed under suspension adjudged as a specific penalty shall not count.

76. Should a University servant who has been suspended, pending enquiry into his conduct be reinstated, but with forfeiture of any part of his allowances for the period of suspension, this period shall not count unless the authority who reinstates the servant (The Syndicate or the Vice-Chancellor, as the case may be) expressly declares at the time that it shall count.

77. An interruption in the service of a University servant shall entail forfeiture of his past service, except in the following cases.

(a) Authorized leave of absence.

(b) In authorized absence in continuation of authorized leave of absence so long as the office of the absentee was not substantively filled; should his office be substantively filled, the past service of absentee shall be forfeited.

(c) Suspension immediately followed by reinstatement which need not be to the same office.

(d) Abolition of office or loss of appointment owing to reduction of establishment.

78. The Syndicate may commute retrospectively the period of absence without leave into extraordinary leave without allowances.

79. Upon such conditions as it may think fit in each case to impose, the authority competent to fill the appointment held by a University servant at the time condonation is applied for where he is to vacate the appointment may condone all interruptions in his service.

80. Upon such conditions which it may think fit to impose the Syndicate may condone a deficiency not exceeding twelve months.

81 and 82 * * * * *

83. Should a University servant applying for an invalid pension be sixty years old or upwards no certificate by a Medical Officer shall be necessary; it shall be sufficient should the Head of the office certify that the applicant is incapacitated for further service. Otherwise, incapacity for service must be established by a medical certificate attested by a Medical Officer of a rank not less than that of a District Medical Officer or District Surgeon.

84. A University servant who was submitted a medical certificate of incapacity for further service, must not be retained in active service pending a decision on his application for pension nor can he obtain leave of absence. Without the special orders of the Syndicate, service after the date of such medical certificate shall not count for pension.

85. A Superannuation pension may be granted to a University servant in superior service entitled or compelled by Ordinance, to retire at a particular age.

86. A University servant in superior service who has attained the age of 55 years, may at his option retire on a superannuation pension.

87. A retiring pension may be granted to a University servant who has been permitted to retire after completing qualifying Superior Service for thirty years.

88. * * * *

89. Pension fixed in rupees shall be calculated to the nearest five paise.

Note:- This Ordinance applied to all pensions granted under these Ordinances.

90. (a) The full pension admissible under the Ordinances shall not be given as a matter of course unless the service rendered has been really approved.

(b) Should the service not have been thoroughly satisfactory, the authority sanctioning the pension may make such reduction in the amount as it thinks proper.

91-94. * * * *

95. (a) The Syndicate shall have power to sanction as compassionate gratuity to the heirs of University servants who die while in service a sum not exceeding half-a-month's substantive pay including special pay and personal pay last drawn for each year of service.

(b) If a person who is under the Pension schemes dies after he has retired from service, and the sums actually received by him on account of pension as less than the gratuity admissible to his family under (a) above for the period of service put in by him, a gratuity equal to the deficiency may be granted to the legal heirs of the deceased. This benefit will not be admissible if the person had commuted a portion of his pension before his death.

Commutation of Pensions

96. These Ordinances shall apply to University servants who are in receipt of pension from University Funds.

97. * * *

98. Notwithstanding anything contained in Ordinance 97, the Syndicate may in its discretion refuse commutation of pension in the

case of pensioner who has been guilty of grave misconduct which would in their opinion have justified the withholding of his pension.

99. Applications for commutation of pension shall be made to the Registrar, University of Madras who will place them before the Syndicate for necessary action.

100. (i) No Commutation shall be sanctioned unless such medical authority, as may be prescribed in this behalf by the Syndicate, certifies that the pensioners bodily health and prospects duration of life are such as to justify commutation.

Provided that a University servant retiring on superannuation on or after 28.1.1978 and applying for commutation of pension not later than one year from the date of his retirement on superannuation, shall not be subjected to medical examination for the purpose of payment of the value of pension so commuted, and that this concession shall be applicable in the case of retirement on superannuation only.

Indiacode

(ii) Should the pensioner furnish any information found to be false within his knowledge or wilfully suppress any material fact in answer to any question, written or oral put to him in connection with his medical examination, the Syndicate may cancel the sanction at any time before payment is actually made; and such a statement or suppression may be treated as grave misconduct for the purpose of Ordinance 98.

101. The lumpsum payable on commutation shall be calculated in accordance with the table of present values appended.

Note:- For the purpose of calculating the lumpsum payable on commutation the age in the case of impaire lives shall be assumed to be such age, not being less than the actual age, as the certifying medical authority may direct.

102. Commutation, when sanctioned, shall take effect on a date to be specified in the order. Such date shall be the first of a month and

ordinarily be about one month later than the date of order; and all calculations shall be made with reference to the date specified.

Payment of the commuted portion of the pension shall cease from the date specified and the sum payable on commutation shall be paid on that date or as soon afterwards as possible.

The applicant may withdraw his application by written notice despatched at any time before his medical examination is due to take place.

103. A commutation once given effect to cannot be rescinded, that is, the portion of a pension commuted cannot be restored on refund of its capitalized value.

(a) (i) The commuted portion of the pension of all those pensioners, whose commutation was sanctioned prior to 7-12-1990 on completion of 15 years from the date of retirement irrespective of their date of commutation shall be restored and

(ii) Other pensioners shall be allowed restoration of the commuted portion of their pensions as and when they complete fifteen years from the date of commutation.

104. Should the pensioners die after the commutation is sanctioned, but before receiving the commutation value, such value shall be paid to his heirs.

105. The Application for commutation shall be made in the form appended to these Ordinances.

106. The applicants for commutation of pension will be ordered to appear before a District Medical Officer or any other Medical Officer specified by the Syndicate

In cases, where the capitalized value inclusive of the amounts paid on account of previous commutation, if any, is Rs.5,000/- or more, the applicant will be sent for examination before a Medical Board without any preliminary medical examination.

In the case of an applicant who has been granted an invalid pension, the grounds of invalidating or the statement of the medical case shall be communicated to the certifying medical authority before the certificate is signed. A copy of the medical report or reports, if any, relating to an applicant for commutation of pension, shall always be communicated to the certifying medical authority when a medical report is called for from him on a subsequent application for commutation.

The fee for the medical examination whether the medical examination is conducted by a single Medical Officer or by a Medical Board shall be paid by the applicant to the Medical Officer direct. He shall also bear the expenses of the journey to appear before such medical authority as the Syndicate may direct.

107. It shall be open to the Syndicate to send an applicant for commutation before a Medical Board for a second examination, in which case the fee for such examination shall be borne by the University Funds.

IndiaCode

108. A pensioner whose application for commutation of pension has been rejected either on the recommendation of a medical authority that he is not fit subject for commutation of pension or for the reason that he has declined to accept commutation on the basis of addition to the actual age, as recommended by the medical authority may be allowed on re-examination by a medical Board at his cost, provided that an interval of not less than one year has elapsed between the first medical examination and other that of the second. The Medical Board re-examining the pensioner shall be furnished with a copy of the report of the medical authority which previously examined him.

109. For purposes of commutation, the forms and table of values shall be as Appendix A(2).

110 to 127. * * *

128. Code of Conduct and Discipline for Avoidance of sexual Harassment and Maintenance of Equality of Opportunity is as furnished in Appendix – F.

That the rules as given below be incorporated as Statutes and that in the case of the employees already in service who are under the Pension Scheme or Pension-cum-Provident-Fund-cum-Insurance Scheme or Provident Fund Scheme be given the option of coming under the new scheme or remaining under any of the old schemes and the option be exercised before the 30th June 1961, the option exercised being final and that these rules shall apply to person who are recruited to the University service on or after 1st June 1960.

DEPUTATION OF THE EMPLOYEES OF THE UNIVERSITY

(a) The Syndicate shall have power to permit the employees of the University on deputation as and when situations arise.

(b) Such period of deputation may be reckoned as service in the University for purposes of service and retirement benefits such as increments, pension, gratuity, etc., subject to the payment of the prescribed leave salary and pension contribution to the University of Madras either by the deputationist or the employer concerned. The deputationist may be exempted from payment of leave salary contribution to the University, if he opts to waive the leave benefits during the period of deputations.

(c) The rates of leave salary and pension contribution shall be on the scale prescribed by the State Government in respect of the Government Servants of similar category of service.

(d) In cases where leave salary contribution is paid to the University, the proportionate basic pay for the period of leave availed of by the deputationist during the period of deputation shall be paid by the University.

(e) In the exigencies of services, the Syndicate shall have the right to refuse any request for deputation; or may recall any deputationist before the expiry of the period of deputation.

(f) The University shall not be liable for action of the deputationists during the period of deputation, and any agreement or commitment between the deputationist and the employer during the period of deputation shall not be binding the University.

Gratuity-cum-Pension-cum-Provident Fund Scheme for the Office Establishment of the University.

STATUTES

Section I-Definition and scope of application.

1. Title:- These rules shall be called the "Gratuity-cum-Pension-cum-Provident Fund Scheme" for the establishment of the University.

2. Application:- These rules shall come into effect from the 1st June 1960, and shall apply to the office establishment of the University recruited to the service on or after 1.6.60. The employees serving on this date shall have the option of remaining in the old schemes of Pension-cum-Provident Funds or pension-cum-Provident Fund-cum-Insurance, or Pension, or Provident fund or of coming under this scheme. The option to come under this scheme or to remain in the old scheme shall be exercised by the employees in writing and shall be communicated to the Registrar on or before the 30th June 1961. The option once exercised shall be final. The person who opts to come under the scheme will not be entitled to any Provident Fund other than such amounts as he had himself subscribed with interest accrued thereon.

Provided that these rules shall not apply to University employees appointed on or after the 1st April 2003, to services and posts in connection with the affairs of the University which are borne on pensionable establishments, whether temporary or permanent

3. These rules shall apply to full-time employees in superior and class IV establishment of the University holding a permanent post in a

substantive capacity and shall not apply to temporary establishment or work charges establishment or to establishment on specified contracts.

4. Definition:- (a) The age of retirement for the purpose of these rules shall be 58 years for employees of the Superior establishment and 60 years for Class IV employees.

(b) "Qualifying service" for purpose of these rules shall mean service rendered under the University of Madras in a substantive capacity including the periods spent on probation. All service rendered to the University on full-time basis in a temporary or officiating capacity followed without interruption confirmation in the same or another post shall count as qualifying service. The military service, if any, put in by the employees of the University shall also count for the purposes of Pension benefits with reference to the provisions under Tamil Nadu Pension Rules as amended from time to time.

The following service will not count for Pension.:

(i) Periods of temporary or officiating service in non-pensionable establishment:

(ii) periods of service in work-charges establishments; and

(iii) Periods of service paid from contingencies.

(bb) In calculating the length of qualifying service for the purpose of Pension, a fraction of a year to 3 months and above shall be treated as a completed one half year and reckoned as qualifying service for determining the amount of person with effect from 1.1.1986.

(c) "Emoluments" means the emoluments which the University servant was receiving before his retirement, and include-

(i) Pay

(ii) Personal pay

(iii) Special pay

(iv) Duty allowance

(v) One-half of the difference between the substantive pay and the pay actually drawn in higher officiating or a temporary post in a regular capacity and

(vi) Such other emoluments as will be specially allowed to be reckoned by the Syndicate.

Pay means, the amount drawn monthly by a University servant as the pay which has been sanctioned for the post held by him, substantively or in an officiating capacity and special pay and personal pay, if any.

Special pay means, an addition of the nature of pay to the emoluments of a post or of a University servant granted in consideration of the special arduous nature of his duties or of a specific addition to the work or responsibility.

Personal Pay means, additional pay granted to University servant:

(a) to save him from a loss of substantive pay in respect of a permanent post due to a revision of pay or to any reduction of such substantive pay otherwise than as disciplinary measure: or

(b) in exceptional circumstances, on other personal consideration.

(c) Provided that if the emoluments of University servant have been reduced during the last three of service otherwise than as a penalty, average emoluments as defined in sub-rule (d) below shall at the discretion of the Syndicate, be treated as emoluments.

(d) "Average emoluments " shall mean the average of the emoluments as per definition (c) above, calculated upon the last twelve months of service.

(i) If during the last ten months of service, a University servant has been absent from duty on leave with allowances or having been

suspended has been reinstated without forfeiture of service, his emoluments for the purpose of ascertaining the average should be taken at what would have been had be not been absent from duty or suspended. Allowances actually received during such leave only shall be taken into account provided that the pension must not be increased on account of increase in pay not drawn.

(ii) If during the last ten months of service, a University servant has been absent on leave without pay, the period of such absence passed should be disregarded in the calculation of the average, and an equal period before twelve months included.

Section II – Provident Fund

5. Every University servant on confirmation shall subscribe monthly to the University Provident fund an amount (not less than 12 per cent of Basic pay, Grade pay, special pay, Personal pay and Dearness Allowance) as prescribed to the employees of Government of Tamilnadu from time to time with effect from September 2009.

A University servant on probation may, however, choose to subscribe during probation. A Subscriber will have the option to discontinue subscription during leave periods, and the intention of such option should be communicated to the Registrar in writing before the commencement of the leave.

The surplus accumulations of subscriptions shall be invested by the University in interest bearing Securities or Deposits.

6. (i) Compound interest at 12 per cent or such higher rate per annum as may be decided up on from time to time by the Syndicate shall be allowed on the subscriptions, less the amount of advances, if any, remaining unpaid.

(ii) In the event of resignation or retirement of a subscribe interest shall be calculated upto the date of his resignation or retirement. If a subscriber proceeding on leave preparatory to retirement desires to

close his Provident Fund Account, interest shall be payable only upto the date of application for such closing of account.

(iii) In the event of death of a subscriber, interest shall be calculated upto the date of payment to the nominees or legal heir of the deceased, provided however, no interest shall be paid for any period exceeding six months from the date of his death.

7. Each subscriber shall, on admission to this Fund, fill, sign and deliver in the 'Form of Declaration' appended to these rules . He shall be at liberty to deliver revised declarations, from time to time. These declarations shall be kept in the personal custody of the Registrar. An acknowledgment shall be sent for every declaration received, and when a revised declaration is delivered, the previous declaration shall be returned to the subscriber along with the acknowledgment for the revised declaration. The person or persons appearing in the latest declaration shall be recognised by the Fund and the receipt of such person or persons shall be a complete discharge of all liabilities in respect of the Fund. A register shall be maintained in which the names of all nominees shall be entered.

8. A subscriber may nominate a person or any number of persons as his nominee or nominees and if he nominates more than one person he must enter in the form of Declaration, the proportion in which the amount payable shall be distributed among them. The syndicate shall have the right to refuse to accept the nomination of any person without assigning any reason for such refusal and the subscriber shall thereupon register some other person approved by the Syndicate. Subscriber shall ordinary nominate his/her spouse, natural or adopted children.

9. (i) The University will not be bound by nor will it recognise any assignment or encumbrance executed or attempted to be created which affects the disposal of the amount standing to the credit of a subscriber who dies before retirement.

(ii) The Subscriptions and interest thereon of a subscriber are not liable to forfeiture on dismissal or on conviction by a criminal court,

except for an offence for which the penalty of forfeiture of the offenders property is ordered by a competent Court of Law.

10. When a subscriber proceeds on leave preparatory to retirement, his provident Fund Account may, on application made in writing by him, be closed at any time between the date of the commencement of such leave and the date of retirement.

11.(i). The employees of the University are eligible to draw 75% of Provident Fund amount standing to their credit as advance which is repayable in 36 equal monthly installments.

(ii) Advance shall (unless the subscriber makes earlier repayment of the sum) be recovered in 36 monthly installments deducted from the subscriber's pay commencing from the first payment of a full month's pay after the advance is granted, but no recovery shall be made from subscriber while he is on leave of any kind except with his own consent.

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12. (i) The account of every subscriber shall be made up yearly to the 31st March.

(ii) Each subscriber shall, at the close of the years, be furnished with a statement of his account showing the subscription and interest thereon, and the amount of advances outstanding, if any

13. The Provident Fund Account shall be closed only on retirement or on termination of the services or in the event of the death of the subscriber.

14. When the account of a subscriber is closed, the amount payable to him under these rules shall be audited by the University before payment.

14.A. The Syndicate may permit a subscriber to withdraw a sum from his provident fund account which does not exceed 75% amount of subscription and interest thereon standing to his credit at the time of making such withdrawal for any of the following purposes subject

to the condition that the subscriber should have completed 15 years of service (including broken periods of service if any.) A subscriber shall also be eligible for withdrawal if he has less than 10 years of services before the date of his retirement on superannuation.

Withdrawals:

(a) Meeting the cost of higher education including where necessary the travelling expenses of any child of the subscriber in the following cases. Viz. For all academic courses beyond the High School stage, provided that the period of study is not less than three years in the aggregate;

(b) Meeting the expenditure in connection with (1) the marriage of the subscriber's sons or daughters, and any other female relation actually dependent on him; (2) Illness including travelling expenses of the subscriber or of any person actually dependent on him.

(c) Purchase of a residential site, or residential buildings, or repaying any outstanding amount on account of loan expressly taken for this purpose, or reconstructing, or making additions or alterations to a house already owned or acquired by a subscriber.

14.(B). A subscriber shall also be eligible for withdrawal who have either completed 15 years of service or has 10 years of service to retire, to make part final withdrawal for any of the following purposes subject to the conditions laid down.

(i) Illness of the subscriber or of any person actually dependent on the subscriber;

(ii) Purchase of house-site;

(iii) Purchase or construction of house; and

(iv) Higher education (academic or technical) of the children of the subscriber.

14.(C). Condition of withdrawals:

(i) Any sum withdrawn by a subscriber at any time under Statute 14 (A) shall not exceed 75% of amount at the credit of the subscriber at the time of making such Part final withdrawal on bonafide purposes.

(ii) A subscriber who has been permitted to withdraw money from the fund shall satisfy the Syndicate within a reasonable period as many be specified by the authority that the money has been utilised for the purpose for which it was withdrawn or so much thereof as has not been applied for the purpose for which it was withdrawn, shall forthwith be repaid by the subscribe to the fund in a lump sum together with interest thereon at the rate determined, and in default of such payment, it shall be ordered by the Syndicate to be recovered from his emoluments in such number of monthly installments as may be determined by the Syndicate.

(iii) A subscriber who has been permitted to withdraw money from the amount standing to his credit in the fund under statues 14-A and 14-C shall not part with the possession of the house so built or acquired, or house site purchased, by way of sale, mortgage, gift, exchange, or lease for a term exceeding three years, without the previous permission of the sanctioning authority and shall submit a declaration not later than the 31st day of December of each year that the house or as the case may be, house site continues to be in his/her possession and shall produce if so required before the sanctioning authority on or before the date specified by that authority in that behalf, the original sale deed and other documents on which his/.her title to the property is based.

(iv) If at any time before retirement, he/she parts with the possession of the house or house-site without obtaining the previous permission of the sanctioning authority, the sum withdrawn shall forthwith be paid to the fund in one lump sum together with interest thereon at the rate determined by the authority and in default of such replacement, the sanctioning authority shall recover the aforesaid sum from the subscriber's emoluments either in lump sum or in such number of monthly installments as may be determined by the authority.

14.(D). Conversion of an Advance into Withdrawals;

(i) A subscriber who has already drawn or may drawn in future an advance for any purpose specified may convert at his discretion by written request addressed to the Syndicate the balance outstanding against it into a final withdrawal on his satisfying the conditions laid down in Statutes 14(A) and 14(C).

