

TAMIL NADU PHYSICAL EDUCATION AND SPORTS UNIVERSITY

ESTABLISHED BY THE GOVERNMENT OF TAMILNADU UNDER ACT No. 9 of 2005)



THE ACT & THE STATUTES

The Act

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Tamil Nadu Acts and Ordinances

**THE TAMIL NADU PHYSICAL EDUCATION AND SPORTS UNIVERSITY ACT,
2004.**

ARRANGEMENT OF SECTIONS

**CHAPTER - I
PRELIMINARY**

SECTIONS:

1. Short title, extent, application and commencement
2. Definitions

**CHAPTER - II
THE UNIVERSITY**

3. Establishment of University
4. Objects and Powers of University
5. Colleges not to be affiliated to any other University
6. Disqualification for membership
7. Restriction of nomination to Academic Council and Syndicate in certain cases
8. Visitation

CHAPTER – III
OFFICERS OF THE UNIVERSITY

9. Officers of University
10. The Chancellor
11. The Pro-Chancellor
12. The Vice-Chancellor
13. Powers and duties of Vice-Chancellor
14. The Registrar
15. The Finance Officer
16. The Controller of Examinations
17. Vice-Chancellor and other Officers, etc., to be public servants

CHAPTER – IV
AUTHORITIES OF THE UNIVERSITY

18. Authorities of the University
19. The Academic Council
20. Powers and Functions of Academic Council
21. Meetings of the Academic Council
22. The Syndicate
23. Powers of Syndicate
24. Meetings of Syndicate
25. Annual report
26. Annual accounts
27. The Finance Committee
28. The Planning Board
29. The Boards of Studies
30. The Constitution of other authorities

CHAPTER – V
STATUTES, ORDINANCES AND REGULATIONS

31. Statutes
32. Statutes how made
33. Ordinances
34. Ordinances how made
35. Regulations how made

CHAPTER – VI

ADMISSIONS AND RESIDENCES OF STUDENTS

36. Admission to University courses
37. Admission to University examinations
38. Attendance qualifying for University examinations
39. Residences and hostels

CHAPTER – VII

UNIVERSITY FUNDS

40. General Fund

CHAPTER – VIII

CONDITIONS OF SERVICE

41. Pension, gratuity, etc.,
42. Conditions of service
43. Selection Committees
44. Terms and conditions of service of Heads of Departments
45. Deans of Faculties

CHAPTER – IX

MISCELLANEOUS

46. Filling of casual vacancies
47. Proceedings of the University authorities and bodies not to be invalidated by vacancies.
48. Removal from membership of University
49. Disputes as to constitution of University authorities and bodies
50. Constitution of Committees
51. Power to obtain information
52. Appointment of first Vice-Chancellor
53. Appointment of first Registrar
54. Transitory powers of first Vice-Chancellor
55. Certain Tamil Nadu Acts not to apply
56. The Librarian
57. Special mode of appointment
58. Report on affiliated colleges
59. Power to amend the Schedule
60. Power to remove difficulties

THE SCHEDULE

The following Act of the Tamil Nadu Legislative Assembly received the assent of the President on the 4th August 2005 and is hereby published for general information:-

ACT No. 9 OF 2005

An Act to provide for the establishment and incorporation of Physical Education and Sports University in the State of Tamil Nadu for promoting excellence in Physical Education and Sports.

Be it enacted by the Legislative Assembly of the State of Tamil Nadu in the fifty fifth year of the Republic of India as follows:-

CHAPTER - I PRELIMINARY

Short title,
extent,
application
and commen-
cement.

1. (1) This Act may be called the Tamil Nadu Physical Education and Sports University Act, 2004.

(2) It extends to the whole of the State of Tamil Nadu.

(3) It applies to—

(a) every college specified in the Schedule which is deemed to be affiliated to the University under this Act;

(b) every other college or Institute situate within the University area which may be affiliated to, or approved by, the University in accordance with the provisions of this Act, statutes or ordinances; and

(c) every college or institute situate within the University area, which conducts any course of study or imparts any training which may qualify for the award of any degree, diploma or other academic distinction in physical education and sports by the University.

(4) This Act shall come into force on such date as the Government may, by notification, appoint and different dates may be appointed for different provisions of this Act.

Definitions

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

(a) "affiliated college" means any college situate within the University area and affiliated to the University and providing courses of study for admission to the examination for degrees of the University and includes a college deemed to be affiliated to the University under this Act;

(b) "approved college" means any college situate within the University area and approved by the University and providing courses of study for admission to the examination for titles and diplomas of the University and includes a college deemed to be approved by the University under this Act;

(c) "autonomous college" means any college designated as an autonomous college by statutes;

(d) "college" means any college or any institution or approved by, or affiliated to, the University and providing courses of study for admission to the examinations of the University;

(e) "Government" means the State Government;

(f) "hostel" means a unit of residence for the students of the University maintained or recognized by the University in accordance with the provisions of this Act and includes a hostel deemed to be recognized by the University under this Act;

(g) "notified date" means the date specified in the notification issued under sub-section (4) of section 1;

(h) "post-graduate college" means an affiliated college situate within the University area and providing post-graduate courses of study leading up to the post-graduate degrees of the University;

(i) "prescribed" means prescribed by this Act or the statutes, ordinances or regulations;

(j) "Principal" means the head of a college;

(k) "Schedule" means the Schedule appended to this Act;

(l) "statutes", "ordinances" and "regulations" mean respectively the statutes, ordinances and regulations of the University made or continued in force under this Act;

(m) "teachers" mean such Lecturers, Readers, Assistant Professors, Professors and other persons giving instruction in affiliated or approved colleges or in hostels and librarians as may be declared by the statutes to be teachers;

(n) "University" means the Tamil Nadu Physical Education and Sports University;

(o) "University Area" means any to which this Act extends under sub-section (2) of section 1;

(p) "University Centre" means the area within the University area containing one or more departments or colleges competent to engage in higher teaching and research works;

Central Act 30 of 1956 (q) "University Grants Commission" means the Commission established under section 4 of the University Grants Commission Act, 1956;

(r) "University Library" means a library maintained by the University, whether instituted by it or not.

**CHAPTER - II
THE UNIVERSITY**

3. (1) There shall be established a University by the name "the Tamil Nadu Physical Education and Sports University".

Establishment
of
University

(2) The University shall be a body corporate having perpetual succession and a common seal and shall sue and be sued by the said name.

(3) The headquarters of the University shall be located within the limits of Chennai or in any place within the radius of one hundred kilometers around those limits.

(4) The University shall have the following objects and powers, namely:-

Objectives
and Powers
of
University

(1) to monitor physical education and sports at all levels in the State academically;

Provided that such monitoring shall not infringe on the activities of the Sports Development Authority of Tamil Nadu in any manner;

(2) to offer consultancy services for the development of physical education and sports in the State;

(3) to develop research facilities in physical education and sports and to find out ways and means to identify innovative courses in physical education and sports;

(4) to explore the possibilities of increasing the extension activities in physical education in consultation with the Sports Development Authority of Tamil Nadu;

(5) to institute degrees, titles, diplomas and other academic distinctions in physical education and sports;

(6) to confer degrees, titles and diplomas and other academic distinctions in physical education and sports on persons who shall have carried out research in the University or in any other centre or institution recognized by the University under conditions prescribed;

(7) to confer honorary degrees or other academic distinctions in physical education and sports in the prescribed manner and under conditions prescribed;

(8) to offer programmes of various innovative and updated disciplines to achieve leadership in sports and games through networking with specialized agencies and institutions;

- (9) to workout the modalities to offer programmes in latest fields for the development of physical education and sports such as sports medicine, sports nutrition, sports psychology, bio-mechanics in consultation with the experts in the field;
- (10) to venture upon international accreditation by working out its mechanism and applicability;
- (11) to motivate the affiliated colleges also to get accredited by working out its mechanism and applicability;
- (12) to conduct and organize seminars, workshops and symposia in promoting physical education and sports with a view to offering programmes in the latest fields and to develop the extension activities;
- (13) to workout the methodology in availing coaching expertise to derive rich guidance of coaching at higher levels;
- (14) to supervise and control hostels and to regulate and enforce discipline among the students of the University and to make arrangements for promoting their health and general welfare;
- (15) to prescribe conditions under which the award of any degree, title, diploma and other academic distinctions may be withheld;
- (16) to co-operate with any other University, authority or association or any other public or private body having in view the promotion of purposes and objects similar to those of the University for such purposes as may be agreed upon on such terms and conditions, as may from time to time, be prescribed;
- (17) to establish and maintain University libraries, research stations and publication bureau;
- (18) to institute research posts and to make appointment to such posts;
- (19) to institute and award fellowships, including traveling fellowships, scholarships, medals and prizes in the manner prescribed;
- (20) to establish, maintain or recognize hostels, for students of the University and residential accommodation for the staff of the University and to withdraw any such recognition;
- (21) to affiliate colleges to the University as affiliated, professional or post-graduate colleges under conditions prescribed and to withdraw affiliation from colleges;

Provided that no college shall be affiliated to the University unless the permission of the Government to establish such college has been obtained and the terms and conditions, if any, of such permission have been complied with;

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

Provided that no institution shall be approved by the University unless the permission of the Government to establish such institution has been obtained and the terms and conditions, if any, of such permission have been complied with;

(23) to designate any college as an autonomous college with the concurrence of the Government, in the manner and under conditions prescribed and to cancel such designation;

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

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

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

(27) to enter into agreement with other bodies or persons for the purpose of promoting the objectives of the University including the assuming of the management of any institution under them and the taking over of its rights and liabilities; and

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

5. No college imparting physical education and sports within the University area shall be affiliated to any University other than the Tamil Nadu Physical Education and Sports University:

Colleges not to be affiliated to any other University

Provided that this section shall not apply to the colleges, other than the college specified in the Schedule, imparting physical education and sports, affiliated to any other University on the notified date.

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

Disqualification for membership

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

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

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

Restriction of nomination to Academic Council and Syndicate in certain cases

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

7. (1) Notwithstanding anything contained in section 19 or 22, any person who has completed two terms of three years each, continuously in Academic Council or Syndicate shall be eligible, after a period of three years has elapsed from the date of his ceasing to be such member, for nomination to any of the above mentioned authorities:

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

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

(1) Ex-officio members referred to in section 19 (1);

(ii) Ex-officio members referred to in section 22 (2).

8. (1) The Government shall have the right to cause an inspection or inquiry to be made, by such person or persons as they may direct, of the University, its buildings, libraries, museums, workshops and equipments and of any institution recognized and other work conducted or done by the University, and to cause an inquiry to be made in respect of any matter connected with the University. The Government shall, in every case give notice to the University of their intention to cause such inspection or inquiry to be made and the University shall be entitled to be represented thereat.

Visitation

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

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

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

CHAPTER - III

OFFICERS OF THE UNIVERSITY

Officers
of
University

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

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

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

The
Chancellor

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

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

(3) The chancellor may, of his own motion or on application, call for and examine the record of any officer or Authority of University in respect of any proceedings to satisfy himself as to the regularity of such proceedings or the correctness, legality or propriety of any

decision taken or order passed therein and, if, in any case, it appears to the Chancellor that any such decision or order should be modified, annulled, reversed or remitted for reconsideration, he may pass orders accordingly;

Provided that every application to the chancellor for the exercise of the powers under this section shall be preferred within three months from the date on which the proceedings, decisions or order to which the application relates was communicated to the applicant;

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

(4) No honorary degree or other distinction shall be conferred by the University upon any person without the prior approval of the Chancellor.

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

The Pro-Chancellor 11. (1) The Minister in-charge of the portfolio of Education in the State of Tamil Nadu shall be the Pro-Chancellor of the University.

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

The Vice-Chancellor 12. (1) Every appointment of the Vice-Chancellor shall be made by the Chancellor from out of a panel of three names recommended by the Committee referred to in sub-section (2) and such panel shall not contain the name of any member of the said Committee;

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

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

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

(3) The Vice – Chancellor shall hold office for a period of three years and shall be eligible for reappointment for a further period of three years.

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

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

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

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

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

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

Provided that, where an employee of –

(i) the University ; or

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

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

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

Provided that when the earned leave applied for by the Vice-Chancellor, in sufficient time before that date of expiry of the term of his office is refused by the Chancellor in the interest of the university and if he does not avail of the Leave before the date of expiry of the term of his office, he shall be entitled to draw cash equivalent to leave salary after relinquishment of his office in respect of earned leave at his credit subject to a maximum of two hundred and forty days.

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

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

13.(1) the Vice-Chancellor shall be the academic head and the principal executive officer of the University and shall, in the absence of the Chancellor and the Pro-Chancellor, preside at any convocation of the University and confer degrees, titles, diplomas or other academic distinctions upon persons entitled to receive them. He shall be a member ex-officio and Chairman of the Syndicate, Academic Council and the Finance Committee and shall be entitled to be present at, and to address any meeting of any authority of the university but shall not be entitled to vote thereat, unless he is a member of the authority concerned.

Powers
and
duties of
Vice-
Chancellor.

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

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

(4) (a) The Vice-Chancellor shall have power to take action on any matter and shall by order take such action as he may deem necessary but shall, as soon as may be, thereafter report the action taken to the officer or authority or body who or which would have ordinarily dealt with the matter;

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

(b) When the action taken by the Vice-Chancellor under this sub-section affects any person in the service of the university, such person shall be entitled to prefer an appeal to the Syndicate within thirty days from the date on which he has notice of such action. The Vice-Chancellor shall give effect to the order passed by the Syndicate on such appeal.

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

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

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

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

The
Registrar

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

(a) The holder of the post of Registrar shall satisfy the norms prescribed by the University Grants Commission.

(b) The registrar shall hold office for a period of three years:

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

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

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

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

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

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

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

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

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

(3) The Registrar shall be the ex-officio Secretary to the Syndicate, the Academic Council, the Faculties and the Boards of Studies, but shall not be deemed to be a member of any of these authorities.

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

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

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

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

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

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

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

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

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

The
Finance
Officer.

(2) Every appointment of the Finance Officer shall be made by the Syndicate from out of a panel of three names of officers not below the rank of Joint Director of Local Fund Accounts or Under Secretary to Government in Finance department, recommended by the Government.

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

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

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

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

(7) The Finance Officer shall ,-

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

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

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

(8) Subject to the control of the Syndicate, the Finance Officer shall ,-

(a) hold and manage the property and investment on the University including trust and endowed property;

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

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

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

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

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

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

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

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

The
Controller
of
Examinations

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

(2) The holder of the post of Controller of Examinations shall satisfy the norms prescribed by the University Grants Commission.

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

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

17. The Vice-Chancellor, the Registrar, the Finance Officer, the Controller of Examinations and other employees of the University shall be deemed, when acting or purporting to act in pursuance of the provisions of this Act, to be public servants within the meaning of section 21 of the Indian Penal Code.

Central Act,
XLV of
1860.

CHAPTER – IV AUTHORITIES OF THE UNIVERSITY

Authorities of
the
University

18. The Authorities of the University shall be the Academic Council, the Syndicate, the Faculties, the Board of Studies, the Finance Committee, the Planning Board and such other Authorities as may be declared by the statutes to be Authorities of the University.

THE ACADEMIC COUNCIL

The
Academic
Council

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

CLASS I – EX – OFFICIO MEMBERS

- (a) The Chancellor;
- (b) The Pro-Chancellor;
- (c) The Vice-Chancellor;
- (d) The Member- Secretary, Sports Development Authority of Tami Nadu, Chennai;
- (e) All Deans of Faculties;
- (f) The Librarian of the University Library;
- (g) The Director of Physical Education of the University.

CLASS II – OTHER MEMBERS

- (a) The Principals of the College of Physical Education specified in the Schedule;
 - (b) One member each from the college of Physical Education specified in the Schedule, nominated by rotation by the Vice-Chancellor;
 - (c) Members of the Syndicate who are not otherwise members of the Academic Council;
 - (d) One member having special knowledge in the field of Physical Education nominated by the Syndicate.
- (2) (a) Save as otherwise provided, nominated member of the Academic Council shall hold office for a period of three years and such member shall be eligible for nomination for not more than another period of three years.
- (b) Where a member is nominated to the Academic Council to a casual vacancy, the period of office held for not less than one year by any such member shall be construed as a full period of three years for purpose of this clause :
- Provided that a member of the Academic Council who is nominated in his capacity as a member of a particular body, or the holder of a particular appointment, shall cease to be a member of the Academic Council from the date on which he ceases to be, a member of that body or the holder of that appointment, as the case may be;
- Provided further that where a nominated member of the Academic Council is appointed temporarily to any of the offices by virtue of which he is entitled to be a member of the Academic Council ex-officio, he shall, by notice in writing signed by him and communicate to the Vice-Chancellor within seven days from the date of his taking charge of his appointment, choose whether he will continue to be member of the Academic Council by virtue of his nomination or whether he will vacate office as such member and become a member ex-officio by virtue of his appointment and the choice shall be conclusive. On failure to make such a choice he shall be deemed to have vacated his office as a nominated member.
- (3) When a person ceases to be a member of the Academic Council, he shall cease to be a member of any of the authorities of the University of which he may happen to be a member by virtue of his membership of the Academic Council.
- (4) The Vice-chancellor shall be the ex-officio Chairman of the Academic Council.

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

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

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

Power and functions of the Academic Council 20. (1) The Academic Council shall be the principal academic body of the University and shall subject to the provisions of the Act and the statutes have the control and general regulation of teaching and examination in the University and be responsible for the maintenance of the standards thereon. In addition, it shall also act as the body to review the broad policies and programmes of the University.

(2) The Academic Council shall have the following powers and functions as the principal academic body of the University, namely:-

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

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

(c) to make regulations—

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

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

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

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

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

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

- (e) to make recommendation to the Syndicate for the institution of Professionship, Readership, Lecturership and other teachings posts including posts in research and in regard to the duties and emoluments thereof;
 - (f) to formulate, modify or revise schemes for the constitution or reconstitution of departments of teaching and research;
 - (g) to make recommendations to the Syndicate regarding post-graduate teaching and research;
 - (h) to make recommendations to the Syndicate regarding the qualifications to be prescribed for teaching;
 - (i) to make recommendations to the Syndicate for the conferment of honorary degrees or other distinctions;
 - (j) to review and act upon the proposals of Boards of Studies in formulating rules, regulations, syllabi and methods of evaluation, introduction of new courses and modification of existing courses;
 - (k) to make recommendations to the Syndicate regarding institution of fellowships and scholarships;
 - (l) to recommend to the Syndicate measures for promoting collaboration between industries and Governmental employers on the one hand and the University on the other;
 - m) to delegate to the Vice-Chancellor or to any of the committees of the Academic Council, any of its powers; and
 - (n) to assess and make recommendations laying down standards of accommodation, equipment, apparatus, library, maintenance and other Physical facilities required for each faculty.
- (3) Subject to the other provisions of his Act, the academic Council in its capacity as a reviewing body shall have the following powers and functions, namely:-
- (a) to review, from time to time, the broad policies and programmes of the university and to suggest measures for the improvement and development of the university;
 - (b) to advise the Chancellor in respect of any matter, which may be referred to it for advice; and
 - (c) to exercise such other powers and perform such other functions as may be prescribed by the statutes.

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

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

Provided that such quorum shall not be required at a Convocation of the University, or a meeting of the Academic Council held for the purpose of conferring degrees, titles, diplomas or other academic distinctions;

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

THE SYNDICATE

22. (1) The Chancellor shall, as soon as may be, after the first Vice-Chancellor is appointed under section 52, constitute the Syndicate.

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

CLASS I- EX - OFFICIO MEMBERS

- (a) The Secretary to Government in charge of Higher Education;
- (b) The Secretary to Government in charge of Sports and Youth Welfare;
- (c) The Secretary to Government in charge of Health and Family Welfare;
- (d) The Secretary to Government in charge of School Education;
- (e) The Secretary to Government in charge of Law;
- (f) The Member-Secretary, Sports Development Authority of Tamil Nadu, Chennai;
- (g) The Director of Collegiate Education.

CLASS II-OTHER MEMBERS

(a) Three Members nominated by the Chancellor from among the senior faculty with high qualification, one each from the Department of Physical Education from the Bharathiar University, Coimbatore, the Alagappa University, Karaikudik and the Annamalai University, Annamalai Nagar on the recommendation of the Vice-Chancellor by rotation according to seniority.

(b) Two members from among the experts in Physical Education nominated by the Chancellor

(c) One member nominated by the Tamil Nadu Olympic Association;

(d) Two Principals nominated by the Vice-Chancellor from among the affiliated colleges of the University by rotation.

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

(4) In case of the absence of the Secretary to Government in-charge of Higher Education, Sports and Youth Welfare, Health and Family Welfare, School Education and 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 meeting.

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

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

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

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

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

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

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

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

Power of
Syndicate

23. The Syndicate shall have the following powers, namely:-

- (1) to make statutes and amend or repeal the same;
- (2) to make ordinances and amend or repeal the same;
- (3) to co-operate with other Universities, other academic, authorities and colleges in such manner and for such purposes as it may determine;
- (4) to provide for instruction and training in such branches of learning as it may think fit;
- (5) to prescribe the conditions for approving colleges or institutions in which provision is made for the preparation of students for titles or diplomas of the University and to withdraw such approval;
- (6) to provide for research and advancement and dissemination of knowledge;
- (7) to institute lecturerships, readerships, professorships and any other teaching posts required by the University;
- (8) to prescribe the conditions for affiliating colleges to the University and to withdraw affiliation from colleges;
- (9) to prescribe the manner in which, and the conditions subject to which, a college may be designated as an autonomous college and such designation may be cancelled;

(10) to provide for such lectures and instructions for students of affiliated colleges and approved colleges as the Academic Council 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 institute degrees, titles, diplomas and other academic distinctions;

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

a. shall have pursued an approved course of study 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;

b. shall have carried on research under conditions prescribed;

(13) to confer honorary degrees or academic distinctions on the recommendations of not less than two- third of the members of the Syndicate,

(14) to establish and maintain hostels;

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

(16) to prescribe the fees to be charged for the approval and affiliation of colleges, for admission to the examinations, degrees, titles and diplomas of the University, and for all or any of the purposes specified in Section 4;

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

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

(19) to institute publication bureau, student's unions, employment bureau and University athletic clubs and to maintain them;

(20) to enter into any agreement with the Central or any State Government or with a private management for assuming the management of any institutions and for taking over its properties and liabilities or for any other purposes not repugnant to the provisions of this Act;

(21) to make statutes regulating the method of nomination to the authorities of the University and the procedure at the meeting of the Academic Council, Syndicate and other authorities of the University and quorum of members required for the transaction of business by the authorities of the University other than the Academic Council;

(22) to recommend to the Government the recognition of an area within the University area as University Centre;

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

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

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

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

(27) to suspend and take disciplinary action on the employees of the University;

(28) 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 Academic Council at its next meeting;

(29) (a) to raise, on behalf of the University, loans from the central or any State Government or the public or any corporation owned or controlled by the Central or any State Government;

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

(30) to affiliate colleges within the University area to the University and to recognize colleges as approved colleges;

(31) to designate any college as an autonomous college and to cancel such designation;

(32) to recognize hostels not maintained by the University and to suspend or withdraw recognition of any hostel which is not conducted in accordance with the ordinance and the conditions imposed there- under ;

-
- (33) to arrange for and direct, the inspection of all affiliated and approved colleges and hostels;
- (34) to prescribe the qualifications of teachers in affiliated and approved colleges and hostels;
- (35) to award fellowships, travelling fellowships, scholarships, studentships, bursaries, exhibitions, medals and prizes in accordance with the statutes;
- (36) to charge and collect such fees as may be prescribed;
- (37) to conduct the University examinations and approve and publish the results thereof;
- (38) to make ordinances regarding the admission of students to the University or prescribing examinations to be recognized as equivalent to University examinations;
- (39) to appoint members to the Boards of Studies,
- (40) (i) to appoint examiners, after consideration of the recommendation of the Boards of Studies; and
- (ii) to fix their remuneration;
- (41) to supervise and control the residence and discipline of the students of the affiliated and approved colleges and make arrangements for securing their health and well-being;
- (42) to institute and manage University centres, libraries, museums, institutes of research and other institutions established or maintained by the University.
- (43) to manage hostels instituted by the University;
- (44) to regulate the working of the University Extension Board ;
- (45) to review the instruction and teaching of the University;
- (46) to promote research within the University and to require reports, from time to time, of such research;
- (47) to exercise such other powers and perform such other duties as may be conferred or imposed on it by this Act or the Statutes, Ordinances and Regulations; and

(48) (a) 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;

(b) the Syndicate may consult the Academic Council in respect of any academic matter, where it considers such consultation is necessary.

Meetings of
Syndicate

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

Provided that the Syndicate shall meet at least once in every three months.

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

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

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

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

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

Annual
Report

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

Annual
Accounts

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

(3) The accounts, when audited, shall be published by the Syndicate in such manner as may be prescribed and copies thereof shall be submitted to the Academic Council at its next meeting and to the Government within three months of such publication.

(4) The Government shall cause the annual audited accounts and annual report to be laid before the Legislative Assembly together with their comments.

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

The Finance
Committee

(a) The Vice-Chancellor;

(b) The Secretary to Government in-charge of Finance;

(c) The Secretary to Government in-charge of Higher Education;

(d) The Member-Secretary, Sports Development Authority of Tamil Nadu, Chennai;

(e) Three members nominated by the Syndicate from among its members of whom one shall be the senior faculty of the University and one shall be the person nominated to the Syndicate by the Chancellor.

(2) The Vice-Chancellor shall be the Ex-officio Chairman of, and the Finance Officer shall be the Ex-Officio Secretary to, the Finance Committee.

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

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

(5) The annual accounts of the University prepared by the Finance Officer shall be laid before the Finance Committee for consideration and comments and thereafter submitted to the Syndicate for approval.

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

(7) The Finance Committee shall-

- (a) review the financial position of the University from time to time;
- (b) make recommendation to the Syndicate on every proposal involving investment or expenditure for which no provision has been made In the annual financial estimates or which involves expenditure in excess of the amount provided for in the annual financial estimates;
- (c) make recommendations to the Syndicate on all matters relating to the finances of the University; and
- (d) perform such other functions as may be prescribed.

(8) The financial estimates of the University prepared by the Finance Officer shall be laid before the Finance Committee for consideration and comments. The said estimates, as modified by the Finance Committee, shall then be laid before the Syndicate for consideration. The Syndicate may accept the modifications made by the Finance Committee.

The Planning Board.

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

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

- (i) the Vice-Chancellor, who shall be the Ex-officio Chairman of the Board; and
- (ii) not more than eight persons of high academic standing.

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

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

29. There shall be a Board of Studies attached to each Department of teaching. The constitution and powers of the Boards of Studies shall be such as may be prescribed by the ordinances.

The Board of
Studies

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

The
Constitution
of other
authorities

CHAPTER – V.
STATUTES, ORDINANCES AND REGULATIONS

Statutes

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

- (1) the holding of convocation to confer degrees;
- (2) the conferment of honorary degrees and academic distinctions;
- (3) the constitution, powers and functions of the authorities of the University;
- (4) the manner of filling vacancies among members of the authorities;
- (5) the allowances to be paid to the members of the authorities and committees thereof;
- (6) the procedure at meetings of authorities including the quorum for the transaction of business at such meetings;
- (7) The authentication of the orders or decisions of the authorities;
- (8) The formation of departments of teaching at the affiliated and approved colleges.
- (9) the term of office and methods of appointment and conditions of service of the officers of the University other than the Chancellor and the Pro-Chancellor;
- (10) the qualification of the persons employed by the University;
- (11) the classifications, the method of appointment and determination of the terms and conditions of service of persons employed by the University;
- (12) the institution of pension, gratuity, insurance or provident fund for the benefit of the persons employed by the University;
- (13) the institution of fellowships, travelling fellowships, scholarships, studentships, bursaries, exhibitions, medals and prizes and the conditions of award thereof;

- (14) the establishment and maintenance of halls and hostels;
- (15) the conditions for residence of students of the University in the halls and hostels and the levy of fees and other charges for such residence;
- (16) the conditions of recognition of approved institutions and of affiliation to the University of affiliated colleges;
- (17) the manner in which, and the conditions subject to which, a college may be, designated as an autonomous college or the designation of such college may be cancelled and the matters incidental to the administration of autonomous colleges including the constitution or reconstitution, powers and duties of Academic Council, Staff Council and Boards of Studies.
- (18) the delegation of powers vested in the authorities or officers of the University; and
- (19) any other matter which is required to be or may be prescribe by the statutes.

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

Statutes how made

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

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

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

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

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



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

Ordinances

- (a) the admission of the students to the colleges and the levy of fees;
- (b) the courses of study leading to all degrees, titles, diplomas and other academic distinctions of the University;
- (c) the conditions of residence of students and the levy of fees for residence in hostels;
- (d) the conditions of recognition of hostels not maintained by the University;
- (e) the conditions under which the students shall be admitted to the courses of study leading to degrees, titles, diplomas and other academic distinctions of the University;
- (f) the conduct of examinations of the University and the conditions on which students shall be admitted to such examinations;
- (g) the manner in which exemption relating to the admission of students to examinations may be given;
- (h) the conditions and mode of appointment and duties of examining bodies and examiners;
- (i) the maintenance of discipline among the students of the University;
- (j) the fees to be charged for courses of study, research experiment and practical training and for admissions to the examinations for degrees, titles, diplomas and other academic distinctions of the University;
- (k) the qualifications and emoluments of teachers;
- (l) the conditions subject to which persons who may hereafter be permanently employed may be recognized as qualified to give instruction in affiliated colleges and approved colleges and hostels; and
- (m) any other matter which by this Act or the statutes is required to be or may be prescribed by the ordinances.

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

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

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

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

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

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

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

CHAPTER - VI

ADMISSION AND RESIDENCE OF STUDENTS

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

Provided that special efforts shall be taken to encourage the oppressed classes, namely Backward Communities, Most Backward Communities, Denotified Communities, Scheduled Castes and Scheduled Tribes.

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

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

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

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

(3) Every candidate for a University examination shall, unless exempted from the provisions of sub-section (2) by a special order of the Syndicate made on the recommendation of the Academic Council be enrolled as a member of an affiliated or approved college, as the case may be. Any such exemption may be made subject to such conditions as the Syndicate may think fit.

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

(37) No candidate shall be admitted to any examination of the University unless he is enrolled as a member of an affiliated or approved college and has satisfied the requirements as to the attendance required under the regulations for the same or unless he is exempted from such requirements of enrolment or attendance or both by an order of the Syndicate passed on the recommendation of the Academic Council made under the regulations prescribed. Exemptions granted under this section shall be subject to such conditions as the Syndicate may think fit. Admission to University Examinations

Attendance
Qualifying
for
University
Examination. (38) No attendance at instruction given in any college or institution, other than that conducted, affiliated or approved by the University shall qualify for admission to any examination of the University.

Residence
&
Hostels. (39) Every student of the University other than a non-collegiate student shall be required to reside in a hostel or under such other conditions as may be prescribed.

**CHAPTER - VII
UNIVERSITY FUNDS**

40. The University shall have General Fund to which shall be credited—

General
Fund

- (a) its income from fees, grants, donations and gift, if any;
- (b) any contribution or grant made by the Central Government or any State Government or any local authority or the University Grants Commission or any other similar body or any corporation owned or controlled by the Central or any State Government;
- (c) endowments and other receipts; and
- (d) the money borrowed by it.

**CHAPTER - VIII
CONDITIONS OF SERVICE**

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

Pension,
Gratuity
etc.,

Central
Act XIX
of 1925

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

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

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

Condition
of Service

Explanation— For the purpose of this section, the word ‘officers’ shall not include the Chancellor and the Pro-Chancellor.

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

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

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

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

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

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

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

(7) Appointments to temporary posts shall be made in the manner indicated below;—

(i) if the temporary vacancy is for a duration longer than one academic session, it shall be filled on the advice of the Selection Committee:

Provided that if the Vice-Chancellor is satisfied that in the interest of work it is necessary to fill the vacancy, the appointment may be made on a temporary basis by a local Selection Committee referred to in clause (ii) for a period not exceeding six months;

(ii) if the temporary vacancy is for a period less than a year, appointment to such vacancy shall be made on the recommendation of a local Selection Committee consisting of the Dean of the Faculty concerned, the Head of the Department and a nominee of the Vice-Chancellor:

Provided that if the same person holds the offices of the Dean and the Head of the Department, the Selection Committee may consist of two nominees of the Vice-Chancellor:

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

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

44.(1) Each Department of the University shall have a Head who shall be a Professor or Director and whose duties and functions and terms and conditions of appointment shall be such as may be prescribed by the ordinances;

Terms and
Conditions of
Service of
Heads of
Departments.

Provided that if there is more than one Professor in any Department, the Head of the Department shall be appointed in the manner prescribed by the ordinances:

Provided further that in a Department where there is no Professor, a Reader may be appointed as Head of the Department in the manner prescribed by the ordinances:

(2) it shall be open to a Professor or an Assistant professor or a reader to decline the offer of appointment as Head of the Department.

(3) A person appointed as Head of the Department shall hold office as such for a period of three years and shall be eligible for reappointment:

Provided that a Head of the Department on attaining the age of sixty years shall cease to hold office as such.

(4) A Head of the Department may resign his office at any time during his tenure of office.

(5) A Head of the Department shall perform such functions as may be prescribed by the ordinances.

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

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

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

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

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

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

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

(7) Appointments to temporary posts shall be made in the manner indicated below;—

(i) if the temporary vacancy is for a duration longer than one academic session, it shall be filled on the advice of the Selection Committee:

Provided that if the Vice-Chancellor is satisfied that in the interest of work it is necessary to fill the vacancy, the appointment may be made on a temporary basis by a local Selection Committee referred to in clause (ii) for a period not exceeding six months;

(ii) if the temporary vacancy is for a period less than a year, appointment to such vacancy shall be made on the recommendation of a local Selection Committee consisting of the Dean of the Faculty concerned, the Head of the Department and a nominee of the Vice-Chancellor:

Provided that if the same person holds the offices of the Dean and the Head of the Department, the Selection Committee may consist of two nominees of the Vice-Chancellor:

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

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

44.(1) Each Department of the University shall have a Head who shall be a Professor or Director and whose duties and functions and terms and conditions of appointment shall be such as may be prescribed by the ordinances;

Terms and
Conditions of
Service of
Heads of
Departments.

Provided that if there is more than one Professor in any Department, the Head of the Department shall be appointed in the manner prescribed by the ordinances:

Provided further that in a Department where there is no Professor, a Reader may be appointed as Head of the Department in the manner prescribed by the ordinances:

(2) it shall be open to a Professor or an Assistant professor or a reader to decline the offer of appointment as Head of the Department.

(3) A person appointed as Head of the Department shall hold office as such for a period of three years and shall be eligible for reappointment:

Provided that a Head of the Department on attaining the age of sixty years shall cease to hold office as such.

(4) A Head of the Department may resign his office at any time during his tenure of office.

(5) A Head of the Department shall perform such functions as may be prescribed by the ordinances.

45. (1) Every Dean of Faculty shall be appointed by the Vice-Chancellor from among the Professors in the Faculty for a period of three years and he shall be eligible for reappointment: Dean of
Faculties

Provided that a Dean on attaining the age of sixty years shall cease to hold office as such:

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

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

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

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

CHAPTER - IX MISCELLANEOUS

46. 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 the member whose place has become vacant and the person nominated 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: Filling of
Casual
Vacancies

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

47. 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 nomination or appointment of a member of any authority or other body of University Proceedings of
the University
authorities and
bodies not to
be invalidated
by vacancies.

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 authority or other body of the University did not meet at such intervals as required under this Act.

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

Removal from membership of University.

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

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

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

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

Disputes as to the constitution of University authorities and bodies.

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

Constitution of Committees.

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

Power to obtain information.

Provided that in the case of information which the University considers confidential, the University may place the same before the Chancellor and the Pro-Chancellor.

52. Notwithstanding anything contained in sub-section (1) of section 12, within three months of the notified date, the first Vice-Chancellor shall be appointed by the Government on a salary to be fixed by them for a period not exceeding three years and on such other conditions as they think fit:

Appointment of First Vice-Chancellor

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

53. Notwithstanding anything contained in sub-section (1) of section 14, within three months of the notified date, the First Registrar shall be appointed by the Government on a salary to be fixed by them for a period not exceeding three years and on such conditions as they think fit:

Appointment of First Registrar.

Provided that the person appointed as first Registrar shall retire from office if, during the term of his office, he completes the age of sixty years in case of academician and fifty-eight years in case of non-academician.

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

Transitory power of the first Vice-Chancellor.

(2) The first Vice-Chancellor shall, in consultation with the Government, make such rules as may be necessary for the functioning of the University.

(3) The authorities constituted under sub-section (1) shall commence to exercise their functions on such date as the Government may, by notification, specify in this behalf.

(4) It shall be the duty of the first Vice-Chancellor to draft such statutes, ordinances and regulations as may be necessary and submit them to the respective authorities competent to deal with them for their disposal. Such statutes, ordinances and regulations, when framed, shall be published in the Tamil Nadu Government Gazette.

(5) Notwithstanding anything contained in this Act and the statutes and until such time an authority is duly constituted, the first Vice-Chancellor may appoint any officer or constitute any committee temporarily to exercise and perform any of the powers and duties of such authority under this Act and the statutes.

Certain Tamil Nadu Acts not to apply

55. (1) Subject to the provisions of sub-sections (2) to (6), the Chennai University Act, 1923, the Bharathiar University Act, 1981, the Manonmaniam Sundaranar University Act, 1990 and the Periyar Universtiy Act, 1997 (hereafter in this section referred to as the University Act) shall, with effect on and from the notified date, cease to apply in respect of colleges specified in the Schedule.

Tamil Nadu Act VII of 1923.

Tamil Nadu Act 31 of 1990.

Tamil Nadu Act 45 of 1997.

(2) Such cessor shall not affect—

- (a) the previous operation of the said University Acts in respect of the colleges referred to in sub-section (1);
- (b) any penalty, forfeiture or punishment incurred in respect of any offence committed against the said University Acts; or
- (c) any investigation, legal proceedings or remedy in respect of such penalty, forfeiture or punishment and any such investigation, legal proceedings or remedy may be instituted, continued or enforced and any such penalty, forfeiture or punishment may be imposed as if the Tamil Nadu Physical Education and sports University Act, 2004 had not been passed.

(3) Notwithstanding anything contained in sub-section (1), all statutes, ordinances and regulations made under the University Acts and in force on the notified date shall, in so far as they are not inconsistent with the provisions of this Act, continue to be in force

in respect of the colleges specified in the Schedule, until they are replaced by statutes, ordinances and regulations made under this Act.

(4) Notwithstanding anything contained in this Act, the statutes, ordinances and regulations continued in force under sub-section (3) or made under this Act, every person who immediately before the notified date was a student of a college specified in the Schedule, affiliated to or approved by, the Chennai University, Bharathiar University, Manonmaniam Sundaranar University and Periyar University or was eligible to appear for any of the examination of the Chennai University, Bharathiar University, Manonmaniam Sundaranar University and Periyar University shall be permitted to complete his course of study in the Tamil Nadu Physical Education and sports University and the Tamil Nadu Physical Education and sports University shall make arrangements for the instruction, teaching and training for such students for such period and in such manner as may be determined by the Tamil Nadu Physical Education and sports University in accordance with the course of study in the Chennai University, Bharathiar University, Manonmaniam Sundaranar University and Periyar University and such students shall during such period be admitted to the examinations held or conducted by the Chennai University, Bharathiar University, Manonmaniam Sundaranar University and Periyar University and the corresponding degree, diploma or other academic distinctions of the Chennai University, Bharathiar University, Manonmaniam Sundaranar University and Periyar University shall be conferred upon the qualified students on the result of such examinations by the Chennai University, Bharathiar University, Manonmaniam Sundaranar University and Periyar University.

(5) All Colleges specified in the Schedule which immediately before the notified date;

(a) continue to be affiliated to, or recognized by the Chennai University, Bharathiar University, Manonmaniam Sundaranar University and Periyar University; and

(b) provide courses of study for admission to the examination for degrees and diplomas of the Chennai University, Bharathiar University, Manonmaniam Sundaranar University and Periyar University, shall be deemed to be colleges affiliated to the Tamil Nadu physical Education and Sports University under this Act and the provisions of this Act shall as far as may be applied accordingly.

(6) Subject to the provisions of sub-section (2) but without prejudice to the provisions of sub-sections (3) to (5), anything done or any action taken before the notified date under any provision of the said University Acts in respect of any College specified in the schedule to which the provisions of this Act apply shall be deemed to have been done or taken under the corresponding provisions of this Act and provisions of this Act and shall continue to have an effect accordingly unless and until superseded by anything done or any action taken under the corresponding provisions of this Act.

56. (1) the Librarian shall be a whole time officer of the University appointed by the Syndicate on the recommendation of the Selection Committee constituted for the purpose, for such period and on such terms and conditions as may be prescribed. The Librarian

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

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

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

58. The Syndicate shall, at the end of every three years from the notified date, submit a report to the Government on the condition of affiliated and approved colleges within the University area. The Government shall take such action on it as they deem fit. Report on
Affiliated
Colleges

59. The Government may, by notification, alter, amend or add to the Schedule or omit any college or institution specified in the Schedule and upon the issue of such notification, the Schedule shall be deemed to be amended accordingly. Power to
amend
Schedule.

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

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

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

THE SCHEDULE

1. YMCA college of Physical Education, Chennai.
2. SRI Ramakrishna Mission Vidyalaya Maruthi College of Physical Education, Coimbatore.
3. Sivanthi Adithanar College of Physical Education, Tiruchendur.
4. Sri Sarada College of physical Education for Woman, Salem.

(By Order of the Governor)

L.JAYASANKARAN
Secretary to Government
Law Department

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The following Act of the Tamil Nadu Legislative Assembly received the assent of the Governor on the 7th June 2007 and is hereby published for general information:—

ACT No. 15 OF 2007.

An Act further to amend the Tamil Nadu Physical Education and Sports University Act, 2004.

Enacted by the Legislative Assembly of the State of Tamil Nadu in the Fifty-eighth Year of the Republic of India as follows:—

1. (1) This Act may be called the Tamil Nadu Physical Education and Sports University (Second Amendment) Act, 2007

Short title and commencement

(2) It shall come into force at once

Tamil Nadu Act 9 of 2005

2. In section 19 of the Tamil Nadu Physical Education and Sports University Act, 2004, (hereinafter referred to as the principal Act) in sub-section (1), under the heading "CLASS II—OTHER MEMBERS", for clauses (a) and (b), the following clauses shall be substituted, namely

Amendment of section 19

"(a) The Principals of the affiliated colleges,

(b) The Professor and Head of all departments in the University;"

3. In section 22 of the principal Act, in sub-section (2), under the heading "CLASS II—OTHER MEMBERS",

Amendment of section 22

(1) for clauses (a) and (b), the following clauses shall be substituted, namely:—

"(a) Three members from among the senior faculty with high qualification, from the Departments of the University nominated by the Chancellor on the recommendation of the Vice-Chancellor by rotation according to seniority;"

(b) Two members from among the experts in physical education nominated by the Chancellor on the recommendation of the Vice-Chancellor;"

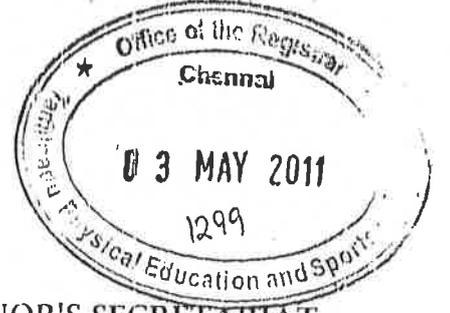
(2) for clause (d), the following clause shall be substituted, namely:—

"(d) Two Principals nominated by the Vice-Chancellor from among the affiliated colleges of the University by rotation;"

(By order of the Governor)

S. DHEENADHAYALAN,
Secretary to Government-in-charge,
Law Department.

The Statutes



GOVERNOR'S SECRETARIAT
RAJ BHAVAN
CHENNAI - 600 022

K. VIVEKANANDAN, B.E., MBA
Deputy Secretary to Governor

Lr. No. 3830/U2/2009

To
The Registrar
Tamil Nadu Physical Education & Sports University
Chennai - 600 006

Sir,

Sub: Tamil Nadu Physical Education and Sports University - Draft Statutes - Assent of the Chancellor - Requested - Reg.

Ref: Your Letter No. TNPESU/Regr/Statutes/2009 dated 14.09.2009.
TNPESU/Regr/389/2010-2 dated 29.6.2010 and
TNPESU/REGR/STATUTES/2011-1 dated 8.4.2011

With reference to your letters cited, I am directed to inform that His Excellency the Governor-Chancellor has given assent to the Draft Statutes of Tamil Nadu Physical Education & Sports University.

The receipt of this letter may be acknowledged.

Yours faithfully,

C. Ravanapetla
21/5/11

for Deputy Secretary to Governor

By

Submini Hald...
3/4.

Dated: 29.04.2011

Handwritten text, possibly a date or page number.

Chapter	Particulars	Page No
I	Preliminary	50
II	The University	54
III	Visitation	57
IV	Officers of the University	58
V	Authorities of the University	72
VI	Academic Activities of the University	90
VII	Convocation	94
VIII	Conditions of Service & Recruitment	98
IX	Services Conditions, Leave Rules, Travelling Allowances etc.,	104
X	Affiliation / Approval of Colleges / Institutions & Autonomous College	147
XI	Research Fellowship & Grants – In – Aid of Research etc.,	195
XII	Miscellaneous	200

S.No	Particulars	Page No
1	Appendix - I	202
2	Appendix – II	207
3	Appendix – III	244
4	Appendix – IV	245
5	Appendix – V	247
6	Appendix – VI	249
7	Appendix – VII	251
8	Appendix – VIII	253
9	Appendix – IX	255
10	Appendix – X	256
11	Appendix – XI	257
12	Appendix – XII	258
13	Appendix – XIII	260
14	Appendix – XIV	266
15	Appendix – XV	294
16	Appendix – XVI	295
17	Appendix – XVII	296

CHAPTER -

TABLE OF CONTENTS

1. Introduction

2. Objectives

3. Scope

4. Methodology

5. Results and Discussion

6. Conclusion

7. References

8. Appendix

9. Bibliography

10. Glossary

11. Index

CHAPTER - I

PRELIMINARY

(SEE SECTIONS 1 AND 2 OF THE TAMIL NADU PHYSICAL EDUCATION AND SPORTS UNIVERSITY ACT, 2004)

1. Short title:-

These Statutes shall be called the Statutes of the Tamil Nadu Physical Education and Sports University. These shall come into force on _____.

