



ANNA UNIVERSITY CHENNAI

CHENNAI 600 025

THE ANNA UNIVERSITY CHENNAI ACT 1978

[TAMILNADU ACT 30 OF 1978]

ANNA UNIVERSITY CHENNAI ACT 1978

(TAMIL NADU ACT 30 OF 1978)

ARRANGEMENT OF SECTIONS

CHAPTER I

PRELIMINARY

SECTIONS:

1. Short title and commencement
2. Definitions

CHAPTER II

THE UNIVERSITY

3. Establishment of the University
4. Objects of the University
5. Powers and functions of the University
6. Admission to the University
7. Inspection and inquiry

CHAPTER III

OFFICERS OF THE UNIVERSITY

8. Officers of the University
9. The Chancellor
10. The Pro-Chancellor
11. The Vice-Chancellor
12. Powers and duties of the Vice-Chancellor
13. Deans and Directors
14. The Registrar
15. The Finance Officer
- 15-A. The Controller of Examinations

CHAPTER IV

AUTHORITIES OF THE UNIVERSITY

16. Authorities of the University
17. The Syndicate
- 17-A. Disqualification for election or nomination
18. The Academic Council
19. Faculties and Boards of Studies
20. Constitution of Committees and delegation of powers

CHAPTER V

FUNDS AND ACCOUNTS

21. General fund
22. Other funds
23. Management of funds
24. Grants
25. Finance Committee
26. Annual Accounts

CHAPTER VI
CONDITIONS OF SERVICE

- 27. Pension, gratuity, etc.
- 28. Conditions of service

CHAPTER VII
STATUTES, ORDINANCES AND REGULATIONS

- 29. Statutes
- 30. Statutes how made
- 31. Ordinances
- 32. Regulations

CHAPTER VIII
TRANSFERS OF COLLEGES, EMPLOYEES AND FUNDS

- 33. Transfer of certain colleges and institutions of the University
- 34. Special provisions for students
- 35. Compensation payable
- 36. Transfer of service of certain employees
- 37. Transfer of accumulations in provident fund, etc.
- 38. Payment of certain moneys by the University of Madras

CHAPTER VIII A
TRANSFER OF CERTAIN OTHERS COLLEGES, EMPLOYEES AND FUNDS

- 38-A Certain Acts not to apply
- 38-B Transfer of certain Colleges to University
- 38-C Transfer of certain employees
- 38-D Transfer of accumulations in Provident Fund etc.
- 38-E Payment of certain moneys to the Anna University
- 38-F Transfer of certain University employees to Government
- 38-G Transfer of constituent Colleges from the University
- 38-H Transfer of certain employees
- 38-I Transfer of accumulation in Provident Fund and other like funds.

CHAPTER IX
TRANSITORY PROVISIONS

- 39. Appointment of the first Vice-Chancellor
- 40. Appointment of the first Registrar

CHAPTER X
MISCELLANEOUS

- 41. Annual Report
- 42. Validation of acts and proceedings
- 43. Power to amend Schedule I
- 44. Tamil Nadu Act VII of 1923 not to apply
- 45. Power to remove difficulties

Schedule I

Schedule II

ANNA UNIVERSITY CHENNAI ACT 1978

(TAMIL NADU ACT 30 OF 1978) **

*An Act to provide for the establishment of a University
of Technology in the State of Tamil Nadu*

BE it enacted by the Legislature of the State of Tamil Nadu in the Twenty ninth Year of the Republic of India as follows:

CHAPTER I

PRELIMINARY

1. (1) This Act may be called the Anna University Chennai Act, 1978
- (2) It shall come into force on such date as the State Government may, by notification, appoint.

1-A Application of this Act:-

This Act applies to -

- [a] all constituent colleges ;
- [b] all colleges and institutions deemed to be affiliated to, or approved by, the University under this Act.
- [c] all colleges and institutions situate within the University area and affiliated to, or approved by, the University in accordance with the provisions of this Act or the statutes, ordinances and regulations made thereunder".

****** *Principal Act came into force w.e.f. 4.9.78.*

Amended vide Anna University [Amendment] Act 2001, which came into force with effect from 31.12.2001. [T.N. Act 26 of 2001]

2. Definitions:-

In this Act, unless the context otherwise requires -

- [a] "affiliated college" means any college or institution, situate within the University area and affiliated to the University and providing courses of study in engineering, technology and allied sciences for admission to the examinations for degrees, diplomas and other academic distinctions of the University and includes a college deemed to be affiliated to the University under this Act and includes an autonomous college;
- [aa] "appointed day" means such date as the Government may, by notification, appoint under sub-section [2] of section 1;
- [ab] "approved college" means any college situate within the University area and approved by the University and providing courses of study for admission to the examinations for titles and diplomas of the University and includes a college deemed to be approved by the University under this Act;
- [ac] "autonomous college" means any college designated as an autonomous college by or under the statutes;
- [ad] "Chairman" means the head of the faculty;
- [ae] "college" means a college or institution established or maintained by or affiliated to the University and providing any course of study or training in engineering, technology and allied sciences for admission to the examination for degrees, diplomas and other academic distinctions of the University".
- [b] "constituent college" means every college and institution specified in Schedules I, I-A and I-B.
- [c] "Dean" means the head of the constituent college.
- [d] "Director" means the head of research and development or the head of every centre of Advanced Study, as may be prescribed."
- [e] "Faculty" means a Faculty of the University.
- [f] "Government" means the State Government

- [g] 'hostel' means a unit of residence for students of the University maintained or recognised by it either as a part of, or separate from a constituent college;
- [h] 'prescribed' means prescribed by the statutes, ordinances or regulations made under this Act.
- [ha] "Principal" means the head of an affiliated college :
- [i] "State" means the State of Tamil Nadu.
- [j] "Statutes" ordinances' and 'regulations' means respectively the statutes, ordinances and regulations of the University made or continued in force under this Act.
- [k] "teachers" means such Deans, Directors, Professors, Assistant Professors, Readers, Lecturers and other like persons as may be declared by the statutes to be teachers.
- [l] 'University' means the Anna University established under Section 3
- [m] 'University area' means the area comprising the districts of Chennai, Kancheepuram, Thiruvallur, Vellore, Thiruvannamalai and Villupuram in the State of Tamil Nadu"

CHAPTER II

THE UNIVERSITY

3. Establishment of the University:

- 3. [1] For the development of engineering, technology and allied sciences and for furthering the advancement of learning and prosecution of research in engineering, technology and allied sciences, on and from the appointed day, there shall be established a University by the name of Anna University.
- [2] The University shall be a body corporate, shall have perpetual succession and a common seal and shall sue and be sued by the said name.
- [3] Omitted
- [4] Omitted
- [5] No institution affiliated to or associated with or maintained by any other University in the State shall be recognised by the University for any purpose except with the prior approval of the Government and the concerned University.

- [6] The principal seat of the University shall be the College of Engineering, Guindy, Madras, or any other place which the Government may, by notification, specify in this behalf.

4. Objectives of the University

The University shall have the following objects, namely:-

- [i] to provide facilities and offer opportunities for higher education in engineering, technology and allied sciences by instruction, training, research, development and extension and by such other means as the University may deem fit;
- [ii] to devise and implement a programme of education in engineering, technology and allied sciences that is relevant to the current needs of the society, alive to the long term requirements and responsive to the anticipated changes and developments, in terms of breadth of diversity and depth of specialisation;
- [iii] to further the advancement of knowledge in engineering, technology and allied sciences; to prosecute and promote research; to disseminate and advance the knowledge thereon for the betterment of society and to bring about a widespread awareness of the tools and methods continuously generated by the advances in engineering, technology and allied sciences; and
- [iv] to serve as a centre for fostering co-operation and exchange of ideas between the academic and research community on the one hand and the industrial and Governmental employers on the other and to promote entrepreneurship among the students.

5. Powers and functions of the University :

The University shall have the following powers and functions namely: -

- [a] to provide for instruction and training in engineering, technology and allied sciences;
- [b] to provide for research and for advancement and for dissemination of knowledge in engineering, technology and allied sciences;
- [c] to institute degrees, diplomas and other academic distinctions in engineering, technology and allied sciences;

- [d] to hold examinations and confer degrees, diplomas and other academic distinctions on persons who have -
 - [i] pursued a prescribed course of study ; or
 - [ii] carried out research in the University or in any other centre or institution recognised by the University under the prescribed conditions;
- [e] to confer honorary degrees or other academic distinctions in the prescribed manner and under the prescribed conditions;
- [f] to prescribe conditions under which the award of any degree, diploma and other academic distinctions to persons may be withheld;
- [g] to act as coordinator among the constituent colleges, laboratories and institutions of the University.
- [h] to recognise an institution of higher learning for such purposes as the University may determine and to withdraw such recognition;
- [i] to cooperate with any other University, authority or association or any other public or private body having in view the promotion of purposes and objects similar to those of the University for such purposes as may be agreed upon on such terms and conditions as may, from time to time, be prescribed;
- [j] to establish and maintain colleges or institutions relating to engineering, technology and allied sciences;
- [k] to establish and maintain, laboratories, libraries, research stations and museums for teaching and research;
- [l] to institute teaching and research posts and to appoint persons to such posts;
- [m] to create administrative and other posts and to appoint persons to such posts;
- [n] to institute and award fellowships, scholarships, prizes and medals in accordance with the statutes;
- [o] to establish and maintain or recognise hostels for students of the University and residential accommodation for the staff of the University and to withdraw any such recognition;

- [p] to demand and receive payment of such fees and other charges as may be prescribed from time to time;
- [q] to supervise and control hostels and to regulate and enforce discipline among the students of the University and to make arrangements for promoting their health and general welfare;
- [r] to act as trustees or managers for any property, legacy, endowment, bequest or gift for the purpose of education or research or otherwise in furtherance of the work and welfare of the University and to invest any funds representing the same, in accordance with the provisions of this Act and the statutes made thereunder;
- [s] to assess the needs of the State and the country in terms of subjects, fields of specialisation, levels of education and training of technical manpower both on short and long term basis and to initiate necessary programmes to meet those needs;
- [t] to organise advanced studies and research programmes, based on a deep understanding of the trends in engineering, technology and in allied sciences so that the profession will be ensured of men who are not only upto date, but also will be able to provide the lead;
- [u] to promote research, design and development activities that have a relevance to social needs and the development programmes of the nation;
- [v] to initiate measures to enlist the cooperation of industries and Governmental employers to provide complementary facilities;
- [w] to provide for continuous experimentation in imparting knowledge, organisation of training and preparation of text-books and other instructional materials;
- [x] to arrange for progressive introduction of continuous evaluation and reorientation of the objectives in educational measurement;
- [y] to further entrepreneurial ability among its students;
- [z] to educate the public with regard to the requirement of, and opportunities, in the profession of engineering, technology and allied sciences and its responsibilities and service to society;
- [aa] to enter into any agreement for the merger in the University of any other College or Institution, and for taking over its rights, and liabilities, and for any other purpose not repugnant to the provisions of this Act;

[ab] to do all such acts and things, whether incidental to the powers and functions aforesaid or not, as may be necessary or desirable, to further the objects of the University.

[ac] to affiliate colleges to the University under conditions prescribed and to withdraw such affiliation:

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

[ad] to approve institutions providing training for admission to the examinations for degrees, diplomas and other academic distinctions of the University under conditions prescribed and to withdraw such approval:

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

[ae] to designate any college as an autonomous college with the prior concurrence of the Government under conditions prescribed and to cancel such designation:

[af] to conduct evaluation or inspection of the Colleges at required interval and to take suitable action as prescribed to improve academic excellence of the colleges;

[ag] to monitor academically the affiliated colleges in order to prescribe the control mechanism to achieve academic excellence.

5-A. Colleges not to be affiliated to any other University:-

No College within the University area shall be affiliated to any University other than the Anna University.

Admission to the University

6. [1] The University shall, subject to the provisions of this Act and the statutes, be open to all persons.

- [2] Nothing contained in sub-section [1] shall require the University -
- [a] to admit to any course of study any person who does not possess the prescribed academic qualification or standard;
 - [b] to retain on the rolls of the University any student whose academic record is below the minimum standard required for the award of a degree, diploma or other academic distinction; or
 - [c] to admit any person or retain any student whose conduct is prejudicial to the interests of the University or the rights and privileges of other students and teachers.
- [3] Subject to the provisions of sub-section [2], the Government may, by order, direct that the University shall reserve such percentage of seats therein for the students belonging to the Scheduled Casts, Scheduled Tribes and Backward class as may be specified in such direction and where such direction has been given, the University shall make the reservation accordingly.

Inspection and Enquiry

7. [1] The Government shall have the right to cause an inquiry to be made by such person or persons as they may direct in respect of any matter connected with the University.
- [2] The Government shall, in every case, give notice to the University of their intention to cause an inquiry to be made and the University shall be entitled to be represented at such inquiry.
- [3] The Government shall communicate to the University their views with reference to the result of such inquiry and may, after ascertaining the opinion of the University thereon, advise the University upon the action to be taken and fix a time limit for taking such action.
- [4] The University shall, within the time limit so fixed, report to the government the action taken or proposed to be taken on the advice tendered by the Government.
- [5] If the University does not take action within the time fixed or if the action taken by the University is in the opinion of the Government not satisfactory, the Government may, after considering any explanation offered or representation made by the University, issue such directions as they may deem fit and the University shall comply with such directions.

CHAPTER - III

8. Officers of the University:-

The University shall consist of the following officers, namely:

1. The Chancellor
2. The Pro-Chancellor
3. The Vice-Chancellor
4. The Deans
5. The Chairmen of Faculties
6. The Registrar
7. The Finance Officer
- 7-A. The Controller of Examinations, and
8. Such other persons as may be declared by the statutes to be officers of the University.

9. The Chancellor

- [1] The Governor of the State shall be the Chancellor of the University.
- [2] The Chancellor shall be the head of the University and shall, when present, preside at any convocation of the University and confer degrees, diplomas or other academic distinctions upon person entitled to receive them.
- [3] No honorary degree or other distinction shall be conferred by the University upon any person without the approval of the Chancellor.
- [4] The Chancellor shall exercise such other powers and perform such other duties as may be conferred or imposed on him by or under this Act.

10. The Pro-chancellor

- [1] The Minister administering the subject of technical education in the State of Tamil Nadu for the time being shall be the Pro-Chancellor of the University.
- [2] In the absence of the Chancellor, or during the Chancellor's inability to act, the Pro Chancellor shall exercise all the powers and perform all the duties of the Chancellor.

11. The Vice-chancellor

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

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

- [2] For the purpose of sub-section [1] the Committee shall consist of three persons, of whom one shall be nominated by the Syndicate, one shall be nominated by the Academic Council, and one shall be nominated by the Chancellor;

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

- [3] The Vice-Chancellor shall hold office for a period of three years and shall be eligible for reappointment for not more than two successive terms.

Provided that

- [a] the Chancellor may direct that a Vice-Chancellor whose term of office has expired, shall continue in office for such period not exceeding a total period of one year, as may be specified in the direction;
- [b] the Vice-Chancellor may by writing under his hand addressed to the Chancellor and after giving two month's notice resign his office.
- [4] When any temporary vacancy occurs in the office of the Vice-Chancellor or if the Vice-Chancellor is, by reason of absence or for any other reason, unable to exercise the powers and perform the duties of his office, the Syndicate shall as soon as possible, make the requisite arrangements for exercising the powers and performing the duties of the Vice-Chancellor.
- [5] The Vice-Chancellor shall be a whole-time officer of the University and shall be entitled to such emoluments, allowances, and privileges as may be prescribed by the statutes.

Powers and duties of the Vice-Chancellor

12. [1] The Vice-Chancellor shall be the principal executive and academic head of the University.
- [2] The Vice-Chancellor shall, in the absence of the Chancellor and Pro-Chancellor, preside at the convocation of the University and confer degrees, diplomas or other academic distinctions upon persons entitled to receive them.
- [3] The Vice-Chancellor shall exercise control over the affairs of the University and shall be responsible for the due maintenance of discipline in the University.
- [4] The Vice-Chancellor shall ensure the faithful observance of the provisions of this Act and the statutes, ordinances, and regulations made thereunder.
- [5] In any emergency, which in the opinion of the Vice-Chancellor, requires immediate action to be taken, he shall, by order, take such action as he deems necessary and shall, at the earliest opportunity, report the action taken to such officer or authority or body, as would have, in the ordinary course, dealt with the matter:
- Provided that no such order shall be passed unless the person likely to be affected, has been given a reasonable opportunity of being heard.
- [6] Any person, aggrieved by any order of the Vice-Chancellor under sub-section [5], may prefer an appeal to the Syndicate within thirty days from the date on which such order is communicated to him and the Vice-Chancellor shall give effect to the order passed by the Syndicate on such appeal.
- [7] The Vice-Chancellor shall give effect to the decisions of the Syndicate.
- [8] The Vice-Chancellor shall be ex-officio Chairman of the Syndicate, the Academic Council and the Finance Committee. The Vice-Chancellor shall be entitled to be present at, and to address, any meeting of any authority or other body of the University, but shall not be entitled to vote thereat unless he is a member of such authority or body.
- [9] The Vice-Chancellor shall convene meetings of the Syndicate, the Academic Council and the Finance Committee.
- [10] The Vice-Chancellor shall be responsible for the coordination and integration of teaching and research, extension, education and curriculum development.
- [11] The Vice-Chancellor shall exercise such other powers and perform such duties, as may be prescribed by statutes.

13. Deans and Chairmen:-

Every Dean and every Chairman of a Faculty shall be appointed in such manner and shall exercise such powers and perform such duties as may be prescribed by the statutes.

14. The Registrar

- [1] The Registrar shall be a whole-time officer of the University appointed by the Syndicate for such period and on such terms as may be prescribed by statutes.
- [2] The Registrar shall exercise such powers and perform such duties as may be prescribed.
- [3] In all suits and other legal proceedings by or against the University, the pleadings shall be signed and verified by the Registrar and all process in such suits and proceedings shall be issued to and served on, the Registrar.

15. The Finance Officer

- [1] The Finance Officer shall be a whole-time officer of the University appointed by the Syndicate for such period and on such terms as may be prescribed by statutes.
- [2] The Finance Officer shall exercise such powers and perform such duties as may be prescribed.

15.A. The Controller of Examinations:-

- [1] The Controller of Examinations shall be an academician in the field of engineering, technology and allied sciences and a whole time officer of the University appointed by the Syndicate on such terms and conditions as may be fixed by the Syndicate.
- [2] The Controller of Examinations shall hold office for a period of three years and shall be eligible for reappointment for a further period of three years:
Provided that no person appointed as Controller of Examinations shall hold office on attaining the age of superannuation.
- [3] The Controller of Examinations shall exercise such powers and perform such functions and discharge such duties as may be prescribed in the statutes.

CHAPTER - IV

16. Authorities of the University:-

The authorities of the University shall be the Syndicate, Academic Council, the Finance committee, Faculties and Board of Studies of each Faculty and such other bodies of

the University as may, from time to time, be declared by the statutes to be authorities of the University.

17. Syndicate:-

- [1] The Chancellor shall, as soon as may be, after the first Vice-Chancellor is appointed under section 39, constitute the Syndicate.
- [2] The Syndicate shall, in addition to the Vice-Chancellor, consist of the following members, namely:-

Class I Ex-Officio Members

- [1] The Secretary to Government, incharge of Higher Education
- [2] The Secretary to Government, incharge of Industries
- [3] The Secretary to Government, incharge of Information and Technology;
- [4] The Secretary to Government, incharge of Law; and
- [5] The Director of Technical Education

Class II Other Members

- [1] Two members from among the Deans nominated by the Chancellor on the recommendation of the Vice-Chancellor.
- [2] One member from among the Chairmen of the Faculties nominated by the Chancellor on the recommendation of the Vice-Chancellor;
- [3] Two members from among the Professors and Heads of the Departments of the constituent colleges, nominated by the Chancellor on the recommendation of the Vice-Chancellor.
- [4] One member from the Directors of various centres of the University nominated by the Chancellor on the recommendation of the Vice Chancellor.
- [5] Four members representing public and private sectors, industries and research institutions having special knowledge and practical experience in industry and commerce, nominated by the Chancellor on the recommendation of the Vice-Chancellor.
- [6] Two members elected by the Academic Council from among its members - one from among the members belonging to the constituent

colleges and one from among the members belonging to the affiliated colleges;

[7] Four members from among the senior Professors and Principals of the affiliated colleges nominated by the Chancellor on the recommendation of the Vice-Chancellor; and

[8] One member elected by the Members of the Legislative Assembly of the State from among themselves.

17 [3] The Vice-Chancellor shall be the ex-officio Chairman of the Syndicate.

[3-A](i) In case the Secretary to Government, incharge of Higher Education, or the Secretary to Government, incharge of Industries or the Secretary to Government, incharge of Information and Technology, or the Secretary to Government, incharge of Law, is unable to attend the meetings of the Syndicate for any reason, he may depute any Officer of his department, not lower in rank than that of Deputy Secretary to Government, to attend the meetings:

[ii] In case the Director of Technical Education is unable to attend the meetings of the Syndicate for any reason, he may depute any officer of the department, not lower in rank than that of Deputy Director, to attend the meetings.

17 [4] The term of office of the members of the Syndicate other than the ex-officio members shall be three years and such members shall be eligible for election or re-nomination

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

17. [5] The members of the Syndicate shall not be entitled to receive any remuneration from the University except such daily and travelling allowances as may be prescribed;

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

17. [6] A member of the Syndicate may tender resignation of his membership at any time before the term of his office expires. Such resignation shall be conveyed to the Chancellor by a letter in writing by the member, and the resignation shall take effect from the date of its acceptance by the Chancellor.

17. [A] **Restriction for election or nomination to Syndicate and Academic Council in certain cases.**

[1] Notwithstanding anything contained in Section 17 or Section 18 or Statute 9 of Schedule II, any person who has completed two terms of three years each, continuously in any one or both of the following authorities of the University, namely:-

- i] the Syndicate
- ii] the Academic Council

shall be eligible, after a period of three years has elapsed from the date of his ceasing to be such member, for election or nomination to any of the above mentioned authorities.

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

2. Nothing in sub-section [1] shall have application in respect of -

- [i] ex-officio members referred to in section 17[2], Class-I and
- [ii] ex-officio members referred to in clause [1] of Statute 9 of Schedule II.

The Academic Council

18. [1] The Academic Council shall be the principal academic body of the University and shall, subject to the provisions of this Act and the statutes, have the control and general regulation of teaching and examination in the University and be responsible for the maintenance of the standards thereon.

[2] The constitution of the Academic Council, the term of office of its members, its powers and functions and rules of procedure at its meetings shall be prescribed by the statutes.

Faculties and Boards of Studies

19. [1] The University shall include Faculties of Engineering Technology and Science and such other faculties as may be prescribed by the statutes.
- [2] Each faculty shall have a Chairman who shall be appointed in such manner as may be prescribed.
- [3] Each faculty shall comprise of such departments of teaching with such assignment of subjects of study as may be prescribed.
- [4] There shall be a Board of Studies for each Faculty, the constitution and functions of which shall be such as may be prescribed.
- [5] The constitution and functions of the Faculties shall in all other respects be such, as may be prescribed.

Constitution of Committees and delegation of powers

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

CHAPTER - V

21. FUNDS AND ACCOUNTS -

General Fund:

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

- a] its income from fees, grants, donations and gifts, if any.
- b]. any contribution or grant made by the Central Government, any State Government, the University Grants Commission or like authority, any local authority or any corporation owned or controlled by the Government; and
- c] endowments and other receipts.

Explanation - In this section the expression "University Grants commission" means the Commission established under section 4 of the University Grants Commission Act, 1956 [Central Act 3 of 1956].