(ii) The conversion of temporary advance into a final withdrawal may be permitted, if the subscriber satisfies the conditions on the date of conversion of the temporary advance into final withdrawal in respect of the balance outstanding against him.

(iii) In cases where a subscriber had to pay installments for education of his child or for house-site/house purchased through Building Co-operative Societies or similar agencies, the subscriber shall be permitted to make a withdrawal as and when he is called upon to pay the installments of the type referred to. The calls for payment of installments shall be treated as separate purposes, for purposes of this statute.

14.(E). Part-final withdrawal on superannuation

A subscriber is eligible to draw up to 90% of the balance at credit

in case it is applied for within twelve (12) months before retirement on superannuation. This facility will be available only once to a subscriber and he/she will not be required to assign any reason for applying for such part-final withdrawal.

Section II (A) – Special

Provident Fund-Cum-Gratuity Scheme

15. These rules shall be called the "Madras University Employees Special Provident Fund-cum-Gratuity Rules"

16. These rules shall come into force on 1st April 1984 and recovery of subscription will commence from the pay bill for the salary for April 1984 drawable in April. Employees retiring after 1st April 1984 shall get the benefit under the scheme.

17. These rules shall apply to all regular Madras University employees including persons on foreign service and on deputation. The scheme shall not apply to Madras University servants appointed under emergency provisions.

18. A monthly subscription of Rs.20/- shall be paid by the Madras University Employees commencing from his/her pay for April 1984 and it shall continue till the date of his/her Superannuation or Voluntary Retirement or till the subscription with interest thereon adds upto Rs.5,000/- whichever is earlier. If a Madras University employee is on extraordinary leave, the subscription due for the extraordinary leave period shall be recovered in subsequent months. Not more than one month's arrear subscription shall be recovered at a time along with current subscription. In respect of future entrants, contribution will commence from the beginning of the calendar months following the date of regularization in service. The deduction shall be made from the monthly pay bills. The subscription so recovered shall be credited to a new head of account.

19. The subscription shall carry 8% compound interest till the amount reaches Rs.5,000/- Afterwards it shall be treated on par with

General Provident Fund Contribution and the General Provident Fund rate of interest will apply. No temporary advances or withdrawals from this amount shall be permitted.

20. No schedules need be attached to the pay bills for the deduction made nor any separate accounts maintained therefore. However the number of installments in which the subscription have to be recovered shall be indicated in the pay bills. For example if the subscription has to be recovered in 144 installments, the recovery of the installments shall be indicated against the subscription amount in the pay bills as 1/144 and 2/144 and so on.

21. Necessary entries shall be made in the services registers or service rolls regarding the option exercised by the University employee to come under the scheme, the number of installments in which the subscriptions have to be recovered during his service period, the date of commencement of the first recovery and also the total amount recovered every calendar year.

22. FINAL PAYMENT IN THE EVENT OF SUPERANNUATION, etc.,:-

(i) In the case of an employee retiring on superannuation or Voluntary Retirement or on Medical invalidation, he will be paid the actual amount of subscription recovered from him together with interest thereon as per the table of repayment which is appended at the end of this Chapter. In addition, the Madras University will be contributing a fixed amount of Rs.10,000/-. In all other cases, including death while in service, a sum equivalent to the actual subscription made by him till then together with interest thereon will be paid. In the event of death while in service the amount will be paid to his nominee or legal heirs.

(ii) Those employees subscribing to the scheme and retire before 148th installment shall receive gross amount as per the table already given in the Government letter dated 20-03-1984 (This amount is inclusive of University contribution of Rs.10,000/-)

(iii) Those who have already subscribed 148th installments as at the end of the month of July 1996 shall be paid the principal amount of Rs. 5,021/- plus the interest thereon at 12 per cent per annum compounded annually plus the University contribution of Rs. 10,000/-. The Head of Offices / Heads of Departments shall workout the interest and sanction the payment under the scheme.

22 (a) All regular Madras University employees are eligible under this scheme.

A sum of Rs. 50/- shall be recovered from the Salary upto retirement for those who have completed 148 installments (It is optional to come under this scheme).

Provident Fund interest will be allowed.

No University contribution.

On death, the amount paid by the employees with interest will be paid to the legal heir.

No temporary advance will be allowed.

A sum of Rs. 70/- will be recovered from the salary upto retirement who recruited from 1.10.2000. IT IS COMPULSORY SCHEME.

University will contribute a sum of Rs. 10,000/- on Superannuation/ Voluntary/ Medical invalidation retirement.

On death, the amount paid by employee with interest will be paid to the legal heir.

No temporary advance will be allowed.

23. The Madras University employee shall nominate his family members to receive the money in the event of death while in service.

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Section III – Pension

24. Every University servant should have put in a minimum of ten years of qualifying service to be eligible for pension, subject to such rules as may be applicable to the categories of pension set out below

25. The minimum age after which service counts for pension shall be eighteen years in respect of Class IV employees of the University and twenty years in respect of those in superior service.

25.(a) (i) In case employees of this University who get themselves appointed in other Universities/Institutions to better their prospects or for other reasons, irrespective of their date of relief from the University service, the University shall calculate the pension fund accumulation in their account on the date of leaving the service of this University and transfer them with interest to the University/Institution wherein they take up employment provided there are such Pension schemes in vogue in that University/Institution to which they are transferred.

(ii) In respect of employees who get themselves appointed in this University after having served in some other University/Institution shall have the Pension Funds with interest accumulated in other Universities or Institutions for the period of their service be transferred to this University. The accumulated amount so transferred is found to be less than what would have been the amount calculated at the rate prevailing in this University, the individual shall make good the difference and pay it to the University with interest. In case the institution or University from where the employees come to this University does not have pension scheme, the individual himself/ herself shall pay pension contribution with interest

that would have accumulated in the Pension Funds in the Institution / University where he/she has previously served as maintained as Pension Funds.

(iii) In respect of those employee whose Pension Fund accumulation with interest in their previous Institution is transferred to this University or the employees themselves pay the Pension Contribution with interest till they left the Institution or University where they served previously, the period of service for which Pension Contribution with interest was paid shall be taken into account for purpose of Pension benefits.

(iv) In respect of employees falling under Clause (ii) above who get themselves appointed in this University after having served against a regular post in some other University/Institution if they have interruption in service prior to their joining this University, the Syndicate may by a resolution condone such interruption in services of a University employee:

Provided that:-

(i) the interruption have been caused by reasons beyond the control of the University servant;

(ii) the total service excluding one or more interruptions, if any, is not less than five years duration; and

(iii) the interruption including two or more interruptions, if any does not exceed one year.

(b) the period of interruption condoned under sub-rule(iv) shall not count as qualifying service.

26. Subject to the minimum qualifying service, a University servant shall be eligible for one or other of the following pensions:-

(i) ***Compensation Pension:-*** If a University servant is discharged owing to the abolition of the permanent Post, he shall be granted a Compensation Pension on the scale prescribed in rule 28 below.

(ii) ***Invalid Pension:-*** An Invalid Pension shall be granted to a University servant on retirement from the service of the University for permanent physical or mental disability of incapacitating him further service, if certified by a medical authority prescribed by the University, in the scale prescribed in Rule 28 below.

(iii) ***Superannuation or Retiring Pension:*** A University employee may also opt for Voluntary retirement after completing 20 years of service or on the attainment of 50 years of age, whichever is earlier, and weightage upto 5 years shall be given in addition to the qualifying service rendered by the employee, so as to enable him to become eligible for claiming the pension equivalent to 25 years of service.

Provided that in the event of retirement after 20 years qualifying service, but before the completion of the age of retirement prescribed he shall give in this behalf a notice in writing to the appropriate authority atleast three months before the date on which he wishes to retire.

Explanation 1: For the purpose of this Clause, the period of notice shall commence from the date of its receipt by the appropriate authority. The term appropriate authority shall include the immediate official superior to the University employee and the period of three months notice shall commence from the date of receipt of notice by the said immediate superior in cases where a university employee has to address the appropriate authority through proper channel. The Syndicate alone can waive the notice by relaxing the provisions if it considers justifiable to have the notice waived. A University employee may also withdraw the notice of voluntary retirement subsequently with the approval of the appropriate authority provided that the request

for such withdrawal shall be made before the expiry of the period of notice.

Explanation II:

(a) A University Employee desiring to retire under the above Clause shall be given a weightage not exceeding 5 years in addition to the qualifying service rendered by him/her subject to the condition that the total qualifying service rendered by the employee does not in any case exceed 33 years and does not take him beyond the date of Superannuation.

(aa) A University employee desiring to retire under the above clause shall be given a weightage not exceeding 5 years in addition to the qualifying service rendered by him/her subject to the condition that the total qualifying service rendered by the employee does not in any case exceed 30 years and does not take him/her beyond the date of superannuation and the pension shall be calculated at the rate of 50% of average emoluments drawn during the last 10 months of service rendered (or) 50% of the pay last drawn whichever is higher w.e.f. 1.7.1996.

(aaa) A University employee desiring to retire under the above clause shall be given a weightage not exceeding 5 years in addition to the qualifying service rendered by him/her subject to the condition that the total qualifying service rendered by the employee does not in any case exceed 33 years and does not take him/her beyond the date of superannuation and the pension shall be calculated at the rate of 50% of average emoluments drawn during the last 10 months of service rendered reckoned from the date of voluntary retirement to take effect from 1.4.2003.

(b) As per the above provision, an employee who has completed qualifying service of 28 years and below shall be allowed 5 years of weightage. Similarly an employee who has completed 29/30/31/32 years of service will be allowed a weightage of 4/3/2/1 years. Notwithstanding the above, an employee of superior service on attaining the age of 53 years or below will be allowed a weightage of

5 years and on attaining the age of 54/55/56/57 years will be allowed 4/3/2/1 years of service and an employee of inferior Service on attaining the age of 55 years or below will be allowed of 5 years of service and on attaining the age of 56/57/58/59 years will be allowed 4/3/2/1 years of service subject to the maximum limit prescribed in paragraph (a) above.

(c) The weightage given under this Clause shall be an addition to the qualifying service for the purpose of calculating Pension and Gratuity only and it will not entitle the University employee retiring voluntarily to any notional fixation of pay for said period. The Pension and Gratuity shall be based on the actual emoluments on the date of retirement.

(d) The Weightage on voluntary retirement with reference to age and qualifying service shall be allowed as given in the tables below.

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TABLE – 1

(FOR SUPERIOR SERVICE STAFF)

Weightage with reference to qualify service

(Subject to age Limitation)

Between 20 and 28 years of Qualifying Service	5 years weightage as it shall not go beyond the maximum of 33 years of qualifying service/
For 29 years of qualifying service	4 years weightage
for 30 years of qualifying service	3 years weightage
for 31 years of qualifying service	2 years weightage
for 32 years of qualifying service	1 year weightage

Weightage with reference to Age

Between 40 years of age and 53 years of age	5 years of weightage as it shall not go beyond 58 years of age.
After 54 years of age	4 years of weightage
After 55 years of age	3 years of weightage
After 56 years of age	2 years of weightage
After 57 years of age	1 year of weightage.

TABLE – 2

(FOR INFERIOR SERVICE STAFF)

Weightage with reference to Qualifying service
(Subject to age Limitation)

Between 20 years and 28 years of qualifying service	5 years weightage as it shall not go beyond the maximum of 33 years of qualifying service
for 29 years of qualifying service	4 years weightage
for 30 years of qualifying service	3 years weightage
for 31 years of qualifying service	2 years weightage
for 32 years of qualifying service	1 year weightage

Weightage with reference to Age

Between 40 years of age and as 55 years of age	5 years of weightage it shall not go beyond 60 years of age.
After 56 years of age	4 years of weightage
After 57 years of age	3 years of weightage
After 58 years of age	2 years of weightage
After 59 years of age	1 year of weightage.

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(dd) The Weightage Table on Voluntary retirement with reference to age and qualifying service for the Voluntary retirees between 1.7.1996 to 31.3.2003.

FOR SUPERIOR SERVICE STAFF

Weightage with reference to qualifying service

Qualifying service	***Weightage***
(a)	(b)
25 Years and below	5 Years of Weightage as it shall not go beyond the maximum of 30 (Thirty) years of qulifying service
26 years	4 years of weightage
27 years	3 years of weightage
28 years	2 years of weightage
29 years	1 year of weightage

Weightage with reference to Age

Age	***Weightage***
(a)	(b)
53 years and below	5 years weightage
54 years	4 years weightage
55 years	3 years weightage
56 years	2 years weightage
57 years	1 year of weightage

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FOR INFERIOR SERVICE STAFF

Weightage with reference to qualifying service

Qualifying service	*Weightage*
(a)	(b)
25 Years and below	5 Years of Weightage as it shall not go beyond the maximum of 30 (Thirty) years of qualifying service
26 years	4 years of weightage
27 years	3 years of weightage
28 years	2 years of weightage
29 years	1 year of weightage

Weightage with reference to Age

Age	*Weightage*
(a)	(b)
55 years and below	5 years weightage
56 years	4 years of weightage
57 years	3 years of weightage
58 years	2 years of weightage
59 years	1 year of weightage

(ddd) The Weightage Table on Voluntary retirement with reference to age and qualifying service for the Voluntary retirees from 1.4.2003.

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FOR SUPERIOR SERVICE STAFF

Weightage with reference to qualifying service

Qualifying service	*Weightage*
(a)	(b)
28 Years and below	5 Years of Weightage as it shall not go beyond the maximum of 33 (Thirty three) years of qualifying service
29 years	4 years of weightage
30 years	3 years of weightage
31 years	2 years of weightage
32 years	1 year of weightage

Weightage with reference to Age

Age	*Weightage*
(a)	*(b)*
53 years and below	5 years weightage
54 years	4 years of weightage
55 years	3 years of weightage
56 years	2 years of weightage
57 years	1 year of weightage

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FOR INFERIOR SERVICE STAFF

Weightage with reference to qualifying service

Qualifying service	Weightage
(a)	(b)
28 Years and below	5 years of Weightage as it shall not go beyond the maximum of 33 (Thirty three) years of qualifying service
29 years	4 years of weightage
30 years	3 years of weightage
31 years	2 years of weightage
32 years	1 year of weightage

Weightage with reference to Age

Age	Weightage
(a)	(b)
55 years and below	5 years weightage
56 years	4 years of weightage
57 years	3 years of weightage
58 years	2 years of weightage
59 years	1 year of weightage

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27. A University servant eligible for pension under any of the categories mentioned above shall be granted on retirement, pension as stipulated in the table appended subject to (i) a minimum pension of Rs.125/- per mensem and (ii) the total pension not exceeding 33/80 of the average emoluments.

27. (a) A University servant in service on or after the 1st October, 1979 eligible for pension under any of the categories mentioned above shall be granted on retirement pension as stipulated below.

Amount of monthly pension

1. Upto First Rs,1,000/- of average emoluments reckonable for pension – 50% of average emoluments

2. Next Rs.500/- of average emoluments reckonable for pension.- 45% of average emoluments.

3. Balance of average emoluments reckonable for pension.-40% of average emoluments.

Provide however that the amount of pension so arrived at shall be related to the maximum qualifying service of 33 years and further subject to a maximum amount of Rs.1500/- per mensem.

Provided further, that the amount of pension so arrived at be less than Rs. 125/-, it shall be increased to Rs.125/- per mensem, besides the Dearness Allowance sanctioned to a pensioner with effect from 1-10-1979 being payable:

27(aa): Pension shall be calculated at 50 percent average emoluments in cases with effect of 14-12-1987, instead of the slab formula given under Statute 27 (a).

27.(a-1) : A University Servant should have rendered not less than 30 years of qualifying service to become eligible for Full Pension and the pension shall be calculated at the rate of 50% of average emoluments drawn during the last months of service rendered (or) 50% of the pay drawn, whichever is higher w.e.f. 1-7-96.

27(a-2) A University servant should have rendered not less than 33 years of qualifying service to become eligible for full pension and the pension shall be calculated at the rate of 50 % of average emoluments drawn during the last 10 months of service rendered only, which shall be applicable with effect from 1.4.2003.

27(a-3) A University Servant should have rendered not less than 30 years of qualifying service to become eligible for full pension and

the pension shall be calculated at the rate of 50% of average emoluments drawn during the last 10 months of service rendered (or) 50% of the pay last drawn, whichever is higher shall be applicable who are retiring on or after 31.07.2006.

27(a-4) A University Servant should have rendered not less than 30 years of qualifying service to become eligible for full pension and the pension shall be calculated at the rate of 50% of average emoluments drawn during the last 10 months of service rendered (or) 50% of the pay last drawn, whichever is higher shall be applicable with retrospective effect from 1.4.2003 (i.e. to all those Servants who retire or already retired or retired and died on or after 1.4.2003).

27 (b) Option:-

(i) A University servant who entered service prior to 1.10.1979 may opt for the existing formula for calculation of pension and death cum-retirement gratuity. The option exercised shall cover both pension and death-cum-retirement gratuity. In other words, for purposes of option and death-cum-retirement gratuity shall be treated as a package and an employee cannot opt for the new formula for one and old formula for the other. The option shall be exercised one year before the date of retirement and shall be final. Persons retiring during the period from 1.10.1979 to 30.9.1981 shall be entitled to exercise the option on or before 31.12.1981.

(ii) Persons retiring Voluntarily / on invalidation shall be entitled to exercise option within a year from the date of their retirement.

(iii) Persons appointed to University Service on or after 1.10.1979 shall be governed by the revised formula prescribed in statues 27 (a) and 30 (a).

28. Commutation of Pension:

(i) A University servant shall, subject to the conditions specified below, be allowed to commute for a lump payment any portion or portions of his pension not exceeding one-third of the pension granted to him in respect of those who retired prior to 31.3.1998 and not exceeding of 40% of pension in respect of those who retire on or after 1.4.1998 and not exceeding $33\frac{1}{3}\%$ in respect of those who retire on or after 1.4.2003.

(ii) No commutation shall be sanctioned unless such medical authority as many be prescribed in this behalf by the Syndicate certifies that the pensioner's health and prospects of duration of life are such as to justify commutation.

(iii) The lumpsum payable on commutation shall be calculated in accordance with the Table appended.

(iv) Commutation when sanctioned, shall take effect on a date to be specified in the order. Such date shall be the first of the month and ordinary about one month later than the date of the order, and all calculations shall be made with reference to the date specified.

(v) (i) The commuted portion of the pension of all those pensioners, whose commutation was sanctioned prior to 7-12-90 on completion of 15 years from the date of retirement irrespective of their date of commutation shall be restored and

(ii) other Pensioners shall be allowed restoration of the commuted portion of their pension as and when they complete fifteen years from the date of commutation.

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Section IV – Gratuity

29. (a) A University servant retiring on or after 14.12.87 shall be granted a service gratuity for qualifying service of less than 10 years to be calculated at uniform rate of half months emoluments for every completed six month period of service.

(b) A University servant who has completed five years of qualifying service in the University shall be granted a gratuity as per scale of gratuity appended. This gratuity will be payable on his retirement from the University.

In the event of his demise, this gratuity will be payable to the legal heir or nominees of the deceased in the manner prescribed.

