

## **STATUTES**

### **Introduction**

The Mother Teresa Women's University was established as per Mother Teresa Women's University Act 1984 (Tamil Nadu Act No. 15 of 1984).

This book called as 'Laws of the University' consists of two parts, Part 1 is a reproduction of Tamil Nadu Mother Teresa Women's University Act No. 15 of 1984 as amended till date. Part II consists of statutes prepared by the University as required under the provisions of the Act. These statutes have received the assent of the Chancellor communicated in letter No.4843/A2/85 dated 12<sup>th</sup> August, 1985.

The statutes may be referred to as Statute No I of Chapter No. 1 to 3 and Statute No II of Chapter No 4 to 11.

# STATUTES OF MOTHER TERESA WOMEN'S UNIVERSITY

## KODAIKANAL

### CHAPTER I

#### Preliminary

#### 1. Short title and Commencement:

- a) These laws shall be called as “Laws of the Mother Teresa Women’s University”.
- b) “Mother Teresa Women’s University” was established as per the Tamil Nadu Mother Teresa Women’s University Act No. 15 of 1984 for furthering the advancement of learning and prosecution of research in studies on Women’s Welfare and for the purpose of providing consultancy and monitoring services for welfare schemes relating to women. This University is of unitary type designed to develop research facilities in the studies relating to women in general and in particular studies relating to rural or destitute women and to institute degrees, titles, diploma and other academic distinctions for women and to do all such acts and things incidental to the objects referred to above.

#### 2. Act and Statutes:

In these laws, the sections and sub-sections of the Act reproduced and mentioned in the statutes, shall be cited by the serial numbers of the sections and sub-sections as given in the Act. The Statutes are numbered serially for every chapter and cited as ‘Statutes’ only.

#### 3. Definitions:

In these laws, unless the context otherwise requires.

- a) “Act” means the Mother Teresa Women’s University Act No.15 of 1984 and ‘section’ means the section of the Act.
- b) “Laws” of the University means the provisions of the Act and the statutes made by the Executive Council of the University and assented to by the Chancellor of the University.

- c) “Statutes” means the statutes of the University made under this Act.
- d) “Prescribed” means prescribed by this Act or the Statutes.
- e) “Government” means the Tamil Nadu Government.
- f) “Clear days” means that the time is to be reckoned exclusive of both the first and last days.
- g) “The Gazette” means the Tamil Nadu Government Gazette.
- h) “Resolution” means a substantive proposition originally moved or finally adopted.
- i) “Motion” means anything moved either by way of resolution or amendment.
- j) “Officers”, “Authorities” means respectively the Officers and Authorities of the Mother Teresa Women’s University.
- k) “Teachers” means Professors, Emeritus Professors, Associate Professors, Assistant Professors, Special Fellows and other like persons as may be declared by the statutes to be teachers.
- l) “University” means the Mother Teresa Women’s University
- m) “University Library” means a library maintained by the University.
- n) “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 recognized as such by the University under this Act.
- o) “University Grants Commission” means the Commission established under section 4 of the University Grants Commission Act 1956 (Central Act 3 of 1956).
- p) “Recognized institution” means an institution affiliated to or associated with or maintained by any other University in the State and recognized by the Mother Teresa Women’s University for a specific purpose and
- q) “Research Centre” means a research organization maintained by the Mother Teresa Women’s University.

#### **4. Hours of Business:**

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

**5. Validity of Acts done on the day following Dies non:**

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

**6. Despatch of Notices and Papers:**

Any notice, intimation or information required to be given and any paper, minutes or proceedings required to be sent to any person by the Laws shall, unless otherwise provided, be given or sent by delivery through messenger or despatch through post to the address of the person.

**7. Addresses:**

Every officer of the University and every member of a University authority or body appointed under the Laws, or any candidate for any examination for a course of study or for any convocation shall furnish to the Registrar or any other officer so designated for that specific purpose, her postal address and subsequent changes if any, thereon to which communication intended to her from the University are to be sent and despatched as stipulated in Section 6 shall be sufficient compliance, with the requirements of the Laws as to notice.

## CHAPTER II

### OFFICERS OF THE UNIVERSITY

#### (A) THE VICE-CHANCELLOR

##### General

1. The Vice-Chancellor shall be the academic and administrative head and Chief Executive Officer of the University.
2. In addition to the powers and duties conferred on the Vice-Chancellor by the act, it shall be competent to the Vice-Chancellor to:
  - a) sanction the creation of all technical and non-technical posts subject to provisions for the same in the budget;
  - b) create and/or fill temporary posts of all categories (other than those specified in Section 9 of the Act) for a period not exceeding one year at a time subject to the provision of the same in the budget;
  - c) abolish or retrench such posts which are considered superfluous in the University, subject to the protection given to the individuals in such posts.
3. She shall have power:
  - a) To constitute ad-hoc committees for any specific purpose;
  - b) To depute officers, teachers and other employees of the University on University work;
  - c) To permit the teachers and officers to attend the meetings and conferences recognized by the University within and outside the state;
  - d) To recommend and forward to the University Grants Commission and Union Ministry of Education, the proposals made by the University teaching departments, constituent and recognized institutions for grant of financial assistance under various schemes.

4. She shall have power:
  - a) to sanction casual leave to the officers and heads of departments of the University;
  - b) to sanction leave of all kinds other than casual to the officers of the University, Heads of Departments and her personal staff.
5. She shall have power to authorize the publication of results of the examinations.
6. The Vice-Chancellor may visit or cause an inspection and ask for a report,
  - i. on the general conditions and teaching equipment of any institution maintained or recognized by the University or any hostel;
  - ii. for negotiating the terms and conditions for the taking over of any institutions by the University.
7. To make arrangements for the additional charge in leave vacancies and such other temporary vacancies where appointment of substitutes are not required.
8. The Vice-Chancellor shall be competent to transfer any employee or post from one institution or department maintained by the University.
9. To declare the satisfactory completion of the probation of the teachers and officers of the University provided the necessary formalities prescribed for each category are observed faithfully.
10. The Vice-Chancellor shall arrange to get the names of two persons nominated, one each by the Academic Committee and Executive council as required in sub-section (2) of section 12 of the Act and shall intimate the names to the Chancellor three months prior to the expiry of her term of office.
11. For purpose of sub-section 4 of section 12, the seniority of the professor will be determined with reference to her service as Professor in the University.
12. **Delegation of powers:**

The Vice-Chancellor may delegate to a person or body any of her administrative powers and functions other than those to be exercised by herself under the laws of the University.

**13. Representation of the University in other organizations:**

The Vice-Chancellor shall be the representative of the University on the Association of the Universities both in India and abroad. In case she is unable to attend meetings, she may depute a person/officer of the University to represent the University at such meetings, with the concurrence of the Chancellor. The Vice-Chancellor, when deputed by the Executive Council on University business to countries outside India, such deputation shall have the approval of the Chancellor.

**14. Deputation of Vice-Chancellor**

The Vice-Chancellor may be deputed by the Executive Council on University business or in the public interest to any part of India or outside India. The period of deputation outside Mother Teresa Women's University area shall not exceed one month each time.

It shall be competent for the Executive Council to make the requisite arrangements for exercising the powers and performing the duties of the Vice-Chancellor during the period of deputation, with the approval of the Chancellor, provided that the arrangements made shall be such as not to entail any additional expenditure to the University.

The Vice-Chancellor shall also exercise all such powers not expressly mentioned herein which are necessary for or incidental to the carrying on of the administration of the University and its affairs and report to the appropriate authorities of the action taken.

The Chancellor shall sanction all leave except casual leave to the Vice-Chancellor.

**15. Financial Powers:**

a) The Vice-Chancellor shall have the power to sanction in consultation with the Executive Council Grants-in-aids to researches and fellowship from the University Fund and the funds placed at the disposal of the University by the Government or by other agencies for the said purpose.

- b) To sanction deputation of delegates to Conferences and Seminars etc, conducted in other parts of India.
- c) To sanction the convening of Seminars, Conferences, Committees, discussion groups, etc., not exceeding Rs.25,000/-
- d) To sanction advances for the Chief investigators of scheme and projects which are financed by the outside agencies and report to the Executive Council.
- e) To accord administrative sanction for all works, repairs or original at a maximum estimate of Rs.1,00,000 provided that following conditions are satisfied.
  - i. The work is one included in a scheme approved by the Executive Council
  - ii. Funds have been provided in the University Budget.
- f) To accept tenders for work or tenders or quotations for supplies required upto an estimate of Rs.5,00,000 if it is the lowest, otherwise to take it to the Executive council with the recommendation of the Vice-Chancellor provided if the value of the work to be done or supplies to be made, the Vice-chancellor can herself decide to accept tenders or quotations which are not the lowest recording reasons therefor.
- g) To sanction any expenditure upto Rs.20,000 and re-appropriation of funds upto Rs.1,00,000/- from one major head to another provided that such sanction and the re-appropriation do not involve a liability which extends beyond the financial year in question.
- h) To sanction reimbursement of amounts spent by the employees of the University for the purchase of medicine according to the rules in force in the Government of Tamil Nadu.
- i) To sanction all loans and advances to employees of the University provided all conditions prescribed by the Executive Council are satisfied.
- j) To sanction permanent advances of the officers and Head of Institution under the University.



- k) To countersign the T.A bills of the Registrar, the Finance Officer, the Controller of Examinations, Dean and Head of the Departments in the University.
- l) To authorize 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.
- m) To open new Heads of accounts, if there is an urgency and report to the Finance Committee.
- n) To effect purchase of patent equipments, machines, instruments and other such goods, provided there is budgetary allocation and report to the appropriate bodies.
- o) To sanction refund of deposits of earnest money securities etc., on the basis of the recommendation of Head of the Departments.
- p) The Vice-Chancellor shall have such other financial powers as may be delegated by the Executive Council from time to time.
- q) The Vice-Chancellor shall have power to write off the irrecoverable value of shortage of stock or irrecoverable loss of money occasioned by fraud or neglect of duty by the University employee or otherwise upto a total amount of Rs.1,000/- in a year. If the amount to be written off in a year exceeds Rs.1,000/-, the Executive Council shall accord the necessary sanction for the purpose.

#### **b) THE REGISTRAR**

##### **1. General:**

The Registrar shall receive such emoluments and perquisites as may be determined by the Executive Council under the advice of the Finance Committee.

2. The Registrar shall not be eligible for election or for appointment as a member of any of the authorities of the University.

3. The Registrar shall be governed as regards leave, provident fund, insurance, retirement benefits and disciplinary proceedings by the Statutes governing the conditions of service of the non-academic staff of the University, if she is received on deputation.

4. The Registrar shall not absent herself from work without the prior permission of the Vice-Chancellor, if the period of absences is for 10 days or less and of the Executive council if the period is more than 10 days. When the period of absence is for 10 days or less, the Vice-Chancellor and when it is more than 10 days, the Executive Council shall make arrangements for the performance of the duties of the Registrar in such manner and on such terms as the Vice-Chancellor or the Executive Council respectively may decide.

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

6. She shall take all steps for the efficient working of the University Office, subject to the prior approval of the Vice-Chancellor.

7. The Registrar subject to the immediate direction and control of the Vice-Chancellor shall carry out her orders and render such assistance as may be required by the Vice-Chancellor in the performance of her official duties

8. The Registrar shall exercise such other powers as may be authorized by the Vice-Chancellor from time to time.

## **2. Disciplinary Powers:**

The Registrar shall have the power to take disciplinary action against such of the employees excluding Finance officer, teachers of the University and academic staff as may be specified in the orders of the Executive Council and to suspend them pending inquiry, to administer warnings to them or to impose on them the penalty of censure or withholding of increments, provided that no such penalty shall be imposed unless the person concerned has

been given a reasonable opportunity of showing cause against the action proposed to be taken in regard to her.

### **3. Financial Power:**

- a) She shall call for quotations for printing minutes of meetings, reports etc., from private presses and accept the lowest quotation.
- b) She shall sanction expenditure on account of bills for printing at the Government Press or Co-operative Press subject to the budget provision.
- c) She shall sanction expenditure for the printing of reports, proceedings etc., at private presses on the basis of the lowest among quotation subject to the budget provision.
- d) She shall sanction the printing of new forms and registers except for the financial transactions of the University.
- e) She shall sanction the purchase of service postage stamps upto a limit of Rs.2,500/- at a time.
- f) She shall sanction purchases not exceeding Rs.2,000/- after obtaining necessary quotations, if such purchases are urgent and budgetary provision is available.
- g) She shall sanction the petty item of contingent expenditure upto Rs.200/- only on each occasion in the University Office under the head "Office expenses and miscellaneous".
- h) She shall sanction the indents for stationery articles from the University or to purchase them from the co-operative or Government stores and to issue articles to the subordinate institutions according to necessity.
- i) She shall sanction according to rules, the release of Security/Personal deposits including the deposits in the academic departments or library except the security deposits for building work after ascertaining non liability of the depositor from all departments under the University.
- j) She shall engage coolies for carrying out office work on a casual basis and not on monthly or other long term or semi long term basis, after obtaining the prior sanction of the Vice-Chancellor.

- k) She shall countersign along with the Finance Officer any cheque of the University for amounts exceeding Rs. 10,000/-
- l) She shall call for quotation and tenders whenever necessary and prepare comparative statements, scrutinize the quotations and tenders and make recommendation along with the Finance Officer for acceptance and otherwise, the quotations and tenders to the Vice-Chancellor or the Executive Council.
- m) She shall sign contracts and other agreements on behalf of the University under the orders of the Vice-Chancellor.

#### **4. Access to University Records:**

The Registrar shall on application previously made for the purpose, fix a convenient hour, arrange any member of a Faculty or Academic Committee to have access to the proceedings of the body in which she is a member. The members of the Executive Council shall have access to all the documents of the University Office, except those connected with the examination and those of a confidential nature.

#### **5. Resignation:**

The Registrar may be writing under her hand inform the Vice-Chancellor her intention to resign or revert back to her parent department, after giving three months notice and it shall be competent for the Executive council on the recommendation of the Vice-chancellor to accept her resignation or reversion.

It shall be in the power of the Executive Council to dispense with the services of the Registrar at any time on payment to her of six months' salary and it may at any time discharge her from its services without notice or compensation in the event of misconduct on her part or of a breach by her of any of the conditions on which she was engaged. In the case Registrar is appointed on deputation from other services, the Executive Council is competent to revert her to her original department when it deems fit to do so.

### **(C) THE FINANCE OFFICER**

Subject to the general direction and control of the Vice- Chancellor, the Finance Officer shall be in charge of the Finance, Accounts and Audit Branch of the University in performing the following duties in addition to those stipulated in the Act.

1. She shall make all arrangements for the transaction of business for the meeting of the Finance Committee.
2. She 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.
3. She shall settle objections raised by the Audit appointed by the Government and carry out such instructions as may be issued by Government on that Audit Report under the direction of the Vice- chancellor.
4. She shall be responsible for placing the Audited Annual Accounts before the Executive Council as stipulated in the Act.
5. She shall, with the approval of the Vice- Chancellor, invest an amount not exceeding Rs.1,00,000 at a time in the nationalised bank and shall invest amounts over and above this with the approval of the Executive Council.
6. She shall scrutinise every item of new expenditure not provided for in the budget estimate of the University and advice the Vice- Chancellor for appropriate action.
7. She is responsible for realisation and will realise and receive grants or other money due to the University from Central and State Governments, University Grants Commission and other bodies, institutions and individuals.
8. She shall be the custodian and disbursing officer of the Mother Teresa Women's University funds and all payments received by her shall be credited to that fund.
9. She shall disburse all salary bills including arrears of salary not exceeding one year, contingent bills like electricity, water land and municipal tax, phone and other rental bills, recoup permanent advances, payment of all TA bills after ensuring that general sanction is received from the competent authorities.
10. She shall draw cheques on her own signature upto an amount of Rs.10,000 and with the countersignature of the Registrar, the cheques exceeding Rs.10,000.
11. She shall make all authorised payments out of the University funds.

12. She shall adopt with approval of the Finance Committee a method of Accounting or forms or registers for accounting in the University Office.
13. It shall be her duty to scrutinise the quotations and tenders received and countersign the comparative statement and make recommendations for accepting the tenders, quotations and otherwise.
14. She shall sanction petty claims of contingent expenditure upto Rs.200 only at a time to meet the day to-day requirements of the Finance Section.
15. She shall sanction purchases for the Finance Section not exceeding Rs.2,000 only after obtaining necessary quotations if such purchases are urgent and budgetary provision is available.
16. She shall with the approval of the Vice-Chancellor sanction payment of bills submitted by the Departments of Government and the Co-operative bodies for supplies effected on the basis of orders placed by competent authorities of the University provided if there is budget allotment.
17. The Finance Officer shall not be eligible for election or nominations as a member to any of the authorities of the University.
18. Notwithstanding anything contained in these laws, it shall be in the power of the Executive Council to revert the Finance Officer to her parent department, when it deems fit to do so, giving the Government reasonable time to make new appointment to the post.

**Stock Verification to be arranged:**

In regard to annual stock-verification, she shall report to the Vice- Chancellor in November of each year, the appointment of stock verifiers for various purposes, and the Registrar shall place before the Executive Council in December the proposals for consideration. The Executive Council shall appoint stock verifiers for the purpose and communicate such appointments to the Finance Officer, who shall ensure that the stock verification is conducted before the end of March or in the case of Laboratories and Institutions, before the end of June. The reports of stock verification shall then be placed before the Executive Council for orders.

## (d) THE CONTROLLER OF EXAMINATIONS

### 1. Mode of Appointment:

The Controller of Examinations shall be appointed by the Executive Council on the recommendation of a Selection Committee consisting of the Vice-Chancellor as Chairperson. One member of the Executive Council and one nominee of the Chancellor from outside the University, for a period of three years. She shall be eligible for re-appointment for another term of three years on the specific recommendations of the Vice-Chancellor.

### 2. \* UGC norms for the post of Registrar and Equivalent Posts

1. An Academician not lower in rank than that of a University Professor.
2. A Master's degree with at least 55% of the marks or its equivalent grade of B in the UGC seven point scale.
3. At least 15 years of experience as Lecture (Sr.Scale)/Lecturer with eight years in Reader's grade along with experience in educational administration.

(or)

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

(or)

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

[ \* His Excellency, the Governor – Chancellor has given consent for the above amendment - vide Governor's secretariat lr.No.608/U2/2005 dt:11.04.2005)

3. The emoluments and other terms and conditions of service of the Controller of Examinations shall be such as may be prescribed by the ordinances.

Provided that the Controller of Examinations shall retire on attaining the age of 58 or on the expiry of the period specified by the Executive Council, whichever is earlier.

4. 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 her office, the duties of the office of the Controller of Examinations shall be performed by such person as the Vice- Chancellor may appoint for the purpose.

## **5. 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 it shall be her duty to arrange with prior approval of the Vice- Chancellor the schedule for the preparation for all University Examinations and all other matters connected with University Examinations.
- (b) She shall be responsible for the safe custody of all papers, documents, certificates and other confidential files connected with the conduct of all University Examinations.
- (c) She shall keep the Minutes of the Meeting of Board Examiners and all committees appointed by the said Board.
- (d) She shall countersign the Travelling Allowances Bill and remuneration bills of Examiners and paper setters and all other bills relating to examinations.

### **6. Appointment of Examiners:**

The Examiners and question paper-setters shall be appointed by the Controller of Examinations with the prior approval of the Vice-Chancellor from a panel of names approved by the Executive Council.

She shall arrange to publish the results of all University Examinations with the approval of the Vice- Chancellor/the Executive Council.

The Controller of Examinations shall, in the exercise of the powers and the duties of her office, be subject to the immediate direction and control of the Vice- Chancellor and shall carry out her orders and render such assistance as may be required by the Vice- Chancellor in the performance of this duties.

### **9. Ineligibility for membership of any authority**

The Controller of Examinations shall not be eligible for nomination or election as a member of any of the University Authorities.



**10. Resignation/Reversion:**

The Controller of Examinations may in writing inform the Vice-Chancellor her intention to resign or revert back to her parent department after giving three months notice and it shall be competent for the Executive Council, on the recommendation of the Vice -Chancellor, to accept her resignation or reversion.

11. It shall be in the power of the Executive Council to dispense with the services of the Controller of Examinations at any time on payment to her of six months salary and it may at any time discharge her from its services without notice or compensation in the event of misconduct on her part or of a breach by her of any of the conditions on which she was engaged. In the case of Controller of Examinations appointed on deputation from other services, the Executive Council is competent to reverse her to her original department when it deems fit to do so.

**CHAPTER III**  
**AUTHORITIES OF THE UNIVERSITY**  
**(a) THE ACADEMIC COMMITTEE**

The Vice-Chancellor while nominating ten women members of the teaching staff, shall give representation to the Departments and the Professors by rotation. After choosing the Departments for a particular term, the senior most member in each of the departments who has not already served in the committee should be nominated. The ten teachers of the University to be nominated under this section shall consist of five Professors, three Readers and two Lecturers.

The Vice- Chancellor shall obtain from the Executive Council a panel of fifteen distinguished educationists in the State of Tamil Nadu or in other States and forward the same to the Chancellor two months prior to the expiry of the term of office of the sitting members. This will enable the Chancellor to nominate ten out of the fifteen.

The Voluntary Women's Organisation mentioned in the term (5) of Class II of Other Members of the Academic Committee of Chapter III shall be the following:

1. Guild of Service
2. Association of University Women
3. The Indian Red Cross Society
4. Srinivasa Gandhi Nilayam

The Executive Council may from time to time add to this list of Voluntary Women's Organisations with the approval of the Chancellor.

**1. Notice of Ordinary Meeting:**

The Registrar shall, under the direction of the Vice- Chancellor give not less than six week's notice of the date of an ordinary meeting along with the notice of the annual meeting. She shall also send to each member, copies of the annual report, the financial estimates as finally accepted by the Executive Council, and the annual accounts as audited.

## **2. Notice of Special Meeting:**

Not less than fifteen days notice shall ordinarily be given of a special meeting convened by the Vice- Chancellor or anrequisition by the members of the Academic Committee; but in case of urgency, the Vice- Chancellor shall convene a Special meeting at shorter notice.

Along with the notice of the meeting, the Registrar shall also send each member, a statement of the business to be transacted at the special meeting convened by the Vice- Chancellor and a copy of the resolution or resolutions with the name of the mover of each resolution to be moved at the special meeting convened on a requisition by members.

## **3. Date for forwarding resolutions at ordinary meetings:**

Any member who wishes to move a resolution at an ordinary meeting shall forward a copy of the resolution to the Registrar so as to reach her not less than thirty clear days before the date of the meeting.

A member who has forwarded a resolution may, by written intimation which shall reach the Registrar not less than two days before the date fixed for the despatch of the Agenda paper, withdraw the resolution.

The Registrar shall place all such resolutions before the Vice- Chancellor, who shall direct her to include such resolutions in the Agenda, provided that no resolution shall be admissible which does not comply with the following conditions.

- (a) It shall be clearly and precisely expressed and shall raise substantially one definite issue;
- (b) It shall not raise issues which do not fall within the powers of the University and the Academic Committee;
- (c) It shall not contain arguments, inference, ironical expression or defamatory statements, nor shall it refer to the character or conduct of persons except in their official or public capacity;
- (d) It shall not refer to any matter which is under adjudication by a Court of Law.

## **4. Business of Special Meeting:**

At a special meeting convened by the Vice- Chancellor on her initiative, no business other than that brought forward by the Executive Council or Vice-Chancellor shall be transacted. At a special meeting convened on a requisition by members, the resolution or

resolutions given notice of by members, and amendments thereto and such urgent business as may be brought forward by the Executive Council or the Vice-Chancellor shall alone be transacted.

**5. Inclusion of resolutions in agenda paper:**

The Registrar shall include in the agenda paper of the meeting, all resolutions of which due notice has been given which have not since been withdrawn in accordance with section 3 or directed by the Vice-Chancellor not to be included in the agenda under Section 3.

When any resolution is not included in the agenda paper under the direction of the Vice-Chancellor or any of the grounds mentioned in Section 3 above, the Registrar shall intimate the fact to the member stating the objective.

**6. Resolution on Ordinance and Regulations:**

Notwithstanding the notice for resolutions prescribed in section 3, any member who wishes to move a resolution on any report or statement by the Executive Council included in the agenda paper, or on any Ordinance or Regulation placed before the Academic Committee and included in the Agenda paper may do so by giving notice, of the resolution, which shall reach the Registrar not less than 9 clear days before the date of the meeting, provided that no such notice will be necessary in the case of resolutions relating to urgent business brought forward by the Executive Council or the Vice-Chancellor but not included in the Agenda. Resolution of which due notice has been received by the Registrar under this statute shall be included in the amended agenda paper.

**7. Date for Despatch of Agenda**

The Registrar shall under the direction of the Vice-Chancellor, issue to every member of the Academic Committee an Agenda paper, not less than 21 clear days before the date of ordinary meeting and less than 15 clear days before the day of a special meeting. The agenda shall specify the day, time and place of the meeting. The Executive Council or the Vice-Chancellor may bring any business which on her opinion is urgent before any ordinary or special meeting with shorter notice or with placing the same on the agenda paper. Non-receipt of the agenda by any member shall not invalidate the proceedings.

## **8. Notice of Amendment:**

Any member who wishes to move an amendment or a resolution on the agenda paper of any ordinary or special meeting of the Academic Committee shall forward a copy of the same to the Registrar so as to reach her not less than nine clear days before the day of the meeting at which the resolution is to be moved.

Provided that in the case of a special meeting convened by the Vice- Chancellor with less than 15 days notice, the Vice- Chancellor may accept amendments on shorter notice.

## **9. Amended agenda paper:**

The Registrar shall, under the direction of the Vice- Chancellor prepare an amended agenda paper containing all the resolutions and amendments and shall post a copy of it to each member of the Academic Committee not less than 3 clear days before the date of any meeting, provided that in the case of a special meeting convened by the Vice-Chancellor, the amended agenda paper may be sent at shorter interval or may be placed at the meeting

## **10. Hours of meeting:**

Unless the Academic Committee otherwise resolve, the Academic Committee shall meet at 10.00 AM on each day appointed for the meeting and the Chairman shall adjourn the meeting at 4.00 P.M. There shall be an adjournment for lunch from 1.00 P.M. to 2.00 P.M.

Provided that if at the time mentioned for adjournment, a closure motion is in progress or voting is in progress, the meeting shall not be adjourned until the closure motion or voting is completed.

Provided further that on occasions of an emergency, the Chairman shall have the power to suspend or adjourn the meeting.

**11. Chairman of meeting:**

The Vice-Chancellor shall preside at all meetings of the Academic Committee; but if the Vice-Chancellor be not present, the members present shall elect a Chairman from among themselves.

**12. Business of adjourned meetings:**

Subject to the provisions of other laws, no business shall be transacted at any adjourned meeting other than the business proposed or left unfinished at the meeting which was adjourned. The Vice-Chancellor or Executive Council may bring any urgent business before the adjourned meeting with or without notice.

**13. Order of business:**

The business to be transacted at a meeting of the Academic Committee shall be placed on the agenda paper in the following order:

- (i) Business brought forward by the Executive Council and Vice-Chancellor.
- (ii) Business brought forward by the Executive Council Standing Committee on Academic Affairs.
- (iii) Business brought forward by other University authorities.
- (iv) Business brought forward by members of the Academic Committee.

At any meeting, it shall be open to any member to move for a change in the order of business as stated in the agenda paper. If the motion for a change in the order of business is agreed to by the Academic Committee, the business shall be transacted in the changed order.

**14. Motions Without Notice:**

At any meeting of the Academic Committee, the following resolutions may be moved without previous notice.

- (i) At any meeting, the Chairman may, without any formal motion permit the correction of clerical or typographical mistakes in notices of motions or in any report or statements or other business placed before the meeting.
- (ii) Any motion of complimentary character may without notice, be moved by the Chairman, or may also be permitted by the Chairman to be moved without previous notice.
- (iii) The following resolutions may also be permitted to be moved without previous notice, but not so as to interrupt a speech.
  - (a) A resolution on any item not included in the agenda, but brought forward by the Executive Council or Vice- Chancellor.
  - (b) A motion for change in the order of business as stated in the agenda paper.
  - (c) A motion directing any of the authorities or any committee to review or reconsider its decision or recommendation and to report at a subsequent meeting of Academic committee.
  - (d) A motion for appointment of a committee to consider and report on any matter before the Academic Committee.
  - (e) A motion remitting any matter before the Academic Committee to the Executive Council or Standing Committee on Academic Affairs or a Faculty or Board of Studies for consideration and report.
  - (f) A motion for the adjournment of the meeting or the debate on any question to a specified time, or to the next meeting of the Academic Committee.
  - (g) A motion that the Academic Committee resolves itself into Committee to consider any matter before it at the time.
  - (h) A motion for the dissolution of the meeting.
  - (i) A motion that the meeting pass on the next item on the agenda paper.
  - (j) A motion that the question be now put to vote.

**15. Amendments without previous notice:**

- (i) At any meeting of the Academic Committee, the following amendments may be moved without previous notice.
  - (a) Amendment to a motion for a change in the order of business.

- (b) Amendment to a motion directing any of the authorities or Committee to review or reconsider its decision or recommendation or for the appointment of committee.
- (c) Amendment to a motion remitting any matter to the Executive Council, Standing committee on Academic Affairs, Faculty or Board of Studies.
- (d) Amendments to a motion for adjournment of the meeting or debate to a specific time.
- (e) Amendments to urgent motions brought forward by the Vice-Chancellor or Executive Council at special meeting or at ordinary meeting with less than the prescribed days of notice.
- (f) Amendments to any resolution or amendments on the agenda paper, which in the opinion of the Chairman have been rendered necessary, consequent on any motion already passed by the Academic committee at the same meeting.
- (g) Amendments of a purely verbal or formal kind, which in the opinion of the Chairman do not affect the sense or import of the motion.
- (ii) Save as permitted in the Laws above, no resolution or amendment which is not placed on the agenda paper shall be moved at the meeting.

### **MOTIONS IN GENERAL**

#### **16. Form of resolution:**

- (a) Every resolution to be moved at a meeting shall be affirmative in form and shall begin with the Word “That”.
- (b) Any resolution amendment standing in the name of a member who is absent or who declines to move it, may be moved by any other member if permitted by the Chair.
- (c) Every motion at a meeting must be seconded otherwise it shall drop.
- (d) Any member seconding a resolution may say “I second the motion” and may reverse his speech by saying “I reverse my speech”

When a motion has been moved and seconded, the question shall be started from the chair, unless the motion be ruled out of order by the Chairman.