Other Funds

22. The University may have such other funds as may be prescribed by the statutes.

Management of funds

23. The funds and all moneys of the University shall be managed in such manner, as may be prescribed.

Grants

24. The Government shall, every year, make non-lapsable lumpsum grants to the University as follows:
- a] a grant not less than the net expenditure incurred in the financial year immediately preceding the appointed day in respect of the activities of the institutions of engineering, technology and allied sciences which are transferred to the University.
 - b] a grant not less than the estimated expenditure on pay and allowances of the staff, contingencies, supplies and services of the University;
 - c] a grant to meet such additional items of expenditure, recurring and non recurring, as the Government may deem necessary for the proper functioning and development of the University.

FINANCE COMMITTEE

25. The Syndicate shall constitute a Finance Committee consisting of the Vice Chancellor and other members as may be prescribed by the statutes.

Annual Accounts

26. 1] The annual accounts shall be submitted to such examination and audit, as the Government may direct and a copy of the annual accounts and audit report shall be submitted to the government.
- 2] The University shall settle objections raised in the audit and carry out such instructions as may be issued by the government on the audit report.
- 3] The Government shall cause the annual accounts and the audit report to be laid before the Legislative Assembly together with their comments.

CHAPTER - VI

27. Conditions of Service :

Pension, Gratuity etc.

- 1] The University shall institute for the benefit of its officers, teachers and other persons employed in the University such pension, gratuity, insurance and provident fund as it may deem fit, in such manner and subject to such conditions, as may be prescribed.
- 2] Where the University has so instituted a provident fund under sub-section [1] the Government may declare that the provisions of the Provident Funds Act, 1925 [Central Act XIX of 1925] shall apply to such fund as if the University were a local authority and the fund a Government Provident Fund.
- 3] The University may, in consultation with the Finance Committee, invest the provident fund amount in such manner, as it may determine.

28. Conditions of Service:

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

Explanation: For the purposes of this section the word "officer" shall not include the Chancellor and the Pro-Chancellor.

CHAPTER - VII

29. Statutes, Ordinances and Regulations :

Statutes

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

- i] the holding of convocation to confer degrees;
- ii] the conferment of honorary degrees and academic distinctions;

- iii] the constitution, powers and functions of the authorities of the University.
- iv] the manner of filling vacancies among members of the authorities.
- v] the allowances to be paid to the members of the authorities and committees thereof;
- vi] the procedure at meetings of the authorities including the quorum for the transaction of business at such meetings;
- vii] the authentication of the orders or decisions of the authorities;
- viii] the formation of departments of teaching at the University and its constituent colleges;
- ix] the term of office and method of appointment and conditions of service of the officers of the University other than the Chancellor and the Pro-Chancellor;
- x] The qualification of the teachers and other persons employed in the University and affiliated colleges or institutions;
- xi] the classification, the method of appointment and determination of the terms and conditions of service of teachers and other persons employed in the University;
- xi-a] the powers to be exercised and the duties to be performed by the teachers and other persons employed in the University.
- xii] the institution of pension, gratuity, insurance or provident fund for the benefit of the officers, teachers and other persons employed in the University;
- xiii] the institution of fellowships, scholarships, studentships, bursaries, medals and prizes and the conditions of award thereof;
- xiv] the establishment and maintenance of halls and hostels;
- xv] the conditions for residence of students of the University in the halls and hostels and the levy of fees and other charges for such residence;
- xvi] the conditions of registration of graduates and the maintenance of register thereof;
- xvi-a] the conditions of affiliation of colleges to the University;
- xvi-b] the manner in which, and the conditions subject to which, a college may be designated as an autonomous college or the designation of such college may be cancelled and matters incidental to the administration of autonomous colleges

including the constitution or reconstitution, powers and duties of Standing Committee on Academic Affairs, Staff Council, Boards of Studies and Boards of Examiners;

xvii] Any other matter which is required to be or may be prescribed by the Statutes.

30. Statutes how made

1. The first statutes shall be those as set out in Schedule II.
2. The Syndicate may, from time to time, make statutes and amend or repeal the statutes in the manner hereinafter provided in this section.
3. The Academic Council may propose to the Syndicate the draft of any statute to be passed by the Syndicate and such draft shall be considered by the Syndicate at its next meeting;

Provided that the Academic Council shall not propose any amendment to any statute affecting the status, powers or constitution of any authority of the University, until such authority has been given an opportunity of expressing its opinion upon the proposal and any opinion so expressed shall be considered by the Syndicate.

4. The Syndicate may consider the draft proposed by the Academic Council under sub-section [3] and may either pass the draft statute or reject or return it with or without amendments to the Academic Council for reconsideration.
5.
 - a] Any member of the Syndicate may propose to the Syndicate the draft of a statute and the Syndicate may either accept or reject the draft, if it relates to a matter not falling within the purview of the Academic Council.
 - b] In case such draft relates to a matter within the purview of the Academic Council, the Syndicate shall refer it for consideration to the Academic Council, which may, after following the procedure laid down in the proviso to sub section [3], either report to the Syndicate that it does not approve the draft or submit the draft to the syndicate in such form as the Academic Council may approve and the Syndicate may either pass with or without amendment or reject the draft.
6. A statute passed by the Syndicate shall be submitted to the Chancellor who may assent thereto or withhold his assent. A statute passed by the Syndicate shall have no validity until it has been assented to by the Chancellor.

31. Ordinances:

- 1] Subject to the provisions of this Act and statutes, the ordinances of the University may provide for all or any of the following matters, namely;
 - [i] the admission of the students to the University, its constituent colleges and monitoring the admission of the students in the affiliated colleges;
 - ii] the courses of study leading to all degrees, diplomas and other academic distinctions of the University.
 - iii] the conditions under which the students shall be admitted to the courses of study leading to degrees, diplomas and other academic distinctions of the University.
 - iv] the conduct of examinations of the University and the conditions on which students shall be admitted to such examinations;
 - v] the manner in which exemptions relating to the admission of students to examinations may be given;
 - vi] the conditions and mode of appointment and duties of examining bodies and examiners;
 - vii] the maintenance of discipline among the students of the University.
 - viii] the fees to be charged for courses of study, research, experiment and practical training and for admission to the examinations for degrees, diplomas and other academic distinctions of the University; and
 - ix] any other matter which by this Act or the statutes is to be made or may be provided for by an ordinance.
- 2 Save as otherwise provided in this section, ordinances shall be made by the Academic Council.
3. All ordinances made by the Academic Council shall take effect from such date as may be fixed by the Academic council, but every ordinance so made shall be submitted, as soon as may be after it is made, to the Syndicate and shall be considered by the Syndicate at its next meeting.
4. The Syndicate shall have power, by a resolution passed by a majority of not less than two-thirds of the members present at such meeting, to modify or cancel any such ordinance and such ordinance shall from the date of such resolution have effect in such modified form or be of no effect as the case may be.

32. Regulations:

1. The Syndicate and the Academic Council may make regulations consistent with the provisions of this Act, the statutes and the ordinances, for all or any of the other matters which by this Act and the statutes and ordinances are to be provided for by regulations and also for any other matter solely concerning such authorities.
2. Each of the authorities referred to in sub-section [1] shall make regulations providing for the giving of notice to the members thereof of the date of meeting and of the business to be considered at meetings and for the keeping of the proceedings of the meetings.
3. The Syndicate may direct the amendment in such manner as it may specify, of any regulation made under this section or the annulment of any regulation made thereunder by itself or by the Academic Council.

CHAPTER - VIII

33. Transfer of Colleges Employees and Funds

Transfer of Certain Colleges and institutions to the University:

1. Notwithstanding anything contained in the Madras University Act, 1923 [Tamil Nadu Act VII of 1923] relating to the establishment of the University of Chennai or the statutes, ordinances, regulations and orders made thereunder, on and from the appointed day the College of Engineering, Guindy, Chennai specified in Schedule I and the institutions specified in Schedule I-A shall be disaffiliated from the University of Madras to which they were affiliated on the date immediately preceding such day. The institutions specified in Schedule I-A shall form constituent colleges of the University and the provisions of this Act shall apply accordingly.
2. On and from the appointed day the control and management of the College of Engineering, Guindy, Chennai specified in Schedule I and the institutions specified in Schedule I-A all properties, assets and liabilities of the Government, the University of Madras and the Governing Council of Madras Institute of Technology in relation thereto shall stand transferred to and vest in the University.
3. The Government may, at any time after the appointed day, transfer to the University any of their lands for its use, on such terms and conditions as they deem proper.
4. The Government may, at any time after the appointed day, transfer to the University the control and management of any of their colleges and institutions situated within the jurisdiction of the University on such terms and conditions as they deem proper.

5. Notwithstanding anything contained in any other law relating to the establishment of a University in the State or the statutes, ordinances, regulations and order made thereunder, on and from the date to be notified by the Government, the colleges or institutions referred to in sub-section [4] shall be disaffiliated from the University to which they were affiliated on the date, immediately preceding the notified date and shall be transferred to, and maintained by, the University as its constituent colleges or institutions and the provisions of this Act shall apply accordingly.

34. Special provisions for students : -

1. Notwithstanding anything contained in this Act, the statutes, ordinances or regulations, every student of the College of Engineering, Guindy, Chennai specified in Schedule I and of every institution specified in Schedule I-A who immediately before the appointed day was studying in that College of Engineering, Guindy, Chennai specified in Schedule I, or institution or was eligible for any examination held or conducted by the University of Madras or the Madras Institute of Technology, as the case may be, shall be permitted to complete his course of study or be admitted to the examination of the University and the University shall make arrangements -
 - [a] for the instruction, teaching, training and holding examination for such students for such period and in such manner as may be determined by the first Vice Chancellor in accordance with the course of study in the University of Madras or the Madras Institute of Technology, as the case may be; and
 - [b] for the conferment of the corresponding degree, diploma or other academic distinctions of the University upon the qualified student on the result of such examination.
2. Notwithstanding anything contained in sub section (1) or any other provision of the Act, every person who, immediately before the appointed day, was a student of -
 - [i] "the College of Engineering, Guindy, Chennai specified in Schedule I or any of the institutions specified in item [I] of Schedule I-A or
 - ii] the M.E. or M.Sc [Applied Mathematics] Courses of the Madras Institute of Technology, shall be admitted to the examinations held or conducted by the University of Madras and the corresponding degree, diploma or other academic distinctions of the University of Madras shall be conferred upon the qualified students on the result of such examination, by the University of Madras".

35. Compensation Payable:

The compensation payable by the University to the University of Madras in respect of the properties, assets and rights to the University of Madras and vested in the University, under sub-section [2] of section 33, shall be such, may be agreed upon between the University and the University of Madras:

Provided that where no such agreement is reached within the period of three years from the appointed day, the government may after giving an opportunity to the University of Madras, and the University for making their representations in that behalf, determine the compensation payable to the University of Madras and the compensation so determined shall be final and binding on the University of Madras and the University.

36. Transfer of Service of certain employees

1. Every person who, immediately before the appointed day, is serving in:-
 - a] the Madras Institute of Technology, Chrompet, Madras; and
 - b] the departments of the University of Madras specified in item I of the Schedule 1 A, shall as from the said date, become an employee of the Anna University and shall cease to be an employee of the Madras Institute of Technology or the University of Madras, as the case may be
2. a] As soon as may be, after the appointed day, the Government may, after consulting the Vice-Chancellor, direct by any general or special order that-
 - i] such of the employees of the Government who immediately before the appointed day were serving in the College of Engineering, Guindy, Chennai, specified in Schedule I and
 - ii]. such of the employees of the Government in the department of Technical Education, who immediately before the appointed day, were liable on orders of transfer issued by the competent authority under the rules then existing for such transfers to serve in the College of Engineering, Guindy, Chennai, specified in Schedule I as are specified in such order shall stand allotted to serve in connection with the affairs of the Anna University, with effect from such date, as may be specified in such order.

Provided that no such order shall be issued in respect of any such employee without his consent for such allotment.

b] An order may be issued under clause [a] of this sub-section so as to have retrospective effect on and from a date not earlier than the 4th September 1978.

c] With effect from the date specified in the order under clause [a] of this sub section, the persons specified in such order shall become employees of the Anna University and shall cease to be employees of the Government.

3. Every person referred to in sub-section [1] and sub-section [2], shall hold office under the Anna University by the same tenure, at the same remuneration and upon the same terms and conditions and with the same rights and privileges as to pension or gratuity, if any, and other matters, as he would have held the same on the appointed day or the date specified in the order, under sub-section [2], as the case may be, as if this Act had not been passed.

4. a] Where the Anna University is satisfied that, for the purpose of securing uniformity in the terms and conditions of service applicable to officers, teachers and other persons employed in the said University, it is necessary so to do or that, in the interest of the said University, a revision of the terms and conditions of service applicable to officers, teachers or other persons employed in the said University is called for, the Anna University may, notwithstanding anything contained in sub-section [3], or in any other law for the time being in force, or in any agreement or contract for the time being in force alter the terms and conditions of service, to such extent and in such manner, as it may think fit:

Provided that the remuneration and other terms and conditions of service of any such officer, teacher or other person employed in the Anna University shall not be varied by the said University to his disadvantage

b] If any alteration of the terms and conditions of service made under clause [a] of this sub-section is not acceptable to any officer, teacher or other person employed in the Anna University, the said University may, unless otherwise the contract of service of such officer, teacher or other person employed in the University provides for a shorter notice of termination, terminate his employment by giving him compensation equivalent to three months' remuneration.

- c] The compensation payable to any officer, teacher or person employed in the Anna University under clause [b] of this sub-section shall be, in addition to and shall not affect any pension, gratuity, provident fund or insurance or any other benefits to which the officer, teacher or other person employed in the said University is entitled under the contract of service.

37. Transfer of accumulation in Provident Fund etc.

The sums at the credit of the provident fund accounts of the employees referred to in sub-sections [1] and [2] of section 36 as on the dates of their becoming employees of the University shall be transferred to the University and the liability in respect of the said provident fund, pension, gratuity and family benefit accounts of such employees shall be the liability of the University.

38. Payment of certain moneys by the University of Madras

1. The University of Madras shall, out of its funds as on the appointed day, pay to the University such amount as the Government may, in consultation with the University of Madras, specify.
2. The amount payable under sub-section [1] shall be in addition to the amounts transferred under section 37.

CHAPTER VIII A

**TRANSFER OF CERTAIN OTHER COLLEGES,
EMPLOYEES AND FUNDS**

38.A Certain Acts not to apply:-

- [1] Subject to the provisions of sub-sections [2] to [6], the Chennai University Act, 1923 [Tamil Nadu Act VII of 1923], the Madurai Kamaraj University Act, 1965 [Tamil Nadu Act 33 of 1965], the Bharathiar University Act, 1981 [Tamil Nadu Act 1 of 1982], the Bharathidasan University Act, 1981 [Tamil Nadu Act 2 of 1982], the Manonmaniam Sundaranar University Act, 1990 [Tamil Nadu Act 31 of 1990], and the Periyar University Act, 1997 [Tamil Nadu Act 45 of 1997] (hereinafter in this section referred to as the University Acts) shall, with effect on and from the date of the commencement of the Anna University [Amendment] Act, 2001 [hereinafter referred as the notified date], cease to apply in respect of every college and institution to which this Act applies.

2. Such cessor shall not affect -
 - a. the previous operation of the University Acts in respect of the colleges and institutions referred to in sub-section [1]
 - b. any penalty, forfeiture or punishment incurred in respect of any offence committed against the University Acts; or
 - c. any investigation, legal proceedings or remedy in respect of such penalty, forfeiture or punishment and any such investigation, legal proceedings or remedy may be instituted, continued or enforced and any such penalty, forfeiture or punishment may be imposed, as if the Anna University [Amendment] Act 2001 had not been passed.
3. Notwithstanding anything contained in sub-section [1], all statutes, ordinances and regulations made under the University Acts and in force on the notified date shall, in so far as they are not inconsistent with the provisions of this Act, continue to be in force in respect of the colleges and institutions referred to in the said sub-section [1], until they are replaced by statutes, ordinances and regulations made under this Act.
4. Notwithstanding anything contained in this Act, the statutes, ordinances and regulations continued in force under sub-section [3] or made under this Act, every person who immediately before the academic year 2001-2002 was a student of a college or institution within the University area affiliated to, or approved or maintained by the Chennai, Madurai Kamaraj, Bharathiar, Bharathidasan, Manonmaniam Sundaranar and Periyar Universities or was eligible to appear for any of the examinations in engineering, technology and allied sciences of the said Universities, shall be permitted to complete his course of study in the respective Universities; and the Anna University shall make arrangements for the instruction, teaching and training for such students for such period and in such manner as may be determined by the Anna University, in accordance with the course of study, in the respective Universities, and such students shall, during such period, be admitted to the examinations held or conducted by the respective Universities and the corresponding degree, diploma or other academic distinctions of the Universities shall be conferred upon the qualified students on the result of such examinations, by the Universities concerned.
5. All colleges within the University area which immediately before the notified date:

- a. continue to be affiliated to or recognised by the Chennai, Madurai-Kamaraj, Bharathiyar, Bharathidasan, Manonmaniam Sundaranar and Periyar Universities; and
 - b. provide courses of study for admission to the examination for degrees and diplomas of the Universities specified in clause [a], shall be deemed to be colleges affiliated to the Anna University under this Act and the provisions of this Act shall, as far as may be, apply accordingly.
6. Subject to the provisions of sub-section [2] but without prejudice to the provisions of sub-sections [3] to [5], anything done or any action taken before the notified date under any provisions of the University Acts in respect of any area to which the provisions of this Act apply, shall be deemed to have been done or taken under the corresponding provisions of this Act and shall continue to have effect accordingly unless and until superseded by anything done or any action taken under the corresponding provisions of this Act.

38.B. Transfer of certain colleges to University:

1. Notwithstanding anything contained in the Chennai University Act, 1923 [Tamil Nadu Act VII of 1923], the Madurai-Kamaraj University Act, 1965 [Tamil Nadu Act 33 of 1965], the Bharathiar University Act 1981 [Tamil Nadu Act 1 of 1982], the Manonmaniam Sundaranar University Act, 1990 [Tamil Nadu Act 31 of 1990] and the Periyar University Act, 1997 [Tamil Nadu Act 45 of 1997], or the statutes, regulations and ordinances made thereunder, on and from the notified date, the Colleges specified in Schedule I-B shall be transferred to, and maintained by, the Anna University as the constituent colleges of that University.
2. On and from the notified date, the control and management, of the colleges specified in sub-section [1] and all properties, assets and liabilities of the Government, in relation thereto, shall stand transferred to, and vest in, the University.

38.C. Transfer of certain employees:

- [1] Every person who, immediately before the notified date, is serving in the colleges specified in Schedule I - B shall, as from the said date, become an employee of the University and shall cease to be an employee of the Government.

- [2] a) As soon as may be, after the notified date, the Government may, after consulting the Vice-Chancellors of the Anna University and the University concerned, direct, by general or special order, that such of the employees of the University concerned, as are specified in such order, shall stand allotted to serve in connection with the affairs of the Anna University, with effect on and from such date, as may be specified in such order:

Provided that no such order shall be issued in respect of any such employee without his consent for such allotment.

- b). With effect on and from the date specified in the order under clause [a], the persons specified, in such order, shall become employees of the Anna University and shall cease to be employees of the University concerned.
- [3]. Every person referred to in sub-sections [1] and [2] shall hold office under the Anna University by the same tenure at the same remuneration and upon the same rights and privileges as to pension or gratuity, if any, and other matters as he, would have held the same on the notified date or the date specified in the order under clause [a] of sub-section [2], as the case may be, as if the Anna University [Amendment] Act, 2001 had not been passed.
- [4]. The liability to pay pension and gratuity to the persons referred to in sub-section [1] and [2] shall be the liability of the Anna University.

38.D. Transfer of accumulation in provident fund and other like funds:

1. The sums at the credit of the provident fund accounts of the persons referred to in sub-section [1] of section 38-C as on the notified date and of the persons referred to in sub-section [2] of that section as on the date specified in the order under clause [a] of the said sub-section [2], shall be transferred to the Anna University and the liability in respect of the said provident fund accounts shall be the liability of the Anna University.
2. There shall be paid to the Anna University out of the accumulations in the superannuation fund and other like funds, if any, of the Chennai, Madurai-Kamaraj, Bharathiar, Bharathidasan, Manonmaniam Sundaranar or Periyar Universities or, as the case may be, of the Government, such amounts as have been credited to the superannuation fund or other like funds, if any, on behalf of the persons referred to in sub-sections [1] and [2] of Section 38 - C. The amounts so paid shall form part of the superannuation fund or other like funds, if any, that may be established by the Anna University for the benefit of its employees.

38. E. Payment of certain moneys to the Anna University :-

1. The Chennai, Madurai-Kamaraj, Bharathiar, Bharathidasan, Manonmaniam Sundaranar or Periyar University, as the case may be, shall, out of its funds as on the notified date, pay to the Anna University such amount as the Government may, in consultation with the University concerned, specify.
2. The amount payable under sub-section[1] shall be in addition to the amounts transferred under section 38-D.

38. F. Transfer of certain University employees to Government :-

1. Notwithstanding anything contained in sections 38-C, 38D and 38-E, the Government may, after consulting the Vice-Chancellor of the Anna University, direct, by general or special order, that such of the persons who have become employees of the University under sub-section [1] of section 38-C, other than teachers, as are specified in such order shall stand allotted to the Directorate of Technical Education, with effect on and from such date as may be specified in such order, at such remuneration and upon such right and privileges as to pension, gratuity and other matters, as if they had not become employees of the University.

Provided that no such order shall be issued without the consent of such employees.

2. The sums at the credit of the Provident fund accounts of the employees specified in the order under sub-section[1] as on the date specified in that order shall be transferred to the Government and the liability in respect of the said provident fund accounts shall be the liability of the Government.
3. All amounts as have been credited to the superannuation fund or other like funds, if any, on behalf of the employees specified in the order under sub-section[1] shall be paid to the superannuation fund or other like funds, if any, of the Government. The amount so paid shall form part of the superannuation fund or other like funds, if any, established by the Government for the benefit of its employees"

CHAPTER VIII-B

Transfer of Constituent Colleges, Employees and Funds

38.G. Transfer of Constituent Colleges from the University :-

- 1) Notwithstanding anything contained in this Act, or the statutes, regulations, and orders made thereunder, on and from the notified date, the colleges, specified in Schedule I-B, shall cease to be constituent colleges of Anna University Chennai.

- 2) On and from the notified date, the control and management of the colleges specified in Schedule I-B and all properties, assets and liabilities in relation thereto shall stand transferred to, and vest in, the Government.

Explanation - For the purposes of this Section and Sections 38-H and 38-I "notified date" means the date of commencement of the Anna University (Amendment) Act. 2006.

38. H. Transfer of certain employees :

1. Every person, who has become an employee of the University under sub-section (1) of section 38-C and is serving in the colleges specified in Schedule I-B immediately before the notified date shall, as from the said date, become an employee of the Government and shall cease to be an employee of the Anna University Chennai.
2. The liability to pay pension and gratuity to the persons referred to in sub-section (1) shall be the liability of the Government.

38. I. Transfer of accumulation in provident fund and other like funds :-

1. The sums at the credit of the provident fund accounts of the person referred to in sub-section (1) of Section 38-H as on the notified date shall be transferred to the Government and the liability in respect of the said provident fund accounts shall be the liability of the Government.
2. There shall be paid to the Government out of the accumulations in the superannuation fund and other like funds, if any, of the Anna University Chennai, such amounts as have been credited to the superannuation fund or other like funds, if any, on behalf of the persons referred to in sub-section (1) of Section 38-H. The amount so paid shall form part of the superannuation fund or other like funds, if any, established by the Government for the benefit of its employees".

CHAPTER IX

TRANSITORY PROVISIONS

39. Appointment of the First Vice-Chancellor

Notwithstanding anything contained in sub-section [1] of section 11, within six months from the appointed day, the first Vice-Chancellor shall be appointed by the Government on a

salary to be fixed by them, for a period not exceeding in the aggregate five years and on such other conditions as may be specified by the Government in this behalf.