30. The amount of Gratuity shall be subject to maximum of $16\frac{1}{2}$ times the emoluments.

In the event of death of University servant on or after 14.12.87 while in service, the death Gratuity shall be paid at the following rates;

	Length of service	Rate of Gratuity
(i)	Less than one year	.. Two times of monthly emoluments
(ii)	One year or more but less than five years	.. Six times of monthly emoluments
(iii)	Five years or more but less than twenty years	.. Twelve times of monthly emoluments.
(iv)	Twenty years or more	.. Half of monthly emoluments for every completed six monthly period of qualifying service subject to a maximum of 33 times of half monthly emoluments provided that the amount of Death Gratuity shall in no case exceed Rs.1,00,000/- in respect of those who died

between 14-12-87 and 31-3-95; Rs. 2,50,000/- in respect of those who died between 1-4-95 and 31-12-95; and Rs.3,50,000/- in respect of those who died on or after 1-1-96.

(a) A University servant appointed to University service on or after 1st October, 1979 shall be granted a Gratuity at the rate of one-fourth of emoluments for each completed six monthly period of qualifying service, subject to a maximum of 16.5 times the emoluments, provided that the such Gratuity shall not exceed Rs. 1,00,000/- in respect of those who retired between 14-12-87 and 31-3-95; Rs.2,50,000/- in respect of those who retired between 1-4-95 and 31-12-95 and Rs. 3,50,000/- in respect of those who retire on or after 1-1-96.

31. If a University servant who has become eligible for a pension under section III or gratuity under Rule 29 dies within a period of five years after he retires from service; and the sums actually received by him at the time of death on account of such pension together with the gratuity granted under Rule 29 above and the commuted value of any portion of pension commuted by him are less than the amount equal to twelve times the emoluments a gratuity equal to the deficiency shall be granted to the person mentioned in the Declaration Form.

*Section V – Family Pension

THE MADRAS UNIVERSITY EMPLOYEES FAMILY PENSION RULES, 1970.

(That the rules as given below be incorporated as Statutes in Chapter XXIV, Vol.1, Calendar and that in the case of the employees already in service who are under any of the old schemes be given the option of coming under any of the old scheme or remaining under any of the old schemes and the option be exercised before 30th June 1972, the option exercised being final and that these rules shall apply to

* For the Statutes 23 to 27 under the previous Family Pension rules please see Vol.1 Calendar 1969.

persons who are recruited to the University Service on or after 1st August 1970.)

1. Short title and commencement: (i) These rules may be called the Madras University Employees family Pension Rules, 1970.

2. They shall be deemed to above come into force on the 1st August 1970.

3. Application: These rules shall apply to all University Employees appointed to pensionable establishments whether temporary or permanent, who were is service on the 1st August 1970, or recruited after the said date, except the following namely:-

(i) University Employees who retired before the 1st August 1970 but are re-employed on that date or thereafter.

(ii) University Employees who belong to non –pensionable service, namely, persons paid from contingencies; work-charges staff, casual labour and contract officers.

4. Family Pension: Subject to the provisions hereinafter contained, family pension as specified in Statute 5 shall be admissible in the case of death of a University Employee while in service or after retirement or after the 1st August 1970:

Provided that in the case of death of a University Employee while in service or after the 1st August 1970, the 4 University Employee should have completed a minimum period of service of one year.

Note:(i) Service for the purpose of this rule means all continuous temporary or officiating service including service under emergency provisions also, provided it is followed by regular appointment.

(ii) Minimum period of service' for the purpose of this rule, does not include boy service, extraordinary leave and a period of suspension.

(iii) The Madras University Employees, Family pension Rules, 1970 do not prohibit the grant of family pension to the family of a University Employee who commits suicide.

(iv) No family under these rules shall be payable to the family of a University Employee who dies after retirement unless at the time of his death he was in receipt of or eligible to be paid any of the following classes of pension, namely:-

Compensation, Invalid, retiring or Superannuation pension.

(v) The University Employee, who have been compulsorily retired from service on or after the 1st August 1970 and who are in receipt of pension are entitled to family pension under these rules.

5. In the case of a University employee who dies in harness on or after 1st April 1979, having completed at least a year's service, the family shall be paid a Family pension at the rate of 30% of the pay last drawn subject to the minimum and maximum family pension admissible on the date of his death.

Minimum Family Pension Rs.	Date of Death
100	1-4-79 to 31-3-82
125	1-4-82 to 30-9-84
235	1-10-84 to 31-3-88
245	1-4-88 to 31-5-88
375	1-6-88 to 31-12-95
1275	on or after 1-1-96

Maximum Family Pension Rs.	Date of Death
500	1-4-79 to 30-9-84
800	1-10-84 to 13-12-87
1000	14-12-87 to 31-5-88
1250	1-6-88 to 31-12-95
10950	from 1-1-96

(50% of Max. of the highest pay scale* in the State Govt.)

*The Highest pay scale in the Government- 17400-500-21900

(Note: In addition to the minimum / maximum family pension, DA also admissible at the rates sanctioned by the Govt. of Tamil Nadu, from time to time.)

6.(a) If a University Employee who has put in not less than seven years of qualifying service, dies while in service on or after 1st April, 1979, the family shall be paid a family pension at fifty per cent of the last pay drawn by the employee for a period of seven years from the date following the death of the employee or for the period ending with the date on which employee would have reached the age of superannuation had he remained alive, whichever is the shorter. Thereafter, the family shall be paid a family pension at the rate specified in statute 5 supra.

(aa) In the case of a University employee who has retired on or after 1st April 1979, after completing at least a year's service, on his death the family shall be paid a Family Pension at the rate of 30% of the last pay drawn immediately before retirement but not exceeding the uncommuted value of super-annuation pension provided that this family pension shall be subject to the minimum

and maximum family pension admissible on his date of retirement.

Minimum Family Pension Rs.	Date of Death
100	1-4-79 to 31-3-82
125	1-4-82 to 30-9-84
235	1-10-84 to 31-3-88
245	1-4-88 to 31-5-88
375	1-6-88 to 31-12-95
1275	on or after 1-1-96

Maximum Family Pension Rs.	Date of Death
500	1-4-79 to 30-9-84
800	1-10-84 to 13-12-87
1000	14-12-87 to 31-5-88
1250	1-6-88 to 31-12-95
10950	from 1-1-96

(50% of Max. of the highest pay scale* in the State Govt.)

*The Highest pay scale in the Government- 17400-500-21900

(Note: In addition to the minimum / maximum family pension, DA also admissible at the rates sanctioned by the Govt. of Tamil Nadu, from time to time.)

(aaa) In the case of University Employee who has put in one year of service but has not put in service adequate to become eligible for pension in view of his not having put in the required qualifying service, on his death, the family shall be paid a Family Pension service of Rs.125/- per month.

(b) The family of a University Employee who has been in service before 1970 and was not covered by any of the

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Madras University Employees Family Pension Rules (i) who has retired and is alive, and or (ii) who is dead while in service or after retirement will be sanctioned on the death of the employee, if he has completed at least a year's service, a family pension at a flat rate of Rs.125/-p.m. from 1.4.1979:

provided that a family Pensioner in receipt of a Family Pension higher than the rates specified in this statute shall have the option to retain it.

7.(A) Family for the purpose of these rules shall include the following relatives of the University Employee:-

(i) Wife, in the case of male University Employee;

(ii) Husband, in the case of female University Employee;

(iii) Sons and unmarried daughter upto the age 25 years.

(iv) Depended father failing which dependent Mother as the case may be, in the order of seniority, in the case of death of an unmarried University Employee while in service.

Note: (1). Post-retiral spouses are also eligible for family pension, irrespective of the date of retirement of the University Employee

(2).(iii) above shall include children adopted legally before retirement.

(B) A University Employee shall furnish details of his family, i.e., date of birth of each member with his/her relationship with the University Employee. This statement shall be counter-signed by the head of office and pasted in the Service Book of the University Employee. It is the duty of the University Employee thereafter to keep this statement upto date. Additions and alterations in this

statement will be made by the Head of Office from time to time on receipt of information from the University Employee concerned.

(C) The amount of family pension admissible shall be specified in the pension payment order. After the death of the widow/widower if the family pension is payable to a minor child through the natural guardian the guardian shall apply on behalf of the child with two copies of his photograph and other documents to the registrar, University of Madras after surrendering the first Pension Payment Order granted in favour of the widow / widower. Fresh Pension Payment Order shall be issued in such cases.

8. Persons entitled to receive the family pension and the period for which it is payable (i) Family Pension admissible under these rules shall be granted to the family of a deceased University Employee in the following order:-

(i) To the widow, if the deceased University Employee is a male or to the widower, if the deceased University Employee is a female.

(ii) Failing a widow or the widower, as the case may be, to the sons and unmarried daughters, upto the age of 25 years.

(iii) If a unmarried University Employee dies while service, the Family Pension shall be payable to the dependent Father or dependent Mother as the case may be in the order of seniority and the parents of the deceased University Employee should furnish a declaration that they were wholly dependent on the deceased University Employee.

(iv) If the son or unmarried daughter of a University Employee is suffering from any disorder of mind or is physically

crippled or disabled so as to render him or her unable to earn a living even after attaining the age of 25 years, the family pension shall be payable to such son or daughter for life subject to the following conditions, namely:-

(a) Only the disability which manifest itself before the retirement or death of the University employee while in service shall be taken into account for the grant of family of pension.

(b) If such son or daughter is one among two or more children of the University Employee, the family pension shall be initially payable to the eligible miner children in the order of their birth, irrespective of their sex, and thereafter the family pension shall be resumed in favour of the son or daughter suffering from disorder or disability of mind or who is physically crippled or disabled and shall be payable to him/her for life.

(c) If there are more than one such son or daughter suffering from disorder or disability of mind or who are physically crippled or disabled the family pension shall be paid in the order of their birth, irrespective of their sex, and the youngest of them will get the family pension only after the life time of the others.

(d) the family pension shall be paid to such son or unmarried daughter through the guardian as if he or she were a minor.

(e) before allowing the family pension for life to any such son or daughter, the sanctioning authority shall satisfy that the handicap is of such a nature as to prevent him or her from earning his or her livelihood and the same shall be evidenced by a certificate obtained from a medical officer not below the rank of a civil surgeon setting out, as far as possible, the exact, mental or physical condition of the child.

(f) the person receiving the family pension as guardian for such son or daughter shall produce every three years a certificate from a medical officer not below the rank of a civil surgeon to the effect that he or she continues to suffer from disorder or disability of mind or continues to be physically crippled or disabled.

(g) a daughter shall become ineligible for family Pension under this sub-rule from the date she gets married.

(h) the family pension payable to such a son or daughter shall be stopped if he or she starts earning his/her livelihood.

(i) in such cases, if shall be the duty of the guardian to furnish a certificate to the Registrar/Bank, as the case may be, every month that (i) he or she has not started earning his/her livelihood; (ii) in case of daughter that she has not yet married.

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9. In case both wife and husband are university employee and are governed by the provision of this rule and one of them dies while in services or after retirement, the family pension in respect of the deceased shall become payable to the surviving husband or wife, and in the event of the death of the husband and wife, the surviving child or children shall be granted the two family pensions in respect of the deceased parents, subject to the limits specified below, namely:-

(a) (i) If the surviving child or children is or are eligible to draw two family pensions at the rate mentioned in Statue 6(a), the amount of both the pension shall be limited to thousand rupees per mensem.

(ii) If one of the family pensions ceases to be payable at the rate mentioned in statute 6(a) and in lieu thereof the pension at the rate mentioned in Statute 5 becomes payable, the amount of both the pension shall also be limited to thousand rupees per mensem.

(b) If both the family pensions are payable at the rates mentioned in Statute 5, the amount of two pensions shall be limited to five hundred rupees per mensem.

10. Where the deceased University Employee's widow or widower to whom the family pension is granted dies or remarries or where there is no widow or widower, the family pension admissible under these rules shall be paid to the minor sons and/or unmarried minor daughters, if any, on the date of death or remarriage of the said widow or widower through their natural guardian till such minor sons attain the age of 25 years or such unmarried minor daughters marry or attain the age of 25 years whichever event occurs earlier or in the absence of the natural guardian through the de-facto guardian who shall be required before payment is made, to file an affidavit that he is in charge of the property of the minors and is looking after it or that if the minors have no property other than family pension, the minors are in his custody and care and also an indemnity bond with suitable sureties to the satisfaction of the sanctioning authority. In disputed cases, however, payment shall be made through the legal guardian.

Note: (i) The expression in the absence of natural guardian shall not necessarily mean on the death of the natural guardian but shall also mean the physical separation of the natural guardian from the minors who, in consequence, are in the custody and care of a 'de facto guardian".

(ii) (a) Where a University Employee is survived by more than one widow, the pension shall be paid to the widow in equal shares, On the death of a widow, her share of the pension shall become payable to their child. If at the time of her death, a widow leaves no child, the payment of her share of family pension shall not lapse but shall be payable to the other widows in equal shares and if there is only one such other widow in full to her.

(b) When the share or shares of family pension payable to child or children or to an widow ceasing to be payable,

such share or shares shall not lapse but shall be payable to the other widow or widows and or to the child or children otherwise eligible in equal share as if there is only one widow or child in full, to such widow or child.

(c) Where the deceased University Employee or pensioner is survived Ssy a widow but has left behind eligible child or children from a divorced wife or wives, the eligible child or children shall be entitled to the share of family pension which the mother would have received at the time of the death of the University Employee or pensioner had she not been so divorced. Provided that on the share or shares of family payable to such a child or children or to a widow ceasing to be payable such shares shall not lapse but shall be payable to the other widow/widows and or to their child or children otherwise eligible,, in equal shares, or if there is only one widow or child, in full to such widow or child.

(iii) Where a University Employee is survived by a widow and by his minor child of another wife, the minor child shall be paid the share of pension which that wife would have received had she been alive at the time of the death of the University employee.

(iv) Except as provided in, Statues, family pension granted under these rules shall not be payable to more than one member of the family of a University at the same time.

(v) Where family pension is granted to the family of a deceased University employee under these rules, the family shall not be entitled to family pension payable under any other pension rules.

11. Options;

(i) University employees who were in service on the 1st August 1970 and who are governed by the Gratuity-cum-Pension-cum-Provident Fund Scheme,, shall be given the option to be governed either by these rules in substitution of the family pension payable under Section V of the Gratuity-cum-pension-cum-Provident Fund Scheme or to continue to be governed by section V aforesaid and the option being final be exercised before the 30th June 1972. If a University Employee does not exercise the option within the said period, he shall be deemed to be governed by these rules.

(ii) The option exercised under this rule shall be communicated by the University Employee concerned to the head of his Department. The declaration when received from University Employee shall be counter-signed by the head of Office/ Department and pasted in the service book of the University Employee.

(iii) Notwithstanding anything contained in this rule, in the case of University Employee who die, on or after the 1st August 1970 but before the last date specified for exercising option, with exercising the option under this rule, family pension shall be granted either under the Gratuity-cum-Pension-cum-Provident Fund Scheme or under the rules whichever is favourable to the family of the deceased University Employee concerned.

12. Sanction of pension:- (1) On receiving information of the death of a University Employee while is service, the pension sanctioning authority shall send a letter in form C to the Family of the deceased enclosing a copy of form D.

(2) On receiving back Form D duly filled in and by the person entited to receive the family pension, along with the connected documents, the Syndicate shall sanction family Pension in Form E.

FORM – C

Intimation

The Undersigned has learnt with regret the death of Thiru/ Thirumathi and is directed to inform you that under the provisions of the Madras University Employees family Pension Rules, 1970, you are entitled to family pension.

I am accordingly to suggest that formal claim of the grant of family pension may be submitted by you in the enclosed form along with the following documents.

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(1) Death Certificate

(2) Two copies of a passport size photograph of the nominee duly attested by a Gazetted Officer.

(3) Guardianship certificate where pension is admissible to a minor child.

Signature:

Designation:

Office.

FORM – D

Application for Family Pension

1. Name of the applicant.
2. Relationship to the deceased University Employee/Pensioner.
3. Date of retirement, if the deceased was a pensioner.
4. Date of death of the University Employee / Pensioner/
5. Names and ages of surviving kindred of the deceased.

Name	Date of birth (by Christian era)	Relationship.

6. Signature or left hand thump-impression (in the case of those who are not literate enough to sign their name) of the application.
7. Descriptive roll of widow/widower/guardian of the minor children of late.
   (i) Date of birth (by Christian era)
   (ii) Height.
   (iii) Personal marks, if any on hand or face.
   (iv) Left hand thumb and finger impressions.

Small Finger	Ring Finger	Middle Finger	Index Finger	Thumb Finger

8. Full address of the applicant.

	Attested by	Witness
	(1)	(1)
	(2)	(2)

Note:- The descriptive role (column-7) and signature or left hand thumb and finger impressions accompanying application for family pension should be in duplicate (i.e. two separates sheets) and attested by two gazetted officers or persons of respectability in the town or village in which the applicant resides.

Signature

IndiaCode

FORM – E.

Sanction Order

1. Name of the University Employee.
2. Father's Name (and also Husband's name in the case of a woman University Employee).
3. Religion and Nationality.
4. Last appointment held including name of establishment.
5. Date of commencement of service.
6. Date of completion of service.
7. Substantive appointment held.
8. Pension rules eligible.
9. Length of continuous qualifying service prior to death.
10. Pay as per statute 5 of the Madras University Employee's Family pension rule, 1970.
11. Amount of family pension admissible.
12. Date from which pension is to commence.
13. Place of payment.

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The undersigned having satisfied himself of the above particulars of late Thiru/Thirumathi hereby orders the grant of a family pension of Rs.

(Rupees only) per mensem

to Thiru/Thirumathi.

Signature and Designation of the
Sanctioning authority.

Death-cum-Retirement Scale of Gratuity

Six monthly periods of Qualifying service		Amount of gratuity
10	3.00	months emoluments
11	3.30	do
12	3.60	do
13	3.90	do
14	4.20	do
15	4.50	do
16	4.80	do
17	5.10	do
18	5.40	do
19	5.70	do
20	6.00	do
21	6.30	do
22	6.60	do
23	6.90	do
24	7.20	do
25	7.50	do
26	7.80	do
27	8.10	do
28	8.40	do
29	8.70	do
30	9.00	do
31	9.30	do
32	9.60	do
33	9.90	do
34	10.20	do
35	10.50	do
36	10.80	do

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Death-cum-Retirement Scale of Gratuity (Contd.)