2. Definitions:-

In these Statutes, unless the context otherwise requires:

- 1) 'Academic Year' means a period of twelve months commencing from the first / day of July;
- 2) "Appendix" means Appendix appended to these Statute;
- 3) "Appointing Authority" in respect of posts in the University means the authority empowered to make appointment under the Act and Statutes;
- 4) 'Clear days' means the number of days to be reckoned exclusive of both the days;
- 5) "Contributory Pension Fund" means the Contributory Pension Fund of the University.
- 6) 'Department' means a Tamil Nadu Physical Education and Sports University Department of Study and / or Research or Extension or a Department functioning for a specific purpose maintained out of the Tamil Nadu Physical Education and Sports University Fund;
- 7) "Duty" includes service as a probationer or apprentice, provided that such service is followed by confirmation, without break.
- 8) "Employee" means a whole-time appointee in any post of the University.
- 9) 'Financial Year' means a period of twelve months commencing from the first day of April every year;
- 10) "First Appointment" means appointment of a person for the first time either on a permanent or temporary basis in the University;
- 11) "Foreign Service" means service in which an employee receives his salary with the sanction of the competent authority of the University, from any source other than University Funds.
- 12) 'Head of the Department' means the teacher in charge of a Department responsible for its administration including its day-to-day working;
- 13) "Honorarium" means a recurring or non-recurring payment granted to any person from the University Funds as remuneration for work of occasional or intermittent character.

6. HOURS OF BUSINESS:-

The hours of business for transacting the business of the University shall be from 10.00 to 17.45 hours with a break of 30 minutes to be availed for lunch between 13.00 to 14.00 hours or as fixed by the Vice-Chancellor from time to time by an executive order on all days except Saturdays and Sundays and such other holidays as may be declared by the Government:

Provided that the teaching staff and the students concerned involved in practical classes shall attend practical classes in the playfields in the early hours by 6.30 a.m. and late hours by 4.30 p.m. with class hours in the intermittent hours as specified by the University. The timings are applicable to the University Department of Studies and/or research. The office of the University and the University Departments may be closed at the discretion of the Vice-Chancellor for a day or part of a day on particular occasions provided that arrangements are made for the transaction of any urgent business. In the case of teachers who have definite class work outside the specified hours, the hours may be suitably modified in each case with the approval of the Vice-Chancellor.

CHAPTER II

THE UNIVERSITY

(SEE SECTIONS 3 TO 7 OF TAMIL NADU PHYSICAL EDUCATION AND SPORTS
UNIVERSITY ACT, 2004)

1. THE UNIVERSITY :

- (1) There shall be established a University by the name the Tamil Nadu Physical Education and Sports University.
- (2) The University shall be a body corporate, shall have perpetual succession and a common seal and shall sue and be sued by the said name.
- (3) The Head Quarters of the University shall be located within the limits of Chennai or in any place within the radius of One Hundred Kilometres around those limits.

2. OBJECTS AND POWERS OF UNIVERSITY :

The University shall have the following objects and powers namely;

- (i) To monitor physical education and sports at all levels in the State academically: Provided that such monitoring shall not infringe on the activities of the Sports Development Authority of Tamil Nadu in any manner;
- (ii) To offer consultancy services for the development of physical education and sports in the State;
- (iii) To develop research facilities in physical education and sports and to find out ways and means to identify innovative courses in physical education and sports;
- (iv) To explore the possibilities of increasing the extension activities in physical education in consultation with the Sports Development Authority of Tamil Nadu;
- (v) To institute degrees, titles, diplomas and other academic distinctions in physical education and sports;
- (vi) To confer degrees, titles and diplomas and other academic distinctions in physical education and sports on persons who shall have carried out research in the University or in any other centre or institution recognized by the University under conditions prescribed;
- (vii) To confer honorary degrees or the academic distinctions in physical education and sports in the prescribed manner and under conditions prescribed;
- (viii) To offer programmes of various innovative and updated disciplines to achieve leadership in sports and games through networking with specialized agencies and institutions;
- (ix) To workout the modalities to offer programmes in latest fields for the development of physical education and sports such as sports medicine, sports psychology, bio-mechanics, sports management, sports technology, exercise physiology and nutrition and allied areas in consultation with the experts in the field;

-
- (x) To venture upon international accreditation by working out its mechanism and applicability;
 - (xi) To motivate the affiliated colleges also to get accredited by working out its mechanism and applicability;
 - (xii) To conduct and organize seminars, workshops and symposia in promoting physical education and sports with a view to offering programmes in the latest fields and to develop the extension activities;
 - (xiii) To work out the methodology in availing coaching expertise to derive rich guidance of coaching at higher levels;
 - (xiv) To supervise and control hostels and to regulate and enforce discipline among the students of the University and to make arrangements for promoting their health and general welfare;
 - (xv) To prescribe conditions under which the award of any degree, title, diploma and other academic distinctions may be withheld;
 - (xvi) To co-operate with any other University, authority or association or any other public or private body having in view, the promotion of purposes and objects similar to those of the University for such purposes as may be agreed upon on such terms and conditions, as may from time to time, be prescribed;
 - (xvii) To establish and maintain University libraries, research stations and publication bureau;
 - (xviii) To institute research posts and to make appointment to such posts;
 - (xix) To institute and award fellowships, including travelling fellowships, scholarships, medals and prizes in the manner prescribed;
 - (xx) To establish, maintain or recognize hostels, for students of the University and residential accommodation for the staff of the University and to withdraw any such recognition;
 - (xxi) To affiliate colleges to the University as affiliated, professional or post-graduate colleges under conditions prescribed and to withdraw affiliation from colleges; Provided that no college shall be affiliated to the University unless the permission of the Government to establish such college has been obtained and the terms and conditions, if any, of such permission have been complied with;
 - (xxii) To approve colleges providing courses of study for admission to the examinations for titles and diplomas of the University under conditions prescribed and to withdraw such approval:

Provided that no institution shall be approved by the University unless the permission of the Government to establish such institution has been obtained and the terms and conditions, if any, of such permission have been complied with;

- (xxiii) To designate any college as an autonomous college with the concurrence of the Government, in the manner and under conditions prescribed and to cancel such designation;
- (xxiv) To fix fees and to demand and receive such fees as may be prescribed;

- (xxv) To hold and manage endowments and other properties and funds of the University;
- (xxvi) To borrow money with the approval of the Government on the security of the property of the University for the purposes of the University;
- (xxvii) To enter into agreement / MOU with other bodies or persons for the purpose of promoting the objectives of the University including the assuming of the management of any institution under them and the taking over of its rights and liabilities; and
- (xxviii) Generally to do all such other acts and things as may be necessary or desirable to further the objects of the University.
- (xxix) To co-operate with any other University, Authority or Association or any other Public or Private Body having in view the promotion of purposes and objects similar to those of the University for such purposes as may be agreed upon on such terms and conditions as may from time to time be prescribed.

3. COLLEGES NOT TO BE AFFILIATED TO ANY OTHER UNIVERSITY AND RECOGNITION OF INSTITUTIONS BY UNIVERSITY

No college imparting physical education and sports within the University area shall be affiliated to any University other than the Tamil Nadu Physical Education and Sports University:

Provided that this section shall not apply to the colleges, other than the college specified in the Schedule to the Act, imparting physical education and sports, affiliated to any other University on the notified date.

4. DISQUALIFICATION FOR MEMBERSHIP

- (1) No person shall be qualified for nomination or election as a member of any of the authorities of the University, if, on the date of such nomination or election, he is
 - (a) of unsound mind or a deaf mute; or
 - (b) an applicant to be adjudicated as an insolvent or an undischarged insolvent; or
 - (c) Sentenced by a criminal court to imprisonment for any offence involving moral turpitude.
- (2) In case of dispute or doubt as to whether a person is disqualified, the Syndicate shall determine and its decision shall be final.

CHAPTER III

VISITATION:

(1) The Government shall have the right to cause an inspection or inquiry to be made, by such person or persons as they may direct, of the University, its buildings, libraries, museums, workshops and equipments and of any institution recognized and other work conducted or done by the University, and to cause an inquiry to be made in respect of any matter connected with the University. The Government shall, in every case give notice to the University of their intention to cause such inspection or inquiry to be made and the University shall be entitled to be represented thereat.

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

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

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

CHAPTER IV

OFFICERS OF THE UNIVERSITY

(SECTION 9 OF THE TAMIL NADU PHYSICAL EDUCATION AND SPORTS
UNIVERSITY ACT, 2004)

1. THE CHANCELLOR AND

2. THE PRO-CHANCELLOR

(Sections 10 and 11 of the Tamil Nadu Physical Education and Sports
University Act, 2004)

3. THE VICE-CHANCELLOR

(Sections 12 and 13 of the Tamil Nadu Physical Education and Sports
University Act, 2004)

GENERAL:

- (1) The Vice-Chancellor shall be the academic and administrative head and the principal executive officer of the University.
- (2) The Vice-Chancellor shall be a whole-time officer of the University and his emoluments and other terms and conditions of service shall be as follows:-
 - (i) The Vice-Chancellor shall be paid a Fixed pay of Rs.75,000/- (Seventy five thousand rupees per mensem) along with a Special Allowance of Rs.5000/- per month or such higher salary as may be fixed by the UGC/Government from time to time and he shall be entitled without payment of rent to the use of the furnished residence throughout his term of his office and no charge shall fall on the Vice-Chancellor personally in respect of maintenance of residence including service charges such as water, electricity etc., and allowances applicable as per the rules of the Government of Tamil Nadu.
 - (ii) The Vice-Chancellor shall be provided with a car befitting his position throughout his term of office.
 - (iii) The Vice-Chancellor when travelling on University business shall be entitled to travelling and halting allowances applicable to Group 'A' officers as per the rules of the Government of Tamil Nadu and shall be paid 2/3rd of additional allowances such as daily allowances, incidental charges etc., for halts and travels and for such reimbursement of other incidental expenses.
 - (iv) The Syndicate may, by resolution, determine the scale of allowances and perquisites of the Vice-Chancellor listed below consistent with the principles of broad parity with the dispensation of officers of the Government of Tamil Nadu in corresponding rank:-

- a. Dearness Allowance
- b. Travelling Allowance, Halting Allowances, Additional Allowances such as Daily Allowance, Incidental Charges etc., for halts and travels and for such reimbursement of other incidental expenses
- c. Leave Travel Concession
- d. Medical Facilities
- e. Usage of Staff Car
- f. Telephone
- g. All other Allowances
- h. Cook, Gardener, Watchman and Attender at his residence.

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

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

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

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

(5) POWERS AND DUTIES OF THE VICE-CHANCELLOR:- (SECTION 13 OF THE ACT)

In addition to the powers and duties conferred on the Vice-Chancellor under section 13 of the Act, the following duties and powers shall also be exercised by him, as provided under sub-section (8) of Section 13 of the Act:

Subject to provision available in the budget, the Vice-Chancellor - shall have the power

(a) To constitute such adhoc committees / sub committees, for the specific purposes such as admitting students into the University, selecting certain categories of staff as detailed in the Regulations for conducting enquiries into the affairs of the University and for such other purposes;

(b) To transfer any officer/ employee from one Institution / Department / Centre to another Institution / Department / Centre maintained by the University;

- (c) To suspend and / or punish or / dismiss any employee as per Statutes of the University and to punish and / or dismiss any student as per the ordinances of the University;
- (d) To depute officers, teachers and other employees of the University on any University work within and outside the State;
- (e) To permit teachers and officers to attend the meetings and conferences recognised by the University within and outside the State;
- (f) To sanction the convening of Seminars, Committees, Discourses, Groups, etc., the expenditure not exceeding Rs.1,00,000/- within the budget provisions for each case.
- (g) To accord administrative sanction for all works original or repairs upto a maximum estimate of Rs.5 lakhs provided the following conditions are satisfied:
 - The work is one included in the scheme approved by the Syndicate;
 - Funds have been provided in the University budget.
- (h) to approve tenders for works or tenders / quotations for supplies required upto Rupees five lakhs on the recommendation of the Purchase Committee;
- (i) To sanction any expenditure upto Rs.50, 000/- and re-appropriation of funds upto Rupees five lakhs from one major head to another, provided that such sanction and the re-appropriation do not involve a liability which exceeds beyond the financial year in question;
- (j) To recommend and forward to University Grants Commission and Union Ministry of Youth Affairs and Sports, Ministry of Human Resources Development and other funding agencies, the proposals made by the University teaching departments, constituent and affiliated colleges and other recognised institutions for grant of financial assistance under various schemes;
- (k) To pay honorarium to persons coming over to Tamil Nadu Physical Education and Sports University for consultation, Special / Invitation Lecture, Chairing / Participation in workshop etc. not exceeding Rs.5000/- per person per day in addition to travelling allowance as per the Tamil Nadu Government Travelling Allowance rules;
- (l) To sanction honorarium to any one assigned with a specific task or job by way of Honorary appointments for effective administrative University system in view of the globalization of Higher Education and also for the establishment, improvement and maintenance of all kinds of infrastructural facilities including playfields etc., to keep pace with the international standard in the University: Provided that the assignment so specified will be limited to a period of one year with the approval of the Syndicate;

Provided further that if the task so assigned needs further extension of time the Vice-Chancellor is competent to give another extension for the same period with the approval of the Syndicate.

- (m) To authorise the publication of results of all the examinations;
- (n) The Vice-Chancellor may take up review of research / teaching / extension work done in the University departments / affiliated colleges / Constituent colleges;
- (o) The Vice-Chancellor may inspect or cause an inspection and / or ask for a report:-
 - (i) on the general condition and research and teaching equipment of any institution or college maintained or recognised by or affiliated to the University or any hostel;
 - (ii) for the purpose of according any recognition; and
 - (iii) for negotiating the terms and conditions for taking over of any college / institution by the University;
- (p) To make arrangements for the additional charge in all leave vacancies and such other temporary vacancies where appointment of substitutes are not required. He shall be competent to deploy the staff on specific requirement;
- (q) In cases where existing facilities and specialisation are not adequate to provide the services, the Vice-Chancellor is empowered to secure such services through the process of outsourcing with the approval of the Syndicate;
- (r) The Vice-Chancellor shall have Financial Power:-
 - (i) to sanction grants to researchers and fellowships from the funds placed at the disposal of the University by the Government or by any other agencies for the said purpose;
 - (ii) to sanction expenditure on the deputation of delegates to conferences, seminars, etc. conducted in other parts of India;
 - (iii) To sanction advances to the principal investigators of schemes and projects which are financed by the Government and non-governmental / outside agencies as per norms prescribed and report to the Syndicate;
 - (iv) To sanction permanent advances to the officers, and the Heads of the departments in the University as per norms specified by the Syndicate;
 - (v) To authorise opening of new Heads of Accounts for projects financed by outside agencies and when necessary to permit the opening of separate accounts in the scheduled banks for this purpose;
 - (vi) To open new Heads of Accounts, if there is an urgency and report to the Finance Committee;

- (vii) To accord sanction to effect purchase of patent equipment / machine, instruments and other such goods provided there is budgetary allocation;
- (viii) To sanction refund of deposits of earnest moneys, securities, etc., on the basis of the recommendation of Heads of Departments;
- (s) the Vice-Chancellor shall have such other financial / administrative powers as may be delegated by the Syndicate from time to time;
- (t) the Vice-Chancellor may delegate to an office or the University body or committee any of his administrative powers and functions, other than those to be exercised by himself under the Act and as and when done, shall report to the Syndicate.

(6) LEAVE:

- (i) The Chancellor shall sanction all kinds of leave except casual leave to the Vice-Chancellor.
- (ii) The Vice-Chancellor shall be entitled to twelve days of casual leave in a calendar year.
- (iii) The Vice-Chancellor is entitled to earned leave on full pay at one eleventh the period spent on active service.
- (iv) 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 the term of his office.
- (v) The Vice-Chancellor is entitled to surrender earned leave at his credit for encashment subject to the conditions prescribed by the Act.

4. THE REGISTRAR

**(See Section 14 of the Tamil Nadu Physical Education
and Sports University Act, 2004)**

(1) APPOINTMENT OF THE REGISTRAR :

- i) The Registrar shall be appointed by the Syndicate on the recommendation of the Selection Committee. The Selection Committee for making recommendations to the Syndicate for appointment to the post of Registrar shall consist of the Vice-Chancellor as Chairman, one member of the Syndicate and one expert from outside the University nominated by the Chancellor as Member, one Government Nominee, one SC/ST representative and one woman representative.
- ii) The Registrar shall be paid in the scale of pay applicable to the University Professor from time to time.

QUALIFICATION AS PRESCRIBED BY UGC AND OTHER CRITERIA

The qualification and other eligibility criteria for appointment as Registrar shall be as per the UGC guidelines in force and as approved by the Syndicate as follows:-

- (i). Master's Degree in Physical Education with a minimum of 55% marks or its equivalent grade.
- (ii). Ph.D., in Physical Education or equivalent published work
- (iii). At least ten years teaching / research experience in a department / college of Physical Education out of which at least 5 years in the post graduate institution / University Department.

(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.

- (iv). A minimum score as stipulated in the Academic Performance Indicator (API) based on Performance Based Appraisal System (PBAS) developed by UGC shall be a mandatory requirement.

- Knowledge of Tamil to the Extent of carrying official correspondence and drafting reports.

Age Limit: Should have completed 50 years of age.

The Syndicate may prescribe additional qualification as it deems fit from time to time.

- (2) The Registrar shall hold office for a period of three years:

Provided that the Registrar shall retire on attaining the age of sixty years in the case of academician and fifty-eight years in the case of non-academician or on expiry of the period of three years, whichever is earlier.

- (3) The Registrar shall be governed with regard to leave, provident fund, pension, insurance, retirement benefits and disciplinary proceedings by the Statutes governing the conditions of service of the University employees, as applicable to the University Professor.
- (4) The Registrar shall be responsible to the Vice-Chancellor in the exercise of powers and duties assigned to him in the section 14 (4) of Act and shall exercise such other additional powers and duties assigned to him by the Vice-Chancellor.
- (a) Subject to the direction and control of the Vice-Chancellor, the Registrar shall be in overall charge of the administration of the University office and shall have powers to fix and define the functions and duties of the officers and employees of the University. He shall evolve and install suitable system of administration and office procedure.
- (b) He shall be responsible for admission of students and for the maintenance of permanent records of each student including his / her academic accomplishments, conduct, etc.
- (c) The Registrar with the approval of Vice-Chancellor shall sanction leave of all kinds to teaching and non-teaching employees and maintain the service and leave records of all personnel in accordance with regulations.
- (d) He shall call for quotations and tenders wherever necessary and prepare comparative statements, scrutinise the quotations and tenders in consultation with the Finance Officer and make recommendations to the Vice-Chancellor for accepting quotations / tenders.
- (e) He shall sign contracts and other agreements on behalf of the University under the direction of the Vice-Chancellor.
- (f) The Registrar shall not be eligible for nomination or Election or for appointment as a member of any of the authorities of the University.

(5) RESIGNATION / REVERSION:

- i) The Registrar may by writing, inform the Vice-Chancellor his intention to resign or revert back to his parent Department after giving three months notice and it shall be competent for the Syndicate, on the recommendation of the Vice-Chancellor, to accept his resignation or reversion.
- ii) The Syndicate shall have the power to dispense with the services of the Registrar at any time by giving a notice of 3 months to him.

(6) DISCIPLINARY POWER:-

The Registrar shall have power to take disciplinary action against such of the employees, excluding teachers of the University and academic staff as may be specified in the orders of the Syndicate / Vice-Chancellor and to suspend them pending enquiry, to administer warnings to them or to impose on them the penalty of censure or withholding of increments.

(7) DEPUTY REGISTRAR:

It shall be competent for the Syndicate to appoint Deputy Registrars, who shall generally assist the Registrar/Controller of Examinations in the discharge of his administrative duties and carry out such duties as may be assigned to him by the Syndicate and the Vice-Chancellor.

(8) ASSISTANT REGISTRAR:

It shall be competent for the Syndicate to appoint Assistant Registrars, to generally assist the Registrar / Controller of Examinations / Deputy Registrar in the discharge of his duties. He will discharge such duties as may be assigned to him by the Syndicate and the Vice-Chancellor too.

5. THE FINANCE OFFICER

(See Section 15 of the Tamil Nadu Physical Education and Sports University Act, 2004)

(1) APPOINTMENT : (ACT 15 (1) & 15 (2)) :

- (a) The Finance Officer shall be a whole time salaried officer of the University, appointed by the Syndicate for such period as may be specified by the Syndicate in this behalf.
 - (b) Every appointment of Finance Officer shall be made by the Syndicate from out of the panel of three names recommended by the Government.
- (2) In addition to the duties mentioned in the Act, the Finance Officer shall perform the following duties:
- (a) Shall be responsible to the Vice-Chancellor in the exercise of powers and duties prescribed to him in the laws of the University and shall be subject to the direction and control of the Vice-Chancellor.
 - (b) Shall make all arrangements for the transaction of business for the meeting of the Finance Committee.

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- (c) Shall be responsible for the proper maintenance of the accounts of the University, to make arrangements for the audit and payment of bills presented at the University office.
 - (d) Shall arrange to settle objections raised by the audit (LF/AG) and carry out such instructions as may be issued by the Vice-Chancellor / Syndicate on that audit report and Government of Tamil Nadu.
 - (e) Shall make arrangements for submitting to the Government and other appropriate authorities of the University the audited statement of accounts after getting the approval of the Vice-Chancellor.
 - (f) Shall prepare the monthly accounts of the University and shall produce for audit, which is concurrent, all the registers / records and accounts connected with financial transactions.
 - (g) Shall be responsible for the preparation of annual accounts, financial estimates and the budget of the University in consultation with the Vice-Chancellor before presenting them to the Finance Committee and the Syndicate. In the case of financial estimates, he shall consult the Registrar and obtain the estimates for the year got from the departments and other institutions of the University. He shall prepare before 1st February the annual financial estimate for the ensuing year. He shall perform such other duties as may be required by the Vice-Chancellor to be carried out from time to time.
 - (h) Shall arrange for the annual stock verification. For this purpose, he shall submit to the Vice-Chancellor in January of every year, proposals for the appointment of stock verifiers, for various departments, sections, etc. He shall ensure that the stock verification as on 31st March is conducted regularly before the end of May of every year. The report of stock verification shall be placed before the Vice-Chancellor for orders.
 - (i) The Finance Officer shall:
 - i) With the approval of the Vice-Chancellor, arrange to deposit the amounts;
 - ii) Scrutinise every time of new expenditure not provided for in the budget estimate of the University and shall suggest appropriate action to the Vice-Chancellor;
 - iii) Realise and receive grants or other moneys due to the University from Central and State Governments, University Grants Commission and other bodies, institutions and individuals;

- iv) Shall disburse all salary bills including arrears of salary, contingent bills like electricity, water, land, municipal tax, phone and rental bills, recoup permanent advances / imprest advances, payment of all Travelling Allowance bills after ensuring that general sanction is received from competent Authorities;
- v) Shall make all authorised payments from the University funds;
- vi) In respect of expenses sanctioned by the Vice-Chancellor / Syndicate, the cheques shall be signed by the Finance Officer up to Rs.10,000/- (Rupees Ten thousand only) and the Finance Officer and the Registrar, above Rs. 10,000/- (Rupees Ten thousand only);
- vii) Shall evolve and install suitable system of accounting and business procedure and prescribe Accounts Manual for use in the University Office and Departments;
- (j) Shall, with the approval of the Vice-Chancellor, sanction payment of bills submitted by the departments of the Government and the co-operative bodies for supplies effected on the basis of orders placed by the competent authorities of the University subject to budget allotment;
- (k) Shall scrutinize quotations and tenders received and countersign, the comparative statements and make recommendations to the Vice-Chancellor through the Registrar for accepting the tenders, quotations or otherwise.
- (3) The Finance Officer shall not be eligible for election or nomination as a member to any of the authorities of the University.
- (4) He shall perform such other duties as may be required by the Vice-Chancellor from time to time.

(5) REVERSION :

The Finance Officer may, by writing, inform the Vice-Chancellor his intention to revert back to his parent Department after giving three months notice and it shall be competent for the Syndicate, to send the information to the Government for orders.

6. CONTROLLER OF EXAMINATIONS

(See Section 16 of the Tamil Nadu Physical Education and Sports University Act, 2004)

1. MODE OF APPOINTMENT:

- i) The Controller of Examination shall be appointed by the Syndicate on the recommendation of the Selection Committee. The Selection Committee for making recommendations to the Syndicate for appointment to the post of Controller of Examination shall consist of the Vice-Chancellor as Chairman, one member of the Syndicate and one expert from outside the University nominated by the Chancellor as Member, one Government nominee, one SC/ST representative and one woman representative.
- ii) He shall hold the office for a term of three years. He shall be eligible for appointment to another term of three years, by the Syndicate, on specific recommendation of the Vice-Chancellor.
- iii) The Controller of Examination shall be paid in the scale of pay applicable to the University Professor from time to time.

QUALIFICATION AND OTHER CRITERIA

2. The qualification and other eligibility criteria shall be as per the UGC guidelines in force and as approved by the Syndicate as follows: -

- (i) Master's Degree in Physical Education with a minimum of 55% marks or its equivalent grade
- (ii) Ph.D., in Physical Education or equivalent published work
- (iii) At least ten years teaching / research experience in a department / college of Physical Education out of which at least 5 years in the post graduate institution / University Department.

(or)

- Comparable experience in research establishment and / or other Institution of Higher Education.

(or)

- 15 years of Administrative experience of which 8 years as Deputy Registrar or equivalent post.
- (iv) A minimum score as stipulated in the Academic Performance Indicator (API) based Performance Based Appraisal System (PBAS) developed by UGC shall be a mandatory requirement.

OTHER ELIGIBILITY CRITERIA

3. Should have completed 45 years of age. In exceptional cases, age will be relaxed.
4. The Controller of Examinations shall be paid in the scale of University Professor from time to time as the case may be.
5. The Controller of Examinations shall retire on attaining the age of 60 or on the expiry of the period specified by the Syndicate whichever is earlier.
6. When the office of the Controller of Examinations is vacant, or when the Controller of Examinations is, by reasons of illness, absence or any other cause, unable to perform the duties of his office, the duties of his office shall be performed by such person as the Vice-Chancellor may appoint for the purpose.

7. POWERS AND DUTIES:

The Controller of Examinations shall

- (a) be responsible for the conduct of all University Examinations as prescribed by the authorities of the University and for the due execution of all process connected therewith, such as scheduling, appointment of question paper setters from the panel of names recommended by the Board of Studies and appointment of Chief Superintendent, Camp Officers, Examiners, Squad members, etc. and all other matters connected with the University examinations with the prior approval of the Vice-Chancellor;
- (b) be responsible for the safe custody of all question / answer papers, documents, certificates and other confidential files connected with the conduct of all University examinations;
- (c) keep the minutes of meeting of Boards of Examiners and all Committees appointed by the said Boards / Syndicate sub-committee and pass on a copy of minutes of such meetings to the Registrar then and there (in a week's time);
- (d) countersign the Travelling Allowance bills and remuneration bills of examiners and paper setters and all other bills relating to examinations;
- (e) place cases relating to malpractices at the examinations with the relevant reports before the Vice-Chancellor;
- (f) maintain the register of matriculates and permanent records of each student including his / her academic accomplishments, conduct, etc.,
- (g) be responsible for the collection of fees for the various examinations and such other fees / costs related to the conduct of examinations / awarding degree;

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- (h) pass on to the Finance Officer the documents of all payments made towards examination fees etc., by the candidates after preparation of nominal rolls;
 - (i) be responsible for the Registration of candidates for research degrees and for the evaluation of the thesis by Boards of Examiners appointed by the Syndicate for the purpose;
 - (j) call for tenders / quotations for printing question papers, degree certificates, registers, forms, etc., for the Examination section and shall countersign the comparative statements in consultation with the Finance Officer and make recommendations to the Vice-Chancellor for accepting the tenders / quotations;
 - (k) arrange to publish the results of the University Examinations with the prior approval of the Vice-Chancellor and intimate the facts to the Syndicate;
 - (l) make all arrangements for the conduct of annual Convocation and maintain all connected records / registers;
 - (m) be responsible for the maintenance of a register of all degrees and diplomas conferred by the University and a register of graduates and other information deemed necessary;
 - (n) be responsible for performing such other duties as directed by the Vice-Chancellor.
8. The Controller of Examinations shall not be eligible for nomination or election as a member of any of the University authorities.
9. (i) The Controller of Examinations may, by writing under his hand, inform the Vice-Chancellor his intention to resign or revert back to his parent department after giving three months notice and it shall be competent for the Syndicate on the recommendation of the Vice-Chancellor to accept his resignation or reversion.
- (ii) It shall be the power of the Syndicate to dispense with the services of the Controller of Examinations at any time by giving a notice of three months to him and his parent organisation from which he is deputed.

7. DEAN OF THE FACULTY

(SEE SECTION 9 (7) OF THE TAMIL NADU PHYSICAL EDUCATION AND SPORTS UNIVERSITY ACT, 2004)

(1) THE DEAN OF THE FACULTY :-

- a. shall be the Head of the Faculty, responsible to the Vice-Chancellor for the academic activities;
- b shall be responsible for the due observance of the Statutes and other Regulations relating to the Faculty;
- c with the approval of the Vice-Chancellor, he / she shall formulate and present policies to the Board of Studies for its consideration on matters relating to the Faculty; and

(2) The Dean for each Faculty shall be nominated in the following manner from among the HOD's who shall be Professors:-

Wherever there is only one Head of the University Department in a Faculty, he / she shall be nominated by the Vice-Chancellor as the Dean of the Faculty. In case there are more than one Head of the Department in a Faculty, the Deanship of the Faculty shall be rotated once in three years in the order of seniority among the Heads of Departments.

(3) THE DEAN SHALL:

- a)
 - i) be the Head of the Faculty and shall be responsible for the conduct and maintenance of the Standards of Teaching and Research in the Faculty;
 - ii) be nominated as the member of the Syndicate;
 - iii) preside over the meetings of the Faculty;
- b) co-ordinate and direct the work of the Departments under the Faculty and shall function under the overall control of the Vice-Chancellor;
- c) review from time to time the work and progress of the teaching and projects implemented in the departments along with the Heads of the Departments / Teachers / Researchers in every department under the Faculty;
- d) review the budget estimate of each department and propose such changes if any, for the effective implementation of the research projects or / and studies; and
- e) have the right to be present and to speak at any meeting of the Boards of Studies or the Committees of the Faculty, as the case may be, but shall not have the right to vote thereat unless he is a member thereof.

CHAPTER V

AUTHORITIES OF THE UNIVERSITY

(See Section 18 of the Tamil Nadu Physical Education and Sports University Act, 2004)

The authorities of the University shall be:

- 1) The Academic Council;
- 2) The Syndicate;
- 3) The Faculties;
- 4) The Board of Studies;
- 5) The Finance Committee;
- 6) The Planning Board.

1. THE ACADEMIC COUNCIL

(See Section 19 of the Tamil Nadu Physical Education and Sports University Act, 2004 as amended under the Tamil Nadu Physical Education and Sports University (second amendment) Act 2007)

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

CONSTITUTION OF THE ACADEMIC COUNCIL

- 1) The Academic Council shall consist of the Members as specified in Section 19 of the Act.
- 2) Powers and Functions (Section 20 of the Tamil Nadu Physical Education and Sports University Act, 2004):-

In addition to the powers and duties mentioned in the Act, the Statutes and the Ordinances, the Academic Council shall have the following powers, namely:-

- a) to make recommendations to the Syndicate to conduct Convocations for the conferment of degrees;
- b) to make recommendations to the Syndicate for the conferment of Honorary Degree of Doctor of Science / Literature (Honoris Causa) and other academic distinctions;

c) to make recommendations for the creation of additional faculties when found necessary, for the approval of the Syndicate;

d) to make recommendations to the Vice-Chancellor to modify the regulations regarding admission of students into the University;

Provided the modifications are made in conformity with the rules and regulations of the Government that are already in force and that may be issued from time to time in this regard;

e) to make recommendations for the approval of the Vice-Chancellor regarding the fixation, payment and receipt of fees and penalty for non-payment in time by the students of the University and affiliated colleges;

f) to constitute committees for the institution of scholarships, fellowships, studentships, medals, prizes, grants-in-aid, etc., and to formulate rules for such awards from time to time;

g) to advise the Syndicate on all academic matters;

h) to make proposals to the Syndicate for framing ordinances for the conduct and standard of examinations and the conditions of residence of students;

i) to make Regulations for the constitution and functions of the Faculties;

j) to make Regulations for the encouragement of co-operation and reciprocity among University Colleges, Departments, Laboratories and Research Centres with a view to promote academic standards;

k) to make Regulations regarding courses of study, examinations and the conditions on which students of University Colleges, Departments and Laboratories and Research Centres shall be admitted to examinations of the University;

l) to approve, modify or reject the recommendations of boards of studies regarding text books and syllabi required to be prescribed under the regulations;

m) to make proposals to the Syndicate for the framing of Ordinances, for the management of University Colleges, Laboratories, Libraries, Museums, Institutes of Research and Hostels instituted and managed by the University;

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

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

p) to receive and to consider reports from the Syndicate reviewing the courses of study and teaching of the University and the research work done in the University.

MEETINGS AND PROCEEDINGS

3) MEETINGS OF THE ACADEMIC COUNCIL.

- i) The Academic Council shall meet at least twice every year on such dates to be fixed by the Vice-Chancellor. One of such meetings shall be called the annual meeting. The Academic Council may also meet at such other times as it may, from time to time, determine.
- ii) One-third of the total strength of the members of the Academic Council shall be the quorum required for a meeting of the Academic Council:

Provided that such quorum shall not be required at a convocation of the University, or a meeting of the Academic Council held for the purpose of conferring degrees, titles, diplomas or other academic distinctions.

- iii) The Vice-Chancellor may, whenever he thinks fit and shall upon a requisition in writing signed by not less than fifty per cent of the total members of the Academic Council, convene a special meeting of the Academic Council.

4) NOTICE OF MEETINGS:-

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

5) DATE FOR FORWARDING RESOLUTIONS:-

Any member who wishes to move a resolution on the item of the agenda at an ordinary meeting shall forward a copy of the resolution to the Registrar so as to reach him not less than twenty days before the date of the meeting. A member who has forwarded a resolution may, by giving a written notice, which shall reach the Registrar not less than two clear days before the date fixed for the despatch of the agenda paper, withdraw the resolution.

6) RESOLUTION TO BE PLACED ON AGENDA PAPER:-

The Registrar, under the direction of the Vice-Chancellor, shall cause each resolution of which notice has been given which is in conformity of admissibility, to be placed on the agenda paper of the meeting at which it is to be moved.

7) AGENDA PAPER:-

Not less than twelve days before the date of every meeting, the Registrar shall issue to every member an agenda paper specifying the day and the hour of the meeting and business to be brought before the meeting but the non-receipt of the agenda paper by any member shall not invalidate the proceedings of the meeting;

Provided that the Vice-Chancellor may bring any business which in his opinion is urgent before any meeting with shorter notice or without placing the same on the agenda paper.

8) NOTICE OF AMENDMENTS:-

Any member who wishes to move an 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 nine days before the day of the meeting at which the resolution is to be moved.

9) AMENDED AGENDA PAPER:-

The Registrar shall, on the receipt of amendments prepare, under the direction of the Vice-Chancellor, an amended paper showing all the resolutions and amendment.

The Registrar shall supply copy of the amended Agenda to each member of the ACADEMIC COUNCIL not less than five clear days before the date of the meeting.

10) QUORUM:-

One third of the total strength of the members of the ACADEMIC COUNCIL shall be the quorum. In case, there is no quorum in a meeting, a second meeting shall be convened by giving 15 days notice and no quorum is required for such a meeting.

11) CHAIRMAN OF THE MEETING:-

The Vice-Chancellor shall preside at all meetings of the Academic Council. In the absence of the Vice-Chancellor, the ACADEMIC COUNCIL, may elect one of the members present as the Chairman for that meeting.

BUSINESS OF MEETING

12) ORDER OF BUSINESS:-

- (a) Business brought forward by the Vice-Chancellor including business remitted by the Syndicate.
- (b) Business brought forward by the Faculties.
- (c) Business brought forward by the Board of Studies.
- (d) Business brought forward by members of the Academic Council.

13) PROCEDURE AT MEETINGS:-

- (i) The procedure at meetings of the academic council shall be regulated generally by the procedure laid down for the Syndicate, so far as it is applicable. Members of the academic council attending a meeting shall sign in a Register kept for the purpose before they take their places at the meeting.
- (ii) The Registrar shall be the Ex-Officio Secretary of the academic council but shall not be deemed to be a member.
- (iii) The minutes and proceedings of the meeting shall be prepared within three weeks by the Registrar and circulated among the members after the approval of the Vice-Chancellor, or the Chairman who presides over the meeting.

2. THE SYNDICATE

(See Sections 22 to 24 of the Tamil Nadu Physical Education
and Sports University, Act 2004)

- (1) The Syndicate shall be the executive authority of the University to regulate and determine all the matters concerning the University in accordance with the Act.

(2) POWERS OF THE SYNDICATE:

In addition to the powers provided under Section 23 of the Tamil Nadu Physical Education and Sports University, Act 2004, the Syndicate shall exercise the following powers:

- a) Approve the institution of all the academic posts of the University, on the recommendation of the Academic Council / Vice-Chancellor;
- b) Create / redesignate / convert technical and non-technical posts not covered under sub-section (7) of section 23 of the Act and abolish or retrench such posts on the recommendation of the Vice-Chancellor;

- c) The Syndicate shall normally meet at the place as decided by the Vice-Chancellor;
- d) The official members and other members of the Syndicate shall be paid Daily and Travelling Allowances on par with Group 'A' officers of the State Government or at the rates, admissible under rules as approved by the Syndicate;
- e) The proceedings of the Syndicate shall be recorded by the Registrar and within seven days after the meeting, the signed copy shall be circulated among its members after approval by the Vice-Chancellor or the presiding officer as the case may be;
- f) The annual report of the University shall be prepared under the direction of the Vice-Chancellor and submitted to the Syndicate meeting at which it is to be considered.

(3) MEETINGS OF THE SYNDICATE:-

- (a) The Syndicate shall meet at such times and places as decided by the Vice-Chancellor:
Provided that the Syndicate shall meet at least once in every three months.
- (b) In case of urgency, the Vice-Chancellor may convene a special meeting at short notice;
- (c) The Vice-Chancellor if present shall preside over the meeting, but if the Vice-Chancellor is not present, the members present shall elect a presiding officer from among themselves.

(4) QUORUM FOR THE MEETINGS:

One third of the members of the Syndicate shall be the quorum required for a meeting of the Syndicate. In case, if there is no quorum, a second meeting shall be convened by giving 15 days notice in advance and no quorum is required for such a meeting.

(5) CONDUCT OF THE BUSINESS OF THE SYNDICATE:

The Conduct of business of the Syndicate and procedure for voting shall be mutatis mutandis of those prescribed for the conduct of the business of the Academic Council.

(6) The Syndicate shall have powers to take action on its own motion or on receipt of complaints of any malpractice indulged in any way by any member of the Staff of the University or College / Research Departments of the University, Colleges affiliated, recognised and approved by the University or any Superintendent of the examinations or by an examiner or by any student of the University, College / Research Departments of the University or colleges affiliated to, recognised and approved by the University and take appropriate action thereon.

(7) SYNDICATE TO INCUR UNFORESEEN EXPENDITURE:

The Syndicate may incur expenditure outside or in excess of the provision made in the budget as approved by the Finance Committee in case such expenditure is unforeseen and does not involve recurring commitment, and subject also to the condition that it shall be reported to the Finance Committee for ratification. This is outside the Vice-Chancellor's discretionary fund.

(8) New scheme or project of any kind to be financed either in whole or in part by the University Grants Commission or by the Government or by the University shall be undertaken with the Finance Committee's approval. In the case of recurring commitment in regard to such projects, no such commitment shall be made or undertaken unless the State Government or the University Grants Commission grants would be forthcoming for meeting the recurring cost of the scheme, or other endowment or funds would meet the cost of such projects permanently.

(9) PENSION, PROVIDENT FUND FOR STAFF:

The University shall institute for the benefit of officers, teachers and employees of the University such scheme of Pension-cum-Gratuity and Provident Fund as the Tamil Nadu Government may decide and approved by the Syndicate. The funds earmarked and invested for such purpose shall be deemed to be trust funds, and cannot be applied for any other purposes than those specified in the scheme or diverted for other purposes temporarily.

(10) OPINION BY CIRCULATION:

It shall be open to the Vice-Chancellor, in urgent cases, to obtain the opinion of the Syndicate by Circulation. Such opinion together with the action taken thereon shall be reported to the Syndicate in the next meeting for information.

3. THE FACULTIES OF THE UNIVERSITY:

1) DETAILS OF THE FACULTIES

- i) The Tamil Nadu Physical Education and Sports University shall have the following faculties:-
 - a) Faculty of Physical Education;
 - b) Faculty of Yoga and Allied Health Sciences;
 - c) Faculty of Technology and Management;
 - d) Such other Faculties as may be instituted by competent authorities from time to time.
- ii) The Dean of the respective Faculty shall be responsible to the Vice- Chancellor for the various academic activities of the Faculty.
- iii) Each faculty shall consist of departments, which shall undertake teaching, research and extension education as recommended by the academic council and the Boards of Studies.
- iv) The courses and subjects of study under each of the Faculty shall be as prescribed from time to time by the ACADEMIC COUNCIL, in consultation with the Boards of Studies of the respective Faculty.

2) DEANS OF FACULTIES

(See Section 45 of the Tamil Nadu Physical Education and Sports University Act, 2004)

- a) The Dean shall be appointed by the Vice-Chancellor from among the Professors under the Faculty, and shall hold office for a period of three years and shall be eligible for reappointment:

Provided that a Dean on attaining the age of sixty years shall cease to hold office as such;

- b) When the post of the Dean is vacant or when the Dean is by reason of illness, absence or any other cause unable to perform the duties of his office, the Vice-Chancellor may appoint a member of the Faculty who shall be any one of the Heads of Department in the Faculty to act as Dean and the person so appointed shall discharge the functions of the Dean in consultation with the Vice-Chancellor.
- c) The Faculty shall be reconstituted once in three years by the Syndicate.

3) THE DEAN SHALL:

- a) i) be the Head of the Faculty and shall be responsible for the conduct and maintenance of the Standards of Teaching and Research in the Faculty;
- ii) will be nominated as Member of the Syndicate;
- iii) Preside over the meetings of the Faculty;
- b) co-ordinate and direct the work of the Departments under the Faculty and shall function under the overall control of the Vice-Chancellor;
- c) review from time to time the work and progress of the teaching and projects implemented in the departments along with the Heads of the Departments / Teachers / Researchers in every department under the Faculty;
- d) review the budget estimate of each department and propose such changes if any, for the effective implementation of the research projects or / and studies; and
- e) have the right to be present and to speak at any meeting of the Boards of Studies or the Committees of the Faculty, as the case may be, but shall not have the right to vote thereat unless he is a member thereof.

4) POWERS OF FACULTIES SHALL BE:

- a) to consider and report on any matter referred to it by the Syndicate, and by the Vice-Chancellor;
- b) to consider and co-ordinate the resolutions of the Boards of studies of the departments under its purview;
- c) to make recommendations to the Syndicate in all matters connected with the upkeep and improvement of standard in research and teaching;
- d) to endorse, add and recommend names of experts for evaluation of theses, books, research reports and academic work of teachers and research scholars;
- e) to recommend and to supplement the list of names of experts who can be invited as special fellows from India and elsewhere;
- f) to propose additions or alterations in the Statutes and laws pertaining to the improvement of research and studies in the University;
- g) to call for proposals for research and studies from the Boards of Studies on the Subjects dealt with by the Faculties;
- h) to remit any matter to the Boards of Studies on the subjects comprised of the Faculty, regarding research proposals and studies;

- i) to suggest to the Syndicate new areas of research and arrange for programmes of work especially of interdisciplinary type;
- j) to appoint committees of the Faculty to consider and report on matters referred to them;
- k) to propose procedures to implement projects funded by outside agencies;
- l) To recommend to the Vice-Chancellor the calling of joint meetings of the Faculties to consider any matter of interest common to more than one Faculty.

5) MEETINGS:

- a) Every Faculty shall meet at least once in every academic year.
- b) The notice of every meeting shall be issued by the Registrar.
- c) (The Vice-Chancellor may at any time cause a meeting of a Faculty to be convened.)

6) JOINT MEETINGS:

- a) The Vice-Chancellor may direct two or more Faculties to hold a joint meeting for the disposal of any question affecting more than one Faculty.
- b) Notice for the joint meetings of two or more Faculties shall be issued by the Registrar.

7) NOTICE OF MEETING:

Fifteen days' clear notice shall be given for a meeting of the Faculty or for the joint meeting of the Faculties. The said meetings shall be presided over by the Vice-Chancellor and in his absence by any one of the Deans of the Faculties nominated by the Vice-Chancellor for that purpose.

8) QUORUM:

- a) One third of the members in the said Faculty forms the quorum.
- b) The quorum of the joint meeting of two or more Faculties shall be one third of the total number of members in the said faculties, no one member however being counted more than once.

9) PROCEDURE ON THE CONDUCT OF THE MEETINGS:

The conduct of Business at meetings of Faculties shall be regulated in accordance with the Statutes governing the meetings of the Syndicate wherever applicable.

10) RECORDING OF THE MEETINGS:

The Chairman of the meeting shall cause to record the minutes of the meeting. The minutes of the meeting shall be forwarded by the Registrar to the members of the Faculty / or the Faculties if it is a joint meeting.

11) UNIVERSITY DEPARTMENTS OF STUDY AND RESEARCH:

A University Department of Study and Research shall be under the direct control of the University.

DEPARTMENTS

Different Departments shall be grouped under a faculty on the basis of related discipline and the Heads of the Departments shall be appointed by the Vice-Chancellor and shall be rotated once in three years. The Department shall be the primary unit of administration for the purpose of Education, Research and wherever necessary extension education in the particular field of knowledge.

12) SUBJECTS - PROVISION OF DEPARTMENTS:

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

- a) Department of Physical Education;
- b) Department of Yoga;
- c) Department of Exercise Physiology and Bio-mechanics;
- d) Department of Sports Management and Sports Psychology & Sociology;
- e) Department of Advanced Sports Training and Technology; and such other departments as required from time to time and approved by the authorities.

a) Suspension or Abolition of Professorship, etc.