40. Appointment of the First Registrar

Notwithstanding anything contained in sub-section[1] of section 14, within three months from the appointed day, the first Registrar shall be appointed by the Government for a period not exceeding two years. The pay and allowances and other conditions of service of the first Registrar shall be such as may be fixed the Government in the behalf.

CHAPTER X
MISCELANEOUS

41. Annual Report

1. The annual report of the university shall be prepared under the direction of the Vice-Chancellor and submitted to the Syndicate atleast one month before the annual meeting at which it is to be considered.
2. The Syndicate shall, after considering the annual report, forward a copy thereof to the Government.

42. Validation of acts and proceedings

No act or proceeding of any authority or other body of the University shall be invalidated merely by reason of the existence of a vacancy or of any defect or irregularity in the appointment of a member of any authority or of other body of the University or of any defect or irregularity in any such act or proceeding not affecting the merits of the case or on the ground that the Syndicate did not meet once in every three months.

43. Power to amend Schedule

1. The Government may, by notification, alter, amend or add to Schedules I and I-A and upon the issue of such notification, Schedules I and I-A shall be deemed to be amended accordingly.

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

44. Tamil Nadu Act VII of 1923 not to apply:

- [1] On and from the appointed day, the provisions of the Chennai University Act, 1923 [Tamil Nadu Act VII of 1923] (hereinafter in this section referred to as the said Act), shall cease to apply to and in respect of the College of Engineering, Guindy, Chennai and the institutions specified in Schedule I and the Institutions in Schedule I-A.
- [2] Such cessor shall not affect -
 - a] the previous operation of the said Act, or
 - b] any penalty, forfeiture or punishment, incurred in respect of any offence committed against the said Act; or
 - c] any investigation, legal proceeding or remedy in respect of such penalty, forfeiture or punishment, and any such investigation, legal proceeding or remedy may be instituted, continued or enforced and any such penalty, forfeiture or punishment may be imposed as if this Act, had not been passed.
- [3] Notwithstanding anything contained in sub-section [1], all statutes, ordinances and regulations made under the said Act and in force on the appointed day, shall in so far as they are not inconsistent with the provisions of this Act, continue to be in force until they are repealed by statutes, ordinances and regulations made under this Act.

45. Power to remove difficulties

If any difficulty arises as to the constitution or reconstitution of any authority of the University after the appointed day, or otherwise, in giving effect to the provisions of this Act, the Government may, by notification, make such provision, not inconsistent with the provisions of this Act as may appear to them to be necessary or expedient for removing the difficulty:

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

SCHEDULE - I

[See Section 2 (b)]

I. The College of Engineering, Guindy, Chennai.

SCHEDULE - I - A

[See Section 2 (b)]

I. The following Departments of the University of Madras, located in the Alagappa Chettiar College of Technology, Guindy, Madras, namely:

- 1] Chemical Technology
- 2] Leather Technology
- 3] Textile Technology
- 4] The School of Architecture and Town Planning.

II. The Madras Institute of Technology, Chromepet, Madras

SCHEDULE - I - B

[See Section 2(b)]

- I. Thanthai Periyar College of Engineering, Vellore.
- II. Alagappa College of Engineering and Technology, Karaikudi.
- III. Government College of Technology, Coimbatore
- IV. Government College of Engineering, Tirunelveli
- V. Government College of Engineering, Salem
- VI. Government College of Engineering, Bargur.

SCHEDULE II

[See Section 30(1)]

THE STATUTES OF THE UNIVERSITY

1. The emoluments and other terms and conditions of service of the Vice-Chancellor shall be as follows:

- i] There shall be paid to the Vice-Chancellor a salary of three thousand rupees per mensem and he shall be entitled, without payment of rent, to the use of a furnished residence throughout his term of office, and no charge shall fall on the Vice-Chancellor personally in respect of the maintenance of such residence.

Provided that in case of the Vice-Chancellor who retains his lien in the previous post, he shall have the option to draw his grade pay, as admissible to him in his parent post, from time to time, in addition to the rent-free furnished residence as aforesaid.

- ii] The Vice-Chancellor shall be entitled to such terminal benefits and allowances, as may be fixed by the Syndicate, with the approval of the Chancellor from time to time.

Provided that, where an employee of-

- a] the University or its constituent college ; or
- b] any other University or college or institution maintained by, or affiliated to, that University, is appointed as Vice-Chancellor, he shall be allowed to continue to contribute to the provident fund to which he is a subscriber, and the contribution of the University shall be limited to what he had been contributing immediately before his appointment as Vice-Chancellor.

Provided further that where the Vice-Chancellor opts to draw his grade pay as admissible to him in his parent post, he shall draw DA, CCA and other allowances excepting HRA, as applicable and eligible to him in his parent department, from time to time. The Vice-Chancellor shall be eligible for a special allowance of Rs.1000/- p.m. in addition to the salary

- iii. The Vice-Chancellor shall be entitled to travelling allowances, at such rates, as may be fixed by the Syndicate.
- iv. The Vice-Chancellor shall be entitled to leave on full pay for one-eleventh of the period spent by him on active service.
- v. The Vice-Chancellor shall also be entitled, on medical grounds or otherwise, to leave without pay for a period not exceeding three months during the term of his office.

Provided that such leave may be converted into leave on full pay to the extent to which he is entitled to leave under sub-clause [iv].

2. Chairman of Faculties:

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

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

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

2. When the Office of the Chairman is vacant or when the Chairman is, by reason of illness, absence or any other cause, unable to perform the duties of his office, the duties of the office shall be performed by such person, as the Vice-Chancellor may appoint for the purpose.
3. The Chairman shall be the Head of the Faculty and shall be responsible for the conduct and maintenance of the standards of teaching and research in the Faculty. The Chairman shall have such other functions, as may be prescribed by the ordinances.
4. The Chairman shall have the right to be present and to speak at any meeting of the Boards of Studies or Committees of the Faculty, as the case may be, but shall not have the right to vote thereat unless he is a member thereof.

2-A Deans of constituent colleges

- [1] Every Dean shall be appointed by the Vice-Chancellor from among the Professors in the University for a period of three years and he shall be eligible for reappointment.

Provided that a Dean on attaining the age of superannuation shall cease to hold office as such.

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

- [3] The Dean shall have such powers and functions, as may be prescribed by the ordinance.

3. The Registrar

1. The Registrar shall be a whole-time salaried officer of the University.
2. The emoluments and other terms and conditions of service of the Registrar shall be such, as may be prescribed by the Regulations.

Provided that the Registrar shall retire on attaining the age of sixty years.

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

4. a] The Registrar shall have power to take disciplinary action against such of the employees, excluding teachers of the University and academic staff, as may be specified in the orders of the Syndicate and to suspend them, pending inquiry, to administer warning to them or to impose on them the penalty of censure or the 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 him.

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

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

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

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

5. The Registrar shall be ex-officio Secretary of the Syndicate, the Academic Council, the Faculties and the Boards of Studies, but shall not be deemed to be a member of any of these authorities.
6. It shall be the duty of the Registrar, -
 - a] to be the custodian of the records, the common seal and such other property of the University as the Syndicate shall commit to his charge;
 - b] to issue all notices convening meetings of the Syndicate, the Academic Council, the Faculties, the Boards of Studies, the Boards of Examiners and of any Committees appointed by authorities of the University.
 - c] to keep the minutes of all the meetings of the Syndicate, the Academic council, the Faculties, the Board of Studies and of any Committees appointed by the authorities of the University.
 - d] to conduct the official correspondence of the Syndicate and the Academic Council;
 - e] to supply to the Chancellor, copies of the agenda of the meetings of the authorities of the University as soon as they are issued and the minutes of such meetings; and
 - f] to perform such other duties as may be specified in these statutes, the ordinances or the regulations or as may be required, from time to time by the Syndicate or the Vice-Chancellor.

4. The Finance Officer.

1. The Finance Officer shall be a whole-time salaried officer of the University.
2. The emoluments and other terms and conditions of service of the Finance Officer shall be such, as may be prescribed by the ordinances:

Provided that the Finance Officer shall retire on attaining the age of sixty years:

Provided further that the Finance Officer shall, notwithstanding his attaining the age of sixty years, continue in office until his successor is appointed and enters upon his office or until the expiry of a period of one year, whichever is earlier.

3. When the office of the Finance Officer is vacant or when the Finance Officer is, by reason of illness, absence or any other cause, unable to perform the duties of his

office, the duties of the office shall be performed by such person as the Vice Chancellor may appoint for the purpose.

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

5. The Finance Officer shall, -

- a. exercise general supervision over the funds of the University and shall advise the University as regards its financial policy; and
- b. perform such other financial functions as may be assigned to him by the Syndicate or as may be prescribed by these Statutes or the ordinances:

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

6. Subject to the control of the Syndicate, the Finance Officer shall -

- a. hold and manage the property and investments of the University including trust and endowed property;
- b. ensure that the limits fixed by the Syndicate for recurring and non-recurring expenditure for a year not exceeded and that all moneys are expended on the purposes for which they are granted or allotted;
- c. be responsible for the preparation of annual accounts and the budget of the University and for their presentation to Syndicate.
- d. keep a constant watch on the cash and bank balances and of investments;
- e. watch a progress of the collection of revenue and advise on the methods of collection employed;
- f. ensure that the registers of buildings, land, furniture and equipment are maintained up-to-date and that stock-checking is conducted, of equipment and other consumable materials in all offices, special centres, specialised laboratories, constituent colleges and institutions maintained by the University.

- g. call for explanation for unauthorised expenditure and for other financial irregularities and suggest disciplinary action against persons at fault; and
 - h. call from any office, centre, laboratory, constituent college or institution maintained by the University, any information or returns that he may consider necessary for the performance of his duties.
7. The receipt of the Finance Officer, or of the person, or persons, duly authorised in this behalf by the Syndicate for any money payable to the University shall be sufficient discharge for payment of such money.

5. Heads of Departments

1. Each Department shall have a Head who shall be a Professor and whose duties and functions and terms and conditions of appointment shall be prescribed by the ordinances:

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

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

Provided also that if there is no Professor or Assistant Professor or Reader, in a Department, the Chairman of the Faculty concerned shall act as the Head of that Department.

2. It shall be open to a Professor or Assistant Professor or Reader to decline the offer of appointment as the Head of the Department.
3. A person appointed as the Head of the Department shall hold office as such for a period of three years and shall be eligible for reappointment.
4. A Head of a Department may resign his office at any time during his tenure of office.
5. A Head of a Department shall perform such functions as may be prescribed by the ordinances.

6. The Librarian

The Librarian shall be appointed by the Syndicate on the recommendation of the selection committee constituted for the purpose and he shall be a whole time officer of the University.

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

7. Powers and Duties of the Syndicate.

The powers and duties of the Syndicate shall be, -

- a] to consider and review the financial requirements and approve the annual financial estimates of the University.
- b] to provide for the administration of any funds placed at the disposal of the University for the purposes intended;
- c] to arrange for the investment and withdrawal of funds of the University;
- d] to borrow money subject to the approval of the Government for capital improvements and to make suitable arrangements for its repayment;
- e] to acquire, hold and dispose of property on behalf of the University;
- f] to determine the form, provide for the custody, and regulate the use, of the common seal of the University.
- g] to appoint such committees, either standing or temporary, as it may consider necessary and specify the terms of reference thereof subject to the provisions of the Act and these statutes;
- h] to determine and regulate all questions of policy relating to the University in accordance with the provisions of the Act and these statutes;
- i] to make financial provision for the instruction, teaching, research advancement and dissemination of knowledge in such branches of learning and courses of study, as may be determined by the Academic Council.
- j] to provide for the establishment and maintenance of colleges, hostels, laboratories and other facilities necessary for carrying out the purposes of the Act.

- k] to provide for the institution and conferment of degrees, diplomas and other academic distinctions;
- l] to provide for the institution, maintenance and award of scholarships, fellowships, studentships, medals, prizes and the like;
- m] to accept trust, bequest, donation and transfer of any movable or immovable property on behalf of the University.
- n] to enter into any contract on behalf of the University
- o] to make statutes and to amend or repeal the same; and
- p] to exercise such other powers and perform such other duties not inconsistent with the provisions of the Act or these statutes as may be necessary for carrying out the purposes of the Act.

8. Meeting of the Syndicate

- 1] The Syndicate shall meet at such times and places and shall, subject to the provisions of clauses [2] and [3], observe such rules of procedure in regard to transaction of business at its meetings, including the quorum at meetings, as may be prescribed:

Provided that the Syndicate shall meet at least once in every three months.
- 2] The Vice-Chancellor or in his absence any member chosen by the members present, shall preside at a meeting of the Syndicate.
- 3] All questions at any meeting of the Syndicate shall be decided by a majority of the votes of the members present and voting and in the case of an equality of votes, the Vice-Chancellor or the member presiding, as the case may be, shall have and exercise a second or casting vote.
- 4]
 - a] The Syndicate may, for purpose of consultation, invite any person having special knowledge or practical experience in any subject under consideration to attend any meeting. Such person may speak in, and otherwise take part in, the proceeding of such meetings but shall not be entitled to vote.
 - b] The person so invited shall be entitled to such daily and travelling allowances as are admissible to a member of the Syndicate.

9. Constitution of the Academic Council :

1. The Academic Council shall consist of the following members, namely:

Class I - Ex-Officio Members

- a] The Vice-Chancellor
- b] The Deans
- c] The Chairmen of the Faculties;
- d] The Director of Library of the University
- e] The Principals of all the Government aided Engineering Colleges.

Class II - Other Members

- f] Fifteen members from among the Professors and Heads of the Departments of the University, nominated by the Chancellor on the recommendation of the Vice-Chancellor;
- g] Twenty-five members from among the Principals and Professors of the affiliated Colleges, nominated by the Chancellor on the recommendation of the Vice-Chancellor;
- h] Five educationists having proficiency in matters relating to education, research and educational administration, general and technical, nominated by the Chancellor on the recommendation of the Vice-Chancellor;
- i] Six members from among the Chief Engineers or General Managers from the Departments of the State Government, Railways, Military Engineering Services, Defence, Post and Telegraphs, Telephones and other autonomous organisations in the State, nominated by the Chancellor on the recommendation of the Vice Chancellor;
- j] Five persons occupying senior positions from private industries and research organisations having proficiency in the matters relating to industries and research, nominated by the Chancellor on the recommendation of the Vice-Chancellor;
- k] Five persons occupying senior positions from public sector industries of the Central and State Departments in the State having proficiency in matters relating to industries and research, nominated by the Chancellor on the recommendation of the Vice Chancellor;

- l] Five persons from professional engineering societies or institutions or bodies or associations, nominated by the Chancellor on the recommendation of the Vice Chancellor;
 - m] Five persons of eminence from small scale industries or Entrepreneurship Development Board or Apprenticeship Board of both Central and State Governments, nominated by the Chancellor on the recommendation of the Vice-Chancellor;
 - n] One person from among the teachers of each of the institutions given below, nominated by the Chancellor on the recommendation of the Vice-Chancellor:
 - i] Indian Institute of Science, Bangalore
 - ii] Indian Institute of Technology, Chennai
 - iii] Indian Institute of Management, Bangalore
 - iv] Regional Engineering College, Tiruchirappalli and
 - v] The Department of Engineering and Technology of the Annamalai University, Annamalai Nagar, Tamil Nadu.
 - o] Members of the Syndicate not included in any of the above items.
2. The Vice-Chancellor shall be the ex-officio Chairman of, and the Registrar shall be the ex-officio Secretary to, the Academic Council.
 3. The term of the office of the members other than ex-officio members shall be three years and such members shall be eligible for renomination .
 - 3A. A member of the Academic Council who is nominated in his capacity as a member of the particular electorate or body or the holder of a particular appointment shall cease to be a member of the Academic Council from the date on which he ceases to be a member of that electorate or body or the holder of that appointment, as the case may be.
 4. The Chancellor may, after giving a reasonable opportunity of being heard, remove any member of the Academic Council other than an ex-officio member from office, if such member is, in the opinion of the Chancellor, incapable of acting as a member or has abused his position as a member, so as to render his continuance as such member detrimental to the interests of the University.

10. Powers and Duties of the Academic Council

The powers and duties of the Academic Council shall be, -

- a] to exercise general control on teaching and other educational programmes and maintain and promote the standards thereof;
- b] to make regulations and amend or repeal the same;
- c] to make regulations -
 - i] regarding the admission of students to the University and the number of students to be admitted;
 - ii] regarding the courses of study leading to degrees, diplomas and other academic distinctions;
 - iii] regarding the conduct of examinations and maintenance and promotion of standards of education;
 - iv] prescribing equivalence of examinations, degrees, diplomas and certificates of other Universities, Colleges, Institutions and Boards;
 - v] regarding industrial training where such training forms part of the requirements for the degree, diploma or other academic distinctions; and
 - vi] for the assessment, evaluation and grading of students' performance.
- d] to advise the Syndicate on all academic matters including the control and management of libraries;
- e] to make recommendations to the Syndicate for the institution of Professorship, Readership, Assistant Professorship and other teaching posts including posts in research and in regard to the duties and emoluments thereof;
- f] to formulate, modify or revise schemes for the constitution or reconstitution of departments of teaching and research;
- g] to make recommendations to the Syndicate regarding post-graduate teaching and research;
- h] to make recommendations to the Syndicate regarding the qualifications to be prescribed for teaching in the University;
- i] to make recommendations to the Syndicate for the conferment of honorary degrees or other distinctions;

- j] to review and act upon the proposals of Boards of Studies in formulating rules, regulations, syllabi and methods of evaluation, introduction of new courses and modification of existing courses;
- k] to make recommendations to the Syndicate regarding institution of fellowships and scholarships;
- l] to recommend to the Syndicate measures for promoting collaboration between industries and Government employers on the one hand and the University on the other;
- m] to delegate to the Vice-chancellor or to any of the committees of the Academic Council, any of its powers;
- n] to assess and make recommendations laying down standards of accommodation, equipment, apparatus, library, maintenance and other physical facilities required for each faculty; and
- o] to exercise such other powers and perform such other duties as may be prescribed.

11. Finance Committee

1. The Finance Committee shall consist of the following members, namely:
 - a] the Vice-Chancellor;
 - b] two officers of the Government, one from the Finance department and the other from the department dealing with the subject Technical Education, nominated by the Chancellor;
 - c] two members nominated by the Syndicate from among its members.
2. The Vice-Chancellor shall be the *ex-officio* Chairman and the Finance Officer shall be the *ex-officio* Secretary to the Finance Committee.
3. All the members of the Finance Committee, other than *ex-officio* members shall hold office for a period of three years.
4. The Finance Committee shall meet at least twice every year to examine the accounts and to scrutinise proposals for expenditure.

5. The annual accounts and the financial estimates of the University prepared by the Finance Officer shall be laid before the Finance Committee for consideration and comments and thereafter submitted to the Syndicate for approval.
6. The Finance Committee shall recommend limits for the total recurring expenditure and the total non-recurring expenditure for the year based on the income and resources of the University which, in the case of productive works, may include the proceeds of loans.
7. The Finance Committee shall -
 - a] review the financial position of the University from time to time;
 - b] make recommendation to the Syndicate on every proposal involving investment or expenditure for which no provision has been made in the annual financial estimates or which involves expenditure in excess of the amount provided for in the annual financial estimates;
 - c] prescribe the methods and procedure and forms for maintaining the account of the University, constituent colleges and institutions;
 - d] make recommendation to the Syndicate on all matters relating to the finances of the University; and
 - e] perform such other functions as may be prescribed.

12. Filling of Casual Vacancies

All casual vacancies among the members [other than ex-officio members] of -

- i] the Syndicate, and
- ii] any other authority or other body of the University shall as soon as convenient may be filled;
 - a] in a case falling under clause [i], by the Vice-Chancellor; and
 - b] in a case falling under clause [ii], by the person or body who or which nominated the member whose place has become vacant and the person nominated under this statute to a casual vacancy shall be a member of the Syndicate or other authority or other body of the University for the remainder of the term for which the member in whose place he is nominated would have held office;

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

13. Selection Committee:

1. There shall be Selection Committees for making recommendations to the Syndicate for appointment to the posts of Professor, Assistant Professor, Reader, Lecturer, Librarian and Director.
2. The Selection Committee for appointment to the posts specified in column [1] of the Table below shall consist of the Vice-Chancellor, a nominee of the Government and the persons specified in the corresponding entry in column [2] of the said Table and in the case of appointment of a Professor, Assistant Professor, Reader or Lecturer in a department where there is no Head of the Department, shall also consist of a person nominated by Academic Council from amongst its members:

THE TABLE

1	2
Professor, Assistant Professor or Reader -	<ol style="list-style-type: none">i] The Head of the Department concerned, if he is a Professor.[ii] One Director or a Chairman or a Professor to be nominated by the Vice-Chancellor.iii] Three persons not in the service of the University, nominated by the Syndicate, out of a panel of names recommended by the Academic Council for their special knowledge of or interest in the subject with which the professor, Assistant Professor or Reader will be concerned.
Lecturer	<ol style="list-style-type: none">i] The Head of the Department concerned.ii] One Professor to be nominated by the Vice Chancellor.

iii] Two persons not in the service of the University, nominated by the Syndicate out of a panel of names recommended by the Academic Council for their special knowledge of or interest in the subject with which the Lecturer will be concerned.

Librarian

i] Two persons not in the service of the University, who have special knowledge of the subject of Library Science or Library Administration to be nominated by the Syndicate.

ii] One person, not in the service, of the University, nominated by the Syndicate.

Director

Three persons not in the service of the University of whom two shall be nominated by Syndicate and one by the Academic Council for their special knowledge of or interest in the subject in which instruction is being provided by the Constituent College or Institutions.

Explanation I - Where the appointment is being made for an interdisciplinary project, the Head of the Project shall be deemed to be Head of the Department concerned.

Explanation II - The Professor to be nominated shall be the Professor concerned with the speciality for which the selection is being made and that the Vice-Chancellor shall consult the Head of the Department and the Chairman of Faculty before nominating the Professor.

Explanation III - At least three out of four or two out of three members as the case may be, concerned with the speciality referred to under column [2] shall be present at the Selection Committee meeting.

[3] The Vice-Chancellor shall preside at the meetings of the Selection Committee.

[4] The meetings of a Selection Committee shall be convened by the Vice Chancellor.

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

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

[7] Appointments to temporary posts shall be made in the manner indicated below:

[i] If the temporary vacancy is for a duration longer than one academic session, it shall be filled on the advice of the Selection Committee in accordance with the procedure indicated in the foregoing provisions:

Provided that if the Vice-Chancellor is satisfied that in the interests of work it is necessary to fill the vacancy, the appointment may be made on temporary basis by a local selection committee referred to in sub-clause [ii] for a period not exceeding six months.

[ii] If the temporary vacancy is for a period less than a year, an appointment to such vacancy shall be made on the recommendation of a local selection committee consisting of the Chairman of the Faculty concerned, the Head of the Department and a nominee of the Vice-Chancellor:

Provided that if the same person holds the offices of the Chairman and the Head of the Department, the selection committee may consist two nominees of the Vice Chancellor:

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

[iii] No teacher appointed temporarily shall, if he is not recommended by a regular selection committee for appointment under these statutes, be continued in service on such temporary employment, unless he is subsequently selected by a local selection committee or a regular selection committee, for a temporary or permanent appointment, as the case may be.

13 A. Mode of appointment, age, qualification, experience, etc.

[i] All appointments to the posts of Professor, Assistant Professor, Reader, Lecturer shall be made by direct recruitment unless otherwise provided for.

- [ii] The age, qualification and experience for the aforesaid posts shall be as in Annexure I subject to modification by Syndicate, with the approval of the Chancellor from time to time, taking into guidelines issued by the University Grants Commission or any other competent authority.