#### **17. Form of amendments:**

- (a) Amendments may be moved at any time after the question has been stated from the Chair and before it is put to vote. The order in which amendments to a resolution are to be moved shall be determined by the Chairman.



(b) Amendments to a resolution shall be (i) by leaving out certain words; (ii) by inserting or adding certain words and (iii) by leaving out certain words, to insert or add others, which shall be clearly expressed, mentioning the word or words for insertion, deletion or addition.

(c) No Amendment must reduce the original motion to its negative or opposite form. An amendment must be relevant to the resolution to which it is moved and must be so worded that if carried, the question as amended would form an intelligible and consistent whole.

(d) An amendment must not be virtually an independent proposition

When any motion under section 14 (iii) (c) to (j) has been negatived, no other motion of the same kind shall be again brought forward during the debate on the same question until after the lapse of what the Chairman shall deem a reasonable time, nor shall any debate or discussion be allowed on such second or subsequent motion.

### **18. Amendment not taken up:**

Not more than one amendment to a resolution shall be placed before the Academic Committee at one time. If the amendment is negatived or disposed of, other amendments to the original motion may be moved in the order fixed by the Chairman.

### **Withdrawal of motions:**

No resolution or amendment shall be withdrawn from the decision of the meeting without its unanimous consent. To withdraw the motion, the member who moved it must signify her desire at the meeting, when the Chairman shall take the sense of the meeting by putting it at the meeting by asking “Is it your pleasure that the motion be withdrawn”?

Provided none objects, she shall declare the motion withdrawn when an amendment has been proposed to a resolution; the original motion cannot be withdrawn until the amendment has been first disposed of.

### **19. Ruling out of order resolution or amendment**

The Chairman may rule a resolution or an amendment out of order at any time before the question is put to vote.

## PROCEDURE ON MOTIONS

### **20. Procedure on motion under:**

Motions under Section 14(iii) (c) to (j) of this Chapter shall take precedence of any question that may arise before the meeting at the time and must be disposed of before such question.

### **21. Procedure change in order of business:**

A motion for a change in the order of business as stated in the agenda paper shall be made immediately after the meeting is called to order and after the Chairman's remarks if any, it cannot be moved at any other time.

### **22. Procedure for reconsidering a previous decision:**

A motion directing any of the authorities of the University or Committee to review or reconsider its decision or recommendation may be made at any time during the debate on any such decision or recommendation, but shall not be made so as to interrupt a speech. The motion shall specify the matter proposed to be referred and may also indicate generally the direction in which the mover desires review or reconsideration. It may also include a direction in which the mover desires review or recommendation. It may also include a direction the committee or authority shall report to the Academic Committee by a specified date, and if no date is mentioned such report shall be made at the next meeting of the Academic Committee and if it is not possible to do so, the fact shall be reported to the Academic Committee.

### **23. Motion for appointment of Committee:**

A motion for the appointment of a Committee to consider any question before the Academic Committee at any time may be made at any time. The motion shall state the purpose for which the Committee is constituted and the names of its members and convener and the date for the submission of the report. An amendment for such motion may be for enlarging or restricting the purposes for which the Committee is constituted, or for adding to

or omitting the names of members proposed, or fixing a different date for submission of the report. Such report shall normally be submitted at the next ordinary meeting of the Academic Committee and if it is not possible to do so, the fact shall be reported to the Academic Committee at such meeting. If such Committee includes persons who are not members of the Academic Committee or who being members are not present at the meeting, the mover shall state at the meeting that she has obtained the consent of such persons to their names being proposed for inclusion.

**24. Motion remitting matter to an authority:**

The motion for remitting any matter to the Executive Council or any other authority may be made at any time. Such motion shall specify the matter proposed to be remitted and also indicate generally the direction in which the matter remitted is to be considered. The motion may also include a date for the submission of the report provided that if no such date is mentioned, it shall be made at the next meeting of the Academic Committee, and if it is not possible, the fact shall be reported to the Academic Committee at such meeting.

**25. Motion for adjournment:**

A Motion for adjournment of the meeting or debate to a specified time may be made at any time. The motion shall be in the form “That the meeting do now adjourn to” or. “That the debate on this question be now adjourned to” followed by the words indicating the day and hour proposed for the adjournment meeting or debate. An amendment to such motion shall be for substituting a different day or hour to the one originally proposed. If the motion for adjournment of the debate be carried, the debate shall stand adjourned to the time specified, and the meeting shall pass to the next business, if any, on the agenda. The person who moved the motion for adjournment of the debate may claim precedence or take part at a later period of the debate when it is reserved. If such motion is negative, the mover cannot speak again on the main question.

**26. Motion for resolving into a Committee:**

A motion that the Academic Committee resolves itself into a Committee may be made at any time. The motion shall specify the item or items of business to be considered in Committee.

**27. Motion for dissolution:**

A motion for the dissolution of the meeting shall be made in the form “That the meeting do now dissolve” and may be made at any time. If the Chairman shall be of the opinion that the motion for dissolution is an abuse, of the rules of the meeting, she may decline to state the question there upon to the meeting. If the motion be carried, the business still before the meeting shall drop and the Chairman shall declare the meeting dissolved.

**28. Motion to next business on the Agenda:**

A motion to pass to the next business shall be in the form, “That meeting do now pass to the next business on the Agenda Paper”, and may be moved at any time after the main question has been stated by the Chair. The member moving the motion shall confine herself to the words of the motion. The member moving the motion shall confine herself to the words of the motion. The member who seconds the motion shall confine herself to the words “I second the motion”. If the Chairman shall be of the opinion that the motion to pass over to the next item is an abuse of the rules of the meeting, she may decline to put the question to the meeting. If she accepts the motion, it shall be put forthwith without amendment of debate. If the motion is carried, the main question together with amendments to it, if any, moved or given notice shall drop.

**29. Closure Motion:**

A motion for disclosure shall be in the form “That the question be now put”, and may be moved at any time after a question has been stated from the Chair. A member who seconds the motion shall confine herself to the words “I second the motion”. Unless it shall appear to the Chairman that such motion is an abuse of the rules of meeting or an infringement of the rights of the minority, or that the question before the meeting has not been sufficiently discussed, it shall be put forthwith and decided without amendment or

debate. When the motion that the “question be now put” has been carried, and the question consequent thereon has been decided, a member may claim without any further closure motion that such further question or questions” which may be necessary to bring to a decision any question already stated from the Chair be put; and unless the Chairman withholds her assent, such further questions shall be put forthwith and decided without amendment or debate.

## **SPEECHES**

30. When speeches allowed:

A member can speak only when she moves or seconds a motion, except

- (i) When speaking to a point of order,
- (ii) When offering a personal explanation, or
- (iii) When, with the special permission of the Chair, making a statement,

A member in possession of the meeting can speak before moving any motion which she intends to move, but she shall speak to the question and shall conclude her speech by formally moving the motion.

Except as otherwise provided, a member may not speak more than once to the same question.

A member who has spoken to the main question may not move or second amendment to it or a motion under section 14(iii) during the debate on the same question; but she may speak to any new question when moved and seconded by other members, if debate is permissible. A member who has moved or seconded an amendment on a motion under section 15 may not, after such amendment or motion has been disposed of, move or second any other amendment, may speak or move or second an amendment to any such motion when moved or seconded by other members, if amendment or debate is permissible;

Provided that a member may move or second more than one amendment to a main question when the main question is related to the cancellation or modification of Ordinance or Regulations.

A member, who complains that her speech has been misunderstood, or that her conduct and character have been impugned in the debate, may be allowed to make a personal explanation.

A member may with the special permission of the chair make a statement on any matter arising from the debate on any question.

**31. Right of reply:**

When the Chairman has ascertained that no other member entitled to address the meeting desires to speak, the mover of the resolution may reply upon the whole debate, provided that the mover of a resolution of the kind specified in Section 14 of an amendment shall have no right of reply. No member shall speak on a question after the mover has made her reply.

**32. Duration of speeches:**

No speech shall exceed five minutes in duration provided that the mover of a resolution or of an amendment when moving the same may speak for ten minutes, provided further that the Chairman may at her discretion allow a longer period to any speaker; provided further that the Chairman may at her discretion limit the duration of speeches on any subject at any stage to a shorter period than that specified above.

**33. Order of Speeches:**

A member who first rises to speak at the conclusion of a speech has the right to be heard. In case of more than one member rising simultaneously, the Chairman shall decide who is in possession of the meeting.

#### **34. Speeches by Chairman:**

The Chairman has the same right of moving or seconding or speaking to a resolution or an amendment as any other member, but she shall vacate the Chair while so engaged and the Chair shall during such time be taken by a member nominated by her. Without leaving the Chair, the Chairman may, however at her discretion or at the request of any member explain to the meeting the scope of any resolution or amendment or make any statement on any matter arising from or connected with the proceedings of the meeting.

#### **35. Personal Explanation:**

Any member may rise to explain any misconception of expressions used by her, but she shall confine herself strictly to such explanation. Such personal explanation may be offered whilst another member is speaking, only if the member who is speaking gives way by resuming her seat.

#### **36. Point of Order:**

Any member may call the Chairman's attention to a point of order even whilst another member is speaking but she shall confine herself to a statement of the point of order and shall not make a speech on such point of order.

No point of order can be raised while the Chairman is taking the votes on a question or taking a poll, except with her permission and only to a matter arising out of or during the vote or poll. The Chairman may deal with the matter immediately or when the vote or the poll is completed.

37. When a debate on resolution is concluded or if there is no debate, the Chairman shall put the question to the vote by saying. "The Question is" followed by the words of the resolution and Academic Committee shall then divide unless the Chairman ascertains that the questions are carried affirmatively by an unanimous vote. Amendments shall similarly be announced and put to vote.

**38. Decision on questions:**

All questions considered at meetings of the Academic Committee shall be decided by a majority to vote on any question. If the votes be equally divided, the Chairman shall have a casting vote.

**39. Poll:**

On a motion being put to the vote, the manner in which the vote of the meeting shall be taken shall be left to the discretion of the Chairman. If as soon as the Chairman announces the result of the voting on any motion, any member demands a poll, the same shall be taken. In that case the vote of each member voting shall be recorded and the names of members who abstain from vote shall also be recorded.

**GENERAL**

**40.** A member must speak to the question under consideration. The Chairman may direct a member who persists in irrelevance or tedious repetition either of her own arguments or the arguments used by other members to discontinue her speech.

**41.** If the chairman rises, the member speaking or offering to speak must sit down at once.

**42. Powers of Chairman on Points of order:**

The Chairman shall be the sole judge on any point of order, and may call any member to order, and shall have all powers necessary to enforce her decision on all points of order.

**43. Powers of Chairman to maintain order:**

The Chairman may direct any member whose conduct is in her opinion, grossly disorderly to withdraw immediately from the meeting and any members so ordered to withdraw shall do so forthwith and absent herself during the remainder of the days of the meeting.



**44. Chairman's power to suspend meeting:**

The Chairman may in the case of grave disorder arising at a meeting suspend the meeting for a time to be specified by her.

**45. Minutes of the meeting:**

The minutes of all proceedings of each meeting of the Academic Committee shall be prepared by the Registrar and be signed by the Chairman of the meeting. The minutes shall record the names of the mover, the seconder and persons participating in the debate on the item and record the decisions thereon. The minutes shall not record the proceedings verbatim, nor a summary of the debates.

The Registrar shall within a month after a meeting sends to each member a copy of the minutes of that meeting by post.

**46.** The minutes of the meeting shall be recorded then and there in the meeting itself and shall be read out to the members in the meeting itself.

**(b) THE EXECUTIVE COUNCIL**

The procedure for nominating the three members by the Vice-Chancellor on a rotating basis from among the senior research staff in the order of seniority shall be as follows:

(a) the department shall be taken on rotation

(b) from such departments taken on rotation, the senior most research staff shall be nominated.

(c) the seniority shall be with reference to the service put in by the individual as senior research staff in the University.

**1.Vice Chancellor to convene meetings:**

The Vice chancellor shall convene all meetings of the Executive Council, and the Registrar shall issue, under the direction of the Vice Chancellor a notice of meeting to each

member of the Executive Council specifying the date, time place of the meeting. Ordinarily a week's notice shall be given for meetings.

(a) The Vice-Chancellor may convene a meeting at shorter notice or without notice.

## **2. Quorum:**

Four members shall constitute the quorum for the meeting.

## **3. Agenda for the meeting:**

The items for consideration by the Executive Council shall be put up by the Registrar with the files and notes thereon wherever necessary. The Vice-Chancellor shall peruse the items, and mark such of the items as she considers may be put up at the meeting. The Registrar shall then have the marked items typed and send the agenda to each member of the Executive Council along with the notice or as soon as convenient before the meeting.

Any item or items that may arise after the issue of the first agenda, which the Vice-Chancellor considers urgent and may be disposed of at the meeting shall be included in a supplementary agenda or agendas and sent to members, or may be placed at the meeting.

4. The Executive Council agenda and papers shall be circulated in a box to the local members of the Executive Council for perusal before the date of the meeting, while members from the mofussil shall have the opportunity of perusing the files and papers only at the Registrar's Office on the date of the meeting.

5. The Registrar shall prepare the minutes of all meetings of the Executive Council and put them up for the Vice Chancellor's approval within a week of the date of the meeting. The minutes as approved by the Vice -Chancellor shall be sent before the next meeting.

Provided that the minutes relating to confidential matters such as appointment of examiners etc., shall not be entered with the minutes but star-mark shall be placed against the item number with the word 'confidential'. The 'confidential' part of the minutes shall be prepared separately, and filed and incorporated in the bound volumes kept for reference by Executive Council members.

**Items to be disposed of in circulation:**

The Executive Council may also transact Business in circulation. In respect of items of a routine nature or of a minor character, or when a decision on an item has to be taken urgently, the Vice-Chancellor may place such items in circulation with her orders thereon in the margin. Such circulation paper with the Vice Chancellor's orders along with the files shall be circulated to the local member of the Executive Council in a box and stenciled copies may be sent to the members in the mofussil by post. Where a member makes any adverse remark against an item or does not concur with the orders of the Vice-chancellor, the subject shall be brought up at the next meeting of the Executive Council. In the case of an emergent item, the Vice-Chancellor, May if she considers necessary, also direct that the majority decision shall be taken in accordance with the decision. Decisions taken in circulation shall be put in proper form and incorporated in the minutes of the Executive Council.

**7. Annual Report:**

The annual report of the University shall be prepared by Executive Council and shall be submitted to the Academic Committee on or before such date as may be prescribed by the sections and shall be considered by the Academic Committee at its next annual meeting. Such report shall be prepared in January and may relate to the previous calendar year. The Academic Committee may pass resolutions thereon and communicate the same to the Executive Council which shall take action as it deems fit. The Executive Council may accept or reject the recommendation but shall inform the Academic Committee of the action taken in its next meeting. A copy of the report with a copy of the resolutions thereon, if any, of the Academic Committee shall be submitted to the Government for information.

**8. Financial Estimates:**

The financial estimates of the University shall be prepared by the Financial Officer in accordance with such instructions as may be issued by the Vice-Chancellor, and such estimates may be placed before the Finance Committee before the end of January of each year. The Executive Council shall consider at its February meeting, the said estimates as modified by the Finance Committee, and may accept the modifications made by the

Committee. The budget estimates as approved by the Executive Council shall be deemed to be final.

9. The Executive Council shall take action on any resolution passed by the Academic Committee with regard to any matter coming within its purview or on an Ordinance or regulation placed before it and report the action taken at the next meeting of the Academic Committee.

## **STATUTES II**

**GOVERNMENT OF TAMILNADU 1987**

**TAMIL NADU GOVERNMENT GAZETTE**

**GENERAL NOTIFICATION**

**STATUTES OF MOTHER TERESA WOMEN'S UNIVERSITY**

**KODAIKANAL**

(Letter No. 6544/WU/VC/87) No. SRO C-21/87.

These Statutes received the assent of the Chancellor communicated in D.O.Lr.No.3200/U2/86, dated 8<sup>th</sup> January 1987.

### **CHAPTER IV**

**SERVICE CONDITIONS OF THE ESTABLISHMENT OF THE**

**MOTHER TERESA WOMEN'S UNIVERSITY**

#### **General**

1. These statutes shall be known as "Service Statutes" of the establishment under the Mother Teresa Women's University
2. These statutes shall be applicable to all establishments of the University not regulated by separate laws framed in accordance with the provisions of the Act.
3. In the case of those of Foreign Service, Government, local bodies or other Universities, Public Sector undertakings, etc., these statutes will be subject to specific terms, if any, on which the persons are lent Foreign Service to the University.
4. The University may engage persons to any of its services either on contractual basis or on the basis of the provisions of these statutes. In respect of contractual appointment the

contract conditions will prevail over these statutes. In regard to matters not specifically dealt with the contract agreement, the provisions in these statutes will apply.

5. The Executive Council shall not relax any of the provisions of these statutes except where candidates with prescribed qualifications are not available.
6. The norms for classification of the employees of the University into groups shall be the same as adopted by the Government for their employees.

**Recruitment:**

7. Appointments to the various posts shall be made:
  - (a) by direct recruitment,
  - (b) by transfer,
  - (c) by promotion from the lower category,
  - (d) on foreign service from Central or State Government or other Universities or from Public Sector undertakings and local bodies,
  - (e) On contract for a specific period.
8. The method of recruitment for each category shall be as detailed in Appendix I.

**Note:**

- (a) Direct recruitment to the categories C & D groups of service shall be made from the list obtained from the Employment Office.
- (b) Transfer from Academic to Non-Academic and Vice versa within the University is permissible provided they come through prescribed procedure.
- (c) Promotions shall be by selection based on merit from among candidates possessing the qualification prescribed, seniority being considered when merit and efficiency are approximately equal.

9. The rules of reservation pertaining to S.C/S.T. and Backward Community as applicable to Government service shall apply, in the case of Direct Recruitment.

10. Appointments will be made by the Executive Council from the panels recommended by Selection Committee constituted for the purpose as per Section No. 6 under the first statutes of the Act, in respect of Senior Research Staff (Professor), Research Staff (Reader) Research member (Lecturer) and Librarian (Director of Documentation and Library Service).

11. In respect of Administrative and other non-academic staff, the appointments shall be made by the Executive Council or the Vice-Chancellor as indicated in Appendix I from the Panel recommended (by the Selection Committees constituted for the purpose by the Vice-Chancellor). Such Selection Committee constituted shall consist of the following members:

(1) Vice-Chancellor - Chairman

(2) One Executive Council - Member

(3) Member Expert in Administration - Member

12. (a) The age, qualifications, etc., to various posts shall be as indicated in Appendix I. All appointments made by the appointing authority shall be deemed to have been on behalf of the University.

(b) Nothing contained in these statutes shall preclude the Executive Council from prescribing additional qualifications (essential or desirable) for the Academic personnel, if required by the Head of the Departments for the concerned projects.

13. Every person appointed as member of the staff of the University shall before actually joining the University produce.

(a) Evidence of age,

(b) Evidence of Educational qualifications,

(c) A certificate of Medical fitness from a Medical Officer not below the rank of a Civil Assistant Surgeon that she is physically fit for the job and that she suffers from no disability that would affect the discharge of her duties in the University.

14. Where it becomes necessary owing to an emergency to fill immediately a vacancy in any post directly or by promotion, the Vice-Chancellor may promote or appoint a person temporarily for a period not exceeding six months provided such temporary appointee shall have all the qualifications prescribed for the post. The services of such temporary appointee shall be terminated when a regular appointment to the post is made or on the expiry of six months period; whichever are earlier, such appointments made by the Vice-Chancellor shall be reported to the Executive Council at the next meeting, failing which the appointments will lapse.

15. Probation - Every directly recruited employee of the University shall be on probation for a period of 2 years within a continuous period of 3 years from the date of joining the University, On the event of the 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 her to have completed her probation satisfactorily or terminate her services or extend her probation by such period as is considered necessary, not exceeding one year, to make a further assessment of her suitability provided such orders shall be issued within 3 months prior to the normal date of completion of probation. Till an order declaring the satisfactory completion of probation is issued, the individual shall be deemed to be a probationer. If on assessment at the end of the extended period of probation, her work is found to be not satisfactory; her probation is liable to be terminated. Failure to pass the requisite test during the period of probation shall render the employee liable for termination of probation after due notice.

16. A Committee presided over by the Vice Chancellor and consisting of the Head of the Department concerned and two outside experts in the subjects concerned nominated by the Vice-Chancellor shall evaluate the work of the candidate and if necessary, examine her orally and make recommendations for the satisfactory completion or otherwise of the probation of the teachers. In the case of the Head of the Department whose period of probation is being considered, she shall not be a member of the Committee. Upon the University declaring that a probationer has satisfactorily completed the probation, she shall be regarded as a full member of the University service.



**16. a) Career Advancement:**

1. Minimum length of service for eligibility to move into the grade of Lecture (Senior Scale) would be four year for those with Ph.D., five years for those with M.Phil, and six years for others at the level of Lecturer, and for eligibility to move into the Grade of Lecturer (Selection Grade) / Reader, the minimum length of service as Lecturer (Senior scale) shall be uniformly five years.
2. For the movement into grades of Reader and above the minimum eligibility criterion would be Ph.D. Those without Ph.D can go up to the level of Lecturer (Selection Grade).
3. A Reader with a minimum of eight years of service in that grade will be eligible to be considered for appointment as a Professor.
4. The selection committees for career Advancement shall be the same as those for each category.
5. The existing scheme of Career Advancement for non-academic staff namely, Assistant Director of Physical Education, Assistant Registrar, and Assistant Librarian would continue.

(His Excellency, The Governor Chancellor has given consent for the above amendment vide Governors Secretariat Lr. No.609/U2/2005 dt: 15.06.05.

**17.** In the case of non-academic, the assessment shall be made on the annual performance report given by the officer under whom she is working and the Registrar's remarks on it. The proforma shall be approved by the Vice-Chancellor. Such assessment reports shall be shown to the concerned employee.

**18.** Persons to be appointed to the posts for which furnishing security is considered necessary by the Executive Council shall furnish the security in the manner prescribed by the Executive Council. The Vice-Chancellor may permit the collection of such security from the pay of the individuals in installments.

**19.** All employees appointed regularly on contract, other than persons drawn on foreign service terms shall execute an agreement in favour of the University in the prescribed format on a stamped receipt.

**20.** Notice for leaving employment -(a) A full member of the staff of the University other than the staff in Group 'D' shall not leave or discontinue her service on her own accord without giving three calendar month's notice on salary in lieu thereof.

(b) A probationer or temporary employee of any group and a regular employee of Group 'D' shall not leave or discontinue her service on her own accord without giving one Calendar month's notice or salary in lieu thereof.

**21.Retirement** - University employees shall retire as follows - Academic staff shall retire on reaching the age of 60. If the date of superannuation falls during the middle of the year, they can be re-employed till the end of the Academic year (i.e. till 31<sup>st</sup> May). Non- academic Staff of Group A, B and C shall retire on reaching the age of 58, employees of Group I will retire at the age of 60.

**22.** Fundamental Rules of the Tamil Nadu Government shall apply in general regarding pay fixation, increments, joining time, foreign service, etc., wherever it is not inconsistent with provisions under these statutes and the Act.

**Fundamental Rule applies subject to the following:-**

Powers exercised by the Government, under Fundamental Rules shall be exercised by the Executive Council. Similarly those exercised by the Head of Department and Gazetted officers shall be exercised by the Vice-Chancellor.

**23. Scales of pay and allowances-** The scales of pay admissible to various categories of posts in the University shall be as fixed by the Executive Council from time to time; in respect of teaching staff, the scale of pay recommended by the University Grants Commission and accepted by the State Government shall be adopted. In respect of Non-teaching staff, the scales of pay shall be as adopted by the State Government for equivalent or comparable post. The Dearness Allowance, House Rent Allowance, Hill Allowance,

Winter Allowance shall be regulated in general, as per the rules applicable to the employees of Government of Tamil Nadu from time to time.

**24.** All first appointments shall be made at the minimum of the scale of pay prescribed for the post; however the Executive Council may authorize fixation of pay at a higher stage in special cases for reasons to be recorded.

**25. Record of Service-** The University shall maintain a Service book for every employee wherein the completed history of her service will be recorded. The Format shall be as that prescribed by the Government for its employees. The entries made in the service book shall be verified with reference to pay bills annually and authenticated by the officer to be prescribed by the Vice-Chancellor.

**26.** Leave rules applicable to Government employees shall be adopted for University employees.

**27.** All academics who have put in six years of continuous University service are eligible for sabbatical leave of six months with full salary and allowances, during which period they will be permitted to go to other Universities to do research, with the permission of the Executive Council. This leave cannot be continued with any other leave except the summer or winter vacation.

**a.\* Code of Professional Ethics**

A paid Teacher of the University College shall not engage in remunerative work other than that of her office without the express permission of the Executive Council. A paid Teacher of the University / College shall follow the “Code of professional Ethics” as furnished in Appendix-IV.

[\* His Excellency, The Governor/Chancellor has given consent for the above amendment Vide Governor’s Secretariat Lr. No. : 315/U2/2005 dated: 04.04.05]

**b. \* Code of conduct and discipline for avoidance of sexual harassment and maintenance of equality of opportunities applicable to the University and affiliated colleges shall be as provided in Appendix IV.**

(His Excellency, the Governor Chancellor has given consent for the above amendment Vide Governor's Secretariat Lr.no.316/U2/2005 dated 04.04.2005)

28. **Discipline and Control** – An employee of the University for good and sufficient reason, including any breach of any of the statutes and laws of the University on negligence, inefficiency, insubordination, misbehavior or failure to show due diligence and attention in the discharge of her duties, or failure to conform to the instructions of her superiors, or any irregularities in the discharge her duties or any criminal offence involving moral turpitude shall be liable for the following penalties-

**I. Minor Penalties:**

- a. Fine not exceeding Rs.1 at a time in the case of employees of the last group,
- b. Censure
- c. Stoppage of increment with or without cumulative effect for a specific period.

**II. Major penalties:**

- a. Suspension pending enquiry, subsequently treated as a substantive punishment.
- b. Reduction to a lower stage of pay or to a lower category of the University Service, for a specific period
- c. Removal or dismissal from the service.

**III. Recovery of Losses:**

In addition to the above minor and major penalties, recovery of loss, if any, sustained by the University due to act of omission or commission may also be ordered.

**Procedure-** The authorities competent to impose penalties and punishments and the appellate authorities and appeal time are indicated in Appendix 111.

- a. Appeals shall be preferred within 60 days from the date of receipt of orders. However the delay in making the appeal up to 15 days may be condoned by the appellate authorities for convincing reasons.

**b.** Any appeal to the Executive Council should be addressed to the Registrar who is the ex- officio secretary of the Executive Council.

**c.** The Appellate authority may for convincing reason initiate some more action to revise the orders of punishments.

**d.** If revision involves enhanced punishment, due notice shall be given to the persons Concerned

**e.** Pending enquiry, the Vice-Chancellor in the case of any Academic and A and B group of non-academic employees of the University other than the Registrar and Finance Officer, and the Registrar in the case of non-academic staff of C and D classes are empowered to place them under suspension, if in their opinion, the continuance of the employee in service will be detrimental either to the proposed enquiry or interest or reputation of the University. All cases of suspensions, ordered by the Vice-Chancellor and Registrar shall be got ratified by the Executive Council/Vice-Chancellor. In the case of the Registrar/Finance Officer, the power of suspension lies with the Executive Council. In case they are on deputation, the procedure as laid down in section 30 may be adopted. Notwithstanding anything contained in the above clause, the Vice- Chancellor when she desires necessary may suspend any employee pending enquiry.

**f.** During such period, she shall receive a subsistence allowance equivalent to 50 per cent of her pay, but will not be entitled to draw any allowances, special pay etc., other than Dearness Allowance relatable to the subsistence allowance.

**g.** A review shall be made six months after the date of suspension to consider whether the suspension should be continued or not. If such continuance is necessitated subsistence allowance at an enhanced rate up to 75 per cent of her pay, is payable, if the enquiry is prolonged for no fault of the employee concerned.

**h.** Suspension pending enquiry shall normally be revoked after enquiry and framing of charges provided that her reinstatement will not affect the conduct of proceedings. All cases

of suspension or revocation by Vice- Chancellor/ Registrar shall be got ratified by the Executive Council/Vice-Chancellor.

**i.** Before imposing any of the minor penalties, the delinquent employee shall be given an opportunity to explain her position. Before inflicting any of the major penalties, the defaulters of the delinquent employee shall be reduced to definite charges and served on him / her. He/ She shall be required to state whether there shall be enquiry or personal hearing and if so the details of witnesses to be examined. On completion of that enquiry and or personal hearing, the charges and explanation of the delinquent employee should be examined and a verdict together with the punishment shall be recorded in writing and served on the delinquent employee.

**j.** Whenever the charges are denied by the delinquent, the Vice-Chancellor/Registrar shall appoint an officer of a higher rank than the delinquent as the enquiry officer. The Enquiry Officer shall examine the witnesses cited in support of the charges as well as the witnesses produced by the delinquent. During the enquiry, all the relevant records or copies thereof that are relevant to the charges shall be made available to the delinquent. Failure to do so shall be recorded in writing, putting forth the reasons there for.

**k.** On the completion of the enquiry, the enquiry officer shall submit her report to the Vice- Chancellor/ Registrar as the case may be. Thereon, a copy of the report shall be forwarded to the delinquent calling for his/ her explanation on the enquiry report.

**l.** The Vice-Chancellor / Registrar shall consider the enquiry report and the further explanation of the delinquent and all other relevant records and then pass the final orders thereon, which shall be served on the delinquent.

**Disciplinary action against employees drawn on Foreign Service terms:-**

Pending enquiry, the Vice-Chancellor in the case of any Academic and Non – Academic and Non – Academic employees who are on foreign service, terms the University and the Registrar in the case of Non- Academic staff, Group B, C and D shall recommend to the parent department the suspension of the employee if in their opinion, the continuance of the employee in service will be detrimental either to the proposed enquiry or interest/ reputation of the University. They may also be reverted to the parent department immediately by the Vice-Chancellor if need be. In all such cases, the relevant records will be forwarded to the parent department with the remarks of the Vice -Chancellor / Registrar.