The Syndicate shall have powers to abolish or suspend any Professorships, Associated Professorships, Assistant Professorships or other teaching posts on report from the Vice-Chancellor thereon.

b) Classification of Teachers:

The teachers of the University shall be classified as Professors, Associate Professors and Assistant Professors. The duties of the Associate Professors and Assistant Professors are to teach and to engage in research activities and extension activities. The duties of Professors shall include in addition to teaching, research and extension, the guidance and co-ordination of studies in their subjects in consultation with the colleagues.

c) 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 service of this or any other University or affiliated colleges of this or any other University as Emeritus Professors on such terms as may be decided upon by the Syndicate.

d) Honorary Teachers:

It shall be open to the Syndicate to appoint teachers in this University on payment of honorarium only (without salary) to take part in the work of the University in their respective subjects.

e) Duties of Professors:

It shall be the duty of the University Professors,

- i) To deliver lectures, conduct classes, engage in research and any other academic work related to the Department;
- ii) To direct and supervise the work of research students in branches of knowledge related to the subject of their specialisation concerned; and
- iii) To make recommendations to the Academic Council and the Syndicate, if required, with regard to any course of study or examination of the University or on other matters relating to the subject connected with the respective areas of their specialisation.
- iv) Such other work assigned from time to time by the Vice-Chancellor.

F) DUTIES OF ASSOCIATE PROFESSORS AND ASSISTANT PROFESSORS:

- i) The duties of the Associate Professors and Assistant Professors are to teach and to engage in research and extension work. They are also to guide and supervise the work of research students in branches of knowledge related to the subject and of such other work assigned by the Head of the Department and the Vice-Chancellor from time to time.
- ii) Nothing contained in the Statutes shall preclude the proper authority from entrusting any work connected with the University, academic or administrative, from time to time, to any member of the University.

4. THE BOARDS OF STUDIES

- 1) a) There shall be a Board of Studies for each department or groups of related subjects in the University.
- b) The Board of Studies shall consist of the following members:
 - i) University Head of the Department of the concerned Faculty - Chairman.
 - ii) Dean of the concerned faculty - Ex-officio Member.
 - iii) Three Professors in the Department to be nominated by the Vice-Chancellor as Members on rotation.
 - iv) Two Associate Professors and One Assistant Professor in a Faculty to be nominated by the Vice-Chancellor on rotation.
 - v) One or more Deans / Head of the Departments of other Faculties of the University to be nominated by the Vice-Chancellor -Members on rotation.
 - vi) Two experts in the concerned subjects from outside the University within the State to be nominated by the Vice-Chancellor -Members.
 - vii) Two experts in the concerned subject outside the State to be nominated by the Vice-Chancellor - Members.

2) TERM OF OFFICE:

Members of the Boards of studies other than Ex-officio members shall normally hold the office for a period of not exceeding three years as may be fixed at the time of the appointment: Provided that the Vice-Chancellor may declare any member of a Board to have vacated his/her membership if he / she leaves India or for other valid reasons such as transfer from this University area.

3) CHAIRMANSHIP:

In the event of a vacancy in the post of the Chairman, the Vice-Chancellor shall appoint a Member of the Board to act as Chairman until a permanent arrangement is made.

4) FUNCTIONS:

- 1) It shall be the duty of each Board of Studies,
 - i) To consider and report on any matter referred;
 - ii) To propose course of study for various programmes offered in the respective Faculty of the University;
 - iii) To propose Curricula of the University and advise the Academic Council with regard to all questions referred to in connection with the syllabi for various Under Graduate and Post Graduate Programmes;
 - iv) To recommend to the Syndicate persons suitable for appointment as Examiners in the subject with which it deals;
 - v) To recommend text books whenever necessary;
 - vi) To make recommendations in regard to courses of study, regulations and panel of examinations in the subject with which it deals;
- 2) The Board of studies shall exercise such other powers and perform such other duties as directed by the Academic Council and the Syndicate;

5) MEETINGS:

Meetings of Boards of studies shall be convened by the Registrar under the directions of the Vice-Chancellor at such times and places as may be necessary. Where, in the temporary absence of a Chairman, a meeting of a Board of Studies is required to be convened for the purpose of dealing urgent with any University business, the Vice-Chancellor may direct the Registrar or any other officer of the University to act as convenor.

6) QUORUM

Three members shall form a Quorum for any meeting of the Boards of Studies. In case there is no Quorum the Vice-Chancellor may co-opt available subject experts locally. The members present shall discuss the agenda for the meeting and the minutes of the discussion shall be circulated among members of the Board, with agenda, for information.

7) MINUTES OF THE MEETING:

The final minutes of every meeting shall be prepared by the Chairman, signature obtained from the members and the same shall be forwarded to the Registrar within one week from the date of the meeting held.

8) OPINION BY CIRCULATION:

It shall be open to the Vice-Chancellor, in urgent cases, to obtain the opinion of any Board of Studies by Circulation. Such opinion together with the action taken thereon shall be reported to the Board in the next meeting.

9) DECISIONS OF THE BOARD ONLY RECOMMENDATORY IN NATURE:

All decisions and opinions of the Boards of Studies are only recommendatory in nature and it is upto the Vice-Chancellor / Syndicate and other appropriate authorities of the University to take action on the recommendations of the Board.

10) There shall also be a Board of Research studies common to all the branches of studies other than the one mentioned in 1(a). This board shall not have more than ten members. The functions of this board shall be prescribed by the Syndicate from time to time. However, the following shall ordinarily be the functions of the Board of Research studies:-

- (a) To advise the Vice-Chancellor and the Syndicate on all matters concerning the research programmes undertaken in the University departments and departments of research in the affiliated and constituent colleges and centres of research recognised by this University and formulate the rules governing research degrees.
- (b) To plan for inter-disciplinary research programmes.
- (c) To make recommendations with regard to general guidelines to be followed in making selection of research students for admission and for award of fellowships.

5. THE FINANCE COMMITTEE

(SEE SECTION 27 OF THE TAMIL NADU PHYSICAL EDUCATION AND SPORTS UNIVERSITY ACT, 2004)

1) THERE SHALL BE A FINANCE COMMITTEE AS PROVIDED FOR IN SECTION 27 OF THE ACT.

2) SECRETARY:

The Finance Officer of the University shall be the ex-officio Secretary of the Finance Committee but he shall not be deemed to be a member of the Committee.

3) CONVENING OF MEETINGS OF THE FINANCE COMMITTEE:-

- a) The meeting of the Finance Committee shall be convened by the Vice-Chancellor. The meetings shall normally be convened in January to consider the Financial Estimates and in July to consider the annual accounts, budget estimate, revised estimate, etc. and at such other times as the Vice-Chancellor may consider necessary.
- b) A week's notice of the meeting shall ordinarily be given but the Vice-Chancellor may convene the meeting at a short notice.
- c) In all questions coming up for consideration, the majority decision shall prevail. In the event of a tie, the Vice-Chancellor shall have a second and casting vote.
- d) The procedure regarding the conduct of meeting of the Syndicate shall wherever applicable be applied to the meetings of the Finance Committee.

4) A) POWERS AND DUTIES:

The powers and duties of the Finance Committee shall be as provided for in the Act.

B) ANNUAL ACCOUNTS: (SECTION 26 OF THE ACT)

- i) The annual accounts prepared by the Finance Officer shall be submitted to such examination and audit as the Government may direct and a copy of the annual accounts and audit reports shall be submitted to the Government/Finance Committee.
- ii) The Finance Officer shall, before such date as may be specified by the Vice - Chancellor, prepare the annual financial estimates for the ensuing year.
- iii) The annual accounts and the annual financial estimates prepared by the Finance officer shall be placed before the Syndicate together with the remarks of the Finance Committee for approval and the Syndicate may pass a resolution with reference thereto and communicate the same to the Finance Officer who shall take action in accordance therewith:

Provided that it shall be competent to the Syndicate to remit any matter for the consideration of the Finance Committee.

- c) To perform such other functions and exercise such other powers assigned to it by the Syndicate from time to time concerning financial matters.

5) MINUTES OF THE MEETINGS:

Minutes of the meeting shall be recorded by the Finance Officer, and within seven days after the meeting shall be circulated among the members after approval by the Vice-Chancellor. The finance officer shall transmit immediately after each meeting a copy of the minutes to the Registrar, who shall place the same before the Syndicate at its next meeting.

6. THE PLANNING BOARD.

(SEE SECTION 28 OF THE TAMIL NADU PHYSICAL EDUCATION AND SPORTS UNIVERSITY ACT, 2004)

- 1) There shall be constituted a Planning Board of the University which shall advise generally on the planning and development of the University and review the standard of education and research in the University.
- 2) The Planning Board shall consist of the following members, namely:-
 - a) the Vice-Chancellor, who shall be the Ex-officio chairman of the Board; and
 - b) not more than eight persons of high academic standing.
- 3) the members of the Planning Board shall be appointed by the Chancellor and shall hold office for such period as he may determine.
- 4) The Planning Board shall, in addition to all other powers vested in it by the Act, have the right to advise the Syndicate and the Academic Council on any academic matter.
- 5) The Board shall have the following powers:
 - a) to advise generally on the planning and development of the University;
 - b) to keep under review the standard of education and research in the University;
and
 - c) to advise the Syndicate and Academic Council on any academic matter.

6) MEETING AND MINUTES:

- a) The Board shall meet at least once in a year;
- b) The Registrar shall issue the notice for convening the meetings of the board;
- c) The minutes shall be prepared by the Registrar, with the approval of the Vice-Chancellor, or the Chairman who presides over the meeting, and circulated among its members within ten days after the meeting.

CHAPTER VI

ACADEMIC ACTIVITIES OF THE UNIVERSITY

(1) ADMISSIONS TO THE UNIVERSITY COURSES: (AS PER SECTION 36 OF THE ACT)

- i) Students shall be admitted to the University in accordance with the Ordinances approved by the Academic Council. Any modifications to the Ordinances shall be made by the Vice-Chancellor on the recommendations of the Academic Council in consonance with the rules of the Government that are in force and that may be issued from time to time by the Government in this regard.
- ii) The number of students to be admitted will be decided by the Syndicate on the recommendations of the Academic Council.

(2) COURSES OF STUDY:-

- a) The University shall offer the courses leading to the following Undergraduate, Postgraduate, Research & Doctoral Degrees and Diplomas:

S.No	Name of the Faculty	Department under Faculty	Courses	Duration	Eligibility
1	Faculty of Physical Education	1. Department of Physical Education	Ph.D in Physical Education	3/2 Years	M.P.Ed., or its Equivalent Degree Approved by the Syndicate of TNPESU or MPhil in Phys. Education
			M.Phil in Physical Education	1 Year	M.P.Ed., or its Equivalent Degree Approved by the Syndicate of TNPESU.
			M.P.Ed., in Physical Education	2 Years	B.P.Ed., / B.P.E., (3 years) or its Equivalent Degree Approved by the Syndicate of TNPESU.
			B.P.Ed., in Physical Education	1 Year	A pass in any Degree (10 + 2 + 3) or its Equivalent Degree Approved by the Syndicate of TNPESU.
			P.G. Diploma in Fitness and Wellness Management	1 Year	Any Degree Recognised by the Syndicate of TNPESU
			P.G. Diploma in Adapted Physical Education	1 Year	Any Degree Recognised by the Syndicate of TNPESU.
			P.G. Diploma in Applied Statistics in Physical Education	1 Year	Any Degree Recognised by the Syndicate of TNPESU

2. Department of Yoga	Ph.D in Yoga	3/2 Years	MSc (Yoga) or MPhil in Yoga.
	M.Phil in Yoga	1 Year	MSc (Yoga).
	M.Sc. (Yoga)	2 Years	Any Degree Recognised by the Syndicate of TNPESU
	P.G.Diploma in Yoga	1 Year	Any Degree Recognised by the Syndicate of TNPESU
	P.G. Diploma in Yoga For Fitness and Wellness	1 Year	Any Degree Recognised by the Syndicate of TNPESU
Faculty of Yoga and Allied Health Sciences	Ph.D in Exercise Physiology and Nutrition	3/2 Years	MSc (Exercise Physiology and Nutrition) or MPhil in Exercise Physiology and Nutrition.
	M.Phil in Exercise Physiology and Nutrition	1 Year	MSc (Exercise Physiology and Nutrition).
	M.Sc. (Exercise Physiology and Nutrition)	2 Years	BSc in Exercise Physiology and Nutrition or BSc in Physical Education or BSc in Nutrition and Dietics or BSc in Bio-Technology or BSc in Micro-Biology or BSc in Chemistry or BSc in Physics or BSc in Nursing or BSc in Zoology or BSc in Botany or BSc in Bio-Chemistry or BPE or BPEd.
	M.Sc. (Fitness Management)	2 Years	Any Degree Recognised by the Syndicate of TNPESU B.P.T. of Any Recognised University and Approved by the Syndicate of TNPESU
	P.G. Diploma in Sports Physiotherapy	1 Year	Any Degree Recognised by the Syndicate of TNPESU
	B.Sc. (Exercise Physiology and Nutrition)	3 Years	A Pass in HSc or its Equivalent Examinations Recognised by the Syndicate of TNPESU
	Ph.D in Sports Biomechanics and Kinesiology	3/2 Years	MSc (Sports Biomechanics and Kinesiology) or MPhil in Sports Biomechanics and Kinesiology.
	M.Phil in Sports Biomechanics and Kinesiology	1 Year	MSc (Sports Biomechanics and Kinesiology).
	M.Sc. (Sports Biomechanics and Kinesiology)	2 Years	Any Degree Recognised by the Syndicate of TNPESU
	3. Department of Exercise Physiology and Biomechanics		

3.	Faculty of Technology and Management	4. Department of Sports Management and Sports Psychology & Sociology	Ph.D in Sports Management	3/2 Years	MBA (Sports Management) / MBA (General) or MPhil in Sports Management / MPhil in Management			
			M.Phil in Sports Management	1 Year	MBA (Sports Management) or MBA (General) or MPEd or MPE or MS (Sports Coaching)			
			MBA (Sports Management)	2 Years	Any Degree Recognised by the Syndicate of TNPESU			
			Ph.D in Sports Psychology and Sociology	3/2 Years	MSc (Sports Psychology and Sociology) or MPhil in Sports Psychology and Sociology.			
			M.Phil in Sports Psychology and Sociology	1 Year	MSc (Sports Psychology and Sociology).			
			M.Sc. (Sports Psychology and Sociology)	2 Years	Any Degree Recognised by the Syndicate of TNPESU			
			5. Department of Advanced Sports Training and Technology	Ph.D in Advanced Training and Coaching	3/2 Years	MSc (Sports Coaching) or MPhil in Advanced Training and Coaching or MPEd with Diploma in Coaching.		
				M.Phil in Advanced Training and Coaching	1 Year	MSc (Sports Coaching) or MPEd with Diploma in Coaching		
						M.Sc. (Sports Coaching)	2 Years	Any Degree Recognised by the Syndicate of TNPESU with Diploma in Sports Coaching
						P.G. Diploma in Sports Coaching	1 Year	Any Degree with Two Times Representation in Senior State/Inter University/Inter Services / Inter Department Level (Or) Any Degree and BPEd / MPEd with one Time Representation in Senior State / Inter University/Inter Services / Inter Department Level (Or) A Medalist in the Recognised International Event / Competition with a pass in the Tenth Standard.
Ph.D in Sports Technology	3 Years	Master's degree in engineering						
			M.Tech in Sports Technology	2 Years	Any Engineering Degree including Sports Technology (or) Equivalent (or) A minimum of 55% of marks in Master's degree in Science with mathematics as one of the subjects.			

- b) These and other additional degrees, diplomas and certificate courses shall be offered by the University as decided from time to time by the Syndicate.
- c) The detailed ordinances for admission of students, on the courses and curricula, on the method of examination and on award of degrees shall be passed by the Syndicate, on the recommendation of the Board of Studies.

(3) SCHOLARSHIPS AND FELLOWSHIPS:

- i) Appropriate Committees shall be constituted by the Vice-Chancellor and the Syndicate for the institution of Scholarships, Fellowships, Studentships, Medals, Prizes and the like.
- ii) The award of the Scholarships, Fellowships, etc., mentioned in clause (1) above and also the grants-in-aid, loans, etc., shall be as per Rules formulated from time to time by the authorities.
- iii) Funds and endowments for the existing Scholarships, fellowship, prizes, medals, etc., administered either by the Government or by the Government Departments shall be placed at the disposal of the University and shall be granted by the University as per the existing Rules, which may be modified by the Syndicate as and when found necessary.

CHAPTER VII CONVOCATION

(1) CONVOCATION FOR CONFERRING DEGREES:-

- i) The Convocation of the University shall be held to confer degrees either in person or in absentia ordinarily once in a year. The date shall be notified by the Registrar with the approval of the Vice-Chancellor, Pro-Chancellor and the Chancellor.
- ii) The candidates for degrees shall submit to the Controller of Examinations their applications for admission to the Convocation on or before the last date prescribed. The form of application and the fee payable for admission to Convocation, either in person or in absentia, shall be as prescribed. No person shall be admitted to a Convocation who has not, thus, sent his application to the Controller of Examination.
- iii) The date of Convocation shall be duly notified at least 30 days before the date of Convocation. The last date for the receipt of application by the Controller of Examination shall be at least 15 days before the date of Convocation.
- iv) Any person, who having sent application in his name to the Controller of Examination as a candidate for a degree at a Convocation fails to appear on that occasion, shall pay again the prescribed fee when he applies next for his degree.
- v) The Chancellor, Pro-Chancellor, Vice-Chancellor, Registrar, Deans of Faculties, Members of the Syndicate and Heads of Departments of the University shall wear the academic robes prescribed for the purpose.
- vi) In the absence of the Chancellor, the Pro-Chancellor shall preside over the Convocation. In his absence, the Vice-Chancellor shall preside.
- vii) The presentation of the persons at the Convocation on whom degrees are to be conferred shall be by the Dean of the Faculty or one of the Syndicate Members / Head of the Departments in the Faculty concerned nominated by the Vice-Chancellor.
- viii) The detailed proceedings of the Convocation ceremony shall be as given in Appendix- I.
- ix) The Chief Guest of the Convocation shall deliver the Convocation Address.
- x) Academic robes shall be as prescribed below:

(A) CHANCELLOR

a purple teray velvet gown with inner silk lining for body and sleeves, with four inch gold zari for fronts and with six bars in gold zari on sleeves.

(B) PRO-CHANCELLOR

a purple colour velvet gown with inner silk lining for body and sleeves, with four inch gold zari for fronts and with five bars in gold zari on sleeves.

(C) VICE-CHANCELLOR

A purple colour velvet gown with inner silk lining for body and sleeves, with four inch gold zari for fronts and with four bars in gold zari on sleeves.

(d) ACADEMIC ROBE FOR THE CHIEF GUEST

A light blue velvet gown with inner silk lining for body and sleeves, and four inch gold zari for fronts and with two bars on sleeves.

Note:- It is optional to the Chief Guest of the Convocation to wear the prescribed academic robe or the robe that is applicable by virtue of his qualifications.

(e) HONORARY DEGREES(Honoris Causa)

i) DOCTOR OF SCIENCE(D.Sc.):

Gown:- A scarlet satin silk gown with four-inch silk facing.

ii) DOCTOR OF LITERATURE (D.Lit.):

Gown:- A scarlet satin silk gown with four-inch silk facing.

(f) REGISTRAR

A dark blue satin silk gown with two-inch zari border for fronts and with two bars on sleeves.

(g) MEMBERS OF THE SYNDICATE

A white satin silk gown with two-inch zari border for fronts and with two bars on sleeves.

(h) GRADUATES

Candidates who wear Indian costumes shall wear a white dhoti or trousers, a dark coloured coat with a closed collar buttoned upto the neck. All those who wear European costume shall be clothed in dark coloured material and stiff collar and tie. The above shall not apply to Women Candidates.

(i) DOCTOR OF PHILOSOPHY

A gown made of white silk or stuff, cut like the Cambridge M.A. Gown.

(j) MASTER OF SCIENCE

A gown made of yellow silk or stuff, cut like the Cambridge M.A. Gown.

(k) MASTER OF PHYSICAL EDUCATION

A gown made of yellow silk or stuff, cut like the Cambridge M.A. Gown.

(l) MASTER OF BUSINESS ADMINISTRATION

A gown made of yellow silk or stuff, cut like the Cambridge M.A. Degree gown.

(m) MASTER OF PHILOSOPHY

A gown made of yellow silk or stuff, cut like the Cambridge Gown.

(n) BACHELOR OF SCIENCE

A gown made of yellow stuff cut like the Cambridge B.A. Gown.

(o) BACHELOR OF BUSINESS ADMINISTRATION.

A gown similar to that of the B.A. Degree.

(p) BACHELOR OF PHYSICAL EDUCATION

A gown made of yellow stuff, cut like the Cambridge M.A. Gown.

The academic robes for the candidates receiving all other degrees and diplomas to be conferred by the University at the Convocation shall be as approved from time to time.

(2) AWARD OF DEGREES AND DIPLOMAS:

The Syndicate shall approve the award of Degrees, Diplomas and other academic distinctions and the procedure for which shall be as approved from time to time by the authorities.

(3) WITHDRAWAL OF DEGREES, DIPLOMAS, ETC:-

The Syndicate may on the recommendation of the Academic Council by a resolution passed with a majority of not less than two-thirds of the members present and voting at the meeting, after providing an opportunity for the person concerned to explain his action in person and/or in writing, withdraw a degree, diploma, certificate or other academic distinctions conferred earlier by the University provided that the withdrawal of an Honorary Degree shall be with the concurrence of the Chancellor.

HONORARY DEGREES (HONORIS CAUSA)

(4) HONORARY DEGREES (HONORIS CAUSA) AND OTHER ACADEMIC DISTINCTIONS:

- i) The Honorary degree of Doctor of Science/Doctor of letters (Honoris Causa) shall be conferred 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, Research and Development in the area of Physical Education, Sports and Allied areas a fit and proper person to receive such a degree.
- ii) The Syndicate shall, subject to prior approval by the Chancellor, have power to confer the Honorary degree (Honoris Causa) and other academic distinctions on the recommendations of the authorities of the University.
- iii) All proposals for the conferment of the Honorary degree (Honoris Causa) and other academic distinctions shall be made by a Committee consisting of the Vice-Chancellor and the Deans and shall be placed before the Syndicate for recommendation and submitted to the Chancellor for His/Her assent.
- iv) The Honorary degree (Honoris Causa) and other academic distinctions shall be conferred at a Convocation, or at a special convocation, and may be taken in person or in absentia.
- v) The presentation of the Honorary degree (Honoris Causa) conferred on a person at the Convocation shall be made by the Vice-Chancellor, or by a person nominated by the Vice-Chancellor.
- vi) The Honorary Degree (Honoris Causa) and other academic distinction shall be signed by the Vice-Chancellor and the Chancellor.

CHAPTER VIII

CONDITIONS OF SERVICE AND RECRUITMENT

(SEE SECTIONS 41, 42, 43 AND 44 OF THE TAMIL NADU PHYSICAL EDUCATION AND SPORTS UNIVERSITY ACT, 2004)

1. GENERAL:

I) TITLE:-

These Statutes shall be known as "Service Statutes of the Establishment under the Tamil Nadu Physical Education and Sports University."

II) APPLICABILITY :-

These Statutes shall be applicable to all staff of the University not regulated by separate laws framed in accordance with the provisions of the Act and Statutes. For academic staff and others governed by separate laws, these Statutes shall apply as far as they are not inconsistent with the said separate laws.

In the case of those on Foreign Service from Government Department, Local bodies or any other University, public sector undertakings, etc., these Statutes will be subject to specific terms, if any, on which the persons are lent on Foreign Service to the University. Unless specified, the rules of the Government will be applicable.

In respect of contractual appointment, the contract conditions will prevail over these Statutes. In regard to matters not specifically dealt within contract agreement the provisions in these Statutes will apply.

III) CLASSIFICATION OF STAFF:

- a) The employees of the University shall be classified as follows: (based on the scale of pay as adopted by the State Government from time to time)

Group A - Employees whose minimum pay in the time-scale is Rs.37400-67000+8800/- or more per month

Group B - Employees whose minimum pay in the time-scale is Rs 15,600-39100+6600/- and above but below Rs.37400-67000+8700/- per month

Group C - Employees whose minimum pay in the time scale is Rs.9300-34800+4400/- and above but below Rs.15600-39100+6000/- per month

Group D - Employees in the post of pay scale the minimum of which is below Rs.4800-10000+1400/- per month

- b) The Scales of pay of the employees of the University shall be as specified in Appendix-II. The special pay and other allowances admissible to the employees shall be at the rates applicable to the employees in the corresponding post in the Tamil Nadu Government Service, as decided from time to time by the University. However the Syndicate shall have powers to revise the scales of pay and allowances attached to any of the posts of the University as and when necessary on recommendation of Finance Committee.

iv) RECRUITMENT

The Syndicate on the recommendations of the Finance Committee shall have the powers to create teaching and non-teaching posts, from time to time based on need.

2. QUALIFICATION AND METHOD OF RECRUITMENT:-

- (i) Recruitment to the various posts shall be made:
- i) by direct recruitment;
 - ii) by transfer;
 - iii) by promotion through selection from the lower category;
 - iv) by deputation on foreign service from Central or State Government or other Universities or Affiliated Colleges or from Public Sector undertakings and local bodies;
 - v) By contract appointments.
- (ii) The qualification, method of recruitment and appointing authority in respect of various posts in the University shall be as specified in the Appendix-II. The qualifications and procedures for recruitment prescribed in Appendix-II shall apply to the posts in the University. Appointments to Temporary post shall be made as per section 43 (7) of the Act.
- (iii) The application form and application fees for technical and non-technical shall be as prescribed by the Syndicate from time to time.
- (iv) On expiry of the last date for receipt of applications, all the applications shall be compiled and placed before a Screening Committee constituted for the purpose by

the Vice-Chancellor. The Screening committee, after tabulating the applications and comparing the qualifications of the applicants, shall prepare a list of names of candidates to be called for interview and place it before the Vice-Chancellor for his approval. When necessary, the candidates from among the approved list shall be called for interview to appear before the Selection Committee on a specified date, at their own expense.

- (v) Any employee shall be liable for transfer to any other department within the jurisdiction of the University.

Note: Direct recruitment shall be made by obtaining a list of qualified candidates from the Employment Exchange and through open advertisement.)

3. RESERVATIONS:-

The rules of communal reservation as in force in the Tamil Nadu Government Service from time to time shall apply in the case for all direct recruitments for the post which has cadre strength more than one.

4. CRITERIA FOR PROMOTION:-

All promotions shall be based on seniority from among candidates possessing the qualifications prescribed.

5. SELECTION COMMITTEE:-

(i) Constitution of Selection Committee:

All appointments of staff by direct recruitment shall be made by the Syndicate on the recommendation of the Selection Committee, constituted for this purpose. In the case of appointments to teaching posts the selection committee shall be constituted in accordance with the Section 43 of the Act as given below. For non-teaching posts group A, other than Officers specified in Section 9 of the Act viz., The Registrar, The Finance Officer, The Controller of Examinations, or such other persons as may be declared to be Officers of the University, B and C, the Selection Committee shall be as given below:

I – Group “B” & “C”

Vice-Chancellor	-	Chairman
Nominee of the Government	-	Member
Registrar	-	Member
One Head of the Department / Professor (Nominated by the Vice-Chancellor)	-	Member
Two Experts from Outside the University Nominated by the Vice-Chancellor	-	Member
Special Nominee for SC/ST whenever SC/ST Candidates appear for the interview and such other Nominee as ordered for Selection Committee by State Government / UGC if any	-	Member
Special Nominee for Women nominated by the Vice-Chancellor whenever Women candidates appear for the interview and such other Nominee as ordered for Selection Committee by State Government / UGC if any	-	Member

II - Group ‘D’

Registrar	-	Chairman
Government Nominee	-	Member
Two experts from outside the University nominated by the Vice-Chancellor	-	Member
Special Nominee for SC/ST whenever SC/ST candidates appear for the interview	-	Member
Special Nominee for Women whenever Women candidates appear for the interview.	-	Member

In the case of teaching staff, the qualifications / procedure prescribed by the U.G.C for various categories and approved by the Syndicate shall generally be followed and for non-teaching staff such procedure prescribed by the Syndicate from time to time will be followed, subject to such modifications, as the Syndicate might consider necessary.

(ii) Special Qualification for Technical Persons:

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

(iii) Submission of Certificates:

Every person appointed as Member of the Staff of the University shall, before actually joining the University should produce:

- a. Evidence of age;
- b. Community Certificate, if necessary;
- c. Evidence of Educational Qualification;
- d. Proper relief certificate from the previous employer, if necessary ; and
- e. A certificate of medical fitness as in Appendix-III from a medical officer not below in rank of a Assistant Civil Surgeon in the case of Group D and Civil Surgeon in the case of other employees that the person is Physically fit for the job and that he suffers from no disability, contagious diseases which would affect the discharge of his duties in the University.

6. TEMPORARY APPOINTMENT BY THE VICE-CHANCELLOR

Appointments to temporary post shall be made as per sub section (7) of section 43 of the Act.

7. PROBATION;

i) Period of Probation:-

Every directly recruited employee of the University unless specifically exempted shall be on probation for a period of two years within a continuous period of three years from the date of joining duty in the University.

ii) (a) Completion of Probation:

On completion of the period of probation the University shall make an assessment of the work of the probationers and on the basis of such an assessment either declare him/her to have completed his/her probation satisfactorily or extend his/her probation by such period as is considered necessary, not exceeding one year to make a further assessment of his/her suitability provided such orders shall be issued within three months after the date of completion of probation and discharge her/him from service after giving her/him a reasonable opportunity of showing cause against the proposed termination of probation. If an assessment at the end of the extended period of probation shows that his/her work is not satisfactory, his/her appointment shall then be terminated. Such an order shall be issued within three months after the date of the completion of the extended period: Provided that such action on the employee shall be based on the approval of the Syndicate.

(b) Mode of Assessment of Academics:

A committee presided over by the Vice-Chancellor and consisting of the Head of the Department/Professor of concerned Department, shall evaluate the work of the probationer his/her self appraisal report endorsed by the HOD every six months and make recommendations whether he/she can be declared as having completed his/her probation satisfactorily or otherwise.

(c) The Syndicate will decide whether those who have completed probation in one cadre need to be put on probation in subsequent promotion/selection.

8. FURNISHING OF SECURITY AND AGREEMENT

(a) Security Deposit:-

Any person appointed to the categories for which security is considered necessary by the Syndicate shall furnish the security in cash or in any other manner as prescribed by the Syndicate from time to time.

(b) Verification of character and antecedents:-

(i) Every employee shall produce a character and conduct certificate from a responsible person and another from the Head of the institution in which he/she last studied or worked, at the time of his/her first appointment to the University.

(ii) Any employee shall be liable for any action as the appointing authority may deem fit, if at any time such authority comes to know that the antecedents of the employee had been doubtful.

(c) Contract Agreement:

Every employee of the University appointed on a regular basis shall be required to execute an agreement to serve the University for a minimum period of three years, in the form specified in the Appendix IV. An employee who is appointed on a tenure post or in a leave vacancy or on contract basis shall also be required to execute a similar agreement to serve the University for the specified period, provided that the Syndicate may exempt any employee or category of employees from executing such an agreement.

CHAPTER IX

SERVICE CONDITIONS, LEAVE RULES, TRAVELLING ALLOWANCE, ETC.

1) FIXATION OF PAY:-

- i) Ordinarily a person on his first appointment to a post in the University shall start at the minimum of the time scale applicable to that post or at a stage in the scale as specified in the Regulations. Higher start in the time-scale may be granted by the appointing authority, provided the Selection Committee recommends a higher start in deserving cases.
- ii) Every employee of the University selected for appointment to a higher post shall have his pay fixed at the minimum of the time-scale applicable to such higher post or at the stage in the said time-scale next above the pay notionally arrived at by increasing his pay in the lower post by one increment, whichever is higher.
- iii) If for any reason an employee holding a post in the University in a substantive capacity is transferred to a post carrying a different time-scale of pay than what he was originally entitled to, his pay should be protected in the scale, the difference in pay being treated as personal pay, to be merged in further increments.
- iv) If an employee of the University holding a post in a time-scale in a substantive capacity is transferred to a lower post on a lower time-scale of pay due to reduction in establishment strength or for other reasons than punishment of the employee, in the interest of University work, his pay in the lower post shall be so fixed that there is no monetary loss to him. The difference between the pay drawn by him in the previous post and the pay ordinarily admissible in the lower post being treated as personal pay.

2) PROBATION:-

- i) Every employee on his first appointment to the service of the University shall be on probation for a period of two years on duty, within a continuous period of three years. Well before the expiry of the prescribed period of

probation, the superior under whom the employee is working shall recommend to the appointing authority declaration of satisfactory completion of probation of the employee, if the work and conduct as verified from the personal files (Appendix - VII) are satisfactory, or to extend the probation by a specified period if the work and conduct have not been satisfactory. In either case the decision of the appointing authority shall be communicated to the employee in writing within six months from the date of completion of the prescribed period of probation.

- ii) If the work and conduct of the employee do not show an improvement even during the extended period of probation, it shall be open to the appointing authority to order a further extension of probation subject to overall maximum of four years, or to terminate the services of the employee.
- iii) The following periods shall not count for probation:-
 - (a) any kind of leave other than casual leave or compensation leave; and
 - (b) holidays prefixed or suffixed to leave other than casual leave and compensation leave.

3. INCREMENT:-

I) An increment shall normally be drawn as a matter of course unless it is stopped beforehand by a specific order of the competent authority as a measure of disciplinary action. All orders regarding withholding of an increment should indicate the period for which it is withheld and whether the withholding shall have the effect of postponing further increments.

- a. The following periods shall count for increment:-
 - i) all periods of duty in a post of a time-scale;
 - ii) all periods of leave with pay and allowance;
 - iii) all periods of extra ordinary leave on medical certificate; and
 - iv) study leave granted for prosecution and successful completion of higher studies leading to a post-graduate degree or its equivalent.
- b. The following periods shall not count for increment;
 - i) extra ordinary leave without medical certificate;

- ii) suspension not treated as duty or as leave but as penalty;
 - iii) overstay of leave; and
 - iv) overstay of joining time.
- II) the authorities empowered to sanction periodical increments shall be as given in Appendix- VI.

4. SENIORITY OF MEMBERS IN SERVICE:-

- i) The seniority of an employee shall, unless he has been reduced to a lower rank as a punishment, be determined by the rank obtained by him in the list of candidates drawn by the Selection Committee, unless otherwise decided by the Vice-Chancellor.
- ii) The seniority of employees in a given category of post shall be determined on the basis of total service in the post in that category.

5. SERVICE BOOK:-

There shall be a Service Book for every employee in which shall be entered all matters relating to his service in the University. The service book shall contain in particular a history of his service from the date of his appointment including increment, promotion, reward, punishment and all other special events of his service career. The service book shall also contain a leave form for the employee showing a complete record of all earned as well as unearned leave except casual leave, taken by him. The Service Book shall be in the form as prescribed for the employees of the Tamil Nadu Government.

6. PERSONAL FILE:-

- (1) Personal File as in Appendix - V shall be maintained for all employees, except the Group D employees. The reports for the file shall be prepared in the form prescribed by the Tamil Nadu Government.
- (2) In the case of permanent employees and approved probationers, these reports shall be prepared once a year for the period ending 31st December, and in the case of others, once in six months for the periods ending 30th June and 31st December.
- (3) The report shall be prepared within 30 days after the end of the period for which the report relates, get countersigned by the competent authority and shown to the employee reported upon and necessary acknowledgement obtained from him for his having seen the report, before the end of August or February as the case may be.
- (4) The officers, who are to write, countersign and maintain the personal files shall be as specified, in Appendix-VII.

7. JOINING TIME AND TRANSIT PAY:-

(1) Joining time shall be allowed to an employee to enable him:

- (a) to join a new post either at the same or a new station on transfer, while on duty, and
- (b) to join a new post in a new station on return from any kind of leave of not more than six months.

The rules of the Government of Tamil Nadu will be followed.

- (2) One day joining time shall be allowed in order to join a new post when the appointment does not necessarily involve a change of residence from the station to another. A holiday or Sunday shall count as duty for the purpose of this rule.
- (3) In case involving a change of station, six days shall be allowed for preparation, and in addition, a period to cover the actual journey calculated as follows:-

(a) for the portion of the journey which he travels or might travel:

By railway	- One day for each 400 kilometres.
By motor car or horse drawn	- Conveyance plying for public hire One day for each 130 Kilometres
In any other way	- One day for each 25 K.m.
By aircraft	- Actual time occupied in the journey.

- (b) for any fractional portion of any distance prescribed in Clause (a), an extra day is allowed;
- (c) travel by road not exceeding 8 kilometres to or from a railway station at the beginning or end of a journey does not count for joining time.

(4) An employee on joining time will be regarded as on duty and is entitled to pay and allowances admissible for that period. An employee who does not join his post within the joining time is not entitled to any pay or leave salary after the expiry of joining time. Wilful absence from duty after the expiry of joining time may be treated as misbehaviour and action taken as deemed fit, for such absence.

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- (5) If an employee is appointed to a new post while in transit from one post to another, his joining time begins on the day following the day on which he receives the order of appointment.
- (6) If an employee, while in transit from one post to another, is re-posted to the original post, such posting shall be construed as appointment to a new post for the purpose of this instruction.
- (7) The appointing authority shall have powers to regularise the excess joining time availed by an employee due to late receipt of posting orders; on no account the joining time shall exceed 30 days.
- (8) An employee on joining time shall be entitled to pay and allowances which he would have drawn if he had continued in the old post or the pay which he will draw on taking charge of the new post, whichever is less.
- (9) When an employee joins his post before the expiry of his leave without availing full joining time admissible, the period of joining time not availed shall be considered as leave not enjoyed and a corresponding period of leave sanctioned shall be re-credited to his leave account.

8. ADDITIONAL CHARGE ARRANGEMENT AND CHARGE ALLOWANCE:-

Where a competent authority places an employee of the University in additional charge of an executive or a similar post or post of equal or higher category, he shall be granted additional charge allowance as followed in the Government of Tamil Nadu.

9. FOREIGN SERVICE:-

- (1) In addition to the provisions contained in section 35 of the Act of this University, the following Regulations shall govern the Foreign Service conditions of the employees;
- (i) No employee of the University shall be sent on Foreign Service except with the approval of the Syndicate;
 - (ii) Transfer on foreign service should not ordinarily be made unless the duties to be performed after the transfer are such as should be rendered by an employee of the University or involves such technical knowledge in which experts are not easily available from any other source;

- (iii) An employee at the time of transfer on Foreign Service should hold a permanent post in the University;
 - (iv) No employee of the University on deputation with an outside agency shall be allowed to retain a lien on his post for more than three years;
 - (v) the Vice-Chancellor shall in every case of deputation on foreign service, lay down the duration, emoluments and other conditions including all the costs involved in the transfer by way of travelling and daily allowances, etc., and provident fund and leave salary contribution to be made by the foreign employer.
- (2) Persons who are appointed in the University on deputation either from Government or from other Universities / Institutions shall be governed by the regulations of the University, and such other terms and conditions prescribed from time to time.

10. DEPUTATION FOR HIGHER STUDIES:-

- a) The University may depute any of its employees for higher studies in India or abroad leading to a certificate, diploma or degree in such subjects for which there are no adequate training facilities in the University. The procedure for selection of candidates for deputation shall be as approved by the Syndicate.
- b) The employee selected for deputation for higher studies shall be paid his full salary during the period of deputation, the travelling expenses and suitable maintenance allowance.
- c) The employee selected for the deputation shall execute a bond with the University ensuring successful completion of the course of study and/or the degree programme for which he is to be deputed, failing which he should also execute in the same bond an undertaking to serve the University for a stipulated period of five years on a post assigned to him, on return from deputation.
- d) The detailed rules for selection and deputation and for execution of bond with the University shall be as approved by the Syndicate.

11. RETIREMENT, EXTENSION OF SERVICE AND RE-EMPLOYMENT:-

- (1) The age of superannuation for all such employees who are recruited and appointed against permanent or temporary posts of the University shall be fifty-eight years. Others shall be governed by the Regulations of the respective parent organisations to which they belong or UGC. The appointing authority shall have power to extend the age of superannuation of the University employees up to sixty years, subject to the following conditions:-

-
- a that his services are useful and essential to the University;
 - b that work of the employee has been outstanding in the past five years; and
 - c that he is found to be medically fit.
- (2) For good and sufficient reason, the Syndicate shall have the power to re-employ a person retired from the service of the University up to a maximum of two years. The person so re-employed shall be paid salary at the rates decided by the Syndicate based on the merits of the individual case.
- (3) The Syndicate may at its discretion re-employ such of the transferred employees from the state Government service, who retire from the University while on deputation, on superannuation at the age of fifty-eight years or otherwise, for a period of not more than two years at a time, up to a maximum of sixty years of age of the incumbent. The pay and allowances of such re-employed persons shall be as decided by the appointing authority.
- (4) In respect of re-employment of the officers of the University, prior approval of the syndicate shall be obtained. The pay and allowances of such re-employed persons shall be as decided by the Syndicate.
- (5) No person dismissed from any service shall be eligible for re-employment of any kind in the University.

12. ISSUE OF RETIREMENT NOTICE:-

Six months prior to an employee's attaining the age of superannuation or retirement, a notice shall be sent to him about his impending retirement, by the Registrar or other officers of the University.

13. GRATUITY-CUM-PENSION-CUM-PROVIDENT FUND:-

- (1) The University shall institute Gratuity-cum-pension-cum-provident fund scheme for the benefit of the officers and employees of the University as per Tamil Nadu Government rules.
- (2) In the event of death in harness of an employee of the University, his/her nominee(s) or heir(s) is/are eligible for gratuity and family pension.
- (3) Necessary rules shall be framed separately for the provisions made in paragraphs (1) and (2) above.

14. DAILY AND TRAVELLING ALLOWANCES:-

- (1) Officers and other employees of the University and other persons who have to travel on University business shall be paid daily and travelling allowances as per the Tamil Nadu Government Travelling Allowance Rules, as amended from time to time.
- (2) (a) Members of the Syndicate shall be entitled to draw daily and travelling allowances as applicable to Grade I Officers under the Tamil Nadu Government Travelling Allowance Rules.
(b) All employees shall be entitled to draw daily and travelling allowances under the Tamil Nadu Travelling Allowances Rules, with reference to the basic pay plus personal pay, if any.
(c) Employees of the State or Central Government or Corporate Bodies who have to travel on University business shall be paid daily and travelling allowances admissible under the Rules governed by their respective parent organisation.
(d) Members of the Syndicate, Academic Council, Board of Studies, other Committees specially constituted and other invitees, who do not come under any of the categories mentioned above, but travel on University business shall be paid daily and travelling allowances applicable to Grade I Officers of the Government of Tamil Nadu.
- (3) All tours by the employees outside the State of Tamil Nadu shall be authorised by the Vice-Chancellor, on the recommendation of the superior concerned.
- (4) All other tours within the State by the Officers and other employees shall be authorised as detailed in Appendix- VI.
- (5) All travel outside India by the Officers and other employees shall be authorised by the Syndicate on the recommendation of the Vice-Chancellor.
- (6) The Finance Officer with the approval of the Vice-Chancellor shall issue standing orders relating to the preferring of daily and travelling allowance claims.

15. MEDICAL REIMBURSEMENT CHARGES:-

- (1) The Officers and other employees shall be eligible for medical concessions as per Tamil Nadu Government Medical Attendance Rules.

- (2) Where there is a University Dispensary, the resident employees shall avail the facilities therein; only under extraordinary circumstances they shall take treatment outside the Dispensary, under authorisation from the University Medical Officer.
- (3) Non-resident employees may take treatments outside University Dispensary, under authorisation from the University Medical Officer.
- (4) The University shall from time to time appoint Medical practitioners for attending on the employees.
- (5) The Finance Officer with the approval of the Vice-Chancellor, shall issue standing orders regarding claims under Medical Concession Rules.

16. LOANS AND ADVANCES:-

- (1) The employees of the University shall be eligible to draw the various advances as applicable to the employees of the Tamil Nadu Government. The authorities empowered to sanction the advances are as given in Appendix-VI.
- (2) The grant of the advances shall be governed by the Rules and other executive orders issued by Tamil Nadu Government from time to time.
- (3) The Finance Officer with the approval of the Vice-Chancellor shall issue standing orders regarding the procedure and other matters relating to sanction and drawl of the above advances.
- (4) Subject to availability of funds, the University may at its discretion grant the following loans and advances to the officers and other employees, as per the rules and orders of Tamil Nadu Government issued from time to time:
 - (a) Festival Advance,
 - (b) Handloom Advance,
 - (c) Education Loan.

17. ACCEPTANCE OF EXAMINERSHIP AND REMUNERATION:-

- (1) The period of absence for such work outside the University shall be treated as leave to which he is eligible if he is to receive remuneration; and if he is to receive no remuneration, the absence shall be treated as on duty.
- (2) The Vice-Chancellor may at his discretion grant permission to employees of the University to accept external examinership and other specific assignments and to receive fee remuneration. The maximum amount that can be received during a calendar year by any such employee shall not exceed Rs.5,000/- or such other amount fixed from time to time with the approval of the Syndicate.

18. NOTICE FOR LEAVING EMPLOYMENT:

(1) NOTICE BY APPROVED PROBATIONER:-

An approved probationer of the University other than the staff in Group D shall not leave or discontinue his/her service on his /her own accord without first giving three calendar months notice or by paying an amount equivalent to his salary of three calendar months in lieu thereof. The appointing authority shall have the right to accept or refuse the request on valid grounds.

(2) NOTICE BY OTHERS:-

A probationer or a temporary employee of any Group and a regular employee of Group D shall not leave or discontinue his/her service on his/her own accord without first giving one calendar month notice or salary in lieu thereof.

19. RETIREMENT:

(A) AGE OF RETIREMENT:-

Non-Teaching employee of Groups A,B,C and D shall retire from the University service on the last day of the month in which he/she completes his/her 58th year of age. The age of retirement for teaching staff is 60 and they will retire on the last day of the month in which he completes his/her 60th year of age:

Provided that the age of retirement is subject to change as per the Government order issued from time to time; Provided further that the teaching staff who retires in the middle of the Academic Year shall be allowed to continue beyond the age of superannuation till the end of the academic year.