14. Special Mode of Appointment

- [1] Notwithstanding anything contained in Statute 13, the Syndicate may invite a person of high academic distinction and professional attainments to accept a post of Professor in the University on such terms and conditions as it deems fit, and on the person agreeing to do so, appoint him to the post.
- [2] Syndicate may appoint a teacher or any other academic staff working in any other University or Organisation for undertaking a joint project in accordance with the manner laid down in the ordinances.

15. Appointment for a Fixed Tenure

The Syndicate may appoint a person selected in accordance with the procedure laid down in [Statute 13] for a fixed tenure on such terms and conditions as it deems fit.

16. Appointment of the First University Staff

Notwithstanding anything contained in the Act and these statutes, the first Vice-Chancellor shall have power to appoint such officers, teachers and other persons as may be necessary.

17. Powers and Duties of the First Vice-Chancellor

- [1] It shall be the duty of the first Vice-Chancellor to make arrangements for constituting the authorities of the University specified in section 16 of the Act within one year after the appointed day or such longer period not exceeding two years as the government may, by notification, specify.
- [2] The first Vice-Chancellor shall, make such rules, as may be necessary, for the functioning of the University.
- [3] The authorities constituted under clause [1] shall commence to perform their functions on such date or dates, as the Government may, by notification, specify.
- [4] It shall be the duty of the first Vice-Chancellor to make, with the approval of the chancellor, such statutes and regulations, as may be necessary and submit

them to the respective authorities competent to deal with them for their disposal. Such statutes and regulations, when framed, shall be published in the Tamil Nadu Government Gazette.

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

* * *

ANNEXURE - I

RULES ON AGE, QUALIFICATION, EXPERIENCE AND METHOD OF APPOINTMENT OF TEACHERS

1. Applicability

The rules shall apply to the following categories of teachers

1. Professors
2. Assistant Professors / Readers
3. Lecturers

2. Appointment

[a] Mode of Appointment

All appointments shall be made by direct recruitment unless otherwise provided for.

[b] Selection

- [i] Selections to these posts shall be made as provided for under Statute 13 of the First Statutes under Schedule II to the Anna University Act, 1978.

[c] Special cases

This rule will not apply where any other mode of selection is specifically prescribed elsewhere in the statutes, ordinances or Regulations of the University.

3. Age, Qualification and Experience

The age, qualification and experience prescribed for these posts shall be as in Appendix I [Paras 1-11].

4. Probation

Every person appointed to the above categories of posts on a regular basis shall be on probation for a total period of 2 years on duty, within a continuous period of 3 years from the date from which he joins duty.

5. Protection of service benefits

An internal candidate recruited to the above categories shall enjoy the benefits of his / her past service in this University for purposes of Pension, Gratuity, Fixation of pay etc, wherever involved.

6. Appointment under special schemes

Notwithstanding anything contained in these rules, the Syndicate may appoint a teacher under Special Schemes such as 'Merit Promotion Scheme' of the University Grants Commission, in accordance with the procedure laid down in the said schemes, as approved by the Syndicate, from time to time.

7. Reservation of appointments

The Rule of Reservation shall be followed for appointment to the posts of Lecturer in accordance with the University Grants commission's recommendations.

APPENDIX I

1. QUALIFICATIONS FOR THE POSTS OF PROFESSOR IN ENGINEERING / TECHNOLOGY / SCIENCE / MANAGEMENT / PLACEMENT AND TRAINING.

ESSENTIAL

[a] An eminent scholar with a Doctorate Degree in the appropriate field with published work of high quality and actively engaged in research with experience in guiding research at doctorate level.

[b] Either

Minimum total experience of 5 years in teaching / design / construction / industry research and development / production in the field of specialisation relating to the post in a position not less than that of an Assistant Professor / Reader or equivalent grade.

OR

Not less than ten years of experience in teaching and / or research in the area of specialisation relating to the post.

DESIRABLE

- [i] Publication in journals of repute [National or International] and / or participation in Conferences / Symposia / Seminars by way of presentation of papers;
- [ii] Active involvement in development programme of social and national relevance including continuing Education Programme / Short term Refresher Courses / Summer / Winter Schools / Institutes;

- [iii] Experience in the preparation of syllabi for academic courses, project reports, proposals for development programmes etc.
- [iv] Experience in the organisation and administration of academic departments / laboratories, fabrication of equipment, preparation of lecture notes, laboratory instruction materials; and
- [v] Membership in professional body / bodies of repute [National or International] relating to the field of specialisation.

AGE

Not less than 35 years on the 1st July of the academic year during which the recruitment is made.

2. QUALIFICATIONS FOR THE POSTS OF PROFESSOR IN ARCHITECTURE.

An eminent scholar with published work of high quality and actively engaged in research. Ten years experience in teaching, research / professional work. Experience of guiding research.

OR

An outstanding architect with established reputation who has made significant contribution to knowledge.

DESIRABLE

As in the case of other Professors.

AGE

Not less than 35 years on the 1st July of the academic year during which the recruitment is made.

3. QUALIFICATIONS FOR THE POSTS OF PROFESSOR IN TOWN PLANNING

An eminent scholar with published work of high quality and actively engaged in research. Ten years experience in teaching, research / professional work. Experience of guiding research.

OR

An outstanding town planner with established reputation who has made significant contribution to knowledge.

DESIRABLE

As in the case of other Professors.

AGE

Not less than 35 years on the 1st July of the academic year during which the recruitment is made.

4. QUALIFICATIONS FOR THE POSTS OF ASSISTANT PROFESSOR / READER IN ENGINEERING / TECHNOLOGY / SCIENCE / MANAGEMENT.

ESSENTIAL

a) A doctorate degree in the field of specialisation relating to the post concerned with good academic record.

b) Either

Minimum total experience of 3 years in teaching / design / construction / production / research in the appropriate discipline in a position not less than that of a Lecturer or equivalent grade [i.e. posts with comparable responsibilities, status and pay].

OR

Five years experience of teaching and / or research and development.

DESIRABLE

- i) Publication in journals of repute [National / International]
- ii) Participation by way of presenting papers at Conferences / Seminars / Symposia of Professional bodies;
- iii) Participation in Summer / Winter Schools / Institutes
- iv) Experience in organising and conducting Laboratory classes / experiments and preparation of course material;
- v) Membership in professional body / bodies of repute [National / International] relating to the field of specialisation.

AGE

Not less than 30 years on the 1st July of the academic year during which the recruitment is made.

5. QUALIFICATIONS FOR THE POSTS OF ASSISTANT PROFESSOR / READER IN ARCHITECTURE.

Bachelor's Degree in Architecture with 7 years experience in teaching / research / Professional work.

OR

Master's Degree in Architecture with 5 years experience in teaching / research / professional work.

AGE

Not less than 30 years on the 1st July of the academic year during which recruitment is made.

6. QUALIFICATIONS FOR THE POSTS OF ASSISTANT PROFESSOR / READERS IN TOWN PLANNING

ESSENTIAL

Master's degree in Town and Country Planning or equivalent with a minimum of five years of teaching or professional experience after obtaining the Master's degree.

DESIRABLE

- i) Preference will be given to the candidate with higher academic and research qualifications.
- ii) Membership in professional body / bodies of repute [National / International] relating to the field of specialisation.

AGE

Not less than 30 years on the 1st July of the academic year during which the recruitment is made.

7. QUALIFICATIONS FOR THE POSTS OF LECTURER IN ENGINEERING / TECHNOLOGY

ESSENTIAL

- a] Master's degree in the appropriate field in Engineering / Technology.
- b] Consistently good academic record, preferably First Class at Master's Degree level.
- c] One year of relevant field experience or research experience or teaching experience.

DESIRABLE

- i] A Doctorate Degree in the field of specialisation relating to the post;
- ii] Publications in Journals of repute [National / International];
- iii] Participation in Summer / Winter Schools / Institutions etc;
- iv] Membership of Professional body / bodies of repute [National / International] relating to the field of specialisation.

Note: Those with Master's Degree must register for Ph.D. work in this University.

AGE

Not less than 24 years on the 1st July of the academic year during which the recruitment is made.

8. QUALIFICATION FOR THE POSTS OF LECTURER IN ARCHITECTURE

Bachelor's Degree in Architecture plus two years of relevant Professional experience.

OR

Master's Degree in Architecture and one year relevant Professional experience.

AGE

Not less than 24 years on the 1st July of the academic year during which the recruitment is made.

9. QUALIFICATION FOR THE POSTS OF LECTURER IN TOWN PLANNING

Master's Degree in Town Planning and one year relevant Professional experience.

AGE

Not less than 24 years on the 1st July of the academic year during which the recruitment is made.

10. QUALIFICATIONS FOR THE POST OF LECTURER IN MANAGEMENT

- a] Master's degree in Engineering / Technology / Business Administration, with consistently good academic record. [Preferably first class at Master's Degree level with a proviso that the incumbent would acquire a doctorate degree within a period of eight years].
- b] One year of relevant professional experience or research or teaching experience.
- c] In the case of allied subjects like Industrial Psychology, Personnel Management, Business Statistics, Cost Accountancy etc. where Lecturers could be recruited with qualifications other than MBA and M.Tech., the minimum qualification would be the same as prescribed for the faculty of science.

AGE

Not less than 24 years on the 1st July of the academic year during which the recruitment is made.

11. QUALIFICATIONS FOR THE POST OF LECTURER IN SCIENCE

ESSENTIAL

- a] A Doctorate's Degree or research work of an equally high standard in the field of specialisation relating to the post; and
- b] Good academic record with atleast second class [C in the seven point scale] Master's Degree in a relevant subject from an Indian University or an equivalent degree from a foreign University.

If the Selection Committee is of the view that the research work of a candidate is evident either from his thesis or from his published work that it is of very high standard, it may relax any of the qualifications prescribed in [b] above.

If a candidate possessing a Doctor's Degree or equivalent research work is not considered suitable, a person possessing a good academic record [weightage being given to M.Phil. or equivalent degree or research work of quality] will be appointed provided he has done research work for atleast two years or has practical experience in a research laboratory / organisation on the condition that he will have to obtain a Doctor's Degree or give evidence of research of high standard within eight years of his appointment, failing which, he will not be able to earn future increment until he fulfils these requirements.

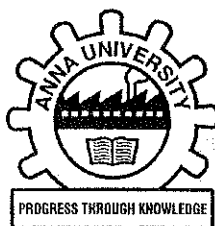
- c] Relevant Professional / Research / Teaching experience for one year.

DESIRABLE

- i] Publications in Journals of repute [National / International];
- ii] Participation in Summer / Winter Schools / Institutions etc.
- iii] Membership of any professional Body of repute [National / International] relating to the field of specialisation.

AGE

Not less than 24 years on the 1st July of the academic year during which the recruitment is made.



ANNA UNIVERSITY

CHENNAI - 600 025

SPECIAL SERVICE STATUTES FOR ADMINISTRATIVE AND TECHNICAL SERVICES

APPROVED BY THE SYNDICATE VIDE

**RES. No. 105.9.2 OF THE
105TH MEETING HELD ON 30.12.95**

**RES. No. 111.9.1 OF THE
111TH MEETING HELD ON 24.12.96**

**RES. No. 112.9.1 OF THE
112TH MEETING HELD ON 19.2.97**

**ASSENTED TO BY THE CHANCELLOR ON 19.5.97
(LETTER NO. 410/U2/96 DATED 22.5.97)**

In exercise of the powers conferred by Section 29 read with Section 30 of the Anna University Act, 1978 (Tamil Nadu Act 30 of 1978), the Syndicate hereby makes the following Statutes :

1. SHORT TITLE EXTENT AND COMMENCEMENT :

- i) These Statutes may be called the **"Anna University Special Service Statutes for Administrative and Technical Services"**.
- ii) These Statutes shall deal with the selection and other conditions of service of the categories of posts borne on the Administrative and Non-Teaching Technical Services of this University.
- iii) These Statutes shall come into force from 19.5.97.

2. DEFINITIONS

In these Statutes, unless the context otherwise requires

- a) **"University"** means the Anna University
- b) **"Syndicate"** means the Syndicate of Anna University.
- c) **"Vice-Chancellor"** means the Vice-Chancellor of Anna University.
- d) **"Registrar"** means the Registrar of Anna University
- e) **"Diploma"** means the diploma awarded by the State Board of Technical Education of Tamil Nadu.
"Degree" means the degree awarded by Indian Universities, duly recognised by the UGC.
- f) **"Approved candidate"** means a candidate whose name appears in an authoritative list of candidates approved by the competent authority / Selection Committee for appointment to a particular category of post.
- g) **"Approved Probationer"** in a service, class, or category means a member of that service, class or category who has satisfactorily completed his probation.
- h) **"Selection Committee"** means the Committee which scrutinises the claims of all eligible candidates for recruitment to a particular category of post and makes its recommendation for inclusion in the list of candidates for appointment to such post.
- i) **"Minimum General Educational Qualification"** means the Qualification prescribed for one to be eligible for admission to the Higher Secondary Course of study in Tamil Nadu.

3. CONSTITUTION :

The service shall consist of the following classes and categories of posts, namely;

ADMINISTRATIVE SERVICE

CLASS	CATEGORY	NAME OF THE POST
I	1	Registrar
	2	Controller of Examinations
	3	Finance Officer
	4	Private Secretary to the Vice-Chancellor
	5	Deputy Registrar
	6	Assistant Registrar
II	1	Public Relations Officer
	2	Chief Superintendent
	3	Assistant Examiner (Internal Audit)
	4	Superintendent
	5	Divisional Accountant
	6	Deputy Inspector (Internal Audit)
	7	Assistant Inspector (Internal Audit)
	8	Assistant / Assistant - cum-Store Keeper
	9	Junior Assistant / Jr.Asst. - cum-Store Keeper
	10	Stenographer Gr.I
	11	Stenographer Gr.II
	12	Stenographer Grade III
	13	Typist Gr.I
	14	Typist
	15	Telephone Operator
	16	Telephone Attender
	17	Record Clerk
III	1	Office Assistant
	2	Watchman
	3	Gardener
	4	Sweeper
	5	Sanitary Worker / Scavenger
	6	Server

TECHNICAL SERVICE

CLASS	CATEGORY	NAME OF THE POST
I	1	Executive Engineer
	2	Asst. Executive Engineer / Institute Engineer
II	1	Assistant Engineer
	2	Medical Officer
	3	Senior Technical Assistant
	4	Technical Assistant Sr. Gr. (Printing)
	5	Draughtsman Gr.I
	6	General Foreman / Instructor Spl.Gr
	7	Computer Operator Gr.I
	8	Foreman
	9	Draughtsman Gr.II
	10	Junior Engineer
	11	Technical Assistant
	12	Technical Storekeeper
	13	Storekeeper (Electronics)
	14	Computer Operator Gr.II
	15	Micro Analyst
	16	Technician
	17	Instrument Mechanic
	18	Instructor Grade A / Mechanic Spl. Gr.A/ Mechanic Grade I
	19	Glass Blower
	20	Draughtsman Gr.III
	21	Sanitary Inspector
	22	Mechanic Spl. Gr.B / Mechanic Gr.II
	23	Staff Nurse
	24	Swimming & Boating Instructor

25	Junior Technical Assistant
26	Air conditioning Plant Operator Gr.I
27	Field Assistant
28	Farm Agricultural Assistant
29	Assistant Agricultural Officer
30	Security Officer
31	Pharmacist
32	Mechanic Spl. Gr.C
33	Assistant University Librarian
34	Physical Training Instructor
35	Photographer
36	Air-conditioning Plant Operator Gr.II
37	Data Entry Operator
38	Library Assistant Gr.I
39	Wireman Gr.I
40	Mechanic Ord. Gr.B
41	Driver
1	Worshop Cleaner / Lab. Cleaner / Lab. Attender / Lab. Assistant
2	Wireman Gr.II
3	Pump Operator
4	Plumber Gr.I
5	Binder
6	Plumber Gr.II
7	Carpenter
8	Sergeant
9	Library Assistant Gr.II
10	Darkroom Assistant
11	Dyer
12	Attender / Sewage Maistry

13	Plant Attender
14	Cleaner-cum-Conductor
15	Helper
16	Male / Female Nursing Assistant
17	Helper (Maintenance Cell)
18	Mazdoor

CENTRE FOR BIOTECHNOLOGY

CLASS	CATEGORY	NAME OF THE POST
II	1.	Technical Assistant (CBT)
	2.	Junior Technical Assistant (CBT)
	3.	Laboratory Technician (CBT)
	4.	Mechanic Ordinary Grade "B" (CBT)
III	1.	Laboratory Attender / Laboratory Assistant (CBT)

CRYSTAL GROWTH CENTRE

CLASS	CATEGORY	NAME OF THE POST
I	1.	Technical Officer Gr.((CGC)
II	1.	Technical Officer Gr.II (CGC)
	2.	Technical Assistant Gr.I (CGC)
	3.	Technical Assistant Gr.II (CGC)

4. APPOINTMENT

Appoinment to classes and categories of posts specified in Column (1) of the Appendix to these statutes shall be made by the method specified in the corresponding entry in Col.(2) thereof.

5. RESERVATION OF APPOINTMENT

- 5 (a) Where direct recruitment is resorted to and where the cadre strength of the category of post is more than one, the rule of reservation of appointment shall apply to such category of post as specified in General Rule 22 of Tamil Nadu State and Subordinate Service Rules of the Government of Tamil Nadu, as amended from time to time.

6. APPOINTING AUTHORITY

The appointing authority for the categories of posts in classes specified in column (1) of the Table below shall be the authority specified in Column (2) thereof:

TABLE

SERVICE AND CLASS		APPOINTING AUTHORITY
(1)		(2)
Administrative	Class I	Syndicate
	Class II	Vice-Chancellor
	Class III	Registrar
Technical	Class I	Syndicate
	Class II	Vice-Chancellor
	Class III	Registrar

7. METHOD OF APPOINTMENT

Where the method of appointment specified in the Appendix to these Statutes is either by direct recruitment or by promotion, the claims of qualified and suitable candidates eligible for promotion shall be considered first and if no such qualified and suitable candidate is available for promotion then direct recruitment shall be resorted to.

8. QUALIFICATION

No person shall be eligible for appointment to the class and category of the post specified in column (1) of the Appendix to these Statutes by any of the methods of appointment specified in column (2) unless he/she possesses the qualification specified in corresponding entries in column (3) thereof.

9. RECKONING OF QUALIFYING PERIOD OF EXPERIENCE

The qualifying period of experience and service referred to in these Statutes shall be reckoned as on the 1st January of the year, if the recruitment is made in between January and June and as on 1st July, if the recruitment is made in between July and December of the year.

10. AGE LIMIT

For appointment to any category of post by direct recruitment, the maximum age limit shall be 30 years in respect of OC/BC/MBC candidates and 35 years in respect

of SC/ST candidates, provided that in respect of candidates belonging to MBC and BC who do not possess a qualification higher than the minimum general educational qualification (S.S.L.C.) the maximum age limit for direct recruitment to the posts for which SSLC or below is prescribed in these Statutes as the Minimum General Educational Qualification at entry level shall be 32 years.

10. a) RECKORING OF AGE

The age limit prescribed in the Statutes shall be reckoned as on the 1st January of the year, if the recruitment is made in between January and June and as on the 1st July, if the recruitment is made in between July and December of the year.

Provided that a physically handicapped person shall be eligible for an age concession upto ten years over and above the age limits prescribed for recruitment to the post concerned by direct recruitment.

11. RELAXATION OF RULES RELATING TO THE AGE

The Syndicate shall relax the rules relating to age in favour of deserving candidates for appointment to any category of post on the recommendation of the Vice-Chancellor.

12. PROBATION

Every person appointed by direct recruitment to any category of service shall from the date on which he/she assumes charge on regular basis be placed on probation for a total period of two years on duty within a continuous period of three years. Those who are promoted from any category to another category shall be placed on probation, unless specifically stated otherwise for a period of one year within a continuous period of two years.

If any departmental or special test is required to be passed during the period of probation for any class or category of post in accordance with these Statutes, such employees shall acquire such prescribed qualifications during the period of probation or during such extended period of probation, as may be ordered by the appointing authority. Failure to acquire such special qualification within a peirod of five years from the date of commencement of probation shall entail termination of his/her probation and discharge from service or reversion to the lower category of post in the case of promotees, as the case may be, provided where a probationer has, before he/she commenced his / her probation, already acquired any special qualification or passed any special test prescribed by these statutes or has acquired such other qualification as may be considered by the appointing authority with the approval of the Syndicate to be equivalent to the said special qualification or special test he/she shall not be required to acquire such special qualification or to pass such special test again, after the commencement of his/her probation.

13. SELECTION COMMITTEES

There shall be four Selection Committees for making recommendations to the respective appointing authorities for appointment to various Administrative and Technical categories of posts either by direct recruitment or promotion or by deputation or by transfer of service.

(1) The Selection Committee for appointment to the categories of posts in Class I of the Administrative service shall consist of the following members, namely :

- | | | |
|----|---|--------------------|
| 1. | Vice-Chancellor | - Chairman |
| 2. | One Syndicate Member nominated by the Syndicate | - Member |
| 3. | One Expert Member not in the service of the University nominated by the Vice-Chancellor | - Member |
| 4. | One Head of Department / Dean nominated by the Vice-Chancellor | - Member |
| 5. | One member of this University belonging to SC/ST community nominated by the Vice-Chancellor | - Member |
| 6. | Registrar | - Member-Secretary |

(2) The Selection Committee for appointment to the categories of posts in Class II and III of the Administrative Service shall consist of the following members namely :

- | | | |
|----|---|----------------------|
| 1. | Registrar | - Chairman |
| 2. | One Member from the categories of Professor / HOD nominated by the Vice-Chancellor | - Member |
| 3. | Finance Officer | - Member |
| 4. | One member of this University belonging to SC/ST community nominated by the Vice-Chancellor | - Member |
| 5. | Deputy Registrar | - Member - Secretary |

(3) The Selection Committee for appointment to the categories of posts in Class I of the Technical Service shall consist of the following members namely :

1. Vice-Chancellor - Chairman
2. Dean of Faculty nominated by the Vice-Chancellor - Member
3. Head of the Department nominated by the Vice-Chancellor - Member
4. One member of this University belonging to SC/ST Community nominated by the Vice-Chancellor. - Member
5. Registrar - Member - Secretary

(4) The Selection Committee for appointment to the categories of posts in Class II and III of the Technical Service shall consist of the following members namely :

1. Registrar - Chairman
2. Head of the Department nominated by the Vice-Chancellor - Member
3. One Professor nominated by the Vice-Chancellor - Member
4. One member of this University belonging to SC/ST Community nominated by the Vice-Chancellor. - Member
5. Deputy Registrar - Member - Secretary

14. PROCEDURE FOR RECRUITMENT :

- i) The Member-Secretary of the Selection Committee shall assess and estimate the number of vacancies expected to arise during the course of a year. The estimate of vacancies shall be prepared taking into account the total number of permanent posts in a category, the number of temporary posts in existence, the anticipated sanction of new posts in the next year, the provision for leave reserves (5% of the cadre strength), provision for unexpected contingencies, the anticipated vacancies due to retirement and promotion etc. in the course of the year and the number of candidates already in position in that category.

The Member-Secretary shall draw up a list of all the qualified candidates eligible for inclusion in the approved list arranged in the order of seniority and place it before the Committee along with the Service records and Confidential Reports / Record Sheets of the eligible candidates.

- ii) If the appointment to any category of post in any class is to be made by direct recruitment, the Employment Exchange shall be addressed and a list of eligible candidates shall be obtained. The applications from eligible internal candidates who are regular employees of this University may also be called for and they may also be considered along with the candidates sponsored by the Employment Exchange.

Provided that the staff members appointed through Employment Exchange and working in Projects, Schemes etc. in the University departments / Centres / Institutes for not less than five years shall be permitted to attend the interview on application for suitable posts, along with the Employment Exchange candidates as and when recruitment is made.