## **Conduct and Discipline**

University Employees Conduct Rules; Tamil Nadu Fundamental Government Rules will apply to the University Employees wherever repugnant to University Laws.

## **Pension -cum -Gratuity Fund**

1. A separate pension Fund shall be constituted by the University and it shall pay in respect of each of its employees eligible, for pension at such rates as may be prescribed by the Government on behalf of their employees on foreign service.
2. Pensioners who retire from University service shall be paid from out of this Pension Fund.
3. The surplus under Pension Fund which are not required for immediate disbursement of pension shall be invested in various nationalised banks as is being done in case of surplus funds under other University accounts.
4. In case of teaching staff, who get themselves appointed in other Universities/Institutions to better their prospects or for other reasons, the University shall calculate the pension fund accumulation in their accounts on the date of leaving the service of the University and transfer them to the University/Institution wherein they take up employment provided there are such pension schemes in vogue in the University/ Institution where such persons are transferred.
5. In respect of teachers who get themselves appointed in these Universities having served in some other University. Institution shall have the pension funds accumulated in other Universities or Institutions for the period of their service transferred to this University. In case the Institution or University from where the teachers come to this University does not have pension scheme, the pensioner may himself pay such amount that would have accumulated in the pension fund if the Institution/University where he was previously serving has pension scheme and has maintained pension fund.
6. In respect of those teachers who have their pension fund accumulated in their previous institution transferred to those Universities or pay themselves the pension contributions that could have accumulated till they left the Institution or the University wherein they have served previously, the period of pensionable service shall be calculated taking into consideration the previous service also.

**Travelling Allowance and Transfer Travelling Allowance:-**

1. The Rules issued under Tamil Nadu Special pay and Allowances, Part II are applicable to the University employees in general except in cases where special rules are framed for a particular class of officers of the University (Vide Appendix II) by the Executive Council from time to time.
2. Provided that the Vice-Chancellor may, in exceptional cases, allow travelling allowance at the rates higher than that admissible as per Tamil Nadu Travelling Allowances rules for specific reasons.



**PROVIDENT FUND – PROVIDENT FUND SCHEME FOR THE  
EMPLOYEES OF THE MOTHER TERESA WOMEN’S UNIVERSITY**

**General:-**

1. These statutes shall be called “Provident Fund Scheme Statutes for the Employees of the Mother Teresa Women’s University, Kodaikanal”.
2. This scheme shall apply to all the existing Mother Teresa Women’s University Academic and Non – Academic Employees.
3. In these statutes, unless there is anything repugnant to the subject or context:-
  - i. “Fund” shall mean the Provident Fund established and maintained under these statutes.
  - ii. “Employees” shall mean Academic and Non- Academic employees of the Mother Teresa Women’s University.
  - iii. “University” shall mean the Mother Teresa Women’s University.
  - iv. “Executive Council” shall mean the Executive Council of the Mother Teresa Women’s University.
  - v. “Teachers” shall mean the Academics as mentioned under the statutes prescribed.
  - vi. “Non – Academic” employees shall mean the administrative and establishment personnel.
  - vii. “ pay” includes pay, substantive and officiating, special pay, personal pay, leave salary and all dearness allowances.
  - viii. “Subscriber” shall mean a person eligible to subscribe to the fund under these Statutes and subscribing thereto.
  - ix. “Subscription” shall mean the sum remitted to the fund by a subscriber under these statutes.
2. The statutes shall come into force from such date to be notified, subject to the provisions of these statutes; subscription to the fund shall be compulsory for all employees.

3. The fund shall be made up of (a) subscriptions and (b) interest on the subscriptions.
4. The corpus and all moneys of the fund shall be invested in interest bearing securities as approved by the Executive Council 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 to their credit shall be transferred to the fund if they are absorbed later in the University.

5. The minimum rate of subscription payable by each subscriber, based on her employments shall be as shown in the table below:-

Serial Number (1)	Emoluments (2)	Minimum month of rate of subscription (3)
	Rs.	Rs.
1.	<b>185-250</b>	<b>15</b>
2.	<b>250-350</b>	<b>20</b>
3.	<b>351-500</b>	<b>30</b>
4.	<b>501-650</b>	<b>40</b>
5.	<b>651-800</b>	<b>50</b>
6.	<b>801-1000</b>	<b>60</b>

7.	<b>1001-1150</b>	<b>70</b>
8.	<b>1151-1300</b>	<b>80</b>
9.	<b>1301-1500</b>	<b>90</b>
10.	<b>1501-1650</b>	<b>100</b>
11.	<b>1651-1800</b>	<b>110</b>
12.	<b>1801-2000</b>	<b>120</b>
13.	<b>2001-2150</b>	<b>130</b>
14.	<b>2151-2300</b>	<b>140</b>
15.	<b>2301-2500</b>	<b>150</b>
16.	<b>2501-2650</b>	<b>160</b>
17.	<b>2651-2800</b>	<b>170</b>
18.	<b>2801 – 3000</b>	<b>180</b>

ii. Voluntary increase over and above the rate of subscription mentioned in the above table 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 minimum subscription will be as indicated in the above table.

iii. An employee who is regularised in service will be required to subscribe to the Provident Fund from the date of entry into service irrespective of the fact whether she is temporary or a regular employee.

iv. Four months prior to the month of retirement on superannuation, a subscriber shall cease to subscribe to the provident Fund.

6). The subscription of each subscriber shall be deducted every month from her pay and credited to her account. It shall be considered as paid to the fund, on the first day of the month following that in respect of which the pay is due.

7). The account of subscriber shall show:-

i) The amount of her subscriptions with interest thereon

ii. Forfeiture, if any, under these statutes

iii. An employee who is regularized in service will be required to

**8).Interest on Subscriptions:-**

1. Compound Interest at the rate allowed every year to Government Servants of Tamil Nadu under General Provident Fund shall be allowed on the subscriptions less the amount of advances, if any remaining unpaid.

2. In the event of resignation or retirement of a subscriber, interest shall be calculated up to the date of her resignation or retirement. If subscriber proceeding on leave preparatory to

retirement desires to close her provident fund account, interest shall be payable only up to date of application for such closing of account.

3. In the event of the death of a subscriber, interest shall be calculated upto the date of payment to the nominees or legal heir of the deceased, provided however no interest shall be paid for any period exceeding 6 months from the date of her death.

**9. Rights in respect of subscriptions and interest:-**

In the event of a subscriber ceasing to be in the employment of the University or on her death, the Executive Council shall, subject to any deduction to be made on account of all sums due from her to the University fund, pay to the pension entitled thereto the amount of subscription and the interest thereon standing to her credit on the date of her ceasing to be in such employment or on her death, together with, in the case of death, interest for such further period as may be allowable under statute II.

10. (i) Every subscriber shall on admission to this fund sign in the presence of two witnesses and deliver the "Form of Nomination" appended in the prescribed form. A subscriber shall ordinarily nominate her husband or her children, natural or adopted; in the case of unmarried employee they shall ordinarily nominate her parent, brother or sister. If there are no such persons mentioned above, she can nominate any person/persons or a body of individuals incorporated or not.

ii) She shall be at liberty to deliver revised nominations, from time to time. This nomination shall be kept in the personal custody of the Finance Officer of the University. An acknowledgement shall be sent for every nomination received and when a revised nomination is delivered, the previous nomination shall be returned to the subscriber along with the acknowledgement for the revised nomination. The person or persons appearing in the latest nominations shall be recognised by the fund and the receipt of such person or persons shall be complete in discharge of all liabilities in respect of the funds. A register

shall be maintained in the Finance Section in which the name of all nominees shall be entered.

iii) The subscriber may nominate a person or any number of persons as her nominee or nominees and if she nominates more than one person she must enter in the “Form of Nomination” the proportion in which the amount payable shall be distributed among them. The nomination shall normally be accepted by the Vice-Chancellor of the University

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

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

**(12) The account of each subscriber shall be closed:-**

(i) When she is dismissed or removed or discharged from the service of the University or called upon to resign on account of misconduct or inefficiency or when she resigns.

or

(ii) When she retires from service or when her services are dispensed with, owing to a .....

or

(iii) When she dies, provided that when a subscriber is dismissed, removed or discharged from the service, the amount standing to her credit in the fund shall not be paid to her until the appeal time allowed, if any, is over or unless she states in writing that she will not prefer an appeal.

- (iv) When a subscriber proceeds on leave preparatory to retirement at any time between the date of commencement of such leave and the date of retirement.
- (v) When the account of a subscriber is closed, the amount payable to her under these rules shall be audited by the University before payment.
- (13) (1) The Vice-Chancellor may, at her discretion, grant to a subscriber an advance of a sum which does not exceed 75 per cent of the amount of the subscription and interest thereon standing to her credit at the time of making such advance for any of the following purposes:-
- (a) to pay the expenses incurred in connection with, the illness of herself or a member or members of her family dependent upon her.
  - (b) to pay the expenses in connection with marriages, funerals or ceremonies which by the religion of the subscriber is incumbent upon her to perform and in connection with which it is obligatory that expenditure should be incurred.
  - (c) for such other purposes as the construction of a house, purchase of a site or a house as the authority may consider reasonable.
  - (d) Higher Education for Children.
- (2) Advance shall be recovered in 36 monthly installments (unless the subscribers elects earlier repayment of the sum) deducted from the subscriber's pay commencing from the first payment of full month's pay after the advance is granted.

(3) No interest need be recovered from the subscriber for the temporary withdrawals granted to her.

(4) (a) A subscriber may be granted a second advance for the purposes mentioned in sub-clause I above, by the Vice-Chancellor after the expiry of six months from the date of sanction of the first advance, the quantum of second advance shall not exceed 75 per cent of the amount of subscription and interest thereon standing to her credit at the time of making such an advance.

(b) The recovery of this advance shall be fixed with reference to the consolidated amount of advance outstanding and the number of installments shall be regulated under sub-clause 2 above.

(14) (1) Part –final withdrawals may be sanctioned by the Vice- Chancellor for the reasons mentioned under statute 13 at any time after the completion of fifteen years of service (including broken period of service if any) of a subscriber or within ten years before the date of her retirement on superannuation, whichever is earlier, from the amount standing to her credit in the fund. Only one withdrawal can be allowed for one and the same reasons.

**(2) Conversion of a temporary withdrawal into a part final withdrawal.**

A subscriber who has already drawn or may draw in future a temporary withdrawal under statute 13 for any of the purposes specified therein may convert at her discretion, by written request addressed to the Vice-Chancellor, the balance outstanding against her into a part-final withdrawal subject to the eligibility of service included in statute 14(1).



### **Explanations:-**

In cases where all the advances consolidated are convertible and the subscriber requests for conversion of all these advances, the entire outstanding balance shall be allowed to be converted into a part-final withdrawal.

(3) (a) There shall be an interval of twelve months between one part final withdrawal and another. The same duration is applicable between one conversion of part-final withdrawal and the next part-final withdrawal.

(b) There shall be an interval of six months between the sanction of one part-final withdrawal and one temporary withdrawal and vice-versa.

(15) (1) The account of every subscriber shall be made upto-date yearly as on 31<sup>st</sup> March.

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

(16) The following account books/forms shall be maintained by the Finance Officer in the Finance Section in the form prescribed;

#### **(a) Account Books:**

- (i) Register of subscribers.
- (ii) Cash Book.
- (iii) Abstract of Provident Fund Institutions.
- (iv) Provident Fund Ledger.
- (v) Register of withdrawals,
- (vi) Investment Register,

#### **(b) Forms:**

- (i) Nomination form.
- (ii) Annual Account Slips.
- (iii) Application for temporary withdrawal.

- (iv) Application for part-final withdrawal.
  - (v) Refund voucher.
- (17) These statutes relating to Provident Fund and amendments made thereto from time to time shall be binding on every subscriber and every person deriving title from her.
- (18) The power of interpreting these Statutes and of deciding cases of dispute or doubt is vested in the Executive Council and its decision shall be final.
- (19) The Executive Council may, from time to time, issue general or special instructions as may be necessary consistent with the statutes for the:-
- (a) Conduct of the business to the fund.
  - (b) Any other matter relating to the fund.

**MOTHER TERESA WOMEN’S UNIVERSITY, KODAIKANAL**  
**FORM OF NOMINATION**

(To be used when the subscriber has a family, and wishes to nominate one member thereof)

I, hereby nominate the person mentioned below, who is a member of my family as defined in rule 10(1) of the Provident Fund Rules of the University, to receive the amount that may stand to my credit in the Fund in the event of my death before that amount has become payable or having become payable, has not been paid.

Name and address of Nominee	Relationship with the Subscriber	Age	Age of guardian in the case of minors	Contingencies on the happening of which the nomination shall become invalid	Name, address and relationship of the person, if any, to whom the right of the nominee shall pass in the event of his predeceasing the subscriber
(1)	(2)	(3)	(4)	(5)	(6)

Dated this..... day of 20...at.....

Two witnesses to signature

1.....

2.....

**Signature of Subscriber**

**CHAPTER V**  
**FINANCE COMMITTEE**

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

(a) The Vice-Chancellor.

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

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

(d) Three members nominated by the Executive Council from among its members of whom, one shall be a Professor and one shall be a person nominated to the Executive Council (by the Pro-Chancellor).

If, for any reason the officer referred to in clause (b) or clause(c) of the (1) is unable to attend any meeting of the Finance Committee, he may depute any officer of his Department not lower in rank than that of a Deputy Secretary to Government to attend such a meeting. The officer so deputed shall have the right to take part in the discussion of the committee and shall have the right to vote.

2. The Vice-Chancellor shall be the *ex-officio* Chairman and the Finance Officer shall be the *ex-officio* Secretary of the Finance Committee. The Registrar shall attend the Finance Committee meetings.

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

4. (a) The Finance Committee shall meet atleast twice in every year to examine the accounts and to scrutinise proposals for expenditure.

(b)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 Executive Council for approval.

(c)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, which in the case of productive works may include the proceeds of loans.

5. The Finance Committee shall-

- (a) review the financial position of the University from time to time;
- (b) make recommendation to the Executive Council on every proposal involving investment or expenditure for which no provision has been made in the annual financial estimates or which involves expenditure in excess of the amount provided for in the annual financial estimates;
- (c) prescribe the methods and procedure and forms for maintaining the accounts of the University; and
- d) make recommendations to the Executive Council on all matters relating to the finance of the University.

6. The Financial estimates of the University prepared by the Finance Officer with the approval of the Vice-Chancellor shall be placed before the Financial Committee for its consideration and comments on or before the 20<sup>th</sup> February and laid before the Executive Council for its consideration and acceptance on or before the 20<sup>th</sup> of March every year. The Executive Council may consider the modifications made by the Finance Committee.

7. The procedure for conducting the meeting shall be as prescribed for the Executive Council. Quorum shall be there

- (a) to consider and recommend to the Executive Council on behalf of the University loans from the Central or any State Government or the public or any Corporation owned or controlled by the Centre or by any State Government.
- (b) to consider and recommend to the Executive Council the terms and conditions for the borrowal of money with the approval of the Government;
- (c) to consider and recommend to the Executive Council the holding, controlling and the administration of the properties and funds of the University
- (d) to consider and recommend to the Executive Council the mode of administration of all properties and all funds placed at the disposal of the University for specific purposes;

- (e) to advise the Executive Council to determine as to how the Provident Fund amount of the University may be invested;
- (f) to consider the draft replies prepared by the Finance Officer to the objections raised by the Audit and recommend to the Executive Council for its consideration and publication before submitting to the Academic Committee; and
- (g) to perform such other functions and exercise such other powers assigned to it by the Executive Council from time to time concerning financial matters.

**CHAPTER VI**  
**THE PLANNING BOARD**

1. There shall be a Planning Board for the Mother Teresa Women's University.
2. (a) The Committee shall have not more than eight persons of high academic standing.
  - (b) The members shall be appointed by the Chancellor and shall hold office for such period as he may determine.
3. The Vice-Chancellor shall preside over the meeting of the Board. In her absence, the Senior most member by age shall preside.
4. It shall be the power of the Board-
  - (a) to consider the plans of development or research, both short term and long term;
  - (b) to propose courses of studies to be undertaken for the betterment of research in the University;
  - (c) to propose measure for augmentation of finances;
  - (d) to propose schemes for the development of the University;
  - (e) to consider co-operation with institutions in India and abroad;
  - (f) to consider such other proposals for furthering the objects of the University;
  - (g) to advise the Executive Council on academic matters.
5. (a) The Board shall meet at least once in a year.
  - (b) The Registrar shall issue the notice for convening the meeting of the Board.
  - (c) The minutes shall be prepared by the Registrar with the approval of the Vice-Chancellor or the Chairman who presided over the meeting.

### **Legal Adviser**

1. It shall be competent for the Executive Council to appoint a Legal Advisor for such period and on such remuneration and other terms, to perform such duties as it may fix from time to time.
2. The legal Adviser so appointed shall not be a member of any Authority of the University.

## **CHAPTER VII**

### **THE DEPARTMENT OF STUDIES (Board of Studies)**

1. There shall be a Department of Studies attached to each subject of study or groups of related subjects in this University.
2. (a) The Department shall have not less than three members nominated by the Executive Council, the two senior members of the concerned Department shall be the ex-officio members of the Department of Studies. The Department may also invite specialists in the subject of research with the specific approval of the Vice-Chancellor.  
(b) The Department of Studies shall be reconstituted by the Executive Council once in three years.
3. (a) The Chairman shall be appointed by the Vice-Chancellor with the approval of the Executive Council for a period not exceeding three years at the first instance which can be renewed.  
(b) In the absence of the Chairman, the senior most ex-officio member, present shall preside over the meetings.
4. It shall be the duty of the Department of Studies:-
  - (a) to consider the research proposals undertaken by the teachers in the Department and modify or alter such proposals as it deems fit;
  - (b) to suggest areas of research connected with the subject;
  - (c) to evaluate the work being done and to suggest ways and means of improving the work;

- (d) to propose courses for research degrees and the minimum requirements for admission to such courses;
  - (e) to propose Diploma, Certificate courses etc., in the subject and the minimum requirements for admission;
  - (f) to suggest the names of eminent scholars in India and abroad for invitation as Special Research Fellow; and
  - (g) it shall be the duty of the Department of Studies to consider and report on any matter concerned with the subject under its purview referred to it by the Faculty, Academic Committee, Executive Council and the Vice-Chancellor.
5. Each Department shall have the following powers;-
- (a) to propose names of suitable experts for evaluating thesis, research reports, books, the academic work of teachers as and when required;
  - (b) to propose to the faculties subjects for interdisciplinary research and ways and means for the up-keep of standard of teaching and research;
  - (c) to propose subjects for book writing and the names of experts suitable for the topics;
  - (h) to propose new courses of study; and
  - (e) to consider any other matter relevant for the improvement of the standard of studies pertaining to the department.
6. (a) Department of Studies shall meet at least once in a year; the Vice-Chancellor may direct the convening of additional meetings as and when required.
- (b) Notice to the Meeting of the Department of Studies shall be issued by the Registrar.
7. The procedure prescribed for the conduct of the meeting of the Academic Committee wherever applicable, shall be followed for the meetings of the Board. The minutes of the meeting shall be prepared and forwarded by the Chair Person to Registrar within fifteen days.



**CHAPTER VIII**  
**CONVOCAATION FOR CONFERRING DEGREES**

1. Convocation for conferring degrees shall ordinarily be held every year once or twice as the Chancellor shall direct. The Mother Teresa Women's University awards only M.Phil, Ph.D and D.Litt degrees by research and study.
2. Candidates for all degrees, including those who are to be admitted "In Absentia" should submit to the Registrar their applications for admission to their degrees in the prescribed form on or before the prescribed date every year before the Convocation. The Registrar shall place before the Executive Council a consolidated statement showing the number of candidates for various degrees on whom degrees are to be conferred.
3. No candidate who has already proceeded to a degree and has been awarded her diploma shall be admitted for the same degree, a second time at a convocation notwithstanding that she may have qualified in an additional group or branch or in an additional language.
4. After obtaining the approval of the Executive Council, the Registrar shall prepare a list of candidates who have applied and on whom degrees are to be conferred. 'In person' and 'In Absentia". The Diplomas, for the candidates who are admitted 'In Absentia" will be sent by Registered Post to the candidates concerned.
5. The Chancellor, Pro-Chancellor, Vice-Chancellor, Professors of the Faculties and members of the Academic Committee shall wear the academic robes prescribed and assemble in the Committee Hall at the appointed hour.
6. In the absence of the Chancellor, Pro-Chancellor, if present, shall preside, if not, the Vice-Chancellor shall preside; in their absence any member of the Academic Committee nominated by the Chancellor shall preside.
7. The graces of the Academic Committee on behalf of the candidates for admission to the several degrees will be supplicated in the following order-  
Economics by the Head of the Department of Economics  
Education by the Head of the Department of Education.  
English by the Head of the Department of English.  
Family Life by the Head of the Department of Family Life Management  
Management

Historical Studies	by the Head of the Department of Historical Studies.
Sociology	by the Head of the Department of Sociology
Tamil	by the Head of the Department of Tamil.

Heads of Department of other Faculties as and when they are established.

8. The formula to be used for each grace shall mutatis mutandis be as follows:-  
.....Chancellor, I move that a grace of the Academic Committee be passed that those persons whom the Executive Council on the reports of the Examiners has certified to be qualified for the degrees in the faculty of .....be admitted to those degrees.
9. Whereupon the Chancellor shall put the question ‘shall it please ....you that this grace be passed and the Academic Committee assenting, the Chancellor shall say ‘This grace is passed’. For awarding the diplomas at a convocation, the following procedures shall be followed;:
10. The Chancellor, Pro-Chancellor, Vice-Chancellor, Members of the Executive Council, Professors of the Faculties and Members of the Academic Committee shall proceed in procession to the hall in which the degrees are to be conferred.
11. The pedestal shall be so arranged that the Chancellor’s chair may be somewhat in advance; the chair assigned to the Pro-Chancellor, Vice-Chancellor, Members of the Executive Council, Professors of Faculties and Members of the Academic Committee being so arranged as to leave full space for the presentation of the candidates; special seats shall be provided in the hall for the members of the Faculties.
12. The candidates shall wear the prescribed dress pertaining to their respective degrees and shall be arranged opposite to the Chancellor.
13. On the procession entering the hall, the candidates shall rise and remain standing until the Chancellor, Pro- Chancellor, Vice-Chancellor, Members of the Executive Council, Professors of the Faculties and Members of the Academic Committee have taken their seats.

14. The Chancellor, Pro- Chancellor, Vice-Chancellor, Professors of the Faculties and members of the Academic Committee having taken their places, the Chancellor shall say:  
 “This convocation of the Mother Teresa Women’s University has been called to confer degrees upon (Persons on whom the Executive Council has decided to confer honorary degrees) the candidates on whom in the examinations recently held for the purpose have been certified to be worthy of the same”.
15. The an address may be made to the candidates by a member of the Academic Committee or a member of the Executive Council or any other worthy person appointed by the Chancellor exhorting the candidates to conduct themselves suitably upto the position to which by the degree to be conferred upon them they have attained.
16. Then the candidates standing, the Chancellor shall put to them the following questions:-  
 “Do you sincerely promise and declare that if admitted to the degree for which you are severally candidates, and for which you have been recommended, you will in your daily life and conversation, conduct yourselves as becoming members of this University?”  
**Answer – “I do promise”**  
 Question – “Do you promise that you will, as far as in you lies, uphold and advance the social order and the well being of your fellowmen?”  
**Answer – “I do promise”**  
 The Chancellor shall then say: **“Let the candidates be now presented”**.
17. Then the candidates shall be presented to the Chancellor by the Heads of their respective faculties being members of the Academic Committee or by other members of the Academic Committee, the candidates having first received their diplomas from the Registrar.
18. When all the candidates for the degree in a faculty have been presented, the Chancellor shall say to the candidates who shall remain standing –  
**“By virtue of the Authority vested in one as Chancellor Pro – Chancellor/Vice-Chancellor of the Mother Teresa Women’s University, I admit you to the several degrees in the faculty of .....for which you have been declared qualified in this University and in token thereof you have been presented with these diplomas and I authorize you to wear the robes ordained, as the insignia of your degrees”**.

19. When all the candidates have been presented, the Registrar shall lay the record of the degrees that have been conferred, before the Chancellor who shall sign the same.
20. After the record has been signed, the Chancellor, Pro-Chancellor, Vice-Chancellor, Professors of the Faculties and Members of the Academic Committee shall rise up and the Chancellor shall say:  
**“I dissolve the Convocation”**
21. Then the Chancellor, Pro-Chancellor, Members of the Executive Council, Professors of Faculties and Members of the Academic Committee shall retire in procession to the Executive Council room, the graduates standing.

### **Honorary Degrees**

1. The Executive Council may, on the recommendation of not less than two third of the members present, confer any of the following honorary degrees upon a person on the ground that she is, by reason of eminent position and attainments or by virtue of her contribution to learning or eminent services to the cause of education, a fit and proper person to receive such a degree.

### **Doctor of Laws (LLD)**

2. Honorary Degree shall be conferred only at convocation and may be taken in person or in absentia.
3. The presentation of persons at the Convocation on whom honorary degrees are to be conferred shall be made by the Vice-Chancellor or by any person nominated by the Executive Council.
4. The Diploma or Certificate of an honorary degree shall be signed by the Chancellor.

### **Academic Robes**

The Academic Robes for the Chancellor, Pro-Chancellor, Vice-Chancellor, Members of the Executive Council, Members of the Academic Committee and Faculties, the Registrar and the Candidates for the degrees shall be as prescribed below:-

1. **Chancellor** – A purple terry velvet gown made like as in the Madras University, with two inch gold lace down the front and round the bottom of the sleeves outside.

A white laced turban or a black velvet academic cap, bound round with gold lace and gold tassel, nine inches long.

2. **Pro-Chancellor** – A purple gown of silk or stuff, same shape as the Chancellor's and trimmed in the same way. A gold laced turban and an academic cap in white.
3. **Vice-Chancellor** – A pink gown of silk or stuff, same shape as the Chancellor's and trimmed in the same way, but with silver lace. (A navy blue academic cap.)
4. **Registrar** – A light blue laced gown of silk or stuff and a gold academic cap in white.
5. **Professors of Faculties** – A oak colour gown of silk or stuff and a scarf of scarlet silk or stuff, ten centimetres wide with a fringe of the same colour and seven centimetres deep and a gold academic cap in white.

**Members of the Executive Council, Academic Committee and Faculties** – A black gown of silk or stuff and a scarf of scarlet silk or stuff, ten centimetres wide with the fringe of the same colour, seven centimetres deep and a white laced turban

**Ph.D Scholars** – Candidates shall wear a white gown and a scarf of scarlet silk or stuff, 1 cm. wide and two meters long with a fringe of the same colour, 6 cms. deep. Candidates shall have an academic cap in white which may have a golden border..

**M.Phil. Scholars** – Candidates shall wear a light green gown and a scarf of scarlet silk or stuff, 1 cm. wide and two meters long with a fringe of the same colour, 6 cms. deep. Candidates shall wear a dark green academic cap with a golden border.

**D.Litt.Scholars.** – Candidates shall wear a mauve gown and a scarf of scarlet silk or stuff, 1 cm. wide and two meters long with a fringe of the same colour, 6. cms. deep. A purple academic cap with a golden border must be worn.

**CHAPTER IX**  
**COMMITTEE FOR RECOMMENDING A PANEL FOR**  
**VICE-CHANCELLORSHIP ACT SECTION 12(2).**

1. When a permanent vacancy of the office of the Vice-Chancellor occurs or is about to occur, the Registrar shall under the direction of the Executive Council intimate the fact of the vacancy to the Chancellor, Government, Executive Council and Academic Committee for initiating action to nominate members for constitution of the Committee. The notice for the special meeting of the Executive Council and Academic Committee for the nomination of a member to the Committee shall mention the hour of the last date for filling nomination papers and the place, date and hour of scrutinizing the nomination papers. The nomination papers should be filed with the Registrar in time.
2. (a) Every nomination shall be in writing, signed by the proposer who shall be a member of the Academic Committee and seconded by a member of the Academic Committee called the seconder in the form prescribed. No nomination shall be valid unless it contains the signature of both the proposer and the seconder.  
  
(b) The nomination form shall also be signed by the person proposed, expressing her consent to be nominated.
3. Soon after the expiry of the last date and hour for receipt of nomination, the Registrar or the person authorised by her shall scrutinise the nomination papers immediately. The proposer or the seconder of the proposed nominees is entitled to be present at the time of the scrutiny. A list of persons whose nominations have been declared valid and authorised by her shall be published on the notice board of the office of the University. A copy of the list shall be sent to the persons nominated for election.
4. Any person whose nomination had been declared valid may withdraw her nomination by a letter and present to the Registrar in person not later than seven clear days after the day of publication of valid nominations. If the letter of withdrawal is to be sent by post, it should be attested by any member of the Academic Committee and sent by registered post to the Registrar, so as to reach her not later than the above said seven days. Such a withdrawal once made shall be final.

5. (a) If the number of persons validity nominated is only one and she has not withdrawn, that person shall be deemed to have been duly elected.  
  
(b) If the number of persons validity nominated and who have not withdrawn, are more than one, elections shall be held on a date to be fixed by the Vice- Chancellor.
6. (a) The statutes in this Chapter relating to the procedure for nomination and election of person by the Academic Committee to the Committee referred to in paragraph 1 of this chapter shall as far as may be necessary, apply to the nomination and election of a person by the Executive Council to the Committee mentioned in paragraph 1 of this chapter, the word, 'Executive Council' wherever necessary.  
  
(b) Notwithstanding anything contained herein, it shall be competent for the Executive Council to elect such a nominee to the committee by resolution assented to by the majority of the members of the Executive Council after obtaining the consent of the concerned nominee to serve on the committee.
7. (a) The election shall be conducted by secret ballot at the place specifically set apart for the purpose. The ballot box properly locked and sealed shall be provided to receive the votes of the nominees at the meeting hall itself.  
  
(b) All members present at the meeting shall be entitled to vote. No vote can be given by proxy.  
  