Six monthly periods of Qualifying service		Amount of gratuity
37	11.10	months emoluments
38	11.40	do
39	11.70	do
40	12.00	do
41	12.30	do
42	12.50	do
43	12.80	do
44	13.10	do
45	13.40	do
46	13.70	do
47	14.00	do
48	14.30	do
49	14.70	do
50	15.00	do
51	15.15	do
52	15.30	do
53	15.45	do
54	15.60	do
55	15.75	do
56	15.90	do
57	16.05	do
58	16.20	do
59	16.35	do
60 and above	16.35	do

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Scale of Pension

Complexity six monthly period of qualifying service	Scale of pension	
20	15/80	of average emoluments
21	15.5/80	do
22	16/80	do
23	16.5/80	do
24	17/80	do
25	17.5/80	do\
26	18/80	do
27	18.5/80	do
28	19/80	do
29	19.5/80	do
30	20/80	do
31	20.5/80	do
32	21/80	do
33	21.5/80	do
34	22/80	do
35	22.5/80	do
36	23/80	do
37	23.5/80	do
38	24/80	do
39	24.5/80	do
40	25/80	do
41	25.5/80	do
42	26/80	do
43	26.5/80	do
44	27/80	do
45	27.5/80	do
46	28/80	do
47	28.5/80	do
48	29/80	do
49	29.5/80	do
50	30/80	do
51	30.3/80	do
52	30.6/80	do
53	30.9/80	d0
54	31.2/80	do
55	31.5/80	do
56	31.8/80	do
57	32.1/80	do
58	32.4/80	do
59	32.7/80	do
60	33/80	do

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Commutation Table

Age next birth-day	Commutation Value Expressed as number of years purchase	Age next birth-day	Commutation Value Expressed as numbers of years purchase
30	19.28	58	10.50
31	19.06	59	10.12
32	18.83	60	9.74
33	18.59	61	9.34
34	18.35	62	9.00
35	18.10	63	8.64
36	17.84	64	8.28
37	17.58	65	7.93
38	17.31	66	7.58
39	17.03	67	7.24
40	16.74	68	6.91
41	16.45	69	6.58
42	16.15	70	6.26
43	15.84	71	5.95
44	15.52	72	5.64
45	15.20	73	5.35
46	14.87	74	5.06
47	14.53	75	4.79
48	14.19	76	4.52
49	13.84	77	4.27
50	13.49	78	4.02
51	13.13	79	3.79
52	12.77	80	3.57
53	12.40	81	3.57
54	12.03	82	3.37
55	11.65	83	3.18
56	11.27	84	3.01
57	10.89	85	2.86

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Nomination for Death-cum-Retirement Gratuity

I hereby nominate the person mentioned below who is a member of my family and confer on him/her the right to receive any gratuity that may be sanctioned by the University in the event of my death while in service and the right to receive on my death, to the extent specified below, any gratuity which having become admissible to me on my retirement may remain unpaid on my deat

Name and address	Relationship with the University employee.	Age	Contingencies on the happening of which the nomination shall become invalid.	Name, address and relationship of the person if any of whom the right conferred on the nominee shall in the event of the nominee predeceasing the University employee
(1)	(2)	(3)	(4)	(5)

Indiacode

Dated day of 19

Witness of signature

1.

2.

Signature of the
University employee

Nomination by

Designation

Office

Signature of Registrar

Office

Date

PROVIDENT FUND – FORM OF NOMINATION

(** for married / unmarried subscriber)

Name of the subscriber: Employee No;
Designation: Department/ Section:

1……hereby nominate the person(s) mentioned below who is /are member(s) / non-members of my family as defined in General Providenet Fund Rules, to receive the amount that may stand to my credit in the fund as indicated below in the event of my death before that amount has become payable or having become payable has not been paid.

1. Name and full address of the nominee (s) :
2. Relationship with the subscriber :
3. Age of the nominee(s) :
4. Share payable to each nominee :
5. Contigencies on the happening of which the nomination will become invalid :
6. Name, address and relationship of the person(s), if any to whom the right of nominee shall pass in the event of his/her predeceasing the subscriber :
7. If the nominee is not a member of the family as provide in rule 2 indicate the reason :

Date:

Two witness: Signature of the Subscriber
Employee No:
(Name & address Designation:
with employee No.) Department / Section:
1.
2.

COUNTERSIGNED:
ASSISTANT REGISTRAR (ESTT.)

(All columns in the application should be filled in block letters)

** Score out which is not applicable

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INSTRUCTIONS TO SUBSCRIBER

Family means:

(i) in the case of a male subscriber the wife or wives and children of a subscriber and the widow, or widows and children of a deceased son of the subscriber, provided that – if a subscriber proves that his wife has been judicially separated from him or has ceased under the customary law of the community to which the belongs to be entitled to maintenance she shall henceforth be deemed to be no longer a member of the subscriber's family in mattrers to which these rules relate unless the subscriber subsequently intimated in writing to the Registrar that she shall continue to be so regarded; and

(ii) In the case of a female subscriber, the husband of a subscriber and the widow or widows and children of a deceased son of the subscriber; provided that if a subscriber by notice in writing to the Registrar expressed her desire to exclude her husband from her family, the husband shall henceforth be deemed to be no longer a member of the subscriber's family in matters to which these rules relate unless the subscriber subsequently cancels formally in writing her notice excluding him.

Children means legitimate children:

(i) An adopted child shall be considered to be a child when the Registrar is satisfied, after obtaining legal opinion, that under the Personal Law of the subscriber adoption is legally recognised as conferring the status of a natural child, but in this case only.

(ii) A child of one person given in adoption to another shall not be considered to be the child of the former, if the Registrar is satisfied, after obtaining legal opinion, that under the Personal Law the subscriber, adoption is legally recognized as conferring the status of natural child but in this case only.

Sl.No.of the Nomination form 4: If only one person is nominated, the words 'in full' should be written against the nominee.

If more than one person is nominated, the share payable to each nominee over the whole amount of the provident Fund shall be specified.

Sl No.5: of the Nomination form	Death of nominee(s) should not be mentioned as contingency in this column.
Sl. No.6:	Do not mention your name
of the Nomination form	Draw line across the blank space
below last entry to prevent insertion	of any name after you have signed.

A nomination shall become invalid in a case of a subscriber who had no family at the time of nomination subsequently acquire a family.

Section VA – The Madras University Employees Family Security fund Scheme, 1996.

STATUTE

(i) A nominal monthly deduction of Rs.20/- (Rupees Twenty only) will be made from the pay of all University Employees and the deduction will continue till the superannuation of the Employees.

(ii) In the case of death of a University Employee, while in service, a sum of Rs.1,00,000/- (Rupees one Lake only) will be paid to his/her Nominee.

(iii) In case of death of a University Employee while in service on or after 1.2.2006, a sum of Rs. 1,50,000/- (Rupees One lakh and fifty thousand only) will be paid to his/her nominee.

(iv) The nominal monthly deduction shall be Rs.30/- w.e.f. 1.2.2006.

Note: The above Family Security Fund Scheme of University Teachers as well as Employees will take effect from 1.9.1997.

Section V (B) "University Pensioners' Family Security Fund Scheme 1997"

STATUTE

(i) A monthly contribution be made from the pension of the pensioners to "The Madras University Pensioners' Family Security Fund Scheme" and the contribution will continue till the death of the Pensioner. The quantum of contribution is as follows:

(i)	Rs.20/-	from	January	1997
(ii)	Rs.40/-	from	April	1999
(iii)	Rs.50/-	from	June	2000 and
(iv)	Rs.70/-	from	01.11.2001.	
(v)	Rs.80/-	from	07.06.2013.	

(ii) In case of death of a pensioner after one year of Contribution to the 'Scheme a sum of Rs. 25,000/- will be paid from the Fund to the spouse of the pensioner and if the spouse is not alive the amount will be paid to the nominee or to all the legal heirs in equal shares.

(iii) In case of death of a pensioner after one month of contribution to the Scheme a sum of Rs.25,000/- w.e.f. 18-11-2010 be paid from the Fund to the spouse of the Pensioner and if the spouse is not alive the amount will be paid to the nominee or to all the legal heirs in equal shares.

(iv) In case of death of a pensioner after one month of contribution to the scheme a sum of Rs.35,000/- w.e.f. 1-6-2012 be paid from the Fund to the spouse of the pensioner and if the spouse is not alive the amount will be paid to the nominee or to all the legal heirs in equal shares.

(v) In case of death of a Pensioner after one month of contribution to the scheme a sum of Rs.50,000/- w.e.f. 7-6-2013 be paid from the Fund to the spouse of the Pensioner and if the spouse is not alive the amount will be paid to the nominee or to all the legal heirs in equal shares.

THE MADRAS UNIVERSITY EMPLOYEES HOUSE BUILDING ADVANCE/LOAN SPECIAL FAMILY BENEFIT FUND SCHEME

Statutes

(i) One per cent of the monthly instalment / equated mothly instalment (EMI) of the House Building Advance /Loan shall be deducted every month from the pay of Univerisity employees who avail of the House Building Advance /Loan either from the University funds or through Funding Agencies approved by the University, who satisfy the deduction shall continue till the superannuation of the employee-loanness or the side loan is cleared in full, whichever is earlier.

(ii) The employee-loanness who have a miunimum of five years of service prior to retirement at the time of enrolement under this scheme are alone eligible.

(iii) The amount so deducted shall be maintained as a separate fund called "The Madras University Employers (both Teaching and Non-teaching) House Building Advance / Loan Special Family Benefits fund".

(iv) The amount thus accumulated in the corpus of the fund shall be utilised to adjust the outstanding amount of housing loan, inclusive of interest, due from the deceased employee-loanee. On any occasion, if the funds from the corpus of the above scheme is not sufficient to adjust the balance of housing advance /loan due from the deceased employee-loanee, the same shall be met out from the University funds, to the extent necessary.

Note: The above scheme shall take effect from 1.11.1992.

APPENDIX

SPECIAL PROVIDENT FUND – CUM – GRATUITY SCHEME AMOUNT PAYABLE

Years

	0	1	2	3	4	5	6	7
Months	Rs.	Rs.	Rs.	Rs.	Rs.	Rs.	Rs.	Rs.
0		5,249	5,519	5,811	6,127	6,470	6,841	7,242
1	5,020	5,271	5,542	5,836	6,155	6,499	6,873	7,277
2	5,040	5,292	5,566	5,862	6,182	6,529	6,905	7312
3	5,060	5,314	5,590	5,887	6,210	6,560	6,938	7,348
4	5,081	5,337	5,613	5,913	6,238	6,590	6,971	7,383
5	5,101	5,359	5,638	5,939	6,266	6,621	7,004	7,419
6	5,122	5,381	5,662	5,966	6,295	6,651	7,037	7,455
7	5,143	5,404	5,686	5,992	6,323	6,682	7,071	7,492
8	5,164	5,426	5,711	6,019	6,352	6,714	7,105	7,528
9	5,185	5,449	5,736	6,046	6,381	6,745	7,193	7,565
10	5,206	5,472	5,760	6,073	6,411	6,777	7,713	7,602
11	5,227	5,495	5,785	6,100	6,440	6,808	7,208	7,640

SPECIAL PROVIDENT FUND – CUM – GRATUITY SCHEME AMOUNT PAYABLE

Years

	8	9	10	11	12	13	14	15
Months	Rs.	Rs.	Rs.	Rs.	Rs.	Rs.	Rs.	Rs.
0	7,677	8,149	8,659	9,212	9,810	10,322	10,801	11,323
1	7,715	8,190	8,703	9,260	9,862	10,359	10,842	11,368
2	7,353	8,231	8,748	9,038	9,915	10,397	10,883	11,412

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3	7,792	8,272	8,793	9,357	9,967	10,435	10,924	11,457
4	7,380	8,314	8,838	9,406	10,021	10,472	10,965	11,502
5	7,869	8,536	8,884	9,455	10,058	10,513	11,010	11,550
6	7,908	8,399	8,930	9,505	10,096	10,554	10,054	11,599
7	7,948	8,441	8,976	9,555	10,133	10,596	11,099	11,648
8	7,987	8,484	9,022	9,605	10,171	10,637	11,144	11,697
9	8,027	8,527	9,069	9,656	10,209	10,678	11,189	11,746
10	8,067	8,571	9,116	9,707	10,246	10,719	11,233	11,794
11	8,108	8,615	9,164	9,758	10,284	10,760	11,278	11,843

SPECIAL PROVIDENT FUND – CUM – GRATUITY SCHEME
AMOUNT PAYABLE

Years

	16	17	18	19	20	21	22	23
Months	Rs.	Rs.	Rs.	Rs.	Rs.	Rs.	Rs.	Rs.
0	11,892	12,512	13,188	13,925	14,728	15,604	16,558	17,559
1	11,941	12,565	13,246	13,988	14,797	15,679	16,640	17,688
2	11,989	12,618	13,304	14,051	14,866	15,754	16,722	17,777
3	12,038	12,672	13,362	14,115	14,935	15,829	16,804	17,866
4	12,087	12,725	13,420	14,178	15,004	15,904	16,885	17,955
5	12,140	12,783	13,483	14,247	15,079	15,986	16,975	18,042
6	12,193	12,841	13,546	14,315	15,158	16,068	17,064	18,149
7	12,246	12,899	13,609	14,384	15,229	16,149	17,153	18,247
8	12,299	12,956	13,673	14,453	15,304	16,231	17,242	18,344
9	12,353	13,041	13,736	14,522	15,379	16,313	17,331	18,441
10	12,406	13,072	13,799	14,591	15,454	16,395	17,420	18,538
11	12,459	13,130	13,862	14,660	15,529	16,477	17,509	18,635

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SPECIAL PROVIDENT FUND – CUM – GRATUITY SCHEME AMOUNT PAYABLE

Years

	24	25	26	27	28	29	30	31
Months	**Rs.**	**Rs.**	**Rs.**	**Rs.**	**Rs.**	**Rs.**	**Rs.**	**Rs.**
0	18,732	19,968	21,315	22,784	24,384	26,129	28,031	30,103
1	18,830	20,074	21,431	22,910	24,522	26,279	28,194	30,281
2	18,927	20,108	21,546	23,036	24,659	26,428	28,357	30,459
3	19,024	20,286	21,662	23,161	24,796	26,578	28,519	30,636
4	19,121	20,392	21,777	23,287	24,933	26,727	28,682	30,814
5	19,227	20,507	21,903	23,424	25,083	26,809	28,860	31,007
6	19,333	20,623	22,029	23,562	25,232	27,053	29,038	31,201
7	19,439	20,738	22,155	23,699	25,382	27,216	29,215	31,395
8	19,545	20,854	22,281	23,836	25,531	27,379	29,393	31,588
9	19,651	20,969	22,406	23,973	25,681	27,542	29,571	31,782
10	19,757	21,085	22,535	24,110	25,830	27,705	29,748	31,757
11	19,862	21,200	22,658	22,247	25,980	27,868	29,926	32,169

SPECIAL PROVIDENT FUND – CUM – GRATUITY SCHEME AMOUNT PAYABLE

Years

	32	33	34	35	36	37	38	39
Months	**Rs.**	**Rs.**	**Rs.**	**Rs.**	**Rs.**	**Rs.**	**Rs.**	**Rs.**
0	32,363	34,825	37,510	40,435	43,625	47,101	50,890	55,020
1	32,556	35,036	37,740	40,686	43,898	47,399	51,215	55,374
2	32,750	35,247	37,970	40,937	44,171	47,697	51,539	55,728
3	32,944	35,458	38,200	41,188	44,445	47,995	51,864	56,082
4	33,137	35,669	38,430	41,438	44,718	48,292	52,189	56,436

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5	33,348	35,899	38,680	41,712	45,016	48,617	52,543	56,822
6	33,559	36,129	38,913	41,985	45,314	48,842	52,897	57,207
7	33,770	36,360	39,182	42,258	45,611	49,267	53,259	57,593
8	33,981	36,590	39,433	42,532	45,909	49,591	53,604	57,979
9	34,192	36,820	39,683	42,805	46,207	49,916	53,958	58,365
10	34,403	37,050	39,934	43,078	46,505	50,241	54,312	58,750
11	34,614	37,280	40,185	43,351	46,803	50,565	54,666	59,522
						40 years		59,522

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CHAPTER XXV
PROVIDENT FUND

Statue. Name of the Fund

1. The fund shall be entitled the "Madras University Provident Fund". It is established for the benefit of all permanent and whole- timeTeachers, Officers (other than the Vice-Chancellor) and Servants.

(In Superior Service) who are under the Provident Fund Laws and who elect to continue under the same (on the introduction of the Pension- Provident Fund Scheme on 1st October 1951.)

Provided that these rules shall not apply to University Employees (both Teaching and Non-teaching) appointed on or after the 1st April 2003, to services and posts in connection with the affairs of the University which are borne on pensionable establishments, whether temperory or permanent.

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Statue. Definitions.

2. *Definition* – In these Laws, unless there is anything repugnant to the subject or context:-

(a) Fund means the Provident Fund established and maintained under these laws;

(b) Pay includes pay, substantive and officiating, special pay, personal pay and leave salary;

(c) Subscriber means a person eligible to subscribe to the Fund under Law 3 and subscribing thereto;

(d) Subscribing means the sum paid to the Fund by a subscriber under Law 5;

(e) Contribution means the sum paid to the Fund by the University under Law 6.

3.(1) (a) These Laws shall come into force from 1st April 1929. Subject to the provisions of Law 5, subscription to the Fund shall be compulsaory on all permanent whole-time Teachers and Officers (other than the Vice-Chancellor) and members of the establishement who have been recruited to Superior Service after 1st April 1929 and who are under these Laws and elect to continue under the same (on the introduction of the Pension-Provident Fund Scheme on 1st October 1951).

(b) No person shall be eligible to become a subscriber until he attains the age of 20 years or continue as such after he attains the age of 60 years.

2. Any person already in the pension of the service of the University at the time of the introduction of these Laws, will be allowed the option of election to come under these Laws within six months from the date of introduction of these Laws. In the case of such a person the University shall at the time of his admission place to his credit an amount equal to that which it would have paid by way of contribution and interest thereon, had the Provident Fund Laws been in force on the date of commencement of his pensionable service in the University.

(3) It shall be competent for the Syndicate to permit a person who was in the pensionable service of the University and who elected to subcribe to the Provident Fund in 1929 to revert in pension on the following conditions:-

(a) The Person concerned will not be entitled to any Provident Fund other than such amounts as he had himself subscribed.

(b) This amount will be paid only on the date of retirement, and with such rate of interest as was prevailing from time to time.

Statute. Contribution of the fund

(4) The Fund shall be made up of (a) subscriptions, (b) contributions and (c) interest on the subscriptions and contributions. The corpus and all money of the Fund shall not be invested otherwise than in securities authorised by the Indian Trusts Act, 1882.

Note:- In the case of Teachers who are already subscribers to the Teachers' Provident Fund of the Government, the amounts to their credit shall be transferred to the fund if they are appointed later in the University.

5. Subject to the provisions of Clause (2) of this Law:-

Statute. Rate of Subscription.

(1) (a) Every University servant on confirmation shall subscribe monthly to the University Provident fund an amount (not less than 12 per cent of Basic pay, Grade pay, Special pay, Personal pay and Dearness Allowance) as prescribed to the employees of Governement of Tamilnadu from time to time with effect from September 2009.

(b) A subscriber may, at his option, not subscribe during leave. He shall intimate his election not to subscribe during the leave by written communication to the Registrar before he proceeds on leave and if he is an officer who draws his own pay bills by making no deduction on account of subscription in his first pay bill drawn after proceeding on leave. The option of a subscriber intimated under this Clause shall be final. Failure to make due and timely intimation shall be deemed to constitute an election to subscribe.

(c) A subscriber may, at his discretion, pay during the period of his leave without pay, either the subscription or both subscription and contribution to his account on the pay last drawn by him in the post held by him substantively.

(2) A person emoployed on probation may elect to subscribe to the Fund during the period of probation.

(3) *Subscription:-* The subscription of each subscriber shall be deducted month by month from his pay and credited to his account. It shall be considered as paid to the Fund, on the first day of the month following that in respect which the pay is due.