- iii) In respect of specialised posts for which candidates are not available with the Employment Exchange, a non-availability certificate shall be obtained from the Employment Exchange and applications from eligible candidates shall be called for by advertising the posts in prominent daily news papers indicating the qualifications etc.
- iv) While preparing an approved list to fill up a single vacancy by promotion, the claims of the first two qualified candidates in the seniority list in a class, category or service shall be considered and the same proportion shall be maintained in making selection for more than a single vacancy.

Provided that if the first two qualified candidates after consideration of their claims are found not suitable for appointment to the post, the claims of the next two qualified candidates shall be considered.

- v) If the recruitment is to be made on deputation from any other source, a panel of eligible candidates shall be collected from the source concerned along with the bio-data and confidential reports of the candidates and the same shall be placed before the respective appointing authorities for the posts concerned, for scrutiny, selection and appointment of suitable candidates. While in respect of the posts for which the Syndicate is the appointing authority, the Vice-Chancellor shall make his recommendations to the Syndicate for appointment of suitable candidate from the panel.
- vi) The Selection Committee shall consider the claims of all candidates in the list of eligible candidates, interview them, if considered necessary, examine their relative merit, ability and suitability for the post through a written and / or oral examination and draw up the list of names of persons considered for appointment in the order of merit, applying the rule of reservation, wherever applicable.

- vii) The panel of candidates recommended by the Selection committee for appointment to the category of posts shall be got approved by the appropriate appointing authority.
- viii) The approved panel of candidates for appointment shall be valid for one year from the date of its approval by the competent authority and shall lapse thereafter.
- ix) The inclusion of a candidate's name in any list of approved candidates for any service or any class or category in a service shall not confer on him / her any claim to appointment to the service, class or category.
- x) If an approved candidate selected by a Selection Committee for appointment by direct recruitment fails to join duty ordinarily within one month from the date of receipt of the order directing him / her to join duty or within an earlier date, if so specified by the appointing authority, he/she shall forfeit his / her right for appointment to the post and his/her name shall be removed from the approved list.

Provided that in very special circumstances the appointing authority may extend the time limit referred in the above clause upto three months for valid reasons.

15. ANNULMENT, MODIFICATION OR REVISION OF THE LIST OF APPROVED CANDIDATES FOR APPOINTMENT OR PROMOTION BY THE SYNDICATE

Notwithstanding anything contained in these Statutes, the Syndicate shall, for special reasons, modify or revise the list of candidates selected for appointment or promotion to any category, class or service approved by the competent authority.

16. PROMOTION

- a. No member of a service or class of a service shall be eligible for promotion from the category in which he / she was appointed to the Service unless, he / she has satisfactorily completed his / her probation in that category.

Provided that if the scales of pay of posts in the feeder categories are different, the persons holding the post carrying a higher scale of pay in the feeder category shall be considered first and that if no qualified and suitable persons holding the post in that feeder category are available, the persons holding the post carrying the next higher scale of pay in the descending order in the other feeder categories shall be considered.

b (i) Promotions to Selection posts :

Promotions to a Selection post in a service or class shall be made on grounds of merit and ability, seniority being considered only where merit and ability are approximately equal.

(ii) Promotion to other posts :

Promotions to all other posts shall be made in accordance with merit and seniority, unless the promotion of a member has been withheld as a penalty.

17. FIXATION OF PAY

The pay of the internal candidates appointed to higher posts by direct recruitment or by promotion shall be fixed under F.R. 22B

18. INTERPRETATION

The Syndicate shall be the authority competent to interpret these Statutes and the decision of the Syndicate shall be final and binding.

19. POWERS OF THE SYNDICATE

The Syndicate may, if considered expedient, exempt wholly or in part from the operation of these Statutes, the holder of any post or the holders of any class or category of posts.

20. SAVING

Unless a contrary intention is expressly indicated therein, nothing contained in these Statutes shall adversely affect any person, who was a member of any post on the date of coming into force of these Statutes, to hold that post.

APPENDIX
(VIDE STATUTES)

SERVICE :
ADMINISTRATIVE SERVICE

MODE OF APPOINTMENT AND
QUALIFICATION

CLASS AND CATEGORY 1	MODE OF APPOINTMENT 2	QUALIFICATION 3
I. 1. Registrar (Rs. 16400-450- 20900-500-22400)	By Transfer of Service	From the category of Professors within the University, on the recommendations of the Vice- Chancellor The Registrar shall hold office for a period of three years and shall be eligible for reappointment
2. Controller of Examinations Rs. 16400 - 450 - 20900 - 500 - 22400)	By Transfer of Service	From the category of Professors within the University on the recommendations of the Vice- Chancellor The Controller of Examinations shall hold office for a period of three years and shall be eligible for reappointment
3. Finance Officer	By Deputation	i. From the O/o the Accountant General not below the rank of an I.A. & AS Officer at the level of Accountant General. (OR) ii. From the Finance Department of the Government of Tamil Nadu not below the rank of a Deputy Secretary. (OR) iii. From the Treasury and Accounts Department not below the rank of a Joint Director. (OR) iv. From the Local Fund Accounts Department not below the rank of a Joint Director.
3 a Deputy Finance Officer		i. From the Finance Department of Government of Tamil Nadu at the level of Deputy Secretary to Government or from equivalent level of officers in the -

4. Private Secretary (Technical) to the Vice-Chancellor (Rs. 12000-420-18300) By Transfer of Service .
5. Deputy Registrar (Rs. 12000-375-16000) (Selection Category) By Promotion

- a. Local Fund Audit Department (OR)
- b. Treasury and Accounts Department (OR)
- c. Finance Wing of various Boards / Public Sector undertakings both State and Central Government.

From the category of Asst. Professor/ Reader on the recommendation of the Vice-Chancellor for a period not exceeding five years.

1. A Master's degree with atleast 55% marks or its equivalent grade of 'B' in the UGC seven point scale.
 2. Five years of experience as a Lecturer in a College or a University with experience in educational administration.
- OR
- Comparable experience in research establishment and/or other institutions of higher education.
- OR
- Five years of administrative experience as Assistant Registrar or in an equivalent post.

NOTE :

- a) relaxation of 5% may be provided from 55% marks to 50% at the Master level for SC/ST candidates.
- b) relaxation of 5% may be provided from 55% to 50% of marks to the Ph.D. holders who have passed their Master Degree prior to 19th September 1991.
- c) the minimum requirement of 55% of marks at the Master Degree Level need not be insisted in respect of the existing incumbents and this provision shall be exclusively for the new entrants.

6. Asst. Registrar
(Selection
Category)
(Rs. 8000-275-
13500)

By Promotion

1. Good Academic record plus Master's degree with atleast 55% marks or its equivalent grade of 'B' in the UGC seven point scale.
2. Five years of service in the post of Chief Superintendent or equivalent level of posts or eight years of service in the post of Superintendent or equivalent level.

NOTE :

- a) relaxation of 5% may be provided from 55% marks to 50% at the Master level for SC/ST candidates.
- b) relaxation of 5% may be provided from 55% to 50% of marks to the Ph.D. holders who have passed their Master Degree prior to 19th September 1991.
- c) the minimum requirement of 55% of marks at the Master Degree Level need not be insisted in respect of the existing incumbents and this provisions shall be exclusively for the new entrants.

II. 1. Public
Relation Officer
(Rs. 8000-275-
13500)

By Direct
Recruitment

- i. Must possess a degree in Arts/ Science / Law / Public Relations
- ii. Must have command over English and Tamil languages besides having a working knowledge of Hindi; and
- iii. Must have experience of not less than two years in Public Relation work in Govt./Public/Private Sector under takings.

By Transfer

By transfer from among the category of Chief Superintendent

2. Chief
Superintendent
(Selection post)
(Rs.8000-275-
13500)

By Promotion

Must have put in a service of not less than four years in the category of Superintendent. or equivalent level of posts

3. Asst. Director
(Internal Audit)
(Rs. 8000-275-
13500)

By Transfer of
Service

From among the holders of the post of Chief Superintendent.

(OR)

By Deputation

From the Local Fund Audit Department at the level of Assistant Director.

4. Superintendent (Rs. 5500-1750-9000)	By Promotion	Must have put in a service of not less than five years in the category of Asst. or Assistant-cum-Store-Keeper/equivalent level of post.
5. Divisional Accountant (Rs. 5500-175-9000)	By Transfer of Service (OR) By Deputation	From among the holders of the post of Superintendent From the office of the Accountant General not below the rank of an Accounts Officer.
6. Deputy Inspector (Internal Audit) (Rs. 5500-175-9000)	By Transfer of Service (OR) By Deputation	From among the holders of the post of Superintendent From the Local Fund Audit Department at the level of Deputy Inspector.
7. Asst. Inspector (Internal Audit) (Rs. 5000-150-8000)	By Transfer of Service (OR) By Deputation	From among the holders of the post of Assistant who have put in not less than 10 years service in the post of Assistant. From the Local Fund Audit Department at the level of Assistant Inspector.
8. Assistant / Asst. cum-Store-keeper (Rs. 4000-100-6000)	By Promotion	<ul style="list-style-type: none"> i. Must possess a degree; and ii. Must be an approved probationer in any one or more of the following categories; <ul style="list-style-type: none"> a. Junior Assistant b. Jr. Asst.-cum-Storekeeper c. Typist; (by transfer of service against 5% of the vacancies) d. Stenographer Gr. III (by transfer of service against 5% of the vacancies) iii. Must have passed Account Test for Sub-ordinate Officer Part-I conducted by the TNPSC. <p>NOTE : The degree qualification referred to above shall not be a prerequisite at any time for those whose services were transferred to the University under section 36 of the A.U. Act 1978.</p>
9. Jr.Asst./Jr.Asst. -cum-Storekeeper (Rs. 3200-85-4900)	By Direct Recruitment	Must possess a degree and pass in Type-writing English by lower grade and a certificate in Word Processing, using computers

NOTE : Must pass Account Test for Subordinate Officers Part-I during probation.

(OR)
By Promotion

- i) Must possess minimum general educational qualification with a pass in Typewriting English by lower grade and certificate in Word Processing, using computers.
- ii) Must have put in not less than five years service in the category of Record Clerk.

NOTE :

- i) Promotion shall be made against every fifth vacancy
- ii) Promotees shall be placed on probation for two years.
- iii) Promotees shall pass the Account Test for Sub-ordinate Officers Part I during probation.

10. Stenographer Gr. I
(Rs. 5300-150-8300) By Promotion

From the category of Stenographer Gr.II

11. Stenographer Gr. II
(Rs. 5000-150-8000) By Promotion

From the category of Stenographer Gr.III

12. Stenographer Gr. III
(Rs.4000-100-6000) By Direct Recruitment

Must possess Diploma in Commercial practice awarded by the State Board of Technical Education with Typewriting and Shorthand as Electives at Higher Grade level.

(Or)

- i) Minimum general educational qualification and
- ii) Typewriting English and Shorthand English by Higher Grade and Typewriting Tamil by Lower Grade
- iii) Certificate in Word Processing using computers.

13. Typist Gr.I
(Rs. 4000-100-6000) By Promotion

Must have put in a service of not less than eighteen years in the category Typist.

14. Typist (Rs. 3200-85-4900)	By Direct Recruitment	<ul style="list-style-type: none"> i) Must possess minimum general educational qualification. ii) a) Typewriting English Higher Grade and Typewriting Tamil Lower Grade. b) Certificate in Word Processing using computers.
15. Telephone Operator (Rs. 3200-85-4900)	By Direct Recruitment	<ul style="list-style-type: none"> i) Must possess a Degree; and ii) Must possess a Certificate in Telephone Operation issued by a recognised institution. <p>Desirable : Knowledge in the operation of FAX / TELEX machine.</p>
	(OR) By Promotion	<ul style="list-style-type: none"> i) Must possess minimum general educational qualification. ii) Must possess a Certificate in Telephone Operation issued by recognised institution; and iii) Must have put in not less than five years service in the category of Telephone Attender
16. Telephone Attender (Rs. 2610-60-3150-65-3540)	By Promotion	<ul style="list-style-type: none"> i) Must have passed VIII Std. ii) Must possess a Certificate in Telephone Operation issued by a recognised institution; and iii) Must have put in not less than three years service in the category of Office Assistant.
17. Record Clerk (Rs. 2610-60-3150-65-3540)	By Direct Recruitment (OR) By Promotion	<p>Must possess minimum general educational qualification</p> <p>Must have put in a service of not less than five years in the category of Office Asst.</p>
III. 1. Office Assistant Rs. 2550-55-2660-60-3200	By Direct Recruitment (Or) By Transfer of Service	<ul style="list-style-type: none"> i) Must have passed VIII Std. ii) Must be able to ride a bicycle iii) Possession of valid driving Licence (Light Motor Vehicle) preferred. <ul style="list-style-type: none"> i) From the categories of Sweepers, Watchmen, Sanitary Workers and Gardeners who possess the qualification prescribed for direct recruitment.

- | | | | |
|----|--|--------------------------|--|
| 2. | Watchman
(Rs. 2550-55-2660-60-3200) | By Direct
Recruitment | Must have passed V Std. |
| 3. | Gardener
(Rs. 2550-55-2660-60-3200) | By Direct
Recruitment | Must have passed V Std. |
| 4. | Sweeper
(Rs. 2550-55-2660-60-3200) | By Direct
Recruitment | Must have passed V Std. |
| 5. | Sanitary
Worker/
Scavenger
(Rs. 2550-55-2660-60-3200) | By Direct
Recruitment | Must have passed V Std. |
| 6. | Server
(Rs. 2610-60-3150-65-3540) | By Direct
Recruitment | i) Must have passed VIII Std.
ii) Must have served for a minimum period of two years in a catering establishment which in the opinion of the Vice-Chancellor is well managed. |

SERVICE : TECHNICAL SERVICE

	1	2	3
I	1. Executive Engineer (Rs. 9100-275-14050)	By Direct Recruitment (OR) By Deputation	i) Must possess B.E. Degree in the relevant branch of Engineering and ii) Must have not less than ten years of service in the category of Asst. Executive Engineer / Institute Engineer or equivalent cadre. From the category of Executive Engineer or equivalent categories of posts in the Government / Government undertakings/ Autonomous bodies.
	2. Asst. Executive Engineer / Institute Engineer (Rs. 8000-275-13500)	By Direct Recruitment (OR) By Deputation	i) Must possess B.E. Degree in the relevant branch of Engineering with three years Experience. (OR) ii) Must possess a Diploma in the relevant branch of Engineering with practical experience for a period of not less than fifteen years, of which he must have served as Assistant Engineer for not less than five years. From the category of Assistant Executive Engineer or equivalent category in Govt./ Government undertakings / Autonomous bodies.
II.	1. Asst. Engineer (Rs. 6500-200-11100)	By Direct Recruitment	i) Must possess B.E. Degree in the relevant branch of Engineering with practical experience not less than 1 year. (OR) ii) a. Must possess Diploma in the relevant branch of Engg. and b. Must have put in not less than five years service in the post of Junior Engineer.

	By Deputation	From the category of Assistant Engineer or equivalent categories of posts in Government / Government undertakings / Autonomous bodies.
2. Medical Officer (Rs. 8000-275-13500)	By Deputation	From the category of Asst. Surgeon in the service of Govt. of Tamil Nadu.
3. Senior Tech Asst. (Rs. 6500-200-11100)	By Direct Recruitment	<p>i) Must possess B.E. degree in the relevant field of engineering or M.C.A.</p> <p>(OR)</p> <p>ii) Must possess M.Sc. in the relevant field with not less than two years practical experience.</p> <p>(OR)</p> <p>iii) Must possess a Diploma in the relevant field of Engg. with not less than five years practical experience in the relevant field.</p>
4. Tech.Asst.Sr.Gr. (Printing) (Rs. 6500-200-11100)	By Direct Recruitment	<p>i) Must possess B.E. degree in Printing Technology.</p> <p>(OR)</p> <p>ii) Must possess diploma in Printing Technology with not less than six years practical experience in Printing.</p>
5. Draughtsman Gr.I (Rs. 6500-200-11100)	By Direct Recruitment	<p>Must possess B.E. degree in the relevant field of Engineering</p> <p>DESIRABLE : Experience in Computer assisted Drawing</p>
	(OR) By Promotion	Must have put in not less than three years service in the category of Draughtsman Grade II.
6. General Foreman/Instructor Spl. Grade (Rs. 5900-200-9900)	By Direct recruitment	i. Must possess B.E. degree in the relevant field of Engg. with not less than two years practical experience in the relevant field.

		(OR)	ii. Must possess Diploma in the relevant field of Engg. with not less than ten years practical experience in the relevant field.
	(OR)		
	By Promotion		Must have put in not less than five years service in the category of Foreman Gr.I
7. Computer Operator Gr.I (Rs. 5900-200-9900)	By Direct Recruitment		i. Must possess B.E. degree in Computer Science with not less than one year practical experience.
		(OR)	
			ii. Must possess M.C.A. with not less than one year practical experience.
		(OR)	
			iii. Must possess Diploma in Computer Science with not less than five years practical experience.
		(OR)	
			iv. Must possess P.G. Diploma in Computer Applications with not less than four years practical experience.
	(OR)		Must have put in not less than two years service in the category of Computer Operator Grade II.
8. Foreman (Rs. 5500-175-9000)	By Direct Recruitment		i. Must possess B.E. degree in the relevant field of Engineering
		(OR)	
			ii. a. Must possess Diploma in the relevant field of Engg.
			b. Must have not less than seven years practical experience in the relevant field.
9. Draughtsman Grade II. (Rs. 5500-175-9000)	By Promotion		Must have put in not less than three years service in the category of Draughtsman Gr. III

- | | | |
|---|--------------------------|---|
| 10. Junior Engineer
(Rs. 5500-175-9000) | By Direct
Recruitment | Must possess Diploma in the relevant field of Engg. with not less than three years practical experience. |
| | (OR)
By Deputation | From the category of Junior Engineer or equivalent categories of posts in Govt. Departments / Government undertakings / Autonomous bodies. |
| 11. Technical Asst.
(Rs. 5300-150-8300) | By Direct
Recruitment | i. Must possess Diploma in Engineering/ Technology/Architecture with not less than four years practical experience in the relevant field. |
| | | (OR) |
| | | ii. Must possess M.Sc. degree in the relevant field with not less than one year practical experience in the relevant field. |
| 12. Technical Storekeeper
(Rs. 5300-150-8300) | By Direct
Recruitment | Must possess Diploma in the relevant branch of Engineering with not less than three years practical experience in the relevant field. |
| 13. Store-Keeper (Electronics)
(Rs. 5300-150-8300) | By Direct
Recruitment | Must possess Diploma in Electrical & Electronics / Electronics and Communication Engineering with not less than three years practical experience in the relevant field. |
| 14. Computer Operator Gr.II
(Rs. 5300-150-8300) | By Direct
Recruitment | i. Must possess B.E. Degree in Computer Science. |
| | | (OR) |
| | | ii. Must possess M.C.A. |
| | | (OR) |
| | | iii. Must possess Diploma in Comp. Science and Engineering with not less than three years practical experience in the relevant field. |
| | | (OR) |
| | | iv. Must possess P.G. Diploma in Computer Applications with not less than two years |

15. Micro-Analyst (Rs. 5300-150-8300)	By Direct Recruitment	practical experience in the relevant field. Must possess M.Sc. degree in the relevant field with not less than one year practical experience in the analysis of materials.
16. Technician (Rs. 5300-150-8300)	By Direct Recruitment	Must possess Diploma in the relevant branch of Engg. with not less than four years practical experience.
17. Instrument Mechanic (Rs. 5000-150-8000)	By Direct Recruitment	Must possess Diploma in Instrumentation with not less than three years practical experience.
18. Instructor Gr.A/ Mech. Spl.Gr.A/ Mech. Gr. I /(Rs. 5000-150-8000)	By Direct Recruitment (OR) By Promotion	Must possess Diploma in the relevant branch of Engg. with not less than five years practical experience in the relevant field. Must have put in not less than five years service in the category of Mechanic Special Grade B.
19. Glass Blower (Rs. 5000-150-8000)	By Direct Recruitment	i. Must possess B.Sc. degree in Chemistry. ii. Must possess Diploma in Glass Blowing; and iii. Must have not less than two years practical experience in the relevant field.
19a. Artist Designer (Rs. 5000-150-8000)	By Direct Recruitment	i. A Degree (or) Diploma in Textile Designer. ii. Industrial Experience for a minimum period of One year with an exposure in CAD.
20. Draughtsman Gr. III (Rs. 4500-125-7000)	By Direct Recruitment	Must possess Diploma in the relevant branch of Engg. with not less than two years experience in the relevant field. DESIRABLE : Experience in Computer Drawing.
21. Sanitary Inspector (Rs. 4500-125-	By Direct Recruitment	i. Must possess a Degree; ii. Must possess the Sanitary Inspector

7000)
 (Rs. 4300-100-6000)
 By Direct Recruitment

22. Mech.Spl.Gr.B/
 Mechanic Gr.II
 (Rs. 4300-100-6000)

By Direct Recruitment

23. Staff Nurse
 (Rs. 4300-100-6000)

By Direct Recruitment

(OR)

By Deputation

24. Swimming and
 Boating Instructor
 (Rs. 4300-100-6000)

By Direct Recruitment

certificate issued by the D.M.S. & F.W. or equivalent certificate issued by a recognised institute and

iii. Must have not less than three years practical experience in a supervisory cadre in the general Sanitary work in public Health practices in Town Panchayat./Municipality/Corporation or in any recognised organisation.

i. Must possess Diploma in the relevant branch of Engg. with not less than two years practical experience in the relevant field.

(OR)

ii. Must possess I.T.I. Certificate in the relevant field with not less than nine years practical experience.

Must possess B.Sc. Degree in Nursing

From the category of Staff Nurse in the Government Departments.

i. a. Must possess a Degree in Physical Education with Swimming as a subject.

b. Must have not less than one year practical experience.

(OR)

ii. a. Must possess Diploma in Physical Education with Swimming as a subject.

b. Must have not less than three years practical experience.

(OR)

iii. Must possess a Degree

(OR)

Diploma in Physical Education with Swimming as a subject obtained from the National Institute of Sports of Patiala.

25. Junior Technical Assistant (Rs. 4300-100-6000)	By Direct Recruitment	<p>i. Must possess M.Sc. Degree in the relevant field.</p> <p>(OR)</p> <p>ii. Must possess Diploma in the relevant field of Engg./Technology/Architecture with not less than three years experience in the relevant field.</p>
26. Air-Conditioning Plant Operator Gr.I (Rs. 4300-100-6000)	By Direct Recruitment (OR) By Promotion	<p>Must possess Diploma in Refrigeration and Air-Conditioning with practical experience of not less than four years.</p> <p>Must have put in not less than two years service in the category of A.C. Plant Operator Grade II.</p>
27. Field Assistant (Rs. 4000-100-6000)	By Direct Recruitment	<p>i. Diploma in Electrical/Electronics/ Civil/Mech./Instrumentation Engg. with three years experience.</p> <p>DESIRABLE : Experience in handling instruments collection of Water samples and Soil samples.</p>
28. Farm Agricultural Assistant (Rs. 4000-100-6000)	By Direct Recruitment	<p>i. Diploma in Agriculture / Horticulture</p> <p>DESIRABLE : Three years of field experience in Agriculture / Horticulture field.</p>
29. Assistant Agricultural Officer (Rs. 4000-100-6000)	By Direct Recruitment	<p>i. Diploma in Civil/Mech./Agricultural Engineering</p> <p>DESIRABLE : Five years experience in the field of Irrigation Water Management.</p>
30. Security Officer (Rs. 4300-100-6000)	By Direct Recruitment (OR) By Promotion	<p>i. Must possess Degree; and</p> <p>ii. Must have worked in the Indian Army not below the rank of a Non-commissioned Officer.</p> <p>AGE : Not exceeding 45 years of age.</p> <p>Must have put in not less than five years service in the category of Sergeant.</p>

31. Pharmacist (Rs. 4000-100-6000)	By Direct Recruitment	Must possess a Diploma in Pharmacy with practical experience for not less than two years.
	(OR) By Deputation	From the category of Pharmacist from the Government departments.
32. Mech.Spl.Gr.C (Rs. 4000-100-6000)	By Direct Recruitment	i. Must possess Diploma in the relevant branch of Engg.
		(OR)
		ii. Must possess I.T.I. Certificate in the relevant field with practical experience of not less than seven years in the relevant field.
	(OR) By Promotion	Must have put in not less than five years service in the category of Mechanic Ord. Gr.A
		(OR)
		Seven years service in the post of Mechanic Ord.Gr.B
33. Asst.Univ. Librarian Gr.III (to be redesignated as Asst. Librarian) (Rs. 5500-175-9000)	By Direct Recruitment	i. Must possess a Degree; and
		ii. Must possess a Diploma in Library Science
	(OR) By Promotion	i. Must possess a Degree;
		ii. Must Posses a Diploma in Library Science and
		iii. Must have put in not less than two years service in the category of Library Asst. Gr.I
34. Physical Training Instructor (Rs. 4000-100-6000)	By Direct Recruitment	i. Must possess a degree; and
		ii. Must possess a certificate in Physical Education

35. Photographer
(Rs. 4000-100-
6000)

By Direct
Recruitment

- i. Must possess a degree;
- ii. Must possess a certificate in Photography and
- iii. Must have practical experience of not less than three years in the field concerned.