(c) Before a member is ready to vote, the Registrar shall ascertain and satisfy herself that the person desiring to vote is a member who has not already voted in this election. The Registrar shall then enter her name upon in the counterfoil of the ballot paper in the ballot paper book which shall be provided for the purpose of the election and shall then tear out the ballot paper corresponding to the counterfoil and having initialed the ballot paper on the back thereof, shall hand it over to the member. Every ballot paper shall contain the names of all nominees arranged in alphabetical order.  
  
(d) When a member has received a ballot paper, she shall proceed to the place arranged for marking the vote and shall mark thereon by marking 'X' against the name for whom she intends to vote. The number of nominees for whom each elector may vote shall be only one.

The member shall then hold the ballot paper and drop it in the ballot box placed in the front of the Returning Officer.

(e) If a member inadvertently spoils a ballot paper, she may return it to the Registrar who shall if satisfied of such inadvertence, give her another paper and retain the spoiled paper and this spoiled paper shall be immediately cancelled and the fact of such cancellation shall be noted on the counterfoil.

(f) Two scrutinizers shall be selected by the Chairman of the meeting of the Academic Committee to count the votes polled. The Counting shall be done in the presence of the members of the Academic Committee present and the Chairman. Person securing the highest number of votes shall be declared by the Chairman of the meeting to have been duly elected and nominated- by the Academic Committee to the Committee referred to in paragraph 1` of this chapter.

8. Chairman of the meeting of the Academic Committee held for the purpose of this election shall conduct other items of business if any, but the business of electing a member to the Committee shall precede all the other business and shall be disposed of before the meeting is adjourned or before any other item, if any, on the agenda is considered.

9. No election referred to in this chapter shall be invalidated by reason of any vacancy among the persons entitled to vote in the election.

10. The Registrar shall report to the Chancellor the names of the persons elected by the Academic Committee and the Executive Council to the Committee for recommending a panel for the Vice-Chancellorship. The Government shall nominate the third member to the Committee. The member nominate by the Government shall be the convenor of the Committee.

11. The Committee shall meet soon after the names of the three members are published and submitted to the Chancellor within a month of a panel, containing the names of three persons suitable for holding the office of the Vice-Chancellor.

12. The Chancellor shall appoint one of the persons whose names are given in the panel as the Vice-Chancellor.



**MOTHER TERESA WOMEN’S UNIVERSITY, KODAIKANAL**

Nomination for election of one member of the Executive Council to the committee for recommending the panel of three names for the Vice-Chancellorship.

Name of the candidate

(Please state also the academic

degree taken for inclusion after

the name in the ballot paper).

Address of the Candidate.

Name of the proposer

Signature of the proposer

Address

Date

Name of the Seconder

Signature of the seconder

Address

Date:

**CONSENT OF THE CANDIDATE**

I, hereby declare that, I am not a member of any of the authorities of the University and I consent to be nominated as a member of the Committee by the Executive Council, for recommending the panel of three persons for the Vice-Chancellorship.

Signature of the Candidate.

Date:

**MOTHER TERESA WOMEN’S UNIVERSITY, KODAIKANAL**

**DECLARATION PAPER.**

Election to the Committee for recommending the panel of three names by the Academic Committee.

Serial No. Elector’s Name:

**ELECTORS DECLARATION**

I, ..... (Name in full and Designation) declare that, I am a Member of the Academic Committee; Mother Teresa Women’s University, Kodaikanal and have signed no other declaration paper at this election.

Station:

Signature:

Date:

Address:

**MOTHER TERESA WOMEN'S UNIVERSITY, KODAIKANAL**

**NOMINATION PAPER**

Nomination for election of one member to the Academic Committee to the Committee for recommending the panel of three names for the Vice-Chancellorship.

Name of the candidate (Please state also the academic degrees taken for inclusion after the name in the ballot paper).

Address of the Candidate.

Name of the proposer

Signature of the Proposer.

Address:

Date:

Name of the Seconder

Signature of the Seconder.

Address.

Date:

**CONSENT OF THE CANDIDATE**

I, hereby declare that, I am not a member of any of the authorities of the University and I consent to be nominated as a member of the Committee by the Academic Committee, for recommending the panel of three person for the Executive Council.

Date:

Signature of the Candidate.

**MOTHER TERESA WOMEN'S UNIVERSITY, KODAIKANAL**

**DECLARATION PAPER**

Election to the Committee for recommending the panel of three names by the Executive Council.

Serial No.

Elector's Name:

**ELECTOR'S DECLARATION**

I, ..... (Name in full and Designation) declare that I am a Member of the Executive Council; Mother Teresa Women's University, Kodaikanal and have signed no other declaration papers at this election.

Station:

Signature:

Date:

Address:

**BALLOT PAPER**

Counterfoil

1. Name of the Voter.
2. Signature of the voter.

**PERFORATION**

**BALLOT PAPER NO.**

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Serial Number	Name of the Candidate	Mark showing the Voter's Choice
(1)	(2)	(3)

---

- 1.
- 2.
- 3.
- 4.
- 5.

## CHAPTER – X

### AFFILIATION, APPROVAL OF COLLEGES AND AUTONOMOUS COLLEGES:

#### Act S.2 Definition

1. (a) ‘Affiliated College’ means any college within the University area affiliated to the University and providing courses of study for admission to the examinations for degrees of the University and includes a College deemed to be affiliated to the University.  
(b) ‘Approved College’ means any College within the University area approved by the University and providing courses of study for admission to the examinations for titles and diplomas and includes a College deemed to be approved by the University.  
(c) ‘College’ means any College or any Institution maintained or approved by or affiliated to the University and providing courses of study for admission to the examinations for degrees of the University.  
(d) ‘Teachers’ means such as Lecturers, Readers, Assistant Professors, and other persons giving instruction in University Colleges or laboratories in affiliated or approved colleges or in autonomous Colleges or in hostels and full time librarians employed in colleges.
  - (i) That qualified Librarians working in approved and affiliated Colleges be treated as members of the teaching Staff.  
  
(ii) That the qualified Librarians be allowed to enjoy the privileges excepting vacation allowed to the members of the teaching staff.  
  
For purpose of leave, qualified librarians will be treated as members belonging to the non-vacation department and will be eligible to earn leave under University rules.
2. ‘Autonomous College’ means any affiliated college so designated, providing its own courses of studies, within the University area which had been approved to be so, by the University with the concurrence of the Government and the University Grants Commission.
3. The University shall have power to confer degrees, titles, diplomas and other academic distinctions on persons who shall have pursued and approved course of study in an

autonomous college, and to designate any college as an autonomous college with the concurrence of the State Government and the U.G.C in the manner and under conditions prescribed and to revoke such designation.

4. The Executive Council shall have power to designate any college as an autonomous college with the concurrence of the State Government and the UGC and to revoke such designation.
5. The Executive Council shall have power to prescribe in consultation with the Academic Committee the manner in which and the conditions subject to which a college may be designated as an autonomous college and such designation may be revoked.
6. The Statutes may provide for the conditions subject to which a college or the designation of such college may be revoked and the matters incidental to the administration or autonomous college including the constitution or reconstitution, powers, and duties of Academic Committee, Staff Council, Board of Studies and Board of Examiners.
7. The Executive Council shall not propose the draft or any Statute or of amendment to a Statute affecting the conditions of affiliation or approval of affiliated or approved colleges with the University or by the University, as the case may be, or affecting of the conditions of designation of any Colleges as an autonomous college except after consultation with the Academic Committee.
8. The Executive Council may confer the statues of autonomy on an affiliated College to conduct specified courses of studies, subject to the conditions set forth in the Chapter.
9. (a) An affiliated College having not less than ten years of standing and accorded permanent affiliation will be eligible for the conferment of autonomy to conduct specified courses of studies.  
(b) An autonomous college shall offer instruction only up to Degree, Post Graduate and M.Phil Courses.  
(c) An autonomous college will have autonomy in the matters of:
  - (i) framing syllabus, courses, and contents adopting the University general pattern. The course contents and pattern should be framed in such a manner so as to avoid making the existing staff as surplus for redeployment.
  - (ii) arranging for instruction to students;
  - (iii) devising methods of evaluation, examinations and tests pertaining to the award

of the degree/diploma by the University;

(iv) admission of students in respect of courses of studies for which autonomy is conferred;

(v) starting U.G Diploma/P.G Diploma / Certificate Courses (which are not instituted in the University) without prior approval of the University as the Diploma/Certificate is to be issued under the seal of the college. However, for starting a new Diploma/Certificate/Degree/P.G Degree/M.Phil/Ph.D., etc., courses that are instituted by the University, an autonomous college should obtain recognitions/affiliation of the University by sending its proposals complete in all respects atleast a year in advance for obtaining prior approval before commencement of such courses.

(d) Any autonomous College shall have power to make rules or by laws, not inconsistent with the University (Amendment) Act, 1996 and the University (Amendment) Act, 1977 and the laws framed there under for purposes of securing the objectives for conferring the status of autonomy to the college.

(e) (i) The autonomous College shall set up (i) Governing Body/Governing Board/ Board of Management/ Executive Council/ Management Committee (as the case may be), (ii) Board of Studies in the subject concerned, (iii) Academic Committee and (iv) Finance Committee. In addition, the autonomous College shall set up committees, like, Planning & Evaluation Committee, Grievances Appeal Committee, Examination Committee, Admission Committee, Library Committee and Committee on Students Welfare and Extra Curricular matters.

(ii) The decision of the Academic Committee constituted under the preceding Statute on academic matters shall generally be implemented by the Managing Body of the College.

(f) (i) The Governing Body/Governing Board /Board of Management /Executive Council / Management Committee (as may be named) shall in the case of:

Autonomous College directly administered by the State or Central Government have an



Executive Council consisting of the following members:

(g) Not more than THREE persons to be nominated by the State Government / Central Government of whom one would be the CHAIRPERSON.

- (h) Two senior's teachers of the College to be nominated in rotation according to seniority by the principal for a period of two years.
- (i) ONE nominee of the University not below the rank of Professor;
- (j) ONE nominee of the University Grants Commission; and
- (k) The Principal of the College, Ex Officio Member – Secretary.

Autonomous Colleges maintained by the University have a Management Committee constituted by the Executive Council of the University with the representation of the following:-

- (1) THREE members nominated by the Executive Council of the University;
- (2) TWO Senior most teachers to be nominated on rotation by seniority by the Principal for a period of two years;
- (3) ONE officer of Directorate of Higher Education / State Council of Higher Education;
- (4) ONE nominee of the University Grants Commission; and
- (5) The Principal of the College-Ex-Officio Member Secretary

Other autonomous Colleges (including Trust and Minority Colleges) should have the following representation in their Governing Body / Governing Board / Board of Management (as may be named) in addition to what is being provided under their respective bye - laws:-

- (1) TWO Senior most teachers of the Colleges to be nominated in rotation according to seniority by the Principal for a period of two years;
- (2) ONE nominee of the University not below the rank of Professor;
- (3) ONE officer of Directorate of Higher Education / State Council of Higher Education;
- (4) ONE nominee of the University Grants Commission; and
- (5) The Principal of the College, Ex-Officio Member Secretary.

(f) (ii) Term:- The term of the nominated members at (1) to (4) of Executive Council / Management Committee / Governing Body / Governing Board / Board of Management shall be for a period of two years and the same persons except for members at (2), shall be eligible for renomination for another term.

(iii) Meeting:- The Governing Body / Governing Board / Board of Management / Executive Council / Management Committee shall meet at least thrice a year.

(iv) Functions:- Subject to the existing provisions in the bye laws of respective autonomous colleges and rules laid down by the State Government, the Governing Body / Governing Board / Board of Management / Executive Council / Management Committee of an autonomous college shall have powers to:-

- (1) fix the fees and other charges payable by the students of the college on the recommendation of the Finance Committee;
- (2) institute scholarships, fellowships, studentships, medals, prize and certificate on the recommendations of the Academic Committee;
- (3) approve institution of new programmes of study leading to degrees and / or diplomas;
- (4) perform such other functions and institute Committee, as may be necessary and deemed fit for the proper development and to full fill the objectives for which the College has been declared as autonomous.

(g) (i) The Board of Studies consists of:-

- (1) Head of the Department concerned: CHAIRPERSON;
- (2) The teachers of each specialization up to a maximum number of five teachers from a Department;
- (3) TWO experts in the subject from outside the college to be nominated by the Academic Committee;

(4) ONE expert to be nominated by the Vice – Chancellor from the panel of six experts recommended by the Principal of the college; and

(5) ONE post-graduate meritorious alumnus to be nominated by the Principal.

The Chairman, Board of Studies may with the approval of the Principal of the College:-

(a) co-opt experts from outside the college whenever special courses of studies are to be formulated;

(b) co-opt other members of staff of the same faculty.

(ii) Term:- The term of the nominated members shall be two years.

(iii) Meeting:- The Principal of College shall draw a schedule for meeting of the Boards of Studies for different departments. The meeting may be scheduled as and when necessary but necessarily once a year.

(iv) Functions: The Board of Studies of a department in the College shall:-

(1) prepare syllabi for various courses keeping in view the objectives for the College and the national requirement for consideration and approval of the Academic Committee.

(2) suggest methodologies for innovative teaching and evaluation techniques;

(3) suggest panel of names of the Academic Committee for appointment of examiners; and

(4) to co-ordinate research, teaching, extension and other academic activities in the Department / College.

(h) (i) The Academic Committee consists of:-

(1) the Principal of the College: CHAIRPERSON;

(2) all Head of Departments in the College;

(3) four teachers of the College representing different categories of teaching staff by rotation on the basis of seniority of service in the College;

- (4) not less than four experts from outside the college representing such areas as Industry, Commerce, Law, Education, Medicine, Engineering, etc., to be nominated by the Government Body/ Governing Board / Board of Management / Executive Council / Management Committee (as may be named);
- (5) three nominees of the University;
- (6) A faculty member nominated by the Principal-Member secretary.
- (ii) Term:- The term of the nominated members shall be two years.
- (iii) Meeting:- The Principal shall convene the meeting of the Academic Committee atleast once a year.
- (iv) Functions:- Without prejudice to the generality of functions mentioned, the Academic Committee shall have powers to,
- (1) scrutinize and approve the proposals with or without modification of the Boards of Studies with regard to courses of study, the academic regulations, curricula, syllabi and modifications thereof, instructional and evaluation arrangements, methods, procedures relevant thereto etc; Provided that where the Academic Committee differs on any proposal, it will have a right to intervene in the matter for reconsideration to the Board of Studies concerned or reject it, after giving reasons to do so;
  - (2) make regulations regarding the admission of students to different programmes of study in the College;
  - (3) frame regulations for conduct of examinations and initiate measures for improving quality of teaching, students evaluation and student advisory programme in the College;
  - (4) make regulations for sports, extra – curricular activities, proper maintenance and functioning of the playgrounds and hostels;
  - (5) recommend to the Governing Body, the proposal for institution of new programmes of study;
  - (6) recommend to the Governing Body, the institution of scholarships, studentships, fellowships, prizes and medals and frame regulations for the award of the same;

- (7) advise the Governing Body on suggestion (s) pertaining to academic affairs made by it ; and
- (8) perform such other functions as may be assigned by the Governing Body / Governing Board / Board of Management / Executive Council / Management Committee.
- (v) The Finance Committee shall consist of:-
  - (1) The Principal.....CHAIRPERSON;
  - (2) ONE person to be nominated by the Governing Body of the College;
  - (3) ONE senior most teacher of the College to be nominated in rotation by the Principal for two years.

The Finance Committee will be an advisory body to the Governing Body / Governing Board / Board of Management / Executive Council and will meet at least twice a year to consider (a) the budget estimate relating to the grant received/ receivable from the UGC, other non – Government sources and income from fees etc., collected for the activities proposed under the scheme of autonomy; and (b) the audited accounts for the above,

- (i) Admission of students to courses of students offered by the autonomous colleges shall conform to the minimum qualifications laid down by the University for the Courses of studies concerned, subject to rules of reservation for candidates belonging to Schedule Castes, Schedule Tribes, Most Backward and Backward Classes laid down by the State Government from time to time.

(10) The University shall have power to confer degrees, titles, diplomas and other academic distinctions on persons who shall have pursued an approved course study in an autonomous college. The name of the autonomous college shall, however, be indicated in the diploma issued to the candidates.

(11) (a) An affiliated college may be conferred the status of autonomy for a period not exceeding five years in the first instance, subject to review of the functioning of the College by a Review Committee at the end of the third year and at the end of the fifth year, which will also determine continuance or otherwise of the autonomous status. The Executive Council shall have power to constitute such a Review Committee consisting of the following persons:-

- (1) One nominee of the University as... CONVENOR
- (2) One nominee of the State Council for Higher Education or State Government, wherever such Council does not exist;
- (3) One nominee of the University Grants Commission; and
- (4) Two experts from outside the State to be nominated by the University.

(b) The Executive Council shall be the competent body to extend the period beyond five years on an application made by the college.

(12) (a). The Executive Council shall have power to revoke the autonomy conferred at any time after giving notice of such intention to the College concerned before the expiry of the period mentioned in Statute 11 supra in the case of deteriorating or declining standards or for any other valid reason.

(b) The Executive Council for the above said purpose shall be guided by the recommendation of the Review Committee consisting of the persons mentioned in statute 11(a) supra.

(c) The Committee shall submit its report / recommendation after a detailed review is made with reference to the continuance of the autonomy.

(13) (a) Notwithstanding the conferment of autonomous status on an affiliated College, all provisions of the Act, the Statutes, the Ordinances and the Regulations of the University shall be applicable to the college except those relating to matters specified in these Statutes. The University shall continue to exercise its general power of supervision over such a college.

(b) The University shall have power to constitute an Advisory Body to monitor the functioning of these colleges.

(14) (a) The Executive Council shall decide from time to time on the invitation to colleges to apply for autonomous status. The proposals may be placed before the Standing committee referred to clause (b) of this Statute. The Committee, after inspection, shall submit its recommendation to the Vice-Chancellor. On approval of the

recommendations, the name(s) of the college(s) selected for granting autonomy shall be recommended to the UGC / State Government for concurrence. After the concurrence of the UGC and State Government is obtained, the Executive Council shall decide on conferment of autonomous status to these college(s)

(b) The committee referred to clause (a) of this statute shall consist of members nominated by the Executive Council including one representative of the State Council for Higher Education or State Government, if such a Council does not exist.

(15) The College shall pay to the University a fee of Rs.5, 000/- along with the application for grant of autonomous status.

(16) The Executive Council shall make a report to the Academic Committee on each of autonomy conferred by it.

#### **Statute-Grant of Affiliation and Approval to colleges:**

1. The Executive Council shall have the power after consultation with the Academic Committee to affiliate any college within the area of the University and to affiliate any College outside the limits and to approve any College within the territorial jurisdiction of the University providing courses of study for admission to the examinations for titles and diplomas of the University.

#### **Statute-Procedure for Withdrawal of Affiliation or Approval**

2. The Executive Council shall have the power, at any time after due enquiry, and after consultation with the Academic Committee, to recommend to the Academic Committee the withdrawal or suspension of the affiliation or approval granted to a College, provided that before making such a recommendation, the Executive Council shall inform the management of the College concerned of its finding after the enquiry and shall allow it an opportunity for making such a representation as it may deem fit, and shall report its opinion on the representation so made. The report of the enquiry,

the representation made by the management, if any, and the opinion of the Executive Council thereon shall be placed before the Academic committee and the Academic Committee along with the recommendation of the Executive Council. The Executive Council shall carry out the decision of the Academic Committee on the recommendations.

**Statute - Temporary Suspension of Instruction in Courses or Subjects:**

3. It shall be open to a college to suspend after previous intimation to the Executive Council for a total period not exceeding three academic years, instruction in any subject or course of study in which the College is recognized, affiliated or approved. At the end of the period of suspension, work may be resumed with the previous approval of the Executive Council. If the work is not resumed at the end of the period of suspension, the recognition, affiliation or approval previously granted shall be regarded as having lapsed, provided that when in any year a college being prepared to make the usual arrangement to give instruction in the subjects in which it has been recognized, affiliated or approved, does not, for want of students, open classes in one of those subjects, and it reports to the Executive Council before the 1st of August, it shall not be deemed that the college has suspended instruction in that subject, provided also that notwithstanding anything contained in the foregoing provision, it shall be competent for the Executive Council to consider the need for the continuance of recognition, affiliation or approval of the college in a subject which has not been taught for three consecutive years.

Affiliation or approval of a college which has temporarily suspended instruction in any subject shall not preclude the Executive Council from granting affiliation or approval in the same subject to any other College in the same locality.



## **CONDITIONS TO BE SATISFIED BY AFFILIATED AND APPROVED COLLEGES:**

### **Statute – Constitution of Managing Body of a College:**

4. (a) Every college shall be managed by a regularly constituted Managing Body on which the teaching staff shall be represented by at least the Principal, provided that in the case of a Government College the Executive Council may waive this condition.

(b) The Constitution of the Managing Body of the college shall also provide for one representative of the Executive council of the University to serve on the Managing Body.

### **Statute - change in Managing Body:**

5. Any change in the constitution of the Managing Body shall be reported forthwith to the Executive Council.

### **Statute – College Council:**

6. Every College shall have a duly constituted college council which consists of a representative from the teaching staff, to advise the Principal in the internal affairs of the college.

### **Statute - Financial Provision of a College:**

6. Every College shall satisfy the Executive Council that adequate financial provision is available for its continued and efficient maintenance, either in the form of an endowment or by an undertaking given by the person or body maintaining it.

In case of withdrawal of affiliation or approval or recognition granted to a college by the University, the arrears of salary to the teachers and members of the non – teaching staff, and arrears of P.F contributions by the college shall be the first charge on the income and property of the Endowment.

### **Statute - Conditions of Recognition, Affiliation or Approval:**

8. Every college shall satisfy the Executive Council on the following points:-

- (1) the suitability and adequacy of its accommodation and equipment for teaching;
- (2) the character, qualifications and adequacy of its teaching staff and the conditions of their services;
- (3) the residence, physical welfare, discipline and supervision of its students; and
- (4) such other matters as are essential for the maintenance of the tone and standards of University education.

In regard to the matters referred to above, the Executive Council shall be guided by the reports of inspections and by any rules which may be prescribed.

### **ARTS AND SCIENCE COLLEGES:**

#### **1. Permission of the State Government:**

Any educational agency which proposes to start an Arts and Science Colleges or an approved College shall obtain orders of the State Government permitting the agency to start the college, as per provisions of Tamil Nadu Private Colleges (Regulation) Act, 1976 (President's Act 19 of 1976).

Once the Government clears permission for starting a college, the question of deciding what courses should be sanctioned in future is purely an academic exercise falling within the purview of the University.

#### **2. To be a Registered body:**

Every educational agency applying for starting a college and applying for affiliation of the college shall be registered as a Society under the Societies Registration Act, 1860 (Central Act XX1 of 1860) or the Tamil Nadu Societies Registration Act, 1975 (Tamil Nadu Act 27 of 1975 ) or as a Trust with the Trustees vested with the legal powers and duties.

## **I CONSIDERATION FEE**

A. Under Graduate (for each course)	Rs.20,000/-
B. Post Graduate (for each course)	Rs.20,000/-
C. Certificate Courses	Rs. 2,000/-
D. Diploma Courses	Rs. 3,000/-
E. P.G.Diploma Courses	Rs. 5,000/-

## **II AFFILIATION FEE**

1. U.G.(for each course)	Rs. 1,00,000/-
2. P.G.(for each course)	Rs. 2,00,000/-
3. M.Phil	Rs. 5,000/-
4. Fee for continuation of affiliation	Rs. 50,000/-
5. Certificate courses	Rs. 5,000/-
6. Diploma courses	Rs. 10,000/-
7. P.G.Diploma Courses	Rs. 25,000/-

## **III CONFIRMATION AFFILIATION FEE**

U.G.- Course (for each course)	Rs. 2,00,000/-
P.G. - Course (for each course)	Rs. 4,00,000/-

## **IV COURSE CONVERSION FEE**

U.G. and P. G (for each course)	Rs.25,000/-
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V Inspection / Conveyance fee	Rs.5,000-
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VI Honorarium (for each course)	Rs. 500-
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## VII ENDOWMENT FEES

1.B.A General	Rs.25,000/-
2.B.SC Mathematics	Rs.37,500-
3.B.B.A	Rs.50,000-
4.B.Sc Physics/Zoology/Botany/Geology	Rs.50,000-
5.B.Sc Chemistry/Home Science	Rs.75,000-
6.BCA/ B.Sc.I.T	Rs.75,000-
7.B.Sc.Bio-Chemistry	Rs.75,000-
8.M.Com	Rs.50,000-
9.M.Sc.Maths	Rs.50,000-
10.P.G.Humanities	Rs.50,000-
11.M.A.Mass Communication/M.ED	Rs.50,000-
12.M.Sc Physics/ M.Sc.General	Rs.1, 00,000-
13.M.Sc. Chemistry	Rs.1, 50,000-
14.M.Sc.Comp.Sci./IT/Micro Biology	Rs.2,00,000-

**Note:** The Commission Inspection expenses when found necessary to verify the compliance, when the temporary affiliation was granted on conditions, will be charged by the University to the College at Rs.5000/- (Rupees Five Thousand only) for each Commission visit. The same will be applicable for conversion of Provisional/Temporary affiliation into permanent one. The application and affiliation fee once paid are not refundable.

Government Colleges are exempted from the payment of Application fee and Affiliation fee.

### **3. Land**

The minimum land requirements for starting a fresh Arts and Science College shall be as follows:-

- Corporation Limit : 3 acres;
- Municipality Limit : 5 acres;
- Town Panchayat limit : 10 acres; and
- Village Panchayat Limit: 10 acres.

A copy of the registered Document shall be produced before the Inspection Commission at the time of inspection. In the case of lease, lands taken under irrevocable lease deeds for NOT less than 99 years will be accepted.

### **5. Buildings**

Buildings shall be according to the suggested UGC norms. Management shall put up permanent buildings within two years from the date of granting temporary affiliation.

### **6. Laboratories**

The laboratories shall have sufficient equipments required for performing experiments prescribed for the courses of study. The laboratories shall also have adequate arrangements for gas supply, regular water supply and electricity. The safety standards shall be fully observed.

### **7. Library**

In the beginning, the library shall have at least 100 books of different titles on each subject. It may be raised to 200 within a period of 3 years. The library shall have adequate number of reference books and journals. There shall be a reading room and suitable space available for library staff with proper furniture, Recurring expenditure should not be less than Rs.5, 000/- per subject per year for books, which may be reviewed whenever prices of books go up. For every subject, at least two subject journals shall be subscribed.

The library shall have a common reading room and a stock room as per standards prescribed by the UGC/State Government.

## **8. Teachers**

(i). Number of teaching and non-teaching staff shall be appointed as per norms prescribed by the University/UGC/ Government for each course including foundation course, allied and application oriented subjects.

(ii).No teacher shall be appointed, if she/he has not fulfilled the qualifications as laid down by the University and UGC from time to time.

(iii) Teaching and Non-Teaching staff shall be paid as per day scale of State Government/UGC prescribed from time to time.

iv) An agreement shall be entered into with each teacher to be appointed as per the requirements of the University/Tamil Nadu Private Colleges (Regulations) Act, and rules there under.

(v) The posts of teachers and heads of departments wherever required for the proposed courses shall be filled up before starting the course.

(vi) No teacher shall be appointed or shall continue in service, after attaining the age of superannuation as may be prescribed by the Tamil Nadu Government. However, self-financing colleges may be permitted to appoint teachers up to the age of 62 years or so, if qualified candidate are not available.

(vii) A Librarian and a Physical Directress with prescribed qualifications shall be appointed.

(viii) Suitable leave rules for teachers and non-teaching staff shall be framed,generally in conformity with the State Government Rules.

## **9.Civil Facilities:**

While designing the buildings, it may be ensured that adequate facilities of light, ventilation and toilets are provided. While designing this, the norms laid down by the P.W.D of the State and regulations of the local authority may be kept in view.

## **10. Essential Services:**

Adequate facilities for essential services (water, electricity and sewage facilities) shall be provided in all the buildings.

## **11. General Facilities:**

(a) Adequate facilities shall be provided in the buildings for the physically handicapped.

(b) Separate common room for girls shall be provided in colleges.

(c) There shall be separate toilets for girls.

(d) Adequate accommodation shall be provided for Principal's office, Bursar's office and for the Administrative staff.

(e) There shall be a staff room of a proper size.

## **12. Students Hostel:**

It is desirable that every educational agency provides hostel facilities in accordance with the UGC norms as specified in Annexure-1.

## **4. Other Conditions:**

(i) Affiliation for starting a College shall be granted only if the management of the College has constructed permanent buildings for lecture rooms, laboratory etc. as per the specifications laid down at the minimum land requirement specified herein before permanent site. If any College is permitted to be started in a temporary location, such permission shall be limited to the first two years of starting the college. From the 3<sup>rd</sup> year onwards, the college shall function at the permanent building failing which the colleges shall not be granted affiliation for first year courses until the college moves to the permanent building.

- (ii) Any college permitted to be started shall be granted initial affiliation for not more than 5 U.G. courses. All courses for which affiliations are granted to a College whether in the beginning or subsequently, shall preferably be job-oriented courses in the emerging areas.
- (iii) The maximum number of students who may be admitted to each of the courses shall not exceed the strength sanctioned by the University.
- (iv) In the interest of standards of Post- Graduate Education, the guidelines prescribed by the University for P.G Courses shall be followed. The admission to P.G Courses will be considered on the guidelines determined by the Executive Council from time to time.
- (v) No donations shall be collected from the students seeking admission to any course of study in the College.
- (vi) Arrangements shall be made by the Colleges for the conduct of University Examinations.
- (vii) The Colleges shall only collect tuition and other fees from the students at the rates prescribed by the State Government and University.
- (viii) Management of the College shall not discontinue any existing course without prior permission of the University.
- (ix) The College shall implement each and every one of the recommendations of the inspection Commission appointed by the University from time to time.
- (x) All conditions of affiliations laid down in Chapter XXVI, Laws of the University, shall be strictly followed.
- (xi) Such other rules and regulations as may be generally prescribed from time to time by the University shall also be complied with.
- (xii) If all the conditions of provisional affiliation granted are not complied with by the end of the period fixed, then affiliation or approval shall cease immediately.