Statue. Recovery of subscription

6. *Contribution:-* The University shall contribute to the account of each subscriber an amount equal to that subscribed by him under Law 5 (1) (a), (b) and (2) and such contribution shall be considered as paid to the Fund on the day on which the subscription is deemed as paid to the Fund.

Statue. Accounts.

7.(a) The Account of subscriber shall show:-

(i) The amount of his subscriptions with interest thereon:

(ii) The amount of the contributions with interest thereon;

(iii) Forfeiture, if any, under Laws 8 and 12 and

(iv) Moneys, if any, debited against such account.

Statue. Rate of interest.

(b) Interest on subscriptions and contributions:-

(i) Compound interest at 12 per cent or such higher rate per annum as may be decided upon from time to time by the Syndicate shall be allowed on the subscriptions and contributions less the amount of advance, if any remaining unpaid.

(ii) In the event of resignation or retirement of a subscriber, interest shall be calculated upto the date of his resignation or retirement. If a subscriber proceeding on leave proparatory to retirement desires to close his Provident Fund Account, interest shall be payable only up to the date of application for such closing of account.

(iii) In the event of the death of a subscriber interest shall be calculated upto the date of payment of nominees or legal

heir of the deceased, provided, however, no interest shall be paid for any period exceeding 6 months from the date of his death.

8. (a) Right in respect of subscriptions and interest thereon:- In the event of a subscriber ceasing to be an employee of the University or of his death the Syndicate shall, subject to any deduction to be made on account of all sums due from him to the University or the Fund, pay to the person entitled thereto the amount of subscription and the interest thereon standing to his credit on the date of his ceasing to be in such employment or his death together with, in the case of death, interest for such further period as may be allowable under Law 7.

Statute. Right regarding subscription

(b) Right in respect of contributions and the interest thereon:-

Statute. Right regarding contributions.

1. A subscriber shall not be entitled to receive the contributions and the interest thereon:

   (i) If he is appointed on probation and his services are terminated during the period of probation;

   or

   (ii) if he is dismissed from the University service.

2. The contribution and the interest thereon shall be payable in full in the following cases:-

   (a) If the subscriber retires after completing 15 years' service in the University.

   or

   (b) If he retires on account of certified incapacity such incapacity having arisen from causes beyond his control.

   or

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(c) If his services are terminated as the result of a reduction in the establishment of the University or of abolition of his post,

or

(d) If he dies.

or

(e) On retirement on or after the 1st 1936, at the age of 58 or after, provided the services is not less than five years on the date of such retirement.

3. Except in cases convered by Statue 8(b), (2) (b) to (e) and unless the Syndicate grants for special recorded reasons the contributions and the interest thereon in full to a subscriber whose services to the University is 10 years or more but less than 15 years, his share of the contributions and interest thereon shall be calculated according to the following table:-

On the completion of :-

10 years' service	…	10/15ths.
11 years' service	…	11/15ths.
12 years' service	…	12/15ths.
13 years' service	…	13/15ths.
14 years' service	…	14/15ths.

The amount payable under this Law shall be subject to any deduction to be made on account of all sums due by the subscriber to the University or the Fund.

4. For the purpose of the Law:-

(a) "Service" include time spent on duty, and on leave with leave salary.

(b) Service shall be deemed to commence

(i) in the case of a subscriber who joins the service of the University after the information of these Laws, form he date of his admission to the Fund;

(ii) in all other cases, from the date of commencement of his permanent or pensionable service.'

Statute. Forfeiture of Contribution

8) Whenever a subscriber shall have forfeited the whole or part of the contributions with interest thereon, the amount so forfeited shall be credited to the head "Miscellaneous"

9. * * *

Statue. Nominees.

10. Each subscriber shall, on admission to this Fund fill in, sign and deliver the "Form of Declaration" appended to these Laws. He shall be at liberty to deliver revised declarations, from time to time. These declarations shall be kept in the personal custody of the Superintendent. An acknowledgment shall be sent for every declaration received and when a revised declaration is delivered the previous declaration shall be returned to the subscriber along with the acknowledgment for the revised declaration. The person or persons appearing in the latest declaration shall be recognised discharge of all liabilities in respect of the Fund. A Register shall be maintained in which the names of all nominees shall be entered.

Statue Declarations.

11. A subscriber may nominate a person or any number of persons as his nominee or nominees and if he nominates more than one person he must enter in the Form of Declaration the proportion in which the amount payable shall be distributed among them. The Syndicate shall have the right to refuse to accept the nomination of any person without assigning any reason for such refusal and the subscriber shall thereupon register some other person

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approved by the Syndicate. A subscriber shall ordinarily nominate his/her spouse, natural or adopted children.

Statute. Forfeiture.

12. (i) The University will not be bound by nor will it recognize any assignment or encumbrance executed or attempted to be created which affects the disposal of the amount standing to the credit of a subscriber who dies before retirement.

(ii) The subscriptions and interest thereon of a subscriber are not liable to forfeiture on dismissal or on conviction by a criminal court, expect for an offence for which the penalty of forfeiture of the offender's property is ordered by a competent Court of Law.

13. When a subscriber proceeds on leave preparatory to retirement, his Provident Fund Account may, on application made in writing by him, be closed at any time between the date of commencement of such leave and the date of retirement.

14. *Advances from the Fund-*

Statue. Payments of Advances.

(i) The employees of the University are eligible to draw 75% of Provident Fund amount standing to their credit as advance which is repayable in 36 equal monthly installments.

(ii) Advance shall (unless the subscriber makes earlier re-payment of the sum) be recovered in 36 monthly instalments deducted from the subscriber's pay commencing from the first payment of a full month's pay after the advance is granted, but no recovery shall be made from a subscriber while he is on leave of any kind expect with his own consent.

(iii) When an advance has already been granted to a subscriber, a subsequent advance shall not be granted to him except for strong reasons to be

approved by the Syndicate until at least one year has elapsed since the last advance was completely repaid.

(iv) For the purpose of this Law, the family of a subscriber shall mean his wife, his natural or adopted children, his parents sisters or minor brothers wholly dependent on him.

(v) When an advance in repaid in 12 instalments or less an additional instalment representing interest equivalent to 3 per cent (or a proportionately higher rate when the rate of interest allowed on subscriptions and contributions exceeds 4 per cent), of the amount of the advance should be paid in the month following that in which the last instalment is paid. Similarly an additional instalment equivalent to 6 per cent (or a proportionately higher rate when the rate of interest allowed on subscriptions and contributions exceeds 4 per cent), of the total amount of advance should be paid when the advance is repaid in more than 12 instalments. The interest as calculated above shall be placed to the credit of account of the subscriber.

15. *Accouts:-*

Statute. Accounts

(1) The account of every subscriber shall be made up yearly to the 31st March.

(2) Each subscriber shall, at the close of evey year, be furnished with a statement of his account showing the amount of his subscriptions and interest thereon, the amount of the contributions and interest thereon standing to his credit and the amount of advance outstanding, if any.

(3) The University shall deposit each year in the Fund an amount to be fixed with reference to the charges to be met by the University in payment of liability to the Fund.

(4) The following account books shall be maintained in the prescribed forms which are appended to these Laws:-

(i) Provident Fund Ledger.

(ii) Register of Subscribers.

(iii) Cash Book.

(iv) Abstract of Provident Fund Institution.

(v) Register of temporary withdrawals.

(vi) Investment Register.

(5) (a) All interest earned on the securities, etc., in a year over and above that which is payable to the subscribers shall together with the contribution forfeited under Law 8, discounts on investments, if any, and other miscellaneous receipts be credited to the Head "Miscellaneous".

(b) If in a particular year, the interest earned on Securities, etc., is less than the amount payable to subscribers, the difference together with premia on investments, if any, shall be debited to this Head.

(c) All charges incurred during the year on establishments, etc., shall be debited to this Head.

(d) The balance available under this Head will lapse to the University after reserving a sum equal to the probable amount of debits referred to in Clause (c) for the next three years.

(e) In case the difference referred to in Clause (b) above is not covered by the balance under this Head, the excess shall be adjusted from the funds of the University.

16. Save as otherwise provided for in Law 20, these Laws and any amendments thereto shall be binding on every subscriber and every person deriving title from him.

Statute. Interpretation.

17. *Interpretation:*- The power of interpreting these Laws and of deciding cases of dispute or doubt is vested in the Syndicate and its decision shall be final.

Statute. Management.

18. The Syndicate may, from time to time issue general or special instructions as may be necessary consistent with the Laws for the time being in force as to:-

(a) conduct of the business of the Fund;

(b) any other matter relating to the Fund.

Statute. Audit.

19. When the account of a subscriber is closed, the amount payable to him under these Laws shall be audited by the University before payment.

Statute. Alterations in the laws.

20. The power of amending, or adding to or repeling these Laws or any of them shall vest in the Senate. The subscribers in service on the introduction of such charges, shall however, except as regards changes affecting the rate of interests payable on subscriptions and contributions, have the option to remain under the laws in force prior to the introduction of such changes.

STATUTE - 21 CONTRIBUTORY PENSION SCHEME (FOR APPOINTEES ON OR AFTER 1-4-2003)

The Scheme shall be entitled the "Madras University Contributory Pension Scheme" It is established for the benefit of all permanent and whole time Teachers, Officers (other than Vice-Chancellor) and servants.

(i) It is mandatory for all the new employees who are recruited on or after 1-4-2003 to become members of the Scheme. Each employee will pay a monthly contribution of 10% of Basic pay and DA from his salary to the Contributory Pension Scheme.

(ii) A matching contribution will be made by the University for each employee, who contributes to the scheme.

(iii) The contribution towards Contributory Pension Scheme shall be recovered from the salary of the employees every month.

(iv) The University will maintain the accounts for the Contributory Pension Scheme as in the case of GPF. Index numbers to the employees who join the Contributory Pension Scheme will be allotted by the University on receipt of applications from the Heads of the Departments/ Heads of Offices in the Prescribed form (Annexure-(A). Index numbers will be in separate types or series for (i) Teachers and (ii) Officers and servants

(v) Nomination has to be filed at the time of admission and has to be revised upon marriage of the subscriber and thereafter once in five years. Necessary entry to the effect of filing the nomination along with name of nominee(s) should be noted in the service register.

(vi) Recovery from pay bills of the employees should be made only after allotting Index Numbers by the University.

(vii) Schedule of recovery to the attached to the pay bill showing the contribution to pension scheme has been prescribed separately for the Teaching and Non-teaching as in Annexure –B.

(viii) The amount recovered from the pay bill shall be credited to the respective Contributory Pension Fund Account of the subscribers.

(ix) The recovery schedules attached to the pay bills by the University shall be maintained separately.

(x) The reasons for non-recovery from a particular employee in any month should be furnished in the recovery schedule without fail.

(xi) The University Contribution and the employees contribution will be adjusted every month and total of both contributions will be transferred to Pension Fund. The University Contribution to the scheme shall be debited from the respective Head of Part-I, II, III and IDE account by book adjustment with reference to the amount contributed by the employees.

(xii) Heads of the Departments/ Heads of offices should get the Index numbers for all the new employees who have already joined the University service after 31.3.2003 within a month from the date of communication. As and when new employees join in future, they should be admitted to this scheme compulsorily by the Heads of the Department / Heads of Offices.

(xiii) The Rules framed by Government for administering the fund then and there shall be applicable to the University.

(xiv) Arrears of subscription to the contributory pension scheme from 1-4-2003 will be deducted from the new employees already joined after 1-4-2003 along with current month subscription (i.e. One subscription for current month and One additional for subscription arrears).

(xv) The Index number allotted by the University for joining the Contributory Pension Fund Scheme should be entered in the first page of Service Register with necessary attestation.

ANNEXURE – A

APPLICATION FOR ADMISSION TO UNIVERSITY OF MADRAS CONTRIBUTORY PENSION SCHEME

[To be furnished in Duplicate]

Employee NO	
CPSIndex Number	

1. Name of the Applicant :
2. Sex* : Male ☐ Female ☐
3. Marital Status* : Married ☐
   Unmarried ☐
4. Official Designation :
5. Office to which attached :
6. Service to which the applicant belongs :
7. Date of first entry into University service :
   (Enclose appointment order Copy)
8. Scale of Pay :
9. Basic Pay :
10. Date of Birth :
11. Date of Superannuation :
12. Whether appointment is regular or under Temporary Service :
13. Whether recruited for Pensionable Service* : Yes ☐ No ☐

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14. Community of the Applicant
(For Statistical Purposes only) : SC/ST/BC/MBC/OC

15. Nomination

(a) Name of the Nominee :

(b) Age :

(c) Relationship :

16. C.P.S. Plan opted** : Plan-I/ Plan-II/ Plan-III

17. Remarks, if any :

Station:

Date: Signature of the Applicant

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CERTIFICATE TO BE FURNISHED BY THE HEAD OF THE OFFICE

Certified that
Thiru / Tmt. / Selvi / Dr. _____ is a regular employee appointed to pensionable service and is eligible to join the University of Madras Contributory Pension Scheme.

Station:
Date: Signature of the Head of the Office
with full address / Office Seal

* Tick whichever is applicable
** Not to be filled now.

ANNEXURE - B

CONTRIBUTORY PENSION SCHEME PAY BILL SCHEDULE OF RECOVERY FOR THE MONTH OF _____ 200

Head of Account:

Pension Fund –
Contributory Pension Scheme to the employees of University of Madras

EMP. No.	CPS Index Number	Name	*Plan Type	Basic Pay	D.A	Total	Employees Contribution		
							Current	Arrears	
				Rs.	Rs.	Rs.	Rs.	Instal-ment No.	Amount (Rs.)
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)		

*Need not be filled up at present

(Rupees only)

Certified that the Basic Pay entered in column 5 of the Statement has been verified with entries in the Service Book and Pay Bill.

SIGNATURE OF THE H.O.D. / REGISTRAR

INSTRUCTIONS:

1) During Non-drawal of Pay and Allowances for any individual 'Nil' particulars should be shown in Col. 5 to Col. 8 but, Col. 1 to Col. 3 should be filled up without fail.

2) In case of 'Transfer to' or 'Transfer from' other Office, the facts may be mentioned for two consecutive months against the employees' name.

3) C.P.S. Index Number and Name details should be entered in the first page of the Service Register with necessary attestation.

HOW TO FILL UP C.P.S. SCHEDULE:

1)	Column (2)	:	CPS Index Number should be given correctly.
2)	Column (3)	:	Initial and Name should be furnished as in the Service Register.
3)	Column (5) & (6)	:	Basic Pay and D.A. should be funished as per the Pay and D.A. drawn in the particular months.
4)	Column (8)	:	i) Employees' Contribution has to be deducted from the Supplementary Bill also, (e.g.) arrears of Pay, Incremental arrears and D.A. Arrears consequent on D.A. revision. ii) Arrears of subscription when recovered in installments, the installment number should be noted (e.g.) 01/14, 02/14 etc.

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CHAPTER XXVI

AFFILIATION AND APPROVAL OF COLLEGES

Act.S.2 Definition

*1. (a) *'Affiliated Colleges'* means any college affiliated to the University and providing course of study for admission to the examination for degrees of the University and includes a college deemed to be affiliated to the University under the Madras University (Amendment) Act, 1966;

(aa) *'Approved College'* means any college approved by the University and providing courses of study for admission to the examinations for the titles and diplomas and the Pre-University examination of the University and includes a college deemed to be approved by the University under the Madras University (Amendment) Act, 1966;

(aaa) *'College'* means any college or any institution maintained or approved by or affiliated to the University and providing courses of study for admission to the examinations of the University;

. (b) *'Post-graduate College'* means a University college or an affiliated college providing post-graduate courses of study leading upto the post-graduate degrees of the University.

2. An 'autonomous college' means any college designated as an 'autonomous college' by the University.

3. The University shall have power to confer degrees, titles, diplomas and other academic distinctions on persons who shall have pursued an approved course of study in an autonomous college, and to designate any college as an autonomous college with the concurrence of the State Government and the U.G.C. in the manner and under conditions prescribed and to revoke such designation

*Vide Madras University Amendment Act, 1966.

4. The Senate shall have power to prescribe in consultation with the Academic Council the manner in which and the conditions subject to which a college may be designated as an autonomous college and such designation may be revoked.

5. The Syndicate shall have power to designate any college as an autonomous college with the concurrence of the State Government and the UGC and to revoke such designation.

6. The Statutes may provide for the manner in which and the conditions subject to which a college or the designation of such college may be revoked and the matters incidental to the administration or autonomous college including the constitution or reconstitution, powers and duties of Academic Council, Staff Councils, Boards of Studies and Boards of Examiners.

7. The Syndicate shall not propose the draft of any Statute or of amendment to a Statute affecting the conditions of affiliation or approval of affiliated or approved colleges with the University or by the University, as the case may be, or affecting of the conditions of designation of any college as an autonomous college except after consultation with the Academic Council.

8. The Syndicate may confer the status of autonomy on an affiliated college to conduct specified courses of studies subject to the conditions set forth in the Chapter.

9. (a) An affiliated college having not less than ten years of standing and accorded permanent affiliation will be eligible for the conferment of autonomy to conduct specified courses of studies. The Colleges coming within the purview of Sec 2(f) and Sec. 12 B of the UGC Act are also eligible for conferment of autonomous status by the University.

(aa) An autonomous College shall offer instruction only upto Certificate, Diploma, Degree, Post-Graduate and M.Phil. courses.

(aaa) The Self-financing courses proposed by the autonomous Colleges may also come under Autonomous pattern provided that the quality of the courses and the eligibility of the appointment of teachers are approved by the University.

(b) An Autonomous college will have autonomy in the matter of:-

(i) Framing syllabus, course contents and restructuring and redesigning the courses to suit local needs adopting the University general pattern. The course contents and pattern should be framed accordingly.

(ii) arranging for instruction to students;

(iii) devising methods of evaluation, examinations and tests pertaining to the award of the degree/diploma by the University;

(iv) admission of students in respect of courses of studies for which 'autonomy' is conferred; and

(v) Starting U.G. Diploma / P.G. Diploma / Certificate Courses (which are not institute in the University) without prior approval of the University as the Diploma / Certificate is to be issued under the seal of the college. However, for starting a new Diploma / Certificate / Degree/ P.G. Degree / M.Phil / Ph.D., etc. courses that are instituted by the University, an autonomous college should obtain recognition/affiliation of the University by sending its proposals complete in all respects atleast a year in advance for obtaining prior approval before commencement of such courses. The University shall facilitate time bound institution of the new courses proposed by Autonomous Colleges provided they submit their proposal directly to the University which shall be placed before the Syndicate through Curriculum Development Committee with the respective Chairman of Board of Studies and the representative of the Autonomous College concerned as Special Invitees on the Curriculum Development Committee.

(vi) Promoting healthy practices such as community service, extension activities, projects for the benefits of the society at large, neighbourhood programmes etc.

(c) Any autonomous college shall have power to make rules or by laws, not inconsistent with the Madras University (Amendment) Act, 1966 and the Madras University (Amendment) Act, 1977 and the laws framed thereunder for purposes of securing the objectives for conferring the status of autonomy to the College.

(d) (i) The Autonomous college shall have the following committees to ensure proper management of academic, financial and general administrative affairs:

1. Governing Body*
2. Academic Council
3. Boards of Studies
4. Finance Committee

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In addition, the autonomous college shall set up committees like, Planning & Evaluation Committee, Grievances Appeal Committee, Examination Committee, Admission Committee, Library Committee and Committee on Students Welfare and Extracurricular matters and Academic Audit Committee.