(B) RE-EMPLOYMENT:-

Provided that the Syndicate may re-employ any such employee for one year in respect of non-teaching staff and two years in respect of teaching staff in recognition of outstanding contribution to the University on such terms and conditions as may be prescribed by the Syndicate:

Provided that such re-appointments are subject to review by a committee appointed by the Syndicate every year provided further that any such employed person shall cease to continue in office on attaining the age of 62 in the case of teachers and 60 in the case of non-teaching employees.

20. COMPULSORY/VOLUNTARY RETIREMENT - NOTICE ISSUANCE:

(1) TEACHING & NON-TEACHING STAFF:-

Notwithstanding anything contained in these Statutes, the Syndicate, based on the specific recommendations of a committee constituted for reviewing the status of an employee whose function in the discharge of his duties is found to be gravely inferior or his conduct and character are not befitting the status of the University may order to compulsorily retire the employee in the interest of the University:

Provided that the employee is given all the reasonable opportunities to explain his/her case as per the rules in force. Such non-teaching and teaching staff shall be given notice of not less than three months or the pay and allowances in lieu of such notice. The Fundamental Rules as applicable to the Employees of the Government of Tamil Nadu shall apply mutatis mutandis to the teaching and non-teaching staff of the Tamil Nadu Physical Education and Sports University.

When a member has been compulsorily retired from service as a penalty he may be granted by the authority competent to impose such penalty, at a rate not less than 2/3rd of normal pensionary benefits which will be due to him if he retires normally on the date of compulsory retirements.

(2) VOLUNTARY RETIREMENT:

Any teaching and non-teaching staff who has completed the qualifying service as stipulated in the Fundamental Rules may opt to retire by giving notice of not less than three months in writing to the Syndicate. However he/she cannot withdraw such notice subsequently except with the specific approval of that authority and the withdrawal should be before the date from which he originally wanted to retire.

EXPLANATION NO. I

In computing the notice period of three months, the date of service of the notice shall be excluded; the period if any spent on leave during the notice period shall also be excluded.

EXPLANATION NO. II

When an University employee under suspension or against whom disciplinary action is pending seeks to retire voluntarily under this Statute, the Syndicate may withhold the permission sought for.

(3) REVIEW PETITION:-

Any employee, compulsorily retired may file a review petition if he/she desires within one month to the Syndicate from the date of receipt of the orders.

A 'Review Committee' which shall be specifically constituted every year for this purpose by the Syndicate shall consider and make its recommendations to the Syndicate. The decision of the Syndicate thereon shall be final.

21. SCALE OF PAY AND ALLOWANCES:

(1) PAY AND REVISION OF PAY:-

The scales of pay admissible to various categories of posts in the University shall be fixed as given in Appendix-II:

Provided that the Dearness Allowance, House Rent Allowance, City Compensatory Allowance shall be regulated as per the rules applicable to the employees of the Government of Tamil Nadu from time to time.

(2) SANCTION OF ADVANCE INCREMENTS:-

All appointments shall ordinarily be made at the minimum of the scale of pay prescribed for the post provided, however that the Syndicate in special cases may approve fixation of pay at a higher stage in the pay scale based on the recommendation of the selection committee. Such higher fixation shall be subject to a maximum of five additional increments unless it is a question of protecting the previous emoluments of the selected candidates.

(3) CAREER ADVANCEMENT SCHEME:-

The following guidelines are subject to modifications made by the UGC from time to time:

The following Career Advancement Scheme shall be applicable to the Teachers:

- (i) Persons entering the teaching profession in universities and colleges shall be designated as Assistant Professors and shall be placed in the Pay Band III of Rs.15600 - 39100 with AGP of Rs.6000. Lecturers already in service in the pre-revised scale of Rs.8000-13500, shall be re-designated as Assistant Professors with the said AGP of Rs.6000. Their CAS promotions would be subject to the norms laid out.

- a) C A S promotions of Assistant Professors from one A G P to the higher A G P shall be conducted by a "Screening cum Evaluation Committee" adhering to the norms laid out as A P I and P B A S.
- b) The "Screening cum Evaluation Committee" for C A S promotion of assistant professors / equivalent cadres in Librarians / Physical Education from one A G P to the other higher A G P shall consist of -

1. For University teachers:

- a) The Vice Chancellor as the Chairperson of the Selection Committee
- b) The Dean of the concerned Faculty
- c) The Head of the Department / Chairperson of the School
- d) One subject expert in the concerned subject nominated by the Vice
- e) Chancellor from the University panel of experts.

2. For College teachers:

- a. The Chairman of the Governing body of the College or the Director of Higher Education / collegiate education at the State level (in the case of Govt. Colleges) or his nominee not below the rank of principal as the Chairperson of the selection committee.
 - b. Principal of the college.
 - c. Head of the concerned department from the college.
 - d. One subject expert in the concerned subject nominated by the Vice-Chancellor from the University panel of experts.
 - e. The quorum for these committees in both categories shall be three including the one subject expert / University nominee need to be present.
- (ii) An Assistant Professor with completed service of four years, possessing Ph.D., degree in the relevant discipline shall be eligible, for moving to AGP of Rs.7000.
 - (iii) Assistant Professors possessing M.Phil degree or post-graduate degree in professional courses approved by the relevant statutory Body, such as LL.M / M. Tech etc., shall be eligible for the AGP of Rs.7000 after completion of 5 years service as Assistant Professor.

- (iv) Assistant Professors who do not have Ph.D or M.Phil., or a Master degree in the relevant Professional course shall be eligible for the AGP of Rs.7000 only after completion of 6 years' service as Assistant Professor.
- (v) The upward movement from AGP of Rs.6000 to AGP of Rs.7000 for all Assistant Professor shall be subject to their satisfying other conditions as laid down by the UGC in these Regulations.
- (vi) The pay of the incumbents to the post of Lecturer (Senior Scale) (i.e the unrevised scale of Rs.10,000-15200) shall be re-designated as Assistant Professor, and shall be fixed at the appropriate stage in Pay Band III of Rs.15600-39100 based on their present pay, with AGP of Rs.7000.
- (vii) Assistant Professors with completed service of 5 years at the AGP of Rs. 7000 shall be eligible, subject to other requirements laid down by these UGC Regulations, to move up to the AGP of Rs.8000.
- (viii) Posts of Associate Professor shall be in the Pay Band IV of Rs.37400-67000, with AGP of Rs.9000. Directly recruited Associate Professors under these Regulations shall be placed in the Pay Band IV of Rs.37400-67000 With an AGP of Rs.9000, at the appropriate stage in the Pay Band in terms of the conditions of appointment.
- (ix) Incumbent Readers and Lecturers(Selection Grade) who have completed 3 years in the current pay scale of Rs.12000-18300 on 1.1.2006 shall be placed in Pay Band III of Rs.37400-67000 with AGP of Rs.9000 and shall be re-designated as Associate Professor.
- (x) Incumbent Readers and Lecturers (Selection Grade) who had not completed three years in the pay scale of Rs.12000-18300 on 1.1.2006 shall be placed at the appropriate stage in the Pay Band of Rs.15600-39100 with AGP of Rs.8000 till they complete 3 years of service in the grade of Lecturer (Selection Grade) / Reader, and thereafter shall be placed in the higher Pay Band III of Rs.37400-67000 and accordingly re-designated as Associate Professor.
- (xi) Readers / Lecturers (Selection Grade) in service at present shall continue to be designated as Lecturer (Selection Grade) or Readers, as the case may be, until they are placed in the Pay Band of Rs.37400-67000 and re-designated as Associate Professor in the manner described in (ix) and (x) above.

- (xii) The incumbent Reader who is selected on or after 1.1.2006, shall be re-designated as Associate Professor from the date of his / her selection, and will be placed in the Pay Band IV of Rs.37400-67000 with a AGP of Rs.9000.
- (xiii) Assistant Professors completing 3 years of teaching in the AGP of Rs.8000 shall be eligible, subject to other API conditions prescribed by these Regulations, to move to the Pay Band IV of Rs.37400-67000 with AGP of Rs.9000 and to be designated as Associate Professor.
- (xiv) Associate Professor completing 3 years of service in the AGP of Rs.9000 and possessing a Ph.D., Degree in the relevant discipline shall be eligible to be appointed and designated as Professor, subject to satisfying the required credit points as per API based on PBAS methodology provided in Appendix III, Table I-III stipulated in these Regulations through a duly constituted selection committee as suggested for the direct recruitment of Professor. No teacher other than those with a Ph.D shall be promoted, appointed, or designated as Professor. The Pay Band IV for the post of Professors shall be Rs.37400-67000 with AGP of 10000.
- (xv) The incumbent Readers who have completed 6 years as Reader / Associate Professor on or after 1.1.2006, shall be eligible for promotion as Professor and to be placed in the Pay Band IV of Rs.37400-67000 provided one earns the required API score as per Tables I and II through the PBAS methodology stipulated in these Regulations.
- (xvi) In the case of Associate Professors in Colleges, promotion to the post of Professor under CAS shall be further subject to (xx) and (xxi) of these Regulations as given below.
- (xvii) The pay of a directly recruited Professor shall be fixed at a stage not below Rs.43000 in the Pay Band IV of Rs.37400-67000, with the applicable AGP of Rs.10000.
- (xviii) Ten percent of the posts of Professors in a University shall be in the higher AGP of Rs.12000, however, teachers promoted to the posts with higher AGP of Rs.12000, shall continue to be designated as Professor. Eligibility for elevation as a Professor in the higher Academic Grade Pay of Rs.12000, shall be a minimum of 10 years of teaching and research experience as

professor either in the pre-revised scale of Professor's Pay of Rs.16400-22400 or the revised scale of Pay Band IV of Professor with AGP of Rs.10,000/- on satisfying the required API score as per Tables I and II through the PBAS methodology stipulated in these Regulations through a duly constituted Expert Committee; As this AGP elevation for Professor is applicable to only University departments, additional credentials are to be evidenced by (a) post-doctoral research outputs of high standard; (b) awards / honours / recognitions / patents & IPR on products & processes developed / technology transfer achieved; and (c) Additional research degrees like D.Sc., D. Litt., LL.D etc., The selection is to be conducted by the University by receiving PBAS proformas from eligible professors based on seniority, three times in number of the available vacancies. In case the number of candidates available is less than three times the number of vacancies, the zone of consideration will be limited to the actual number of candidates available. The assessment process shall be through an Expert-Committee evaluation of all credentials submitted along with duly filled PBAS proforma by eligible professors as stipulated in Table-II (A) of Appendix-III for teachers in University departments. No separate interview need to be conducted for this category.

- (xix) Discretionary award of advance increments for those who enter the profession as Associate Professors or Professors with higher merit, high number of research publications and authority of the concerned University or recruiting institution while negotiating with individual candidates in the context of the merits of each case, taking into account the pay advance increments is not applicable to those entering the profession as Assistant Professor / Assistant Librarian / Assistant Director of Physical Education to those who are entitled for grant of advance increments for having acquired Ph.D/M.Phil/M.Tech etc.,

PROFESSORS IN UNDER GRADUATE AND POST GRADUATE COLLEGES

- (xx) Ten percent of the number of the posts of Associate Professor in an Under Graduate College shall be that of Professors and shall be subject to the same criterion for selection / appointment as that of Professors in Universities provided that there shall not be more than one post of Professor in each Department; and provided further that One-fourth (25%) of the posts of

Professor in UG Colleges shall be directly recruited or filled on deputation by eligible teachers and the remaining three-fourths (75%) of posts of Professors shall be filled by CAS promotion from among eligible Associate Professors of the relevant Department of the Under Graduate College. Sanctioned posts include the posts approved under both direct recruitment and CAS promotion. Identification of posts of Professor in an Under Graduate College for being filled through direct recruitment / deputation shall be carried out by the affiliating / concerned University acting in consultation with the College. Where the number of posts of Professor worked out as a percentage of the number of posts of Associate Professor for CAS promotion or direct recruitment / deputation is not an integer, the same shall be rounded off to the next higher integer.

The selection process is to be conducted by the University by receiving PBAS proformas from eligible Associate Professors based on seniority and three times in number of the available vacancies. In case the number of candidates available is less than three times the number of vacancies, the zone of consideration will be limited to the actual number of candidates available. The selection shall be conducted through the API scoring system with PBAS methodology and selection committee process stipulated in these Regulations for appointment of Professors; In the direct recruitment of the 25% of the posts, 'Rota-Quota system shall be followed starting with promotions. The direct recruitment quota shall be rotated in an alphabetical order.

- (xxi) There shall be one post of Professor in each Department of a Post-Graduate College which shall be subject to the same criterion for selection / appointment as that of Professors in Universities, provided that one-fourth (25%) of the posts of Professor shall be filled on deputation/direct recruitment from among eligible teachers and the remaining three-fourths (75%) of posts shall be filled through merit promotion from among the eligible Associate Professors in the relevant department of the Post-Graduate college. Identification of posts of Professor in a Post-Graduate College for being filled through direct recruitment / deputation shall be carried out by the affiliating/concerned University acting in consultation with the College. The decision regarding whether the posts of Professor will be for CAS promotion or direct recruitment /deputation shall be within the competence of the University acting in consultation with the College. Where the number of posts of professor for CAS promotion or direct recruitment / deputation worked out as a percentage of the total number of posts in a Post Graduate College is not an integer, the same shall be rounded off to the next higher integer.

The selection process is to be conducted by the University by receiving PBAS proformas from eligible Associate Professors based on seniority and three times in number of the available vacancies. In case the number of candidates available is less than three times the number of vacancies, the zone of consideration will be limited to the actual number of candidates available. The selection shall be conducted through the API scoring system with PBAS methodology, selection committee process stipulated in these Regulations for appointment of Professors; In the direct recruitment of the 25% of the posts, 'Rota-Quota system' shall be followed starting with promotion. The direct recruitment quota shall be rotated in an alphabetical order.

(4) OTHER ASPECTS OF RECRUITMENT :-

For the purpose of career advancement and promotion, past service rendered prior to joining the University in an organization to which the guidelines of the UGC are applicable shall count as qualifying service, subject to fulfilment of the specific conditions set out in the Regulations issued by the University Grants Commission vide Regulations No.F.3-1/2009 (PS), dated 23.09.2009.

(5) APPLICABILITY OF FUNDAMENTAL RULES:-

The Fundamental Rules of the Tamil Nadu Government shall apply in general regarding pay fixation, increments, joining time, Foreign Service, Additional Charge, etc., unless it is otherwise provided in these statutes.

22. RECORD OF SERVICE:

(1) SERVICE REGISTER:-

There shall be a service register for every employee in which all matters relating to his/her service in the University shall be entered. The service register shall contain in particular a history of service from the date of his appointment including increment, promotion, reward, punishment and all other special events of his/her service career. The service register shall also contain a leave form for the employee showing a complete record of all kinds of leave other than casual leave taken by him/her. The service register shall be in the form as prescribed for the employees of the Tamil Nadu Government.

(2) PERSONAL PERFORMANCE APPRAISAL FILE:

The personal performance appraisal file shall be maintained for all employees. The form and procedure shall be as followed in the Tamil Nadu Government from time to time. The officers, who are to write, countersign and maintain the personal files shall be as prescribed in the Appendix-VII.

23. LEAVE:

(1) (A) KINDS OF LEAVE:-

The following are the various kinds of leave admissible to the employees (Teaching & Non-Teaching) of the University:-

- i. Earned Leave
- ii. Maternity Leave
- iii. Unearned Leave on Medical Certificate
- iv. Unearned Leave on Private Affairs
- v. Study Leave
- vi. Sabbatical Leave (applicable for Teaching Staff)
- vii. Casual leave including Special Casual leave
- viii. Other types of leave as provided in the Tamil Nadu Government Leave Rules.

(b) The Tamil Nadu Government Leave Rules shall be applicable in all cases except in the following:

All temporary women employees shall be eligible for maternity Leave, but they should have completed one year of service. They shall first be sanctioned earned leave at their credit and the balance shall be sanctioned as Maternity Leave.

(c) Quantum of earned leave for teachers is 15 full days per year.

(d) Study Leave:-

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

- (i) **Conditions:** - They should belong to A and B group of employees and execute a bond adopted in this regard by this University. The employees should have completed at least five years of service and there should be five years before the time of retirement.
- (ii) **Quantum of Leave:-** Study leave shall be granted for twelve months at a time and 24 months in all.

- (iii) **Purpose:** - The purpose of grant of such leave is to continue academic pursuit in or outside India.
- (iv) **Leave Salary:** - Pay allowed during study leave is full pay if deputed by the University. Administrative powers of competent authorities to sanction leave are given in the Appendix - VIII.
- (v) Every employee shall be eligible for 12 days of casual leave in a calendar year. Besides, three days of restricted/or optional holidays shall be allowed to be availed in a calendar year on the days notified by the Government.
- (vi) An employee may be required by the competent authority to work on a holiday, shall be eligible for compensation leave, subject to a maximum of 20 days in a year, provided such leave shall be availed within a period of six months from the holiday in which worked.
- (vii) An employee may be permitted to surrender the earned leave at his/ her credit and draw leave salary in lieu thereof, subject to the terms and conditions in force time to time under Tamil Nadu Government Service.
- (viii) An employee may be permitted to encash the earned leave at his/her credit on the date of superannuation, subject to a maximum of 240 days, by the authority competent to make appointment to the post concerned. The concession shall be allowed up to a maximum of 30 days in the case of death of an employee. The rule is otherwise subject to change according to the Tamil Nadu Government Rules, as amended from time to time. The unavailed portion of unearned leave on half average pay also will qualify for encashment on superannuation; half of the total period at credit shall be reckoned for the purpose.
- (ix) Leave cannot be claimed as a matter of right and when the exigencies of service so demand, leave of any description may be refused or the employee may be compulsorily recalled from leave by the sanctioning authority. The Administrative powers of the competent authorities in respect of grant of leave to the employees of the University shall be as specified in Appendix-VIII.

(2) HOLIDAY & VACATION:

Full-time teachers of the University shall be entitled to a summer vacation of two months from 1st May to 30th of June (both days inclusive).

(3) SABBATICAL LEAVE:

(I) ELIGIBILITY:

The Teachers of the University shall be eligible for grant of sabbatical leave for a period of one year at the end of every six years of continuous service in the University for undertaking study research and writing of books within the country or abroad.

(II) SERVICE

In reckoning the service in the Teachers grade for this purpose six years of service rendered without any break will be taken into account. That is, it should not be intervened by any absence for a period exceeding three months of the University session (excluding vacation). For any absence for a period exceeding three months of service an additional period of equal duration will have to be rendered for the completion of six years of service for the purpose of Sabbatical Leave.

(III) DURATION:

(a) Sabbatical Leave shall be granted for a period of twelve months including Vacation.

Vacation will not be allowed to be prefixed or suffixed with Sabbatical Leave.

(b) Sabbatical Leave may be availed of, only twice during the entire period of service of a teacher in the University, provided he/she has rendered approved service of not less than six years before each spell of Sabbatical Leave.

(4) SERVICE BENEFITS:

During the period of Sabbatical Leave, the Teacher shall be allowed to draw the normal increments on the due date and the period of leave shall also count as regular service for the purpose of pension / retirement benefits, provided that the Teacher rejoins the University on the expiry of his leave.

Note:

The programme to be followed during Sabbatical Leave shall be submitted for approval (by the University) along with the application for grant of leave.

(5) SALARY:

A Teacher shall during the period of Sabbatical Leave, be paid full pay and allowances (subject to the prescribed conditions being fulfilled) at the rate applicable to him/her immediately prior to his/her proceedings on Sabbatical Leave. The University shall not however, fill up his/her post. The teaching and academic work in the department shall be shared amongst the existing teachers in the department during the absence of the teachers on sabbatical leave.

(6) RESTRICTIONS:

- (i) A Teacher on sabbatical leave shall not take up during the period of that leave any regular appointment under another organisation in India or abroad.
- (ii) Sabbatical leave cannot be granted as a matter of right. The Syndicate reserves the right to stipulate conditions/rules for the purpose of granting sabbatical leave.
- (iii) The Teacher shall submit the proposed programme to be followed during the sabbatical leave to the University. On return from the leave a report on the nature of study / research or writing undertaken during the period of leave shall be submitted to the University.

(7) (A) GRANT OF CASUAL LEAVE:-

The Casual leave shall be sanctioned by the Vice-Chancellor for the Heads of the Department, the Deans, the Registrar, the Controller of Examinations and the Finance Officer. The Heads of Departments shall sanction the casual leave for the teaching and non-teaching staff of their departments. The Registrar, the Controller of Examinations and the Finance Officer shall grant the casual leave to the staff working under them.

(B) GRANT OF LEAVE OTHER THAN CASUAL LEAVE:-

The Vice-Chancellor shall sanction the earned leave and the medical leave to the teaching and non-teaching staff of Groups A and B. The Registrar under delegation from the Vice-Chancellor shall grant all kinds of leave to the non-teaching staff of Groups C and Groups D.

(8) RECALL FOR DUTY:-

Leave cannot be claimed as a matter of right and when the exigencies of services so demand leave of any kind may be refused or the employee may be compulsorily recalled from leave by the authority empowered to grant it viz., the Vice-Chancellor, The Registrar, The Dean, the Head of Department and such other authorities. If in administrative interest

it is so required the Vice-Chancellor shall have the over-riding power to revoke or cancel any related orders passed by other officers when duly represented. The administrative powers of the competent authorities shall be as specified in Appendix VIII.

(9) NOT TO BE EMPLOYED DURING LEAVE:-

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

24. DISCIPLINE:

1. APPLICABILITY :

Subject to the provisions of the Act, these Statutes shall apply to all University employees temporary or permanent and also on deputation and on contractual service in the University except persons employed on daily wage basis / outsourcing basis.

2. Control and Discipline of the University Servants :

(i) **Penalties:** The following penalties may, for good and sufficient reasons and as herein after provided, be imposed upon an University Employee viz.

A Minor Penalties :

- a) Censure ;
- b) Fine (in the case of persons for whom such penalty is permissible under these Statutes);
- c) Withholding increments with or without cumulative effect;
- d) Recovery from pay of the whole or part of any pecuniary loss caused to the University by negligence or breach of orders; and

B Major Penalties :

- (a) Reduction to a lower rank in the Seniority list or to a lower post or time scale or to a lower stage in the same scale;
- (b) Compulsory retirement;
- (c) Removal from the Service of the University; and
- (d) Dismissal from Service of the University.

3. Suspension:-

An employee may be placed under suspension from service, where

- (i) an enquiry into grave charges against him is contemplated, or is pending ; or
- (ii) a complaint against him of any criminal offence is under investigation or trial;
- (iii) An University employee who is detained in custody whether on a criminal charge or otherwise, for a period longer than forty eight hours shall be deemed to have been placed under suspension by an order of the competent authority with effect from the date of his detention.
- (iv) An employee shall be deemed to have been placed under suspension by an order of the competent authority, with effect from the date of his conviction for the offence, if he is sentenced to a term of imprisonment exceeding forty eight hours.

Explanation: The period of forty eight hours referred to in (d) above shall be computed from the commencement of the imprisonment after the conviction and for this purpose intermittent periods of suspension, if any, shall be taken into account.

Explanation: 1. Grave Charges for the purpose of (a) above shall include:

- a) Cases of corruption and those involving moral turpitude;
- b) Cases which are likely to end in dismissal, removal or compulsory retirement;
- c) Cases where reversion to a lower post is contemplated;
- d) Cases involving embezzlement or misappropriation of University funds;
- e) Cases of serious negligence and dereliction of duty resulting in considerable loss to the University;
- f) Cases of desertion of duty;
- g) Cases involving refusal or deliberate failure to carry out written orders of superior authorities; and
- h) Cases involving Criminal Offences fraud, theft etc.

4. Continuance of suspension in case of further enquiry:-

Where a penalty of dismissal, removal or compulsory retirement from service imposed upon a University employee under suspension is set aside and the case is remitted for further enquiry or action or with any other directions, on appeal or on review under these statutes the order of his suspension shall be deemed to have continued in force on and from the date of the original order for dismissal, removal or compulsory retirement and shall remain in force until further orders.

5. Continuance of suspension in certain other cases:-

a) Where a penalty of dismissal, removal or compulsory retirement from service imposed upon an University employee is set aside by a decision of the court with the direction to the competent authority to hold a further inquiry against him, the University employee shall be deemed to have been placed under suspension by the Competent Authority from the date of the original order of dismissal, removal or compulsory retirement and shall continue to remain under suspension until further orders.

b) Where an University employee is suspended or deemed to have been suspended (whether in connection with any disciplinary proceedings or otherwise) and any other disciplinary proceedings is commenced against him during the continuance of that suspension, competent authority may, for reasons to be recorded by him in writing, direct that the University employee shall continue to be under suspension until the termination of all or any of such proceedings.

6. Modification / Revocation of Suspension :

a) An order of suspension made or deemed to have been made under these Statutes, may, at any time, be revoked / modified by the Authority which issued the order of suspension or by any authority to which that authority is subordinate.

b) If an University employee who has been detained for a period exceeding 48 hours is later released on bail, such release shall not affect the deemed suspension which will continue to be in force until revoked by the competent authority.

- 5
- c) Any University employee who is arrested for any reason, shall intimate promptly the fact of his arrest and the circumstances connected therewith to his immediate superior even though he might have been released on bail subsequently. Failure on the part of the University Servant to so inform his immediate superior officer shall be regarded as suppression of material information and will render him liable to disciplinary action on this ground alone, apart from the action that may be called for on the outcome of the police case against him.

7. Competent Authority and order of Suspension:-

- a) An University employee can be placed under suspension only by a specific order made in writing by the competent authority. The order of suspension shall be in the form given in Appendix - X to this Statutes.
- b) Except in case in which an University employee is deemed to have been placed under suspension, the order of suspension shall take effect only from the date on which it is made.
- c) The Competent Authority to place any University employee under suspension shall be, as given in Appendix IX to this Statutes.

8. Subsistence Allowance:-

An University employee under suspension shall be entitled to a subsistence allowance at an amount equal to 50% of the pay and Dearness Allowance, if any, which he would have drawn, if he had been on leave on half pay:

Provided that where the period of suspension exceeds twelve months, the authority which made or is deemed to have made the orders of suspension shall be competent to vary the amount of subsistence allowance for a period subsequent to the period of the first six months as follows:-

- i) The amount of subsistence allowance may be increased by a suitable amount not exceeding 50 percent of the subsistence allowance admissible during the period of the first six months, if in the opinion of the said authority, the period of suspension has been prolonged for reasons, to be recorded in writing, not directly attributable to the employee;

- ii) The amount of subsistence allowance may be reduced by a suitable amount not exceeding 50 percent of the subsistence allowance admissible during the period of the first six months, if in the opinion of the said authority, the period of suspension has been prolonged due to reasons, to be recorded in writing, directly attributable to the employee;
- iii) No payment of subsistence allowance shall be made unless the employee furnishes a Certificate that he is not engaged in any other employment, business, profession or vocation.
- iv) A suspended employee shall not be entitled to any leave for the period of suspension. When an employee who has been suspended is finally reinstated, he shall get full pay unless the competent authority has expressly ordered a deduction to be made for the suspension period as a punishment. In the case of dismissal or removal from service no recovery is necessary of the subsistence allowance already paid to him.

9. Appeal against orders of suspension :-

An University employee may appeal against an order of suspension to the Vice-Chancellor or Syndicate, as the case may be.

25. DISCIPLINARY ACTION AGAINST EMPLOYEES DRAWN ON FOREIGN SERVICE TERMS:

The Government of Tamil Nadu Rules regarding disciplinary action in respect of officers on foreign service shall be applicable in respect of all employees working in the University on deputation. If the Syndicate feels it necessary, such officer may be reverted back to the Department concerned with a report to take action on such employees in respect of alleged irregularities committed by him during his/her employment in the University.

26. CONDUCT AND DISCIPLINE:

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

- (ii) No University employee shall indulge in any criticism of the University administration in such a manner as savours of defiance and insubordination or causes or is likely to cause embarrassment to the administration.
- (iii) No University employee shall associate himself with or take an active part in politics. The Syndicate's decision on this aspect of an employee's conduct shall be final.
- (iv) Employees shall not submit directly applications for appointment to higher posts in the University / else where or for advance increments or for other kind of preferment. But they may submit their claims to higher posts etc., through proper channel.
- (v) A whole time University employee may be entrusted with any work connected with the University academic or administrative as required by the proper authority without any liability to meet the claim for additional remuneration. He shall not accept while in University service additional employment or any employment on part-time basis with or without emoluments or honorary work without the previous sanction of the Vice-Chancellor or any other competent authority in writing.
- (vi) Persons on appointment and employees on transfer to posts dealing with cash, stores and other valuables including books shall at the discretion of the Syndicate furnish security to the University for such an amount and of such character as may be determined by the Syndicate. This shall be a condition attached to the posts and shall not entitle the employees concerned, who fill the posts to claim any additional remuneration or compensation or privilege on this account.
- (vii) The conduct and functioning of all those paid out of University funds shall be brought under the purview of the Director of Vigilance and Anti-Corruption constituted by the Government of Tamil Nadu. The Vice-Chancellor and the Registrar will be the authorities to make the requisition of a preliminary enquiry and order a detailed enquiry by the Director of Vigilance and Anti-Corruption in respect of A/B Groups and C/D Groups, respectively. In the case of the Vice-Chancellor, no preliminary enquiry shall be made by the Director of Vigilance and Anti-Corruption without a specific order of the Chancellor.

The competent authorities to impose penalties shall be as detailed in Appendix - IX

- (viii) Every Employee of the Tamil Nadu Physical Education and Sports University shall at all times maintain absolute integrity and devotion to duty. The whole time of a University Employee is at the disposal of the University, which pays him / her, and he/ she may be employed in any manner required by the proper authority without claim for additional remuneration.

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- (ix) Every Employee shall abide by and comply with the Act, statutes, ordinances framed there under and as amended from time to time, and all orders and directions of his / her superior authorities.
 - (x) Every Employee shall extend the utmost courtesy and attention to all persons with whom he has to deal in the course of his / her duties.
 - (xi) Every Employee shall endeavour to promote the interests of the University and shall not act in any manner prejudicial thereto.
 - (xii) No Employee shall be a member of any political organisation or take active part in any political activity.
 - (xiii) No Employee shall participate in any demonstration or resort to any form of strike in connection with his / her official duties and conduct.
 - (xiv) No Employee shall join or continue to be a member of any Association of the employees of the University which has not obtained the recognition of the University, or recognition in respect of which has been refused or withdrawn.
 - (xv) No Employee shall except in accordance with any general or special order of the University, or in the performance in good faith of the duties assigned to him, communicate directly or indirectly any official document or information to any University employee or any other person to whom he / she is not authorised to communicate such documents or information.
 - (xvi) No Employee shall, except with the previous sanction of the University, engage directly or indirectly in any trade or business or undertake any other employment / consultancy.
 - (xvii) No Employee shall manage his / her private affairs, avoiding habitual indebtedness or insolvency. Any employee who becomes the subject of a legal proceeding or insolvency shall forthwith report the full facts of his / her case to the University.
 - (xviii) No Employee shall bring or attempt to bring any political or other influence to bear upon any superior authority, to further his / her interests in respect of matters pertaining to his / her service under the University.
 - (xix) No University employee shall, except with the previous sanction of the Vice - Chancellor or of the prescribed authority ask for or accept contributions to or otherwise associate himself / herself with the raising of any funds or other collections in cash or in kind in pursuance of any object whatsoever.

- (xx) Save as otherwise provided in these rules, no University employee shall accept or permit any member of his / her family or any person acting on his / her behalf to accept any gift.

Explanation: The expression 'Gift' shall include free transport, boarding, lodging or other service or any other pecuniary advantage when provided by any person other than a near relative or personal friend having no official dealings with the University.

Note:

1. A casual meal or other social hospitality shall not be deemed to be a gift.
 2. A University employee shall avoid accepting lavish / frequent hospitality and gifts from any individual having official dealings with him or from industrial or commercial firms, organisations, etc.,
- (xxi) No employee shall, except with the previous permission of the Vice - Chancellor, own wholly or in part, or conduct or participate in the editing or managing of any newspaper or other periodical publication other than the University publication.
- (xxii) No employee shall, except with the previous permission of the Vice - Chancellor, or in the bonofide discharge of his duties, participate in a radio broadcast or contribute any article or write any letter either anonymously or in his / her own name or in the name of any other person to any newspaper or periodical: Provided that no such permission shall be required if such broadcast or such contribution is of a purely literary, artistic, scientific, educational or cultural character.
- (xxiii) No University employee shall, except with the previous sanction of the Vice - Chancellor or the prescribed authority, have recourse to any court or the press for vindication of any official act which has been the subject matter of adverse criticism or an attack of a defamatory character.
- (1) The University employee shall submit a report to the prescribed authority regarding such action.
- (xxiv) No employee shall, except with the previous permission of the Vice - Chancellor give evidence,
- (1) before any public committee;
 - (2) Nothing in this rule shall apply to:
 - (a) evidence given before a committee which has power to compel the attendance of witness or the production of documents, or
 - (b) evidence given before an authority holding before any judicial or any enquiry committee.

(xxv) It shall be the duty of an employee who has been arrested on a criminal charge made or a proceeding taken against him / her in connection with his / her position as an employee or otherwise which is likely to embarrass him / her in the discharge of his / her duties or involve moral turpitude, to intimate the fact of his arrest and the circumstances connected therewith, to the Vice-Chancellor promptly in writing even though he/ she might have subsequently been released on bail. Failure on the part of the employee concerned to inform so will be regarded as suppression of a material information and will render him / her liable to disciplinary action on this ground alone, apart from any action that may be taken against him / her on the conclusion of the case against him / her.

(xxvi) Any contravention of any law by an employee, which involves moral turpitude, shall be regarded as a serious matter, of which notice shall be taken departmentally. Where such contravention is followed by a conviction in a court of law, the employee may be punished departmentally on the basis of that conviction alone without following the procedure laid down for departmental enquiries.

(xxvii) No University employee shall, except with the previous knowledge of the Vice - Chancellor acquire or dispose any movable property in the shape of shares, securities or debentures or any immovable property by lease, mortgage, sale, gift or otherwise in his / her own name or in the name of any member of his / her family.

NOTE:

(a) The above rule is applied only to cases in which the value of the movable or immovable property exceeds the amount equivalent to one year's salary of the University employee concerned.

(b) The Syndicate may, at any time by general or special order, require the employees to submit to the Vice-Chancellor within the period specified in the order, a full and complete statement of such movable and immovable property held or acquired by him / her or by member of his / her family as may be specified in the order. Such statements shall include details of the means by which or the source from which such property was acquired.

(xxviii) All employees of the University shall be subject to the general and overall control of the Vice - Chancellor.

(xxix) The Vice - Chancellor may direct, by general or special order, that any power exercisable by him or any other officer or employee of the University under these rules shall be exercisable also by such officer or other employee as may be specified in the order, subject to such conditions, if any, as may be specified in the order.

27. PROCEDURE RELATING TO DISCIPLINE, CONTROL AND APPEAL PERTAINING TO THE UNIVERSITY EMPLOYEES :-

(1) Disciplinary Proceedings :-

The Vice Chancellor in the case of Teaching Staff and Group A & B non-teaching employees and the Registrar in the case of Group C & D non-teaching employees be the officers empowered to initiate disciplinary proceedings such as calling for explanations from and / or issuing memoranda or show cause notice to an University employee for considering the imposition of any of the penalties as mentioned in Appendix-IX.

When a prima facie case is made out by the competent authority and an enquiry is found necessary such enquiry shall be conducted by an enquiry committee constituted by the Syndicate.

The authority which may impose the penalties mentioned in these Statutes shall be as detailed in Appendix-IX.

- i) **Bar on Jurisdiction** : Where in any case, a higher authority has imposed or declined to impose a penalty for reasons to be recorded under these Statutes, a lower authority shall have no jurisdiction to proceed further under these Statutes in respect of the case;
- ii) The fact that a lower authority has imposed or declined to impose a penalty in any case, shall not debar a higher authority from exercising his jurisdiction under this Statutes in respect of the same case;
- iii) The order of a higher authority imposing or declining to impose in any case, a penalty under these Statutes, shall supersede any order passed by a lower authority in respect of the same case;
- iv) The fact that a lower authority has dropped a charge against a person as not proved, shall not debar a higher authority from reviving it, for reasons to be recorded and taking suitable action on the charge so revived.

(2) PROCEDURE FOR IMPOSING MINOR PENALTIES :

- a. In every case where it is proposed to impose on an employee any of the minor penalties, he shall be given a reasonable opportunity of making any representation that he may desire to make and such representation, if any, shall be taken in to consideration before the order imposing the penalty is passed:

Provided that the requirements of this Sub-Clause shall not apply where it is proposed to impose on an University employee any of the minor penalties on the basis of facts which have led to his conviction by a Court martial or where the employee concerned has absconded or where it is for other reasons impracticable to communicate with him.

- b. Record of proceedings in respect of Minor Penalties :

The record of proceedings under Clause (1) shall include :

- i) A Copy of the intimation to the University employee of the proposals to take action against him;
- ii) A Copy of the Statement of allegations communicated to him;
- iii) His representations, if any, and
- iv) The orders of the case together with the reasons therefor.

The authority which may impose any of the minor penalties on an University employee shall be as mentioned in Appendix - IX to this Chapter.

(3). Procedure for imposing major Penalties:

- i) In every case where it is proposed to impose on an Employee of the University any of the major penalties, the ground on which it is proposed to take action shall be reduced to the form of a definite charge or charges, which shall be communicated to the person charged, together with a statement of the allegations on which each charge is based and of any other circumstances which it is proposed to take into consideration in passing orders on the case.

It is mandatory on the part of the disciplinary authority to enclose a questionnaire as indicated in Appendix-XI.

He shall be required, within a reasonable time, to put in a written statement of his defence and to state whether he desires an oral inquiry or only to be heard in person or both. An oral enquiry shall be held if such an inquiry is desired by the person charged or is directed by the authority concerned. At that inquiry oral evidence shall be heard as to such of the allegations as are not admitted, and the person charged shall be entitled to cross-examine the witness, to give evidence in person and to have such witnesses called, as he may wish, provided that the officer conducting the inquiry may, for special and sufficient reason to be recorded in writing, refuse to call a witness.

Whether or not the person charged desired or had an oral inquiry, he shall be heard in person at any stage, if he so desires, before passing of final orders. After the enquiry has been completed, the person charged shall be entitled to put in, if he so desires, any further written statement of his defence. If no inquiry is held and if he had desired to be heard in person, a personal hearing shall be given to him. A report of the inquiry or personal hearing (as the case may be) shall be prepared by the authority holding the inquiry or personal hearing whether or not such authority is competent to impose the penalty. Such report shall contain a sufficient record of the evidence, if any, and a statement of the findings and the grounds thereof;

- ii) After the enquiry or personal hearing referred to in clause (i) has been completed and the report finalized by the enquiry officer indicating clearly whether the charge/charges have been proved beyond reasonable doubt the competent authority shall communicate a copy of the report of the enquiry officer to the delinquent employee and call up on his representation if any on the finding of the enquiry officer within a reasonable time not ordinarily exceeding one month;
- iii) Any representation in this behalf submitted by the person charged shall be taken into consideration before final orders are passed, provided that such representations shall be based only on evidence adduced during the inquiry;
- iv) The requirements of sub-clause (i) shall not apply where it is proposed to impose on an University employee any of the major penalties on the basis of facts which have lead to his conviction in a criminal court whether or not he

has been sentenced at once by such court to any punishment; but he shall be given a reasonable opportunity of making any representation that he may desire to make and such representation, if any, shall be taken to consideration before the order imposing the penalty is passed;

- v) The requirements of sub-clause (i) shall not apply where it is proposed to impose on an University employee any of the major penalties on the basis of facts which have lead to his conviction by a Court martial or the employees concerned has absconded or where it is for other reasons, impracticable to communicate with him;
- vi) All or any of the provisions of Clauses (2) and (3) may, in exceptional cases, for special and sufficient reasons to be recorded in writing, be waived where there is difficulty in observing exactly the requirements of the sub-clauses and these requirements can be waived without injustice to the person charged;
- vii) If any question arises whether it is reasonably practicable to follow the procedure prescribed in sub-clause 3 (i), the decision thereon of the authority empowered to dismiss or remove such persons or reduce him in rank, as the case may be, shall be final.

(4) APPEALS :

- i) Every University employee shall be entitled to appeal, as hereinafter provided, from an order passed by an authority imposing upon him any of the penalties specified in these Statutes to the next higher authority, viz.,
 - (a) An appeal from an order imposing a penalty by an authority other than the Vice-Chancellor or the Syndicate shall lie with the Vice-Chancellor;
 - (b) An appeal from the order imposing a penalty by the Vice-Chancellor shall lie with the Syndicate;
 - (c) An appeal from the order imposing a penalty by the Syndicate shall lie with the Chancellor.

Explanation:

No appeal under this ordinance shall be entertained unless it is submitted within a period of sixty days from the date on which the order appealed against was received by the appellant.

In the case of an appeal against an order imposing any of the penalties specified in these Statutes, the appellate authority shall consider,

- a) Whether the facts on which the order was based have been established;
 - b) Whether the facts established afford sufficient ground for taking action; and
 - c) Whether the penalty is excessive, adequate or inadequate and after such consideration, shall pass such order as it thinks proper.
- ii) Any error or defect in the procedure followed in imposing a penalty may be disregarded by the appellate authority if such authority considers, for reasons to be recorded in writing, that the error or defect was not material and has neither caused injustice to the person concerned, nor affected the decision of the case;
 - iii) In the case of an appeal, the appellate authority shall pass orders, as appears to it just and equitable, having regard to all the circumstances of the case;
 - iv) Every person preferring an appeal shall do so separately and in his own name;
 - v) Every appeal preferred under these Statutes shall contain all material statements and arguments relied on by the Appellant, shall contain no disrespectful, defamatory or improper language, and shall be addressed to the authority to whom the appeal is preferred and shall be submitted through the authority against whose order the appeal is preferred and through the usual official channel.

Withholding of Appeals :

An appeal may be withheld by an authority not lower than the authority from whose order it is preferred, if,

- (a) It is an appeal in a case in which under these Statutes no appeal lies;
- (b) It is not preferred within sixty days after the date on which the appellant was informed of the order appealed against and no reasonable cause is shown for the delay; or

- (c) It is a repetition of a previous appeal and is made to the same appellate authority by which such appeal has been decided and no new facts or circumstances are adduced which afford grounds for a reconsideration of the case; or
- d) It does not comply with the provisions of clause(v) ; or
- (e) It is addressed to an Authority to which no appeal lies under these Statutes.

Provided that in every case in which an appeal is withheld, the appellant shall be informed of the fact and the reasons for it:

Provided further that an appeal withheld on account only of failure to comply with the provisions of clause (v) may be re-submitted at any time within one month of the date on which the appellant has been informed of the withholding of the appeal, and, if resubmitted in a form which complies with the provision, shall not be withheld;

- f) When the appeal is withheld the authority withholding the appeal shall forward to the appellate authority, a copy of such order communicated to the University employee;
- g) No appeal shall lie against withholding of an appeal by a competent authority;
- h) The authority, by whom an order imposing of any of the minor penalties specified in the Statutes may be reversed or altered in cases in which no appeal is preferred, shall be the appellate authority;
- i) Every appeal which is not withheld under these Statutes shall be forwarded to the appellate authority from whose order the appeal is preferred, with an expression of opinion;
- j) An appellate authority may call for any appeal admissible under this Statutes which has been withheld by a subordinate authority and may pass such orders thereon, as it considers fit;
- k) Nothing contained in these Statutes shall be deemed to preclude an authority higher than the appellate authority to review cases either on its own initiative or on representations from the University employee against the orders of the punishing authority or the appellate authority.

28. PENSION CUM GRATUITY:-

ELIGIBILITY AND BENEFITS:

The Tamil Nadu Government Pension rules in force and as amended from time to time are applicable to the Tamil Nadu Physical Education and Sports University employees.

29. EMPLOYEE WITH PENSIONABLE SERVICE :-

- a. The employees who held posts with pensionable service in the State / Central Government / University / Government / Government Aided Institutions and resigned / or relived to take another post prior to 01.04.2003 and later absorbed in the University service be allowed in the Old Pension Scheme.
- b. The Tamil Nadu Physical Education and Sports University for this purpose shall create a Corpus to facilitate an Employee on retirement to receive his / her Pension Benefits.

30. CONTRIBUTORY PENSION SCHEME :-

1. APPLICABILITY :

- a) The Tamil Nadu Physical Education and Sports University Contributory Pension Scheme shall be applicable to all regular employees, appointed in the University.
- b) This scheme is not applicable to those who were on pensionable service with their previous employer, appointed in Tamil Nadu Physical Education and Sports University on deputation / lien and subsequently absorbed in regular services in Tamil Nadu Physical Education and Sports University.

2. MANDATORY:

It is mandatory for all the employees, excluding those falling under 1(b) above, to become members of the scheme.

3. CONTRIBUTION TO THE SCHEME BY EMPLOYEE:

Each employee will pay a monthly contribution of 10% of Basic Pay and DA from his salary to the Contributory Pension Scheme.

4. MONTHLY CONTRIBUTION OF EMPLOYER:

A matching contribution shall be made by the University for each employee who contributes to the scheme as per Government rules in force.

5. SALARY DEDUCTION :

- a) The contribution towards Contributory Pension Scheme shall be recovered from the Salary of the employees every month.
- b) Employees' contribution has to be deducted from the supplementary bill also (eg) arrears pay, incremental arrears, D.A. arrears consequent on D.A. revision.

6. MAINTENANCE OF THE ACCOUNT:

A separate Account has to be opened and operated for Contributory Pension Scheme. Index Numbers to each of the Employees shall be allotted, who join the Contributory Pension Scheme, as in the case of General Provident Fund, by the concerned authority on receipt of application from the employees in the form prescribed.

7. NOMINATION:

Nomination has to be filed at the time of admission and has to be revised upon the marriage of the subscriber and thereafter once in five years. Necessary entry to the effect of filing the nomination along with the nominee (s) shall be noted in the Service Register.

8. RECOVERY:

Recovery from pay bills of the employees shall be made by the Pay bill Division only after obtaining Index Numbers from the Division concerned..

9. RECOVERY SCHEDULE :

- a) Schedule of Recovery to the pay bill showing the contribution to Pension Scheme is prescribed separately;
- b) Every Drawing and disbursing officer should prepare this schedule and enclose along with the pay bill;
- c) Recovery schedule attached to the pay bill by the Drawing and Disbursing officer shall be removed and handed over to the officer concerned;
- d) The reason for non-recovery from a particular employee in any month should be furnished by the Drawing & Disbursing officer concerned in the recovery schedule without fail.