(xiii) Application for grant of fresh/further affiliation shall be in the form prescribed in Annexure-II

### **INSPECTION:**

Inspection should be made regular, periodical and mandatory and should follow the norms given below:-

1. University on its own motion or under the directions of the State Government shall order an inspection of any College at any time.
2. Inspection commission shall report on the following points:-
  - (a). Suitability and adequacy of its accommodation and equipment for the proper conduct of the course.
  - (b)The qualification and adequacy of its faculty
  - (c) Salaries and other conditions of teaching staff are in accordance with directions of the State Government/ University.
  - (d) Academic standards are well maintained
  - (e) Hostel facilities for students are according to norms fixed.
  - (f)Adequate attention is paid for the healthy discipline and supervision of students.
  - (g) Conditions of affiliation are strictly and fully observed.
  - (h) Conditions necessary for sound functioning of the college and healthy atmosphere prevail for good academic development of students.
  - (i)Whether the campus is properly maintained.
  - (j)Any other matter which the Commission may deem it necessary to look into.
  - (k) Inspection report shall be in the format prescribed.

### **PERMANENT AFFILIATION**

Permanent affiliation will be granted after the College fulfills all the conditions as prescribed and recommended by the Inspection Commission and after the first batch of students complete the courses. In case the college is not granted permanent affiliation, temporary affiliation may be extended until the stipulated norms are fulfilled. However, infrastructure facilities like class-rooms, laboratories, toilets etc. should be provided within three years.

## ANNEXURE-I

### STUDENTS HOSTEL:

Summary of important recommendations regarding construction of Hostels.

1. Living rooms are to be arranged in such a way that they get the maximum benefit of the prevailing breeze and avoid as much as possible of western exposure.
2. An area of 85-90 sq.ft.(7.9 to 8.4 sq.m) for single seater room, 75-80 sq.ft.(7.0 to 7.4 sq.m) per student for two seater and 70-75 sq.ft.(6.5 to 7.0 sq.m) per student for a three seater room would be adequate for an undergraduate hostel. For Post –Graduate and research students, the room should not be less than 100 sq.ft. per student.
3. Dining area should be designed to accommodate not less than 273<sup>rd</sup> strength of the hostel at the rate of 10-12 sq.ft (1.1. to 1.1. sq.m) per person and kitchen pantry area at the rate of 5-7 sq.ft.(0.5 to 0.7 sq.m) per student.
4. Area for common room may be 500-650 sq.ft.(46.5 to 60.4.sq.m)
5. It should be the endeavour of architects and planners to plan the hostel in such a way that the built up area for students is generally not section to check than 2.3 to 2.5 times the floor area per student within the room.

## ANNEXURE-II

### MOTHER TERESA WOMEN'S UNIVERSITY, KODAIKANAL

Application for fresh/further affiliation in Arts & Science and Professional Colleges;

1. Name and complete postal address of the college :
2. Nature of the College : Arts & Science/Oriental/ Engineering
3. (a) Name and address of the Educational Agency which runs the college :  
(b) State whether it is a registered body.  
If so, whether a copy of the byelaws/ Constitutions governing the Trust/ Society is enclosed. :
4. Name of the affiliating body : Mother Teresa Women's University
5. Whether permission from Professional bodies like, AICTE, if any was obtained ... Yes / No
6. Name and address of the Chairman of the Governing Council with Telephone Number ...
7. Name and address of the Secretary /Correspondent of the College with Telephone Number ...
8. Composition of the present Governing Council of the Institution with full Address of the members ( to be given as a list as Annexure - 1 ...

9. Endowment:

(a) State whether the Educational Agency has adequate Financial resources (to provide buildings, laboratories, library , physical education, medical care etc., to run the college) ...

(b) Financial position / status of the .. Educational Agency to be given briefly in a separate sheet. It should contain the following details ...

(i) Cash ( in deposit ) amount ...

(ii) Properties ( details) ...  
(value of properties )  
(A detailed schedule of immovable properties viz. Land ( Survey No.) extent of land , present value, details of building , present value , may be given).

(c) whether the Educational Agency is willing to create endowment as per the norms laid down by the University for starting a new College and

additional endowment at the rates prescribed by the University for opening of new courses.

(10). Names of other colleges in the district in which the proposed college is to be established and the distance between them and the proposed college.

---

Name	Distance	Students / Strength
(1)	(2)	(3)
1.		
2.		
3.		
4		

---

11. Name of High School within a radius of 15k.m from the proposed college with details of strength of Standards(+2).

Name of the High School	Distance	No. of students studying in (+2) standard
(1)	(2)	(3)
1.		
2.		

12. Name for the opening of the college in the locality (to be briefly stated).

13. Courses for which the Educational Agency propose to offer instructions.

Foundation Course

Combination of subjects                      Number of Sections

(Major & Allied) Tamil Medium/ English Medium

(a) Humanities

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

(b) Sciences

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

5. Whether the Educational Agency undertakes to appoint qualified teaching, non – teaching and supporting staff as prescribed by the University and Government ?

6. Whether the Education Agency undertakes not to collect capitation fee or donation from the students or their parents?

7. Whether the Educational Agency agrees to undertake to collect tuition fees and other fees at the rates prescribed for Govt. colleges from time to time?

17. (a) Whether the Educational Agency undertake to follow the rules of reservation in force (as laid down by the Government) and changed from time to time in the matter of admission?

... Yes / No

(c) If it is an existing collage,  
 whether it has been following  
 rules of reservation in the case  
 of admission as formulated by  
 the Government from time  
 to time ( to given break up figures,  
 class & branch wise for  
 the past three Years ... Yes / No.

18. Whether the college undertakes  
 to adopt the Roster System in the  
 matter of appointment to teaching  
 and non- teaching staff ? ... Yes/ No

19. Sanctioned strength in each  
 course and the number admitted

---

S.No.	Course	Branch	Major/ Allied	Sanctioned strength	Number admitted
(a)	(b)	(c)	(d)	(e)	(f)

---

- 1.
- 2.
- 3.

---

20. Whether the College is receiving  
 aid ( plan grants etc.) from the  
 U.G.C as per section 2 (f) and



12 - B of the U.G.C Act

21. Quantum of funds received from the U.G.C during previous plan period:

22. Whether all the funds have been utilized?

23. Results:

Percentage to be given

course - wise and branch - wise

(Note : A lenient view may be taken of the results of colleges in backward areas and colleges which cater predominantly to the educational needs of disadvantaged groups ( e.g., Socially and Educationally Backward groups such as SC / ST / BC ( including Most Backward Community)

24. (a) Subject and Courses offered

(on going )

Actual intake

(b) Subject and Courses sought

(c) Previous application, if any,

for affiliation or approval in

the same subjects and courses

and retain the original.

25. (a) Expected / Actual work-load of each branch:

Theory	Practical	Correction etc.,	Administrative
I Year			
II Year			
III Year			
IV Year			

(b) Total work load of the branch:

- (i). No. of teachers required
- (ii) No. of teachers appointed
- (iii) No. of Technical staff required
- (iv) No. of Technical staff appointed
- (v) No. of sub – staff required
- (vi) No. of sub - staff appointed
- ( give details of Office Staff, Technical staff , Sports Staff , Library Staff

26. Details of the Teaching Staff

Name of the Teachers Faculty wise	Age	Designation	Scale of pay	Present Salary	Weekly work load hrs	Signature of the staff
(a)	(b)	(c)	(d)	(e)	(f)	(g)

27. (a) Details of Technical Staff

Name of the Teachers Faculty wise	Age	Designation	Scale of pay	Present Salary	Signature of the staff
(a)	(b)	(c)	(d)	(e)	(f)

(b) Details of Administrative Staff:

S. No.	Name of Administrative Staff	Age	Designation of pay	Scale Salary	Present payment	Mode of Remarks
(a)	(b)	(c)	(d)	(e)	(f)	(g) (h)

28. Details of sub-staff

S. No.	Name of Sub Staff	Age	Designation	Scale of pay	Present salary	Mode of payment	Re- marks
(a)	(b)	(c)	(d)	(e)	(f)	(g)	(h)

Attenders/  
Poens, Sweepers/  
Scavengers/  
Markers etc,

29. **Physical facilities available at present:**

(a) Minimum requirement for academic purpose as per the University rule: (the Land should be in a continuous stretch)

(b) \*Land available for the college and registered in the Name of the college, site, survey No.Extent in hectares (Copy of the Document assigning the land to the college to be enclosed)

\*Note: A minimum of 10acres of Land in Town Panchayat and Village Panchayat and 5 acres of Land in Municipality and 3 acres of land in Corporation must be provided for establishment of an Arts and Science College.

(c) Buildings : Block wise (Area – wise)

S.	No. of Class Rooms/labs	No. of Staff rooms	Library	Admn. office						
	Phy Edn	Student Toilet	Canteen							
	Work shop	NCC	common area	Store room etc. Total						
(a)	(b)	(c)	(d)	(e)	(f)	(g)	(h)	(i)	(j)	(k)
Total										

\*Annexures 2 and 3

**30. Hostel (if Available)**

- (a) Location of the hostel for women
- (b) Name of the Warden of hostel for women
- (c) Name of the Dy. Warden /Visiting Warden etc.
- (d) Name of the staff in the hostel:
  - (1) Warden
  - (2) Dy. Warden
  - (3) Manager
  - (4) Store Keeper
  - (5) Cook
  - (6) Assistants
  - (7) Gardeners
  - (8) Scavengers
  - (9) Watchman
  - (10) Sweeper
  - (11) Others
- (e) Rooms available in the hostel:
  - (i) For one (single room)
  - (ii) For two (double room)
  - (iii) For three (Room for three persons)
  - (iv) For four (Room for four persons)
- (f) Total area:
- (g) Total built- in - area
- (h) Proposed room rent for each student per month:

(i) Proposed other charges (electricity etc.) from each

Student per month:

(j) Anticipated mess fess for each students per month:

(k) Proposed caution deposit from each student:

31. Details of Staff Quarters: (if available)

(a) Principal                      Description    Area

(b) Teaching Staff              Description    Area

(d) Non- Teaching Staff      Description    Area

32. Fee structure forthe student Branch wise:

(a)

---

S.No	Branch	Tuition	Special	Any other	Total Collection
		Fee per	Fee per	fee	per
		Term	Term	collected	student per annum
(a)	(b)	(c)	(d)	(e)	(f)

---

(b) Facilities available for students

- (i) Common room
- (ii) Reading room /Library
- (iii) Recreation room
- (iv) Drinking water points
- (v) Toilets/ Urinals
- (vi) Facilities for cultural activities
- (vii) Fine Arts
- (viii) N.C.C
- (ix) N.S.S



(A list of books and journals - Department wise to be enclosed.)

(h) Annual expenditure on books and journals in the last three years (This statement is to be signed by the Librarian, if already appointed)

**34. PHYSICAL EDUCATION:**

- (a) Name of the Physical Directress
- (b) Qualification
- (c) No. of attenders / markers attached to the Dept. of Physical Education and their Names.
- (d) Total area of the Play – ground
- (e) Details of the outdoor games available
- (f) Details of the indoor games available
- (g) Details of the Gymnasium available
- (h) Funds allotted to Physical Education
- (i) Details of Sports / Games items available and their cost  
( i.e football , volley ball, cricket bat , hockey stick, boot, mat, net etc.,)
- (j) Achievement in sports (This statement is to be signed by the Physical Directress, if already appointed)



## **Enclosures to be sent along with the Application for affiliation**

1. College site Plan
2. (a) Building Plan Existing  
(b) Building Sketch(with details of rooms, Laboratories, stores, library etc., for all the floors)
3. Building Plan Proposed
4. Copies of documents as proof of lands exclusively meant for college
5. Government permission
6. Permission from Professional bodies, if any.
7. Copies of Documents showing the financial stability of the college ( with details of financial assets)
8. List of members of the Governing Council / Educational Agency / College Committee.
9. List of Names , Qualifications and salaries of teaching and non- teaching staff.
10. List of class rooms , laboratories etc.,
11. List of equipments available & proposed ( Annexures 4 & 5 )
12. List of books & journals bought, available and proposed.

Note : As per guidelines of the Universities Grants Commission in the beginning , the library should have at least 100 books of different titles on each subject. It may be raised to 200 within a period of three years. The library should have adequate number of books and journals There should be a reading room and suitable space available for library staff with proper furniture. Recurring expenditure should be not less than Rs.3000 /- per subject, peryear for books. This may be reviewed whenever prices of books go up.

For every subject, at least two subject journals should be subscribed by the library.

13. List of the Physical Education materials available and proposed to be bought.
14. Sketch showing the class room / lab arrangement
15. Master time-table for all courses and all sections with class room arrangements.
16. List of Teaching aids available / proposed to purchase, (Duplication / Xeroxing facilities, electronic boards, T.V /VCR / VCP etc.,)
17. List of Co-curricular and Cultural activities for which facilities are available.
18. Details of the Hostel facilities / Canteen facilities etc.,
19. Non- Residential Common Room facilities.
20. If an additional courses / sections are sought proof of the additional class room /laboratory facilities provided must be furnished. Similarly , the number and names of additional teaching / non-teaching staff appointed are to be given in a statement.
21. Latest audited financial statement of the college.
22. List of furniture's available (Annexure – 6)

## **Annexure -2**

### **BUILDINGS**

S.No	Items Nos.	Type of Roof .	Carpet area	Plinth area	Remark
(1)	(2)	(3)	(4)	(5)	(6)
	1.	Class rooms			
	2.	Drawing Hall			
	3.	Laboratories / Stores			
	4.	Administrative Main			
	5.	Offices			

6. Principal's Room
  7. Correspondent's Room Separate annexure are to be enclosed
  8. Professor's (HOD) Rooms for the temporary existing and proposed Building.
  9. Teaching staff room,  
Seminar Hall, Other Students amenities
  10. (Health Centre, Bank Extn. Plan of the class / lab  
Counter, Co-op, Stores, arrangements are to be  
Canteen, Vehicle parking shed, shown separately.  
Generator Room)
- 

**ANNEXURE – 3**  
**BUILDINGS – (Contd.,)**

S.no	Item	LxB in Sq.ft	Total area	No.of rooms,	Additional area to be	Remakes
	Labs etc.,	provided				
(1)	(2)	(3)	(4)	(5)	(6)	(7)
	1.	Class rooms				
	2.	Laboratories				
	3.	Library				
	4.	Storeroom				

---

Note: Add all other rooms / Labs in the Building with description of these to which they are put

**ANNEXURE -4**

**FORMAT FOR EQUIPMENT**

List of Equipment Department - Wise:

---

S.no	Name of Equipment	Quantity (Nos)	Approximate Cost
(1)	(2)	(3)	(4)
1.			
2.			
3.			
<hr/>			
Total			

---

**ANNEXURE – 5**

**EQUIPMENT – (Contd.)**

List of equipment Lab - wise must be furnished

(format enclosed)

---

S.No	Name of laboratories	Cost of Equipment in Thousands
(1)	(2)	(3)
1. Physics	:	
2. Chemistry:		
3. etc.,		
4.		

---

## ANNEXURE – 6

### FURNITURE

---

Class room/ Office/ Laboratory/ Hostel

---

S.No	Item of Furniture	Quantity
(1)	(2)	(3)

---

1. Desk -Dual Desk-Wooden Stool
2. Drawing Desks
3. Drawing Boards
4. Long Table
5. Stools
6. Teapoys
7. Chairs
8. Benches
9. Library Rack
10. Almirah, etc.

---

Note: For Hostels, list of utensils etc., are also to be furnished.

**Statute – Returns from Colleges:**

10. Every college shall furnish such returns and other information as the Executive Council may require enabling it to judge of its efficiency and shall take such action as the Executive Council may consider necessary to maintain its efficiency.

**Statute – Teaching Staff Appointments**

11. Appointments to the teaching staff of a college shall be made only after the Principal has been given an opportunity of expressing her views.

All appointments shall be reported to the Executive Council which shall satisfy itself that they meet the requirements of the University.

**Statute– Staff in Colleges for Women**

12. In the case of colleges for women, the staff shall be wholly or almost wholly composed of women.

**Statute – Residence of Students**

13. Every college shall make adequate provision for the residence of its students not residing with their parent or duly recognized guardians. Such provision shall be in the form of hostels managed by the College and recognized by the Executive Council, or other hostels recognized by the Executive Council, or approved lodgings by Executive Council.

**Statute – Facilities for Physical Training and Games**

14. Every College shall provide adequate and suitable space for games and physical exercise, and shall make adequate arrangements for the physical training of its students.

**Statute – Appointment of Physical Director**

15. Every College shall have on its staff a trained Director of Physical Training, provided that it shall be competent for the Executive Council to exempt any college for women from the operation of this rule as a temporary measure.

### **Statute - Medical Inspection of Students**

16. Every affiliated College including a College shall have attached to it a Medical Officer of the qualifications prescribed by the Executive Council in order to conduct the Medical inspection of students of the College

### **Statute – Inspection of College**

17. Every College shall be subject to inspection from time to time by one or more persons appointed by the Executive Council in this behalf.

### **Statute – Action to be taken by Colleges on reports after Inspection**

18. Every college inspection as prescribed in Statute 17 or in respect of which an enquiry has been made by the Executive Council, shall take in respect of any matter referred to in Statutes 8 and 9, within such period as may be fixed such action as the Executive Council may specify.

### **Statute – Registers and Records to be maintained by Colleges**

19. The following registers and records in the forms that may be prescribed by the Executive Council 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:-
- (1) a register of admissions and withdrawals;
  - (2) a register of attendance;
  - (3) a register of attendance of Physical Training;
  - (4) a register or other record of addresses of students;
  - (5) 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;
  - (6) a register of fees paid showing date of payments;
  - (7) a counterfoil fee receipt book;
  - (8) a register of scholarships and concessions of all kinds whether of tuition, boarding or lodging;

- (9) a counterfoil book of transfer certificates;
- (10) a counterfoil book of certificates of Medical Inspection of students;
- (11) a register of marks obtained by each student at the college examinations;
- (12) account books showing the financial transactions of the college as separate from those of the management. The accounts shall show the transactions.

## **PROCEDURE TO BE ADOPTED IN GRATING AFFILIATION OR APPROVAL:**

### **Statute: Date of submission of and particulars to be furnished with each application:**

**20.** A College applying for affiliation or approval shall send a formal letter of application to the Registrar between the 1<sup>st</sup> July and 31<sup>st</sup> October preceding the academic year in which the courses are proposed to be started and shall give full information in the prescribed application form on the following matters:

- (1) constitution and personnel of the Managing body;
- (2) subjects and courses in which recognition, affiliation or approval is sought;
- (3) previous applications, if any, for recognition, affiliation or approval in the same subjects and their disposal;
- (4) accommodation, equipment, the strength of the college, the number of students for whom provision has been made or is proposed to be made. The information relating to accommodation should be accompanied by drawings;
- (5) qualifications, salaries and work of teachers, together with a time-table of work;
- (6) hostel and lodgings, and play-ground, and residences for the principal and the other members of the staff;
- (7) fees proposed to be levied and the financial provision made for capital expenditure on buildings and equipment for the continued maintenance of the college.

### **Statute - Applications when Considered**

**21.** All applications for recognition, affiliation or approval of colleges shall be considered by the Executive Council not later than the month of November.



### **Statute-Authority to Submit the Application**

22. The application shall be made in the case of a Government College by Director of Collegiate Education and in the case of any other college, by the responsible authority.

### **Statute-Fees for Approval or Affiliation**

23. A College shall pay to the University an affiliation fee in the case of applications at the following rate:

(1) for affiliation or for approval in the degree courses in Arts and Science and orient title : Rs. 1,00,000 per subject: provided however, that no fee will be charged in the case of ancillary subjects, if it is offered in main standard at the degree level.

(2) for affiliation in the Post – Graduate courses in Arts and Science: Rs. 2,00,000 per subject.

### **Statute-Procedure on Receipt of Applications:**

25. The Executive Council 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 pre-matured and should be submitted in a subsequent year or may decline to proceed with the application, if it is satisfied that 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 recognition, affiliation or approval.

### **Statute-Local Enquiry**

If the Executive Council decided to proceed with the application, it shall direct a local enquiry to be made by competent person or persons appointed by it in this behalf; provided that it shall be competent for the Executive Council to dispense with the enquiry above mentioned in the case of any subject or group or subjects in which it does not for special reasons which shall be recorded, consider a local enquiry necessary.

After considering the report of the local enquiry, if any and after making any further enquiries it may deem necessary, that the Executive Committee shall decide whether the recognition, affiliation or approval should be granted or refused, either in whole or in part, and shall after consultation with the Academic Committee, grant or refuse the recognition, affiliation or approval accordingly. In case the affiliation or approval is granted, the fact shall be reported to the Academic Committee at the next meeting.

### **Powers for Penal Action**

In the case of any management of a college not fulfilling any or all of the conditions prescribed for affiliation or approval or not complying with any or all of the rules of the University or not implementing any decision of the Executive Council, it shall be competent for the Executive Council:-

- i. to recommend to the appropriate authorities empowered to sanction grants to withhold or to refuse the release of teaching and other grants that may be due to management or become due,
- ii. to decline to forward to the University Grants Commission any application made by the management for sanction of any grant,
- iii. to suspend the provisional affiliation or approval granted to the college in any course or courses of studies,
- iv. decline to entertain any new application for additional affiliation or approval or applications for increase in strength in any courses of studies conducted in the college,
- v. to recommend to the Academic Committee to withdraw the permanent affiliation or approval granted to the College in any or all of the courses of studies in which instruction is offered in the college,
- vi. to recommend to the Government to take over the management of the college temporarily or permanently and
- vii. to recommend to the Government to transfer the management to any other body which it is felt capable of running the college efficiently.

### **Statute-Grant of Recognition, Affiliation or Approval**

26. Affiliation or approval may be granted to a college or to departments of a college which provides courses of instruction in Arts, Science, Law, Medicine, Engineering, Teaching, Agriculture, Veterinary Science, Commerce, Oriental Learning or Fine Arts. The affiliation or approval shall be given specially for each subject or each group of subjects and for each separate standard.

### **Statute-Combination of Optional subjects**

27. Where a college is affiliated or approved in a number of optional subjects, the college shall be at liberty to provide instruction in any combinations of them provided it satisfies the Executive Council that the accommodation and staff are adequate, whenever a fresh combination is proposed to be introduced – A statement of the different combinations of subjects in which instruction is provided shall be forwarded to the Executive Council before the close of the first term in every year.

### **Statute-Conditional Recognition, Affiliation or Approval**

28. 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 Executive Council granting the affiliation or approval. If the conditions are not fulfilled by the end of the period fixed, the affiliation or approval shall cease automatically, and in no case shall any extension of time be permitted. If the conditions are fulfilled, the Executive Council shall have the power at the end of the period, to confirm affiliation or approval. The confirmation of the affiliation or approval shall be reported to the Academic Committee.

### **Statute-Inter-Collegiate Lecturers:**

29. Affiliation or approval granted on the basis that part of the instructions to be provided is being given by Intercollegiate or University lecturers shall be conditional upon the continued existence of arrangements for such courses of Inter - Collegiate of University lecturers.

**Statute - Affiliation or Approval etc. not granted with retrospective effect**

**30.** Affiliation or approval shall in no case be granted with retrospective effect. Attendance at courses of instruction provided in colleges or in subjects before affiliation or approval is granted shall not qualify for the grant or certificates of attendance and such attendance shall not entitle any candidate to exemption from the production of certificates of attendance.

GRANT OF DESIGNATION, WITHDRAWAL OF AUTONOMOUS STATUS TO ALLEGE THE CONDITION TO BE SATISFIED AND THE PROCEDURE TO BE ADOPTED RELATING TO SUCH COLLEGES.

**Statute - Grant of designation of autonomous status:**

**31.** The Executive Council shall have the power, on fulfilment of the conditions set forth hereunder and after consultation with the Academic Committee, to recommend a college for designation as autonomous college to the Government and the University Grants Commission and on such recommendation being accepted, to designate a College as autonomous College.

**Statute Procedure for Continuance of designation**

**32.** The Executive Council shall have the power designate an autonomous college initially for a period of five years, subject to a review after three years by the University and the University Grants Commission in collaboration and in case of deteriorating standards and after scrutiny, revoke the designation.

**Statute - Returns from Autonomous Colleges**

**33.** The autonomous Colleges shall furnish such returns and other information as the Executive Council may require the autonomous colleges to furnish.

**Statute - Medical Inspection of Students**

**34.** Every college shall have attached to it a Medical Officer of the qualifications prescribed by the Executive Council in order to conduct the Medical Inspection of students of the College.

**Statute - Action to be taken by the College on Reports after Inspection:**

- 35.** Every College inspection as prescribed in Statute 17 or in respect of which an enquiry has been made by the Executive Council within such period as may be fixed for such action as the Executive Council may specify.
- 36.** Statutes 5, 6, 7,9,11 to 16, 18, 18 and 20 in this Chapter shall apply mutatis mutandis to the autonomous colleges.
- 37.** (i) Any College affiliated to this University which satisfies the following criteria may apply to the University for Conferment of autonomous status between 1<sup>st</sup> July and 31<sup>st</sup> October, proceeding the academic year in which the college proposes to become autonomous. The following particulars have to be furnished:
- a. academic reputation and previous performance in University examinations and other academic, cultural activities;
  - b. academic attainments of the staff;
  - c. the mode of selection of students and teacher , viz., such selection is without regard to caste, creed or social class;
  - d. physical facilities i.e., library, accommodation and equipments;
  - e. institutional management, viz., whether it is motivated by and responsive to academic or non-academic considerations;
  - f. the financial resources that the management can provide for the development of the institution;
  - g. the responsiveness of the administrative structure to the views of staff and students;
  - h. extent of freedom enjoyed by the staff for advanced scholarship, research and experimentation and involvement in educational innovation and reforms.
- (ii) On receipt of application for such conferment of autonomous status with a fee of Rs.2,000/- (Rupees Two Thousand only) to be deposited with the University, the Executive Council shall appoint a committee consisting of the representative of the U.G.C, the Government and the University to examine the proposals and based on the report and on the recommendations of the University, the question of conferment of autonomous status shall finally be decided by the Executive Council and the same be recommended to the Government, the University Grants Commission and on such

approval, the University shall finally confer autonomous status on the college provided all conditions prescribed therefore are fully satisfied.

(iii) An autonomous college would be ordinarily expected to have plans to shed its pre – university classes when the 10+2+3 scheme becomes operational, so as to devote its efforts primarily to the development of academic programmes at the degree and postgraduate levels.

(iv) The autonomous college may have its own Boards of Studies for the different subjects and an Academic Committee.

(v)(a) the Academic Committee shall consist of:

- i. The Principal of the college as the Chairman. In the absence of the Principal, Principal- in - charge will be the Chairman of the Academic Committee;
- ii. The Chairman and the Secretary of the Governing Council;
- iii. All Head of Departments;
- iv. One Professor from each of the department by rotation for a period of one year selected on the basis of seniority;
- v. One Assistant Professor from each of the department by rotation for a period of one year selected on the basis of seniority;
- vi. Three University Representatives: One from Science Faculty; One from the Arts Faculty; and One from the Languages Faculty.

(b) Boards of Studies shall consist of:

- i. Head of the Department of the subject concerned in the college;
- ii. Head of the Department of the subject in the University or his nominee;
- iii. All Faculty members of that subject in the college;
- iv. Not more than 3 experts (College/ University teachers in service) from outside the college and the University.

(c) Governing Council

The Director of Collegiate Education or his nominee shall be a member of the Governing council, besides two Professors of the College selected on the basis of seniority and holding office for one year by rotation.

The powers and functions of the Academic Committee and Boards of Studies shall be similar to the Academic Committee and Boards of Studies of the University. The decisions taken by the Boards of Studies and the Academic Committee of the College need not be subject to any further ratification by the University Academic Committee or other statutory bodies of the University.

## **I. AWARDS COMMITTEE FOR AUTONOMOUS COLLEGES**

(vi)(a) There shall be an Awards Committee for each autonomous College in the University and Constitution and its functions are as follows:

### **1. Membership**

There shall be a statutory body called the Awards Committee for each Autonomous College. The committee shall consist of:

- 1) The Principal
- 2) The Vice-Principal, if there is one in the College
- 3) The Dean of Academic Affairs, if there is one
- 4) Not more than five Professors, to be decided by each college.
- 5) Two members nominated by the Executive Council.

The Executive Council may depending on felt needs make such changes as are necessary, in the constitution of the Awards Committee, from time to time.

### **2. Functions of the Awards Committee:**

- 1) to prescribe the record and the format for the maintenance of continued assessment as well as final examination results;
- 2) to scrutinize the evaluation with regard to procedures, standards, frequency, method and fairness and to issue instructions to the college for change, improvement and additions;
- 3) to scrutinize the records of evaluations in all their details;
- 4) the scrutinize 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 University;

- 7) the Awards Committee will meet at least twice a year once in each semester.

## **1.2 General**

The results of examinations and recommendations 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 result 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 was received after having been referred back to the Awards Committee with remarks.

## **III. EVALUATION COMMITTEE**

- vii. (b) There shall be an Evaluation Committee set up by the University for all the Autonomous Colleges or for each college or for a group of colleges, as the case may be to evaluate the contents and syllabi of the courses in the autonomous colleges, method of instruction, including the coverage provided for the curriculum and internal evaluation. This committee should also scrutinize the syllabi, regulations, schemes of examinations etc., and satisfy itself that the courses are upto the standard required for conferment of the degrees or diploma by the University.

### **II. 1. Memberships**

The members of the Committee shall be as follows:

- 1) three members of the Executive Council of whom one may be Convenor
- 2) not more than three Faculty members from the University, one each for Physical Sciences, Biological Sciences and Social Sciences, Humanities and Languages.
- 3) two experts from outside the University area;
- 4) one representative of the U.G.C



### **III. 2.Functions**

The functions of the Evaluation Committee shall be as follows :-

- 1) evaluation of the course content in terms of quality, quantity, and relevance,
- 2) examination of the method of instructions, coverage of the syllabi and the use of instructional methods and aids,
- 3) examination of the procedures used for assessment, frequency and adequacy of internal assessment, the conduct of final examinations and the passing of results,
- 4) scrutiny of the entire records of continued evaluation and final examination,
- 5) evaluation of the Human Resources and Physical Resources,
- 6) performance of such tasks and assessments as may be necessary to ensure that equate standards are maintained and to make recommendations for addition, edification and improvement,
- 7) the University shall continue to confer degree for the candidates passing out of such autonomous colleges and such degrees will bear the name of the Autonomous College,
- 8) the Autonomous Colleges will have freedom to design their own new courses and combination of courses not provided for within the existing curriculum with reference to local requirements,
- 9) the Autonomous Colleges shall preserve the link with the University.
- 10) the Autonomous College shall be free to frame its courses of studies, devising its methods of evaluation and its principals of admission of students by constituting its own academic bodies,
- 11) the relationship with the University should be one of association and exchange,
- 12) if necessary, the college may draw on the University department for expertise in framing its curricula, devising valuation methods and conduct of examination, selection of teacher etc., but the autonomy of the college should not be solely dependent on University leadership,
- 13) in the case of Government College, an assurance has to be obtained from the State Government that the competent staff will not be transferred from the

- institution after the conferment of autonomous status and also to constitute an advisory board on lines similar to that in other Autonomous College,
- 14) the Governing Body Management Committee shall ensure that decisions taken by Academic Council of the Autonomous Colleges are accepted and implemented by the College,
- 15) in the case of any dispute arising between the Managing Committee and the Academic Council, the dispute shall be referred to the Vice-Chancellor of the University and her decision shall be final.