(ii) The decision of the Academic Council constituted under the preceeding Statute on academic matters shall generally be implemented by the Managing Body of the college.

(e) (i) *The Governing Body of an autonomous college administered by a State or Central Government shall consist of the following members:-

1. THREE members, to be nominated by the State or Central Government as the case may be, one each under the categories of Educationist, Industrialist and

*The Governing Body is different from Trust Board/ Board of Management / Executive Committee / Management Committee.

Professional, of whom one shall be the Chairperson. All the said three members shall have proven academic interest with at least P.G. level qualification.

2. TWO members from the teaching staff of the college, to be nominated by it's Principal, based on seniority, for two years.

3. ONE member to be nominated by the University Grants Commission.

4. ONE member to be nominated by the State or Central Government as the case may be.

5. ONE member to be nominated by the University. (not below the rank of a Reader)

6. The Principal of the College as Ex-Officio member.

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The Governing Body of University Constituent autonomous colleges, shall consist of:

1. THREE members, to be nominated by the University. One each under the categories of Educationist, Industrialist and Professional, of whom one shall be the Chairperson. All the said three members shall have proven academic interest with at least P.G. level qualification.

2. TWO members from the teaching staff of the college, to be nominated by the Principal, based on seniority, for two years.

3. ONE member to be nominated by the University Grants Commission.

4. ONE member to be nominated by the Central or State Government as the case may be.

5. ONE member to be nominated by the University.

6. The Principal of the College as Ex-Officio member.

The Government Body of autonomous colleges maintained by Private Management shall consist of the following members:-

1. FIVE members from the Trust or Management as per the Constitution or byelaws, with the Chairman or President / Director as Chairperson.

2. TWO members from the teaching staff of the College, to be nominated by the Principal, based on seniority.

3. ONE member to be nominated by the Management, from the category of either Educationist or Industrialist.

4. ONE member to be nominated by the University Grants Commission.

5. ONE member to be nominated by the State Government. The person nominated under this category shall be either an academician not below the rank of a Professor or a State Government official of the Directorate of Higher Education / State Council of Higher Education.

6. ONE member to be nominated by the University.

7. Principal of the College as Ex-Officio member.

(ii) Term: The term of all nominated members on the Governing Body of the autonomous colleges, shall be for a period of two years and the term of UGC nominee thereon will be six years.

(iii) Meeting: The Governing Body shall meet at least thrice a year.

(iv) Functions:- Subject to the existing provisions in the byelaws of respective autonomous colleges and rules laid down by the

State Government, the Governing Body of an autonomous college shall have powers to:-

1) fix the fees and other charges payable by the students of the college on the recommendation of the Finance Committee;

2) institute scholarships, fellowships, studentships, medals, prizes and certificates on the recommendations of the Academic Council;

3) approve institution of new programmed of study leading to degrees and / or diplomas;

4) perform such other functions and institute Committees, as may be necessary and deemed fit for the proper development and to fulfill the objectives for which the college has been declared as autonomous.

(f) (i) The Academic Council shall consist of the following members:-

1. The Principal of the College (Chairman)

2. All the heads of departments in the College.

3. FOUR teachers of the College representing different categories of teaching staff by rotation on the basis of seniority of service in the College.

4. Not less than four experts from outside the College, representing such areas as Industry, Commerce, Law, Education, Medicine, Engineering etc., to be nominated by the Governing Body.

5. THREE nominees of the University.

6. A faculty member nominated by the Principal (Member Secretary).

(ii) Term: The term of the nominated members shall be two years.

(iii) Meeting: The Principal shall convene the meeting of the Academic Council atleast once a year.

(iv) Functions: Without prejudice to the generality of functions mentioned, the Academic Council shall have powers to:-

1. Scrutinize and approve the proposals with or without modification of the Boards of Studies with regard to courses of study, the academic regulations, curricula, syllabi and modifications thereof, instructional and evaluation arrangements, methods procedures relevant thereto etc., provided that where the Academic Council differs on any proposal, it will have a right to return the matter for reconsideration to the Board of Studies concerned or reject it, after giving reasons to do so.

2. Make regulations regarding the admission of students to different programmes of study in the College;

3. Frame regulations for conduct of examinations and initiate measures for improving quality of teaching students, evaluation and students advisory programmes in the College;

4. Make regulations for sports, extra-curricular activities, proper maintenance and functioning of the playgrounds and hostels;

5. Recommend to the Governing Body proposal for institution of new programmes of study;

6. Recommend to the Governing Body institution of scholarships, studentships, fellowships, prizes and medals and frame regulations for the award of the same;

7. Advise the Governing Body on suggestion(s) pertaining to academic affairs made by it; and

8. Perform such other functions as may be assigned by the Governing Body.

(g) (i) The Board of Studies shall consist of the following members:-

1. Head of the Department concerned (CHAIRMAN)

2. The entire faculty of each specialization up to a maximum number of five teachers from a Department

3. TWO experts in the subject from outside the College to be nominated by the Academic Council.

4. ONE experts to be nominated by the Vice-Chancellor from a panel recommended by the college principal or on his own.

5. ONE post graduate meritorious alumnus to be nominated by the Principal.

6. ONE representative from industry of Corporate Sector / allied area relating to placement.

The Chairman, Board of Studies may with the approval of the Principal of the College:-

a. Co-opt experts from outside the College whenever special courses of studies are to be formulated.

b. Co-opt other members of staff of the same faculty.

(ii) Term: The term of the nominated members shall be two years.

(iii) Meeting: The Principal of the College shall draw schedule for meeting of the Board of Studies

for different departments. The meeting may be scheduled as and when necessary but necessarily once a year.

(iv) Functions: The Board of Studies of a department in the College shall:-

1. Prepare syllabi for various courses keeping in view the objectives for the College and the national requirement for consideration and approval of the Academic Council;

2. Suggest methodologies for innovative teaching and evaluation techniques;

3. Suggest panel of names to the Academic Council for appointment of examiners; and

4. To co-ordinate research, teaching, extension and other academic activities in the Department / College.

(h) The Finance Committee shall consist of the following members:-

1. The Principal of the College (Chairman)

2. ONE person to be nominated by the Governing Body of the College.

3. One senior-most teacher of the College to be nominated in rotation by the Principal for two years

The Finance Committee will be an advisory body to the Governing Body and will meet at least twice a year to consider (a) the budget estimates relating to the grant receivable from the UGC, other non-government sources and income from fees, etc., collected for the activities proposed under the scheme of autonomy and (b) the audited accounts for the above.

(i) Admission of students to courses of studies offered by the autonomous colleges shall conform to the minimum qualifications laid down by the University for the Courses of Studies concerned, subject to rules of reservation for candidates belonging to Schedules Casts, Schedules Tribes, Most Backward and Backward Classes laid down by the State Government from time to time.

10. The University shall have power to confer degrees, titles, diplomas and other academic distinctions on persons who have pursued an approved course of study in an autonomous college. The name of the autonomous college shall, however, be indicated in the diploma issued to the candidates.

11.(a) The right of autonomy may not be conferred on an affiliated College, once and for all. The status of autonomy shall be granted initially for a period of six years. Autonomy has to be continuously earned thereafter, by the affiliated Colleges, by improving their standards. Self-evaluation will be made annually. In addition, there will be two external evaluations, after completion of first and subsequent tenures of autonomy. The external evaluation will determine the continuance or revocation of autonomous status.

b) Each autonomous College shall, with the approval of it's Academic Council, formulate an appropriate mechanism to evaluate it's academic performance, improvement of standards and assess the extent and degree of success, as a College enjoying autonomy. Such a self-evaluation should be undertaken by the respective Colleges annually.

c) Each autonomous college, shall be subjected to two external evaluations, in addition to the self evaluation , referred to in statute 11(b) above, by way of review by the University, after completion of first and subsequent tenures of autonomy.

d) A joint Expert Committee consisting of two representatives each from the affiliating University and the concerned

State Government and three representatives from the UGC; out of which, one shall be the Convener of the Committee to examine the proposal of the colleges for extension of autonomous status after completion of first and subsequent tenures of autonomy.

e) Every autonomous college shall submit the proposal for extension of the period of autonomy, in the prescribed proforma duly forwarded by the University, six months prior to the date of expiry of the tenure of autonomy. In the event of delay in the review report and renewal of autonomy, the College shall continue to enjoy autonomy with the entitlements of benefits, fiscal or otherwise so conceived under the scheme, unless the Government or parent University by a special order withholds such a continuation.

f) The University Grants Commission shall conduct a review, towards the end of the sixth year, with the assistance of a committee constituted by it.

g) In the event of any finding in the report of the Review Committee of either the University or the UGC, pointing to deterioration or decline in standard of an autonomous College, it shall be open to the University or the UGC to revoke the autonomous status of that College after careful scrutiny and mutual consultation and due notification to the management. In such cases, the students already admitted under the autonomous scheme shall be allowed to complete the course under autonomous status.

h) An autonomous College should get itself accredited by the NAAC within a period of 2 years from the date of conferment / extension of autonomous status.

12. (a) The Syndicate shall have power to revoke the autonomy conferred on autonomous College any time after giving notice of such intension to the College concerned before the expiry of the period mentioned in 11(c) supra in the case of deteriorating or declining standards or for any other valid reason.

b) The Syndicate for the above said purpose shall be guided by the recommendation of the Review Committee consisting of the persons mentioned in 11(d) supra

c) The Committee shall submit its report / recommendation after a detailed review is made with reference to the continuance of the autonomy.

13. (a) Notwithstanding the conferment of autonomous status on an affiliated College, all provisions of the Act, the Statutes, the ordinances and the Regulations of the University shall be applicable to the College except those relating to matters specified in these Statutes. The University shall continue to exercise its general power of supervision over such a College.

b) The University shall have power to constitute an Advisory Body to monitor the Functioning of the autonomous Colleges.

14. (a) The Syndicate shall decide from time to time on the invitation to colleges to apply for autonomous status. The proposals may be place before the Standing Committee referred to in Sub-Statute (b). The Committee, after inspection, shall submit its recommendation to the Vice-Chancellor. On approval of the recommendation, the name(s) of the college(s) selected for granting autonomy shall be recommended to the UGC/State Government for concurrence. After the concurrence of the UGC, and the State Government is obtained, the Syndicate shall decide on conferment of autonomous status to these college(s).

(aa) List of college, if any, received directly from the UGC, shall also be placed before the Standing Committee referred to in Sub statute (b) for verification and recommendation to the State Government for approval. If no response is forthcoming from the State Government within six weeks, it shall be assumed that the State Government has no objection to the proposal. In such event, the concurrence of UGC is alone sufficient for conferment of autonomy on a college by the University.

(b) The Committee referred to in Sub-Statute (a) shall consist of members nominated by the Syndicate including one representative of the State Council for Higher Education or State Government, if such a Council does not exist.

15. The college shall pay to the University a fee of Rs.20000/- along with the Application for grant of autonomous status.

(a) The Aided / Self-financing Autonomous colleges shall pay inspection fee of Rs.25,000/- for the Review process of the functioning of the Autonomous Status by the University Review Committee.

16. The Syndicate shall make a report to the Academic Council and the Senate on each case of autonomy conferred by it.

17. * * * * *

Statute. Grant of affiliation and approval to colleges.

18. The Syndicate shall have the power after consultation with the Academic Council to affiliate any college as an affiliated College or as an approved college within the University area.

Statute. Procedure for withdrawal of affiliation or approval.

19. The Syndicate shall have the power, at any time after due enquiry, and after consultation with the Academic Council, to recommend to the Senate the withdrawal or suspension for a definite period of the affiliation or approval granted to a college; provided that before making such a recommendation, the Syndicate shall inform the management of the college concerned of its finding after the enquiry and shall allow it an opportunity of making such representation as it may deem fit, and shall record its opinion on the representations so made. The report of the enquiry, the representation made the management if any, and the opinion of the Syndicate thereon shall be placed before the Academic Council and Senate along with the recommendation of the Syndicate. The Syndicate shall carry out the decision of the Senate on the recommendation.

Statute. Temporary suspension of Instruction in courses or subjects.

20. It shall be open to a college to suspend after previous intimation to the Syndicate, for a total period not exceeding three academic years, instruction in any subject or course of study in which the college is affiliated or approved. At the end of the period of suspension, work any may be resumed with the previous approval of the Syndicate. If the work is not resumed at the end of the period of suspension, the affiliation or approval previously granted shall be regarded as having lapsed, provided that when in any year a college being prepared to make the usual arrangement, to give instruction in the subjects in which it has been affiliated or approved does not, for want of students, open classes in one of those subjects and it reports to the syndicate before the 1st of August, it shall not be deemed that the college has suspended instruction in that subject; provided also that notwithstanding anything contained in the foregoing proviso, it shall be competent for the Syndicate to consider the need for the continuance of affiliation or approval of the college in a subject which has not been taught for three consecutive years.

Instruction in any subject shall not preclude the Syndicate from granting affiliation or approval in the same subject to any other college in the same locality.

Conditions to be satisfied by Affiliated and Approved College

Statute. Constitution of Managing Body of a College.

21. (a) Every college shall be managed by a regularly constituted Managing Body on which the teaching staff shall be represented by at least the Principal; provided that in the case of a Government College the Syndicate may waive this condition.

(b) The constitution of the Managing Body of the College shall also provide for one representative of the Syndicate of the University to serve on the Managing Body.

Statute. Change in Managing Body.

22. Any change in the constitution of the Managing Body shall be reported forthwith to the Syndicate.

Statute. College Council.

23. Every college shall have a duly constituted College Council Properly representative of the teaching staff to advise the principal in the internal affairs of the college.

Statute. Financial Provision of a College.

24. Every college shall satisfy the syndicate that the adequate financial provision is available for its continued and maintenance in the form of an Endowment as per the rates prescribed by the syndicate from time to Time.

25. Every College shall satisfy the Syndicate on the following points

ARTS AND SCEINCE COLLEGES

1. Permission of the State Government:

Statute. Condition of affiliation or approval

Any educational agency which proposes to start an Art and Science College or an approved college shall obtain orders of the State Government permitting the agency to start the college, as per provisions of Tamil Nadu Private Colleges (Regulation) Act.

Once the Government clears permission for starting a College, the question of deciding what Courses should be sanctioned in future is purely an academic exercise falling within the purview of the University.

2. To be registered body:

Every educational agency applying for starting a college and applying for affiliation of the College shall be registered as a Society under the Societies Registration Act of 1860 (Act 21of 1860) or as a Trust with the Trustees vested with the legal powers and duties.

3. Fees:

	Application Fees	Rs. 15,000
1.	Initial Affiliation fee for each UG Course	Rs.1,00,000
2.	Initial affiliation fee to start Management institution with MBA / MCA / Education / Physical Education/ Arts & Craft Colleges	Rs.7,50,000
3.	Affiliation fee for each additional UG Course	Rs.1,00,000
4.	Initial Affiliation fee for each PG Course	Rs.2,30,000
5.	Affiliation fee for each PG additional course	Rs.2,00,000
6.	Affiliation fee for each PG Professional courses (MBA / MCA / B.Ed. / B.P.Ed. & M.P.Ed.)	Rs.3,00,000
7.	Affiliation fee for continuation of affiliation for each course	Rs. 25,000
8.	For starting independent institutions like Social Work, Music, except Oriental subjects	Rs.5,00,000
9.	For starting independent institutions like OrientalSubjects	Rs.3,00,000
10.	Processing fee (for increase in take for each Course for permanent basis)	Rs. 30,000
11.	Continuation of affiliation (Professional Courses) for each course	Rs. 25,000
12.	Permanent affiliation fee to the College	Rs.5,00,000
13.	Affiliation fee for each Certificate Course	Rs. 25,000
14.	Affiliation fee for each Diploma course	Rs. 50,000
15.	Affiliation fee for P.G. Diploma Course	Rs.1,50,000

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As per the decision of the Senate, the Fee for the Item No. 6, under the Affiliation fee for Professional courses, B.Ed./M.Ed./B.P.Ed./ M.P.Ed., the fee should read as follows:

B.Ed./M.Ed./B.P.Ed./M.P.Ed.	:	Rs. 2,50,000.
Penal Fee:-		
Penal fee for receipt of late application beyond 31st October upto 10th December for starting additional courses	:	Rs. 15,000/-
Penal fee for receipt of late application beyond 31st October upto 10th December for starting Colleges / Institutions	:	Rs. 30,000/-

3.2 Fees:-

Affiliation /Recognition Fees for M.Phil./ Ph.D. Programmes

(i)	Inspection Fee	:	Rs. 25,000/-
(ii)	Affiliated Colleges		
	M.Phil. Degree Recognition Fee	:	Rs. 50,000 per Department
	Ph.D. Degree Recognition Fee	:	Rs. 100,000 per Department
(iii)	Stand-alone/ Public Institutions		
	Recognition Fee	:	Rs. 3,00,000 per Department
	Continuation fee (every year)	:	Rs. 25,000 per Department

Note : The Commission Inspection expenses will be charged by the University to the college at Rs. 10,000/- for each commission visit. The same will be appllicable for cnversion of Prvisionl / Temporary affiliation into permanent one. The applicaion and affiliation fee once paid are not refundable.

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(iv) Industry (Research & Development Centres)

Recognition Fee	:	Rs. 5,00,000 per Centre
Continuation fee (every year)	:	Rs. 50,000 per Centre

3.3 Government Colleges, Aided colleges and Self-financing colleges are exempted from the payment of Continuation fee for M.Phil and Research leading to Ph.D programmes.

"No extra-fee in any mode shall be collected from the students, other than the fee prescribed, due to the revision made in the Fee structure of Inspection fee, Recognition fee and Continuation fee".

4 Land:

"The minimum Land requirements for starting a fresh Arts and Science College shall be as follows":

Metropolitan Cities Limit		
Corporation Limit	:	2 acres
Municipality Limit	:	3 acres
Town Panchayat Limit	:	5 acres
Village Panchayat Limit	:	5 acres

A copy of the Registered Document shall be produced the Inspection Commission at the time of inspection. In case of Lease, lands taken under irrevocable lease deeds for NOT less than 99 years will be accepted.

5. Buildings

Buildings shall be according to the suggested UGC norms. Management shall put up permanent buildings within two years from the date of granting temporary affiliation.

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6. Laboratories:

The laboratories shall have sufficient equipments required for performing experiments prescribed for the courses of study. The laboratories shall also have adequate arrangements for gas supply, regular water supply and electricity. The safety standards shall be fully observed.

7. Library:

In the beginning the library shall have at least 100 books of different title on each subject. It may be raised to 200 within a Period of 3 years. The library shall have adequate number of reference books and journals. There shall be a reading room and suitable space a available for library staff with proper furniture. Recurring expenditure should not less than Rs.5,000/- per subject per year for books, This may be reviewed whenever prices of books go up. For every subject at least two subject journals shall be subscribed.

The library shall have a common reading room and a stock room as per standards prescribed by the UGC/State Government.

8. Teachers:

(i) Number of teaching and non-teaching staff shall be appointed as per norms prescribed by the University /UGC/ Govt. for each course including foundation course, allied and application oriented subjects.

(ii) No teacher shall be appointed, if he has not fulfilled the qualifications as laid down by the University and UGC from time to time.

(iii) Teaching and Non-teaching staff shall be paid as per pay scale of State Govt. /UGC prescribed from time to time.