10. ENTRY IN S.R.:-

- a. The Index Numbers allotted to each employee joining Contributory Pension Scheme shall be entered in the first page of S.R. with the necessary attestation.
- b. Payments under the scheme:
Payments to the employees or their legal heirs will be subject to the same rules that are applicable to the employees of the Government of Tamil Nadu from time to time.

31. TRAVELLING ALLOWANCE AND TRANSFER TRAVELLING ALLOWANCE:-

GOVERNMENT AND SPECIAL RULES :

- (1) The Tamil Nadu Travelling Allowances Rules are applicable to the University employees . The rates of Travelling Allowances and Daily Allowances shall be adopted, as in the case of the Tamil Nadu Government Servants, for all University employees, and special rates for certain categories as shown in the Appendix -XII shall be adopted for particular group of officers of the University and members of the various authorities and committees.
- (2) The Transfer Travelling Allowance shall be claimed as per the Tamil Nadu Government Travelling Allowance Rules.

32. PROVIDENT FUND SCHEME FOR THE EMPLOYEES OF THE TAMIL NADU PHYSICAL EDUCATION AND SPORTS UNIVERSITY :-

(As applicable to the Tamil Nadu Government Officers and Employees from time to time).

GENERAL

(1) TITLE :-

These Statutes shall be called 'Provident Fund- Cum- Insurance Scheme Statutes' for the employees of the Tamil Nadu Physical Education and Sports University.

(2) APPLICATION :-

These Statutes shall apply to all the employees of the University, both teaching and non- teaching and the words and expressions contained therein shall be defined as follows:

- (i) 'Fund ' shall mean the University Provident Fund (UPF) established and maintained under these Statutes.
- (ii) 'Pay' includes, pay , substantive and officiating, special pay, personal pay, leave salary and all dearness allowances.
- (iii) 'Subscriber' shall mean a person eligible to subscribe to the fund under these Statutes and subscribing thereto.
- (iv) 'Subscription' shall mean the sum remitted to the fund by a subscriber under these Statutes.

(3) COMPOSITION OF THE FUND:

The fund shall be made up of (a) subscription and (b) interest on the subscriptions.

(4) INVESTMENT OF THE FUND :

The corpus and all moneys of the fund shall be invested in interest bearing securities / Nationalised Banks as approved by the Syndicate on the recommendations of the Finance Committee.

Note :

In the case of employees who are already subscribers to other Provident Funds of the Government or local bodies etc., the amounts at their credit shall be transferred to the fund, if they are absorbed later in the University.

(5) SUBSCRIPTION:

(I) MINIMUM RATE OF SUBSCRIPTION:

The minimum rate of subscription payable by each subscriber, based on his emoluments, shall be not less than 12% of Pay + GP as given in G.O. No. 461. (Finance Allowance) dated, 12.09.2009.

(II) VOLUNTARY INCREASE OF SUBSCRIPTIONS :

Voluntary increase over and above the rate of subscription is permissible and it shall be made by a subscriber only on two occasions in a year, namely in the pay for March drawn in April and in the pay for September drawn in October. Such members are also allowed to reduce the rate of subscription once in a year subject to the condition that the minimum of 12% is to be maintained.

(III) SPECIAL P.F. CUM GRATUITY SCHEME :

The University employees will be eligible for Special Provident Fund - cum-Gratuity Scheme on the same terms as applicable to the employees of the Tamil Nadu Government.

(IV) WHEN TO CEASE SUBSCRIPTION :

Four months prior to the month of retirement on superannuation a subscriber, shall cease to subscribe to the Provident Fund.

(V) RATE OF INTEREST :

Compound interest at the rate allowed every year to the Government servants of Tamil Nadu under General Provident Fund shall be allowed on the subscriptions less deducting the amount of advance, if any remaining unpaid.

(VI) GROUP INSURANCE :

The employees of the University come under the Group Insurance Scheme as applicable to Tamil Nadu Government employees.

(VII) LOANS AND ADVANCES :

The employees of the University shall be eligible to draw loans and advances as applicable to the Tamil Nadu Government employees. The Officers empowered to sanction increment, advances, etc., are as given in Appendix - VI.

33. FINANCIAL POWERS :-

The financial powers for purchase and procurement of the various items are listed in Appendix - XIII.

34. INTERPRETATION :-

On all questions of interpretation of these Statutes, the decision of the Syndicate of the University shall be final. For any matter not specifically covered in these Statutes, such rules and orders as applicable to the Tamil Nadu Government Servant, shall apply.

CHAPTER - X
**I. AFFILIATION/APPROVAL OF COLLEGES/
INSTITUTIONS AND AUTONOMOUS COLLEGES**

1. POWER TO GRANT AFFILIATION / APPROVAL :

Subject to the provision of the Act, the Syndicate shall have the power to affiliate any college within the area of the University as affiliated, professional or post graduate colleges and to approve any College/ Institution within the territorial jurisdiction of the University as an approved College / Institution providing courses of study relating to Physical Education, Sports and Allied Sciences for admission to the examinations for titles, degrees and diplomas of the University.

2. WITHDRAWAL OF AFFILIATION / APPROVAL TO COLLEGES :

The Syndicate shall have the power, at any time after due enquiry, to withdraw or suspend the affiliation or approval granted to any College / Institution as a whole, provided that before taking such action, the Syndicate shall inform the management of college concerned of its finding after the enquiry and shall allow it an opportunity of making such representation as it may deem fit. The report of the enquiry, and the representation made by the Management, if any and thereon shall be placed before the Syndicate sub-committee and to the Syndicate with recommendations of the Syndicate sub-committee. The decision of the Syndicate is final and binding on the management.

3. TEMPORARY SUSPENSION:

After three years of inadequate enrolment of students, it shall be open to a college to suspend with prior approval of 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 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/ 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 1st of August it shall not be deemed that the college has suspended instruction in that subject:

Provided that notwithstanding anything contained in the foregoing provision, 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.

CONDITIONS TO BE SATISFIED BY AFFILIATED AND APPROVED COLLEGES:-

4. MANAGING BODY:

- (a) Every college shall be managed by a regularly constituted college committee in which the teaching staff shall be represented by the Principal and two Senior Teachers besides the representative of the University.
- (b) In case of Government College, this condition is waived. The qualification of the teaching staff shall be as prescribed by the UGC/AICTE.
- (c) Any change in the constitution of the College Committee shall be reported forthwith to the University.

5. FINANCIAL PROVISION AND LAND :

Every College shall satisfy the Syndicate that adequate financial provision and adequate land as prescribed by the Government / Syndicate (Appendix -XV) is available for its continued and efficient maintenance in the form of an endowment.

In case of withdrawal of affiliation or approval granted to a college by the University, the arrears of salary to the teachers and members of the non-teaching staff, and arrears of Provident Fund Contributions by the College shall be first charged on the income and property of the Endowment.

6. CONDITIONS OF AFFILIATION, APPROVAL :

- Every college shall satisfy the norms approved by the Syndicate as indicated in Appendix -XVI;
- the competence and qualifications, and adequacy of its teaching staff and the conditions of their service;
- the residence, physical welfare, discipline and supervision of its students;
- no college shall do anything which would endanger national integration and social/communal and /or religious harmony ; and
- Such other matters as are essential for the maintenance of the tone and standards of University Education.

- (a) In regard to the matters referred to above, the Syndicate shall be guided by the reports of inspections and by any rules by Government of Tamil Nadu, which may be prescribed from time to time.
- (b) Every college shall satisfy the Syndicate that proper discipline is maintained in the college and hostels.
- (c) Expulsion of Student from College :-

If any student is expelled from an approved or affiliated college, intimation of the fact of expulsion with a statement of the reasons thereof shall be given forthwith by the Principal :

- (i) to the parent or guardian of the Student ; and
- (ii) to the University;

Intimation to the University shall be accompanied by the Transfer Certificate of the Student . The University on application of the Student or his parent or guardian may, after making such enquiry as it deems proper, deliver the certificate to the student with necessary endorsement or withhold it temporarily or direct the college to readmit the student. Such decision of the Syndicate shall be final.

7. RETURNS FROM COLLEGES :

Every college shall furnish such returns and other information as the Syndicate may require to enable it to judge the efficiency and shall take such action as the Syndicate may consider necessary to maintain its efficiency. In particular, the college shall submit:

- a. return on staff position as on 1st August and 1st January before the 15th August and 15th January of every year, should be submitted to the University. If there are changes, they should be intimated immediately;
- b. a statement indicating the strength of students, class-wise and subject-wise and also showing the number of sections arranged for theoretical and practical instructions with the sanctioned strength in the parallel columns;
- c. hostel returns showing the residents in the hostels and approved lodgings and those residing with their parents and also the provision of Wardens/ Deputy Wardens and Proctors/ Tutors;

- d. examination results indicating subject-wise and class-wise with the number of first and second classes ;
- e. report of medical inspection of the students; and
- f. annual report and audited statement of accounts of the college.

8. INSPECTION OF COLLEGES :

Every college shall be subjected to inspection from time to time by one or more persons appointed by the Vice-Chancellor / Syndicate in this behalf.

9. APPOINTMENTS OF TEACHING STAFF :

Appointments to the teaching staff of a college shall be made as per provisions of the Tamil Nadu Private Colleges Act and rules approved by the Government. All appointments shall be reported to the Syndicate, which shall satisfy itself that they meet the requirements of the University. Approval of qualifications of teaching staff as appointed shall be obtained from the University within a fortnight.

10. STAFF IN COLLEGE FOR WOMEN :

In the case of colleges for women, the staff shall be wholly/ almost wholly composed of women.

11. CONVENIENCE FOR WOMEN STUDENTS :

In every college for men in which women students are admitted, separate retiring and tiffin rooms and other necessary conveniences shall be provided for the women students. There shall be at least two female teaching staff in the college.

12. RESIDENCE OF STUDENTS:

Every college shall make adequate provision for the residence of its students, who are not residing with their parents or duly recognised guardians . Such provisions 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. In a Co-educational institution a separate women hostel must be run.

13. PROVIDING INFORMATION AND FACILITIES :

- (a) The college shall give full information and relevant data for the compilation of statistics by the University. Any questionnaire issued shall be faithfully answered and submitted to this University within such time as may be specified in the notification and the University Commissions appointed for inspection from time to time or for any affiliation shall be given facilities by the college.
- (b) Every college shall provide adequate and suitable space for games and physical education and shall make adequate arrangements for the Physical training of its students.
- (c) Every college shall provide an adequate Library and reading room facilities and have on its staff a qualified Librarian / Professor, Associate Professor, Assistant Professor, as the case may be, in Library Science.
- (d) Every affiliated college shall have attached to it a Medical Officer of the qualifications prescribed by the Syndicate in order to conduct the Medical inspection of the students of the College.

14. ACTION BY COLLEGE ON INSPECTION REPORTS:

When a College is inspected, the University shall communicate to the Educational Agency its views with reference to the findings of such inspection, and every Educational Agency shall take within such period as may be fixed, such action as the Syndicate may specify and communicate the action taken to the University within the prescribed time.

Every college Inspection as specified above or in respect of which an enquiry has been made by the Syndicate in respect of any matter, the college shall take such action within such period as may be fixed or such action as the Syndicate may specify.

15. CONDUCT OF EXAMINATION :

Every college shall make arrangements for the conduct of University Examinations. It is implied as a condition of affiliation of all colleges that the college shall make available free of charge its halls, laboratories and grounds for the conduct of the University Examinations, Inter - Collegiate / Inter - University Tournaments and for any other purposes of the University and any refusal shall be deemed to be a violation of the conditions of affiliation.

16. REGISTERS & RECORDS TO BE MAINTAINED BY COLLEGES :

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 and other Co-curricular activities;
- (d) A register 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 subjects taught;
- (f) A register of fees paid showing dates of payments;
- (g) A counterfoil fee receipt book;
- (h) A register of scholarships and concessions of all kinds whether of tuition, boarding or lodging;
- (i) A counterfoil book of Transfer Certificates;
- (j) A counterfoil book of Conduct Certificates ;
- (k) A counterfoil book of Certificates of Medical Inspection of Students ;
- (l) A register of marks obtained by each student at the College Examinations;
- (m) Account books showing the financial transactions of the college as separate from those of the management. The accounts shall show all the transactions done; and
- (n) Other registers as may be found necessary. The college shall also maintain records of internal and annual audits.

17. EVERY COLLEGE SHALL CONFORM TO AND BE BOUND BY THE LAWS OF THE UNIVERSITY.

PROCEDURE TO BE ADOPTED IN THE GRANT OF AFFILIATION, OR APPROVAL:-

18. A college applying for affiliation, or approval shall send an application in the format prescribed to the Registrar between the 1st July and 31st October preceding the academic year in which the courses are proposed to be started and shall give full information in the letter of application on the following matters :-

- a. Constitution and personnel of the Managing Body;
- b. Subjects and courses for which affiliation / approval is sought;
- c. Previous applications, if any, for affiliation or approval in the same subjects and their disposals;
- 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 plan of buildings provided or proposed to be constructed for the purpose shall also accompany such proposals;
- e. Qualifications, Salaries and workload of teachers, together with a time - table of work;
- f. Hostels and Playgrounds, and the residences for the Principal;
- g. The Tamil Nadu Government permission for starting new colleges in the case of minority institutions and a court order according minority status; and an order of recognition issued by National Council for Teacher Education for Physical Education College;
- h. In the case of colleges for men, whether it is decided to admit women students also, and if so, the arrangements proposed for the convenience of women students;
- i. An undertaking that no capitation fee or donations of any kind will be collected from students/ parents/ guardians/ any one else, in consideration of admission;
- j. An undertaking that no teacher without fulfilling the qualifications laid down by the AICTE/UGC from time to time be appointed and teachers will be paid AICTE / UGC scales of pay; and
- k. Fees proposed to be levied and the financial provisions made on capital expenditure, on buildings and equipments for the continued maintenance of the college.

In addition, the following assurance shall be given that no student or staff of the college will be compelled to attend neither the classes or discourses in religious matters or participate in other religious activities conducted by the college, nor they will be forced to contribute physically or financially towards these activities.

19. APPLICATIONS WHEN CONSIDERED :

All applications satisfying the above provisions for affiliation or approval of colleges shall be considered by the Syndicate .

20. AUTHORITY TO SUBMIT THE APPLICATION :

The application shall be made in the case of a Government College by the Director of Collegiate Education and in the case of any other College, by the responsible / authorised authority (Chairman / Secretary).

21. FEE FOR AFFILIATION AND OTHER FEES :

A college shall pay to the University a fee for a grant of Affiliation / Approval as fixed by the Syndicate from time to time for each subject in the day college/ evening section

Every college shall collect from the students and remit to the University, within 15 days time the registration fee, matriculation fee, recognition fee, examination fee, condonation of attendance fee, if any and any other fees as may be prescribed by the University from time to time .

22. PROCEDURE ON RECEIPT OF APPLICATION :

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 in a subsequent year, or may decline to accord Affiliation/ Approval if the Syndicate is 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.

23. INSPECTION COMMISSION :

If the University decides to proceed with the application, the Vice-Chancellor shall direct an inspection and enquiry to be made by a competent person or persons appointed by the University:

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 an inspection is necessary.

The report of the Inspection commission should be submitted within a month from the date of inspection. The Vice-Chancellor and the Syndicate shall examine the facilities of the colleges as listed below :

(a) Endowment Fund :

Every college should be registered as a society under the Tamil Nadu Societies Registration Act 1975, or as a trust with trustee being appointed and vested with legal powers and duties and create a non - transferable endowment fund in the name of the society or trust as the case may be. Endowment Fund for various courses and the manner of investment of the amount are given in Appendix - XIV.

(b) Land :

Each college should have the extent of land as given in Appendix - XV. The number of lecture rooms, laboratories, library, canteen/cafeteria, hostel accommodation, etc., should be in accordance with the norms prescribed by the University as given in Appendix - XVI.

(c) Civic Facilities :

While designing the building, it may be ensured that adequate facilities such as lighting, ventilation and sanitation are provided, keeping in view the norms laid down by the Indian Standards Institution for the local authority.

(d) Students' Hostel :

Adequate hostel facilities should be provided according to the norms prescribed by the University from time to time .

(e) Principal's Residence :

The Principal may be provided with residential quarters at the close proximity to the college to facilitate better administration.

(f) Staff Quarters for Teachers :

Suitable residential accommodation for at least 25 % of the teachers along with certain common community facilities may be provided. If the college is to be established in an interior area, higher percentage of teachers may be provided with residential accommodation in order to facilitate their participation in the corporate life of the college.

(g) Essential Services :

Adequate facilities for essential services (water, electricity and sewerage facilities, etc.,) should be provided in all the buildings.

(h) Laboratory and Equipments :

Laboratory should have adequate safety arrangements in respect of supply and electrical fittings. Regular supply of water, electricity, etc., should be ensured. There should be separate laboratory facility for each discipline and also for the UG and PG courses.

Laboratory equipments should be in accordance with the norms prescribed by the University. Maintenance and running expenses of the laboratory should also be in accordance with the norms prescribed by the University from time to time .

(i) Library :

To begin with the Library should have at least 200 books in each subject. It should be increased to 300 within a period of three years. The Library should have adequate number of reference books and journals. There should be a reading room to seat at least 10 % of the student strength at any time . Suitable space should be made available for the Library staff with proper furniture. There should be provision for a recurring expenditure of not less than Rs. 10,000/- per subject per annum for books apart from the grant received from the UGC for books. Qualified and adequate Library staff should be provided as per the prescribed norms.

In every discipline, at least five subject journals should be subscribed to by the Library. The UGC and the University journals, if any in the subjects concerned should also be subscribed to.

For teachers to examine the class work of students and to prepare for their own lectures, separate staff rooms for each department should be provided with infrastructural facilities.

(j) General :

- i) ramps be provided in the building for the physically handicapped;
- ii) common rooms for girls and boys should be provided separately in co-educational colleges;
- iii) there should be toilets for girls and boys separately;

- iv) adequate accommodation should be provided for Principal's office, Bursar's office and for administrative staff and the Heads of Departments ; and
- v) there should be a common staff room.

24 . REPLY FROM THE COLLEGE ON THE FULFILMENT OF CONDITIONS :

The report of the Inspection Commission shall be placed before the Syndicate for its consideration. The Registrar shall forward a copy of the resolution of the Syndicate in this regard to the governing body of the institution concerned, specifying the course or courses of instruction in which the affiliation or recognition proposed to be granted together with conditions and limitations that may be imposed. The institution shall duly report to the Vice-Chancellor within 15 days from the receipt of such order, regarding the fulfilment of various conditions imposed.

25. SYNDICATE TO DECIDE ON THE GRANT OF AFFILIATION:

After considering the replies received from the college and also after making any further enquiries deemed necessary, the matter shall be placed before the Syndicate which shall decide whether affiliation or approval may be granted or not.

26. CONDITIONAL AFFILIATION:

- (a) The Syndicate shall also have power to grant conditional affiliation or approval subject to the fulfilment of certain conditions and in the event of the conditions laid down not being fulfilled within the time specified and in the manner specified, such affiliation or approval shall be withdrawn.
- (b) In the case of conditional affiliation or approval, the Vice-Chancellor may stipulate that some of the conditions shall be fulfilled before a specified date and that students may not be admitted nor applications invited for admission until the Syndicate is satisfied that the conditions have been fulfilled. The Vice-Chancellor may, for this purpose, send a second Inspection Commission and the travelling and other expenses of the Commission shall be met by the management of the college concerned.
- (c) If the conditions are fulfilled, the Syndicate shall have the power to confirm the conditional affiliation or approval, as the case may be, at the end of period.
- (d) The Affiliation or approval granted may be provisional. If provisional recognition, 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 at the end of the period fixed, the affiliation or approval shall cease automatically, and in no case shall extension of time be permitted. If the conditions are fulfilled, the syndicate shall have the power at the end of the period, to confirm affiliation or approval.

27. WITHDRAWAL OF APPLICATION :

An application for affiliation or approval may be withdrawn by the management at any time before an order is passed by the Syndicate.

28. GRANT OF AFFILIATION OR APPROVAL :

Affiliation or approval may be granted to a college which imparts courses in Physical Education and Sports. The affiliation or approval shall be given specifically for each subject or each group of subjects.

After considering the report of the Inspection, if any, and after making any further enquiries it may deem necessary, the Syndicate shall decide whether the affiliation or approval may be granted or not, either in whole or in part. In case the affiliation or approval is granted, the fact shall be reported to the Standing Committee on Academic Affairs.

29. COMBINATION OF OPTIONAL SUBJECTS :

Where a college is affiliated or approved in a number of optional subjects, the college shall be at liberty to provide instruction in any combination within the time provided it satisfies the University that the accommodation and staff and other facilities are adequate. Whenever fresh combination is proposed to be introduced, a statement of all combinations of subjects in which instruction is provided shall be forwarded to the Vice-Chancellor before the close of the academic year proceeding the year in which it is proposed to be introduced and approval obtained in advance.

30. PENAL ACTION IN THE CASE OF ANY MANAGEMENT OF A COLLEGE -

- (1) Not fulfilling any of the conditions prescribed for affiliation or approval;
- (2) Not complying with any of the Statutes of the University ;
- (3) Not implementing any decision of the Syndicate, it shall be competent for the Syndicate;

- (i) To suspend the provisional affiliation or approval granted to the college in any course or courses of studies;
- (ii) To reduce the sanctioned strength of any course or courses of studies;
- (iii) To decline to entertain any application for approval of the new course or for increase in strength in courses of studies conducted in the college;
- (iv) To withdraw the permanent affiliation or approval granted to the college in any or all the courses of studies in which instruction is offered in the college after giving reasonable opportunity of being heard;
- (v) To decline to forward to the UGC any application made by the management for sanction of any grant;
- (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 it feels is capable of running the college efficiently.

31. RECOGNITION OF INSTITUTION:

The University may recognise certain Institutions, which are located within the State of Tamil Nadu or outside / abroad for the purpose of collaboration in Teaching and Research.

32. AFFILIATION, RECOGNITION OR APPROVAL NOT GRANTED WITH RETROSPECTIVE EFFECT :

Affiliation or approval shall in no case be granted with retrospective effect. Attendance granted at courses of instruction provided in colleges or in subjects before affiliation or approval is granted shall not qualify for the grant of certificates or attendance; and such attendance shall not entitle any candidate for exemption from the production of Certificate of Attendance.

33. INTER -COLLEGIATE LECTURES :

Affiliation or approval granted on the basis that part of the instruction to be provided is being given as Inter - Collegiate or University lectures shall be conditional upon the continued existence of arrangements for such courses of Inter - Collegiate or University lectures.

34. AFFILIATED COLLEGES :

The list of affiliated colleges in the ambit of Tamil Nadu Physical Education and Sports University is furnished in the Appendix - XVII.

II. EVENING SECTION

1. STARTING AN EVENING SECTION / COURSE :

Evening section shall be started only in an existing college and shall be recognised only for courses in which the college is already affiliated to both UG and PG.

2. The Evening section classes shall be conducted only in the premises of the college.

3. PROCEDURE FOR GRANT OF AFFILIATION :

For affiliation of courses in the Evening section, the University shall send an Inspection Commission as usual and the usual conditions and the procedures for affiliation shall be followed as outlined earlier.

4. SYLLABUS :

The Syllabus, the Scheme of Examinations and conduct of Examinations for Evening section students shall be the same as for day section students and the degrees given to them shall also be same as for day section students.

5. HOURS OF WORK :

Evening section classes shall be conducted for a minimum of three hours each day between 2.00 p.m. and 9.00 p.m. on all the five days in a week and full day classes on Saturdays and Sundays wherever necessary. The Day College and Evening section classes shall not be conducted jointly.

6. WORKING DAYS :

An Evening section shall work for a minimum of 25 hours per week, and 450 hours per semester.

7. PRINCIPAL:

An Evening section shall function under the overall supervision of the Principal of the College.

8. TEACHER IN CHARGE :

A senior member of the Teaching Staff may, if necessary, be put in charge of the Evening section under the overall supervision of the Principal of the College.

9. QUALIFICATION OF TEACHERS :

Qualification of teaching staff working in Evening section should be subject to the approval by the University as per the prescribed AICTE /UGC norms.

10. WORKLOAD :

The workload of full-time Evening section teachers shall not exceed that prescribed for the Day section. Separate staff for administrative purpose shall be employed for the Evening section as may be found necessary.

11. FACILITIES :

All the academic facilities available in the college like library, laboratory, etc., shall also be made available to the students and teachers of the Evening section and necessary supporting staff for the purpose should be appointed.

Admission : Preference may be given to employee of the Government and Quasi Government.

III . SELF - FINANCING COLLEGES

1) The following conditions are to be satisfied for starting a self-financing college:

a. Prior Government Permission :

Application for affiliation shall be made only after obtaining permission from the Government of Tamil Nadu for starting a self-financing college and order of recognition from National Council for Teacher Education for Physical Education College. (Appendix - XIV)

b. Staff recruitment, qualification, affiliation, etc:

The Staff recruitment policy in respect of their number, qualifications, etc., shall conform to what is prescribed in respect of other affiliated colleges.

c. Satisfying minimum qualification :

The candidates admitted shall satisfy the minimum educational qualification prescribed by the University / Government of Tamil Nadu for the course concerned.

d. Undertaking not to collect capitation fee :

The management of the college shall give an undertaking that no capitation fee in any form will be collected from the students seeking admission in the college.

2.) FEES TO BE COLLECTED :

The tuition fees and special fees shall be collected from the students only at the rate fixed, if any by the University/ Government from time to time.

Unless otherwise provided for in the above Statutes, the laws of the University in respect of affiliated colleges shall be applicable in general to the self-financing colleges also.

IV . ESTABLISHMENT OF HOSTELS AND HALLS OF RESIDENCE

(A) GENERAL

1. SYNDICATE TO PRESCRIBE CONDITIONS :

The Syndicate shall prescribe from time to time such general or special norms as it may deem necessary for recognition of hostels and shall have powers to grant or to withhold or withdraw recognition to any hostel.

2. STUDENTS TO LIVE IN HOSTEL :

Students who do not live with their parents, or with guardians as approved by the Principal, shall reside in a hostel. In case adequate hostel accommodation is not available, they may be permitted to stay in lodges inspected and approved by the respective college authorities. Every college shall maintain a register of "Approved Lodging."

Approved Lodging means lodging houses periodically inspected by the college and included in a Register of Approved Lodging maintained by the College and also approved by the University.

3. PROCEDURE FOR THE RECOGNITION OF HOSTELS :

Any person or a body of persons who desire that a hostel maintained or managed by them should be recognised by the college and approved by the University shall apply to the University for such recognition with the following information to be furnished :

- a) Suitability of buildings ;
- b) Adequacy of accommodation ;
- c) Suitability of the neighbourhood;
- d) Educational Supervision;
- e) Sanitary condition;
- f) Medical help;
- g) Provision of games facilities, etc.,

The University after scrutiny of the application reserves the right of recognition.

4. MANAGEMENT :

Hostels which are not managed by the University or colleges shall be managed by a regularly constituted governing body appointed by the persons or body maintaining the hostel, the constitution of which shall be periodically reported to and approved by the University.

5. APPOINTMENT OF SUPERINTENDING STAFF :

Appointment of the superintending staff of every such hostel shall be made by the governing body or by any authority to whom the body may have delegated the power and all such appointments should be intimated to the University.

6. WITHDRAWAL OF RECOGNITION :

The University shall have power to suspend or withdraw the recognition of any hostel temporarily or permanently when it is not conducted in accordance with the conditions stipulated by the University from time to time:

Provided that no such action shall be taken without affording the management of such hostels, an opportunity of making representation.

7. INSPECTION :

The Vice-Chancellor shall arrange for periodical inspections of all hostels and approved lodgings and may order a special inspection of any hostel or approved lodging to be made whenever he considers it desirable to do so and shall take such action on the report as he deems fit.

8. REGISTERED HOSTEL :

The Registrar shall maintain a Register of approved lodgings and recognised hostels, in which alone the students can reside.

9. DISCIPLINARY SUPERVISION OF STUDENTS IN HOSTELS :

Students living in hostel shall be under the disciplinary supervision of the Director of Students Welfare / Warden / Deputy Warden. Students living in hostels or approved lodgings shall be assigned to individual members of their college staff if the Warden / Deputy Warden is not a member of staff.

10. UNIVERSITY HOSTEL :

- (1) The University shall maintain separate hostels for men students and women students.
- (2) Full-time and/or Part-time Wardens shall be responsible for proper arrangements relating to boarding and lodging of all categories of persons in the hostels maintained by the University. They shall be responsible to the Vice-Chancellor. The detailed rules for the upkeep, maintenance and running of the hostels shall be framed separately.

V. AUTONOMOUS COLLEGES

(Section 23 (31) of the Tamil Nadu Physical Education and Sports University Act, 2004)

The following Statutes incorporate the Guidelines for Autonomous College during the Eleventh Plan Period (2007 - 2012):

SCHEME OF AUTONOMOUS COLLEGE

1. INTRODUCTION

Highlighting the importance of autonomous colleges, the UGC document on the XI Plan profile of higher education in India clearly states that: "The only safe and better way to improve the quality of undergraduate education is to the link most of the colleges from the affiliating structure. Colleges with academic and operative freedom are doing better and have more credibility. The financial support to such colleges boosts the concept of autonomy." It is proposed to increase the number of autonomous colleges to spread the culture of autonomy, and the target is to make 10 per cent of eligible colleges autonomous by the end of the XI Plan period.

2. NEED FOR AUTONOMY

The affiliating system of colleges was originally designed when their number in a University was small. The university could then effectively oversee the working of the colleges, act as an examining body and award degrees on their behalf. The system has now become unwieldy and it is becoming increasingly difficult for a university to attend to the varied needs of individual colleges. The colleges do not have the freedom to modernize their curricula or make them locally relevant. The regulations of the university and its common system, governing all colleges alike, irrespective of their characteristic strengths, weaknesses and locations, have affected the academic development of individual colleges. Colleges that have the potential for offering programmes of a higher standard do not have the freedom to offer them. The 1964-66 Education Commission pointed out that the exercise of academic freedom by teachers is a crucial requirement for development of the intellectual climate of our country. Unless such a climate prevails, it is difficult to achieve excellence in our higher education system. With students, teachers and management being co-partners in raising the quality of higher education, it is imperative that they share a major responsibility. Hence, the Education Commission (1964-66) recommended college autonomy, which, in essence, is the instrument for promoting academic excellence.

3. OBJECTIVES

a. The National Policy on Education (1986-92) formulated the following objectives for autonomous colleges. An autonomous college will have the freedom to:

- determine and prescribe its own courses of study and syllabi, and restructure and redesign the courses to suit local needs; and
- prescribe rules for admission in consonance with the reservation policy of the state government;
- Evolve methods of assessment of students' performance, the conduct of examinations and notification of results;
- Use modern tools of educational technology to achieve higher standards and greater creativity; and
- Promote healthy practices such as community service, extension activities, projects for the benefit of the society at large, neighborhood programmes, etc.

b. Relationship with the Parent University, the State Government and other Educational Institutions :-

Autonomous colleges are free to make use of the expertise of university departments and other institutions to frame their curricula, devise methods of teaching, examination and evaluation. They can recruit their teachers according to the existing procedures (for private and government colleges).

The parent university will accept the methodologies of teaching, examination, evaluation and the course curriculum of its autonomous colleges. It will also help the colleges to develop their academic programmes, improve the faculty and to provide necessary guidance by participating in the deliberations of the different bodies of the colleges.

The autonomous colleges will have autonomy to draw upon the expertise of the University departments and other institutions in framing curriculum, devising the methods of evaluation, conduct of examinations and selection of teachers following the AICTE/UGC norms. The autonomous colleges will also have freedom to enter into collaborative teaching, research or extension education programmes with other colleges and institutions of higher learning with a view to strengthen their programmes and take benefit of facilities existing elsewhere.

While the parent Universities of the autonomous colleges will accept the course, curriculum, methodologies of teaching, evaluation and examination, etc., the Universities will also help the colleges to develop their academic programmes, improve the faculty and provide necessary guidance through participation in different statutory bodies recommended for autonomous colleges.

The role of the parent university will be:

- To bring more autonomous colleges under its fold;
- To promote academic freedom in autonomous colleges by encouraging introduction of innovative academic programmes;
- To facilitate new courses of study, subject to the required minimum number of hours of instruction, content and standards;
- To permit them to issue their own provisional, migration and other certificates;
- To do everything possible to foster the spirit of autonomy;

- To ensure that degrees/diplomas/certificates issued indicate the name of the college;
- To depute various nominees of the university to serve in various committees of the autonomous colleges and get the feedback on their functioning; and
- To create separate wings wherever necessary to facilitate the smooth working of the autonomous colleges.

The State Government will assist the autonomous colleges by:

- Avoiding, as far as possible, transfer of teachers, especially in colleges where academic innovation and reforms are in progress, except for need-based transfers;
- Conveying its concurrence for the extension of autonomy of any college to the Commission within the stipulated time of 90 days after receipt of the review committee report, failing which it will be construed that the state government has no objection to the college continuing to be autonomous; and
- Deputing nominees on time to the governing body of government colleges and other bodies wherever their nominees are to be included.
- All three stake holders, the parent University, the State Govt. and UGC have to play a very harmonious and pro active role as facilitators in letter and spirits.

4 .TARGET GROUP AND ELIGIBILITY TARGET GROUP:

All Colleges under Section 2(f), aided, unaided, partially aided and self-financing which are or are not covered under 12(B) of the UGC Act are eligible to apply for autonomous status. This includes Engineering Colleges also.

5. CRITERIA FOR IDENTIFICATION OF INSTITUTIONS FOR GRANT OF AUTONOMY

While the following factors can help to identify the institutions to claim autonomous status, it needs to be emphasized that autonomy should be less a reward for good performance during the past but rather a means to achieve higher standard and greater creativity in the future.

- a) Academic reputation and previous performance in university examinations and its academic/co-curricular/extension activities in the past.
- b) Academic/extension achievements of the faculty.
- c) Quality and merit in the selection of students and teachers, subject to statutory requirements in this regard.
- d) Adequacy of infrastructure, for example, library, equipment, accommodation for academic activities, etc.
- e) Quality of institutional management. (f) Financial resources provided by the management/state government for the development of the institution.
- f) Responsiveness of administrative structure. (h) Motivation and involvement of faculty in the promotion of innovative reforms.
- g) Self - Financing colleges can also apply for autonomy after they have completed minimum 10 years of existence. However, conferment of autonomy will not entitle them to receive autonomy grant. They will have to follow the same procedure as applicable to other colleges.
- h) Colleges that provide professional courses in Education, Engineering Technology Management and Physical Education, etc. will also be eligible to receive grants from the Commission. The sanction of such grants will depend on the size and stage of development of these colleges after attaining autonomous status.
- i) The responsiveness of the administrative structure to the view of staff and students;
- j) Extent of academic freedom enjoyed by the faculty for advanced scholarship, research and experimentation and involvement in educational innovation and reforms.

6. CONFERMENT OF AUTONOMOUS STATUS :-

The autonomous status to a college will be conferred by its Parent University to which it is affiliated, with the concurrence of the UGC and the concerned State Government.

Autonomy granted to the Institution is Institutional and covers all the courses at U.G., P.G., Diploma, M.Phil. Level, which are being run by the Institution at the time of conferment of autonomous status. Also all courses introduced by the Institution after the conferment of autonomous status shall automatically come under the purview of autonomy. Partial autonomy cannot be given to any Institution.

Autonomous status covers certificate, diploma, undergraduate, postgraduate and M.Phil., programmes offered in colleges that are autonomous and those seeking autonomous status. The parent university will confer the status of autonomy upon a college that is permanently affiliated, with the concurrence of the state government and the University Grants Commission. Once the autonomy is granted, the University shall accept the students of autonomous college for award of such degrees as are recommended by the autonomous college. The Act and Statutes of the universities ought to be amended to provide for the grant of autonomy to affiliated colleges. Before granting autonomy, the university will ensure that the management structure of the applicant college is adequately participatory and provides ample opportunities for academicians to make a creative contribution.

The right of autonomy may not be conferred once for all. The exercise of rights on conferment of autonomous status by a college will however have to be continuously earned and deserved. The status of autonomy may be granted initially for a period of five years but a review should be undertaken after three years by the University with the help of a Committee to be constituted by the Vice-Chancellor for the purpose. The Committee may comprise academic experts as follows:-

- (a) One nominee of the Vice - Chancellor ;
- (b) One nominee of the State Government;
- (c) One nominee of the UGC;
- (d) One Principal of an autonomous college to be nominated by the parent University; and
- (e) An officer of the parent University.

In case of evidence of declining standards, it should be open to the University, after careful scrutiny, to revoke the autonomous status.

In the case of Government colleges and the colleges managed by corporate management, it would be helpful if a faculty is not transferred from the college after autonomous status is conferred on it. Further, appropriate statutory and advisory bodies are to be constituted for proper governance of the colleges.

7. PROCEDURE FOR CONFERMENT OF AUTONOMOUS STATUS :-

- (i) With a view for effective implementation of the scheme of autonomous colleges, each University will constitute a Standing Committee including representatives of the UGC and the State Government.
- (ii) The University will invite proposals from colleges for conferment of autonomous status on the basis of guidelines and as per the proforma. The proposals may be placed before the Standing Committee that may be constituted by the University according to the foregoing para (i) above. The committee may visit the colleges and discuss the proposal with the management and /or a faculty member so as to make its recommendations.
- (iii) The recommendations on approval of the Vice-Chancellor may be placed before the Syndicate for approval, then forwarded to the UGC and the State Government for concurrence. After the concurrence of the UGC and the State Government is available, the University will notify the conferment of autonomous status to the colleges.

8. MECHANISM FOR IMPLEMENTATION OF AUTONOMY AT THE COLLEGE LEVEL :-

a. Preparing a College for Autonomy:

There are several areas where proper preparation is necessary if college autonomy is to be implemented successfully. These are Staff preparation, departmental preparation, institutional preparation, to prepare the students and the community, so on. All the preparations should be completed well before autonomy is conferred to a college so that no part of the college community is found unprepared for the new responsibility, which the college is called upon to shoulder.

b. Staff Preparation / Faculty Preparation:-

It is essential to get the staff of the college involved in the thinking and planning processes from the very beginning. Seminars, workshops and consultations may be organised to make the staff familiar with the concept, objectives and rationale of autonomy. (This will help them have a sense of participation in decision making and motivate them to get involved in the entire exercise). This could form part of the academic calendar of the college.

c. Departmental Preparations :-

An important responsibility of the department is that of designing suitable courses in the major and related subjects, introducing new courses of study, renaming obsolete courses by changing their content, updating existing courses to match the current state-of-the-art in each discipline, and preparing course materials and human resources.

These will be done in the light of the general objectives of autonomy and the specific objectives of the education institutions.

d. Common programmes to be adopted are:

- o Semester pattern of study
- o Continuous internal assessment
- o Credit/grading system
- o Student feedback
- o Self-appraisal by teachers

e. Institutional Preparations :-

Since an autonomous college is called upon to perform many of the functions that the university has hitherto performed, it must study the academic, administrative/management and financial implications of such a changeover and prepare itself to discharge its new functions efficiently.

The autonomous college will have the following committees to ensure proper management of academic, financial and general administrative affairs.

- (i). The Governing Body / Board of Management (as may be named),
- (ii) The Academic Council
- (iii) The Board of Studies.

The college will in addition, have non-statutory advisory bodies like Planning and Evaluation Committee, Admission Committee, Examination Committee, Library Committee, Committee on Students' Welfare and Extra-curricular activities, Finance Committee and Grievances/Appeals Committee for help and advice to facilitate smooth working and development of the college. The composition and functions of these committees are given separately.

9. MONITORING , EVALUATION AND ACCOUNTABILITY OF AUTONOMY :-

Each autonomous college will, with the approval of its Academic Council constitute appropriate mechanism to evaluate its academic performance, improvement in standards, success of the laid down regulations on different matters and how best it has used the autonomous status.

The autonomous college may in this regard, profitably utilize the expertise from the University or other institutions. The parameters of monitoring to be devised could be the report of the autonomous college providing information relating to such aspects as the composition character of students, teacher recruitment and qualifications, innovative curricular and co-curricular programmes, remedial teaching for weak students , in-service training for teachers, research output publications, inter-collegiate / state / national / international level conferences, extension programmes, etc., Outstanding achievements of individual students and teachers, distinctive academic thrust of the institution and development programmes and proposals too, should form part of the information furnished by the autonomous college.

There will be self-evaluation in each year by the college. In addition, there will be two external evaluations, one after three years and the second after five years which will also determine continuance or otherwise of the autonomous status.

Suitable norms need to be formulated by the autonomous colleges for their accountability for personnel, financial and physical resources in relation to the specific academic objectives and over-all national development. The external accountability may include analysis of contents of courses, course options, co-curricular and extra-curricular activities, performance of students, students employment, teachers' contribution for generation of knowledge and teachers' contribution to extension, etc.,

The internal accountability may include resource acquisition, efficiency index, average workload, average time distribution between lectures / tutorials / practicals, group discussions, project work, teaching aids used, programmes and activities planned and implemented, professional development of the teachers, utilisation of infrastructural facilities, membership of books/ journals in the library.

A top analysis of faculty may also be taken up periodically.

10. PROCEDURE FOR APPLYING:

The UGC will invite proposals from eligible colleges seeking autonomous status, once in an academic year in September/October. The individual university can also send circulars asking the colleges to apply.

11. PROCEDURE FOR APPROVAL BY THE UGC:

"The Commission further reviewed the present procedure for fresh proposal and resolved that an Expert Committee may be constituted for all fresh cases with representation of university and State Government nominees. The existing procedure of Screening Committee may be scrapped and the Chairman may constitute Expert Committee for on the spot inspection for consideration of each proposal".

The approval for the grant of autonomous status will be done in two stages. At stage I a screening committee will be constituted by the UGC. The composition of the Committee will be as follows: -

- a) Three to Five Experts nominated by the UGC (One of the Experts will be nominated as Convener).
- b) Principal Secretary of Higher Education of the respective State or his / her nominee
- c) Chairman, State Council for Higher Education or his / her nominee (wherever constituted)
- d) Commissioner / Director of Collegiate Education or his / her nominee.
- e) Vice-Chancellor or his / her nominee.
- f) Joint Secretary, UGC In-Charge of Autonomous College - Member Secretary.

At Stage - II short-listed colleges will be visited by another Expert Committee constituted by the UGC. This committee will submit its report with its findings and recommendations to the UGC. Thereafter, the UGC may send its recommendations to the University concerned for conferment of Autonomy.

The university will notify the colleges concerned. Autonomy will be conferred initially for a period of six years.

12. NATURE OF ASSISTANCE:

PATTERN OF FINANCIAL ASSISTANCE AND OTHER ENABLING PROVISIONS

The Commission will provide assistance under this scheme to autonomous colleges to meet their additional and special needs.

- a) Guest/visiting faculty
- b) Orientation and re-training of teachers.
- c) Re-designing courses and development of teaching/learning material
- d) Workshop and seminars
- e) Examination reforms
- f) Office equipment, teaching aids and laboratory equipment
- g) Furniture for office, classrooms, library and laboratories
- h) Library equipment, books/journals
- i) Expenditure on meetings of the governing body and committees
- j) Honorarium to Controller of Examinations (full-time) not exceeding
- k) Rs. 8000/- p.m.
- l) Accreditation (NAAC) fee
- m) Renovation and repairs not leading to construction of a new building
- n) Extension Activities

Following shall be the guiding principles for utilization of autonomy grant.

- Autonomy grant cannot be used for creation of posts, payment of salary to any of the college staff, payment of honorarium (except clause [x] above) to existing staff, to meet normal college contingency requirement or to subsidies.
- Examination fee should be fixed so that income from fee can meet the expenditure on examinations and other staff appointed in examination cell.

13. GOVERNANCE OF AN AUTONOMOUS COLLEGE:

The college will have the following committees to ensure proper management of academic, financial and general administrative affairs.

The following are statutory bodies:

- The Governing Body/ Board of Management (as may be named);
- The Academic Council;
- The Board of Studies.
- Finance Committee

(*The Governing Body is different from Trust Board/Board of Management/ Executive Committee/Management Committee).

The college will, in addition, have other non statutory committees such as the Planning and Evaluation Committee, Grievance Appeal Committee, Examination Committee, Admission Committee, Library Committee, Student Welfare Committee, Extra-Curricular Activities Committee and Academic Audit Committee. The composition and functions of these committees are given separately.

(i) Governing Body :-

The Governing Body or Board of Management will inter-alia, have the representatives of the State Government and the University are given separately.

(ii) Academic Council:-

Academic Council will be solely responsible for all academic matters such as the framing of academic policies, approving courses, regulations, syllabus, etc.,. The Council will ensure involvement of faculty at all levels and also outside experts including the representatives of the University. The decision taken by the Academic Council will not be subject to any further rectification by the University Academic Council or other statutory bodies of the University. The powers and functions of the Academic Council are given separately.

(iii) Board of Studies:-

Board of Studies are basic units in the academic system. Their functions will include prescribing the regulations and syllabus for various courses, reviewing and updating the syllabus from time to time, introducing new courses, determining the details of the elements for continuous assessment, recommending panels for appointment of examiners, question paper setters for the end-semester examinations, special lectures, etc., The composition of Board of Studies and its functions are given separately.

(iv) Finance Committee:

The Finance Committee will advise the Governing Body on financial matters and shall meet at least twice a year.

14. PROCEDURE FOR MONITORING , EVALUATION AND ACCOUNTABILITY OF AUTONOMY :-

- The right of autonomy may not be conferred once and for all. It has to be continuously earned by the college. The status of autonomy will be granted initially for a period of six years.
- Each autonomous college will, with the approval of its Academic Council, formulate an appropriate mechanism to evaluate its academic performance, improvement of standards, and assess the extent and degree of success in the utilisation of autonomy. Self-evaluation will be made annually. In addition, there will be two external evaluations, the first after four years and the second after six years. The latter will determine the continuance or revocation of autonomous status.

"Instead of Joint Committee, only a Review Committee constituted by the Chairman, UGC with a few experts may visit the colleges to review the working of the autonomous colleges as under:-

- (1) 3 Experts out of which one shall be the Chairman.**
- (2) One Nominee of the Affiliating University**
- (3) UGC Officer (Member Secretary)**

The UGC Review Committee may visit the college in between 5th and 6th year of autonomy. The University may send its own Review Committee consisting of its members, State Government nominee at least once during the tenure of the autonomy."

To avoid hardship to existing autonomous colleges, provision of 80% of the admissible grant will be released to such autonomous colleges by the Regional Offices as an "On Account" grant, in case the review of the autonomous colleges is delayed beyond the expiry of tenure of autonomy.