**MOTHER TERESA WOMEN'S UNIVERSITY, KODAIKANAL**

**STATUTES – II**

**CHAPTER XI (A)**

**ELECTIONS TO THE AUTHORITIES OF THE UNIVERSITY**

**A.General rules applicable to all elections under the Act.**

**Statute – Vice-Chancellor to direct the holding of elections.**

1. Except as otherwise provided in the Laws, the Vice-Chancellor shall direct the holding of all elections and shall have power-
- a) to fix date of elections;
  - b) to determine the form of notice, nomination, letter of intimation, declaration paper, ballot paper and cover and envelope for any election;
  - c) to decide the validity or invalidity of each ballot paper or of each vote recorded;
  - d) to declare the results of each election; and
  - e) to delegate the power to the Returning Officer to decide the validity or invalidity of each ballot paper or of each vote recorded and to declare the results of each elections.

Provided that, in the case of election enumerated in Statute II of this Chapter, the officers holding the election shall subject to the provisions of Statute II exercise the powers under clauses (a), (c) and (d) above.

The decision of the Vice-Chancellor or the officers named in Statute II or the Returning Officer to whom the power has been delegated shall, subject to the provisions in the Act, be final:

**Statute - Reference to Chancellor of Dispute as to Constitution of University Authorities and Bodies**

- 1) Provided also that it shall be competent for the Vice-Chancellor when any emergencies arises, (1) to assume the powers of the Returning Officer and function as such either by herself or by deputing any other person, when in the course of the conduct of any election, the Returning Officer cannot carry out her duties, and (2) to postpone the date or dates fixed in the programme for transaction of business connected with the elections at any intermediate stage. The Vice – Chancellor shall record her reasons for so acting.
- 2) If any question arises whether any authority of the University or other body of the University has been duly constituted, the question shall be referred to the Chancellor whose decision thereon shall be final.

**Statute - Reference to Chancellor of Dispute as to Validity of election.**

- 3). If any question arises whether any person has been duly elected as, or is entitled to be a member of any authority or body of the University, the Vice-Chancellor shall refer it to the Chancellor whose decision thereon shall be final.

**Statue – Filling up of Vacancies:**

- 4). Any vacancy among the elected members of any authority of the University shall be filled up as soon as conveniently whose place has become vacant may be by the electorate, which elected the member. The person to be elected to a casual vacancy shall be a member of such authority or body for the residue of the term for which the person whose place she fills would have been a member.

**Statute - Election in Anticipation of Vacancies:**

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

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

**Election not Invalid by reason of Vacancies in Electorate:**

6.(a). No election to an authority of the University shall be invalid by reason of any vacancy among the persons entitled to vote at such election, or of the loss during transmission of any notice or ballot paper.

(b). 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 vacancies or of any defect or irregularity in the election or appointment of a member of any authority or other bodies of the University or any defect or irregularity in such act or proceeding.

7. The results of all elections shall be published in the Gazette.

**Dates from which Elections take Effect:**

Election shall take effect, in the case of anticipatory elections, from the date of the occurrence of the vacancy, and in other cases, from the date of declaration of the result of the election.

**Dates from which Members are Elected:**

8. In the case of elections held under the Amendment Act taking into consideration the notification of Govt., all those elected shall be declared as members of the authorities from the date of the notification in the Gazette.

**Objection to Elections:**

9. Objections to elections shall be made in writing and shall be forwarded to the Vice-Chancellor so as to reach her within seven clear days from the date of the declaration of the result of the elections.

**Preservation of election papers:**

10. The ballot papers, together with the declaration papers, of each election shall be preserved in the University office or the office of the officer referred to in Statute II, as the case may be, for a period of three months after the date of the election, or, if any question arises as to the election, until it is disposed of finally. Thereafter these may be destroyed.

**B. Elections conducted by Agencies other than the University:**

**Statute – Elections to be conducted by specified persons:**

11. (a). In the case of the elections enumerated below, the Vice-Chancellor shall direct the holding of the election, within a date specified to her and the officers referred to in the last column of the following statement who are designated as Returning Officer shall thereupon hold the elections in accordance with Clause No 17 to 24 and shall exercise the powers and perform the duties of the Vice-Chancellor and the Registrar in so far as the particular election is concerned under the above mentioned statutes and the provision to Statute1.

**EXECUTIVE COUNCIL:**

<b>Name of the Electorate</b>	<b>Number of persons to be elected</b>	<b>University authority to which elected</b>	<b>Returning Officer</b>
The Tamil Nadu Legislative Assembly	One Woman Member	Academic Committee	Secretary, Legislative Assembly Fort, St George, Chennai.
The Headmistress of Higher Secondary School for Girls	One woman from each Revenue District within the University area	Academic Committee	The Director of Secondary Education or a person authorized by the Director not below the rank of District Educational Officer
Teachers of Colleges	One Woman member from each College	Academic Committee	Principals of the respective Colleges
Secretaries of College Committee	One woman member	Academic Committee	Registrar, Mother Teresa Women's

of Private Colleges			University
Registered woman graduates in each Revenue District within the University area	One woman member	Academic Committee	Registrar, Mother Teresa Women's University
Principals of Affiliated Colleges	One woman member	Executive Council	Registrar, Mother Teresa Women's University, Act Sec.23 No.4
Teachers of Affiliated Colleges other than Principal	One women member	Executive Council	Registrar, Mother Teresa Women's University, Act Sec.23 No.5

(b) Notwithstanding, anything contained in these Statutes, the election to the Academic Committee by the Tamil Nadu Legislative Assembly shall be conducted by the Secretary of the Assembly. The election shall be so conducted by the Secretary of the Assembly in accordance with such directions as the Speaker of the Legislative Assembly may, from time to time issue.

(c). The Returning Officer may, for sufficient cause, with the previous consent of the Vice-Chancellor, postpone the date or dates fixed in the programme for publication of final list of valid nominations, for dispatch of ballot papers, for poll or for scrutiny and counting of votes, when at any intermediate stage of an election, any objection or any question is raised which necessitates the postponement of the programme.

[His Excellency, the Governor Chancellor, has given consent for the above amendment vide Governor's secretariat letter No.405/U2/2005, dated: 15.03.2005].

**MOTHER TERESA WOMEN'S UNIVERSITY, KODAIKANAL**

**STATUTES II**

**CHAPTER – XI (B)**

**ELECTIONS CONDUCTED BY THE UNIVERSITY**

**(a) ELECTORAL ROLL:**

1). Register of Graduates

2)(i) The Registrar shall maintain a register in which the name of any person ordinarily resident within the University area, and

(a) who has been for at least three years, a graduate of any University in the territory of India; or

(b) is a registered graduate of any University in the territory of India

(c) is entered and retained, subject to the following provisions:-

The woman graduate shall apply in the prescribed form to the Registrar and pay a consolidated fee of Rs.5/- (Rupees five only) which will entitle her to have her name entered and retained in the Register for a period of five years.

ii) The woman graduates of this University, at the time of Registration, should send with their application a true copy of their diploma as proof of their qualification. The Registrar's office shall check the true copies of the Diploma with the Convocation register. Graduates of other Universities should send along with their application the original diploma as proof of their qualification at the time of Registration.

iii) The Certificate of Residence in the application form to the effect that the applicant is ordinarily a resident within the University area shall be declared by the applicant herself.



The evidence of Residence shall be in the nature of a certificate from an officer of the Revenue Department, not lower in rank than that of a Thasildar or Gazatted Officer.

iv) **Scrutiny of Applications and Registration:**

The Registrar on receipt of applications shall make such enquiries as she deems fit and on satisfactory fulfillment of the conditions, enroll the graduates in the register for a period of five years. Such registration shall ordinarily take effect from the 1<sup>st</sup> January or the 1<sup>st</sup> July following and the term of five years shall be reckoned from such date.

v) A woman graduate who has registered shall inform the Registrar of any change of address or her residence immediately.

vi) Any woman graduate shall be entitled to have her name retained in the register only so long as she is ordinarily a resident within this University area and if it is brought to the notice of the University that she ceased to be the resident within the University area, her name shall be removed from the register.

vii) The woman graduates who are enrolled two months prior to the date of poll only shall be eligible to participate in the election.

viii) **Renewal of Registration**

At the end of every five years from the date of First registration, a registered graduate ordinarily a resident within the University area shall be entitled to have her name renewed for a further period of Five Years on payment of a fee of Rs.1/- (Rupee One only).

A registered graduate is expected to apply in the prescribed form, a month before the expiry of Registration for renewal together with a fee of Re.1/- (Rupee One only) and with a declaration made by the graduate of her continued residence in the University area. The names of registered graduates who do not apply for continuance of registration on or before the date of expiry shall be deleted from the register.

Graduates who have so renewed shall be eligible to participate in the elections from the date of renewal.

- ix) The register of graduates shall be revised every year on the 1<sup>st</sup> January. Registered graduates may inform the Registrar on or before 1<sup>st</sup> December proceeding of any change in their address or any information relating to any change of residence or demise of any other registered graduates. After the electoral roll of graduates is prepared by the University, a notification be published in the local dailies in Tamil and English version that the electoral roll is available at the Registrar Office and any omission or error may be brought to the notice of Registrar in writing before the prescribed date and the Registrar after verification shall have the electoral roll corrected.
- x) Any omission or error in the register of woman graduates shall not by itself vitiate any election.
- xi) Any graduate may inspect the register of Graduates during office hours on application to the Registrar and may on payment of Rs.25/- have a copy of the register.
- xii) The list of registered graduates shall be prepared and maintained district wise and taluk wise, and in the case of cities and towns, ward wise wherever possible.
- xiii) **Register of Headmistress of recognized Higher Secondary Schools:-**

The Registrar shall maintain a register showing the name and addresses of Headmistress of Higher Secondary Schools recognized by the Director of Secondary Education.

## **(B). CONDUCT OF ELECTIONS**

### **STATUTE - REGISTRAR TO CONDUCT ELECTION**

- 13. The Vice-Chancellor may direct the Registrar to make necessary arrangements for the conduct of all elections conducted to the various University bodies.

The Vice-Chancellor may also delegate in writing the powers connected with the conduct of the election of the University to the Registrar.

**Statute - Notification of the Vacancy:**

14. If any vacancy occurs, or is about to occur by efflux of time, among the members of any University authority which has to be filled up by an election conducted by the University, a notification of the fact shall be published in the Tamil Nadu Government Gazette.

**Statute - Method of Voting for Election:**

15. Such as otherwise provided, in all elections under the Act, the method of postal voting with the option to deposit the envelopes in a ballot box on the day of the poll, shall be adopted, except in regard to election enumerated below:-
  - i). One woman elected by Principals of affiliated colleges from among themselves in accordance with the system of proportional representation by means of the single transferable vote;
  - ii). One woman member elected by teachers of affiliated colleges, other than Principals, from among themselves who are members of the Academic Committee in accordance with the system of proportional representation by means of the single transferable vote,
  - iii). One woman member elected by registered woman graduates in each revenue district within the University area

Except the Election under clause (iii) above, other Elections shall be conducted as follows:-

- 1) The polling shall take place by secret ballot on the day of the meeting of the electing authority concerned, fixed by the Vice-Chancellor, between 11 a.m. and 4 p.m on that day.

- 2) A notice regarding the date on which the poll will be held and a final list of candidates validly nominated shall be sent to every member of the electing authority concerned not less than ten clear days before the date fixed for the polls.
- 3) All members present at the meeting shall be entitled to vote. No vote shall be given by proxy. Members present shall sign in the nominal electoral roll kept for the purpose as a record of voting at the election.
- 4) The Returning Officer shall ascertain that the person desiring to vote is a member who has not already voted and shall enter her name upon the counterfoil and having initiated the ballot paper on the back thereof, shall hand it to the member. Every ballot paper shall contain the names of all candidates for election arranged in alphabetical order.
- 5) When a member has received a ballot paper, she shall proceed to the place arranged for marking the vote and shall mark thereon by putting a cross mark thus “X” against the name or names of persons the member intends to vote for. The number of nominees for whom each elector may vote, may be less than or equal to, but shall not be more than the number of vacancies to be filled. The member shall then fold the ballot paper and drop it in a ballot box placed in front of the Returning Officer.
- 6) If a member inadvertently spoils a ballot paper, she may return it to the Returning Officer who shall if satisfied of such inadvertence, give her another paper and retain the spoiled paper and this spoiled paper shall be immediately cancelled and the fact of such cancellation shall be noted on the counterfoil and signed by the Returning Officer.
- 7) a) In the case of elections to the Academic Committee, the Returning Officer shall appoint from among the members present, as many tellers as she may consider necessary. After the polling is concluded at 4.00 P.M, she shall handover the ballot box to them for counting of the votes obtained by each candidate and for preparing the result sheet. In case of doubt about the validity of any ballot paper, the tellers shall refer the matter to the Returning Officer for her decision.

- b) In the case of elections other than those to the Academic Committee, at the close of the poll, Returning Officer shall with the help of such members of the University staff as she may consider necessary, proceed with the counting of the votes obtained by each candidate and prepare the result sheet. In case of doubt about the validity of any ballot paper, the matter shall be referred to the Returning Officer for her decision.
- c) In the above elections, any candidate or her agent has the right to demand a recount of the votes immediately after the counting is completed. The Returning Officer at her discretion may order a recount of the votes and the decision of the Returning Officer regarding recounting shall be final.
- 8) A ballot paper shall be invalid if:-
- a) it does bear the Registrar's initials; or
  - b) a voter signs her name or writes any word, or makes any mark on it, by which it becomes recognizable; or
  - c) no vote is recorded thereon; or
  - d) the number of votes recorded there exceeds the number of vacancies to be filled; or
  - e) it is void for uncertainty.

Provided that where more than one vote can be given on the same ballot paper, if one of the mark is so placed as to render it doubtful to which candidate it is intended to apply, the vote concerned but not the whole ballot paper shall be invalid on the account.

- 9) The Tellers in the case of elections to the Academic Committee shall after preparing the result sheet deliver it to the Returning Officer, who shall declare the result of the elections as stated hereunder. The Returning Officer shall after preparing the result sheet in other cases, declare the result of the election as stated here under in this statute.

- 10) The candidate or candidate equal in the number of vacancies, receiving the largest number of votes shall be declared duly elected. When two or more candidates receive an equal number of votes and if they cannot all be declared elected, the final selection shall be made by drawing lots in such manner as the Returning Officer may determine.
- 11) After elections are concluded, all ballot papers shall be put in a cover, sealed and deposited in the custody of the Registrar for a period of three month.

**Conduct of Elections:-**

**16). Statute - Eligibility of Acting Persons to take part in Elections:**

Where persons holding office as Principals of Colleges, Teachers in Colleges or Headmistress of High Schools are entitled to take part in an election, the persons for the time being acting as such Principals, Teachers or Headmistress who have been notified by the Registrar that they are performing the duties of each of such office, shall have all the rights and powers vested in them by the Act and by these Laws.

“Teachers” means, such as Professors, Assistant Professors, Readers, Lecturers, Librarians, Director, and other teachers of Physical Education and others like persons as may be declared to be teachers.

Provided the teachers appointed on temporary basis for a period of less than one year and the teachers under suspension are not eligible for purpose of contesting or voting in election to the Academic Council and other bodies of the University.

“Librarian” of Colleges shall be graduates who hold a diploma or degree of a recognized University in Library Science, and shall be placed in charge of the library. Only one such person who is in charge of the library will be recognized as “Librarian” of a College.

“Headmistress of High Schools” means Headmistress of (i) complete High Schools, (ii) complete Oriental High Schools, (iii) complete Anglo-Indian High Schools within

the jurisdiction of the University and recognized by the Local Government, and (iv) complete Matriculation Schools within the jurisdiction of the University in this State and recognized by the University.

**(17) Statute - Recording of Votes of Electors of Physically Incapacitated.**

The following persons are empowered to attest votes of incapacitated electors:

- (1) Magistrates (as defined in the Code of Criminal Procedure);
- (2) Judges of and above the rank of District Munsifs;
- (3) District Registrars;
- (4) Sub-Registrars;
- (5) District Educational Officers and Inspectresses of Girls' Schools
- (6) Deputy Inspectors of School, and Sub-Assistant Inspectresses of Schools;
- (7) Principals of Affiliated and Approved Colleges;
- (8) Headmistress of Recognized Schools; and
- (9) Members of the Academic Committee;

**(18)** The election to Academic Committee by the Registered Graduates shall be conducted as follows :

- (i) The election of fifteen members to the Academic Committee by the registered graduates from among themselves shall be conducted by setting up as many polling booths as are necessary in the colleges of this University area or any other suitable place which the Executive Council may decide.
- (ii) The polling centres shall be selected by the Executive Council. There shall be one presiding officer who may be the head of the educational institution and polling officers and two persons for each polling centre. They shall be paid the remuneration fixed by the Executive Council.
- (iii) The polling hour shall be from 8.00 A.M to 4.00 P.M.
- (iv) The presiding officer shall keep order at the polling centre. No person other than a voter shall be permitted to enter the polling booth,

- (v) Every polling booth shall have such number of compartments as the presiding officer thinks necessary to enable the voter to record the votes within the time limit prescribed under the statute.
- (vi) Immediately before the polling commences, the presiding officer shall show to the candidates or their authorized agents or the voters present at the centre that ballot box is empty, and shall then lock and seal it for use. A statement to this effect shall be obtained from the persons present at that time.
- (vii) The voter shall sign in the counterfoil of the ballot paper as well as in the electoral roll as a record of voting at the election.
- (viii) The presiding officer shall then enter her name and the number of the voter in the counterfoil of the ballot paper in the ballot paper book which shall be provided for the purpose of the Election and shall then tear out the ballot paper corresponding to the counterfoil and shall hand it to the voter,
- (ix) Every ballot paper shall contain the names of all candidates for election arranged in the alphabetical order
- (x) The Voter on receiving the ballot paper shall forthwith proceed to the place arranged for marking the vote and mark her ballot paper according to the instructions contained in the ballot paper. The voter shall then fold the ballot paper and drop it in the ballot box placed in front of the Presiding Officer.
- (xi) If a voter inadvertently spoils the ballot paper, she may return it to the Presiding Officer who shall if satisfied of such inadvertence, give her another ballot paper and retain the spoiled ballot and this spoiled ballot paper shall be immediately cancelled and the fact of such cancellation shall be noted on the counter foil and signed by the Presiding Officer.
- (xii) In the case of any objection in relation to the voting of any voter at a Polling Centre, the decision of the concerned Presiding Officer shall be final.
- (xiii) Ballot boxes shall be collected as expeditiously as possible from the various Polling Centres by using necessary transport and gathered in a few centres. Then they shall be brought to Kodaikanal on the following day.
- (xiv) The persons who are deputed for polling work alone be permitted to exercise their franchise in the booth to which they are assigned duty.



These persons may belong to the following categories:-

- (i) The persons who are assigned duty in a particular booth,
- (ii) Others who are assigned duty for overall supervision of two or more booths.

The first category of persons may exercise their franchise in the booth in which, they are assigned duty and in the case of the second category of persons, they may be permitted to exercise their franchise in any one of the booths.

- (xv) If a written request is received before 3 (Three) months of polling from the registered graduates consequent on her official transfer to some other place other than the residential address already given in the registration form to exercise their franchise in a booth situated nearest to their present place of working, they may be permitted to do so, and such permission shall be granted only on the ground of official transfer.

**19.** Where persons holding office as Principals of Colleges, Teacher in Colleges, or Headmistress of High Schools are entitled to take part in an election, the persons for the time being acting as such Principals, Teachers or Headmistress and performing the duties of each such office shall have all rights and powers vested in them by the Act and by these laws.

“Headmistress of High Schools” means Headmistress of complete High Schools within the territorial jurisdiction of the University recognized by the Local Government.

**Statute - Nomination:**

**20.** Each elector shall be at liberty to nominate qualified person to fill the vacancy. Every nomination shall be in the prescribed form and shall be made by an elector in writing and shall be seconded in writing by another elector. Every such nomination shall be accompanied by a statement signed by the nominee agreeing to serve on the authority, if selected, and declaring that she is not already a member of the authority to which she seeks election, or if she is already a member, that her term of office as such would expire before the membership for which she is seeking election takes effect. The nomination

paper must reach the Registrar within the date and hour fixed which shall be in the case of the election of members of the Academic Committee by Registered Graduates not later fourteen clear days, than and in the case of all other elections not later than ten clear days after the publication of the notification the Gazette.

An elector shall be eligible to subscribe either as proposer or a seconder in nomination papers only as many times as there are vacancies but not more.

Nomination papers shall be enclosed in an envelope superscripted as “Nomination to ..... by .....” and sent by registered post (acknowledgement due) so as to reach the Registrar within the date and hour fixed or delivered to the Registrar, during office hours either in person or by messenger within the date and hour fixed.

Nomination papers that are not enclosed in an envelope superscripted as stated above and sent by Registered Post or are not delivered in person or by messenger as required above, shall be declared invalid.

Subject to the provision hereunder, no persons who is a member of an authority through a particular electorate shall be eligible for election to the same authority through that electorate without her having previously resigned her membership.

It shall be competent however, in the case of an anticipatory vacancy, for a person who is already a member of the authority elected by a particular electorate to stand as a candidate such anticipatory vacancy, provided the date of membership in that vacancy shall be posterior to the date on which she would cease to be a member of that authority.

**Statute - Scrutiny of Nomination Papers:**

21. (1) All nomination papers shall be scrutinized by the Returning Officer or other Officer authorized by her in this behalf on the date and at the hour and at the place appointed and notified in the notice of vacancy. Candidates and a representative of each candidate appointed in writing by her may be present at the scrutiny.

(2) If, after the scrutiny of nomination papers, the members of candidates validly nominated are equal to or less than the number of vacancies to be filled, the candidate so nominated shall be declared duly elected.

(3) If the number of such candidate declared elected is less than the number of vacancies, the constituency shall be called upon to elect a person or persons, as the case may be, to fill the remaining vacancies.

(4) If after scrutiny, the number of candidates nominated is greater than the number of vacancies, a list of candidates whose nomination papers have been declared valid shall be published by affixing the same on the notice board in the office of the Returning Officer on the same day and a copy of the same shall be forwarded to each of the candidates nominated for election.

**Statute - Withdrawal of Nomination:**

(5) Any candidate may withdraw her candidature by notice in writing subscribed by her and sent by registered post so as to reach the Returning Officer or delivered to the Returning Officer or other person authorized by her not later than three O' clock in the afternoon of the day fixed for withdrawal, which shall be five clear days after the last date for receipt of nomination. A candidate who has withdrawn her candidature shall not be allowed to cancel the withdrawal or to be re-nominated as a candidate for the same election.

**Statute - Publication of Valid Nomination**

The Returning Officer or other person authorized by her shall publish on the same day after the time for withdrawal of nomination had expired, a final list of valid nominations.

**Statute - Declaration of Validly nominated candidates**

(6) If the number of candidates who are validly nominated and who have not withdrawn their candidature in the manner and within the time specified does not exceed or is

less than the number of vacancies to be filled, all such candidates shall be declared to be duly elected and if the number of such candidates declared elected is less than the number of vacancies, the constituency shall be called upon to elect a person or persons, as the case may be to fill the remaining vacancies.

- (7) If the number of candidates who are validly nominated and who have not withdrawn their candidature in the manner prescribed and within the time specified is greater than the number of vacancies to be filled, the election shall be proceeded within the manner prescribed in the following statutes.

**Statute - Despatch of Ballot Papers:**

- 22.** The Registrar shall forward to each elector through the registered post a numbered declaration paper, a ballot paper on which the names of the candidates with their address shall be arranged in alphabetical order and which shall bear on it the Registrar's initials and then last date of posting a ballot paper cover, and an envelope addressed to the Registrar, together with a letter of intimation stating the number of vacancies, the date and hours fixed for the poll, and the day and the hour fixed for the scrutiny and counting of votes. The papers shall be forwarded to the address entered against the name of the elector in the electoral roll, or if the elector has since the publication or preparation of the roll changed her address and intimated the fact in writing to the Registrar, at least fourteen days before the first date of dispatch of ballot papers to the address so given.

The date fixed for the poll shall be not less than ten clear days after the date of posting of the ballot papers.

In the case of election to Academic Committee by registered graduates, each elector shall be notified at least not less than fourteen clear days from the date fixed for the poll, the date and time of poll and the polling centre allotted.

The names of candidates standing for the election to the Academic Committee by registered graduates shall be notified in one English daily paper and in one Tamil daily paper.

**Statute - Voting :**

- 23.** The elector shall, after filling up the declaration paper and the ballot paper in accordance with directions given in the letter of intimation, enclose the ballot paper in the ballot paper cover and stick it and enclose the cover and the declaration paper in the envelope addressed to the Registrar and send the envelope by registered post so as to reach the Registrar not later than the day and the latest hour fixed for the poll.

Provided that at her option, the elector may, either in person or by an agent, deposit the envelope addressed to the Registrar in the ballot box on the day and during the hours fixed for the poll.

Provided further that procedure as enumerated in this Statute shall not be applicable to the election of 15 members to the Academic Committee by the registered graduates from among themselves and in so far as this election is concerned, the procedure contained in Statute 1 to 18 shall be followed.

**Statute - Recording of Votes of Electors Physically Incapacitated:**

- 24.** In the case of election of 15 members to the Academic Committee by registered graduates, if an elector is incapacitated from blindness or other physical cause from voting in the manner prescribed, the presiding officer of the concerned polling booth may help her and she shall record the vote as per the direction given by the blind voter.

**Statute - Procedure, when voting papers are lost or spoilt:**

- 25.** An elector who has not received her ballot and other connected papers sent by post, or who has lost them, or whose papers, before their dispatch back to the Registrar have

been inadvertently spoiled, may transmit a declaration to that effect signed by herself and require the Registrar to send her new papers in place of those not received, lost or spoiled, and if the papers have been spoiled, the spoiled papers shall be returned to the Registrar who shall cancel them on receipt. In every case when new papers are issued, a mark shall be placed against the number of elector's name in the Register (elector roll) to denote that new papers have been issued in place of those not received, lost or spoiled.

**Statue - Procedure on Counting:**

**26.** On the day of the hour appointed for scrutiny and counting of votes, the envelopes received from the electors by the Registrar, except those which have not either been sent by registered post so as to reach the Registrar not later than the day and the latest hour fixed for the poll or deposited in the ballot box provided on the day and during hours fixed for the poll, shall be arranged and counted. They shall then be opened and the declaration papers and the ballot paper covers examined.

**27. Ballot Paper Cover when Rejected:**

A ballot paper cover shall be rejected, if:

- (i) the envelope contains no declaration paper outside the ballot paper cover, or
- (ii) declaration paper is not the one sent by the Registrar, or
- (iii) the declaration or attestation is not in accordance with the rules, or
- (iv) the ballot paper is placed outside the ballot paper cover, or
- (v) more than one declaration paper or cover containing ballot paper have been enclosed in one and the same envelope, or
- (vi) if the declaration paper is not duly signed.

In each a case of rejection, the work 'rejected' shall be endorsed on the ballot paper cover on the declaration paper.

## **28. Statute - Who may be present at Scrutiny of Votes**

No persons shall be present at the scrutiny and counting of votes except the Vice-Chancellor, the Registrar and such persons as the Vice-Chancellor may appoint to assist the Registrar, the candidates and not more than two representatives of each candidate appointed in writing by her.

- 29. A)** The elections to the Academic Committee by the teachers of Colleges referred to in section 20 (a) Class – II other Members-items (4) and (5) of the Act., shall be governed by the following rules.

The election shall be conducted by secret ballot at a meeting of the teachers of the Colleges. Not less than seven clear days before the date of the election, notice of the meeting shall be issued, furnishing information regarding the number of vacancies to be filled, last date and hour for filing the nominations, scrutiny of nomination papers, publication of list of nominated candidates, withdrawal of candidature, the place, the date and hour of issue of ballot papers and polling, scrutiny and counting of votes to the electors (teachers of the College teaching staff) by the Principal (The Returning Officer): such notice shall be issued to each teacher present on duty in the college on that date and a copy of the notice shall be published in the college notice board.

Provided that, if after the scrutiny of nominations and after the time of withdrawal of candidature is over, the Returning Officer finds that the number of candidates validly nominated is less than or equal to the number of vacancies to be filled, she shall declare such candidate or candidates to be duly elected and if the number of valid nominations exceeds the number of vacancies to be filled, the election shall be proceeded with at the meeting, on the date and at the time fixed for the poll. Other rules for the conduct of election shall generally confirm to the rules prescribed for University elections other than those by Registered Graduates.

**(i) ELECTION WITHOUT PROPORTIONAL REPRESENTATION:**

**Statute - Elections without Proportional Representations:**

**30.** In the elections enumerated below, the procedure prescribed in the preceding Statutes and below shall be followed :-

- (i) Election of three members to the Executive Council by the Academic Council from among its members.
- (ii) Election of two members to the Academic Council by the teachers of affiliated training colleges including Principals and Physical Directress, but excluding Tutors, Demonstrators and Physical instructress of such Colleges from among themselves.
- (iii) Election of two members to the Academic Council by the teachers of approved Colleges including Principals and Physical Directress, but excluding Tutors, Demonstrators and Physical Instructress of such Colleges from among themselves.
- (iv) Election of one member to the Academic Council by the Headmistress, if completed High Schools, recognized by the State Government in each revenue district in the University area from among themselves.