(iv) An Agreement shall be entered into with each teacher to be appointed as per the requirements of the University/Tamil Nadu private Colleges (Regulation) Act and rules thereunder.

(v) The posts of teachers and heads of departments wherever required for the proposed courses shall be filled up before starting the course.

(vi) No teacher shall be appointed or shall be continued in service, who has attained the age of superannuation as may be prescribed by the Tamil Nadu Govt. However, self-financing colleges may be permitted to appoint teachers upto the age of 62 years or so, if qualified candidates are not available.

(vii) A Librarian and a Physical Director with prescribed qualifications shall be appointed.

(viii) Suitable leave rules for teachers and non-teaching staff be framed, generally in conformity with the State Govt. rules.

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9. Civic Facilities:

While designing the buildings, it may be ensured that adequate facilities of light, ventilation and toilets are provided. While designing this, the norms laid down by the P.W.D. of the State and regulations of the local authority may be kept in view.

10. Essential Services:

Adequate facilities for essential services (water, electricity and sewerage facilities) shall be provided in all the buildings.

11. General Facilities:

(a) Adequate facilities shall be provided in the buildings for the physically handicapped.

(b) Separate common rooms for girls and boys shall be provided in Co-educational colleges.

(c) There shall be separate toilets for girls.

(d) Adequate accommodation shall be provided for Principal's office, Bursar's office and for the administrative staff.

(e) There shall be a staff room of a proper size.

12. Students Hostel:

It is desirable that every educational agency provides hostel facilities separately for men and women, in accordance with the UGC norms as specified in Annexure – 1.

13. Other Conditions:

(i) Affiliation for starting a college shall be granted only if the management of the college has constructed permanent buildings for lecture-rooms; laboratory etc., as per the specifications laid down at the 5 acres permanent site. If any college is permitted to be started in a temporary location, such permission shall be limited to the first two years of starting the college. From the 3rd year onwards the college shall function at the permanent building failing which the college shall not be granted affiliation for first year courses until the college moves to the permanent building.

(ii) Any college permitted to be started shall be granted initial affiliation for not more than 5 U.G. Courses. All courses for which affiliations are granted to a college whether in the beginning or subsequently shall preferably be job-oriented courses in the emerging areas.

(iii) The maximum number of students who may be admitted to each of the courses shall not exceed the strength sanctioned by the University.

(iv) In the interest of standards of Post-Graduate Education, the guidelines prescribed by the University for P.G. Courses shall be followed. The admission to P.G. Courses will be considered on the guidelines determined by the Syndicate from time to time.

(v) No donations shall be collected from the student seeking admission to any course of study in the college.

(vi) Arrangements shall be made by the colleges for the conduct of University Examinations.

(vii) The colleges shall only collect tuition and other fees from the students at the rates prescribed by the State Govt., University.

(viii) Management of the college shall not discontinue any existing course without prior permission of the University.

(ix) The college shall implement each and every one of the recommendations of the inspection commission appointed by the University from time to time.

(x) All conditions of affiliations laid down in Chapter XXVI Laws of the University shall be strictly followed.

(xi) Such other rules and regulations as may be generally prescribed from time to time by the University shall also be complied with.

(xii) If all the conditions of provisional affiliation granted are not complied with by the end of the period fixed then affiliation or approval shall cease immediately.

(xiii) Application for grant of fresh/further affiliation shall be in format prescribed (Vide Annexure-II).

INSPECTION:

Inspection should be made regular, periodical and mandatory and should follow the norms given below:-

(1) University on its own motion or under the directions of the State Government shall order an inspection of any college at any time.

(2) Inspection Commission shall report on the following points:-

(a) Suitably and adequacy of its accommodation and equipment for the proper conduct of the course;

(b) The quality qualification and adequacy of its faculty.

(c) Salaries and other conditions of teaching staff are in accordance with directions of the State Government / University.

(d) Academic standards are well maintained.

(e) Hostel facilities for students are according to norms fixed.

(f) Adequate attention is paid for the healthy discipline and supervision of students.

(g) Conditions of affiliation are strictly and fully observed.

(h) Conditions necessary for sound functioning of the college and healthy atmosphere prevail for good academic development of students.

(i) Whether the campus is properly maintained.

(j) Any other matter which the Commission may deem it necessary to look into.

(k) Inspection report shall be in the format prescribed.

PERMANENT AFFILIATION:

Permanent affiliation will be granted after the college fulfils all the conditions as prescribed and recommended by the Inspection Commission and after the first batch of students completes the courses. In case the college is not granted permanent affiliation, temporary affiliation may be extended until the stipulated norms are fulfilled. However, infrastructural facilities like Classrooms, Laboratories, Toilets, etc, should be provided within three years.

EVENING COLLEGES:

These rules would also apply to Evening Colleges mutatis mutandis.

ANNEXURE – I

STUDENTS HOSTEL:

Summary of important recommendations regarding construction of Hostels.

1. Living rooms are to be arranged in such a way that they get the maximum benefit of the prevailing breeze and avoid as much as possible of western exposure.

2. An area of 85-90 sq.ft.(7.9 to 8.4sq.m) for single seater room, 75-80 sq.ft. (7.0 to 7.4 sq.m) per student for two seater and 70-75 sq.ft. (6.5 to 7.0 sq.m.) per student for a three seater room would be adequate for an undergraduate hostel. For Post-graduate and research students the room are should not be less than 100 sq.ft. per student.

3. Dining area should be designed to accommodate not less than 2/3rds strength of the hostel at the rate of 10-12 sq.ft. (1.1 to 1.1sq.m) per person and kitchen pantry area at the rate of 5-7 sq.ft.(0.5 to 0.7 sq.m) per student.

4. The following provision for toilet facilities are recommended:-

(i)	W.C.	:	One per 10 men students 8 women students.
(ii)	Urinals	:	One per 8 students.
(iii)	Wash basins	:	One per 8 students.
(iv)	Bath with a shower	:	One per 8 men students/ 7 women students.

5. Area for common room may be 500-650 sq.ft. (46.5 to 60.4 sq.m.)

6. It should be the endeavour of architects and planners to plan the hostel in such a way that the built up area for students is generally not section to check than 2.3 to 2.5 times the floor are per student within the room.

ANNEXURE II

UNIVERSITY OF MADRAS

Applications for fresh/further affiliation in Arts & Science and Professional Colleges.

1.	Name and complete postal address of the college	…	
2.	Nature of the college	…	Arts & Science Oriental / Engineering
3.	(a) Name and address of the educational agency which runs the college	…	
	(b) State whether it is a registered body. If so, whether a copy of the bylaws/ constitutions governing the Trust/ Society is enclosed.	…	
4.	Name of the affiliating body	…	University of Madras.
5.	Whether permission from professional bodies like, AICTE, if any was obtained	…	Yes/No
6.	Name and address of the Chairman of the Governing Council with Telephone Number.	…	
7.	Name and address of the Secretary/ Correspondent of the college with Telephone Number	…	
8.	Composition of the present Governing Council of the Institution with full address of the members (to be given as a list as Annexure – 1).		…

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9. Endowment:

(a) State whether the Educational Agency has adequate Financial resources (to provide buildings, laboratories, library, physical education, medical care etc., to run the college). …

(b) Financial position / status of the Educational Agency to be given briefly in a separate sheet. It should contain the following details:-
(i) cash (in deposits) amount …
(ii) Properties (details) (value of properties) (A detailed schedule of immovable properties viz. Land (Survey No.)extent of land, present value, details of buildings, present value, may be given).

(c)whether the Educational Agency is willing to create endowment as per the norms laid down by the University for starting a new college and additional endowment at the rates prescribed by the University for opening of new courses. …

10. Names of other colleges in the district in which the proposed college is to be established and the distance between them and the proposed college …

Name (1)	Distance (2)	Student/Strength (3)

11. Name of High Schools within a radius of 15 k.m. from the proposed College with details of strength of Standard (+2).

Name of the High School (1)	Distance (2)	No. of students studying in Standard (+2) (3)

12. Name for the opening of the college in the locality (to be briefly stated).

13. Courses for which the Educational Agency proposes to offer instructions.

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Foundations Course

Combination of subjects

(Major & Allied) Number of Sections

Tamil Medium / English Medium

(a) Humanities

(i)

(ii)

(iii)

(b) Sciences

(i)

(ii)

(iii)

14. Whether the Educational Agency undertakes to appoint qualified teaching, non-teaching and supporting staff as prescribed by the University and Government?

15. Whether the Educational Agency Undertakes not to collect capitation fee or donation from the students or their parents?

16. Whether the Educational Agency agrees to undertakes to collect tuition fees and other fees at the rates prescribed for Govt. Colleges from time to time?

17. (a) Whether the Educational Agency undertakes to follow the rules of reservation in force (as laid down by the Government) and changed from time to time in the matter of admission? … Yes/No

(b) If it is an existing college, whether it has been following rules of reservation in the case of admission as formulated by the Government from time to time (to give break up figures, class & branchwise for the past three years? … Yes/No

18. Whether the college undertakes to adopt the Roster System in the matter of appointment of teaching and non-teaching staff? … Yes/No

19. Sanctioned strength in each course and the number admitted.

Sl. No. (a)	Course (b)	Branch (c)	Major/ Allied (d)	Sanctioned Strength (e)	Number admitted (f)

20. Whether the college is receiving aid (plan grants etc.) from the U.G.C. as per 2(f) and 12-3 of U.G.C. Act?

21. Quantum of funds received from the U.G.C. during previous plan period;

22. Whether all the funds have been utilised?

23. Results:

    Percentage to be given course-wise and branch-wise

    (Note; A lenient view may be taken of the results of colleges in backward areas and colleges which cater predominantly to the educational needs of disadvantaged groups (e.g., Socially and Educationally Backward groups such as SC/ST/BT (including Most Backward Community))

24. (a) Subject and Courses offered (on going) Actual intake

    (b) Subject and Courses sought

    (c) Previous application, if any, for affiliation or approval in the same subjects and courses and Retain the original

25. (a) Expected / Actual work-load of each branch:

Theory	Practical	Correction etc, Administrative
I year		
II year		
III year		
IV Year		

(b) Total work-load on the branch:

(i) No. of teachers required

(ii) No. of teachers appointed

(iii) No. of Technical staff required

(iv) No. of Technical staff appointed

(v) No. of sub-staff required

(vi) No. of sub-staff appointed
(give details of Office Staff, Technical staff, Sports Staff, Library Staff)

26. Details of Teaching Staff.

Name of the Teachers Faculty wise	Age	Designation	Scale of pay	Present salary	Weekly work load hrs	Signature of the staff
(a)	(b)	(c)	(d)	(e)	(f)	(g)

27. (a) Details of Technical Staff.

Name of the Teachers Faculty wise	Age	Designation	Scale of pay	Present salary	Signature of the staff
(a)	(b)	(c)	(d)	(e)	(f)

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(b) Details of administrative Staff:

Serial No.	Name of Administrative Staff (non-Teaching)	Age	Designation	Scale of pay	Present salary	Mode of payment Remarks Cash/Cheque
(a)	(b)	(c)	(d)	(e)	(f)	(g)

28. Details of sub-Staff

Serial No.	Name of sub-staff Attenders Peons? Sweepers Scavengers / Markers etc.,	Age	Designation	Scale of pay	Present salary	Mode of payment	Remarks
(a)	(b)	(c)	(d)	(e)	(f)	(g)	(h)

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29. Physical facilities available at present:

(a) Minimum requirement for academic purpose as per the University rule:

(the Land should be in a contiguous stretch)

(b) *Land available for the college and registered in the name of the college, Site, Survey No. Extent in hectares (Copy of the Document assigning the land to the college to be enclosed).

*Note: A minimum of 10 acres of land in rural areas and 5 acres of land in Urban/Semi-Urban areas must be provided for establishment of an Arts and Science College.

(c) Buildings : Blockwise(Area-wise)

Serial No.	No.of classrooms	No. of labs/work-shop/ store room	Staff room	Library	Admn.office	Phy.Edn.,NCC etc.	Student Common room	Toilet	Canteen	Total area
(a)	(b)	(c)	(d)	(e)	(f)	(g)	(h)	(i)	(j)	(k)
	Total									

*Annexure 2,3

30. Hostel (if AVAILABLE):

(a) Location of the hostel for men
(b) Location of the hostel for women
(c) Name of the Warden of hostel for Men/Women
(d) Name of the Dy. Warder/Visiting Warden etc.,
(e) Name of the Staff in the hostel:
Warden
Dy. Warden
Manager
Storekeeper
Cook
Assistants
Gardeners
Scavengers
Watchmen
Sweeper
Others
(f) Rooms available in the hostel:
(i) For one (single room)
(ii) for two (double room)

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(iii) for three (Room for three persons)
(iv) for four (Rooms for four persons

(g) Total area
(h) Total built-in-area
(i) Proposed room rent for each student per month.
(j) Proposed other charges (electricity etc.) from each student per month
(k) Anticipated mess fees for each student per month.
(l) Proposed caution deposit from each student.

31 Details of Staff Quarters: (If available)

(a)	Principal	Description	Area
(b)	Teaching staff	Description	Area
(c)	Non-Teaching staff	Description	Area

32. Fee structure for the student-Branch-wise:

(a)

Serial No.	Branch	Tuition fee per term	Special fee per term	Any other fee collected	Total collection Per student perannum
(a)	(b)	(c)	(d)	(e)	(f)

(b) Facilities available for students: Men/women

(i) Common room
(ii) Reading room/library
(iii) Recreation room
(iv) Drinking water points
(v) Toilets/Urinals

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(vi) Facilities for cultural activities

(vii) Fine Arts

(viii) N.C.C

(ix) N.S.S

(x) Medical Services Attention-(Names of Doctors assigned and their addresses to be given)

(xi) Facilities for special coaching

(xii) Canteen

(xiii) Audio-visual special facilities

(xiv) Co-curricular facilities

(xv) Names of Associations / Clubs for students

(xvi) Student Counselling facilities.

33. Library

(a) Area for the Library

(b) Name of the Librarian

(c) Qualification of the Librarian

(d) Names and Designation of other staff in the Library

(e) Cost in Library Books thousands:

(i) titles

(ii) books

(f) Journals:

Number Cost

(g) Total number of books and journals available:

Serial No.	Department	No. of text books	No. of reference books	No. of journals	cost
(a)	(b)	(c)	(d)	(e)	(f)

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(A list of books and journals – Department wise to be enclosed).

(h) Annual expenditure on books and Journals in the last three years (This statement is to be signed by the Librarian, if already appointed).

34. PHYSICAL EDUCATION:

(a) Name of the physical Director
(b) Qualification
(c) No. of attenders / markers Attached to the Dept. of Physical Education and their names
(d) Total area of the Play –ground
(e) Details of the outdoor games available
(f) Details of indoor games available
(g) Details of the gymnasium available.
(h) Funds allotted to Physical Education
(i) Details of Sports/Games items available and their cost (i.e. foot ball, volley ball, cricket bat, hockey bat, boot, mat net etc.,)
(j) Achievement in sports (This statement is to be signed by the Physical Director, if already appointed).

Enclosures to be sent along with the Application for affiliation

1.	College site	Plan
2.	(a) Building Plan	Existing
	(b) Building sketch	(with details or rooms, laboratories, stores, library etc, for all the floors).
3.	Building Plan	Proposed

4. Copies of documents as proof of lands exclusively meant for the college

5. Government permission

6. Permission from Professional bodies, if any.

7. Copies of Documents showing the financial stability of the college (with details of financial assets)

8. List of Members of the Governing Council/Educational Agency/ College Committee.

9. List of Names, Qualifications and salaries of teaching and Non-teaching staff.

10. List of class-rooms, laboratories etc.,

11. List of the equipments available & proposed (Annexure 4&5).

12. List of books & journals bought, available and proposed.

Note: As per, guidelines of the Universities Grants Commission, in the beginning the library should have at least 100 books of different titles on each subject. It may be raised to 200 within a period of three years. The library should have adequate number of books and journals. There should be a reading room and suitable space available for library staff with proper furniture. Recurring expenditure should be not less than Rs.3000/- per subject per year for books. This may be reviewed whenever prices of books go up.

For every subject, at least two subject journals should be subscribed to by the library.

13. List of the Physical Education materials available and proposed to be bought.

14. Sketch showing the class room/lab arrangement.

15. Master time-table for all courses and all sections with class room arrangements.

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16. List of teaching aids available / proposed to purchase. (Duplication / Xeroxing, T.V./ facilities, electronics boards VCR/VCP etc.,)

17. List of Co-curricular and Cultural activities for which facilities are available.

18. Details of the Hostel facilities / Canteen facilities etc.,

19. Non-Residential Common Room facilities.

20. If a additional courses/sections are sought proof of the additional class room / laboratory facilities provided must be furnished. Similarly, the number and names of additional teaching / non-teaching staff appointed are to be given in a statement.

21. Latest audited financial statement of the college.

22. List of furniture available (Annexure -6)

ANNEXURE -2

BUILDINGS

Sl. No.	Items	Nos.	Type of Roof.	Carpet area	Plinth area	Remarks
	Class rooms Drawing Hall Laboratories Stores Administrative Main Offices Principal's room					
	Correspondent's rooms Professor's (HOD) rooms					Separate annexures are to be enclosed for the Temporary existing and proposed buildings

	Teaching staff room Seminars Hall Other Student's amenities	
	(Health Centre, Bank Extn. Counter, Coop, Stores, Canteen Vehicle parking shed, Generator room.)	Plan of the class/lab arrangements are to be shown separately.

ANNEXURE – 3

BUILDINGS – (Contd.)

Sl. No.	Item	L x B in sq.ft.	Total Area	No. of rooms Labs. etc.	Additional Area to be provided.	Remarks
1.	Class rooms					
2.	Laboratories					
3.	Library					
4.	Store room					
5.						
6.						

Note: Add all other rooms/Labs in the Building with description of the use to which they are put

ANNEXURE – 4

FORMAT FOR EQUIPMENT

List of Equipment: Department-wise:

Sl. No.	Name of Equipment	Quantity (Nos.)	Approximate cost
Total			

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ANNEXURE – 5

EQUIPMENT – (Contd.)

List of equipment Lab-wise must be furnished

(format enclosed)

Sl. No.	Name of Laboratories	Cost of Equipment in Thousands
	Physics :	
	Chemistry :	
	etc., :	

ANNEXURE – 6

FURNITURE

Class rooms/Office/Laboratory/Hostel

S.No.	Item of Furniture	Quantity
	Desks-Dual Desk – Wooden Stool	
	Drawing Desks	
	Drawing Boards	
	Long Table	
	Stools	
	Teapoys	
	Chairs	
	Benches	
	Library Rack	
	Board	
	Almirah, etc.,	

Note:- For Hostels, list of utensils etc., are also to be furnished.

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Statute. Returns from colleges.

26. Every college shall furnish such returns and other information as the Syndicate may require to enable it to judge of its efficiency and shall take such action as the Syndicate may consider necessary to maintain its efficiency.

Statute. Teaching staff Appointment to

27. Appointments to the teaching staff of a college shall be made only after the Principal has been given an opportunity of expressing his views.

All appointments shall be reported to the Syndicate, which shall satisfy itself that they meet the requirements of the University.

27-A Teachers of the colleges shall follow the 'Code of Professional Ethics' as furnished in APPENDIX –E

Statute. Staff in colleges for women.