36. Air-Conditioning
Plant Operator Gr.II
(Rs. 4000-100-
6000)

By Direct
Recruitment

Must possess a Diploma in Refrigeration and Air-Conditioning with practical experience of not less than two years in the field.

37. Data Entry
Operator
(Rs. 4000-100-
6000)

By Direct
Recruitment

- a. Must possess Diploma in Computer Science and Engg. awarded by the State Board of Tech. Education and Training, Tamil Nadu with Typewriting English Lower.

(OR)

A Bachelor's Degree in Mathematics/ Physics / Commerce with a pass in Typewriting English Lower Grade; and Diploma in Computer Application.

DESIRABLE : Diploma in Data Entry Operation.

- b. Must possess practical experience for a period of not less than one year in the operation and maintenance of Computer peripherals.

38. Library Asst.
Grade I
(Rs. 4000-100-
6000)

By Direct
Recruitment

- i. Must possess a Degree; and
- ii. Must possess a Diploma in Library Science

(OR)

By Promotion

- i. Must possess a Degree;
- ii. Must possess a certificate in Library Science; and
- iii. Must have put in not less than three years service in the category of Library Asst. Grade II.

39. Wireman Gr.I
(Rs. 3625-85-
4900)

By Direct
Recruitment

Must possess an I.T.I. Certificate in the relevant trade with practical experience of not less than five years in the relevant field.

(OR)
By Promotion

Must have put in not less than three years service in the category of Wireman Gr.II.

40. Mech.Ord.Gr.B
(Rs. 3200-85-
4900)

By Direct
Recruitment

i. Must possess an I.T.I. certificate in the relevant trade with practical experience of not less than two years in the relevant field.

(OR)
By Promotion

ii. Must possess an ITI Certificate in the relevant trade with experience of not less than 2 years in the post of Lab Asst. / Workshop Cleaner/Lab cleaner/Lab Attender.

41. Driver
(Rs. 3200-85-
4900)

By Direct
Recruitment

i. Must possess minimum general educational qualification.

ii. Must possess valid licence for driving Heavy / Light transport vehicle with a working knowledge in auto mechanism;

iii. Must possess a first aid certificate;

iv. Must possess practical experience in driving light / heavy vehicle in Government Departments or in any recognised organisations for a period of not less than a year.

(OR)
By Promotion

Must have put in not less than two years service in the category of Cleaner - cum-conductor together with the qualifications prescribed for direct recruitment.

NOTE : The promotees shall be placed on probation for a period of two years.

III.	1. Workshop Cleaner / Lab Cleaner / Lab. Assistant Lab. Attender. (Rs. 3200-85-4900)	By Direct Recruitment	Must possess I.T.I. certificate in the relevant trade.
		(Or) By Promotion	<p>i. Must have passed VIII Std. and must have put in not less than two Years service in the category of Helper</p> <p>(OR)</p> <p>ii. Must possess minimum general educational qualification and must have put in not less than five years service in the category of office Assistant.</p>
	2. Wireman Gr.II (Rs. 3050-75-3950-80-4590)	By Direct Recruitment	Must possess an I.T.I. certificate in the trade of Wireman with practical experience of not less than one year in the relevant field.
	3. Pump Operator (Rs. 3050-75-3950-80-4590)	By Direct Recruitment	Must possess an I.T.I. certificate in the trade of Wireman with practical experience of not less than one year in the relevant field.
	4. Plumber Gr.I (Rs. 3050-75-3950-80-4590)	By Direct Recruitment	Must possess an I.T.I. Certificate in the trade of Plumber with practical experience of not less than one year in the relevant field.
	5. Binder (Rs. 3050-75-3950-80-4590)	By Direct Recruitment	Must possess an I.T.I. Certificate in Binding with practical experience of not less than one year in the relevant field.
	6. Plumber Gr.II (Maintenance Cell) (Rs. 2650-65-3300-70-4000)	By Direct Recruitment / By Promotion	<p>i. Must have passed III Form or VIII Std. from a recognised school.</p> <p>ii. Must possess I.T.I. certificate in the trade of Plumber.</p> <p>iii. Must possess practical experience in plumbing work for not less than one year.</p>
	7. Carpenter (Rs. 3050-75-3950-80-4590)	By Direct Recruitment	Must possess I.T.I. Certificate in the trade of Carpenter category with practical experience of not less than 5 years.
	8. Sergeant (Rs. 2750-70-3800-75-4400)	By Direct Recruitment	i. Must possess minimum general educational qualification and

		<ul style="list-style-type: none"> ii. Must have served in the Indian Army not below the rank of a Non-Commissioned Officer for not less than two years.
		(OR)
	By Promotion	<ul style="list-style-type: none"> i. Must possess minimum general educational qualification. ii. Must have put in not less than five years experience in the post of Watchman.
9. Library Asst. Gr. II (Rs. 3200-85-4900)	By Direct Recruitment	<ul style="list-style-type: none"> i. Must possess a Degree; and ii. Must possess a Certificate in Library Science
10. Darkroom Asst. (Rs. 3200-85-4900)	By Direct Recruitment	Must possess minimum general educational qualification with practical experience of not less than one year in developing photo films.
	(OR) By Promotion	<ul style="list-style-type: none"> i. Must have passed VIII Std. from a recognised school. ii. Must have put in a service of not less than two years in the category of Office Asst.; and iii. Must have a working knowledge in developing photo films
11. Dyer (Rs. 2750-70-3800-75-4400)	By Direct Recruitment	Must be S.S.L.C. holder with not less than three years experience in a Dying Unit.
12. Attender/ Sewage Maistry (Rs. 2650-65-3300-75-4000)	By Promotion/ Direct Recruitment/ Recruitment By Transfer	<ul style="list-style-type: none"> i. Must have passed VIII Std. from a recognised school ii. Must possess practical experience in sewage cleaning for a period of not less than 5 years.
13. Plant Attender (Rs. 2650-65-3300-75-4000)	By Promotion/ Direct Recruitment	<ul style="list-style-type: none"> i. Must have passed VIII Std. from a recognised school

14. Cleaner-cum-
Conductor
(Rs. 2610-60-
3150-65-3540)

By Promotion

- ii. Must have put in service as Cleaner or Labourer in the Public Health Engineering Sec. of an Engineering College for a period of not less than three years.

Other things being equal, candidates possessing previous experience as Cleaner or Labourer in a Water and Sewage treatment plant will be preferred.

15. Helper
(Rs. 2610-60-
3150-65-3540)

By Direct
Recruitment

- i. Must have passed VIII Std. from a recognised school

- ii. Must possess a first aid certificate and

- iii. Must have put in a service of not less than two years in the category of Office Assistant or Sweeper or Sanitary Works or Watchman or Gardener.

Must have passed VIII Std. from a recognised school

(OR)
By Promotion

Must have passed VIII Std. from a recognised school with two years experience in the categories of Office Assistant or Sweeper or Sanitary Worker or Watchman or Gardener.

16. Male/Female
Nursing Asst.
(Rs. 2610-60-
3150-65-3540)

By Direct
Recruitment

Must possess minimum general educational qualification with one year training in Nursing Assistant course.

(OR)

By Deputation

From the category of Male/Female Nursing Assistant in Government Service.

17. Helper
(Maintenance
Cell)
(Rs. 2550-55-
2660-60-3200)

By Direct
Recruitment

Must have passed V Std.

18. Mazdoor
(Rs. 2550-55-
2660-60-3200)

By Direct
Recruitment

Must be able to read and write Tamil

Centre for Biotechnology

CLASS AND CATEGORY	MODE OF APPOINTMENT	QUALIFICATION
1	2	3
II. 1. Technical Assistant (CBT) (Rs. 5300-150-8300)	By Direct Recruitment	<p>B.E. (Computer science) / Biotechnology- M.Sc. in Biological Science.</p> <p>(OR)</p> <p>M.Sc. with P.G. Diploma in Computer Applications / M.C.A. with biological background.</p> <p>(OR)</p> <p>Bachelor's Degree in Life Science / Maths/ Statistics / Chemistry / Physics / Micro biology (Bio-Chemistry) with 3 years experience as Junior Technical Assistant.</p>
2. Jr. Technical Asst. (CBT) (Rs. 4300-100-6000)	By Direct Recruitment	<p>M.Sc. (Life Science) / Statistics Physics / Chemistry / Maths / Applied Science (Micro-biology) etc.</p> <p>(OR)</p> <p>B.Sc. in Life Science / Statistics / Physics / Chemistry / Maths / Applied Science (Micro-biology) etc. with two years experience</p> <p>(OR)</p> <p>Diploma in Engg. with three years experience.</p>
3. Lab. Technition (CBT) (Rs. 4300-100-6000)	By Direct Recruitment	<p>i. M.Sc. (Life Science / Physics / Chemistry / Maths / Applied Science / with one year experience in the area of Bio-tech./Allied Sciences</p> <p>(OR)</p> <p>B.Sc. (Life Science / Physics / Chemistry / Maths/ Applied Science with two years experience in allied Sciences of Bio-Technology</p>

4. Mech. By Direct I.T.I. in Electrician / Electronics /
 Ord. Gr. B Recruitment Instrument Mechanic with two years
 (CBT) experience in Biotechnology.
 (Rs. 3200-85-
 4900)

IV. 1. Lab Attender / By Direct
 Lab. Assistant (CBT) Recruitment
 (Rs. 3050-75-
 3950-80-4590)

i. I.T.I. Certificate in Instrument
 Mechanics / Electrical / Electronics.

(OR)

ii. SSLC with four years experience in
 Biotechnology / Allied Sciences.

(OR)

iii. Passed VIII Std. with six years experience
 in Biotechnology / Allied Sciences.

CRYSTAL GROWTH CENTRE

CLASS AND CATEGORY	MODE OF APPOINTMENT	QUALIFICATION
1	2	3
I 1. Technical Officer Gr.I. (CGC) (Rs. 8000-275- 13500)	By Direct Recruitment	i. M.Sc. I Class in Physics/Chemistry/ Material science with three years experience (or) ii. DME/DEE/DECE with ten years experience. DESIRABLE : Experience in Crystal growth / Scientific equipment / Electronic equipment / Computer applications.
II. 1. Technical Officer Gr. II (CGC) (Rs. 6500-200- 11100)	By Direct Recruitment	i. M.Sc. I Class in Physics / Chemistry / Material science with one year experience (or) ii. DME / DEE / DECE with 7 years experience. DESIRABLE : Experience in Crystal Growth Designing accessories for Crystal Growth equipment / Experience in designing Electronic circuits.
2. Technical Asst. Gr. I (CGC) (Rs. 5500-175- 9000)	By Direct Recruitment	DME / DEE / DECE with three years experience. DESIRABLE : Experience in the maintenance of Scientific equipments.
3. Technical Asst. Gr.II (CGC) (Rs. 5000-150- 8000)	By Direct Recruitment	i. Diploma in Mechanical / Electrical / Electronics Engg. (OR) ii. I.T.I. Certificate in Instrument Technology/ Electrical / Electronics with six years experience. DESIRABLE : Experience in Optical Techniques.



ANNA UNIVERSITY
CHENNAI - 600 025.

ANNA UNIVERSITY

LEAVE STATUES

(Syn. Res. No. 87.9.4. dated 17.2.93
Assented to by the Chancellor on 20.5.91)

LEAVE STATUTES

1.1 Short title and Applications :

These Statutes may be called 'Anna University Employees Leave Statutes' and they shall come into force with immediate effect.

- 1.2 They shall apply to all persons employed in connection with the affairs of the University except those who are paid from contingencies or part-time Visiting Faculty or those who are governed by specific leave rules pertaining to their employment.

2.1 Definitions :

In these Statutes, unless the context otherwise requires :-

- i) 'University' means Anna University, Madras.
- ii) 'Syndicate' means the Syndicate of Anna University
- iii) 'Vice-Chancellor' means the Vice-Chancellor of Anna University.
- iv) 'Registrar' means the Registrar of Anna University.
- v) 'Employee' means the employee of Anna University.
- vi) 'Duty' does not include the period of absence on any leave admissible under these Statutes, but includes the following :-
 - a) the period of absence on Casual Leave Quarantine leave Special Casual Leave or Compensatory Leave during a continuous period spent on duty;
 - b) the period of absence during notified holidays or other days declared to be holidays by the Vice-Chancellor during a continuous period spent on duty;

- c) the period of absence on notified holidays when permitted to be prefixed or Suffixed to leave;
 - d) the period of absence during vacation either during a continuous period spent on duty or when permitted to be prefixed or Suffixed to leave;
 - e) the period spent on foreign service, if contribution towards leave salary is paid on account of such period; and
 - f) all periods declared to be duty by the Syndicate.
- vii) (a) 'pay' means and includes pay plus Special pay, Personal pay and any other emoluments such as honorarium, remuneration etc. paid per month on the date before the leave commences;
- b) 'Half-pay' means half the amount specified in item (a) above.
- viii) 'Leave' includes earned leave, leave on private affairs, leave on medical certificate, maternity leave, hospital leave, study leave and extra-ordinary leave.
- 2.2 An employee shall be treated as one belonging to Superior Service, if his scale of pay is more than Rs. 750-940 while those drawing a scale of pay of Rs. 750-940 and less shall be treated as belonging to Basic Service provided the pay governing the above service may be as revised from time to time.

Explanation :

- 1) For purposes of these Statutes, the employees who were working as Attenders in the University of Madras and those who were working as Mazdoor Class I and Class II in Government Service and whose services were transferred to the Anna Univeristy and continue to serve in the same posts shall be considered as belonging to Basic Service.

Explanation :

- 2) Mazdoors Class I and Class II who have been redesignated as Workshop Cleaners and Helpers respectively at the time of restructuring of the positions of the non-teaching staff of the University shall be considered to continue to hold the same post i.e. Mazdoor Class I and Class II for purposes of these Statutes as long as they serve as Workshop Cleaners and Helpers respectively.

Explanation :

- 3) Basic employees and those belonging to Basic Service with a regular service of 15 years and above, shall be treated as those belonging to Superior Service for purpose of these Statutes.

3. Kinds of Leave :

- i) Casual Leave;
- ii) Special Casual Leave;
- iii) Compensatory Holiday/Leave;
- iv) Unearned leave on Private Affairs;
- v) Unearned leave on Medical Certificate;
- vi) Earned Leave;
- vii) Extra-ordinary Leave;
- viii) Maternity Leave;
- ix) Hospital Leave and
- x) Study Leave

3(i) Casual Leave:

Casual Leave is not earned by duty but it is a concession given to employees so as to enable them in special circumstances, to be absent from duty for a specified period without such absence being treated as any other leave. An employee on Casual Leave is not treated as absent from duty. He/She is eligible to avail himself/herself of 12 days of Casual Leave in a Calendar year. Casual Leave

cannot be claimed as a matter of right and its grant is always subject to the exigencies of service. Absence on Casual leave shall be treated as duty for the purpose of calculation of other leave. A single period of absence on Casual leave combined with holidays, prefixed sandwiched or suffixed shall not exceed ten days. Casual leave cannot be combined with any other kind of leave.

A temporary employee at any time, may be granted Casual Leave in proportion to the actual period spent on duty. As a working principle, a month may be treated as a Unit.

A register of Casual leave granted / availed of by each employee shall be maintained by the sanctioning authority.

In addition to Casual Leave, employees shall be entitled to avail themselves of two days restricted holidays to be chosen from out of festive occasions as may be approved by the Syndicate from time to time.

3(ii) Special Casual Leave :

1) Special Casual Leave not exceeding 15 days may be granted to a member of teaching staff for attending Meetings or Selection Committees, Boards of Studies, Conferences and Scientific gatherings of professional societies, Seminars and Symposia relevant to their avocation and for such other purposes as may be approved from time to time by the Syndicate. The conditions under which such leave may be granted shall, if necessary, be laid down by the Syndicate.

2) Eight days of Special Casual Leave for male employees and twenty days of Special Casual Leave for female employees, may be granted for sterilisation operation under the family planning programme on production of medical certificate for the same.

3) Six days of Special Casual Leave may be granted to a male employee, if he undergoes vasectomy operation for the second time, in the event of failure of a sterilisation operation on production of medical certificate to that effect.

4) Special Casual Leave not exceeding seven days may be granted to a male employee, if his wife undergoes sterilisation operation on production of medical certificate that the employee's presence is essential to look after his wife during the period in question.

5) Quarantine leave may be granted when an employee is precluded under orders of the competent medical or public health authority from attending office in consequence of an infectious disease in his family or household. Such leave can be granted only on production of a certificate from a Medical or Public Health Officer provided that no substitute is appointed and no extra expenditure is incurred by the University. The maximum duration of quarantine leave is ordinarily twenty one days and may be extended upto thirty days in exceptional circumstances. Any absence beyond these limits shall be treated as regular leave. A member of staff on quarantine leave is not treated as absent from duty and his pay is not interrupted.

6) Quarantine leave is not admissible if the employee himself is suffering from an infectious diseases.

7) Cholera, Measles, Chicken pox, Plague, Diphtheria, Typhoid, Acute Influenza Pneumonia and Rabies, Cerebrospinal Meningitis can be treated as infectious diseases for the grant of quarantine leave. In the case of Chicken-pox, however, no quarantine leave can be granted unless the Medical or Public Health Officer considers that in view of some doubt about the nature of the disease, there is reason for grant of such leave.

3(iii) Compensatory Holiday/Leave:

An employee in non-teaching non-technical service of the rank of Superintendent and below and in non-teaching technical service of the rank of Instructor or Mechanic Special Grade A and below may be granted compensatory holiday or leave if he is required to work on any holiday under the written orders from the Registrar, Deputy Registrar the Heads of Constituent Institutions, Deans and Directors of Centre/Institute, as the case may be. It may be availed of within six months from the holiday on which duty is performed with the prior sanction of the leave sanctioning authority.

The maximum number of Compensatory holidays or leave that may be granted to an employee shall not exceed 15 days in a Calendar year.

Compensatory holidays may be combined with Casual Leave or authorised Public holidays subject to the condition that the total period of absence shall not exceed 10 days; Compensatory holidays may also be prefixed or suffixed to regular leave subject to usual conditions.

3(iv) Unearned Leave on Private Affairs :

1) Unearned Leave on Private Affairs on half-pay with full allowances may be granted to an approved probationer and permanent employee in superior service for a total period of 180 days in all, as follows, subject to the submission of the application in advance.

- a) First 10 years of Service - Upto 90 days
- b) Beyond 10 years of Service - Upto 180 days

An employee may be granted unearned leave on private affairs upto a maximum of 90 days for the first 10 years of his service. The unutilised portion shall be carried forward and the employee shall be eligible to avail himself of the remaining period from out of 180 days of leave after the tenth year of his service.

2) Leave on private affairs may be combined with earned leave, but the total amount of leave so combined admissible at any one time, shall be limited to 180 days.

3(v) Unearned Leave on Medical Certificate :

1) Unearned Leave on Medical Certificate on full pay may be granted to an approved probationer or a permanent employee in Superior Service for a total period of 540 days in all and the grant of leave shall be regulated as follows:

Period of Service (1)	Leave on Medical Certificate to which the employee entitled (2)
Upto 5 years	90 days
More than 5 years but less than 10 years	180 days
More than 10 years but less than 15 years	270 days
More than 15 years but less than 20 years	360 days
More than 20 years	540 days

Note : 1) The leave mentioned in Column (2) above shall be reduced by the period of leave if any, already availed of. Excess, if any already availed of shall be set off against the quantum of leave eligible during the subsequent period of service specified above.

2) The restriction of the period of leave with reference to the period of service referred to in the table in sub-regulation above shall not apply in the case of treatment of Tuberculosis or Leprosy or Cancer or Hansen's diseases.

3) Approved probationers and permanent employees who undergo Coronary Surgery, Kidney transplantation or Retina transplantation may be permitted to avail themselves of unearned leave on Medical Certificate without restriction of the period of leave based on the total service stipulated in sub-regulation (1) above if a certificate to that effect is given by a recognised institution where the employee undergoes treatment.

4) Unearned Leave with allowances on private affairs or medical certificate may, in no case, be granted, unless the leave sanctioning authority is satisfied that as far as can be reasonably foreseen, the employee will return to duty provided that such leave may be granted preparatory to retirement. The employee may, however, be granted such leave in cases, where he dies or is

invalidated on Medical grounds before or after the sanction of such leave for the period of absence till the date of death or invalidation, as the case may be.

3(vi) Earned Leave :

1) An employee in superior service shall, during the period of probation, earn leave at the rate of 1/22 of the period spent on duty subject to a maximum of 30 days.

2) If the employee is declared to have completed the period of probation satisfactorily, the earned leave shall be worked out at the rate 1/11 of the period spent on duty from the date of completion of probation subject to a maximum of 240 days.

3) If the employee is declared to have completed his period of probation satisfactorily and also completed five years of continuous service from the date of regularisation of his service, the earned leave calculated at the rate of 1/22 of the period spent on duty during the period of probation shall be recast at the rate of 1/11 from the rate of such regularisation subject to a maximum of 240 days.

4) If an employee is made permanent before completing five years of service, earned leave shall be calculated at the rate of 1/11 from the date on which he was made permanent and the leave prior to that date shall be recast at the rate of 1/11 immediately on such confirmation subject to a maximum of 240 days.

5) A temporary employee in superior service shall earn leave at the rate of 1/22 of the period spent on duty subject to a maximum of 30 days.

6) The maximum amount of earned leave that may be granted to an employee at a time shall be 120 days.

7) Earned leave to an employee during the last 10 years of his career shall not ordinarily be denied and the leave sanctioning authorities shall ensure that the earned Leave is not ordinarily denied to an employee.

8) Vacation :

a) An employee serving in a Constituent institution/Unit of the University declared to be a vacation department shall be considered to have availed himself of a vacation or portion of a vacation, unless he has been required, by general or special order of the inspective Head of Constituent Institution / Unit, to forego such vacation or portion of a vacation.

b) During the period of one academic year, the period of vacation for an employee entitled to it shall be deemed to be sixty days irrespective of the actual number of days declared as Vacation by the University under clause (c)

c) The vacations shall be declared by the University taking into consideration the actual number of working days so that the minimum requirements of working days per semester as stipulated by the UGC from time to time is satisfied.