**31.** The ballot paper covers, other than those rejected under Statute 26, shall be opened and the ballot papers taken out and mixed together. The ballot papers shall then be scrutinized and the valid votes counted.

**Statute - Ballot papers when Invalid**

A ballot paper shall be invalid if:

- (a) it does not bear the Registrar's initials; or
- (b) a voter signs her name or writes any word, or makes any mark on it, by which it becomes recognizable; or
- (c) no vote is recorded thereon; or
- (d) the number of votes recorded thereon exceeds the number of vacancies to be filled; or
- (e) It is void for uncertainty provided that where more than one vote can be given on the same ballot paper, if one of the marks is so placed as to render it doubtful to which



candidate it is intended to apply, the vote concerned but not the whole ballot paper shall be invalid on that account.

**Statute – Declaration of Result:**

**32.** The nominee or the nominees receiving the highest number of votes shall be declared to be duly elected. When two or more nominees receive an equal number of votes and they cannot all be declared elected, the final election shall be made by drawing lots.

**(ii)ELECTION WITH PROPORTIONAL REPRESENTATION :**

**33.** In the elections enumerated below, the procedure prescribed in the following statute shall be followed, the elections being held with the systems of proportional representation by means of the single transferable vote:

- (i) Election of fifteen members to the Academic Committee by registered graduates from among themselves.
- (ii) Election of three members to the Academic Committee by the Principal of approved colleges from among themselves.

**Statute - Voting**

**34.** All voters shall be entitled to vote. Each voter shall have only one vote.

**35.** In the case of election of 15 members to the Academic Committee from the Registered Graduates Constituency, the ballot boxes collected from various polling centres shall be opened and the number of votes polled in each centre shall be counted and tallied. Then the ballot papers taken out from the ballot boxes shall be mixed together in the Vice-Chancellor's presence.

**Statute - Invalid Ballot Papers:**

The Vice-Chancellor shall then proceed to the count the votes, rejecting as invalid any ballot paper:-

- (a) which does not bear the Registrar's initials; or
- b) on which a voter signs her name or writes any word, or makes any mark, by which it becomes recognizable; or
- c) on which the figure 1 is not marked; or
- d) on which the figure 1 is set opposite the names of more than one candidate; or
- e) on which the figure 1 and some other figure are set opposite the name of the same candidate; or
- f) which is valid for uncertainty.

On every paper so rejected, the Vice-Chancellor shall endorse the word 'invalid' and such papers shall be kept in a separate bundle.

**Statute- Definition of terms:**

35. In the following statutes;

(1) "Continuing Candidates" means candidates not elected or not excluded from the poll at any given time;

(2) "Exhausted papers" means ballot papers on which no further preference is recorded for a continuing candidate; provided that a paper shall be deemed to be exhausted in any case in which,

(a) the names of two or more candidates, whether continuing or not, are marked with the same figure and are next in order of preference; or

(b) the name of candidate next in order of preference whether continuing or not, is marked:-

- (i) by a figure not following consecutively after some other figure on the ballot paper; or
  - (ii) by two or more figures
- (3) “first preference” means the figure 1 set opposite the name of any candidate; “Second preference” similarly means the figure 2, “third preference” the figure 3 and so on;
- (4) “Original votes” in regard to any candidate means, the votes derived from ballot papers on which a preference is recorded for such candidate;
- (5) “surplus” means the number by which the votes of any candidate, original and transferred exceeds the quota as defined in statute 33.
- (6) “Transferred votes” in regard to any candidate means votes credited to such candidates which are derived from ballot papers on which a second or subsequent preference is recorded for such candidate,
- (7) “Unexhausted papers” means ballot papers on which a preference is recorded for a continuing candidate.

**Statute - Procedure for Elections with Proportional Representation.**

36. In carrying out operations prescribed in the statutes hereinafter contained-
- (i) all fractions shall be disregarded; and
  - (ii) all preferences recorded for candidates already elected or excluded from the poll shall be ignored.

**Statute - Division into Parcels according to First Preferences.**

37. After the invalid ballot papers, if any, have been rejected, the remaining papers shall be divided into parcels according to the first preferences recorded for each candidate and the numbers in each parcel noted.

**Statute - Quota:**

38. The number of the papers in all the parcels shall then be added together and the total divided by a number exceeding by one, the number of vacancies to be filled, and the result increased by one, shall be the number sufficient to secure the return of a candidate (hereinafter called the quota).

**Statute:**

39. If at any time, the number of candidates equal to the number of persons to be elected has obtained the quota, such candidates shall be treated as elected and no further steps shall be taken.

**Statute- Candidate when Elected:**

40. Any candidate, in whose parcel the number of votes on the first preferences being counted is equal to or greater than the quota shall be deemed elected.

**Statute - Transfer of Surplus Papers:**

41. (1) If the number of papers in any such parcel is equal to the quota, the papers shall be set aside as finally dealt with.

(2) If the number of papers in any parcel is greater than the quota, the surplus shall be transferred to the continuing candidates indicated on the ballot papers as next in the order of the voters' preference in the manner prescribed in the following statutes.

## **Statute - Surplus - How dealt with**

42, (a) If and whenever as the result of any operation prescribed by these Statutes a candidate has a surplus, that surplus be transferred in accordance with the provisions of this statute.

(b) If, in ascertaining the number of papers to be transferred from a sub-parcel, fractional parts are found to exist, and if, owing to the existence of such fractional parts, the number of papers to be transferred is less than the surplus, as many of these fractional parts taken in the order of their magnitude, beginning with the largest, as are necessary to make the total number of papers to be transferred equal to the surplus shall be reckoned as the value of unity, and remaining fractional parts shall be ignored. If two or more fractional parts are of equal magnitude, that fractional part shall be deemed to be the largest which arises from the larger sub-parcel and if the sub-parcels in question are equal in size, preference shall be given to the candidate who obtained the larger number of original votes.

(c) If more than one candidate has a surplus, the largest surplus shall be dealt with first and the others in order of magnitude; provided that every surplus arising on the first count of votes shall be dealt with before those arising on the second count, and so on.

(d) Whether two or more surpluses are equal, the Vice-Chancellor shall decide, as herein after provided in clause 42, which shall be first dealt with.

(e) (i) If the surplus of any candidate to be transferred arises from original votes only, all the papers in the parcel belonging to the candidate whose surplus is to be transferred shall be examined and the unexhausted papers divided into sub-parcels according to the next preferences recorded thereon. A separate sub-parcel shall also be made of the exhausted papers.

(ii) The number of the papers in each sub-parcel and the total of all unexhausted papers shall then be ascertained.

(iii) If the total number of the unexhausted papers is greater than the surplus,

all the sub-parcels shall be transferred to the continuing candidates

- (iv) If the total number of the unexhausted papers is greater than surplus, they shall be transferred from each sub-parcel, the number of papers which bears the same proportion to the number of papers in the sub-parcel, as the surplus bears to the total number of unexhausted papers in the order in which such papers have been transferred.
- (f) If the surplus of any candidate to be transferred arises from transferred as well as original votes, all the papers in the sub-parcel last transferred to the candidates shall be re-examined and the unexhausted papers divided into sub-parcels, according to the next preference recorded thereon. The sub-parcels shall be dealt within the same manner as is provided in the case of the sub-parcels referred to in clause (e).
- (g) The papers transferred to each candidate shall be added in the form of a sub-parcel to the papers already belonging to such candidate.
- (h) All papers in the parcel or sub-parcel of an elected candidate not transferred under this statute shall be set aside as finally dealt with.

**Statute - Exclusion of Candidate Lowest on the Poll:**

43. (1) If, after all the surpluses have been transferred as herein before directed, less than the number of candidates required has been elected, the candidate lowest on the poll shall be excluded from the poll and her unexhausted papers distributed among the continuing candidates according to the next preferences recorded thereon. Any exhausted papers shall be set aside as finally dealt with.
- (2) The papers containing original votes of an excluded candidate shall first be transferred.
  - (3) The papers containing transferred votes of an excluded candidate shall then be transferred in the order of the transfer in which she obtained them.
  - (4) Each of such transfers shall be deemed to be a separate transfer.

(5) If the total of the votes of the two or more candidates lowest on the poll, together with any surplus votes not transferred is less than the votes credited to the next highest candidate, those candidates may, in one operation, be excluded from the poll and their votes transferred in accordance with the directions given in clauses (1) to (4) above.

(6) The process directed by this statute shall be repeated on the successive exclusions of the candidates lowest on the poll until the last vacancy is filled either by the election of a candidate with the quota or as in hereinafter provided.

**Statute:**

44. If, as a result of a transfer of papers under these Statutes the number of votes obtained by a candidate is equal to or greater than the quota, the transfer, then proceeding shall be completed but no further papers shall be transferred to her.

45. (1) If after the completion of any transfer under these Statutes the number of the votes of any candidate shall be equal to or greater than the quota, she shall be deemed elected.

(2). If, the number of the votes of any such candidates shall be equal to the quota, the whole of the papers on which such votes are recorded shall be set aside as finally dealt with.

**Statute- Distribution of Surplus:**

(3) If, the number of the votes of any candidate shall be greater than the quota, her surplus shall thereupon be distributed in the manner herein before provided, before the exclusion of any other candidate.

46. (1) When the number of continuing candidates is reduced to the number of vacancies remaining unfilled, the continuing candidates shall be deemed elected.

(2) When only one vacancy remains unfilled and the number of the votes of some continuing candidate exceeds the total of all the votes of the other continuing candidates, together with any surplus not transferred, that candidate shall be deemed be elected.

(3) When only one vacancy remains unfilled and there are only two continuing candidates, and those two candidates have the same number of votes and no surplus remains capable of transfer, one candidate shall be excluded under the next succeeding Statute and the other deemed elected.

**Statute- Equal Surpluses. Two or more candidates lowest on the poll**

47. If, when, there is more than one surplus to be distributed, two or more surpluses are equal or if at any time it becomes necessary to exclude a candidate and two or more candidates have the same number of votes and are lowest on the poll, regard shall be had to the original votes of each candidate for whom fewest original votes are recorded, shall have her surplus first distributed, or shall be first excluded, as the case may be. If the number of their original votes is the same, the Vice-Chancellor shall decide by lot which candidate shall have her surplus distributed or be excluded.

**Statute - Re- Counting of Ballot papers**

48. Any candidate or her agent may, at any time during the counting of the votes, either before the commencement or after the completion of any transfer of votes (whether surplus or otherwise) request the Vice-Chancellor to re- examine and recount the papers of all candidates or of any candidate (not being papers set aside at any previous transfer as finally dealt with) and the Vice-Chancellor shall forthwith re-examine and re-count the same accordingly. The Vice-Chancellor may also at her discretion re-count votes, either once or more often, in any case in which she is not satisfied as to the accuracy of any previous count, provided that nothing herein shall make obligatory on the Vice-Chancellor to re-count the same votes more than once.



**Statute - Declaration of Results:**

49. The Vice-Chancellor shall then declare the names of the candidates who have been  
duly elected

**Statute – Election Return:**

50. The Registrar shall prepare a form showing-

- (1) the number of voters who voted.
- (2) the number of ballot papers rejected
  - a) as being received too late
  - b) for being sent by ordinary post or in other than the prescribed ways.
  - c) for irregularities connected with the declaration.
  - d) as invalid.

R.R.G

No:

Date:

**REGISTER OF GRADUATES**

**APPLICATION FOR REGISTRATION**

---

1. (a) Name in Full (in Block letters as entered in the Diploma):  
(b) Sex:                      C) Age:                      d) Date of Birth:
  
2. Father's Name:
3. Nationality    :
- 4.

Degree/Degrees Obtained at a University	Year & Month of qualifying for the degree	Year & Month at which the degree /degrees was/were taken at a convocation (in person / in absentia)	The University from which the candidate has qualified for the degree

- (i) Particulars about additional degree, if any, should be given as above,
  - (ii) Original or attested copy of the degree obtained (should be enclosed with the application).
5. a) Name of the College in which she she studied for the degree :
- b) Period of study (mention the year of joining and year of leaving the College)
- c) Year of completing the degree.
6. Present Occupation:
7. Name :
- Occupational Address:
- If employed :
- Ward No:
- (in case of a Municipality)
- Taluk:
- District: Pin code:
8. Residential Address :
- Ward No:
- (in case of a Municipality)
- Taluk:
- District: Pin code:

NOTE: While filling up column 7 and 8, the following particulars should be noted:

If the place is a major Municipality, the number of the ward in which the location is situated should be mentioned besides the taluk and the District in which the place is located should also be mentioned.

9. Details of registration fee paid:

Place of State Bank of India -----

Amount Rs. -----

Date of remittance -----

Date:

Signature:

Note:

1. No person is permitted to have her name in the register of graduates more than once.
2. If the attested copies of the diplomas are sent, the name of the attesting officer should be given in brackets in block letters and his office seal with designation.
3. The University has a right to reject any application which it considers unsatisfactory.
4. Identification slip will be sent to the residential address only.

**CERTIFICATE**

I, hereby, certify that I am a resident of -----  
Village / Town of the----- District which lies in the  
jurisdiction of Mother Teresa Women's University.

**SIGNATURE OF THE CANDIDATE**

## INSTRUCTIONS

1. The University shall maintain a register on which the names of any person, ordinarily a resident within the University area and who-
  - a) has been for at least three years a graduate of any University in the territory of India;
  - b) is a registered graduate of any University in the territory of India, is entered subject to following provisions.
2. She shall apply in the prescribed form to the Registrar, and pay a consolidated fee of Rs.5/- (Rupees Five only) which will entitle her to have her name entered and retained for a period of five years. The registration fee should be in the form of a bank chalan of the State Bank of India. Money order and postal orders will not be accepted.
3. The registration in the first instance is for a period of five years and it will have to be renewed by remitting a fee of Rs.1/- (Rupees one only) into the State Bank of India along with a certificate of a continued residence in the University area addressed to the Registrar for the further period of five years. The completed prescribed form for renewal should be sent to the University a month before the expiry of registration. The prescribed form for such renewal can be had at the time of renewal.

The names of the registered graduates who do not apply for continuance of registration on or before the date of expiry shall be deleted from the register.

4. The woman graduate of this University at the time of registration should send a copy of her diploma as proof of her qualification. If she is a graduate of other Universities, she should send the original diploma, as proof of her qualification at the time of registration.
5. The registration shall ordinarily take effect from 1<sup>st</sup> January or the 1<sup>st</sup> of July following and the term of 5 years shall be reckoned from such date.
6. The registered graduate should intimate the Registrar of any change of her residence immediately.
7. The Register of graduate shall be revised every year on the 1<sup>st</sup> of January.
8. Any graduate may inspect the Register of graduates during office hours on application to the Registrar and may, on payment of Rs.25/- (Rupees Twenty Five only) have a copy of the register.

**Election to the Academic Committee by the Principals of Approved Colleges**

**LETTER OF INTIMATION**

Sir/Madam,

1. The persons whose names are printed on the ballot paper sent herewith have been nominated as candidates for election to the Academic Committee. Should you desire to vote at this election, I have to request that you will -
  - a) fill up and sign the declaration paper,
  - b) mark your vote in the column provided for the purpose in the ballot paper as directed on the ballot paper,
  - c) enclose the ballot paper in the smaller cover and stick it; and
  - d) put the smaller cover and the declaration paper in the envelope addressed to me and return the same to me either by registered post so as to reach me not later than 4.00p.m on ----- or deposit, or cause to be deposited the envelope addressed to me in the ballot box provided for the purpose at the office of the Registrar between ----- and -----and on the same day.

Note: Every elector should send her cover containing election papers INDIVIDUALLY by registered post if it cannot be deposited in the Ballot Box on the above date.

2. Ballot papers will be rejected;
  - (1) If the envelope enclosing the ballot paper cover and the declaration paper is not either (i) sent by registered post and received not later than the hour fixed for the closing of the poll or (ii) deposited in the ballot box at office of the Registrar on the date and between the hours fixed,
  - (2) if the outer envelope contains no declaration outside the smaller cover,

- (3) if the ballot paper is not enclosed in the smaller cover,
- (4) if the declaration paper is not sent by the Registrar to the voter,
- (5) if more than one declaration paper or cover containing ballot paper have been enclosed in one and the same envelope,
- (6) if the declaration or attestation is not in order, and
- (7) if the ballot paper is invalid.

3. A ballot paper will be invalid;

- (1) If it does not bear the Registrar’s initials; or
- (2) If a voter signs her name or writes any word or makes any mark by which it becomes recognizable; or
- (3) If the figure 1 is not marked; or
- (4) If the figure 1 is set opposite the names of more than one candidate; or
- (5) If the figure 1 and some other figure are set opposite the names of more than one candidate; or
- (6) If it is void for uncertainty.

4. Declaration papers need not be attested, but in the case of a voter who is incapacitated from blindness or other physical cause from voting in the manner prescribed, it shall be competent for her to record her vote by the hand of any of the following persons –

- Stipendiary Magistrates;
- Gazetted Officers;
- Principals of Affiliated Colleges

Such persons shall on the declaration paper, certify the incapacity and attest the fact of her having been requested by the voter to mark the ballot paper for her and of its having been so marked by her in the presence of the voter.

If a voter inadvertently spoils a ballot paper, she can return it to the Registrar, who will, if satisfied of such inadvertence, issue to her another paper.

The Scrutiny and counting of votes will begin on -----  
-----

No person shall be present at the scrutiny except the Vice-Chancellor, the Registrar and such persons as the Vice-Chancellor may appoint to assist the Registrar, the candidate and not more than two representatives of each candidate appointed in writing by her

Registrar.

University Buildings,

Date:



**DECLARATION PAPER**

(For all Elections)

(Election to the -----)

By the -----)

Serial No.

Elector's Name

and number in the electoral roll, if any

**ELECTOR'S DECLARATION**

I----- (Name in full designation) declare that I am a Registered Graduate (resident within university area in Madras State)

at present residing at -----(or an elector for the above election to the ----- by the -----) and have signed no other declaration paper at the election.

Date:

Signature:

Station:

Address:

**MOTHER TERESA WOMEN'S UNIVERSITY**

**KODAIKANAL**

Election to the Academic Committee by the Registered Graduates and by the Principals of approved Colleges.

**BALLOT PAPER**

Face of ballot paper:

---

Name of Candidate and Address

Mark order of  
preference in space  
below

---

---

---

---

---

---

(Please see instruction on the back)

Back of ballot paper:

**DIRECTION FOR THE GUIDANCE OF THE VOTER:**

Vote by placing the figure 1 in the space opposite the name of the candidate for whom you vote. You may also place the figure 2 in the space opposite the name of the candidate who is your second choice, and the figure 3 in the space opposite the name of the candidate who is your third choice, and so on. Cross or other marks must not be used.

A Ballot paper will be invalid -

- (a). If it does not bear the Registrar's initials; or
- (b) If a voter signs her name or writes any word or makes any mark by which it becomes recognizable ; or
- (c). If the figure 1 is not marked; or
- (d). If the figure 1 is set opposite the names of more than one candidate; or
- (e) If the figure 1 and some other figure are set opposite the name of the same candidate;
- (f) If is void for uncertainty.

Face of Ballot Paper Cover

Ballot Paper

For all Election

FACE OF ENVELOPE

Election to the

-----

Poll on -----

(By Registered Post)

To

The Registrar,

Mother Teresa Women's University

Kodaikanal-624 102

No: -----

[His Excellency, the Governor Chancellor has given consent for the above amendment  
vide Governors secretariat [Lr.No.406/U2/2005](#) dt: 15.03.05]

## APPENDIX – I

(See Statute 12 (a) of Chapter (IV))

Method or Recruitment and Qualifications for various academic and Non-academic Posts of the University

- (i) The age qualifications noted in this appendix will have be taken as the age as on 1 st of the month, in the year in which the vacancy is notified.
- (ii) The age qualification is relaxable by 5 years in respect of candidates belonging to SC/ST for all posts.

Appendix I (a) Recruitment:

Serial Number and Category of employee (1)	Method of Recruitment (2)	Qualification and Experience (3)	Appointing authority for removal and suspension (4)
1.* Professor	By Direct Recruitment	Academic An eminent scholar with published work of high quality, actively engaged in Research with 10 Years experience of postgraduate teaching and / or experience in research at the University/National Level institutions, including experience of guiding Research at Doctoral level	Executive Council

		<p>(or)</p> <p>An outstanding scholar with established reputation who has made significant contribution to knowledge.</p> <p>In exceptional cases, the teachers with 15 years of UG teaching/research experience could also be considered.</p> <p>Age-should have completed 35 years but not 50 years, relaxable, if otherwise well qualified.</p>	
2.* Associate Professor (Reader)	By Direct Recruitment	<p>Good academic record with a doctoral degree or equivalent published degree or equivalent published work. In addition to these, candidates who join from outside the University system, shall also possess at least 55% of the marks or an equivalent grade of B in the 7 point scale with letter grades O,A,B,C,D,E &amp; F at the Master's degree level.</p> <p>Five years of experience of teaching and / or research excluding the period spent for obtaining the research degrees and has made some mark in the areas of scholarship as evidenced by quality of publications, contribution to educational innovation, design of new courses and curricula.</p> <p>Age – should have completed 30 years</p>	Executive Council

		but not 45 years Relaxable, if otherwise well qualified.	
3.* Lecturer	By Direct Recruitment	<p>Good academic record with at least 55% of the marks or an equivalent grade of B in the 7 point scale with letter grades O,A,B,C,D,E&amp;F at the Master's degree level, in the relevant subject from an Indian University, or an equivalent degree from a foreign University.</p> <p>Besides fulfilling the above qualifications, candidates should have cleared the eligibility test (NET) for lecturers conducted by the UGC, CSIR or similar tests accredited by the UGC.</p> <p>Age-should have completed 25 years but not 35 years.</p>	Executive Council
4.* Visiting Professor	By Direct Recruitment	Persons or eminence without any restrictions for qualifications and age.	Executive Council
<p>* His Excellency, the Governor Chancellor has given consent for the above amendment vide Governor's Secretariat Lr.No.610/U2/2005 dt: 06.04.05</p>			

Serial Number and Category of employee (1)	Method of Recruitment (2)	Qualification and Experience (3)	Appointing authority for removal and suspension (4)
1.*Registrar	By Direct recruitment	<p><b>Non-Academic</b></p> <ol style="list-style-type: none"> <li>1. An academicians not lower in rank than that of a University Professor.</li> <li>2. A Master's degree with at least 55% of the marks or its equivalent grade of B in the UGC seven point scale.</li> <li>3. At least 15 years of experience as Lecturer (Sr.Scale)/Lecturer with eight years, in Reader's grade along with experience educational administration.</li> </ol> <p style="text-align: center;">(OR)</p> <p>Comparable experience in research establishment and /or other institutions 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 an equivalent post.</p>	Executive Council



2.*The Controller of Examinations	Direct recruitment (or) on Deputation from Government Service	<ol style="list-style-type: none"> <li>1. Academicians not lower in rank than that of a University Professor.</li> <li>2. A Master's degree with at least 55% of the marks or its equivalent grade of B in the UGC seven point scale.</li> <li>3. At least 15 years of experience as Lecturer (Sr.Scale)/Lecturer with eight years, in Reader's grade along with experience educational administration.</li> </ol> <p style="text-align: center;">(OR)</p> <p>Comparable experience in research establishment and /or other institutions 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 an equivalent post.</p>	Executive Council
<ul style="list-style-type: none"> <li>• His Excellency, the Governor Chancellor has given consent for the above amendment vide Governor's Secretariat Lr.No.608/02/2005 DT:11.04.05 (Sl.No.1&amp;2)</li> </ul>			

Serial Number and Category of employee (1)	Method of Recruitment (2)	Qualification and Experience (3)	Appointing authority for removal and suspension (4)
3. Deputy Registrar	Promotion from the post of Assistant Registrar by selection or deputation	Essential:  (a) I Class Bachelor's Degree or II Class Master's Degree.  (b) Administrative or teaching experience not less than 5 years Age-should have completed 33 years but not 53 years.	Executive Council
4. Assistant Registrar	Promotion by Selection from the category of Superintendent (or) on Deputation from Government Service	Essential:  (a) I or II Class Master's Degree (b) At least 5 years of service in a supervisory capacity (c) A Pass in Account Test for Subordinate Officers Part II and District Office Manual Test. Age-Should not exceed 50 years.	Executive Council
5. Finance Officer	As Provided in Act		

6. Assistant Finance Officer	By Deputation from Local Fund Audit or Treasury Accounts	<p>Essential</p> <p>(a). A First/second of A/B Grade Master Degree of a University.</p> <p>(b). At Least 4 years of service as a Supervisory Capacity.</p> <p>(c). A Pass in the Accounts Test for Subordinate Office Parts I and II, D.O.M, Test, Local Fund and Audit Department Test and Book Keeping.</p> <p>(d). Knowledge in Tamil</p> <p>Age: Should not exceed 40 years</p> <p>Desirable:</p> <p>A Pass in Accountancy, Higher Grade M.Com/MBA/B.L or B.G.L.</p>	Vice-Chancellor
7. Superintendent	Promotion from the category of the Assistants or deputation if no one is eligible for promotion	<p>Essential:</p> <p>(a). I Class Bachelor's Degree or II Class Masters Degree of a University</p> <p>(b) At least four years service in the post of Assistant.</p> <p>(c). A Pass in the Account Test for Subordinate Officers, Part II and D.O.M test conducted by the TamilNadu Public Service Commission.</p>	Vice Chancellor

8.Assistants	By Direct recruitment	Essential: (a) I Class Bachelor's Degree or II Class Master's Degree of a University. (b) Typewriting Higher Grade in Tamil and English, Shorthand Lower Grade in English and Tamil Age:-Should not have completed 28 years.	Vice-chancellor
<p>N.B:- (i) Persons in charge of cash/stores/other valuables, should pay a security and pledge in favour of University as directed by the Executive Council.</p> <p>(ii). The existing incumbents will not be affected by these statues.</p>			
9. Basic Servants	By Direct recruitment	Essential: (a) Completed X Standard (b) To ride a Bicycle (c) Age-Should have completed 28 years.	Vice-chancellor

10. Driver	By Direct recruitment	<p>Essential</p> <ul style="list-style-type: none"> <li>(a) Completed X Standard</li> <li>(b) Possession of License of driving Heavy Vehicles</li> <li>(c) Experience in driving light/heavy vehicle for four years</li> <li>(d) Age-should not exceed 28 years</li> <li>(e) Age and general educational qualification may be relaxed in the case of relevant ITI certification holder or Drivers with 4 Years of Experience</li> </ul>	Vice-chancellor
11.Public Relations Officer	By Direct recruitment can be added to the cadre of Superintendent		Vice-Chancellor

12. Guest House Care Taker	By Direct recruitment	Essential  (a) Diploma or Degree in Tourism or Catering (b) A Pass in Account Test for (c) Subordinate officers Part 1 conducted by TamilNadu Public Service Commission before the completion of probation Age:- 30-40 years	Vice - Chancellor
13. Telephone Operator	By Direct Recruitment reserve the post for physically handicapped.	Essential:  (a) Completed X Standard (b) A Certificate in Telephone Operation (c) Age-Should not have exceeded 28 years	Vice-Chancellor
14. Service personal (Sweeper & Scavenger)	By Direct recruitment	Age-should have completed 18 years but should not have completed 28 years.	Vice-Chancellor
15. Canteen Butler	By Direct recruitment	Age-30 years, not less than two years experience as a cook in a recognized hotel or hostel.	Vice-Chancellor
16. Canteen Helper	By Direct recruitment	Age 20-35 Years	Vice-Chancellor

17.Watchman and Guards	By Direct recruitment	May be reserved for discharge, Ex-serviceman not less than two years experience; should be of good physique	Vice-Chancellor
18.Gardener and Helper	By Direct recruitment	Age :-20 -35 years	Vice-Chancellor
19.Chief Librarian	By Direct recruitment	Essential:  (a) Professional Eminence with a Ph.D in Library Science (b) Published work of a high quality and active involvement in Information Science and Library Management. (c) Either 5 years of Experience as an Associate Professor (Reader) or equivalent post or 10 years of experience in the management of research wing of a Library. (d) Knowledge in Tamil Desirable:  Publication in Journals of repute  Age- should have completed 35 years but not 50 years.	Executive Council

20.Assistant Librarian	By Direct recruitment	<p>Essential:</p> <ul style="list-style-type: none"> <li>(a) First or Second Class Bachelor's Degree in Arts, Science or Commerce</li> <li>(b) First or Second class Bachelor's Degree in Library and Information Science (B.L.I.S) (or) B.L.I.B.) Science or Diploma in Library Science.</li> <li>(c) 3 years experience in a College or recognized Educational Institutional Libraries (Relaxed in case of Post Graduate Degree holders).</li> </ul> <p>Desirable:</p> <ul style="list-style-type: none"> <li>(a) Typewriting English and Tamil Lower Grade</li> <li>(b) Thorough Knowledge in Tamil Age-should not have exceeded 28 years.</li> </ul>	Vice-Chancellor
21.Private Secretary to Vice-Chancellor		<p>Essential:</p> <ul style="list-style-type: none"> <li>(a) A University degree</li> <li>(b) Typewriting and Shorthand Higher Grade in English and Tamil</li> <li>(c) Age between 25 and 35 years</li> <li>(d) Knowledge of Tamil</li> <li>(e) Publication of Merit</li> </ul>	Vice-Chancellor



**APPENDIX – II**

Special Rules for admissibility of Travelling Allowance for Vice-Chancellor, Members of the University authorities, Members of the Selection / Expert Committees, Registrar, Finance Officer and Deans.