28. In the case of colleges for women, the staff shall be wholly, or almost wholly composed of women.

Statute. Convenience for women students.

29. In every college for men in which women students are admitted, separate regarding and tiffin rooms and other necessary conveniences shall be provided for the women students.

Statute. Residence of students.

30. Every college shall make adequate provision for the residence of its students not residing with their parents or duly recognized guardians. Such provision shall be in the form of hostels managed by the college and recognized by the Syndicate, or other hostels recognized by the Syndicate, or approved lodgings.

Statute. Facilities for physical training and games

31. Every college shall provide adequate and suitable space for games and physical exercise, and shall make adequate arrangements for the physical training of its students.

Statute. Appointment of Physical Director.

32. Every college shall have on its staff a trained Director of Physical Training; provided that it shall be competent for the Syndicate to exempt any college for women from the operation of this rule till the end of the academic year 1934-35

Statute. Medical Inspection of Students.

33. Every college shall have attached to it a Medical Officer of the qualifications prescribed by the Syndicate in order to conduct the Medical Inspection of students of the college.

Statute Inspection of colleges.

34. Every college shall be subject to inspection from time to time by one or more persons appointed by the Syndicate in this behalf.

Statute. Action to be taken by colleges on reports after Inspection.

35. Every college inspection as prescribed in Statute 34, or in respect of which an enquiry has been made by the syndicate, shall take in respect of any matter referred to in Statutes 24 and 25, within such period as may be fixed such action as the Syndicate may specify.

Register and records to be maintained by colleges.

36. The following registers and records in the forms that may be prescribed by the Syndicate shall be maintained by each college, and, in every case in which a school forms a part of the institution, they shall be maintained distinct from those kept for the school department:-

(a) A register of admissions and withdrawals.

(b) A register of attendance.

(c) A register of attendance at Physical Training.

(d) A register of other record of addresses of students.

(e) A register of the members of the staff, showing their qualifications, previous experience, salaries, number of hours of work, and classes and the subject taught.

(f) A register of fees paid showing date of payments,

(g) A counterfoil fee receipt book.

(h) A register of scholarship and concessions of all kind whether of tuition, boarding or lodging.

(i) A counterfoil book of transfer certificates.

(j) A counterfoil book of certificates of Medical Inspection of students.

(k) A register of marks obtained by each student at the college examinations.

(l) Account books showing the financial transactions of the college as separate from those of the management. The accounts shall show the transactions.

Procedure to be adopted in granting affiliation or approval

37. A College applying for affiliation or approval shall send a formal letter of application to the Registrar between 1st of July and 31st of October preceding the academic year in which the courses are proposed to be started and late applications for affiliation for additional courses / for starting Colleges / Institutions shall be entertained up to 10th December with a penal fee prescribed by the Syndicate from time to time and shall give full information in the prescribed application form on the following matters:-

Statute. Date of submission of and particulars to be furnished with each Application.

(a) Constitution and personnel of the Managing Body.

(b) Subjects and courses in which affiliation or approval is sought.

(c) Previous if any, for affiliation or approval in the same subjects and their disposal.

(d) Accommodation, equipment, the strength of the college, the number of students for whom provision, has been made or is proposed to be made, the information relating to accommodation should be accompanied by drawings.

(e) Qualifications, salaries and work of the teachers together with a time-table of work.

(f) Hostel and lodgings, and play-ground, and residences for the Principal and the other members of the staff.

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Statute. Applications when considered.

38. All application for affiliation or approval of colleges shall be considered by the syndicate not later than the month of November.

Statute. Authority to submit the application.

39. The application for affirmation or approval of colleges shall be considered by the Syndicate not later than the month of November.

40.

	Application Fees	Rs. 15,000
1.	Initial Affiliation fee for each UG Course	Rs.1,00,000
2.	Initial affiliation fee to start Management institution with MBA / MCA / Education / Physical Education/ Arts & Craft Colleges	Rs.7,50,000
3.	Affiliation fee for each additional UG Course	Rs.1,00,000
4.	Initial Affiliation fee for each PG Course	Rs.2,30,000

5.	Affiliation fee for each PG additional course	Rs.2,00,000
6.	Affiliation fee for each PG Professional courses (MBA / MCA / B.Ed. / B.P.Ed. & M.P.Ed.)	Rs.3,00,000
7.	Affiliation fee for continuation of affiliation for each course	Rs. 25,000
8.	For starting independent institutions like Social Work, Music, except Oriental subjects	Rs.5,00,000
9.	For starting independent institutions like OrientalSubjects	Rs.3,00,000
10.	Processing fee (for increase in take for each Course for permanent basis)	Rs. 30,000
11.	Continuation of affiliation (Professional Courses) for each course	Rs. 25,000
12.	Permanent affiliation fee to the College	Rs.5,00,000
13.	Affiliation fee for each Certificate Course	Rs. 25,000
14.	Affiliation fee for each Diploma course	Rs. 50,000
15.	Affiliation fee for P.G. Diploma Course	Rs.1,50,000

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As per the decision of the Senate, the Fee for the Item No. 6, under the Affiliation fee for Professional courses, B.Ed./M.Ed./B.P.Ed./ M.P.Ed., the fee should read as follows:

B.Ed./M.Ed./B.P.Ed./M.P.Ed. : Rs. 2,50,000.

Penal Fee:-

Penal fee for receipt of late application beyond 31st October upto 10th December for starting additional courses : Rs. 15,000/-

Penal fee for receipt of late application beyond 31st October upto 10th December for starting Colleges / Institutions : Rs. 30,000/-

Affiliation /Recognition Fees for M.Phil./ Ph.D. Programmes

(i) Inspection Fee : Rs. 25,000/-

(ii) Affiliated Colleges

M.Phil. Degree Recognition Fee : Rs. 50,000 per Department

Ph.D. Degree Recognition Fee : Rs. 100,000 per Department

(iii) Stand-alone/ Public Institutions

Recognition Fee : Rs. 3,00,000 per Department

Continuation fee (every year) : Rs. 25,000 per Department

(iv) Industry (Research & Development Centres)

Recognition Fee : Rs. 5,00,000 per Centre

Continuation fee (every year) : Rs. 50,000 per Centre

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Note : The Commission Inspection expenses will be charged by the University to the college at Rs. 10,000/- for each commission visit. The same will be appllicable for cnversion of Prvisionl / Temporary affiliation into permanent one. The applicaion and affiliation fee once paid are not refundable.

Government Colleges, Aided colleges and Self-financing colleges are exempted from payment of Continuation fee for M.Phil and Research leading to Ph.D programmes.

"No extra-fee in any mode shall be collected from the students, other than the fee prescribed, due to the revision made in the Fee

structure of Inspection fee, Recognition fee and Continuation fee".

(iii) The Application and Affiliation Fee once paid are not refundable Government Colleges are exempted from the payment of Application Fee, Affiliation Fee and Inspection Fee for Ph.D Programmes.

40-A. Every college shall collect from the student and remit to the University, and fee, such as Registration fee, Matriculation fee, Recognition fee, Examination fee, and any other fee as may be prescribed by the University from time to time.

Statute. Procedure on Receipt of application.

41. The Syndicate may call for any further information which it may deem necessary before proceeding with the application, or may advise the management that the application is premature and should be submitted the subsequent year, or may decline to proceed with the application if it satisfied that the arrangements made or likely to be made, before the beginning of the academic year in which the courses are to be started for the conduct of courses are not sufficient or suitable, or if the college has failed to observe the conditions laid down in respect of any previous affiliation or approval.

Statute. Local enquiry.

If the syndicate decides to proceed with the applications, it shall direct a local enquiry to be made by competent person or persons appointed by it in this behalf; provided that it shall be competent for the Syndicate to dispense with the enquiry above mentioned in the case of any subject or group of subjects in which it does not for special reasons which shall be recorded, consider a local enquiry necessary.

After considering the report of the local enquiry, if any and after making any further enquiries it may deem necessary, the Syndicate shall decide whether the affiliation or approval should be granted or refused, either in whole or in part, and shall after consultation with the Academic Council, grant or refuse the affiliation or approval

accordingly. In case the recognition, affiliation or approval is granted, the fact shall be reported to the Academic Council and the Senate at the next meeting.

Statute. Grant of affiliation or approval.

42. Affiliation or approval may be granted to a college or to departments or a college which provides courses of instruction in Arts,. Science, Law, Medicine, Engineering, Teaching, Agriculture, Veterinary Science, Commerce, Oriental Learning or Fine Arts. The affiliation or approval shall be given specially for each subject or each group of subjects and for each separate standard.

Statute. Combination of Optional subjects.

43. Where a college is affiliated or approval in a number of optional subjects the college shall be at liberty to provide instruction in any combinations of them provided it satisfies the Syndicate that the accommodation and staff are adequate, whenever a fresh combination is proposed to be introduced. A statement of the different combination of subjects in which instruction is provided shall be forwarded to the Syndicate before the closing of the first term in every year.

44. Powers for Penal Action: In the case of any management of a college not fulfilling any or all of the conditions prescribed for affiliation or approval or not complying with any or all of the rules of the University or not implementing any decision of the Syndicate it shall be competent for the Syndicate:-

(i) to recommend to the appropriate authorities empowered to sanction grants to withhold or to refuse the release of teaching and other grants that may be due to management or become due;

(ii) to decline to forward to the University Grants Commission any application made by the management for sanction of any grant;

(iii) to suspend the provisional affiliation or approval granted to the college in any course or courses of studies;

(iv) decline to entertain any new application for additional affiliation, or approval or applications for increase in strength in any courses of studies conducted in the college;

(v) to recommend to the Senate and the Academic Council to withdraw the permanent affiliation or approval granted to the college in any or all of the courses of studies in which instruction is offered in the college;

(vi) to recommend to the Government to take over the management of the college temporarily or permanently; and

(vii) to recommend to the Government to transfer the management to any other body which is capable of running the college efficiently.

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44-A. The affiliation or approval granted may be provisional. If provisional, affiliation or approval shall be granted for a fixed period, the length of the period and the conditions which should be fulfilled by the college before the expiry of the period shall be specified in the order of the Syndicate granting the affiliation or approval. If the conditions are not fulfilled by the end of the period fixed, the affiliation or approval shall cease automatically. It shall be competent for the Syndicate, however, to grant such extension of time for fulfilling the conditions if the extension sought is bonafide. If the conditions are fulfilled, the Syndicate shall have the power at the end of the period, to confirm affiliation or approval. The confirmation of the affiliation or approval shall be reported to the Academic Council and the Senate.

Statute. Conditional Affiliation or Approval

45. Affiliation or approval granted on the basis that part of the instruction provided is being given by Inter Collegiate or University lectures shall be conditional upon the continued existence of

Statute. Inter-Collegiate lectures.

arrangements for such courses of Inter Collegiate or University lectures.

Statue. Affiliation or Approval not granted with retrospective effect.

46. Affiliation or approval shall in no case be granted with retrospective effect. Attendance at courses of instruction provided in colleges or in subjects before affiliation or approval is granted shall not qualify for the grant of certificates of attendance; and such attendance shall not entitle any candidate to exemption from the production of certificates of attendance.

47. No college/management of college shall advertise new courses or invite, in any other manner, applications for admission to new courses or admit students to new courses before they actually get the affiliation for these courses from the University. If any college/ management of college does so applications for affiliation for further courses shall not be entertained from such erring college(s) for a period of five years, and such colleges(s) shall be liable for any other penal action deemed fit as indicated in Statute 44 of this chapter.

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CHAPTER XXVII

INTER-COLLEGIATE AND UNIVERSITY LECTURES

Statute. Inter-Collegiate lectures.

1. On the application of the Head of two or more colleges the Syndicate may sanction the making of inter-collegiate arrangements for the delivery of courses of lectures jointly to the students of those colleges.

Statute. Lectures by Teachers of the University.

2. On the recommendation of the Academic Council the Syndicate may arrange courses of lectures to be delivered by the teachers of the University on subjects which form part of courses of instruction to be undertaken by any college recognized in such subject or group of subjects.

Attendance at lectures.

3. Attendance of students at courses of lectures under clauses 1 and 2 above for purpose of attendance certificates shall be deemed to be attendance put in a similar course of lectures in the college to which they belong.

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CHAPTER XXVIII

UNIVERSITY UNION

Statute. Governing Body of the University Union.

It shall be competent for the Syndicate to appoint a Committee for the Management of the University Union, called the Governing Body, consisting of principals of colleges in the city and the Principal of any affiliated or approved college which has not less than 20 of its students enrolled in the Union on the basis of the fee for mofussil members, to which it may delegate such powers of management as it may deem fit.

CHAPTER XXIX

(STATUTES)

UNIVERSITY RESEARCH FELLOWSHIPS, GRANTS-IN-AID OF RESEARCH, ETC.,

1. Awards by the University in aid of Post-graduate study and research will be of two kinds.

(i) University Research Fellowships.

(ii) Grants-in-Aid of Research.

(i) University Research Fellowships

2. **General terms of award:** Research Fellowship may be awarded annually to Post-graduates of this University in accordance with the laws set forth below if candidates of sufficient merit with aptitude for research present themselves.

The fellowships will be awarded to persons who possess the qualifications prescribed to undertake research in any subject in a Department of Study and research in the University or an institution approved for the purpose.

3. **Qualification:** No candidate shall be eligible for a Fellowship unless he satisfies the conditions prescribed by the University for registering for a research degree in this University, provided, however, such candidates shall have qualified for the degrees of this University. Wherein any year, all the Fellowship are not awarded, the Vice-Chancellor may, in consultation with the Head of the Department concerned award one or more Fellowships to any candidate or candidates who possess qualifications from other Universities.

4. **Number of Fellowships:** The number of Research Fellowships that will be annually awarded shall be limited to the provision in the budget for the year, and shall not exceed overall 100.

5. **Application when made:**

(i) A candidate for a Fellowship must send in his application in the prescribed form to the Registrar so as to reach him not later than the 20th of July through the Head of the department of the University under whom he proposes to work. The candidate must state in his application the subject or matter he proposes to investigate, or the general nature of the research he proposes to undertake. He must also state where and under whose supervision and guidance he proposes to conduct his research. The application shall be endorsed by the person who proposes to supervise the work of the candidate after interviewing the candidate.

(ii) The applications, together with the reports thereon of the Head of the University Department shall then be forwarded to the Registrar together with his/her recommendations.

6. **Procedure regarding award of Studentships:** On the receipt of the recommendations of the Heads of Department of study and research in the University, the Vice-Chancellor will take into account their recommendations, and award Fellowships and permit the candidates to commence work in the University department.

7. The Award of Fellowship shall take effect from the date of which the candidates commence work in the department, after the selection by the Vice-Chancellor. Candidates who fail to start work within four week from the date of intimation will forfeit the award.

8. **Place of Research:** Research fellows in subjects in which there are University departments or laboratories or institutes shall work under the guidance and supervision of the respective Head of the department, laboratory or institute or other qualified supervisor approved for the purpose.

9. **Value and Tenure:**

(i) The value of fellowship in the subjects included in the Faculties of Arts, Science, Oriental Learning, Fine Arts, Commerce, Law, Medicine, Engineering and Technology will be Rs.7000/- Per mensem with a contingent amount of Rs.5,000/- per annum.

(ii) At the end of each year of the award, the candidates who are awarded fellowships shall submit a report to the University on the progress of research duly recommended by the Professor/Supervisor through the head of the department concerned. The Vice-Chancellor shall consider such reports and, if found satisfactory, continue the fellowship for the second year or the third year as the case may be Normally the fellowship shall be tenable for two years. In the case of the students who have been registered for the Ph.D. degree, the fellowship may be continued for a third year.

10. **Fees:** Research fellows working in the departments of the University shall pay such fees as may be prescribed from time to time.

11. **Report of work Progress:** During the tenure of fellowship the holder must diligently engage in research. Arrangements will be made to report on his work and progress from time to time by competent authority. The Syndicate shall have power to deprive a research student of his fellowship at any time, if in its opinion, his progress is not satisfactory.

12. **Results of Investigation:** Each research student shall submit two copies of the paper embodying the results of his investigations to the Syndicate within a period of three month from the date of termination of the fellowship or within such further time as the Syndicate may allow.

Payment of the stipend for the last month will not be made until after the receipt of the final report.

It shall be open to the student to submit to the Syndicate at a prior date to that stipulated the results of any completed portion of his research.

13. Leave for a maximum of thirty days in a year in addition to general holidays, may be taken by a fellow with the approval of the Supervisor. The general holidays, however, do not include the vacation period e.g. Michaelmas, Christmas and Summer Vacations. The women awardees would be eligible for maternity leave full rates for a period not exceeding three months, once during the tenure of their award.

The fellow may, in special cases, be allowed by the University leave without fellowship, for a period not exceeding the tenure of award on the recommendations of the Supervisors and the Institution concerned. The period of leave without fellowship will count towards the tenure of fellowship.

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(ii) Grants – in – Aid Research

14. Grants-in-aid, to cover expenses in connection with research may be given at the discretion of the Syndicate to persons who do not desire to become full time research workers, but are desirous of prosecuting definite research work in India.

(iii) General

General expenditure of Research

15. The Syndicate shall have power to defray out of University funds such expenditure incurred in connection with research as, in its judgements, is reasonable.

Non-stipendiary Research workers

16. The Syndicate will also make arrangements, where necessary, for affording facilities for the prosecution of research. The Syndicate may permit persons to work in the Research Department of the University as non-stipendiary workers; but such persons shall pay such fees as are levied for the Research Students and Fellows.

(iv) Award of Prizes for the encouragement / publication of works on modern subjects in Indian Languages.

17. It shall be competent for the Syndicate to award prizes for approved work on modern subjects published in any of the Indian Languages (Tamil, Telugu, Malayalam, Kannada, Urdu and Hindi) subject to such rules and conditions as the Syndicate may prescribe from time to time.*

(v) Award of scholarship for Training in Navigation or Marine Engineering

18. (1) Scholarship not exceeding four in number shall be awarded annually to the candidates who pass the qualifying examinations for admission and acceptance into the training ship 'Rajendra' to enable them to undergo training in the Executive Branch. The value of each scholarship shall be Rs.40/- per mensum and it shall be tenable for a period of one year.

(2) The scholarship shall be available only for those who have been selected for entry into the ship and are domiciled within the territorial jurisdiction of the Madras University and who on account of financial difficulties cannot afford the expenditure required for the necessary training. These scholarships shall be awarded to Candidates who have pass the Matriculations Examinations of the University and who among those eligible for the award stand highest in the qualifying examination of the training ship 'Rajendra', due regard being given to poverty.

(3) Application shall confirm to the age-limit prescribed for entry into the training ship 'Rajendra' and should be of sound constitution and of Indian domicile and must produce evidence of age and domicile and of the need for financial help as mentioned in clause 2 above. Candidates belong to sea-faring communities will be given preference.

*Note:- For Rules re: Award of Prizes for publications-Vide Appendix.

(4) A candidate for the scholarship must send his application in the prescribed form to the Registrar through the captain, Superintendent, Training Ship, 'Rajendra', Off New Ferry Wharf, Bombay-9, so as to reach him before the 15th of October of the year of entry.

(5) The Scholarship shall be awarded annually and the continuance of any scholarship shall be subject to satisfactory report from the authorities of the ship at the end of each term and shall not be held in conjunction with any other scholarship.

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