9) Earned Leave and Vacation :

If a regular employee who is an approved probationer in superior service, is permitted to enjoy the entire period of vacation, 13 days of Earned Leave shall be credited to his leave account. If he is required to remain on duty during the whole or any part of the vacation by an order from a competent authority, he shall be eligible for the following amount of earned leave -

$$\text{Earned Leave} = 13 \text{ days} + \left(20 \times \frac{\text{Number of days of vacation not availed of in a maximum of 60 days}}{60} \right)$$

10) An employee belonging to the vacation department shall be present on the last working day and the first working day of the Institution before and after the vacation respectively. In exceptional cases, prior permission shall be obtained for absence on the last working day and first working day from the Syndicate.

11) In the case of an employee in Superior service who is a probationer and who is working in a vacation department his earned leave shall be regulated as follows:-

$$\text{Earned Leave} = 7 + \left(10 \times \frac{\text{Number of days of vacation not availed of in a maximum of 60 days}}{60} \right)$$

12) LEAVE TERMS FOR FULL-TIME VISITING FACULTIES AND CONTRACT OFFICERS INCLUDING THOSE RE-EMPLOYED AFTER RETIREMENT.

In the case of full time Visiting Faculties, and Officers who are appointed temporarily or on contract basis to serve the University or its Constituent Institutions/ Units on fixed pay, honorarium, remuneration etc.

a) if the period of such employment is for two years or less, the employees concerned shall be eligible for Earned Leave at the rate of one-twenty second of the period spent on duty subject to a maximum of 30 days. If such employees avail themselves of any part of the vacation available in the Constituent Institutions / Units of the University during one academic year, they shall not be eligible for any earned leave in addition to vacation during that academic year. Full-time visiting faculties and Officers employed on a contract basis shall, be eligible for Medical leave on full pay to the extent of one-twenty second of the period spent on duty notwithstanding the period of vacation enjoyed, if any, by them.

b) If the period of employment exceeds two years but is less than five years, leave may be allowed as follows:

Earned leave at the rate of one-eleventh of the period spent on duty subject to a maximum of 90 days. Leave on Medical Certificate with full pay limited to 15 days for every year for the period spent on duty in the University. Three months extra-ordinary leave without pay may also be granted in addition. If such employees avail themselves of any part of the vacation available in the Constituent Institutions / Units of the University during one academic year, they

shall not be eligible for any earned leave in addition to vacation during that academic year.

c) In a case where the original contract is for two years or less and is later on extended as to make it more than two years out not more than five years, the Officer shall be credited with the earned leave that would have been admissible had the contract been initially one or more than two years but not more than five years diminished by any earned leave already taken.

d) If the period of employment exceeds five years the statutes relating to the accrual of leave or grant thereof applicable to regular employees of the University shall be followed.

13) Earned leave may be combined with vacation, but the combined period of such leave and vacation shall not exceed 240 days at a time.

3 (vii) Extra Ordinary Leave :

1) Extra-Ordinary Leave shall always be without leave salary and may be granted, when the leave applied for is such that the Syndicate or the authority competent to sanction leave considers that the period must be treat as leave on loss of pay.

2) The period of extra-ordinary leave shall not count for increment except when such leave is granted due to sickness on Medical Certificate and for pursuing higher studies.

3) An employee in Superior service who is a probationer or a temporary employee may be granted extra-ordinary leave only upto a limit of 180 days, provided that the limit may be raised to twelve months in the case of an employee suffering from tuberculosis or leprosy and undergoing treatment in a recognised clinic or specialist with reasonable chances of recovery on the expiry of the leave recommended.

4) Approved probationers and permanent employees may be granted extraordinary leave upto 2 years. However in the case of those permitted

to pursue higher studies at the Doctorate level, the Syndicate may extend the period not more than two years.

5) While on extra-ordinary leave for the treatment of Tuberculosis, leprosy, cancer or Hansen's diseases, an employee shall be entitled to an ex-gratia allowance equal to half his basic pay subject to a maximum of Rs. 250/- p.m. and a minimum of Rs. 125/- p.m. as long as he remains as a inpatient in any recognised medical institution for any length of period.

3 (viii) Maternity Leave :

1) Maternity leave may be granted to a married women employee on full pay for a period which may extend upto 90 days from pre-confinement rest to post confinement recuperation, at the option of the employee:

Provided that no Maternity leave shall be allowed to married women employees, if they already have three living children :

Provided further if they have two living children, maternity leave shall be allowed for their next confinement, only if they give an undertaking that they would resort to sterilisation immediately after delivery. If after delivery, they fail to keep up such undertaking the maternity leave granted shall be cancelled.

2) Maternity leave of six weeks for natural abortion/medical termination of pregnancy under the Medical Termination of Pregnancy Act, 1971, (Central Act 30 of 1971) may be granted only two times to married women employees who have no living child, or three times to those who have one living child with a condition to undergo sterilisation permanently for the grant of this leave for the third time, or for two times to those who have two living children with a condition to undergo sterilisation permanently for grant of this leave for the second time, subject to the conditions specified in Fundamental Rules 101(a).

3) Maternity leave shall not be debited to the leave account.

4) Maternity leave may be combined with leave any other kind except Casual leave, but any leave applied for in continuation of maternity leave may

be granted only if the application is supported by a Medical Certificate from the authorised Medical Officer.

5) A temporary married women employee, who has put in atleast one year of service, shall be eligible for the grant of Maternity leave. She must first be granted leave earned by her at credit during the period of service and the balance as maternity leave to supplement the total period of 90 days subject to the conditions stipulated in Clauses (1) to (4) above.

3) (ix) Hospital leave :

1) Hospital leave may be granted to an employee under Medical treatment for illness or injury, if such illness or injury is directly due to occupational hazards associated with the post.

2) Hospital leave may be granted on leave salary either full or half, as the leave sanctioning authority may consider necessary depending on the circumstances of the case involved leading to hospitalisation.

3 (x) Study leave :

1) An employee may be granted study leave so as to enable him to undergo higher studies or specialised training in a professional or technical subject which in the opinion of the Syndicate has a direct bearing and close connection with the branches of study relevant to the University and has bearing on the candidates area of specialisation.

2) Study leave may be granted for 12 months at any one time, which shall not be exceeded except for exceptional reasons.

3) Study leave can be combined with other kinds of leave, but in no case shall the grant of this leave involve a total absence of more than 24 months from the regular duties of the employee.

4) Study leave shall not ordinarily be granted to an employee, who has rendered less than five years service under the University or who is due

to retire or has the option to retire within three years of the date on which he is expected to return to duty after the expiry of the leave.

5) Study leave shall not be granted to one, whose absence will cause cadre-difficulties owing to his absence on leave, besides dislocation in the regular work of the University.

6) During the study leave, the employee shall draw leave salary equal to the amount admissible during half pay leave. He may be permitted to draw in addition, any allowances or scholarship from any other source or agency, if made available to him.

7) The period of study leave shall not count for leave, but it shall count as service for increment, promotion, pension and seniority.

8) An employee availing himself of study leave shall furnish a bond in the prescribed form and on stamped paper to serve the University on return to duty for such minimum period as may be prescribed by the Syndicate.

4. Leave Statutes for Basic Employees :

1) Permanent or approved probationers who have not completed five years of regular service :-

Earned Leave : An employee who is permanent or an approved probationer in Basic Service who has not completed five years of regular service shall earn leave at the rate of one-twenty second of the period spent on duty subject to a maximum of 60 days.

2) Approved probationers in Basic Service, who have completed five years of regular service :

Such employees shall earn leave at the rate of one eleventh of the period spent on duty subject to a maximum of 240 days.

3) Basic Employees etc. which less than five years of regular service in the Departments having vacation:

The period of Earned Leave shall be regulated as follows :-

$$\text{Earned Leave} = 7 + \left(10 \times \frac{\text{Number of days of vacation not availed of in a maximum of 60 days}}{60} \right)$$

4) Basic employees etc. with five years of regular service and more in the Departments having vacation :

The period of earned leave of the employees shall be regulated as follows :-

$$\text{Earned Leave} = 13 \text{ days} + \left(20 \times \frac{\text{Number of days of vacation not availed of in a maximum of 60 days}}{60} \right)$$

5) A temporary basic employee shall earn leave at one twenty second of the period spent on duty subject to a maximum of 30 days. He shall not be eligible for any other leave with allowances. If in vacation department, no earned leave shall be admissible.

6) Unearned leave on private affairs :

Basic employees who have put in a regular service of more than 15 years may be granted unearned leave on private affairs on half pay with full allowances for 180 days in all limited to 90 days at a time.

7) Unearned leave on Medical Certificate :

A probationer in basic service who has completed one year of service from the date of regularisation and an approved probationer may be granted unearned leave on medical certificate at the rate of 10 days for every completed year of service.

8) Basic employees who are permanent may be granted unearned leave on Medical certificate with full pay upto 180 days in all and 60 days at a time until they complete 15 years of service.

9) Basic employee who have completed 15 years of service may be granted unearned leave on Medical certificate with full pay for a total period of 540 days in all.

10) Unearned leave with allowances may in no case be granted, unless the sanctioning authority is satisfied that as far as can be reasonably foreseen, the employee will return to duty.

11) Extra-Ordinary leave :

A permanent employee in Basic Service may be granted extra-ordinary leave on the same terms as a permanent employee in superior service.

12) An employee in basic service who is a probationer or who is temporary may be granted extra-ordinary leave as in Clause (3) of regulation 3(vii).

13) Leave earned by employees of Basic Service on promotion in superior post:

The leave earned by an employee in a superior post will be allowed to be carried forward on reversion to a post in the basic service provided that the maximum permissible leave in the later class of post is not exceeded. Any balance of leave earned in a superior post, which it has not been possible to carry forward on reversion to the basic post, shall be credited to his leave account if and when he is again promoted to the superior service.

5. Application for leave to whom should be made :

Every application for leave or for an extension of leave should be sent sufficiently in advance to the competent authority through the immediate superior authority if any, of the University employee applying for leave. The application of the employee on foreign service should be sent through the foreign employer.

6. Authority empowered to sanction leave :

The authorities empowered to sanction various types of leave shall be as follows :

Category of Staff (1)	Nature of Leave (2)	Authority empowered to sanction Leave (3)
I. Registrar / Deans	a) Extra-ordinary Leave i) upto 6 months ii) More than 6 months b) Other kinds of Leave*	Vice-Chancellor Syndicate Vice-Chancellor
II. Directors of Centres / Institutes / Schools / Heads of Departments / Professors and equivalent categories, including deputationists	a) Extra-ordinary Leave i) upto 6 months ii) More than 6 months b) Other kinds of Leave*	Vice-Chancellor Syndicate Registrar
III. Teaching Staff in all categories from Assistant Professor to Demonstrator and other equivalent categories including deputationists.	a) Extra-ordinary Leave i) upto 6 months ii) More than 6 months b) Other kinds of Leave* i) upto 30 days ii) More than 30 days	Vice-Chancellor Syndicate Deputy Registrar Registrar
IV. Dr / AR / F.O. / EE	All kinds of leave	Registrar
V. Non-Teaching members of staff (Administrative / Ministerial, Non-Teaching Technical, Non-Teaching Non-Technical and Basic Employees), including deputationists	a) All kinds of leave upto 30 days b) More than 30 days	Deputy Registrar Registrar

Note :- The Syndicate shall be the authority to sanction study leave in all cases

- * Other kinds of leave shall mean and include Earned Leave, Unearned Leave on Medical Certificate, Unearned Leave on Private Affairs, Maternity Leave, Hospital Leave (Quarantine Leave), Special Casual Leave (for sterilisation operation and allied purposes.)

7. Grant of leave and priority of claims :

The grant of leave at a particular time, cannot be claimed as a matter of right and the authorities competent to sanction leave shall take into account whether the services of the applicant for leave can be spared for the time being, the amount of leave at his credit, the period and quality of the service rendered by him since he last returned from leave etc. when the exigencies so demand, leave of any description may be refused, or revoked by the authority empowered to sanction the leave.

8. Certificate of eligibility :

Before the leave is sanctioned by the competent authority, he should either consult the leave account personally and satisfy himself that the leave applied for is admissible or obtain a certificate to the effect from the Officer entrusted with the work of attesting the entries in the leave account of the applicant.

9. Commencement and termination of Leave :

i) Leave ordinarily begins from the date on which leave as such is actually availed of and ends on the day preceding the day on which duty is resumed.

ii) Sundays and other holidays or the vacation may be prefixed as well as suffixed to leave, subject to any limit of absence on leave prescribed under each category of leave.

10. Leave Salary:

i) An employee who proceeds on Earned leave or unearned leave on Medical certificate shall be entitled to leave salary equal to the pay, special pay, remuneration / honorarium, if any, drawn by him immediately before proceeding on leave.

ii) An employee on unearned leave on private affairs shall be entitled to leave salary equal to half pay.

11. Cash equivalent of leave salary in certain cases :

In case an employee dies while he is in service, the cash equivalent of the leave salary that the deceased employee would have got had he gone on earned leave on the date of death, shall be given to his family subject to a maximum leave salary for 240 days.

12. (i) Surrender of Earned Leave :

All employees including those on contract or full-time visiting faculties or those reemployed after retirement may be permitted to surrender earned leave at their credit for 15 days once in a year and for 30 days once in two years and receive cash allowance with reference to the terms and conditions in force from time to time under the Tamilnadu Government Service.

(ii) Quantum of Leave Salary :

In the case of surrender and encashment of earned leave at credit, the quantum of leave salary / cash allowance payable to the employees will include the pay, remuneration, honorarium, special pay, if any, University allowance, dearness allowance, City Compensatory allowance, House Rent allowance, etc. drawn by them.

13. Encashment of unutilised earned leave:

An employee may be paid cash equivalent of leave salary admissible in respect of the period of earned leave at his credit subject to a maximum of 240 days in the following cases:-

- i) retirement on attaining the age of superannuation;
- ii) where the service of an employee has been extended in the interests of public service beyond the date of superannuation;
- iii) voluntary / premature retirement;
- iv) where the services of an employee are terminated by notice or by payment of pay & allowances in lieu of notice or otherwise in accordance with the terms and conditions of his appointment;
- v) the death of an employee while in service to the family of the deceased;
- vi) leave preparatory to retirement;
- vii) where full time visiting faculties, contract employees and those reemployed after retirement leave the employment of University provided the terms and conditions governing their employment do not specifically prohibit such encashment.

14. Increment during leave :

If the increment falls due during the leave other than Casual Leave and Compensatory leave, the increase in pay shall be given effect to only from the day following date of expiry of (last day) of the leave, but without prejudice to the normal date of increment.

15. Return from leave :

An employee returning from leave shall be entitled, in the absence of specific orders to that effect, to resume as a matter of course, the post he held prior to his going on leave. He shall report his return to duty before the authority, which sanctioned the leave and await orders. He shall, if necessary, also submit to such delay, as may be incidental or required in the interest of University service.

16. Rejoining of duty before the expiry of leave :

Except with the permission of the authority which granted leave, no employee on leave may return to duty before the expiry of the period of leave granted to him.

17. Treatment of overstaya of leave :

If the employee remains absent after the expiry of the leave granted to him, he shall not be entitled to leave salary during the period of such absence.

The period of overstaya shall be debited against his leave account, as though it were leave on half-pay, unless his leave is extended by the authority competent to sanction leave. Wilful absence from duty after the expiry of leave, shall be treated as misbehaviour and disciplinary action taken under the University Disciplinary Procedures.

18. Absence from duty :

No employee shall be granted leave of any kind, including extra-ordinary leave on loss of pay, for a continuous period exceeding two years.

19. Failure to resume duty after remaining on long leave :

If an employee fails to resume duty after remaining on leave for a continuous period of two years, or where an employee after the expiry of his leave remains absent from duty otherwise than on foreign service or on account of suspension, for any, period which together with the period of the leave granted to him exceeds

two years, he shall unless the Syndicate, in view of the exceptional circumstances of the case be removed from service following the procedure prescribed in the University Statutes on Disciplinary Procedures.

20. General Provision :

Amendments and Intrepretation

- i) These Statutes are subject to modifications or amendments as may be made from time to time by the Syndicate.
- ii) If any dispute arises in the interpretation of these Statutes, the decision of the Syndicate shall be final.



ANNA UNIVERSITY

CHENNAI 600 025

**GENERAL PROVIDENT FUND
STATUTES**

ANNA UNIVERSITY : CHENNAI 25
GENERAL PROVIDENT FUND
STATUTES

ANNA1.EMP U1

1. These statutes shall be called the "Anna University General Provident Fund Statutes"
2. **Application** : Save as otherwise provided in these statutes, these statutes shall apply to all employees of the University including those of constituent units appointed to services and posts in connections with SCOPE OF APPLICATION the affairs of the University, which are borne on pensionable establishments, whether temporary or permanent, but shall not apply to.
 - i. Persons in Casual and daily rated employment.
 - ii. Persons appointed on contract except where the terms of contract provide otherwise, and
 - iii. Persons entitled to the benefit of contributory provident fund.
 - iv. Persons, who are appointed on (or) after 1.4.2003 either temporary (or) Permanent (Vide Syn. Resolution No. 165.7.1. (165th meeting) held on 05.01.2005).
3. **Definitions** : In those statutes, unless there is anything repugnant in the subject or context,

DEFINITIONS

3.1 **'University** means the Anna University with all the constituent units.

3.2 **Syndicate** means the Syndicate of the Anna University.

3.3 **'Vice-Chancellor'** means the Vice-Chancellor of the Anna University.

3.4 **'Registrar'** means the Registrar of the Anna University.

3.5 **'Finance Officer'** means the Finance Officer of the Anna University.

3.6 **'Emoluments'** except where otherwise, expressly provided 'Emoluments' will mean and include pay, special pay, personal pay, leave salary or subsistence grant. It also include Dearness pay if any and Dearness allowance and any remuneration of the nature of pay received if any, while on foreign service.

3.7 **'Pay'** means the amount drawn monthly by an employee of the University, as

- i. Pay, special pay personal pay granted in view of personal qualifications and leave salary; and
- ii. any other remuneration which may be specially classified as pay by the University.

3.8 **'Family'** means

- i) in the case of male subscriber the wife or wives, parents, children minor brothers, unmarried sisters, deceased son's widow and children and where no parents of the subscriber is alive, a paternal grand-parent,

Provided that if a subscriber proves that his wife had been judicially separated from him or has ceased under the customary law of the community to which she belongs to be entitled to maintenance she shall henceforth be deemed to be no longer a member of the subscriber's family in matters to

which these statutes relate unless the subscriber subsequently intimates in writing to the Registrar that she shall continue to be so regarded, and

- ii) in the case of female subscriber, the husband, parents, children, minor brothers, unmarried sisters, deceased son's widow and children and where no parents of the subscriber is alive, a paternal grand-parent'

Provided that if a subscriber by notice in writing to the Registrar, expresses here desire to exclude her husband from her family, the husband shall henceforth be deemed to be no longer a member of the subscriber's family in matters to which these statutes relate unless the subscriber subsequently cancels such notice in writing.

Note : An adopted child shall be considered to be a child when the Registrar, or if any doubt arises in the mines of the Registrar the law officer of the University is satisfied that under the personal law of the subscriber adoption is legally, recognised as conferring the status of a natural child.

[71st meeting of the syndicate held on 15.6.90

90.265 Considered the issue of amendment to the syndicate resolution as detailed below :

AMENDMENT

The following amendment may be added as Second para to the amendment issued to Statue 3.8 of the Anna University G.P.F. statutes.

The revised definition of the family shall take effect from 29.11.89 and shall apply to the subscribers of the General Provident Fund scheme.

/True/Extract/

SUPERINTENDENT]

3.9 **'Fund'** means the General Provident fund of the University.

3.10 **'Leave'** means any variety of leave recognised by the leave rules applicable to the employee concerned.

3.11 **'Year'** means a financial year.

3.12 **'Subscription'** means the amount paid by the subscriber to the General Provident Fund of the University.

4. **Constitution of the Fund :** 4.1.(a) The fund, which shall be maintained in rupees, shall be constituted with subscriptions paid by the subscribers and shall include interest realised on investment of the fund or part thereof.

**CONSTITUTION OF FUND
AND ITS ADMINISTRATION**

(b) **Transitory provision :** The amount standing to the credit of the subscribers in the General Provident Fund of the respective constituent units viz., College of Engineering, Madras Institute of Technology, Alagappa College of Technology and School of Architecture and Planning shall be transferred to the Anna University General Provident Fund as required under Section 37 of the Tamil Nadu Act, 30 of 1978.

4.2 **Investment** (a) The fund shall be invested in deposits earning high rate of interest consistent with its security. The Vice-Chancellor shall decide on the mode of investment.

b) **Transitory provision :** All investments made, if any, out of accumulation in the fund by the constituent units, prior to transfer to the Anna University,

General Provident Fund shall be deemed to have been made by the University and such investment and documents shall be got transferred in the name of the University.

5. NOMINATION

5.1 a) A subscriber on completion of six months service shall, along with the application for admission to the fund, send to the Registrar, a nomination in the proper form given in form-I conferring on one or more persons, the right to receive the amount that may stand to his credit in the Fund, in the event of his death before that amount has become payable, or having become payable, has not been paid; provided that if, at the time of making the nomination, the subscriber has a family, the nomination shall not be in favour of any person or persons other than the members of his family.

NOMINATIONS

b) **Transitory provisions :** The nomination made by the subscriber in respect of General Provident Fund of the respective constituent units, if the amount to his credit in the fund has been transferred to his credit in this fund, or the nomination made by the subscriber under G.P.F. Rules of the University, as the case may be shall be deemed to be a nomination duly made under these statutes until the subscriber makes a revised nomination in accordance with these statute.

5.2 If a subscriber nominates more than one person, he shall specify in the nomination the amount or share payable to each of the nominees in such manner as to cover the whole of the amount that may stand to the credit of the subscriber in the Fund at any time.

5.3 Every nomination shall be in one of the forms set forth in form-I as is appropriate in the circumstances.

5.4 A subscriber may, at any time, cancel his/her nomination by sending a notice in writing to the Registrar.

Provided that the subscriber shall, along with such notice, send a fresh nomination made in accordance with the provisions of these statutes.

5.5 A subscriber may provide in a nomination.

a) in respect of any specified nominee that, in the event of his/her nominee predeceasing the subscriber, the right conferred upon that nominee shall pass to such other person as may be specified in the nomination.

Provided that such other person or persons shall, if the subscriber has other members of his family, be such other members or members. Where the subscriber confers such a right or more than one person under this clause, he/she shall specify the amount or share payable to each of such persons in such a manner, as to cover the whole of the amount payable to the nominee.

b) that the nomination shall become invalid in the event of the happening of a contingency specified therein.

Provided that if, at the time of making the nomination, the subscriber has no family, he/she shall provide in the nomination, that it shall become invalid in the event of his/her subsequently acquiring a family.

Provided further that, if at the time of making the nomination, the subscriber has only one member of the family, he/she shall provide in the nomination that the right conferred upon the alternative nominee under sub-clause (a) shall become invalid in the event of his/her subsequently acquiring other member or members in his/her family.

5.6 Immediately on the death of a nominee in respect of whom no special provision has been made in the nomination under clause 5(1) (a) or on the occurrence of any event by reason of which the nomination becomes invalid in pursuance of subclause (b) of clause (5) or the provisions thereto, the subscriber shall send to the Registrar a notice in writing cancelling the nomination together with a fresh nomination made in accordance with the provisions of these statutes.

5.7 Every nomination made and every notice of cancellation given by a subscriber shall, to the extent that it is valid, take effect on the date on which it is received by the Registrar.

5.8 An up-to-date register shall be maintained by the University to record all nominations made by the subscribers.

6. **Subscriber's Accounts** : An account ledger shall be maintained by the Finance Officer in the form set forth in form 6 in which shall be shown.

- i) the subscriber's payment of subscriptions;
- ii) interest, as provided for in clause (1) of statute 8 on subscriptions;
- iii) advances and withdrawals from the account.
- iv) balance at the end of the year.