Also in the event of delay in the review report and renewal of autonomy, the college will 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 continuation.

In the event of the availability of evidence confirming decline in standards in an autonomous college, it shall be open to the UGC and the university 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 would be allowed to complete the course under autonomous status. An autonomous college should get themselves accredited by the NAAC within a period of two years from the date of conferment/extension of autonomous status.

The autonomous college may in this regard, profitably utilize the expertise from the University or other institutions. The parameters of monitoring to be devised could be the report of the autonomous college providing information relating to such aspects as the composition character of students, teacher recruitment and qualifications, innovative curricular and co-curricular programmes, remedial teaching for weak students, in-service training for teachers, research output publications, inter-collegiate / state / national / international level conferences, extension programmes, etc., Outstanding achievements of individual students and teachers, distinctive academic thrust of the institution and development programmes and proposals too, should form part of the information furnished by the autonomous college.

There will be self-evaluation in each year by the college. In addition, there will be two external evaluations, one after three years and the second after five years which will also determine continuance or otherwise of the autonomous status.

Suitable norms need to be formulated by the autonomous colleges for their accountability for personnel, financial and physical resources in relation to the specific academic objectives and over-all national development. The external accountability may include analysis of contents of courses, course options, co-curricular and extra-curricular activities, performance of students, students employment, teachers' contribution for generation of knowledge and teachers' contribution to extension, etc.,

The internal accountability may include resource acquisition, efficiency index, average workload, average time distribution between lectures / tutorials / practicals, group discussions, project work, teaching aids used, programmes and activities planned and implemented, professional development of the teachers, utilisation of infrastructural facilities, membership of books/ journals in the library.

A top analysis of faculty may also be taken up periodically.

15. PROCEDURE FOR RELEASE OF AUTONOMY GRANT BY UGC:

Following procedure is laid down for release of autonomy grant to Autonomous Colleges enjoying autonomy in the tenure period.

- a) Autonomous College should hold meeting of Finance Committee in the month of April 1st week to take stock of the utilization of autonomy grant of previous year and to discuss the budget of for the autonomy grant of coming year. A detailed Blue Print of budget should be duly approved by the Finance Committee in this meeting.
- b) Only those items should be included, which are admissible as per clause 7 of these guidelines. No expenditure other than these items shall be accepted for utilization.
- c) The budget so prepared and approved by the Finance Committee will be submitted to the Governing Body for final approval, before 25th of April every year.
- d) The budget duly approved by the Finance Committee and the Governing Body should be submitted to the concerned Regional Office of the UGC on or before 30th April. In case the meeting of the Governing Body is not held before 30th April due to unavoidable reasons, the Principal in the capacity of Member Secretary of Governing Body, may submit the budget to the concerned Regional Office of the UGC under approval of the Chairman of the Governing Body.

16. MATTERS STARTING NEW COURSES:-

An autonomous college is free to start diploma (undergraduate and postgraduate) or certificate courses without the prior approval of the university. Diplomas and certificates shall be issued under the seal of the college.

An autonomous college is free to start a new degree or postgraduate course with the approval of the Academic Council of the college. Such courses shall fulfill the minimum standards prescribed by the university/UGC in terms of number of hours, curricular content and standards, and the university shall be duly informed of such courses.

An autonomous college may rename an existing course after restructuring / redesigning it with the approval of the college Academic Council as per UGC norms. The university should be duly informed of such proceedings so that it may award new degrees in place of the old.

The university should have the right to review all new courses of an autonomous college. Where there is evidence of decline in standards or quality, the university may, after careful scrutiny, and in consultation with the UGC, either help modify them, wherever possible, or cancel such courses.

17. AWARD OF DEGREE / DIPLOMA:-

The parent university will award degrees to the students evaluated and recommended by autonomous colleges. The degree certificates will be in a common format devised by the university. The name of the college will be mentioned in the degree certificate, if so desired. Autonomous colleges that have completed three terms can confer the degree under their title with the seal of the university.

18. SPECIAL FEATURES OF AN AUTONOMOUS COLLEGE:

a) Starting of New Courses

An autonomous college is free to start diploma (undergraduate and postgraduate) or certificate courses without the prior approval of the university. Diplomas and certificates shall be issued under the seal of the college. An autonomous college is free to start a new degree or postgraduate course with the approval of the Academic Council of the college. Such courses shall fulfill the minimum standards prescribed by the university/UGC in terms of number of hours, curricular content and standards, and the university shall be duly informed of such courses.

An autonomous college may rename the existing course after restructuring/ redesigning it with the approval of the college Academic Council as per UGC norms. The new nomenclature should be as specified by UGC under section 22 of UGC Act. The university should be duly informed of such proceedings so that it may award new degrees in place of the old.

The university should have the right to review all new courses of an autonomous college. Where there is evidence of decline in standards or quality, the university may, after careful scrutiny, and in consultation with the UGC, either help modify them, wherever possible, or cancel such courses.

b) Procedure to introduce a new course by autonomous college:

Step 1

The concerned department of the college should conceive the idea of introducing new course and it should be well discussed in the Board of Studies of that subject. The Board of Studies will formulate the idea into a proposal with all necessary details such as objectives, eligibility, course content and fees structure. Such proposal will be forwarded to the Academic Council. The proposal will be in the shape of an ordinance.

Step 2

The Academic Council will discuss such proposal in its meeting and shall approve the proposal. In case the Council finds the proposal appropriate. The Academic Council shall have the right to send back the proposal to the Board of Studies for revision/modification or may reject the proposal giving suitable reasons. The proposal can be resubmitted to the Academic Council for reconsideration after the necessary modifications are made.

Step 3

The proposals approved by the Academic Council will ultimately be submitted to the Governing Body of the college for final approval and for permission to execute the proposal.

Step 4

Autonomous college shall send all proposal approved by the Governing Body of the college to the University for information. University may ask clarification regarding the issues in the proposal from the college. The college is bound to give such clarification with an understanding that the university shall accept the students for award of degree under such newly proposed courses.

19. GENERAL MATTER

- a. The University will set up a mechanism with the College Development Council for encouraging the movement towards autonomous status and processing the proposals for conferment of autonomous status.
 - (ii) (a) The employees, both teaching and non-teaching of a college on conferment of autonomous status will continue to be governed by the same terms and

conditions of service as on the date of conferment of autonomous status. The benefit revision of any terms and conditions of service will become available to the employees mutatis mutandis when the respective University to which the college is affiliated decides to review the service conditions of its employees.

(b) All recruitment of teaching and non-teaching staff shall be directed by the Governing Council and Board of Management of the autonomous College and in accordance with the Policy recommended by the UGC namely advertisement in newspaper and selection by a Committee including two externals approved by the Vice -Chancellor .

(iii) It would be necessary to orient the Principals and provide intensive training to teachers of autonomous colleges in areas such as:-

- Objectives of autonomy and accountability;
- Innovations to make teaching and learning more effective;
- Evaluation methods;
- Linking of their creative activities with social needs through Research and Extension;
- Planning of academic programmes;
- Financial management;
- Administrative management;
- Rapport with the University, etc.,

The orientation and re-orientation of Principals/ College Teachers should be done periodically on a continuing basis. The University and autonomous colleges may jointly draw appropriate orientation training programmes.

(iv) The University should enquire that students of autonomous colleges are not denied or treated otherwise for admission in courses at higher levels in the University non- autonomous colleges.

(v) The UGC will welcome research projects, which may promote and improve the functioning of autonomous system in Indian Universities. These may

include studies, development of model acts, statutes, guidelines on financial and academic freedom, development of monitoring instruments for review / appraisal, model on alternative University -College relationship etc.,

- (vi) Autonomous colleges will be free to explore the possibilities of having research project from agencies like the ICSSR, ICAR, CSIR, DST, industry etc.,
- (vii) Organisation of special need based short-term courses of continuing education may be an important activity of autonomous colleges.
- (viii) The UGC may allocate a few earmarked junior Research Fellowships exclusively for autonomous colleges under its scheme of Research Fellowships at any one time.
- (ix) The guidelines are suggestive; Universities and autonomous colleges could adopt alternative strategies with a view to achieve the objectives of autonomy. The ideals of autonomy would be better appreciated and implemented in a participatory approach among the State Government, University, UGC and Autonomous Colleges. The following are for information and guidance in this regard.

20. EXAMINATION CELL & SYSTEM

Autonomous College shall have an Examination Cell headed by Controller of Examination who will be a permanent faculty nominated by the Principal on the basis of potential of the person. The Principal of the college shall be the Chief Controller, Examinations.

The Controller of Examination will create his/her own team with the approval of the Principal of the College. The team shall consist of Deputy Controllers/Assistant Controllers, the number of persons to be nominated shall depend on the quantum of work in the Examination Cell. Teachers working in the college shall be nominated in the Examination Cell for a tenure of 3 years. They will continue doing their teaching work as scheduled by the college. There shall be a team of Office Assistants, Computer Programmers, Data Entry Operators and other helpers in the Autonomous Cell. Examination Cell will have appropriate printing unit also for printing of question papers and other relevant confidential material. All part-time/full time functionaries of the Examination Cell shall be paid honorarium for the extra work being done by them apart from their usual work. Such honoraria shall be proposed by the Finance Committee and shall be approved by the Governing Body.

Governing Body may also approve appointment of full time office staff in the examination cell on contractual basis on the recommendation of Finance Committee. The salary of such staff will also be decided by the same mechanism. There shall be continuous, comprehensive evaluation of students through internal and external examination. At least 2 internal examinations per semester and 1 semester ending examination should be conducted.

In order to motivate students to be free of rote learning, various mechanism of internal evaluation should be adopted such as group discussion, paper reading, home assignments and viva voce.

Remuneration for examination work should be decided by the finance committee and should be approved by the Governing Body. In no case it should be less than that paid by the parent university.

21. FEW GENERAL ISSUES:

- All recruitments of teaching staff will be made by the Governing Body/state government in accordance with the policies laid down by the UGC and state government.
- Universities shall consider both internal and external assessment of students in autonomous colleges for admitting them to higher-level courses.
- Organization of special need-based short-term courses under the colleges department of continuing education may be an important activity of an autonomous college. Such courses ought to benefit the students of the college besides outsiders who may enroll for them.
- The time spent by teachers on projects and extension work shall be counted for reckoning their workload as prescribed by the Commission.
- An autonomous college should prepare a calendar for meetings of various bodies to ensure that the implementation of the recommendations made by them is not unduly delayed for reasons of non-convening of such meetings.
- A wide variety of courses may be evolved in modules so that students may opt for them according to their convenience. Such courses may help them acquire additional credits.
- Teacher evaluation in autonomous colleges may include periodical self evaluation, institutional assessment of teacher performance, student feedback, research appraisal and other suitable forms of teacher appraisal.

- Autonomous colleges in a given region may form a consortium for mutual cooperation/collaboration in chosen areas such as management skills, national services, entrance examinations, services projects, intercollegiate/ intra-collegiate sharing of expertise and human resources for teaching programmes.
- Credit system and credit transfer among colleges in general and autonomous college in particular may be suitably adopted.
- Autonomous colleges to be involved in recurrent academic innovative activities which are carefully designed keeping the interest of the students and quality of education at non compromising end.
- Autonomous colleges due to their permanent affiliation with the university need not apply for affiliation for new subjects at the time of introduction.
- Any new subject to be started by an autonomous college shall be covered under autonomous scheme.
- The Principal of the government autonomous college will be empowered to make purchases from UGC fund without prior approval/permission of the State Government.
- Autonomous college need not pay affiliation fees to the Parent University every year. One time fees can be paid at the time of conformant of autonomous status. Such fees can be decided by the Executive Council of the Parent University.
- The UGC will provide VSAT to each autonomous college for Internet connectivity.
- Autonomous colleges are free to institute medals for meritorious students.
- The value and other terms of reference may be decided with the approval of appropriate bodies in the college.

22. MEETINGS OF THE STATUTORY BODIES:

Introduction of a new course should be executed after due preparation and large scale participatory discussions.

- Preparation for a course to be introduced in the next academic session should start in the month of October of the preceding session with meetings of Board of Studies.

- Academic Council meeting should be held twice, once in the month of January to discuss proposals for the next academic session and again in the month of August to monitor status of newly introduced courses. Academic Council shall propose ways and means to maintain quality norms.
- Governing Body meetings should follow the meetings of Academic Council. In the month of August the Governing Body should pass the budget of the autonomous fund including the autonomy grant received from UGC.
- Finance committee should meet at least twice in a financial year. The meetings can be organized in the month of April and September of every year. The meeting in the month of April shall be the budget meeting for autonomy grant and in September in will be another budget meeting for autonomous fund created by the college through examination and other relevant fees.

20. STATUTORY AND NON - STATUTORY BODIES IN AN AUTONOMOUS COLLEGE:

Administration and Finance

Academic Affairs

* Governing Body / Board of Management Academic Council *

*** Appeal and Grievances Committee Board of Studies**

*** Finance Committee Examination Committee**

*** Planning and Evaluation Committee Admission Committee**

Students Welfare and

- Extra-curricular Committee***

Library Committee**

Note : * Statutory Body

** Committee to be constituted by the Academic Council

*** Committee to be constituted by the Governing Body.

23. COMPOSITION AND FUNCTIONS OF THE GOVERNING BODY/BOARD OF MANAGEMENT OF AN

AUTONOMOUS COLLEGE :

I. COMPOSITION :

The Governing Body in respect of the following categories of the institutions shall be constituted as per the guidelines recommended by the UGC from time to time:-

- a) Private Management Autonomous College.
- b) Government Autonomous College.
- c) University Constituent Autonomous College.

II. MEETING :

The Governing Body/ Board of Management shall meet at least thrice a year.

III FUNCTIONS :

The Governing Body/ Board of Management shall have powers to :

- a. Lay down service conditions, emoluments, travelling allowances, etc.,
- b. Lay down procedure for selection / recruitment of teaching / non -teaching staff and to appoint the same in the college ;
- c. Regulate and enforce discipline among members of teaching and non-teaching staff in accordance with the rules/ procedure laid down in this regard;
- d. Invest any money belonging to the college in Scheduled Banks and securities, etc., as it shall from time to time think fit in the purchase of immovable property;
- e. Transfer or accept transfer of any movable or immovable property of the college;
- f. Fix the fees and other charges payable by the students of the college on the recommendations of the ACADEMIC COUNCIL and after obtaining advice of the Finance Committee and the University;
- g. Entertain, adjudicate upon and if thought fit, constitute a committee for advising to redress the grievances of the staff members of the college;
- h. Delegate administrative and financial powers to the Principal and other functionaries in the college for its smooth functioning;
- i. Institute scholarships, fellowships, studentships, medals, prizes and certificates on the recommendations of the Academic Council;
- j. Accept endowments for specific purposes;

- k. Approve Institution of new programmes of study leading to degrees and/or diplomas ;
- l. Approve annual report of the college and
- m. Perform such other functions and institute Committees, as may be necessary and deemed fit for the proper development and to fulfil the objectives for which the college was established and the national concern.

24. COMPOSITION OF THE ACADEMIC COUNCIL AND ITS FUNCTIONS IN AN AUTONOMOUS COLLEGE:

I. COMPOSITION :

- | | | |
|---|--|-----------------------|
| 1 | The Principal | CHAIRMAN |
| 2 | All the heads of department in the college. | Member |
| 3 | Four teachers of the college representing different categories of teaching staff by rotation on the basis of seniority of service in the college. | Member |
| 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 / Board of Management of the College. | Member |
| 5 | Three nominees of the university. | Member |
| 6 | A faculty member nominated by the principal (member secretary). | Member |
| 7 | One representative of the Stage Government | Member |
| 8 | Two Post-Graduate students and two Undergraduate students, one each representing major disciplines and outstanding sportsman /woman of the college to be nominated by the Principal on the basis of merit; and | Member |
| 9 | Officer - In-charge of the academic programmes of the College | Non-Member Secretary. |

II. TERM OF THE MEMBERS:

The term of the nominated members shall be two years. and one year in the case of students .

III . MEETINGS :

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:-

- a) Scrutinise and approve the proposals with or without modification of the Boards of Studies with regard to courses of study, 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 the right to return the matter for reconsideration to the Board of Studies concerned or reject it, after giving reasons to do so.
- b) Make regulations regarding the admission of students to different programmes of study in the college.
- c) Make regulations for sports, extra-curricular activities, and proper maintenance and functioning of the playgrounds and hostels.
- d) Recommend to the Governing Body proposals for institution of new programmes of study.
- e) Recommend to the Governing Body institution of scholarships, studentships, fellowships, prizes and medals, and to frame regulations for the award of the same.
- f) Advise the Governing Body on suggestions(s) pertaining to academic affairs made by it.
- g) Perform such other functions as may be assigned by the Governing Body.
- h) frame regulations for conduct of examinations and initiate measures for improving quality of teaching, students evaluation and student advisory programme in the college;
- i) approve candidates for conferment of degrees, diplomas or certificates by the parent University;

25. COMPOSITION OF THE BOARD OF STUDIES AND ITS FUNCTIONS IN AN AUTONOMOUS COLLEGE:

I. COMPOSITION:

- | | | |
|---|---|----------|
| 1 | Head of the department concerned | Chairman |
| 2 | The entire faculty of each specialisation. | Member |
| 3 | Two experts in the subject from outside the college to be nominated by the Academic Council with the approval of the Vice-Chancellor of parent University | Member |
| 4 | One expert to be nominated by the vice-chancellor from a panel of six recommended by the college principal. | Member |
| 5 | One representative from industry/corporate sector/allied area relating to placement. | Member |
| 6 | One postgraduate meritorious alumnus to be nominated by the principal. The chairman, Board of Studies, may with the approval of the principal of the college, co-opt:
(a) Experts from outside the college whenever special courses of studies are to be formulated.
(b) Other members of staff of the same faculty. | Member |
| 7 | Two experts to be nominated by the Vice -Chancellor

The Chairman of the 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 or other Department(s) of the College. | Member |

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 Boards of Studies for different departments. The meeting may be scheduled as and when required but necessarily twice a year.

IV FUNCTIONS :

The Board of Studies of a department in the college shall,

- a) prepare syllabi for various courses keeping in view the objectives of the college, interest of
- b) the stakeholders and national requirement for consideration and approval of the Academic Council;
- c) suggest methodologies for innovative teaching and evaluation techniques;
- d) suggest panel of names to the Academic Council for appointment of examiners; and coordinate research, teaching, extension and other academic activities in the department/college.

26.AWARDS COMMITTEE FOR AUTONOMOUS COLLEGES:

There shall be an Awards Committee for each of the Autonomous Colleges in the University and Constitution and its functions are as follows :

I . MEMBERSHIP :

There shall be a body called the Awards Committee for each Autonomous College. The committee shall consist of :-

- (1) The Principal - CHAIRMAN;
- (2) The Vice- Principal /Senior most Professor;
- (3) The Dean / Head of the Department to be nominated by the Vice-Chancellor of the Parent University;
- (4) Not more than five Professors - to be decided by the college;
- (5) One expert member nominated by the Syndicate of parent University.

The Vice-Chancellor/ Syndicate may, depending on felt needs, make such changes as are necessary, in the constitution of the Awards committee, from time to time.

II FUNCTIONS OF THE AWARDS COMMITTEE :

1. To prescribe the records and the format for the maintenance of continued assessment as well as final examination results;
2. To scrutinise the evaluation with regard to procedures, standard, frequency, method and fairness and to issue instructions to the college for change, improvement and additions;
3. To scrutinise the records of evaluation in all their details;
4. To scrutinise the results of the Semester Examinations;
5. To recommend to the University, the award of Diplomas, Degrees and other certificates to successful candidates through the college Committee;
6. To perform such other functions as may be prescribed by the parent University;
7. The Awards of Committee will meet at least twice a year and once in each semester.

III GENERAL :

The result of examinations and recommendaions for award of University Certificates, Diplomas and Degrees, after the approval of the Awards Committee are to be forwarded to the University by the College Committee with its endorsement. The College Committee should not make any change. The Committee may refer the results, back to the Awards Committee with remarks, if any, or forward the results to the University with its comments. The results shall not be referred back to the Awards Committee, more than once for any list submitted by the Awards committee.

The College Committee shall forward the results to the University within 15 days after the receipt of the list from the Awards Committee, or within a week, if the list is received after having been referred back to the Awards Committee with remarks.

27. COMPOSITION OF THE FINANCE COMMITTEE AND ITS FUNCTIONS IN AN AUTONOMOUS COLLEGE:

I COMPOSITION ;

- | | | |
|---|--|----------|
| 1 | The Principal | CHAIRMAN |
| 2 | One person to be nominated by the Governing Body of the College for two years | Member |
| 3 | One senior most teacher of the college to be nominated in rotation by the Principal for two years; | Member |
| 4 | One person nominated by the Vice - Chancellor for two years | Member |

The Finance Committee will be an advisory body to the Governing Body/Board of Management and will meet at least twice a year.

II FUNCTIONS :

All proposals relating to creation of posts, sanction of capital expenditure, annual accounts, financial estimates and audit reports shall be laid before the Financial Committee for advice and recommendations to the Governing Body/Board of Management.

The Finance Committee will be an advisory body to the Governing Body, and will meet at least twice a year to consider:

- a) budget estimates relating to the grant received/receivable from UGC, and income from fees, etc. collected for the activities to undertake the scheme of autonomy; and
- b) audited accounts for the above.

28. COMPOSITION AND FUNCTIONS OF PLANNING AND EVALUATION COMMITTEE :-

I COMPOSITION :

1	The Principal	CHAIRMAN
2	Two Heads of Departments to be nominated in rotation by order of seniority by the Principal / Management;	Member
3	Two expert nominees of the Vice- Chancellor;	Member
4	One expert from outside the College/ University to be nominated by the Governing Body/Board of Management	Member
5	Librarian of the College;	Member
6	One teacher other than the Head of the Department to be nominated by rotation in order of seniority by the Principal	Member
7	One non-teaching member of staff to be nominated by rotation in order of seniority by the Principal	Member
8	One Post- graduate and One Under- graduate student to be nominated by the Principal on the basis of academic performance	Member
9	One outstanding sportsman/woman of the college	Member

II TERM :

The term of the nominated members shall be two years and one year in the case of students. The expert nominee of the University and the Governing Body / Board of Management will be eligible for re-nomination.

III MEETING :

The committee will meet at least twice a year.

IV FUNCTIONS :-

The Committee will advice the Principal, the Governing Body and the Academic Council on :

-
- (a) The plans for development of the curriculum / college and members necessary to check deterioration in the standards of teaching and disciplines in the college;
 - (b) On ways and means to implement different programmes and the general welfare activities in regard to the staff and students; and
 - (c) Measures necessary for general improvement in the working of the college.

CHAPTER XI

RESEARCH FELLOWSHIP AND GRANTS -IN-AID OF RESEARCH, ETC.,

1. AWARDS BY THE UNIVERSITY IN- AID-OF RESEARCH WILL BE OF TWO KINDS:-

- (A) Research Fellowships
- (B) Grants - in-aid of research

(A) Research Fellowships

1. GENERAL :

Research Fellowships may be awarded annually to Post- Graduates of this University in accordance with the rules set forth by the Academic Council and Syndicate from time to time, if the candidates of sufficient merit with aptitude for research present themselves.

The fellowships will be tenable only in the University.

2. QUALIFICATIONS :

No candidate shall be eligible for fellowship unless he has qualified for Master's Degree in any Faculty in this University or any other University recognised as equivalent thereto. The fellowships may also be awarded annually to such persons who have qualified for the Degree of Master of Philosophy or Doctor of Philosophy or to holders of any higher degree.

3. NUMBER OF FELLOWSHIPS :

The number of research fellowships that will be awarded annually shall be limited to the provision in the budget for the year:

Provided, however, the total number of research students working in a non- teaching department or a teaching department under each supervisor shall not exceed eight including part-time candidates.

4. APPLICATION WHEN MADE:

1. A candidate for a fellowship must send his application in the prescribed form to the Registrar through the Head of the Department of the University with the recommendations of the Supervisor under whom he proposes to work, so as to reach the Registrar not later than the 31st July of each academic year. The candidate must state in his application the objective and programme of his research and the subject in which he proposes to conduct his research.
2. The applications, together with the reports thereon of the Head of the University Department and recommendation of the approved supervisor shall then be placed before the Vice- Chancellor, indicating the recommendation in the order of preference.
3. Guidelines of the Tamil Nadu State Council for Higher Education in force for Ph.D., Registration shall be applicable.

5. ELIGIBILITY FOR ADMISSION TO THE PH.D. PROGRAMMES:

For securing admission to the Ph.D. Programmes, candidates must have secured 55% of marks in the respective PG Degree Programme or any equivalent programme in the case of inter-disciplinary subjects. (B Grade in the seven-point scale). However, the minimum marks for the SC/ST candidates would be 50%. For all the candidates, who have completed their PG Degree on or before 1991 the minimum eligible marks for admission to Ph.D. would be 50%.

6. ENTRANCE TEST FOR ADMISSION TO PH.D. PROGRAMMES:

An Entrance Test and Colloquium / Interview would be administered for all the applicants. The performance in that would be taken into account along with the marks scored in the PG Programme. The Entrance Test would comprise of objective questions for 75 marks and the Interview would carry 25 marks. The marks secured in entrance test and interview will be added to the marks obtained in the PG Degree examinations and the rank list will be prepared accordingly. Universities shall conduct the entrance test for admission to University and Affiliated Colleges as and when required.

For admission to the Ph.D. Programme there would not be any Entrance Test for Ph.D. qualified candidates and for those who have already qualified themselves/in NET/JRF or any other national level eligibility test. Others have to undergo an entrance test as stipulated for Ph.D admission. However, the above exempted candidates have to appear for an Interview before the Selection Committee which will assess their aptitude for research.

7. CONSTITUTION OF A SCREENING / SELECTION COMMITTEE:

The Screening / Selection Committee would comprise of the Deans / HODs / Senior Professors of the institution concerned, nominated by the Head of the institution. The Committee would be responsible for admitting candidates as per the norms. The Screening Committee should closely scrutinize and review the topic chosen, the review of literature and all other parameters as to avoid duplication in the work.

8. PROCEDURE REGARDING AWARD OF FELLOWSHIP :

The Vice-Chancellor shall examine and permit the persons so recommended to commence research work in the University Departments or in other Institutions as the case may be, upto the number of available seats.

Candidates so selected by the Vice-Chancellor shall work in the University Departments or other institutions for not less than three months, at the end of which period such Heads of the Departments or the Professors of the Institutions shall submit a report on the involvement/ ability in research shown by the Candidate working under them.

The Syndicate may, however, on the recommendation of the Vice-Chancellor, award fellowships and without insisting on the probation in cases of candidates who have worked previously, as non-stipendiary research workers for not less than six months in the Department where they propose to work, provided the applications have been recommended. Further such awards do not prejudice the application from new applicants.

The Syndicate may extend the period of probation of any candidate selected, if the Head of the Department or the Professor so recommends.

Awards of University research fellowships for the year shall, thereafter, be made by the Syndicate from among the above candidates, after considering the reports of the Supervisors of the candidates on their work.

The awards of fellowships shall take effect from the dates on which the candidates commence work in the Department or the Institution, after the selection by the Vice-Chancellor or from the date, which the Syndicate may fix while making the award.

9. PLACE OF RESEARCH:

Research students in subjects in which there are University Departments or Laboratories or Institutions, shall work normally under the guidance and supervision of the respective Head of the Department, Laboratory or Institute.

10. VALUE AND TENURE :

The value of fellowship in the subjects included in the Faculties shall be monthly with a contingent amount as fixed by the Syndicate subject to budget provisions.

The fellowships shall in the first instance be awarded for one year. They shall ordinarily be continued for another year on the recommendation of the Supervisor or the Head of the Department. In the case of the students who have registered for the Ph.D. Degree, the fellowship may be continued for third year also.

11. FEES :

Research students working in the Department of the University shall pay such fees as may be prescribed from time to time.

12. REPORT OF WORK PROGRESS :

During the tenure of his / her fellowship the holder must engage diligently in his / her investigation. A monthly report by the research fellow on his work and progress shall be submitted to the Supervisor. The same may be forwarded to the competent authority with the remarks of the Supervisor. The Syndicate shall have the power to deprive him of his fellowship at any time, if in its opinion his progress is not satisfactory.

Each research student shall enter into an agreement on the stamp paper to the value of Rs. 25 /- (twenty five only) with the University, the terms of which shall be specified by the Syndicate, agreeing to engage himself diligently in research work as programmed and approved during the tenure of the fellowship and to refund with interest to the University the amount of the fellowship drawn by him from the beginning in case of resignation before the expiry of his tenure or forfeiture of the fellowship for misconduct or for unsatisfactory progress or for failure to abide by the Statutes, Ordinances of the University governing the holding of research fellowships, or the condition issued to him from time to time by the University.

13. RESULTS OF INVESTIGATION:

Each research student shall submit two copies of the papers/ report embodying the results and giving an account of investigations to the Syndicate within a period of three months from the date of termination of the fellowship.

Payment of the fellowship for the last quarter will be made after the receipt and approval of the final report.

It shall be open to the student to submit to the Syndicate at a prior date to that stipulated, the result of any completed portion of his research.

14. PUBLICATION OF THE RESULT OF INVESTIGATION:

A student shall not, during the tenure of his fellowship, be at liberty to publish any results of his investigation until he has laid them before the Syndicate in accordance with the laws of this Chapter and obtained prior sanction for such publication.

15. LEAVE AND GRANT FOR RESEARCH FELLOWS:

Eligibility of Leave for Research Fellows

The research fellows may be given 12 days casual leave throughout the academic year in addition to all Gazetted Holidays.

16. GRANTS-IN-AID OF RESEARCH

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 the University subject to the availability of budget provisions.

GENERAL:

The Syndicate shall have power to defray out of the University funds such expenditure incurred in connection with research as, in its judgement, is reasonable. The Syndicate will also make arrangements, wherever necessary for affording facilities for the prosecution of research. The Syndicate may permit persons to work in the Research Departments of the University as non - stipendiary workers; but such persons shall pay such fees as are levied for research fellows.

It shall be competent for the Syndicate to award prizes for approved work on modern subjects published in any of the Indian Languages subject to such rules and conditions as the Syndicate may prescribe from time to time.

CHAPTER XII MISCELLANEOUS

1. CIVIL WORKS

(a) The University may construct, procure, own and maintain civil structures such as offices, laboratories, library and other non-residential and residential accommodations for proper functioning of the University.

(b) The execution of the civil works related to such of the items under (a) above shall be undertaken by the Public Works Department, Director of Technical Education of Tamil Nadu Government or private contractors with the sanction of the Syndicate.

(c) The detailed procedure for planning, estimation, approval , construction and mode of execution of the civil works shall be as decided from time to time.

2. STAFF HOUSING :

The University may procure, construct, own and take on lease any buildings and use them as residential quarters to the University employees for the proper functioning of the University. The University may provide and operate for the benefit of its employees health, recreational, schooling and other ancillary facilities.

3. ANNUAL REPORT:

(Section 25 of the Tamil Nadu Physical Education and Sports University Act, 2004)

- (a) The Annual report of the University as per section 25 of the Act, shall cover all the teaching, research and developmental activities of the University for the year ending 31st March . It shall also include a brief statement on the finances and accounts of the University and on the University Library. The Heads of each of the University Departments/ Institutions / Colleges affiliated to the University shall be responsible for the preparations and submission of the Annual Reports pertaining to their responsibilities within such time as directed by the Vice-Chancellor.
- (b) The annual report of the University shall be prepared under the direction of the Vice- Chancellor and submitted to the Syndicate at the meeting at which it is to be considered.
- (c) The Syndicate shall consider the annual report and forward the same to the State Government.

4. POWERS OF AUTHORITIES:-

The powers of the authorities of the University, not covered by the Act and Statutes, shall be as prescribed in the regulations.

5. LEGAL ADVISOR / STANDING COUNCIL:

It shall be competent for the Syndicate to appoint a Legal Advisor / Standing Counsel for the University for such period on such terms as it may decide to perform such duties as it may fix from time to time. The Legal Advisors / Standing Counsel so appointed shall not be a member of any of the authorities of the University.

6. REMOVAL OF DIFFICULTIES:

In case any difficulty arises in giving effect to the provisions of these Statutes, the Syndicate may pass such order as necessary for the purpose of removing the difficulty, provided such an order is not repugnant to the provisions of the Act.

APPENDIX - I
(SEE STATUTE (1) OF CHAPTER - VII)
PROCEEDINGS OF THE CONVOCATION CEREMONY CONVOCATION

DATE	MONTH	YEAR
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1. ARRIVAL OF THE PRO-CHANCELLOR

The Vice-Chancellor and the Registrar will receive the Pro-Chancellor on his arrival.

2. ARRIVAL OF THE CHANCELLOR

The Pro-Chancellor, The Vice-Chancellor and the Registrar will receive the Chancellor on his arrival.

3. ROBING

The Chancellor and the Pro Chancellor will proceed to the room situated in the rear side of the Convocation Hall to wear academic robes. The Members of Syndicate assembled in the rear hall of the Convocation Hall will keep themselves ready wearing academic robes for the Special Meeting of the Syndicate to pass the Grace.

4. GRACE PASSING

Special Meeting of the Syndicate to pass the Grace

Immediately after the Chancellor and other Dignitaries are seated.

- a. The Grace of the Syndicate will be moved by the Vice-Chancellor:

5. GROUP PHOTO

6. PROCESSION

After passing of the Graces, the Chancellor, Pro-Chancellor, Vice-Chancellor, Registrar, and the Members of the Syndicate shall proceed in procession to the Convocation Hall in which the Degrees are to be conferred. The order of procession is as follows:

REGISTRAR
CONTROLLER OF EXAMINATIONS
MEMBERS OF THE SYNDICATE
HEADS OF FACULTIES
RECIPIENT OF HONORARY DEGREE
VICE-CHANCELLOR
PRO-CHANCELLOR
CHANCELLOR

The presentors and the Syndicate Member will occupy the seats arranged in the Dais. When the procession is entering the Hall, the Candidates and the invitees shall rise and remain standing until all those on the dais have taken their seats.

7. INVOCATION

The Chancellor shall announce:

"Invocation"

"Thamizh Thai Vazhthu"

8. INVITING THE VICE-CHANCELLOR TO DELIVER THE WELCOME ADDRESS

After Invocation, the Chancellor shall say:

"I invite the Vice-Chancellor to deliver the Welcome Address and Present the report on the academic achievements of the University during the year....."

9. WELCOME ADDRESS AND REPORT BY THE VICE-CHANCELLOR

10. DECLARING THE CONVOCATION OPEN

11. CITATION AND PRESENTATION OF HONORARY DEGREE

12. CONFERMENT OF HONORARY DEGREE

REGISTRAR
CONTROLLER OF EXAMINATIONS
MEMBERS OF THE SYNDICATE
HEADS OF FACULTIES
RECIPIENT OF HONORARY DEGREE
VICE-CHANCELLOR
PRO-CHANCELLOR
CHANCELLOR

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9. WELCOME ADDRESS AND REPORT BY THE VICE-CHANCELLOR

10. DECLARING THE CONVOCATION OPEN

11. CITATION AND PRESENTATION OF HONORARY DEGREE

12. CONFERMENT OF HONORARY DEGREE

20. CONFERMENT OF THE DEGREE

After administering the pledge, the Chancellor shall say (the candidates shall remain standing):

"By virtue of the authority vested in me as the Chancellor of the Tamil Nadu Physical Education and Sports University, I admit you to the several Degrees and Diplomas both In-Person and In-Absentia in the Faculties of Physical Education, Yoga and Allied Health Sciences and Management for which you have been declared qualified in this University, and in token thereof you have been presented with these degrees and diplomas and I authorize you to wear the robes ordained, as the insignia of your Degrees and Diplomas".

Then the Chancellor will resume his seat. Then the candidates will also resume their seats.

21. SIGNING THE REGISTER OF GRADUATES

After conferment of the degrees, the Registrar shall lay the records of the degrees that have been conferred before the Chancellor, who shall sign the same.

22. DISSOLUTION OF CONVOCATION

At the conclusion of the proceeding, the Chancellor, Pro-Chancellor, Vice-Chancellor, Members of the Syndicate, Registrar, Head of the Faculties and Graduates and invitees shall **rise up** and the Chancellor shall say:

"I dissolve this Convocation"

The Chancellor shall then say

"National Anthem"

23. NATIONAL ANTHEM

24. RETURN OF PROCESSION TO THE GRACE ROOM

The Chancellor, Pro-Chancellor, Vice-Chancellor, Members of the Syndicate, Head of the Faculties and the Registrar shall retire in procession to the rear hall of the Convocation Hall, the Graduates and Invitees shall remain standing.

25. DISROBING

26. DEPARTURE OF HIS EXCELLENCY

27. DINNER

For Chancellor, Pro-Chancellor, special invitees with the members of the Syndicate.

APPENDIX – II

(See Statute (I) of Chapter VIII and Statute 21 of Chapter IX)

METHOD OF RECRUITMENT AND QUALIFICATIONS PRESCRIBED FOR VARIOUS TEACHING AND NON - TEACHING POSTS IN THE UNIVERISTY.

RECRUITMENT OF STAFF FOR APPOINTMENT IN THE UNIVERSITY

(I) TEACHING

As prescribed by the UGC in the Regulations No -- F.3-1/2009 (PS), dated Sep. 2009 for appointment of Teachers such as Professors. Associate Professors and Assistant Professors and / or approved by the Syndicate from time to time as indicated below.

S.no	Name of the Posts & Scales of pay	Qualifications
1	2	3
Department of Physical Education		
1	Professor 37400- 67000+Rs.10000	<p><u>Essential Qualifications :</u></p> <p>i). Master's Degree in Physical Education with a minimum of 55% of Marks or its equivalent grade.</p> <p>ii). Ph.D. in Physical Education or equivalent published work.</p> <p>iii). At least 10 years teaching / research experience in a department / college of Physical Education out of which 5 years in the Post Graduate Institution / University department.</p> <p>iv). A minimum score as stipulated in the Academic performance indicated (API) based Performance Based Appraisal System (PBAS) developed by UGC in the regulations shall be mandatory requirement.</p> <p style="text-align: center;">(OR)</p> <p>An outstanding professional with established reputation in the relevant field who has made significant contribution to knowledge.</p>

<p>Associate Professor 37400-67000 + Rs.9000</p>	<p><u>Essential Qualifications:</u> i). Master's Degree in Physical Education with a minimum of 55% of Marks or its equivalent grade. ii). Ph.D. in Physical Education. iii). At least 5 years teaching / research experience in a department / college of Physical Education out of which 3 years in the Post Graduate Level. . iv). A minimum score as stipulated in the Academic performance indicated (API) based Performance Based Appraisal System (PBAS) developed by UGC in the regulations shall be mandatory requirement.</p>	<p>As per Act</p>	<p>Syndicate</p>
<p>Assistant Professor 15600-39100+ Rs.6000</p>	<p><u>Essential Qualifications:</u> i). Master's Degree in Physical Education, with atleast 55% of Marks or its equivalent grade and ii). Any other stipulation prescribed by the UGC in the General Norms including a pass in NET / SLET / SET prescribed in the regulations shall be mandatory. iii). A minimum score as stipulated in the Academic performance indicated (API) based Performance Based Appraisal System (PBAS) developed by UGC in the regulations shall be mandatory.</p> <p>Note : The candidates having Ph.D., Degree in the concerned subject are exempted from NET Examination for PG Level and UG Level Teaching. The University Department offers Master Degree and Research Programs only.</p> <p>Desirable Qualification : (i) Ph.D., in Physical Education. (ii) Specialization in any game / Sports with Diploma in coaching from recognized Institution / University.</p>	<p>As per Act</p>	<p>Syndicate</p>

DEPARTMENT OF YOGA			
2		<u>Essential Qualifications :</u>	As per Act Syndicate
<p>Professor 37400- 67000+Rs.10000</p>		<p>i). A minimum of 55% of marks or its equivalent grade in M.Sc., Degree in Yoga (or) Master's Degree in Physical Education with Diploma in Yoga from a recognized Institution / University with 10 years of experiences in Post Graduate Teaching and/or experience in Research at the University / National level Institutions / College of Physical Education including experience of guiding Research at the Doctoral Level.</p> <p>ii). Ph.D., in Yoga / Physical Education in the area of Yoga or equivalent published work.</p> <p>iii). A minimum of 10 years of teaching experience in University / College, and /or experience in research at the University / National Level Institutions / college of Physical Education out of which 5 years in the Post Graduate Institution / University Department.</p> <p>iv). A minimum score as stipulated in the Academic performance indicated (API) based Performance Based Appraisal System (PBAS) developed by UGC in the regulations shall be mandatory requirement.</p> <p style="text-align: center;">(OR)</p> <p>An outstanding professional with established reputation in the relevant field who has made significant contribution to knowledge.</p>	

	<u>Essential Qualifications :</u>	As per Act	Syndicate
<p>Associate Professor 37400-67000 + Rs.9000</p>	<p>i). A minimum of 55% of marks or its equivalent grade in M.Sc., Degree in Yoga (or) Master's Degree in Physical Education with Diploma in Yoga from a recognized Institution / University.</p> <p>ii). Ph.D., in Yoga / Physical Education in the area of Yoga.</p> <p>iii). A minimum of 5 years of teaching experience in University / College, and /or experience in research at the University / National Level Institutions / College of Physical Education out of which 3 years in the Post Graduate Level.</p> <p>iv). A minimum score as stipulated in the Academic performance indicated (API) based Performance Based Appraisal System (PBAS) developed by UGC in the regulations shall be mandatory requirement.</p> <p><u>Desirable Qualification</u></p> <ul style="list-style-type: none"> • Five years of experience of Teaching and / or Research excluding the periods spent for obtaining the Research Degrees and has made some measures in the areas of scholarship as evidenced by quality of publications, contribution to educational innovation, design of new courses and curricula. 		

<p>Assistant Professor 15600-39100+ Rs.6000</p>	<p>Essential Qualifications :</p> <p>i). Atleast 55% of marks in or its equivalent grade in M.Sc., Degree in Yoga (or) Master's Degree in Physical Education with Diploma in Yoga from a recognized Institution / University and</p> <p>ii). Any other stipulation prescribed by the UGC in the General Norms including a pass in NET / SLET / SET prescribed in the regulations shall be mandatory. However, NET / SLET / SET shall not be required for such Master's Degree Programme in disciplines for which NET / SLET / SET aggregated test is not conducted.</p> <p>iii). A minimum score as stipulated in the Academic performance indicated (API) based Performance Based Appraisal System (PBAS) developed by UGC in the regulations shall be mandatory.</p> <p>Note :</p> <p>The candidates having Ph.D., Degree in the concerned subject are exempted from NET Examination for PG Level and UG Level Teaching. The University Department offers Master Degree and Research Programs only.</p> <p>Desirable Qualification :</p> <p>(i) Ph.D., in Yoga.</p> <p>(ii) Specialization in any game / Sports with Diploma in coaching from recognized Institution / University.</p>	<p>As per Act</p>	<p>Syndicate</p>
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DEPARTMENT OF EXERCISE PHYSIOLOGY AND BIO-MECHANICS			
EXERCISE PHYSIOLOGY & NUTRITION			
3		As per Act	Syndicate
	<p>Essential Qualifications :</p> <p>i). A minimum of 55% of Marks in Master's Degree in Physiology or M.Sc., in Physiology or M.Sc., in Nutrition / M.Sc., in Exercise Physiology and Sports Nutrition or M.Phil in Exercise Physiology and Nutrition or M.Phil in Physical Education with Exercise Physiology and Nutrition specialization.</p> <p>ii). Ph.D., in Physiology / Exercise Physiology / Nutrition / Physical Education in area of Exercise Physiology and Nutrition or equivalent published work.</p> <p>iii). At least 10 years teaching / research experience in University / National Level Institutions / College of Physical Education out of which 5 years in the Post Graduate Institution / University Department (or) An outstanding scholar with established reputation in Clinical Nutrition, Fitness Nutrition, Physiology and any other such field of specialization who has made significant contribution to knowledge.</p> <p>iv). A minimum score as stipulated in the Academic performance indicated (API) based Performance Based Appraisal System (PBAS) developed by UGC in the regulations shall be mandatory requirement.</p> <p>(OR)</p> <p>An outstanding professional with established reputation in the relevant field who has made significant contribution to knowledge.</p> <p>Desirable Qualification :</p> <ul style="list-style-type: none"> Specialization in any game / sport with Diploma in Coaching obtained from a recognized Institution / University. 		
	<p>Professor</p> <p>37400-</p> <p>67000+Rs.10000</p>		

<p>Associate Professor 37400-67000+ Rs.9000</p>	<p>Essential Qualifications :</p> <p>i). A minimum of 55% of Marks in Master's Degree in Physiology or M.Sc., in Physiology or M.Sc., in Nutrition / M.Sc., in Exercise Physiology and Sports Nutrition or M.Phil in Exercise Physiology and Nutrition or M.Phil in Physical Education with Exercise Physiology and Nutrition specialization</p> <p>ii). Ph.D., in Physiology / Exercise Physiology / Nutrition / Physical Education in area of Exercise Physiology and Nutrition or equivalent published work.</p> <p>iii). At least 5 years teaching / research experience in University / National Level Institution / College of Physical Education out of which 3 years in the Post Graduate Institution / University Department (or) An outstanding scholar with established reputation in Clinical Nutrition, Fitness Nutrition, Physiology and any other such field of specialization who has made significant contribution to knowledge.</p> <p>iv). A minimum score as stipulated in the Academic performance indicated (API) based Performance Based Appraisal System (PBAS) developed by UGC in the regulations shall be mandatory requirement.</p> <p>Desirable Qualification :</p> <p>(i) Specialization in any game / sport with Diploma in Coaching obtained from a recognized Institution / University.</p>	<p>As per Act</p>	<p>Syndicate</p>
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	<u>Essential Qualifications :</u>	As per Act	Syndicate
<p>Assistant Professor 15600-391001 Rs.6000</p>	<p>i). Atleast 55% of Marks in Master's Degree in Physiology or M.Sc., in Physiology or M.Sc., in Nutrition / M.Sc., in Exercise Physiology and Sports Nutrition or M.Phil in Exercise Physiology and Nutrition or M.Phil in Physical Education with Exercise Physiology and Nutrition specialization</p> <p>ii). Any other stipulation prescribed by the UGC in the General Norms including a pass in NET / SLET / SET prescribed in the regulations shall be mandatory for M.Phil., in Physical Education with Exercise Physiology and Nutrition specialization. However, NET / SLET / SET shall not be required for such Master's Degree Programme in disciplines for which NET / SLET / SET aggregated test is not conducted.</p> <p>iii). A minimum score as stipulated in the Academic performance indicated (API) based Performance Based Appraisal System (PBAS) developed by UGC in the regulations shall be mandatory.</p> <p>Note :</p> <ul style="list-style-type: none"> • The candidates having Ph.D., Degree in the concerned subject are exempted from NET Examination for PG Level and UG Level Teaching. • The University Department offers Master Degree and Research Programs only <p>Desirable Qualification :</p> <p>(i) Specialization in any game / sport with Diploma in Coaching obtained from a recognized Institution / University.</p>		

BIOMECHANICS AND KINESIOLOGY

	<u>Essential Qualifications :</u>	As per Act	Syndicate
<p>Professor 37400- 67000+Rs.10000</p>	<p>i). A minimum of 55% of Marks in Master's Degree in Bio-Mechanics or Kinesiology / Bio Physics or Master's Degree in Sports Bio Mechanics or Sports Kinesiology / M.Phil in Physical Education with specialization in Sports Bio-Mechanics and Kinesiology.</p> <p>ii). Ph.D., in Bio-Mechanics / Kinesiology / Sports Bio-Mechanics / Sports Kinesiology / Physical Education in the area of Sports Bio-Mechanics and Sports Kinesiology or equivalent published work.</p> <p>iii). At least 10 years teaching / research experience in a University / National Level Institutions / College of Physical Education out of which 5 years in the Post Graduate Institution / University Department or An outstanding scholar with established reputation in Sports Analysis and any other such field of specialization who has made significant contribution to knowledge.</p> <p>iv). A minimum score as stipulated in the Academic performance indicated (API) based Performance Based Appraisal System (PBAS) developed by UGC in the regulations shall be mandatory requirement.</p> <p>(OR)</p> <p>An outstanding professional with established reputation in the relevant field who has made significant contribution to knowledge</p> <p>Desirable Qualification :</p> <ul style="list-style-type: none"> • Specialization in any game / sport with Diploma in Coaching obtained from a recognized Institution / University. 		