Serial Number and Category	Daily Allowance Admissible			Fare Air Fare			Actual Expenses	Remarks
	Within Tamil Nadu	Madras City	Outside States, Delhi, Calcutta, Capitals of Other States	Other Cities outside State				
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)
Vice Chancellor	Rs.30 (Stay in Government Travellers Bungalows and Public Sector rest Houses)	Rs.60 (Stay in Government Travellers Bungalows and Public Sector rest Houses)	Rs. 75 (Stay in Government Guest House/ Public Sector Guest House/ Tamil Nadu House/New Delhi) Rs.350 (For stay in Hotels open to Public)	Rs. 75 (Stay in Government Guest House/ Public Sector Guest House/ Tamil Nadu House/New Delhi) Rs.75 (For stay in Hotels open to Public)	1-2/3 First Class Railway fare	Single fare + flight insurance + Air Port Tax + Incidentals allowance of Rs.15 each way.	Actual Expenses incurred during stay outside Head Quarters instead of allowance in case D.A. is not claimed (Note: This includes Taxi fare also)	
Members of the Executive Council	Do	Do	Do	Do	Do	From Place of Residence	Nil	**

\*\* In the case of places connected partly by rail and partly by road the member / officers is eligible for railway

fare as mentioned in column 7 of this table for the rail journey and mileage at Rs.2.25 per km. for the journey made by road

(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)
Members of the Committee Faculties, Finance Committee and other University except Board of Studies	Do	Do	Do	Do	Do	Not Permanent	Nil	Do
Board of Studies	Do	Do	Do	Do	1 ¼ First Class Railway fare	Do	Nil	Do
Members of the Selection / Expert Committee	Do	Do	Do	Do	1 2/3 First Class Railway Fare	Permitted with the prior sanction of Vice Chancellor	Nil	Do
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)
Registrar, Finance Officer, Dean	Do	Do	Do	Do	Do	Single fare + flight insurance + Air Port Tax + Incidental allowance of Rs.15	Nil	Do

						each way.		
7. Academics + Others invited for Seminar and other special meetings	Rs.15	Rs.30	Nil	Nil	Single First Class Railway Fare	Nil	Nil	Do

Note: (1) In case of Taxies engaged for local trips either at Head Quarters / Camping places, the actual fares will be reimbursed with the sanction of Vice-Chancellor subject to the Certification of the expenses for the above categories of personnel.

(2) The Vice-Chancellor is empowered to sanction Air fare actual expenses in exceptional cases for all categories mentioned above.

**APPENDIX III**

**Authority Competent to Impose Penalties**

Category of Staff (1)	Minor Punishment		Major Punishment	
	Authority Empowered (2)	1. Appellate authority 2. Time allowed (3)	Authority Empowered (4)	1. Appellate authority 2. Time allowed (5)
I. Registrar, Finance Officer, Professor / Lecturers, Chief Librarian and such other officers not specified in II and belong to class A service;	Vice-Chancellor (Sec.13 (4) (a))	1) Appellate authority 2) Time allowed (i) Executive Council (sec. 13 (4) (b)) (ii) 30 days from the date of receipt of orders	Executive Council (sec.13 (4) (b))	1.Appellate authority 2)Time allowed  3) i) Executive Council (sec.13(4) (b)) ii) 30 days from the date of receipt of orders
II. (a) Deputy Registrar, Assistant Registrar, Assistant Finance Officer, Assistant Librarian and Non-Academic Staff above the level of Superintendent  (b) Non-Academic Staff upto the level of level of Superintendent	Vice-Chancellor  Registrar C. 1 (4) (a) to First Statutes	Executive Council   Vice-Chancellor 60 days from the date of	.....	.....

		receipt of orders C 1 (4) (d) of First Statutes	Vice-Chancellor (Sec. 13 (4)(a) and Cl. 1(4) (c) of First Statutes	1) Executive Council 2) Sec. 1 and Cl. 1 (a) (c) First statutes 2) 2 months from the date of receipt of orders
--	--	--	---	--

Kodaikanal  
8<sup>th</sup> August 1987

CL 1(4) (b) of  
first statutes

Vice-Chancellor

APPENDIX – IV

(VIDE STATUTE II OF CHAPTER IV – SECTION 27 (A))

**CODE OF PROFESSIONAL ETHICS FOR UNIVERSITY AND  
COLLEGETEACHERS**

(Adopted by the U.G.C. at its meeting held on 27.12.1988)

**PREAMBLE:**

**GOAL OF HIGHER EDUCATION IN OUR COUNTRY:**

The basic purpose of education is to create skill and knowledge and awareness of our glorious national heritage and the achievements of human civilization, possessing a basic scientific outlook and commitment to the ideals of patriotism, democracy, secularism, socialism and peace, and the principles enunciated in the Preamble to our Constitution.

Higher education has to produce leaders of society and economy in all areas of manifold activities with a commitment to the aforesaid ideals.

Higher education, should strive for academic excellence, and progress of arts and science, education, research and extension which should be conducted in conformity with our national needs and priorities and ensure that our best talents make fitting contributions to international endeavor on societal needs.

## **II TEACHERS AND THEIR RIGHTS:**

Teachers should enjoy full civic and political rights of our democratic country. Teachers have a right to adequate emoluments, social position, just conditions of service, professional independence and adequate social insurance.

### **THE CODE OF PROFESSIONAL ETHICS**

#### **TEACHERS AND THEIR RESPONSIBILITIES:**

Whoever adopts teaching as a profession, assumes the obligation to conduct herself in accordance with the ideals of the profession. A teacher is constantly under the scrutiny of her students and the society at large. Therefore every teacher should see that there is no incompatibility between her precepts and practice. The national ideals of education which have already been set forth and which she should seek to inculcate among students must be her own ideals. The profession further requires that the teachers should be calm, patient and communicative by temperament and amicable in disposition.

Teachers should-

- (i) adhere to a responsible pattern of conduct and demean and what is expected of them by the community;
- (ii) manage their private affairs in a manner consistent with the dignity of the profession;
- (iii) seek to make professional growth continuous through study and research;
- (iv) express free and frank opinion by participation at professional meetings, Seminars, Conferences, etc., towards the contribution of knowledge;
- (v) maintain active membership of professional organizations and strive to improve education and profession through them;

- (vi) perform their duties in the form of teaching, tutorial, practical and seminar work conscientiously and with dedication.
- (vii) co-operate and assist in carrying out functions relating to the educational responsibilities of the College and the University such as; assisting in appraising applications for admission, advising and counselling students as well as assisting in the conduct of the University and College examinations including supervision, invigilation and evaluation; and
- (viii) participate in extension, co-curricular and extracurricular activities including community service.

## **II TEACHERS AND THE STUDENTS: Teachers should-**

- (i) respect the right and dignity of the student in expressing her opinion.
- (ii) deal justly and impartially with students regardless of their religion, caste, political, economic, social and physical characteristics;
- (iii) recognize the difference in aptitude and capabilities among students and strive to meet their individual needs;
- (iv) encourage students to improve their attainments, develop their personalities and at the same time contribute to community welfare.
- (v) inculcate among students scientific outlook and respect for physical labour and ideals of democracy, patriotism and peace;
- (vi) be affectionate to the students and not behave in a vindictive manner towards any of them for any reason;
- (vii) pay attention to only the attainment of the student in the assessment of merit;
- (viii) make themselves available to the students even beyond their class hours and help and guide students without any remuneration or reward;
- (ix) aid students to develop an understanding of our national heritage and national goals, and
- (x) refrain from inciting students against other students, colleagues or administration.



### **III TEACHERS AND COLLEAGUES:**

Teachers should:

- (i) treat other members of the profession in the same manner as they themselves wish to be treated;
- (ii) speak respectfully of other teachers and render assistance for professional betterment;
- (iii) refrain from lodging unsubstantiated allegations against colleagues to higher authorities;
- (iv) refrain from allowing considerations of caste, creed, religion, race or sex in their professional endeavour.

### **IV TEACHERS AND AUTHORITIES:**

Teacher Should:

- (i) discharge their professional responsibilities according to the existing rules and adhere to procedures and methods consistent with their profession in initiating steps through their own institutional bodies and/or professional organizations for change of any such rule detrimental to the professional interest;
- (ii) refrain from undertaking any other employment and commitment including private tuitions and coaching classes which are likely to interfere with their professional responsibilities;
- (iii) co-operate in the formulation of policies of the institution by accepting various offices and discharge responsibilities which such offices may demand;
- (iv) co-operate through their organizations in the formulation of policies of the other institutions and accept offices;
- (v) co-operate with the authorities for the betterment of the institutions keeping in view the interest and in conformity with dignity of the profession;
- (vi) should adhere to the conditions of contract;
- (vii) give and expect due notice before a change of position is made, and

(viii) refrain from availing themselves of leave except on unavoidable grounds and as far as practicable with prior intimation, keeping in view their particular responsibility for completion of academic schedule.

#### **V.TEACHERS AND NON-TEACHING STAFF:**

- (1) Teachers should treat the non-teaching staff as colleagues and equal partners in a cooperative undertaking within every educational institution.
- (2) Teachers should help in the function of joint staff-councils covering both teachers and the non-teaching staff

#### **VI.TEACHERS AND GUARDIANS:**

Teachers Should

try to see through teachers bodies and organizations such that institutions maintain contact with the guardians of their performance whenever necessary and meet the guardians in a meeting convened for the purposes for mutual exchange of ideals and for the benefit of the institutions.

#### **VII.TEACHERS AND SOCIETY**

Teachers should-

- (i) recognize that education is a public service and strive to keep the public informed of the educational programmes which are being provided;
- (ii) work to improve education in the community and strengthen the community's moral and intellectual life;
- (iii) be aware of social problems and take part in such activities as would be conducive to the progress of society and hence the country as a whole.
- (iv) perform the duties of citizenship, participate in community activities and shoulder responsibilities of public officers.
- (v) refrain from taking part in or subscribing to or assisting in anyway, activities which tend to promote feeling of hatred or enmity among different communities, religions or linguistic groups but actively work for national integration.

(c) The Grievance Cell upon receipt of any complaint or gist of complaint under sub-clause (b), may in case of a complaint addressed to the Grievance Cell and shall in the case of gist of complaint received from the head of the institution, follow the principle of natural justice by giving opportunity to the complaint and for the person complained against. Then the Grievance Cell causes an enquiry, to be held discreetly or hold enquiry, if necessary. The Grievance Cell is a fact finding body and it shall find out whether there is a prima facie case. The Grievance Cell shall finish its finding or complaint within thirty days from the date of receipt of the complaint.

(d) Where the Grievance Cell is satisfied that the complaint is justified (1) in the case of the person complained against is a member of the body of management, the Grievance Cell shall report the matter to the body of management of which he is a member, (ii) in the case of person complained against happens to be an employee of the University/College, it shall report the matter to the Vice-Chancellor /Principal who shall institute disciplinary action under the relevant service rules and (iii) in the case of the person complained against happens to be a student, it shall submit the report to the head of the institution recommending the penalty to be imposed, provided that in case of falling under clause (d) (ii) the head of the institution may, independent of the disciplinary action instituted , direct that the person complained against is relieved of his duties in whole or in part and assign him with such other duties as the Head of the Institution may deem fit.

(e) The Head of the Institution upon receipt of the report from the Grievance Cell in respect of contravention by a student, shall after giving an opportunity of being heard to the student complained against, shall submit the case with her recommendations to the management for confirmation and imposition of the penalty recommended by the Grievance Cell.

## **APPEDDIX-V**

**(SEE STATUTE 27B OF CHAPTER IV)**

### **CODE OF CONDUCT AND DISCIPLINE FOR AVOIDANCE OF SEXUAL HARASSMENT AND MAINTENANCE OF EQUALITY OF OPPORTYNITY**

#### **PREAMBLE:**

In a fast changing society, wherein the education and employment of women has become the norm rather than an exception, and where the proportion of women is likely to increase steadily in every sphere of life, it is essential to ensure non-discriminatory safe environment in which women can learn or work. Unfortunately, the tendency to treat women as inferior, whose real place is within the confines of home is still prevalent in the minds of quite a few men who find it difficult to accept them as equal. This tendency, which emanates from a sense of insecurity in the minds of men develops into hostility towards women, further men take advantage of the vulnerability of women and indulge in undesirable behavior. Under these circumstances, the question of sexual harassment has gained momentum in all educational institutions and working places. It could be the other way also. In stray cases, a female in power and authority, may also take advantage of her position and exploit the vulnerability of her male subordinates. Such a situation is negligible.

Sexual harassment is a serious criminal offence, which can destroy human dignity and freedom. In an effort to promote the well being of the students and staff, this Code of Conduct is framed to deal with claims of sexual harassment in which students and staff are either the alleged victims or the alleged assailants.

In all matters of sexual harassment, the University/College shall be aware of the extreme personal sensitivity of such issues. The College/University shall maintain confidentiality in matters concerning alleged victims and alleged assailants in instances of sexual harassment. This shall in no way preclude any statistical report of such incidents as may be required by any local or state agency.

**Definitions:**

1. 1. “Educational Institutions” means the Mother Teresa Women’s University and the Affiliated Colleges.

1.2 “Sexual Harassment” means

(b) Commission of any verbal, physical or other conduct including comment, gesture or conduct of sexual nature, individually or collectively by men against women and includes,

(i) eve teasing; (ii) unwelcome remarks; (iii) jokes causing or likely to cause awkwardness or embarrassment;(iv)innuendoes and tauntry;(v) gender base insults or sexist remarks; (vi) unwelcome sexual overtone in any manner such as over the telephone and the like; (vii) touching or brushing against the body and the like

(viii) displaying pornographic or other offensive or derogatory pictures, cartoons, pamphlets or saying; (ix) forcible physical touch or molestation; (x) physical confinement against one’s will and other acts in intended to violate one’s privacy.

(c) denial of equal opportunity in pursuit of education/career development or

(d) otherwise making the study/work environment hostile or intimidating for students/employees

1. 3 “Head of the Institution” means, the head of the educational institutions whether known as Vice-Chancellor/Principal of Colleges

1.4 “Management” means

(1) in relation to University- Executive Council ; (ii) in relation to Affiliated Colleges, Trust, Management, Correspondent, Secretary, Dean and Principal.

1.5 “Sexual Harassment of Students” means the use of authority by any person in-charge of the management or any person employed by it to exploit the sexuality or sexual identity of a student, to harass in a manner which prevents or impairs that student’s full employment of educational benefits, climate or opportunities. It includes faculty/non-faculty behavior that covertly or overtly uses the power inherent in the status of a Professor/Reader/Lecturer/Non-teaching staff etc., to affect negatively a student’s educational experience or career opportunities on the basis of sexual identity and or to threaten, coerce or intimidate a student to accept sexual advances or risk reprisal in terms of a grade, a recommendation, a professional growth opportunity or a job.

1.6 “Sexual Harassment of Employee” means use of an authority by any person in-charge of the management or any person employed by it to exploit the sexuality or sexual identity of a subordinate employee to harass in a manner which prevents or impairs the employees full utilization of employment benefits, climate or opportunities. It includes employer/fellow staff/non-teaching staff behavior that covertly or overtly uses the power inherent in the statute of employer/head of the institution/management to affect negatively and employee’s work experience or career opportunities on the basis of sexual identity and or to threaten, coerce or intimidate an employee (Teaching Staff/Non-Teaching Staff) to accept sexual advances or making employment decisions affecting the individual or creating an intimidating, hostile or offensive working environment.

## **2. PROHIBITION OF SEXUAL HARASSMENT**

There shall be no harassment of women members whether student or employee within the educational institutions or in any place away from such institutions, if such place has a relevance or any bearing on the relationship as employer/ employee/ student/ persons in-charge of management of the educational institutions.

### **3.PREVENTIVE MEASURES FOR SEXUAL HARSEMNT:**

3.1 The Head of the Institution shall, having regard to the location, environment and the like, of the educational institution concerned, take every step within his / her means to initiate action to identify spots or places and spheres of activity which are prone to harassment whether between students, or between students and employees (teaching and non – teaching staff) of the educational institutions or between employees themselves or between persons in-charge of management and employee and shall make adequate arrangements with the view to prevent sexual harassment.

### **3.2 GRIEVANCE CELL: CONSTITUTION**

(a) The Head of the institution shall, for the purpose of implementing the code, constitute a Grievance Cell which shall consist of (i) A woman professor in the educational institution concerned, approved by the Head of the institution who shall be the Chairperson (ii) one member of the employees on the teaching side (iii) one member of the employees on non – teaching side (iv) one female students and (v) one female representative of non – governmental organizations actively engaged either in welfare of women or in the field of education.

(b)The members of the Cell in category (ii), (iii), (iv) and (v) shall be nominated by the Head of the institution in consultation with the Chairperson.

(c )The term of office for the members shall be two years and the members are eligible for re-nomination.

(d) Any casual vacancy in the Grievance Cell shall be filled by the Head of the institution in consultation with the Chairperson from the concerned category.

### **3.3 Conducting enquiry by the Grievance Cell:**

(a) Any person aggrieved by any contravention of this code, shall prefer a complaint before the Grievance Cell at the earliest point of time in any case within fifteen days, from the occurrence of the alleged contravention.

(b) Provided that the Grievance cell may entertain such complaint even beyond fifteen days, if the complainant satisfies that the delay was caused due to reasons beyond her control, (i) complaint shall contain all the material and relevant details concerning the alleged contravention including the names of the contravenor and the complaint shall be addressed to the Chairperson of the Grievance Cell (ii) However, where the complainant prefers not to disclose her identity, the complaint shall be addressed to the Head of the Institution, handed over in person, or sent in a sealed cover. Upon receipt of any such complaint, the Head of the Institution shall retain the original complaint containing all material and relevant details other than the names of the complainants and other details which might disclose the identity of the complainants to the Grievance Cell.

**PROPOSAL FOR AMENDMENT TO 7, 8, 11, 12(a) & 12(b) SECTION OF IV CHAPTER OF  
MOTHER TERESA WOMEN'S UNIVERSITY STATUES II PROFORMA II**

<b>S.No.</b>	<b>Existing Provision</b>	<b>Amendment</b>	<b>Assent of the Chancellor</b>
1.	The Registrar shall sanction the purchase of service postage stamps upto a limit of Rs.2,500/- at a time	The Registrar shall sanction the purchase of service postage stamps upto a limit of Rs.10,000/- at a time	Lr.No.2842/U2/2012, dated 16.07.2012
2.	Fundamental rules of the Tamil Nadu Government shall apply in general regarding pay fixation, increment, joining time, foreign service, etc., wherever it is not inconsistent with provisions under these statutes and the Act.	Rules of the State Government are applicable to the staff members of the University including Vice Chancellor wherever it is silent in the University Act/ Statues State Government Conduct Rules and Tamil Nadu Civil Service(CCA) Rules will also apply wherever there is no corresponding rule in the University Statute ie. Statues are silent. This will apply to all who draw salary/ remuneration from the University including Vice Chancellor	Lr.No.4422/U2/2011 dated 04.11.2011
3.	The Executive Council may, on the recommendation of not less than two third of the members present, confer any of the following honorary degrees upon a person on the ground that she is, by reason of	The Executive Council may, on the recommendation of not less than two third of the members present, confer any of the following honorary degrees upon a person on the ground that she is, by reason of eminent position and	Lr.No.5525/U2/2010 dated 08.1.2010



	<p>eminent position and attainments or by virtue of her contribution to learning or eminent services to the use of education, a fit and proper person to receive such a degree. Doctor of laws(LLD)</p>	<p>attainments or by virtue of her contribution to learning or eminent services to the cause of education, a fit and proper person to receive such a degree.</p> <ol style="list-style-type: none"> <li>1. Doctor of Laws (LLD)</li> <li>2. Doctor of Letters</li> <li>3. Doctor of Science</li> </ol>	
4.	<p>Chapter IV – Sections 7,8,11,12(a) &amp; 12 (b) <b>Deputy Registrar</b> <b>Method of Recruitment</b> Promotion from the post of Assistant Registrar by Selection or deputation</p> <p><b>Essential Qualification</b></p> <ol style="list-style-type: none"> <li>a) I Class Bachelor’s degree or II Class Masters degree</li> <li>b) Administrative or teaching experience not less than 5 years</li> </ol> <p><b>Age:</b> Should have completed 35 years but not 53 years</p> <p><b>Appointing Authority:</b> Executive Council</p>	<p><b>Deputy Registrar</b> <b>Method of Recruitment</b> Promotion from the category of Assistant Registrar or by deputation or by direct recruitment</p> <p><b>Essential Qualification for both promotion and direct recruitment:</b></p> <ol style="list-style-type: none"> <li>a) Masters degree (50 percent or B Grade)</li> <li>b) 8 years of Academic/Administrative experience of which 5 years should be in a cadre of not less than that of an Assistant Registrar</li> <li>c) Knowledge of Tamil to the extent of carrying official correspondence and drafting reports</li> </ol> <p><b>Age:</b> Should have completed 35 years</p> <p><b>Appointing Authority:</b> Executive Council</p>	<p>Letter No.4431/U2/2009 dated 05.07.2010</p>
	<p><b>Assistant Registrar:</b> Promotion by Selection from the Category of Superintendent or deputation from Government Service</p> <p><b>Essential Qualification</b></p> <ol style="list-style-type: none"> <li>a) I or II Class Master’s Degree</li> <li>b) Atleast 5 years of Service in a Supervisory capacity</li> <li>c) A Pass in the Account Test for subordinate</li> </ol>	<p><b>Assistant Registrar:</b> By Promotion by from the Category of Superintendent or by deputation or by direct recruitment</p> <p><b>Essential Qualification:</b></p> <ol style="list-style-type: none"> <li>1. I or II Class Master’s Degree (50% or B Grade)</li> <li>2. 5 years of Academic/Administrative experience in a cadre of not less than that of Superintendent or equivalent post.</li> </ol>	

	<p>officers Part II and District Manual Test  <b>Age:</b> Should not exceed 50 years  <b>Appointing Authority</b>  Executive Council</p>	<p>3. Knowledge of Tamil to the extent of carrying official correspondence and drafting reports.  <b>Essential for Promotion:</b>  Five years of service as in the post of Superintendent  <b>Age:</b> Should have completed 35 years  <b>For Promotion:</b> No age limit  <b>Appointing Authority</b>  Executive Council</p>	
	<p><b>Superintendent:</b>  Promotion from the category of the Assistants (or) Deputation, if no one is eligible for promotion  <b>Essential Qualification:</b>  a) I Class Bachelor's Degree or II Class Master's Degree  b) Atleast 4 years of Service in the Post of Assistant  c) A Pass in the Account Test for Subordinate officers, Part II and District Manual Test conducted by the Tamil Nadu Public Service Commission.  <b>Appointing Authority:</b>  Vice Chancellor</p>	<p><b>Superintendent:</b>  Promotion from the category of the Assistants (including existing male staff)  <b>Essential Qualification for Promotion and direct recruitment</b>  a) A Bachelor's Degree or II Class Master's Degree  b) Assistant having 4 years of experience will be eligible for promotion  c) A Pass in the Account Test for subordinate officers. Part II and District Manual Test Conducted by the Tamilnadu Public Service Commission  <b>Appointing Authority</b>  Vice Chancellor</p>	
	<p><b>Assistants</b>  <b>Method of recruitment</b>  By direct recruitment  <b>Essential Qualification</b>  a) I Class Bachelor's Degree or II Class Master's Degree  b) Typewriting Higher Grade in Tamil and English, Shorthand lower grade in English</p>	<p><b>Assistants</b>  <b>Method of recruitment</b>  By direct recruitment or by promotion (including existing male staff)  <b>Essential Qualification</b>  a) Junior Assistant/Junior Assistant-cum-Typist/Steno Typist having five years of experience in the</p>	

	<p>and Tamil.  <b>Age:</b> Should not have completed 28 years</p> <p><b>Appointing Authority</b>  Vice Chancellor</p>	<p>respective categories and with minimum qualifications. Any Bachelor Degree of a recognized University.</p> <p>b) Typewriting Higher Grade in Tamil and English.</p> <p><b>Age:</b> Should not have completed 32 years</p> <p><b>Appointing Authority</b>  Vice Chancellor</p>	
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<b>5. Junior Assistant/Junior Assistant cum Typist</b>			
	<p>The Following amendment was sent to the approval of the Governor of Tamilnadu during October 2003. But no reply was received.</p> <p><b>Methods of recruitment:</b> By direct recruitment</p> <p><b>Qualification and Experience:</b></p> <p>a) I Class Bachelor's Degree or II Class Master's Degree. b) Typewriting Higher Grade in both Tamil and English c) Computer Knowledge</p> <p><b>Age:</b> Age should not have completed 28 years.</p>	<p><b>Method of recruitment</b> By direct recruitment/Promotion</p> <p><b>Essential Qualification:</b></p> <p>a) Bachelor's Degree of a University (Minimum 50% or B Grade) b) Typewriting Higher Grade in Tamil and English c) Knowledge of Tamil to the extent of carrying official correspondence and drafting reports.</p> <p><b>Age:</b> Should not have completed 32 years.</p> <p><b>Appointing Authority:</b> Vice Chancellor</p>	
<b>6. Technician/Technical Assistant</b>			
	Not Prescribed in the Statues	<p><b>Method of recruitment</b> By direct recruitment</p> <p><b>Essential Qualifications and Experience</b> 3 years of experience in the recognized/reputed Educational Institutions by Government/UGC</p> <p><b>Age:</b> Should not have completed 32 years.</p> <p><b>Appointing Authority:</b> Vice Chancellor</p>	To include in the Statutes
<b>7. Library Assistant</b>			
	Not Prescribed in the Statues	<p><b>Method of recruitment</b> By Direct recruitment</p> <p><b>Essential Qualification:</b> Bachelors Degree in any subject with certificate in Library Science</p> <p><b>Desirable:</b> 2 to 5 years previous experience in any Recognized Library. Computer Knowledge with experience of cataloging</p> <p><b>Age:</b> should not exceed 32 years</p> <p><b>Appointing Authority:</b> Vice Chancellor</p>	
<b>8. Driver</b>			

	<p><b>Method of recruitment</b> By direct recruitment</p> <p><b>Essential Qualification:</b></p> <ol style="list-style-type: none"> <li>1. Completed X Std.</li> <li>2. Possession of a License for driving Heavy vehicles.</li> <li>3. Experience in driving light/heavy vehicle for four years</li> </ol> <p><b>Age:</b> Should not exceed 28 years. Age and General Educational Qualifications may be relaxed in the case of relevant ITI certificate holders or drivers with four years of experience.</p> <p><b>Appointing Authority:</b> Vice Chancellor</p>	<p><b>Method of recruitment</b> By direct recruitment</p> <p><b>Essential Qualification:</b></p> <ol style="list-style-type: none"> <li>1. Completed X Std.</li> <li>2. Experience in driving light/Heavy vehicle for four years to 8 years, must pass herein Driving Test (bus) conducted by Motor Vehicle inspector.</li> </ol> <p><b>Age:</b> Should not exceed 28 Years. Age and General Educational Qualifications may be relaxed in the case of relevant ITI certificate holders or drivers with four years of experience.</p> <p><b>Appointing Authority:</b> Vice Chancellor</p>	
<b>9. Record Clerk</b>			
	<p><b>Not Prescribed in the Status</b></p>	<p><b>Method of recruitment</b> By direct recruitment</p> <p><b>Essential Qualification:</b></p> <ol style="list-style-type: none"> <li>1. Minimum General Educational Qualification (Higher Education-SSLC)</li> <li>2. Knowledge in Tamil</li> <li>3. Knowledge of Typewriting (Tamil and English)</li> </ol> <p><b>Age:</b> Should not exceed 32 years.</p> <p><b>Appointing Authority:</b> Vice Chancellor</p>	
<b>10. Office Assistant:</b>			
	<p><b>Method of recruitment</b> By direct recruitment</p> <p><b>Essential Qualification:</b></p> <ol style="list-style-type: none"> <li>1. A Pass in X Std.</li> <li>2. To ride a bicycle</li> </ol>	<p><b>Method of recruitment</b> By direct recruitment</p> <p><b>Essential Qualification:</b></p> <ol style="list-style-type: none"> <li>1. A Pass in X Std</li> <li>2. To ride a bicycle</li> </ol>	

	<p><b>3. Knowledge of Tamil</b>  <b>Age:</b> Should have completed 32 years.  <b>Appointing Authority:</b>  Vice Chancellor</p>	<p><b>Age:</b> Should have completed 32 years.  <b>Appointing Authority:</b>  Vice Chancellor</p>	
<b>11. Plumber</b>			
	<p><b>Not prescribed in the Statues</b></p>	<p><b>Method of recruitment</b>  By direct recruitment</p> <p><b>Essential Qualification:</b>  ITI/Std. in Plumbing/Fitter with experience not less than 2 years.  <b>Age:</b> Should not exceed 32 years.  <b>Appointing Authority:</b>  Vice Chancellor</p>	
<b>12. Telephone Operator</b>			
	<p><b>Method of recruitment</b>  By direct recruitment reserved the post for physically handicapped</p> <p><b>Essential Qualification</b></p> <p>a) Completed X Std  b) A Certificate in Telephone Operation  c) Age should not have exceeded 28 years</p> <p><b>Appointing Authority</b>  Vice Chancellor</p>	<p><b>Method of recruitment</b>  By direct recruitment Reserved the post for physically handicapped</p> <p><b>Essential Qualification</b></p> <p>a) Completed X Std.,  b) A Certificate in Telephone Operation  c) Age should not have exceeded 32 years</p> <p><b>Appointing Authority</b>  Vice Chancellor</p>	
<b>13. Electrician</b>			
	<p><b>Not prescribed in the Statues</b></p>	<p><b>Method of Recruitment</b>  By direct recruitment</p> <p><b>Essential Qualification</b></p> <p>a) ITI Qualification in Electrician trade  b) Minimum 2 years experience</p> <p><b>Age:</b> Should not exceed 32 years</p> <p><b>Appointing Authority</b>  Vice Chancellor</p>	
<b>14. Generator Operator</b>			
	<p><b>Not prescribed in the Statues</b></p>	<p><b>Method of Recruitment</b></p>	

		<p>By direct recruitment</p> <p><b>Essential Qualification</b></p> <p>d) ITI in Wireman/Electrician Trade with minimum two recognized Organization</p> <p><b>Age:</b> Should not exceed 32 years</p> <p><b>Appointing Authority</b> Vice Chancellor</p>	
<b>15. Sweeper and Scavenger</b>			
	<p><b>Method of Recruitment</b> By direct recruitment</p> <p><b>Age:</b> Should have completed 18 years. Age limit relaxable up to 32 years.</p> <p><b>Appointing Authority</b> Vice Chancellor</p>	<p><b>Method of Recruitment</b> By direct recruitment</p> <p><b>Qualification:</b></p> <ol style="list-style-type: none"> <li>1) A Pass in V Std.</li> <li>2) Knowledge of Tamil to the extent of talking and writing.</li> </ol> <p><b>Age:</b> Should have completed 18 years. Age limit relaxable upto 32 years.</p> <p><b>Appointing Authority</b> Vice Chancellor</p>	

**NB:** Selection of all post will be done through a selection committee as per the directions of UGC/ACTE/Government of Tamil Nadu