	<u>Essential Qualifications :</u>	As per Act	Syndicate
<p>Associate Professor 37400-67000+ Rs.9000</p>	<p>i). A minimum of 55% of Marks in Master's Degree in Bio-Mechanics or Kinesiology / Bio Physics or Master's Degree in Sports Bio Mechanics or Sports Kinesiology / M.Phil in Physical Education with specialization in Sports Bio-Mechanics and Kinesiology.</p> <p>ii). Ph.D., in Bio-Mechanics / Kinesiology / Sports Bio-Mechanics / Sports Kinesiology / Physical Education in the area of Sports Bio-Mechanics and Sports Kinesiology or equivalent published work.</p> <p>iii). At least 5 years teaching / research experience in University / National Level Institutions / College of Physical Education out of which 3 years in the Post Graduate Institution / University Department or An outstanding scholar with established reputation in Sports Analysis and any other such field of specialization who has made significant contribution to knowledge.</p> <p>iv). A minimum score as stipulated in the Academic performance indicated (API) based Performance Based Appraisal System (PBAS) developed by UGC in the regulations shall be mandatory requirement.</p> <p>Desirable Qualification : Specialization in any game / sport with Diploma in Coaching obtained from a recognized Institution / University.</p>		

	Essential Qualifications :	As per Act	Syndicate
<p>Assistant Professor 15600-39100+ Rs.6000</p>	<p>i). Atleast 55% of Marks in Master's Degree in Bio-Mechanics or Kinesiology / Bio Physics or Master's Degree in Sports Bio Mechanics or Sports Kinesiology / M.Phil in Physical Education with specialization in Sports Bio-Mechanics and Kinesiology.</p> <p>ii). Any other stipulation prescribed by the UGC in the General Norms including a pass in NET / SLET / SET prescribed in the regulations shall be mandatory for M.Phil., in Physical Education with SportsBiomechanics and Kinesiology specialization. However, NET / SLET / SET shall not be required for such Master's Degree Programme in disciplines for which NET / SLET / SET aggregated test is not conducted.</p> <p>iii). A minimum score as stipulated in the Academic performance indicated (API) based Performance Based Appraisal System (PBAS) developed by UGC in the regulations shall be mandatory.</p> <p>Note :</p> <ul style="list-style-type: none"> • The candidates having Ph.D., Degree in the concerned subject are exempted from NET Examination for PG Level and UG Level Teaching. • The University Department offers Master Degree and Research Programs only <p>Desirable Qualification :</p> <p>(i) Ph.D., in Sports Bio-Mechanics and kinesiology.</p> <p>(ii) Specialization in any game / sport with Diploma in Coaching obtained from a recognized Institution / University.</p>		

SPORTS JOURNALISM AND COMMUNICATION			
		As per Act	Syndicate
Assistant Professor 15600-39100+ Rs.6000	<p>Essential Qualifications :</p> <p>i). Atleast 55% of marks in Master's Degree in Journalism and Mass Communication / Media Science / Master of Physical Education with PG Diploma in Journalism and Mass Communication / Media Science.</p> <p>ii). Besides fulfilling the above Qualifications, the candidates should have cleared the Eligibility Test (NET) for Lecturers conducted by the UGC, CSIR or similar test accredited by the UGC. However, NET / SLET / SET shall not be required for such Master's Degree Programme in disciplines for which NET / SLET / SET aggregated test is not conducted.</p> <p>Note :</p> <ul style="list-style-type: none"> • The candidates having Ph.D., Degree in the concerned subject are exempted from NET Examination for PG Level and UG Level Teaching. <p>Desirable Qualification :</p> <p>(i) Ph.D., in Journalism / Mass Communication / Sports Journalism / Physical Education in area of Sports Journalism / Sports Mass Communication.</p>		

SPORTS STATISTICS AND COMPUTER APPLICATION

	Essential Qualifications :	As per Act	Syndicate
<p>Assistant Professor 15600-39100+ Rs.6000</p>	<p>Atleast 55% of marks in Master's Degree in Statistics / Master's Degree in Computer Application / Master's Degree in Physical Education with PG Diploma in Statistics / Computer Application.</p> <p>Besides fulfilling the above Qualifications, the candidates should have cleared the Eligibility Test (NET) for Lecturers conducted by the UGC, CSIR or similar test accredited by the UGC. However, NET / SLET / SET shall not be required for such Master's Degree Programme in disciplines for which NET / SLET / SET aggregated test is not conducted.</p> <p>Note :</p> <ul style="list-style-type: none"> The candidates having Ph.D., Degree in the concerned subject are exempted from NET Examination for PG Level and UG Level Teaching. <p>Desirable Qualification :</p> <p>(i) Ph.D., in Statistics / Computer Application:</p>		

**DEPARTMENT OF SPORTS MANAGEMENT AND SPORTS PSYCHOLOGY &
SOCIOLOGY**

SPORTS MANAGEMENT

4		As per Act	Syndicate
	<p>Essential Qualifications :</p> <p>i). A minimum of 55% of marks in MBA with specialization in Sports Management / Production Management / Marketing Management / Financial Management / Human Resource Management or Master's Degree in Physical Education with PG Diploma in Sports Management with specialization in Production Management / Marketing Management / Financial Management / Human Resource Management.</p> <p>ii). Ph.D. in Sports Management / Production Management / Marketing Management / Financial Management / Human Resource Management or equivalent published work.</p> <p>iii). At least 10 years teaching / research experience in University / National Level Institutions / College of Physical Education out of which 5 years in the Post Graduate Institution / University Department</p> <p>iv). A minimum score as stipulated in the Academic performance indicated (API) based Performance Based Appraisal System (PBAS) developed by UGC in the regulations shall be mandatory requirement.</p> <p align="center">(OR)</p> <p>An outstanding professional with established reputation in the relevant field who has made significant contribution to knowledge.</p>		
	<p align="center">Professor 37400- 67000+Rs.10000</p>		

	Essential Qualifications :	As per Act	Syndicate
Associate Professor 37400-67000 Rs.9000	<p>i). A minimum of 55% of marks in MBA with specialization in Sports Management / Production Management / Marketing Management / Financial Management / Human Resource Management or Master's Degree in Physical Education with PG Diploma in Sports Management with specialization in Production Management / Marketing Management / Financial Management / Human Resource Management.</p> <p>ii). Ph.D. in Sports Management / Production Management / Marketing Management / Financial Management / Human Resource Management or equivalent published work.</p> <p>iii). At least 5 years teaching / research experience in University / National Level Institutions / College of Physical Education out of which 3 years in the Post Graduate Institution / University Department A minimum score as stipulated in the Academic performance indicated (API) based Performance Based Appraisal System (PBAS) developed by UGC in the regulations shall be mandatory requirement.</p>		

<p>Assistant Professor 15600-39100+ Rs.6000</p>	<p>Essential Qualifications :</p> <p>i). Atleast 55% of marks in MBA with specialization in Sports Management / Production Management / Marketing Management / Financial Management / Human Resource Management or Master's Degree in Physical Education with PG Diploma in Sports Management with specialization in Production Management / Marketing Management / Financial Management / Human Resource Management.</p> <p>ii). Any other stipulation prescribed by the UGC in the General Norms including a pass in NET / SLET / SET prescribed in the regulations shall be mandatory for M.Phil., in Management with Sports Management / Production Management / Marketing Management / Financial Management / Human Resource Management specialization.</p> <p>iii). A minimum score as stipulated in the Academic performance indicated (API) based Performance Based Appraisal System (PBAS) developed by UGC in the regulations shall be mandatory.</p> <p>Note :</p> <ul style="list-style-type: none"> • The candidates having Ph.D., Degree in the concerned subject are exempted from NET Examination for PG Level and UG Level Teaching. • The University Department offers Master Degree and Research Programs only <p>Desirable Qualification :</p> <p>(i) Ph.D., in Sports Management / Production Management / Marketing Management / Financial Management / Human Resource Management.</p>	<p>As per Act</p>	<p>Syndicate</p>
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SPORTS PSYCHOLOGY AND SOCIOLOGY

	Essential Qualifications :	As per Act	Syndicate
<p>Professor 37400- 67000+Rs.10000</p>	<p>i). A minimum of 55% of marks in Master's Degree in Psychology or Sociology / M.Phil in Psychology and Sociology / M.Phil., in Physical Education with specialization in Sports Psychology / Sports Sociology.</p> <p>ii). Ph.D., in Psychology / Sociology / Sports Psychology / Sports Sociology / Physical Education in the area of Sports Psychology / Sports Sociology or equivalent published work.</p> <p>iii). At least 10 years teaching / research experience in University / National Level Institutions / College of Physical Education out of which 5 years in the Post Graduate Institution / University Department.</p> <p>iv). A minimum score as stipulated in the Academic performance indicated (API) based Performance Based Appraisal System (PBAS) developed by UGC in the regulations shall be mandatory requirement.</p> <p>(or)</p> <p>An outstanding professional with established reputation in the relevant field who has made significant contribution to knowledge.</p> <p>Desirable Qualification :</p> <p>(i) Specialization in any game / sport with Diploma in Coaching obtained from a recognized Institution / University.</p>		

	<u>Essential Qualifications :</u>	As per Act	Syndicate
<p>Associate professor 37400-67000 + Rs.9000</p>	<p>i). A minimum of 55% of marks in Master's Degree in Psychology or Sociology / M.Phil., in Physical Education with specialization in Sports Psychology / Sports Sociology and Ph.D., with Psychology / Sociology / Sports Psychology / Sports Sociology / Physical Education in the area of Sports Psychology.</p> <p>ii). Ph.D., in Psychology / Sociology / Sports Psychology / Sports Sociology / Physical Education in the area of Sports Psychology / Sports Sociology or equivalent published work.</p> <p>iii). At least 5 years teaching / research experience in University / National Level Institutions / College of Physical Education out of which 3 years in the Post Graduate Institution / University Department.</p> <p>iv). A minimum score as stipulated in the Academic performance indicated (API) based Performance Based Appraisal System (PBAS) developed by UGC in the regulations shall be mandatory requirement.</p> <p>Desirable Qualification : (i) Specialization in any game / sport with Diploma in Coaching obtained from a recognized Institution / University.</p>		

	<u>Educational Qualification</u>	As per Act	Syndicate
<p>Assistant Professor 15600-39100+ Rs.6000</p>	<p>i). Atleast 55% of marks in in Master's Degree in Psychology / Sociology / M.Sc., in Sports Psychology / M.Sc., in Sports Sociology or M.Phil in Physical Education with Sports Psychology and Sports Sociology specialization.</p> <p>ii). Any other stipulation prescribed by the UGC in the General Norms including a pass in NET / SLET / SET prescribed in the regulations shall be mandatory for M.Phil., in Psychology / Sociology specialization. However, NET / SLET / SET shall not be required for such Master's Degree Programme in disciplines for which NET / SLET / SET aggregated test is not conducted.</p> <p>iii). A minimum score as stipulated in the Academic performance indicated (API) based Performance Based Appraisal System (PBAS) developed by UGC in the regulations shall be mandatory.</p> <p>Note :</p> <ul style="list-style-type: none"> • The candidates having Ph.D., Degree in the concerned subject are exempted from NET Examination for PG Level and UG Level Teaching. • The University Department offers Master Degree and Research Programs only <p>Desirable Qualification :</p> <p>(i) Ph.D., in Sports Psychology / Sports Sociology / Psychology / Sociology / Physical Education with Sports Psychology / Sports Sociology</p> <p>(ii) Specialization in any game / sport with one year Diploma in Coaching obtained from a recognized Institution</p>		

DEPARTMENT OF ADVANCED SPORTS TRAINING AND TECHNOLOGY

ADVANCED SPORTS TRAINING AND COACHING

5	<u>Essential Qualifications :</u>	As per Act	Syndicate
	<p>i). A minimum of 55% of marks in M.Sc., Sports Coaching / Master of Sports Coaching / Master's Degree in Physical Education with Diploma in Coaching in the specific game / sport obtained from a recognized institution / University.</p> <p>ii). Ph.D., in Coaching or Physical Education in area of Advanced Sports Training and Coaching or equivalent published work.</p> <p>iii). At least 10 years teaching / research experience in University / National Level Institutions / College of Physical Education out of which 5 years in the Post Graduate Institution / University Department including experience of guiding research at Doctoral Level.</p> <p>iv). A minimum score as stipulated in the Academic performance indicated (API) based Performance Based Appraisal System (PBAS) developed by UGC in the regulations shall be mandatory requirement.</p> <p>(OR)</p> <p>An outstanding professional with established reputation in the relevant field who has made significant contribution to knowledge.</p>		

Professor
37400-
67000+Rs.10000

	<u>Essential Qualifications :</u>	As per Act	Syndicate
<p>Associate Professor 37400-67000 + Rs.9000</p>	<p>i). A minimum of 55% of marks in M.Sc., Sports Coaching / Master of Sports Coaching / Master's Degree in Physical Education with Diploma in Coaching in the specific game / sport obtained from a recognized institution / University.</p> <p>ii). Ph.D., in Coaching or Physical Education in the area of Advanced Sports Training and Coaching or equivalent published work.</p> <p>iii). At least 5 years teaching / research experience in University / National Level Institutions / College of Physical Education out of which 3 years in the Post Graduate Institution / University Department.</p> <p>iv). A minimum score as stipulated in the Academic performance indicated (API) based Performance Based Appraisal System (PBAS) developed by UGC in the regulations shall be mandatory requirement</p>		

<p>Assistant Professor 15600-39100+ Rs.6000</p>	<p>Essential Qualifications :</p> <p>i). Atleast 55% of marks in M.Sc., Sports Coaching / Master of Sports Coaching / Master's Degree in Physical Education with Diploma in Coaching in the specific game / sport obtained from a recognized Institution / University</p> <p>ii). Any other stipulation prescribed by the UGC in the General Norms including a pass in NET / SLET / SET prescribed in the regulations shall be mandatory for M.Phil., in Physical Education with specialization in coaching / training. However, NET / SLET / SET shall not be required for such Master's Degree Programme in disciplines for which NET / SLET / SET aggregated test is not conducted.</p> <p>iii). A minimum score as stipulated in the Academic performance indicated (API) based Performance Based Appraisal System (PBAS) developed by UGC in the regulations shall be mandatory</p> <p>Note :</p> <ul style="list-style-type: none"> • The candidates having Ph.D., Degree in the concerned subject are exempted from NET Examination for PG Level and UG Level Teaching. • The University Department offers Master Degree and Research Programs only. <p>Desirable Qualification:</p> <p>(i) Ph.D., in Coaching / Physical Education in the area of Advanced Sports Training and Coaching.</p> <p>(ii) University / State / National / International representation in the concerned Sports and games discipline.</p>	<p>As per Act</p>	<p>Syndicate</p>
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SPORTS TECHNOLOGY

	<u>Essential Qualifications :</u>	As per Act	Syndicate
<p>Professor</p> <p>37400-</p> <p>67000+Rs.10000</p>	<p>i). A minimum of 60% of marks in Master Degree in Engineering (Civil / Mechanical / Electrical / Electronics / Mechatronics / Computer Science / Information Technology / Instrumentation Engineering).</p> <p>ii). Ph.D., in Sports Technology (Civil / Mechanical / Electrical / Electronics / Mechatronics / Computer Science / Information Technology / Instrumentation Engineering or equivalent published work.</p> <p>iii). At least 10 years teaching / research experience in University / National Level Institutions / Industries / College out of which 5 years in the Post Graduate Institution / University Department.</p> <p>iv). A minimum score as stipulated in the Academic performance indicated (API) based Performance Based Appraisal System (PBAS) developed by UGC in the regulations shall be mandatory requirement.</p> <p>(OR)</p> <p>An outstanding professional with established reputation in the relevant field who has made significant contribution to knowledge.</p>		

SPORTS TECHNOLOGY

	<u>Essential Qualifications :</u>	As per Act	Syndicate
<p>Professor 37400- 67000+Rs.10000</p>	<p>i). A minimum of 60% of marks in Master Degree in Engineering (Civil / Mechanical /Electrical / Electronics / Mechatronics / Computer Science / Information Technology / Instrumentation Engineering).</p> <p>ii). Ph.D., in Sports Technology (Civil / Mechanical /Electrical / Electronics / Mechatronics / Computer Science / Information Technology / Instrumentation Engineering or equivalent published work.</p> <p>iii). At least 10 years teaching / research experience in University / National Level Institutions / Industries / College out of which 5 years in the Post Graduate Institution / University Department.</p> <p>iv). A minimum score as stipulated in the Academic performance indicated (API) based Performance Based Appraisal System (PBAS) developed by UGC in the regulations shall be mandatory requirement.</p> <p>(OR)</p> <p>An outstanding professional with established reputation in the relevant field who has made significant contribution to knowledge.</p>		

	Essential Qualifications :	As per Act	Syndicate
<p>Assistant Professor 15600-39100+ Rs.6000</p>	<p>i). Atleast 60% of marks in Master Degree in Engineering (Civil / Mechanical /Electrical / Electronics / Mechatronics / Computer Science / Information Technology / Instrumentation Engineering).</p> <p>ii). NET / SLET / SET shall not be required for such Master's Degree Programme in disciplines for which NET / SLET / SET aggregated test is not conducted.</p> <p>iii). A minimum score as stipulated in the Academic performance indicated (API) based Performance Based Appraisal System (PBAS) developed by UGC in the regulations shall be mandatory.</p> <p>Desirable Qualification : (i) Ph.D., in Sports Technology / Civil / Mechanical /Electrical / Electronics / Mechatronics / Computer Science / Information Technology / Instrumentation Engineering.</p>		

YOUTH AND ADVENTURE SPORTS

		As per Act	Syndicate
Assistant Professor 15600-39100+ Rs.6000	<p>Essential Qualifications :</p> <p>i). Atleast 55% of marks in Master's Degree in Tourism or any Master's Degree with Diploma in Fine Arts or Adventure Sports from a recognized institution.</p> <p>ii). Besides fulfilling the above Qualifications, the candidates should have cleared the Eligibility Test (NET) for Lecturers conducted by the UGC, CSIR or similar test accredited by the UGC.</p> <p>Note :</p> <ul style="list-style-type: none"> The candidates having Ph.D., Degree in the concerned subject are exempted from NET Examination for PG Level and UG Level Teaching. <p>Desirable Qualification:</p> <p>(i) Ph.D., in Tourism / Fine Arts or Adventures Sports / Physical Education in the area of Sports Tourism / Adventure Sports.</p>		

ASSISTANT PROFESSOR CUM MEDICAL OFFICER

		As per Act	Syndicate
Assistant Professor 15600-39100+ Rs.6000	<p>1. M.B.B.S., Degree with atleast 55% of marks from any recognized University. The candidate should have registered his / her name with the Medical Council</p> <p>2. Diploma in Orthopedics / Sports Medicine</p> <p>Desirable: Preference will be given to Doctors with Teaching / practicing experience</p>		

NOTE

- 1 For teaching staff, the Syndicate shall prescribe the qualifications, age, etc., with due regard to the recommendations of the University Grants Commission and approved by the Syndicate.
- 2 The age, qualification noted in this appendix will have to be taken as the age as on 1st July in the year in which the vacancy is notified.
- 3 The age by 5 years and 5% of marks pertaining to in the qualification in Master's degree is relaxable in respect of candidates belonging to SC/ST for all posts as per the Government rules / UGC guidelines respectively.

No.	Description	Amount
1	To Balance	100.00
2	By Cash	50.00
3	By Cash	50.00
4	By Cash	50.00
5	By Cash	50.00
6	By Cash	50.00
7	By Cash	50.00

II. NON-TEACHING

S.no	Name of the Posts & Scales of pay	Qualifications	Constitution of Selection Committee	Appointing Authority
1	2	3	4	5
1	Registrar 37400- 67000+Rs.10000	<p>As prescribed by UGC from time to time and approved by Syndicate as given below: -</p> <p>Essential Qualification</p> <ul style="list-style-type: none"> • A Master's degree with at least 55% of the marks or its equivalent grade of B in the UGC seven point scale. • At least 15 years of experience as Lecturer (Senior Scale)/ Lecturer with eight years in Reader's grade along with experience in educational administration. <p style="text-align: center;">(or)</p> <ul style="list-style-type: none"> • Comparable experience in research establishment and / or other institutions of higher education. <p style="text-align: center;">(or)</p> <ul style="list-style-type: none"> • 15 years of administrative experience of which 8 years as Deputy Registrar or an equivalent post. • Knowledge of Tamil to the Extent of carrying official correspondence and drafting reports. <p>Age Limit: Should have completed 50 years but not 55 years.</p>	<p>1. Vice-Chancellor Chairman.</p> <p>2. One member of the Syndicate and one expert member from outside the University nominated by the Chancellor as members.</p>	Syndicate

2	<p>Controller of Examinations 37400- 67000+Rs.10000</p>	<p>Essential Qualification</p> <ul style="list-style-type: none"> • A Master' Degree with atleast 55% of the marks or its equivalent grade of B in the UGC seven point scale. • Atleast 15 years of experience as Lecturer (Sr. Scale) / Lecturer with eight years in Reader's grade along with experience in Educational Administration <p style="text-align: center;">(OR)</p> <p>Comparable experience in research establishment and / or other Institution of Higher Education</p> <p style="text-align: center;">(OR)</p> <p>15 Years of Administrative experience of which 8 years as Deputy Registrar or equivalent post. (Age: Should have completed 45 years but not above 55 years. In exceptional cases, age will be relaxed)</p>	<ol style="list-style-type: none"> 1. Vice-Chancellor Chairman. 2. One member of the Syndicate and one expert member from outside the University nominated by the Chancellor as members.
3	<p>Finance Officer (on deputation) based on the parent dept. scale</p>	<p>As per the Act</p>	<ol style="list-style-type: none"> 1. Vice-Chancellor Chairman. 2. Secretary to the Govt. of TN, Finance/one of the ex-officio Member of the Syndicate - Member. 3. One expert member outside the University nominated by the Vice-Chancellor.

<p>4</p>	<p>Director of Distance Education 37400-67000+Rs.10000</p>	<p>As prescribed by UGC from time to time and approved by Syndicate as given below: -</p> <p>Essential Qualification:</p> <ol style="list-style-type: none"> 1. An Academician not lower in rank than that of Selection Grade Lecturer / Reader 2. Ph.D., 3. Knowledge of Tamil to the extent of carrying Official correspondence and Drafting reports. 4. A minimum of 5 years of administrative experience. <p>Desirable: Experience in Distance Education / Correspondence Courses / Open University System.</p> <p>(Age: Should have completed 45 years but not above 55 years. In exceptional cases, age will be relaxed)</p>	<ol style="list-style-type: none"> 1. Vice-Chancellor Chairman. 2. Secretary to the Govt. of TN, Finance/one of the ex-officio Member of the Syndicate - Member. 3. One expert member outside the University nominated by the Vice-Chancellor. 	<p>Syndicate</p>
<p>5</p>	<p>Deputy Registrar 15600-39100 + Rs.6600</p>	<ol style="list-style-type: none"> 1. For Direct Recruitment <ol style="list-style-type: none"> (A) A Masters degree with at least 55% of Marks/B grade of the UGC seven point scale (B) Five years experience as Lecturer with experience in Education administration and / or other institutions of higher learning (C) Should have completed 35 years but not 45years. 2. For promotion: Asst. Registrar with 4 years of experience and possessing qualification as I(a) above are eligible. 3. By transfer from the academic wing. 	<p>By direct recruitment or promotion</p>	<p>Syndicate</p>

6	Asst. Registrar 15600-39100 + Rs.5400	<p>1. For Direct Recruitment</p> <p>(A) A Masters degree with at least 55% of Marks/B grade of the UGC seven point scale</p> <p>2. By Transfer from the post of Lecturer.</p> <p>3. For promotion: a) Section Officer / Supdt. with 5 years of service.</p> <p>(B) Section Officer/Supdt. Who do not possess a PG qualification shall also be promoted on condition that they should acquire PG degree within four years and be eligible to draw increments.</p>	By direct recruitment or promotion	Syndicate
7	Superintendent 9300-34800 + Rs.4800	<ul style="list-style-type: none"> • A degree from a recognised University. • At least four years of regular service in the post of Assistant /Steno Typist. <p>Desirable Qualification A Master Degree</p>	By promotion from the category of Assistant/Steno Typist with four years of service.	the Syndicate
8	Assistant 5200- 20200+Rs.2400	<ul style="list-style-type: none"> • A degree from a recognized University. • A Pass in the Government Technical Education in Typewriting by Senior Grade in English and by Junior Grade in Tamil (or) A Pass in Government Technical Examination in Typewriting by Senior Grade in Tamil and by Junior Grade in English. • Knowledge and Hands on experience in Computer Applications. <p>1. Two years experience in University / Government Departments.</p> <p>Preference</p> <p>Post Graduate Degree from recognized University</p> <p>Post Graduate Diploma in Computer Application.</p> <p>Knowledge and hands on experience in Word Processing, Ms-Excel, Power Point processing.</p>	By promotion from the category of Jr. Asst with four years of service.	Syndicate

9	Steno Typist (Stenographer) 5200- 20200+Rs.2400	<ul style="list-style-type: none"> • A degree from a recognised University. • Pass in Higher Grade both Tamil And English (Type-Writing) • Shorthand in English by Higher and Tamil by Lower. • Knowledge in Computer Application. <p>Age Limit Age as per Government rules in force</p>	By Direct Recruitment or by promotion from the grade of Junior Assistant or DEO if otherwise qualified for the post of Stenographer.	Syndicate
10	Junior Assistant / Data Entry Operator 5200- 20200+Rs.2000	<ul style="list-style-type: none"> • A degree from a recognized University. • A Pass in the Government Technical Education in Typewriting by Senior Grade in English and by Junior Grade in Tamil (or) A Pass in Government Technical Examination in Typewriting by Senior Grade in Tamil and by Junior Grade in English. • Knowledge and Hands on experience in Computer Applications. <p>Preference Certificate in Computer Application from recognized University / Institution. Knowledge and hands on experience in Word Processing, Ms-Excel, Power Point processing.</p>	By direct recruitment, Promotion from cadre of Office Assistant in the ratio of 2:1 subject to the availability of candidates in the cadre of O.A. with the minimum qualification prescribed for J.A.	Syndicate
11	Record Clerk/Attender Rs.4800-10000 + Rs.1300	<ol style="list-style-type: none"> 1. VIII Std Pass 2. Diploma in Computer Applications. 3. Knowledge of Typewriting (Tamil and English). 	By direct recruitment	Syndicate
12	Office Assistant Rs.4800-10000 + Rs.1300	<ul style="list-style-type: none"> • 8th Std Pass • Knowledge of Tamil <p>Preference</p> <ul style="list-style-type: none"> • Higher Qualification than the minimum prescribed • Hands on experience as Office Assistant in University / Government Department 	By direct recruitment	-----do----- ---

13	Technician 5200- 20200+Rs.2000	1. Graduate in the discipline concerned. 2. Previous experience of Two years in the laboratory of any Educational Institution	- do -	- do -
14	Lab Assistant Rs.4800-10000 + Rs.1300	VIII Std Pass Desirable: 2 yrs. Experience in the laboratory of any Educational Institution. 1. Five years Experience in Government Department as work inspector - Electrical 2. Experience in Computer Operation & not working not less than 2 Years. . 3. Diploma in Computer Hardware and Networking. 4. Knowledge in Visual Basic, Oracle & Web Tech. with 2 yrs. Experience. 5. Type writing Higher grade in English and Tamil 6. Experience as Data Entry Operator for not less than one year.	- do - - do -	- do -
16	Driver 5200- 20200+Rs.2000	1. VIII Std Pass. 2. Possession of a License for Driving Heavy Vehicles, and First Aid Certificate. 3. Experience in driving light/heavy vehicle for four years. Age: As per Government rules in force. 4. Age may be relaxed in the case of relevant I.T.I. Certificate holders or drivers with more than 10 years of experience and three years of experience and in addition as mechanic.	By Direct Recruitment	Vice Chancellor
17	Watchman Rs.4800-10000 + Rs.1300	VIII Std Pass. Experience Cycle riding and good physique	-----do-----	-----do----
18	Sweeper / Scavenger Rs.4800-10000 + Rs.1300	A pass in VIII standard, Cycle riding and good physique	-----do-----	-----do----

SUPPORTING STAFF FOR UNIVERSITY CENTRE

19	Assistant Professor cum Medical Officer Scale of Pay : Rs.15600 – 39100 + Rs.6000	1. M.B.B.S., Degree with atleast 55% of marks from any recognized University. The candidate should have registered his / her name with the Medical Council 2. Diploma in Orthopedics / Sports Medicine Desirable: Preference will be given to Doctors with Teaching / practicing experience	As per Act	Syndicate
20	Physiotherapist Rs.9300-34800 + Rs.4800	Essential Qualifications: Bachelor of Physiotherapy with at least 55% of marks from a recognized University / Institution. The Candidate should have registered his / her name with the Para Medical Council.	As per Act	Syndicate
21	Sports Physiotherapist Rs.9300-34800 + Rs.4800	Essential Qualification <ul style="list-style-type: none"> • Bachelor of Physiotherapy with atleast 55% of Marks from a recognized University / Institution. • Candidates should have registered his / her name with the Para Medical Council / The Indian Association of Physiotherapist. Preference <ul style="list-style-type: none"> • Diploma in Acupuncture (D.Ac) – Indian Acupuncture Training Centre. • Certificate Course in Advanced Integrated Manual Therapy for Cervical, lumbar spine, Shoulder and Knee – Federation of Indian Manual Therapists. • Certificate Course on manipulation and mobilization MAANIPS 2009 for 100 Hours. • Should have work experience such as participation in State, National, International Level Sports and Games organized by IOA recognized Sports Federation as an Official Physiotherapist. Participation Should have participated in National Workshop / Conference and Projects.	As per Act	Syndicate

22	Staff Nurse Rs.9300 – 34800 + Rs.4200	Essential Qualifications: Diploma in Nursing and Midwifery. The Candidate should have registered his / her name with the Nursing Council.	As per Act	Syndicate
23	Assistant Librarian Rs.15600 – 39100 + Rs.6000	<p>i). Master's degree in Library Science / Information Science / Documentation Science or an equivalent professional degree with at least 55% of the marks or its equivalent grade of 55% of marks where grading system is practiced and consistently a good academic record with knowledge on computerization of library.</p> <p>ii). Qualifying in the National Level Test (NET) or other accredited test like SLET / SET in Library Science conducted for the purpose by the UGC or any other agency approved by the UGC.</p> <p>iii). Holders of Ph.D., Degree as on the date of notifications of these Regulations, along with those candidates who are awarded a Ph.D., Degree through a process of admission, registration, course work and external evaluation as laid down in the UGC (Minimum Standards and Procedures for award of M.Phil / Ph.D., Degree), Regulations, 2009 and so adopted by the University shall be exempted from NET / SLET / SET.</p>	By direct recruitment or By promotion from the category of Assistant Librarian with five years experience	-----do-----
24	Telephone Operator 5200-20200+Rs.2000	<ul style="list-style-type: none"> • Passed in +2 Government State Board Examination (or) Equivalent Qualification • A certificate in Telephone Operation • Communication Skills <p>Preference Knowledge and hand on experience in Computer Application.</p>	By Direct Recruitment	Vice Chancellor

NOTE:

I, For the post listed in item 9 and 10 in column 1 of this appendix, it is prerequisite for the incumbents to have a Certificate in Computer Applications and knowledge in its operations with experience as mentioned in G.o. MS. No:147, Dated 09.04.1999, Higher Education(K2) Department, Government of Tamil Nadu.

For regularisation of directly recruited persons in the higher cadre (Superintendent and Assistant) passing of Subordinate Account Test for Executive Officers is mandatory for successful completion of probation.

a The University may engage on contractual basis for a specific period any qualified person (Age: not more than 65 years) to any of the posts in the University.

b Reservation :

The rules of communal reservation as in force in the Tamil Nadu Government Service from time to time shall apply in the case of all direct recruitments.

c Criteria for Promotion:

All promotions shall be by selection based on Merit and Seniority from among the candidates possessing the qualifications prescribed, subject to evaluation by a Committee appointed for that purpose. The Seniority may be considered when merit and efficiency are approximately equal.

d Selection Committee:

Except in the case of appointments otherwise stated, all appointments of teaching staff will be made by the Syndicate from the panels recommended by selection Committees, constituted for this purpose as provided in the Act. Except in the case of appointments, otherwise stated in the Act/Statutes, all appointments of the administrative and other non-teaching staff shall be made by the Vice - Chancellor on getting the approval of the Syndicate from the panel of names recommended by the Selection Committees constituted for the purpose. Such Selection committees constituted shall consist of the members as shown below:

I. Groups 'B' and 'C' (other than Teaching Staff)

Vice - Chancellor - Chairman

One Head of the Department/Professor nominated by the Vice-Chancellor - Member

Two experts from outside the University in the area concerned nominated by the Vice-Chancellor. - Member

II. Groups 'D'

Registrar - Chairman

One Expert (outside the University) nominated by the Vice-Chancellor. - Member

One University HOD / Professor nominated by the Vice- Chancellor for every selection - Member

APPENDIX - III
(See Statute 5 of Chapter VIII)

CERTIFICATE OF PHYSICAL FITNESS.

Name and rank of Officer issuing the Certificate:

I do hereby certify that I have examined (full name) a candidate for employment under the Tamil Nadu Physical Education and Sports University, for the post of and cannot discover that he / she has any disease, communicable or otherwise constitutional affliction or bodily infirmity except that his / her weight is in excess / below the standard prescribed or except.

I do / do not consider this a disqualification for the employment he / she seeks

I do further certify that in my opinion his / her general physical condition is such as to enable him / her to perform efficiently the active duties of executives.

His / Her age is according to his / her marks of small pox / vaccination. Chest measurement in centimetres on full inspiration / full expiration difference (expansion)in centimetres.

Weight in Kilograms

His / Her vision is normal.

Hypermetropic () (here enter the degree of defect and the strength of correction glasses).

Myopic () (here enter the degree of defect and the strength of correction glasses).

Astigmatic (simple or mixed) () (Here enter the degree of defect and strength of correction glasses).

Hearing is normal/defective (much or slight).

Urine-Does chemical examination show (i) albumen, (ii) sugar

State specific gravity.

Personal marks (atleast two should be mentioned).

1

2

Signature:

Station:

Rank:

Date

Designation:

APPENDIX - IV

(See Statute 9 of Chapter VIII)

Form of Agreement

(To be executed by University employee)

AGREEMENT made the day of two thousand and between the Tamil Nadu Physical Education and Sports University (hereinafter known as University) of the one part and Dr./Thiru./Tmt./Selvi of the other part. WHEREAS the University have agreed to engage the said person to serve in the Tamil Nadu Physical Education and Sports University on the salary hereinafter mentioned for a period.....

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

- 1) That the University shall employ the said person..... and the said person shall serve the University as in the University from the date of his / her taking charge of such appointment until such employment shall be determined as hereinafter provided.
- 2) That the said person shall be on probation for a period of two years from the date of taking charge of his / her appointment, but the University may before the expiry of the period, extend his / her probation for such period as may be deemed fit.
- 3) That the said person shall employ himself/herself honestly, efficiently, obediently, and diligently under the orders and instructions of the Vice-Chancellor, or other superior of the said University under whom he/she shall from time to time be placed in the said University, in which capacity he/she shall discharge all such duties pertaining to that office and do all things which may be required of him/her or which are necessary to be done in his/her capacity as aforesaid and shall require of him/her.
- 4) That the said person shall not normally or on any pretence absent himself/herself from his/her duties without first having obtained the permission of his/her superior authorities authorized in this behalf or in case of sickness or inevitable accident without forwarding where necessary, a satisfactory Medical Certificate as may be required by the leave rules which may be in force in the said University.
- 5) That the said person shall devote his/her whole-time to the duties of the said employment and shall not on his/her own account or otherwise either directly or indirectly carry on or be concerned in any trade, business, or canvassing work, private tuition or the like.

6) That the said person shall conform to all provisions in the Act, Statutes, Regulations and Rules in force and as may be amended in future in the said University and obey all lawful orders and directions as he/she shall from time to time receive from any authorized superior of the said University.

7) i) That the University shall have powers to take action on the said person as provided in the Act, Statutes, Regulations and Rules of the University.

ii) That the said person shall be entitled to have his/her services terminated by giving to the University authority three months notice thereof in writing.

iii) That the said person shall not during the period of this agreement when he/she has not been given notice of terminations of his/her services by the University authority / or has given notice to the University for such termination of his/her services, apply for an appointment under any other authority except through the University, and the penalty for any breach of this may, at the discretion of the Syndicate or other competent authority be termination of his / her services.

8) That the said person shall be paid, for such time as he/she shall be in service of the said University, monthly salary in the scale of Rs.....starting on an initial salary of Rs.....with effect from (date)and the following additional allowances.

9) That in the event of the temporary absence of the said person from duty by reason of illness or leave or otherwise, he / she shall be paid such salary only as shall be determined by the rules in force from time to time in the said University.

In witness whereof.....and.....have hereunto set their hands.

Signed by the above named.....of the University on behalf of the University in the presence of.....

Witness..... Signature

Signed by the above named.....party of second part in the presence.

Witness..... Signature

APPENDIX-V

(See Statute 6 of Chapter IX)

TAMIL NADU PHYSICAL EDUCATION AND SPORTS UNIVERSITY

Proforma for the personal file of University Employee

1. Name and designation of the employee
2. Scale of pay and the actual pay of the employee
3. Period of stay in the present post
4. Date from which the employee is working under the reporting authority
5. Personality and physical capacity
6. Promptness and mode of execution of instruction
7. Productivity in terms of volume of work
8. Dependability (Compliance with instructions)
9. Effectiveness and acceptance of responsibility
10. Tact and initiative
11. Capacity for control, supervision and drive (for supervisory staff only)
12. Conduct and character
13. Relations with colleagues and Superiors
14. In the case of Teachers
 - a) Ability as a Teacher
 - b) Popularity with students
 - c) Keeness to keep abreast of the latest advances in the subject
 - d) Interests in extra-curricular activities
15. Fitness for higher position
16. Overall rating and a general brief report

Name of the Reporting Authority

Designation :

NOTE:-

- i). The answers to item 5 to 14 above, should be in one of the 5 graph ratings namely,
 - 1) Outstanding, 2) Above average, 3) Average, 4) Below average and 5) unsatisfactory.
- ii). The brief report (item 16) should contain general comments on the performance of the employee, his/her strength and weakness. Brief reasons for arriving at this overall rating on the job should also be given i.e., whether 'outstanding', 'above average', 'average' or 'below average' or 'unsatisfactory. His/her capacity for advancement to the next higher grade should be noted upon. Both favourable and a d v e r s e remarks should be supported by few specific instances.

APPENDIX - VI

(See Statutes 3, 14, 16 and 31 of Chapter IX)

POWERS TO SANCTION TOURS, ADVANCES, INCREMENTS AND
COUNTERSIGNING

S.N	Nature of Power	Officers and Employees to whom powers are delegated	Officers and Employees on whom powers are to be exercised	Extent of Power
1.	Sanction of Temporary Advance from Provident Fund	Vice-Chancellor	Officers sub-ordinate to him employees not below the rank of Professors and other employees of the University	Full Powers
		Registrar	Other Employees of the University	When the advance does not exceed 50% of saving
2.	Countersignature of Travelling Allowance Bills	Registrar	i. Teaching Staff, Head of the Department ii. Members of the Syndicate / Syndicate and other authorities	---
		Controller of Examinations	Examiners / Chief Superintendent / Question paper verification. Board members and other connected with Examinations	---
		Immediate Superior like Deputy Registrar	Employees Working under them in the category of Group "C" & "D".	
3	a. Festival Advance b. Advance for the purchase of handloom cloth. c. Advance for the purchase of Khadi cloth d. Advance for traveling allowance for tour and on transfer.	Vice-Chancellor	All Employees	Full Powers

4	Sanction of periodical increments	Vice-Chancellor	All officers and Teaching Staffs	Full Powers
		Registrar, Controller of Examination & Finance Officer	Employees Working under them	Full Powers
5	Deputation to attend Conference, Refresher Course, Summer Institute, Tours	Vice-Chancellor	Officers subordinate to him not below the rank of Professors, Head of the Department.	Full Powers
		Registrar, Controller of Examinations, Dean, Librarian, Director of Student Welfare, Head of Departments and other authorized employees	All Employees working under their respective control	Only within Chennai.
6	Permission to accept Examinership and receive Honorarium	Vice-Chancellor	All employees not below the rank of Professors	Upto Rs. 5000/- per Calendar year
		Registrar	All other employees	-DO-

APPENDIX - VII				
(See Statutes 6 and 22 of Chapter IX)				
OFFICERS EMPOWERED TO WRITE, SCRUTINISE AND MAINTAIN PERSONAL FILES.				
S.No.	Designation/Class of the Employee	Authority to write Personal File	Authority to scrutinise and countersign the Personal File and to communicate the adverse remarks	Authority to maintain Personal File
1.	Officers	Vice - Chancellor	Vice - Chancellor	Vice - Chancellor
2.	Heads of Departments and Professors	Do	Do	Vice - Chancellor
3.	Associate Professor / Readers and Assistant Professors and other Teachers/ Researchers	HOD	Do	Vice - Chancellor
4.	Librarian, Medical Officer Director of Student Welfare	Vice - Chancellor	Do	Do
5.	Deputy Registrar / Assistant Registrar	Registrar	Do	Registrar
6.	Other Group C & Group D Employees	Registrar	Do	Immediate Superior
7.	Superintendent	Registrar	Do	Immediate Superior
8.	Assistant	Registrar	Do	Immediate Superior
9.	Steno Typist (Stenographer)	Registrar	Do	Immediate Superior
10.	Junior Assistant/ Data Entry Operator	Registrar	Do	Immediate Superior
11.	Office Assistant	Registrar	Do	Immediate Superior
12.	Dean of College Development Council	Registrar	Do	Immediate Superior
13.	Driver	Registrar	Do	Immediate Superior
14.	Watchman	Registrar	Do	Immediate Superior
15.	Sweeper / Scavenger	Registrar	Do	Immediate Superior

Assistant Professor cum Medical Officer	Registrar	Do	Immediate Superior
Physiotherapist	Registrar	Do	Immediate Superior
Staff Nurse	Registrar	Do	Immediate Superior
Assistant Librarian	Registrar	Do	Immediate Superior
Telephone Operator	Registrar	Do	Immediate Superior

APPENDIX - VIII
(See Statute 23 of Chapter VIII)

ADMINISTRATIVE POWERS OF THE COMPETENT AUTHORITIES

S.No	Name of the Post	Posting & Transfer	Grant of Leave with Substitute	Grant of Leave without Substitute	Declaration of Probation
	1	2	3	4	5
1.	Officers	Vice - Chancellor	Vice - Chancellor	Vice - Chancellor	Vice - Chancellor
2.	Heads of Departments and Professors	Do	Do	Registrar	Do
3.	Associate Professor / Readers and Assistant Professors and other Teachers/ Researchers	Do	Do	Vice - Chancellor	Do
4.	Librarian, Medical Officer Director of Student Welfare	Do	Do	Do	Do
5.	Deputy Registrar / Assistant Registrar	Do	Do	Do	Do
6.	Other Group C & Group D Employees	Registrar	Do	Immediate Superior	Do
7.	Superintendent	Registrar	Do	Immediate Superior	Do
8.	Assistant	Registrar	Do	Immediate Superior	Do
9.	Steno Typist (Stenographer)	Registrar	Do	Immediate Superior	Do
10.	Junior Assistant	Registrar	Do	Immediate Superior	Do
11.	Office Assistant	Registrar	Do	Immediate Superior	Do
12.	Dean of College Development Council	Registrar	Do	Immediate Superior	Do
13.	Driver	Registrar	Do	Immediate Superior	Do

1.	Watchman	Registrar	Do	Immediate Superior	Do
2.	Sweeper / Scavenger	Registrar	Do	Immediate Superior	Do
3.	Assistant Professor cum Medical Officer	Registrar	Do	Immediate Superior	Do
4.	Physiotherapist	Registrar	Do	Immediate Superior	Do
5.	Staff Nurse	Registrar	Do	Immediate Superior	Do
6.	Assistant Librarian	Registrar	Do	Immediate Superior	Do
7.	Telephone Operator	Registrar	Do	Immediate Superior	Do

APPENDIX - IX

(See Statutes 24 and 27 of Chapter IX)

COMPETENT AUTHORITY TO IMPOSE PENALTIES

Designation / Class of Employer of the University	Censure	Fine (In the case of Group D Employees only)	With holding of increments	Reduction in rank including reduction to a lower post or time scale to a lower stage in the same scale	Recovery from pay of any pecuniary loss caused to the University by negligence or breach of orders	Suspension	Compulsory retirement	Removal / Dismissal from service
1	2	3	4	5	6	7	8	9
Heads of Departments and Professors	Vice-Chancellor	-	Vice-Chancellor	Vice-Chancellor	Vice-Chancellor	Vice-Chancellor	Syndicate	Syndicate
Associate Professor / Reader / Assistant Professor	Registrar	-	Do	Do	Do	Vice-Chancellor	Do	Do
Librarian, Medical Officer, Director of Student Welfare	Vice-Chancellor	-	Do	Do	Do	Vice-Chancellor	Do	Do
Deputy Registrar / Assistant Registrar	Do	-	Do	Do	Do	Registrar	Do	Do
Assistant Librarian, Library Assistant and other staff working in the Library	Registrar	-	Do	Do	Do	Registrar	Do	Do
Other Group C employees	Registrar	Registrar	Registrar	Do	Do	Registrar	Do	Do
Group D employees	Do	Registrar	Do	Do	Do	Registrar	Do	Do
Superintendent	Do	Registrar	Do	Do	Do	Registrar	Do	Do
Assistant	Do	Registrar	Do	Do	Do	Registrar	Do	Do
Steno Typist (Stenographer)	Do	Registrar	Do	Do	Do	Registrar	Do	Do
Junior Assistant	Do	Registrar	Do	Do	Do	Registrar	Do	Do
Office Assistant	Do	Registrar	Do	Do	Do	Registrar	Do	Do
Data Entry Operator	Do	Registrar	Do	Do	Do	Registrar	Do	Do
Dean of College Development Council	Do	Registrar	Do	Do	Do	Registrar	Do	Do
Driver	Do	Registrar	Do	Do	Do	Registrar	Do	Do
Watchman	Do	Registrar	Do	Do	Do	Registrar	Do	Do
Sweeper / Scavenger	Do	Registrar	Do	Do	Do	Registrar	Do	Do
Assistant Professor cum Medical Officer	Do	Registrar	Do	Do	Do	Registrar	Do	Do
Physiotherapist	Do	Registrar	Do	Do	Do	Registrar	Do	Do
Staff Nurse	Do	Registrar	Do	Do	Do	Registrar	Do	Do
Assistant Librarian	Do	Registrar	Do	Do	Do	Registrar	Do	Do
Telephone Operator	Do	Registrar	Do	Do	Do	Registrar	Do	Do

APPENDIX -X

(See Statute 24 of Chapter IX)

FORMAT FOR THE PROCEEDINGS OF SUSPENSION

“WHEREAS an enquiry into grave charges against Thiru..... is contemplated / pending.

“WHEREAS a Complaint against Thiru..... of a ~~criminal offence is under investigation / trial.~~ *disobedience and furnishing false information to the office.*
AND WHEREAS in the circumstances of the case it is necessary in the interest of the University to place the said Thiru..... under suspension from the service of the University/

24 TNPSU

Now, therefore, under Statute of the University, the said Thiru..... is, with immediate effect, placed under suspension from service, until further orders.

2. During the period of suspension, the said Thiru..... will be paid subsistence allowance and dearness allowance admissible under the Statutes / laws of the University.

The Headquarters of the said Thiru..... during the period of suspension shall be and the said Thiru..... shall not leave the Head-Quarters without obtaining the previous permission of the authority concerned.

(By order of the Vice-Chancellor / Syndicate)

Tamil Nadu Physical Education and Sports University

APPENDIX - XI

(See Statute 27 of Chapter IX)

FORM OF QUESTIONNAIRE TO ACCOMPANY THE CHARGE SHEET

- 1) Have you any objection to the form of any of the charges ?

- 2) In addition to the written statement of your defence which you are now required to submit, you are entitled to continue your defence on the following methods:-
 - a) an oral enquiry held in your presence.
 - b) To be heard in person without an oral enquiry

- 3) Please state in the column opposite whether you require either method to be adopted.

Note: If you choose method (a), the following witnesses will be recalled to prove the charges:-

(i) Witnesses examined in your presence at the preliminary enquiry

- (1)
- (2)
- (3)
- (4)

(ii) Witnesses not yet examined in your presence

- (1)
- (2)
- (3)
- (4)

The evidence recorded from (i) at the preliminary enquiry will be read out at the regular enquiry and you will be given an opportunity to cross-examine the witnesses again.

APPENDIX - XII
(See Statute 30 of Chapter IX)
TRAVELLING ALLOWANCE *

Grade	Pay range	Class of Journey in Rail	Air Travel	DA		Flat Rate (Rs.)		Mileage / Km Rs.	Honora rium
				Chennai City	Other Place	Chennai City	Other Place		
I	2	3	4	5	6	7	8	9	10
I	a. Rs. 8,800 and above	Air Conditioned I Class	Eligible within & Outside State	400	200	10	5	8.00	
	b. Rs. 6,600/- to Rs. 8799/-								
II	Rs. 4,400 to Rs. 6,599/-	I Class By Rail	-	300	150	10	5	4.00	-
III	Rs. 1,900 to Rs. 4,400/-	II Class By Rail	-	200	100	10	5	4.00	-
IV	Below Rs. 1900/-	II Class By Rail	-	160	80	10	5	4.00	-
Also eligible for incidental Charge @ ½ of the D A (Ordinary rate)									
				Local	Moufusil				
Members of the Syndicate, Selection Committee and SCAA		I Class + 1/3 fare either way Local	-	200	200			8.00	

* The official members and University Employees, Board of Studies and such other authorities shall draw daily allowance and Travelling Allowance as per Tamil Nadu Government T.A. Rules. The other members and non-official members shall be paid daily allowance and Travelling Allowance as per with Group A officers of the State Government.

Travelling Allowance *

1	2	3	4	5	6	7	8	9	10
Board of Studies, Examiners (Theory & Practical), Inspection Squad and Paper Valuation	-	I Class + ¼ fare either way	-	125	125	-	-	1.50 or minimum of Rs.40/- for Local	Rs. 125/- per day for inspection squad
Inspection Commission (Affiliation)	-	I Class + ¼ fare either way	-	30	50	-	-	1.50	Rs. 200/- for Professional College and Rs. 100/- for Arts and Science College
<u>Physical Education</u> Selection Committee members of various Universities Tournaments	-	I Class + ¼ fare either way	-	-	125	-	-	1.50	-
Manager / Coach Members of various Universities Tournaments	-	¼ fare of I Class either way	-	-	75	-	-	-	-
Players for Inter University Tournaments	-	II Class fare of Concessional Rate	-	-	50	-	-	-	-
Coaching Camps									
To Players	-	Actual Bus fare	-	-	40	-	-	-	-
To Coach	-	Actual Bus fare	-	-	50	-	-	-	-
To markers	-	-	-	-	20	-	-	-	-

APPENDIX - XIII

(See Statute 32 of Chapter IX)

Financial Powers of the Competent Authorities

S.No	Nature of Powers	Vice-Chancellor	Registrar	Heads of Depts / College	Controller of Examination	Finance Officer
1.	Purchase of books, Periodicals, Maps etc., (Academic, Technical and Office reference)	Full powers	Upto Rs. 10,000 at a time	Upto Rs. 2000 p.a.	Upto Rs. 1000 p.a	-
2.	a. Purchase of Stationary for office use	-Do-	--	--	--	--
	b. Local purchase of stationary for office use in case of emergency	-Do-	Upto Rs. 5000 at a time	Upto Rs. 2000 p.a	Upto Rs. 2000 p.a	Upto Rs. 1000 p.a
3.	Printing Works	- Do-	Upto Rs. 5000 at a time	Upto Rs. 2000 p.a	Upto Rs. 2000 p.a	Upto Rs. 2000 p.a
4.	To Rent or lease building or land for University	- Do-	--	--	--	--
5.	Purchase of apparatus Lab Equipment's, electric and electronic instrument, farm machinery and other stores including aprons, Laboratory towels and repairs to equipments and machinery	a. Rs. 10 lakhs at a time b. No limit incase of schemes financed by other agencies	--	Upto Rs. 10000 at a time	--	--
	a. Materials for printing press i. Special Paper ii. Other materials like types and spare parts	Full Powers	Upto Rs. 5000 at a time	--	--	--
6	Lab Chemicals	- Do-	--	Upto Rs. 10000 at a time	--	--
7	Purchase and repairs of furniture for office and lab use and Rest House	- Do-	Upto Rs.5000 p.a.	--	--	--

8	Construction/ Petty Construction (and repairs / for original works and repairs to buildings, roads, electrical installations, fencing and other works.	Upto Rs.10 lakhs at a time	--	--	--	--
9	Conduct of Exhibition and Fairs and participation, including purchase of materials for purchase of exhibition etc.,	Full Powers	--	Upto Rs.10000 at a time	--	--
10	To purchase typewriter , duplicator etc.	Full powers	--	--	--	--
11	To Sanction expenditure on entertainments / University functions	Full powers	Upto Rs.2000 at a time	--	--	--
12	To sanction over time allowance to ministerial and Supporting Staff and conveyance charges	Full powers	--	--	--	--
13	Purchase of motor vehicle with special accessories extra fitting for University use	Upto Rs.10 lakhs at a time	--	--	--	--
14	Maintenance, running charges repairs and replacement charges on University vehicles	Full powers	Rs.5000 at a time	--	Rs.2000 at a time	--
15	Photographic charges including purchase of photographic materials	Full powers	--	Rs.500 at a time	--	--
16	Advertisement charges	Full powers	Rs.5000 p.a.	--	--	--
17	Purchase of Electrical goods and bulbs	Full powers	Rs.2000 at a time	Rs.200 at a time	Rs.200 at a time	Rs.200 at a time
18	Electrical current consumption charges	Full powers	Upto Rs.25000 at a time	--	--	--
19	To purchase bicycle for office use	Full powers	--	--	--	--

20	Office expenses and contingencies including hot and cold weather charges freight charges.	Full powers	Ra.1000 p.a.	Rs.1000 p.a.	Rs.500 p.a.	Rs.500 p.a.
21	Binding of books and records	Full powers	Rs.10000 p.a.	Rs.1000 p.a.	Rs.1000 p.a.	Rs.600 p.a.
22	To sanction supply of uniforms and clothings of University employees	Full powers	--	--	--	--
23	Employment of menials paid from contingencies including Casual Labour.	Full powers	--	--	--	--
24	Games, Sports and Physical exercise provision maintenance of games courts and athletic fields	Full powers	Upto Rs.10,000 p.a.	--	--	--
25	Hostel-Purchase of furniture, cooking crockery etc and repairs on TC.	Upto Rs.6 lakhs p.a.	Upto Rs.5000 p.a.	--	--	--
26	Refreshment charges supply of light refreshment during meetings, Seminars, conferences and visit of VIPs working lunch and other such charges	Full powers	Upto Rs.5000 p.a.	Upto Rs.1000 p.a.	Upto Rs.1000 p.a.	Upto Rs.500 p.a.
27	To sanction payment of demurrage warfage charges etc.	Full powers	Rs.500at a time	Rs.500 p.a.	Rs.500 p.a.	Rs.500 p.a.
28	Tour expenses including Batta to students	Full powers	--	--	--	--

29	<p>Write off</p> <p>a) irrecoverable value of stores or public money lost through negligence or other cause and unprofitable outlay on work</p> <p>b) Dead stock including stationary, Furniture lost or become unserviceable.</p> <p>c) Cost of articles become unserviceable due to fair wear and tear</p> <p>d) oils and lubricants due to dryage, wastage spillage etc.</p> <p>e) The value of books and publications of the Library found lost damaged un-accounted for or found short during stock verification</p> <p>f) Cost of obsolete publications</p> <p>g) Cost of Glassware articles due to breakings by students</p>	<p>Upto Rs.30,000 at a time</p> <p>Upto Rs.One Lakh at a time</p> <p>Limited to purchase powers</p> <p>Full powers</p> <p>Upto Rs.30000 p.a.</p> <p>Full powers</p> <p>Full powers</p>	<p>Upto Rs.2000 at a time</p> <p>--</p> <p>Limited to purchase powers</p> <p>Rs.2,000 at a time</p> <p>Rs.2000 p.a.</p> <p>Full powers</p> <p>--</p>	<p>Rs.200 at a time</p> <p>--</p> <p>Limited to purchase powers</p> <p>--</p> <p>--</p> <p>Upto Rs.500 p.a.</p>	<p>Rs.200 at a time</p> <p>--</p> <p>Limited to purchase powers</p> <p>--</p> <p>--</p> <p>--</p>	<p>Rs.200 at a time</p> <p>--</p> <p>Limited to purchase powers</p> <p>--</p> <p>--</p> <p>--</p>
30	<p>Limited tender system for Purchase of special apparatus / chemicals</p>	<p>Rs.10 Lakhs</p>	<p>--</p>	<p>--</p>	<p>--</p>	<p>--</p>
31	<p>To dispense with earnest or security deposit when Plant and Machinery machinery implements or spare parts etc., are supplied and erected by the firms.</p>	<p>Full powers</p>	<p>--</p>	<p>--</p>	<p>--</p>	<p>--</p>

32	Refund or revenue collected from students and others including refund of excess recovery from staff members.	Full powers	--	--	--	--
33	Refund of deposits E.M.D. and C.M.D	Full powers	--	--	--	--
34	Refund in connection with law charges	Full powers	Rs.5000 at a time	--	--	--
35	Waiving of audit recoveries	Full powers	--	--	--	--
36	To sanction purchase of prizes and awards to students	Full powers	Rs.1000 at a time	--	--	--
37	a) Installation of the telephones intercom shifting and extension.	Full powers	--	--	--	--
	b) Repairs and maintenance charges on telephone, telex and intercom shifting and extension	Full powers	Rs.2000 p.a.	--	--	--
38	Postage stamps and telegram charges	Full powers	Rs.20000 p.a.	Rs.1000 p.a.	Rs.2000 p.a.	Rs.500 p.a.
39	To sanction merit and other scholarships payable from University funds	Full powers	--	--	--	--
40	Grants-in-aid to students club, students Union or other recognised bodies.	Rs.30000 at a time	--	--	--	--
41	License fees taxes etc., as required by Central or State Government / Local bodies etc.	Full powers	Rs.2000 p.a.	--	--	--
42	To sanction honorarium to employees and others	Full powers	--	--	--	--
43	To sanction hiring of furniture	Full powers	Rs.3000 p.a.	--	--	--
44	Sanction of expenditure on insurance premium on insured items	Full powers	Rs.5000 p.a.	--	--	--

45	Payment of Subscription/Membership fee to any institution / Payment of donation co-sponsoring an event in another University / Organisations / Foreign Association	Full powers	--	--	--	--
46	Convening of Seminars, Conferences, Committees, Discussion groups, etc. Expenditure of each part	Rs.25000 at a time	--	--	--	--
47	Reappropriation of funds from major heads to another within a Financial year.	Rs.20000 at a time	--	--	--	--
48	Imprest Money	Rs.5,000 at a time	--	--	--	--

APPENDIX -XIV

(See Statute 26 and III – Self Financing Colleges under Chapter X)

AFFILIATION FEE / ENDOWMENT FEE:

conditions of affiliation of Colleges

a. Temporary Affiliation

- a) The College shall comply with all the provision of the Act, the statutes and ordinance and also the rules and regulations of the University framed in this regard.
- b) All Colleges, except those run by the State Government, should be managed by a duly constituted and Registered Society or a Trust or a Local Body or a Governing Body as stipulated in Section 2(f) / 12B of the UGC Act 1956 as amended from time to time.
- c) No College shall impose levies on its teaching and non-teaching staff for meeting recurring or non-recurring general or special expenditure of the College or impose cuts in their salaries for any other purpose without prior sanction of the Syndicate/Executive council of the University.
- d) No student shall be admitted to any course of instruction in the college in anticipation of grant of affiliation.
- e) The academic and welfare activities of scheduled castes / tribes students shall be properly looked after and special attention paid by the college to their problems while also adhering to state rules and directions on reservations.
- f) The College shall furnish such returns and other information as the University or the State Government may require to enable it to monitor and judge its performance towards maintenance of academic standards and shall take such action as the University or the State Government may consider necessary to maintain the same.
- g) The Affiliated College shall impart instruction only in the subject and for the courses in the faculties for which it has been granted affiliation by the University.
- h) The number of teaching posts and qualifications (as prescribed by the University) of the teaching staff their recruitment procedure and conditions of service shall be in accordance with the Statues / Ordinances / Regulations of the University and shall be such as to ensure the imparting of adequate instructions to the students in the courses of studies to be undertaken by the college.

- i) The college shall have undisputed possession of land measuring at least 5 acres relaxable to 2 acres in metropolitan cities and shall submit a blueprint of the proposed building for the college.
- j) The college shall have a building with sufficient accommodation to meet the immediate academic and other requirements with adequate scope for its future expansion
- k) The college shall satisfy the University that adequate financial provision is available and that the college has deposited the endowment funds.
- l) The college shall also satisfy that it has adequate recurring income from its own resources for its continued and efficient functioning.
- m) The rates of tuition fee to be charged from the students shall be as per schedule approved by the University from time to time.
- n) The members of the teaching and non-teaching staff shall be regularly and fully paid in the pay scales and DA etc., as prescribed by the State Government / University.
- o) The College shall not collect any capitation fee or donation from any of its students or employees except the prescribed fee and other charges as approved by the University.
- p) The Management of a non-government college shall have its accounts audited by the end of each year by a chartered accountant out of a panel approved by the University or the State Government and that a copy of its annual accounts shall be made available with the audit report to the University and State Government for inspection.
- q) All registers and records as required to be maintained under University Regulation / Government orders shall be maintained and will be made available as and when required for inspection by the University / Government.
- r) The proposal for the establishment of a new college or for adding new subjects / faculty or for raising the existing under graduate college to postgraduate studies level shall be considered by the Executive Council / Syndicate of the University while ensuring equitable distribution of facilities for higher education having due regard, in particular, to the needs of the unserved, underdeveloped, rural, hilly tribal and backward area as within its jurisdiction, Affiliation for Post-graduate courses shall be considered after permanent affiliation.
- s) No application for the grant of affiliation which does not have the explicit concurrence of the State Government for the opening of the new college shall be entertained by the University.

- t) At the time of applying to the University for grant of affiliation, the college whether Government or non government, shall submit the proof of availability of the staff and other essential needs of physical facilities.
- u) The college shall be subjected to inspection by the University from time to time, but at least once in three years, by one or, more competent person authorized in this behalf and a report of the inspection shall be made to the Executive Council.

b. Permanent Affiliation

- (1) In addition to the conditions stipulated for temporary affiliation, the college shall fulfill the following as well before the grant of permanent affiliation.
 - i. The college is in undisputed possession of land
 - ii. The college has constructed building as per blue print submitted
 - iii. The college has deposited in full the endowment fund
 - iv. The college has a duly constituted Managing Committee
 - v. The staff has been appointed as per prescribed norms and qualifications
 - vi. The college fulfills all the conditions stipulated in Statues, Ordinances of the University.
 - vii. The staff is being paid full salaries and other allowances regularly and in time
 - viii. The college has a duly constituted college council with proper representation of its teaching staff to advise the principal on the functioning of the college.
- 2. The college shall be granted permanent affiliation after its has completed at least 5 years of satisfactory performances and fulfilled all the conditions of affiliation and attained the academic and administrative standards as prescribed by the University from time to time.

C. Inspection of colleges

It shall be within the power of the Syndicate / Executive Council to arrange, if necessary, for a special audit on any affiliated non-Government college.

D. Withdrawal of Affiliation

The Syndicate / Executive Council shall, after consulting the Academic Council and after such an enquiry, if any, as may appear to it be necessary, decide whether the affiliation should be withdrawn or suspended, as the case may be, and make on order accordingly.

Tamil Nadu Physical Education and Sports University
Chennai

**GUIDELINES FOR STARTING A NEW COLLEGE AND GRANTING OF
FRESH AFFILIATION**

Part - I

- 1) An Agency – a registered Association / Trust – having basic facilities, resources and potential can send its proposal to start new colleges offering Physical Education Courses within the jurisdiction of the Tamil Nadu Physical Education and Sports University.
- 2) The University extends to the whole of the State of Tamil Nadu
 - i). It applies to every college specified in the schedule, which are deemed to be affiliated to the University under this Act.
 - ii). Every other college or institute within the University area which may be affiliated or approved by the University in accordance with the provision of the Act No.9A of 2005.
 - iii). Every College or institute should submit its proposal to the Registrar, Tamil Nadu Physical Education and Sports University, in the form of Project Report between 1st July and 31st October of a calendar year preceeding the academic year in which it intends to start the college. Proposal received after 31st October, will be entertained as per the rules of the University.
- 3) The proposal should be submitted in the form of Project Report covering the details as mentioned below
 - a) The name and address of the Agency / Trust
 - b) Members of the managing body and their address
 - c) A copy of its constitution
 - d) A brief introduction about the Agency / Trust, its objective, activities
 - e) Its future plan of action to promote higher education through the proposed institution / college
 - f) Details of resources

- i). Land for the college
- ii). Assets of the Agency and annual returns
- iii). The quantum of affordable inputs for 3 years
- g). The year of starting
 - i). The college
 - ii). Meant for Men/Women/Both
- h). Courses to be started:

At the first instance normally the Government permits an Agency to start a College / Institution with 5 or 6 courses but the affiliation will be granted by the University for four courses only if the required facilities and resources available are found satisfactory.

- i) Accommodation, equipment, library, the strength of the college, the number of students for whom provision has been made or proposed to be made.
- j) The details of college buildings, hostels and lodgings and play grounds, etc.,
- k) Provision made on continuous maintenance (recurring expenditure) of the college, hostel, campus, amenities etc.,
- l) Details of temporary accommodation:
 - i). Class rooms, Laboratories, College Office
 - ii). Library, Staff room, Toilets, Water, Electricity, etc.,
 - iii). Rest room, Men/Women/Students, Grounds etc.,

Permission for temporary accommodation shall be granted for one year only. The Agency should ensure that the entire college is housed in its permanent buildings in the second year of its functioning.

- m) Information relating to accommodation should be accompanied by drawings.
- n) Financial provision made for capital expenditure (non-recurring) on buildings, equipments, library, machinery, etc.,
- o) Details of institutions of higher education within a radius of 10 Kms
- p) Any other information the Agency deems fit to be mentioned

- q) The Agency should pay the consideration fee, affiliation fee, endowment, etc., as prescribed by the University from time to time.
- r) For the applications received for further affiliation after the prescribed date i.e **31st October**, late fee of Rs. 2,000/- shall be paid for every month (November to April) for each course.
- 4) The University shall invite the Agency in the month of November to present its project to the officials / experts, before placing the same before the Syndicate for consideration.

PART - II

- a) The Agency shall have to send the prescribed application simultaneously, to the Government of Tamil Nadu and obtain necessary permission to start a College / Institution.
- b) If the Agency desires to start an Institution to impart instruction exclusively for Information Technology and Management, it should approach the AICTE, New Delhi as well to get their approval.
- c) Further processing of the Proposal of the Agency for granting affiliation by the University shall be taken up as soon as the permission of the Government / and the approval of the AICTE are produced.
- d) The permission of the Government / and the approval of the AICTE should reach the University at the latest by end of April in the academic year in which the application was sent to the University.
- e) Soon after the permission from the Government / and the approval by the AICTE are produced by the Agency, the University shall send its first commission to study and observe the situation and preparations made by the Agency to start the proposed college / institute
- f) Based on the report and the recommendations of the first commission, a second commission consisting of subject experts and educational administrators shall be sent to the college to observe and study the infrastructural facilities and other provision made available to conduct the courses if affiliation is granted by the University. If necessary, the University may send its third commission too before granting affiliation.
- g) As the entire process of granting by the University at this level may require a minimum of two or three months, the Agency should produce the permission of the Government / and the approval of the AICTE to the University by the end of the April, so that the college may start its functioning in July. Delay, if any in this regard may lead to deferring the consideration for affiliation by one more year.

- h) The Agency is hereby informed to follow an almanac of its own from the Date of submission of its proposal till affiliation is granted by the University. This would help both the Agency and the University to get things processed and completed within the time frame.
- i) The proposal submitted by the Agency would be valid for one year only. In case of the University is not granting affiliation during year applied for, the Agency will have to submit fresh proposals as per the prescriptions of the University if its intends to start a college / institution in the subsequent year / years.
- j) Submission of application / proposal on time along with the consideration fee prescribed, producing of orders of permission by the Government / approval of AICTE etc., are not prerogatives of the Agency to get affiliation granted by the University. Fulfillment of the conditions of affiliation laid by the University shall be the cardinal prerequisite on the part of the college.

PART – III

- i. The Colleges shall have a Managing Committee duly constituted as per the provision contained in the Tamil Nadu Private Colleges (Regulation) Act 1976.
- ii. An Endowment amount as prescribed by the University shall be provided in the form of a Fixed Deposit in a Scheduled / Government Bank of a Financial institution approved by the Government in the Joint names of the Registrar, Tamil Nadu Physical Education and Sports University, Chennai, and the Secretary / correspondent of the College.
- iii. A minimum of 10 acres of land is necessary for a college in rural area and 5 acres in urban area in one compact block.
- iv. The Principal and the members of the staff of the college shall reside within a radius of **five Km** from the college.
- v. The title deed of the land should be in the name of the Agency without any encumbrance and the title of the land should be transferred in the name of the college when first affiliation is granted.

Buildings and Accomodation:

- vi. The buildings for itself can be three storeyed building preferably with a minimum span of 30 feet with sufficient provision for verandah of 10 feet to spare as much space as possible.

- vii. A minimum of 10 Sq.ft. per student should be provided in the case of class – room / lecture halls.
- viii. An area of 30 Sq.ft. per student should be provided for laboratory for ancillary level and 50 Sq.ft. per students for laboratory for Major level.
- ix. In the case of B.P.Ed., Degree Course strength should not exceed 50 and to provide 10 Sq.ft. per student.
- x. In regard to Exercise Physiology & Nutrition & Bio-mechanics in the degree standard a classroom may have a maximum 40 students.
- xi. Separate classrooms shall be made available for each section.
- xii. The College should have permanent buildings consisting of the following:-
 - (i). Room for the Principal with toilet facilities
 - (ii). College Office – a hall with 3 or 4 rooms which includes a store room, record room etc.,
 - (iii). Visitor's Hall
 - (iv). Staff room with toilet facilities / separately for women
 - (v). Students Common room / separately for women
 - (vi). Toilet facilities for the staff and students separately
 - (vii). Cycle stand and lunch room for the day scholar students – Boys / Girls separately
 - (viii). Adequate power and water supply
 - (ix). Rest rooms for women with toilets separately for teachers and students

xiii. Laboratory

- (i). A laboratory meant for a particular subject should have separate lecture hall attached to it.
- (ii). There should be separate arrangements for a store room, preparation room, dark room etc.,
- (iii). Staff room with toilet facilities

- (iv). Laboratories should be well equipped with necessary equipments.
- (v). Suitable furniture should be provided in the lecture hall, staff room and in other places.
- (vi). The plans for each should be got approved by the University.
- (vii). Teaching aids for all the subjects should be purchased as per the suggestions of the commission

xiv. Library

- (i). The library should be housed in separate buildings. If it is to be housed in the main building of the college, it should be in the ground floor.
- (ii). The space in the library should be as prescribed by the University
- (iii). It should have separate areas set apart for journals, reference, etc.,
- (iv). It should have adequate furniture fittings, equipments, etc for the use of the students, teachers and other in the college
- (v). Financial provision should be made for purchase of books as per the suggestions of the commission.

xv. Games

- (i). The college should have provision of out-door and in-door games and play fields for both men and women
- (ii). Qualified Physical Education Director / Director'ss, markers / Assistants shall be appointed as specified by the University.
- (iii). Play materials, equipments, etc should be procured and supplied in sufficient quantities.

xvi. Hostels

- (i). There should be fully residential hostel facilities for the total sanctioned strength of the students – separately for men and women
- (ii). Each hostel should be self – sufficient with adequate toilet facilities, supply of power and water.
- (iii). The hostels should be, as far as possible, within the land area of the college

xvii. THE STAFF

- (i). Only qualified persons should be appointed both for teaching and administration
- (ii). Norms and procedures given by the Government / University should be observed in selection and appointment.
- (iii). Salary should be fixed and paid as stipulated by the Government / University / UGC.

xviii THE UNIVERSITY RESERVES THE RIGHT TO WITHDRAW THE AFFILIATION OF A COLLEGE / INSTITUTION IF THE CONDITIONS ARE NOT FULFILLED .

Tamil Nadu Physical Education and Sports University, Chennai

Guidelines for sending proposals for granting further affiliation of courses in the affiliated colleges.

- A. Under normal circumstances the University may grant further affiliation subject to a maximum of four courses in any academic year.
- B. Application for further affiliation should be submitted, along with necessary enclosures, **between 1st July and 31st October**, in a calendar year in which further affiliation is sought.
- C. The application for further affiliation will be valid for **ONE YEAR ONLY**.
- D. The application for grant of further affiliation should be accompanied by a Demand Draft from any bank for Rs. 10,000/- (Rupees Ten thousand Only) in favour of The Registrar, Tamil Nadu Physical Education and Sports University, Chennai payable at Chennai.
- E. The college shall apply for further affiliation of courses only in the prescribed form.
- F. If the college intends to apply for more than one course, separate applications should be submitted for each course.
- G. Before seeking affiliation, the management should verify the availability of syllabus for the course from the University.
- H. Affiliation will not be considered for a course for which syllabus is not available.
- I. The Ancillary subjects proposed to be offered should be permissible under the regulations of the University.
- J. In the case of an Autonomous College, the college should have the syllabus and regulations for the proposed course approved by the Academic Authorities of the college at the time of submitting the application. A copy of the approved syllabus should also be sent along with the application.
- K. The college will be insisted to present its case before an expert committee in the month of November on a date fixed by the University to justify the grant of further affiliation sought for.
- L. After scrutiny, on the recommendations of the Affiliation Committee, Commissions will be sent to study and observe the preparedness of the college to start the courses.

M. The Syndicate, on the recommendations of the Affiliation Committee, will grant further affiliation for the new courses.

N. Application for further affiliation will be considered by the Syndicate only in the case of Colleges, which have fulfilled all the conditions of affiliation for the existing courses.

O . Other Information :

- (i). The institutions that intend to start new courses should send their applications in the form as prescribed before the last date i.e., 31st October.
- (ii). The application submitted for further affiliation will be valid for **ONE YEAR ONLY**.
- (iii). Separate application should be submitted **for each subject** for grant of further affiliation

P. Remittances of Fees:

Name of Fee	Mode of Payment
I. Application Fee/Consideration Fee	Demand Draft from any Bank drawn in favour of The Registrar, Tamil Nadu Physical Education and Sports University, Chennai payable at Chennai.
II. Affiliation Fee	
III. Inspection Commission Charges	
IV. Endowment Fee	In the form of Fixed Deposit Receipt in the Joint names of the Secretary/Correspondent of the College and The Registrar, Tamil Nadu Physical Education and Sports University, Chennai.

Notes : The Inspection Commission fee shall be paid by the College as fixed by the University from time to time for each visit.

Tamil Nadu Physical Education and Sports University Chennai

Prescription of Various Fees for Affiliation

(Comes into effect from the Academic Year 2006-07 and shall be modified from time to time with the approval of the Syndicate)

1	Consideration / Application Fee	-	10,000.00	
2	Late fee (November – April)	-	2,000.00 p.m	
3	i) Basic Endowment for a New College (For more than one Courses)	-	2,00,000.00	
	ii) Basic Endowment for a Single Faculty College	-	1,00,000.00	
4			Affiliation Fee	Endowment Fee
	a) Under Graduate Courses		2,00,000.00	50,000.00
	b) Post Graduate Courses		3,00,000.00	1,00,000.00
	M.Phil – Any subject		1,00,000.00	50,000.00
	c) Conversion Fee – One subject to another	-	50,000.00	
	d) Permanent Affiliation Fee –			
	i) UG Courses	-	1,00,000.00 per course	
	ii) Permanent Affiliation Fee – PG Courses	-	2,00,000.00 per course	
	e) Continuance of Affiliation Fee			
	UG Courses	-	25,000.00	
	PG Courses	-	50,000.00	
			Consideration Fee	Affiliation Fee
	f) Certificate Course		2,000.00	10,000.00
	g) Diploma Course		2,000.00	20,000.00
	h) P.G. Diploma Course		2,000.00	50,000.00

The Inspection Commission fee of Rs. 10,000/- shall be paid by the Educational Agency / Colleges or as fixed by the University from time to time.

Note:

In addition to the FDR towards Endowment in the Joint names of the Registrar, Tamil Nadu Physical Education and Sports University and the Secretary / Correspondent of the college, the Affiliation fee shall be paid for each subject in the form of **DD** drawn in favour of the **Registrar, Tamil Nadu Physical Education and Sports University** payable at **Chennai**.

**TAMIL NADU PHYSICAL EDUCATION AND
SPORTS UNIVERSITY
CHENNAI**

APPLICATION FOR GRANTING FRESH AFFILIATION TO COLLEGES

1. Name of the College :

2. Name and Address of the Trust / Agency :
(Enclose copy of the document)

3. Names of the Members of the Managing body :
and their Addresses
(Enclose copy of the document)

4. Copy of the Constitution of the Trust :
(Enclose copy of the document)

5. Objectives and Activities of the Trust :
(Enclose copy of the document)

-
6. Details of resources: -
 - a. Land for the College (enclose copy of the documents)
 - b. Assets of the Agency and Annual returns. (Enclose copy)
 - c. The quantum of Affordable inputs for 3 years. (Enclose copy)
 - 7 The year of starting the College Meant for Men / Women / Both
 - 8 Courses to be started
 - 9 Details of College Building facilities (Enclose the copy of the documents)
 - 10 Details of Hostel Building facilities (Enclose the copy of the documents)

11 Details of Play Grounds :
(Enclose the copy of the documents)

12 Details of Library Building :
Books, Journals, Periodicals etc
(Enclose the copy of the documents)

13 DETAILS OF :

a) Class rooms

b) Laboratories :

c) College Office

d) Staff room / Men / Women :

e) Toilet Men / Women / Staff

f) Water facilities

g) Electricity

h) Medical facilities:

(Enclose the copy of the documents)

14 NAME OF THE PRINCIPAL WITH :
EDUCATIONAL QUALIFICATION
AND SERVICE PARTICULARS

(Enclose the copy of the documents)

- 15 LIST OF THE TEACHING STAFF WITH :
EDUCATIONAL QUALIFICATION AND
SALARY PARTICULARS (ENCLOSE
THE COPY OF THE DOCUMENTS)
- 16 LIST OF NON-TEACHING STAFF WITH :
EDUCATIONAL QUALIFICATION AND
SALARY PARTICULARS (ENCLOSE
THE COPY OF THE DOCUMENTS)
- 17 LIST OF SPECIAL STAFF WITH :
EDUCATIONAL QUALIFICATION AND
SALARY PARTICULARS
(Enclose the copy of the documents)
- 18 FINANCIAL PROVISIONS MADE FOR :
CAPITAL EXPENDITURE ON
BUILDING, EQUIPMENTS, LIBRARY,
LABORATORY HOSTELS ETC.,
(Enclose the copy of the documents)
- 19 DETAILS OF PHYSICAL EDUCATION / :
ALLIED INSTITUTIONS OF HIGHER
EDUCATION WITHIN THE RADIUS OF
10 K.M
- 20 DETAILS OF NOC FROM TAMIL :
NADU GOVERNMENT. (ENCLOSE
THE COPY OF THE DOCUMENTS)

21 DETAILS OF RECOGNITION FROM
NCTE
(Enclose the copy of the documents)

22 ANY OTHER INFORMATION DEEMED
FIT TO BE MENTIONED

Declaration

I hereby declare that the particulars furnished above are correct and that admission of students in the proposed course shall be made only after the affiliation is granted by the Tamil Nadu Physical Education and Sports University, Chennai.

I also hereby declare that the Management of the College shall abide by the Conditions to be prescribed by the University while granting affiliation for the course and from time to time thereafter.

Station:

Signature of the Secretary

Date:

(with seal)

**TAMILNADU PHYSICAL EDUCATION AND SPORTS UNIVERSITY,
CHENNAI**

APPLICATION FOR GRANTING CONTINUOUS AFFILIATION TO AFFILIATED COLLEGES

1. Name of the College :

2. Name and Address of the Trust / Agency :
(Enclose copy of the document)

3. Names of the Members of the Managing body and their Addresses :
(Enclose copy of the document)

4. Copy of the Constitution of the Trust :
(Enclose copy of the document)

5. Objectives and Activities of the Trust :
(Enclose copy of the document)

6. Details of resources: -
 - a. Land for the College (enclose copy of the documents) :

 - b. Assets of the Agency and Annual returns. (Enclose copy) :

- a. The quantum of Affordable inputs for :
3 years. (Enclose copy)

7 The year of starting the College
Meant for Men / Women / Both

8 Courses that are being offered :

9 No & Date of the order in which
affiliation was last granted and the name
of the University concerned
(copy to be enclosed together with
conditions stipulated by the University
concerned for the affiliation)

10 Details of College Building facilities
(Enclose the copy of the documents)

11 Details of Hostel Building facilities
(Enclose the copy of the documents)

12 Details of Play Grounds
(Enclose the copy of the documents)

13 Details of Library Building
Books, Journals, Periodicals etc.,
(Enclose the copy of the documents)

14 DETAILS OF :

- a) Class rooms
- b) Laboratories
- c) College Office
- d) Staff room / Men / Women
- e) Toilet Men / Women / Staff
- f) Water facilities
- g) Electricity
- h) Medical facilities
(Enclose the copy of the documents)

15 NAME OF THE PRINCIPAL WITH
EDUCATIONAL QUALIFICATION
AND SERVICE PARTICULARS
(Enclose the copy of the documents)

16 LIST OF THE TEACHING STAFF :
WITH EDUCATIONAL
QUALIFICATION AND SALARY
PARTICULARS (ENCLOSE THE COPY
OF THE DOCUMENTS)

- 17 LIST OF NON-TEACHING STAFF :
WITH EDUCATIONAL
QUALIFICATION AND SALARY
PARTICULARS (ENCLOSE THE COPY
OF THE DOCUMENTS)

- 18 LIST OF SPECIAL STAFF WITH :
EDUCATIONAL QUALIFICATION
AND SALARY PARTICULARS
(Enclose the copy of the documents)

- 19 FINANCIAL PROVISIONS MADE FOR :
CAPITAL EXPENDITURE ON
BUILDING, EQUIPMENTS, LIBRARY,
LABORATORY HOSTELS ETC.,
(Enclose the copy of the documents)

- 20 DETAILS OF PHYSICAL EDUCATION :
/ ALLIED INSTITUTIONS OF HIGHER
EDUCATION WITHIN THE RADIUS
OF 10 K.M

- 21 DETAILS OF NOC FROM TAMIL :
NADU GOVERNMENT. (ENCLOSE
THE COPY OF THE DOCUMENTS)

- 22 DETAILS OF RECOGNITION FROM :
NCTE
(Enclose the copy of the documents)

- 23 ANY OTHER INFORMATION :
DEEMED FIT TO BE MENTIONED

Declaration

I hereby declare that the particulars furnished above are correct and that admission of students in the proposed course shall be made only after the **Continuous Affiliation** is granted by the Tamil Nadu Physical Education and Sports University, Chennai.

I also hereby declare that the Management of the College shall abide by the Conditions to be prescribed by the University while granting Continuous Affiliation for the course and from time to time thereafter.

Station:

Signature of the Secretary

Date:

(with seal)

**TAMIL NADU PHYSICAL EDUCATION AND SPORTS
UNIVERSITY
CHENNAI**

**APPLICATION FOR GRANTING PERMANENT AFFILIATION TO
AFFILIATED COLLEGES**

1. Name of the College :

2. Name and Address of the Trust / Agency (Enclose copy of the document) :
3. Names of the Members of the Managing body and their Addresses (Enclose copy of the document) :
4. Copy of the Constitution of the Trust (Enclose copy of the document) :
5. Objectives and Activities of the Trust (Enclose copy of the document) :

-
6. Details of resources: -
 - a. Land for the College (enclose :
copy of the documents)
 - b. Assets of the Agency and :
Annual returns. (Enclose copy)
 - c. The quantum of Affordable :
inputs for 3 years. (Enclose
copy)
 - 7 The year of starting the College :
Meant for Men / Women / Both
 - 8 Courses that are being offered :
 - 9 No & Date of the order in which :
affiliation was last granted and the
name of the University concerned
(copy to be enclosed together with
conditions stipulated by the
University concerned for the
affiliation)

10 Details of College Building facilities :

(Enclose the copy of the documents)

11 Details of Hostel Building facilities :

(Enclose the copy of the documents)

12 Details of Play Grounds :

(Enclose the copy of the documents)

13 Details of Library Building :

Books, Journals, Periodicals etc.,

(Enclose the copy of the documents)

14 DETAILS OF :

a) Class rooms :

b) Laboratories :

c) College Office :

- a) Staff room / Men / Women :
- b) Toilet Men / Women / Staff :
- c) Water facilities :
- d) Electricity :
- e) Medical facilities :

(Enclose the copy of the documents)

- 15 NAME OF THE PRINCIPAL WITH EDUCATIONAL QUALIFICATION AND SERVICE PARTICULARS

(Enclose the copy of the documents)

- 16 LIST OF THE TEACHING STAFF WITH EDUCATIONAL QUALIFICATION AND SALARY PARTICULARS (ENCLOSE THE COPY OF THE DOCUMENTS)

- 17 LIST OF NON-TEACHING STAFF WITH EDUCATIONAL QUALIFICATION AND SALARY PARTICULARS (ENCLOSE THE COPY OF THE DOCUMENTS)

- 18 LIST OF SPECIAL STAFF WITH EDUCATIONAL QUALIFICATION AND SALARY PARTICULARS

(Enclose the copy of the documents)

- 19 FINANCIAL PROVISIONS
MADE FOR CAPITAL
EXPENDITURE ON BUILDING,
EQUIPMENTS, LIBRARY,
LABORATORY HOSTELS ETC.,
(Enclose the copy of the
documents)
- 20 DETAILS OF PHYSICAL
EDUCATION / ALLIED
INSTITUTIONS OF HIGHER
EDUCATION WITHIN THE
RADIUS OF 10 K.M
- 21 DETAILS OF NOC FROM
TAMIL NADU GOVERNMENT.
(ENCLOSE THE COPY OF THE
DOCUMENTS)
- 22 DETAILS OF RECOGNITION
FROM NCTE
(ENCLOSE THE COPY OF THE
DOCUMENTS)
- 23 ANY OTHER INFORMATION
DEEMED FIT TO BE
MENTIONED

Declaration

I hereby declare that the particulars furnished above are correct and that admission of students in the proposed course shall be made only after the **Permanent Affiliation** is granted by the Tamil Nadu Physical Education and Sports University, Chennai.

I also hereby declare that the Management of the College shall abide by the Conditions to be prescribed by the University while granting Permanent Affiliation for the college and from time to time thereafter.

Station:

Signature of the Secretary

Date:

(with seal)

APPENDIX - XV

(See Statutes 5 and 26 of Chapter X)

LAND REQUIREMENT FOR THE CAMPUS OF A NEW COLLEGE

(Subject to modification by Syndicate)

The following shall be the land requirements for the campus of a new college:

College of Physical Education:

The campus for a college of Physical Education situated in an Urban Area and Rural Area shall have the land to the extent as stipulated by the NC'TE from time to time in force and as recognized the University.

APPENDIX -XVI

(See Statutes 6 and 26 of Chapter X)

NORMS FOR LABORATORY, LECTURE ROOM AND LIBRARY

(Subject to modification by Syndicate)

I. LABORATORY:

Average laboratory area per undergraduate student:

40 Sq.ft for subsidiary / Minor, 60 Sq.ft for main subjects. In determining the areas of graduate laboratories, the basis of calculation will respectively be as follows:-

a) Number of undergraduates doing practical work at a time. The plinth area of laboratory buildings in the Colleges may be determined generally as carpet area of laboratory plus 50 % thereof. This will provide sufficient accommodation for verandahs, laboratory blocks, stair case etc.

II. Lecture room area per student:

12 Sq.ft per student provided no lecture room has an area less than 400 Sq.ft Some of the lecture rooms for Science classes should be provided with preparation rooms with an area of about 300 Sq.ft.

III. Average space for store-room:

1000 to 2000 Sq.ft per 100 to 150 students.

IV. Sports Equipments Lab:

A minimum space of about 1000 Sq.ft.

V. Library:

1) Location: The Library should be centrally located with reference to buildings of faculties and departments, laboratories and hostels.

2) Rooms to be provided are as follows:

i) General Reading Room

ii) Store Room

3) Size of Rooms:

Reading Room -- The average area per reader in the Reading room should be 2.33 m². minimum.

Note: The size of the reading table should be 2.4 x 0.6 m. The Centre to Centre distance between the two consecutive rows of reading room tables should be 1.8m with seating arrangements on one side of the table only.

APPENDIX - XVII

(See Statute 35 of Chapter X)

LIST OF AFFILIATED COLLEGE OF TAMIL NADU PHYSICAL EDUCATION
AND SPORTS UNIVERSITY

- 1 Y.M.C.A. College of Physical Education,
Nandanam, Chennai-35
- 2 Maruthi College of Physical Education,
SRKV post, Coimbatore-641020
- 3 Dr. Sivanthi Aditanar College of Physical Education,
Tirunelveli Road, Tiruchendur.
- 4 Sri Sarada College of Physical Education for Women,
Fairlands, Salem -636016
- 5 Vivekanandha College of Physical Education for Women,
Elayampalayam, Tiruchengodu, Namakkal Dist-637205
- 6 Selvam College of Physical Education,
Pappinickanpatty, Namakkal-637003
- 7 Meenatchi Physical Education College, Thathanur Post,
Udayarapalayam (TK)-621804
- 8 Koviloor Andavar College of Physical Education and Sports Science,
Koviloor Madalayam, Koviloor - 630307, Sivagangai Dist.
- 9 Christian College of Physical Education,
K.P. Road, Nagercoil-3.
- 10 St. John's College of Physical Education
Veeravanallur, Tirunelveli Dist Pin code: 627 426
11. SKT College of Education, Velankanni Main Road, Anthapettai,
Nagapattinam District.
12. Sri Renugambal College of Physical Education, C.C. Road,
Ettivadi, Polur Taluk, Thiruvannamalai District

Such of those colleges of Physical Education to be affiliated in future

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