7. **Conditions and rates of subscriptions**

7.1 Every subscriber shall subscribe monthly to the fund when on duty but not during a period of suspension.

Provided that a subscriber on re-instatement after a period passed under suspension, shall be allowed the option of paying in one lump-sum, or in installments any sum not exceeding the maximum amount of arrears of subscriptions permissible for that period.

**CONDITIONS AND RATES OF
SUBSCRIPTION**

7.2 A subscriber may, at his option, not subscribe during leave other than leave with pay not exceeding one month, by sending a notice in writing to the Registrar, before or soon after proceeding on leave. Failure to make due and timely intimation shall be deemed to constitute an option to subscribe. The option of a subscriber intimated under this clause shall be final.

NOTE : No subscription is payable during any period of extra-ordinary leave.

7.3 The monthly subscription of each subscriber shall be normally deducted from his/her pay and credited to his/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.

7.4 The rate of subscription shall be fixed by the subscriber himself / herself subject to the following conditions namely :-

- i) It shall be expressed in whole rupees
- ii) It may be any sum so expressed not less than six percent of his emoluments and not more than his total emoluments provided that, it shall not be less than the flat rates to different slabs of emoluments given in the Annexure.
- iii) A Staff member, who is willing to increase the G.P.F. Subscription may exercise his/her option twice in a year i.e. in any of the months during a year.

iv) A staff member who is willing for reduction of subscription may do the same **one time in the month** of March payable in April of every year (not below the prescribed rate) (vide Syndicate Resolution No. 104.10.2 of Syndicate Meeting held on 18.10.1995).

8. Rate of Interest

8.1 Compound Interest at such rate as may be

RATE OF INTEREST

declared by the Government of
Tamil Nadu from time to time shall

be credited to the subscriber's accounts.

8.2 The interest shall be calculated on the monthly balances at the credit of each subscriber at the close of each month and credited annually to his account. The total amount of interest shall be rounded to the nearest rupee (50 paise and above counted as next higher rupee).

8.3 In the event of resignation or retirement of a subscriber interest shall be calculated upto the date of resignation or retirement. If a subscriber proceeding on leave preparatory to retirement desires to close the provident fund account, interest shall be payable only upto the date of application for such closing of account.

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

8.5 Interest shall not be credited to the account of a Muslim subscriber, If he/she informs the Registrar that he does not wish to receive it, but if she subsequently asks for interest, it shall be credited with effect from the first day of the year in which he asks for it or if he had joined the fund during the year from the date of his/her joining the fund.

9. Advances from the fund

9.1 A temporary advance may be granted to a subscriber from the amount standing to his/her credit in the fund at the discretion of the

TEMPORARY ADVANCES

appropriate authority specified below

FROM THE FUND

subject to the following conditions:

i. to pay expenses in connection with the illness, confinement or disability, including where necessary, the travelling expenses of the subscriber or any person actually dependent on him;

(NOTE : An advance is permissible to meet the expenses on account of confinement.

(1) in case necessitating prolonged medical attention prolonged stay in a hospital or protracted treatment.

(2) in other circumstances involving expenditure disproportionate to the subscribers income.)

ii. To meet the cost of higher education, including where necessary, the travelling expenses of the subscriber or any person actually dependent on him/her in the following cases, namely :-

(1) for education outside India for academic, technical professional or vocational course beyond the High School Stage, and

(2) for education in India, for all academic, medical, engineering or other technical or scientific courses, specialised courses in agriculture or veterinary beyond the High school stage

provided that the period of study is for not less than three years in the aggregate; and

iii. The pay obligatory expenses on a scale appropriate to the applicant's status, which by customary usage, the applicant has to incur in connection with marriages, funerals or other ceremonies.

NOTE : 1 A temporary advance for meeting expenditure in connection with the "Shradh Ceremony" shall be allowed only for first annual "Shradh Ceremony".

NOTE : 2 A temporary advance is also permissible for betrothal ceremony.

iv. To meet the cost of legal proceedings instituted by the subscriber for vindicating his position in regard to any allegations made against him/her in respect of any act done or purporting to be done by him/her in the discharge of his/her official duty the advance in this case being available in addition to any advance admissible for the same purpose from any other sources.

Provided that the advance under this sub-clause shall not be admissible to a subscriber who institutes legal proceedings in any court of law either in respect of any matter unconnected with his/her official duty or against University in respect of any condition of service or penalty imposed on him/her.

iv. To meet the cost of his/her defence where the subscriber is prosecuted by University in any court of law or where the subscriber engages a legal practitioner to defend himself/herself in any enquiry in respect of any alleged official misconduct on his part.

9.2 The sanctioning authority shall record in writing its reason for granting the advance.

- i) The temporary advance (or) Part final withdrawal of GPF amount is reduced from 75% to 60% of the total credit of the subscriber. [Rule No. 9.3 (1) of GPF Statute of Anna University amended vide Syndicate Resolution No. 132.7.1 of the 132nd Meeting held on 15.12.1999).

- 9.3 i) There should be an interval of six months between the sanction of two advances, after consolidation under clause (1) of status (10) i.e. when an advance is sanctioned during the course of the year, the subsequent advance should be sanctioned after the expiry of six months, from the date of payment of the previous advance.

Advance to employees on suspension

9.4 A temporary advance may be sanctioned by the competent authority to a subscriber who is under suspension subject to the usual conditions and to the subscriber's written consent for affecting the recovery of the advance from his/her subsistence allowance. In such, cases, the pay which he/she was drawing immediately before he/she was placed under suspension should be taken to be the pay of the subscriber mentioned under sub clause (i) of clause (3).

9.5 No temporary advance shall be granted to a subscriber from the month of discontinuance of subscription to the General Provident Fund.

9.6 In fixing the amount of an advance, the sanctioning authority shall pay due regard to the amount at the credit of the subscriber in the Fund.

9.7 Advance for purposes other than these mentioned above :-

The Vice Chancellor may, in special circumstances, sanction the payment to any subscriber of an advance, if he/she is satisfied that the subscriber concerned requires the advance for the reasons other than those mentioned in clause (1).

SPECIAL PROVISION FOR
SANCTION OF TEMPORARY
ADVANCE BY VICE-CHANCELLOR

10.1 (a) Consolidation of advances

When there is an advance running it should be consolidated when a second advance is sanctioned and the subsequent instalments for recovery of advances shall be fixed with reference to the consolidated amount. The advances shall be recovered from the subscriber in such number of equal monthly instalments as the sanctioning authority may direct, but such number shall not be less than 12 unless the subscriber so elects and not more than 24. Where advance is sanctioned exceeding 60% the credit under special circumstances, the sanctioning authority may fix such number of instalments to be more than **twenty four** but in no case more than **thirty six** instalments. A subscriber may, at his option, repay two or more instalments in a month. Each instalment shall be a number of whole rupees, the amount of advance being raise or reduced if necessary to admit of the fixation of such instalments.

CONSOLIDATION OF TEMPORARY
ADVANCES

(b) No interest shall be charged on the temporary advances.

(c) In the case of subscribers who are due to retire within a year, the authorities competent to grant advances to such subscribers, shall while sanctioning the advance, fix the number of instalments for recovery, not

exceeding the limit prescribed above, so as to recover the advance in full prior to the month of superannuation.

10.2 Whenever an application for the sanction of advances recommended to the sanctioning authority, for sanction, the recovery of advance should be stopped. Recovery should be given effect to as soon as the orders are received from the sanctioning authority sanctioning the advance. However, if the advance is drawn before the 16th of a particular month, recovery shall commence from the pay for the month itself. Otherwise recovery shall commence from the pay of the subscriber for the subsequent month. The sanctioning authority need not specify the month from which recovery should be given effect to. It is enough if the amount of recovery and the number of instalments are specified in the order.

10.3 The application for temporary advance shall be made in the form set forth in form 2 and the sanction shall be communicated in the form set forth in form-3.

10.4 (i) Sanctioning authority : A temporary advance from the fund to the subscriber other than the Registrar and Heads of constituent institutions shall be sanctioned by the Registrar/Heads of Constituent Institutions as the case may be :

ii) A temporary advance from the fund to the Registrar and Heads of constituent institutions shall be sanctioned by the Vice-Chancellor.

iii) A temporary advance from the fund to the Vice-Chancellor, if eligible to subscribe to the fund shall be sanctioned by the Syndicate.

11. Part final withdrawals from the fund :-

11.1 Subject to the condition specified herein Part Final withdrawals may be sanctioned by the authorities competent to sanction an advance vide clause 4 of statute 10 at any time after the completion of fifteen years of service (including broken period of service if any) of a subscriber or within

PART FINAL WITHDRAWALS ten years before the date of his/her retirement on superannuation whichever is earlier, from the amount standing to his/her credit in the Fund, for one or one the following purposes namely;

1) meeting the cost of higher education including where necessary, the travelling expenses of any child of the subscriber in the following cases, namely :-

a) for education outside India for academic, technical, professional or vocational course beyond the High school stage; and

b) for education in India for all academic, medical, engineering or other technical or, scientific courses or specialised course in Agriculture or Veterinary beyond the High School stage provided that the period of study is for not less than three years in the aggregate;

NOTE : 1. A Non-teaching employee is eligible for part final withdrawal to meet the expenses connected with his/her educational courses contemplated in these statutes, taken either in regular colleges or evening classes.

2. Part-final withdrawal admissible for various purposes from the fund may also be sanctioned to a subscriber, who is under

suspension, provided he/she is otherwise eligible for such withdrawal.

Explanations :-

(1) The marriage of the different sons or daughters or any other female relation dependent on the subscriber or the education of the different sons or daughters or the illness of the subscriber or his dependent on different occasions will not be treated as the same purpose.

(2) A person shall be granted either an advance or a withdrawal for a particular purpose, but not both.

(3) A subscriber shall be permitted to make a final withdrawal at any time to pay an instalment other than a monthly instalment for site or house purchased through House Building Co-operative Societies or similar agencies provided the withdrawal on each occasion does not exceed the limit specified in statute (12).

ii) Meeting the expenditure in connection with the betrothal/ marriage of the subscriber's sons or daughters and any other female relation actually dependent on him/her,

Provided that in respect of the same marriage, a subscriber may either withdraw the money in terms of this statute or in terms statute (9).

iii) Meeting the expenses in connection with illness including where necessary, the travelling expenses, of the subscriber or any person actually dependent on him/her,

iv) Building or acquiring suitable house for his/her residence including the cost of the site or repaying any outstanding amount on account

of loan expressly taken for this purpose, or reconstructing or making additions or alterations to a house already owned or acquired by a subscriber;

v) Purchasing a house site or repaying any outstanding amount on account of loan expressly taken for this purpose.

vi) For constructing a house on a site purchased utilising the sum withdrawn under clause (v).

vii) For acquisition of farm land and /or/business premises within six months of the date of retirement of the subscriber.

NOTE : 1. A subscriber who has availed himself of an advance under the scheme for the grant of loan for house building purposes, shall be eligible for the grant of final withdrawal under clauses (iv), (v) and (vi) for the purposes specified therein and also for the purpose of repayment of any loan taken under the aforesaid scheme subject to the limit specified in the proviso to clause (1) of statute 12.

2. A subscriber may be allowed a second withdrawal for house building in relaxation of rules provided the total of first and second withdrawals does not exceed the prescribed limit as laid down under rule 12 of the balance standing to the subscriber's credit in the fund at the time of first withdrawal.

Explanation

Broken period of service referred to in clause (1) denotes regular service. For the purpose of reckoning of service, for eligibility for the

withdrawal, the temporary service rendered by a subscriber can also be taken into account provided such service is continuous.

11.2 90% Withdrawal : The GPF Subscriber is permitted to withdraw upto 90% of his balance of credit from his GPF Amount, twelve months in advance of the date of superannuation (vide Syndicate Resolution No. 78.10.1)

11.3 Only one part final withdrawal shall be allowed for the same purpose in a year.

11.4 Relaxation of the minimum number of years of service to qualify for part final withdrawal

Fifteen years of minimum number of years of service to qualify for part final withdrawal prescribed in clause (1) may be relaxed, in special cases where in an employee has put in less than fifteen years of service, provided the part final withdrawal is for any one of the following purposes:-

- i) illness of the subscriber or of any person actually dependent on the subscriber;
- ii) Purchase of House site;
- iii) Purchase or construction of house; and
- iv) higher education (academic or technical) of the children of the subscriber.
- v) purchase of household articles.

11.5 The application for part final withdrawal shall be made in the form-4.

12.1 Conditions of Part final withdrawals

Any sum withdrawn by a subscriber at any one time for one or more of the purposes specified in statue 11 from the amount standing to his/her credit in the fund, shall not ordinarily exceed 60% of his total credit.

Provided that in the case of a subscriber who has availed himself/ herself of an advance under the scheme for the grant of loans for house building purposes sponsored by the State or Central Government, or has been allowed any assistance in this regard from any other Government source, the sum withdrawn under the clause together with the amount of advance taken under the aforesaid scheme or the assistance taken from any other source shall not exceed Rs. 75,000/- or 75 times the monthly pay whichever is less.

12.2 A subscriber who has been permitted to withdraw money from the fund under statue 11 shall satisfy the sanctioning authority within a reasonable period as may be specified by that authority that the money has been utilised for the purpose for which it was withdrawn and if he/she fails to do so, the whole of the sum so withdrawn or so much thereof, as has not been applied for the purpose for which it was withdrawn shall forthwith be repaid in one lump-sum by the subscriber to the fund, and in default

UTILISATION REPORT

of such payment, it shall be ordered by the sanctioning authority to be recovered from his emoluments either in a lump-sum or in such number of monthly installments, as may be determined by that authority.

12.3 (a) A subscriber who has been permitted under subclause (iv) Sub clause (v) or Sub clause (vi) of clause 2 of statue 11 to withdraw money from the amount standing to his/her credit in the Fund; shall not part with the possession of the house built or acquired or house-site purchased with the money so withdrawn, whether by

way of sale, mortgage gift, exchange or otherwise without the previous permission of the University.

Provided that such permission shall not be necessary for

- i. the house or house-site being leased for any term not exceeding three years, or
- ii. its being mortgaged in favour of a Housing Board, Nationalised Bank, the Life Insurance Corporation or any other Corporation owned or controlled by the State/Central Government which advances loans for the construction of a new house or for making additions or alternations to an existing house.

(b) The subscriber shall submit a declaration not than the 31st day of December of every year whether the house or the house-site, as the case may be, continues to be in his/her possession or has been mortgaged, otherwise transferred or let out as aforesaid and shall, if so required, produce before the sanctioning authority on or before the date specified by that authority in that behalf the original mortgage or lease deed and also the documents on which his title to the property is based.

(c) If at any time before his/her retirement, the subscriber parts with the possession of the house or house-site without obtaining the previous permission of the University he/she shall forthwith repay the sum so default of such repayment, the sanctioning authority shall, after giving the subscriber a reasonable opportunity of making a representation in the matter, cause the said sum to be recovered from the emoluments of the subscriber either in a lump-sum or in such number of monthly installments, as may be determined by it.

13. CONVERSING OF AN ADVANCE INTO WITHDRAWAL

A subscriber who has already drawn or may draw in future an advance under rule 9 for any of the purpose specified in sub clauses

**CONVERSION OF TEMPORARY
ADVANCE INTO PART FINAL
WITHDRAWAL**

(i), (ii) and (iii) of clause (1) of statute 11, may convert, at his direction by written

request addressed to the sanctioning authority the balance outstanding against him/her into a final withdrawal on his satisfying the conditions laid down in statutes 11 and 12.

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.

Rolling

For conversion of an advance into final withdrawal the balance at the credit of the subscriber for the purpose of clause (i) of statute (12) should be taken as the amount (subscriptions and interest thereon) standing to the credit of the subscriber in the account at the time of conversion plus the outstanding amount of the advance including interest thereon. Each withdrawal is to be treated as separate one and hence the same principle would apply in the case of more than one conversion, i.e. in each case the limit should be applied taking into consideration the balance calculated as specified above.

14.1 Withdrawals from the Fund for the purchase of Motor Car

Withdrawals may be sanctioned by the authorities competent to sanction an advance for special reasons under subclause (i) of clause (3) of statue 9, at any time after the completion of twenty five years of service

including broken period of service, if any of a subscriber of within five years before date of his retirement on superannuation whichever is earlier, from the amount standing to his/her credit in the fund for purchasing a motor car or for repaying a University loan already taken by him/her for the purpose, subject to the following conditions namely :- (1) Officer's pay shall Rs. 1,000/- per menses or more,

(ii) The amount to be withdrawn be limited to Rs. 16,000/- or one-third of the amount standing to the credit of the subscriber in the Fund or the actual price of the Car, whichever is the least. The sanctioning authority, may, however, sanction the withdrawal of an amount in excess of this limit upto one-half of the balance at subscriber's credit of the subscriber in the Fund or the actual price of the Car, whichever is the least. The sanctioning authority may, however, sanction the withdrawal of an amount i excess of this limit upto one-half of the balance at subscriber's credit in the fund amount, if considered necessary, as a special case;

15. Withdrawals for extensive repairs for overhauling to Motor car

Withdrawals may be sanctioned by the authorities competent to sanction an advance for special reasons under sub clause (i) of clause (3) of

PART FINAL WITHDRAWALS FOR
EXTENSIVE RAPAIRS TO
MOTOR CAR

statue 9 at any time after completion of 28 years of service or who have less than 3 years to attain the age of superannuation

whichever is earlier, from the amount standing to his/her credit in the Fund for the extensive repairs or overhauling of their motor cars subject to the following conditions.

- i) the Officer's basic pay is Rs.1,000/- or more;
- ii) the amount of withdrawal should be limited to Rs. 3,000/- or 1/3rd of the amount standing to the credit of the subscriber in the Fund account as the case may be, or the actual amount of repairing or over-hauling whichever is the least.
- iii) not less than 5 years should have elapsed since the car was purchased by the subscriber concerned. In the case of a second hand car, the initial date of purchase of the first purchaser will be taken into account.
- iv) such withdrawal shall be allowed only once in the service career of the subscriber.

16.1 Final withdrawal of accumulations from the fund

When a subscriber quits the service, the amount standing to his/her credit in the fund shall, subject to any

FINAL WITHDRAWAL deduction for dues to the University become payable to him.

Provided that where a subscriber is dismissed or removed or compulsorily retired or invalidated from service, the amount standing to his/her credit in the fund shall not be paid.

- a) If he/she had preferred an appeal against one of the above cases, until the appeal is disposed off or unless he/she has withdrawn the appeal, and

- b) If he/she has not preferred an appeal, until, the time allowed for preferring an appeal has expired or unless he/she states in writing that he/she will not prefer an appeal.

Provided further that a subscriber, who has been dismissed, removed, compulsorily retired or invalidated from the service and is subsequent reinstated in the service, shall, if required to do so by the University, repay any amount paid to him/her from the fund, in pursuance of this rule with interest as provided in statue 8. The amount so repaid shall be credited to his/her account in the fund.

Provided further, that where a subscriber resigns his/her appointment and his/her resignation is accepted with retrospective effect and where a subscriber retires voluntarily with retrospective effect, the amount at his/her credit in the fund shall be deemed to have become payable only after the issue of orders accepting the resignation or accepting the voluntary retirement.

16.2 When a subscriber --

- a) has proceeded on leave preparatory to retirement or if he/she is employed in a vacation department, on leave preparatory to retirement combined with vacation, or
- b) while on leave, has been permitted to retire or declared by a competent medical authority to be unfit for further service or
- c) has attained the age of superannuation, but has not been permitted to retire owing to some reason or the other, the amount of subscriptions and interest thereon standing to his/her credit in the fund shall, upon application made by him/her in that behalf to the authority become payable to the subscriber.

16.3 Death

Subject to any deduction for dues to the University on the death of a subscriber before the amount standing to his/her credit has become payable, or where the amount has become payable before payment has been made.

(1) When the subscriber leaves a family

(a) If a nomination made by the subscriber in accordance with the provisions of statue 5 in favour of a member or members of his/her family subsists, the amount standing to his/her credit in the fund of the part thereof to which the nomination relates, shall become payable to his/her nominee or nominees in the proportion specified in the nomination.

(b) If no such nomination in favour of a member or members of the family of the subscriber subsists, or if such nomination relates only to a part of the amount standing to his/her credit in the fund, the whole amount or the part thereof to which the nomination does not relate, as the case may be shall, notwithstanding any nomination purporting to be in favour of any person or persons other than a member or members of his/her family, becomes payable to the members of his/her family in equal shares :

Provided that no share shall be payable to :-

1. Sons who have attained majority
2. Sons of a deceased son who have attained majority
3. Married daughters whose husbands are alive;
4. Married daughters of a deceased son whose husbands are alive.

If there is any member of the family other than those specified in clauses 1, 2, 3, & 4 of the proviso.

Provided also that the widow or widows and the child or children of a deceased son shall receive between them in equal parts only the share which that son would have received if he/she had survived that subscriber and had been exempted from the provisions of clause (1) of the first proviso.

(2) When the subscriber leaves no family, if a nomination made by him/her in accordance with the provisions of statute 5 in favour of any person or persons subsists, the amount standing to his/her nominee or nominees in the proportion specified in the nomination, shall become payable to him/her nominee or nominees in the proportion specified in the nomination.

Stoppage of G.P.F. Subscription

16.4 The subscription and refund of advance, if any should be stopped four months prior to retirement on superannuation of each subscriber.

17. Accounts

1. The amount of every subscriber shall be made up yearly to the 31st March.

2. Each subscriber shall, at the close of every year, be furnished with a Statement of his/her account in the form 5 showing the amount of his/her subscriptions and interest thereon standing to his/her credit and the amount of advance drawn, if any.

ACCOUNTS AND THEIR
MAINTENANCE

3. The following account books shall be maintained in form prescribed for the purpose. These forms may be suitably altered by the Vice-Chancellor from time to time or additional account book prescribed by Vice-Chancellor to facilitate the proper maintenance of the accounts of the Fund :-

- i) General Provident Fund ledger (Form - 6)
- ii) Register of subscribers to the General Provident Fund and nominations (Form - 7).

- iii) Register of temporary withdrawals and part final withdrawals (For-8).
- iv) Register of General Provident Fund Investments (For-9).
- v) Annual abstract of General Provident Fund Accounts (Form-10).

- 4(a) All interest earned on the securities etc, shall accounted under receipts.
- (b) The surplus interest available if any under the interest payable to the subscribers in a year shall lapse to the University funds.
- (c) If in a particular year, the interest earned on securities etc. is less than the amount of interest earned on securities etc. is less than the amount of interest payable to subscribers, the difference if any shall be made good from the University funds.

18. Binding

Save as otherwise provided for in this statutes, these statutes and any amendments thereto shall be binding on every subscriber and every person deriving title from him/her.

19. Interpretation

The power of interpreting these statute and of deciding cases of dispute or doubt is vested in the syndicate and its decision shall be final and binding.

20. Management

The syndicate may from time to time issue general or special instructions as may be necessary consistent with the statute for the time being in force as to the

- (a) Conduct of the business of the fund and
- (b) Any other matter relating to the administration of fund.

21. Preaudit

When the account of a subscriber is closed, the amount payable to him/her under these statutes shall be pre-audited before payment.

22. Forfeiture

1. The Anna University will not be bound by nor will it recognise any assignment or encumbrance executed or attempted to be created which effects the disposal of the amount standing to the credit of a subscriber who dies before retirement.

2. 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.

FORMS (As per the Statues Norms)

1. Form for nomination
2. Form of Application for temporary advance from General Provident Fund
3. Form of Sanction of advance from the General Provident Fund.
4. Form of Application for part-final withdrawal
5. Form of Memorandum of an Annual Accounts slip
6. Form for General Provident Fund Ledger
7. Form of Register of subscriber to the General Provident Fund and Nomination.
8. Form of Register of temporary advance and part final withdrawals.
9. Form of Register of General Provident Fund Investments.
10. Form of Annual Abstract of General Provident Fund Accounts.

GPF FORM NO. : 1

ACCOUNT NO :

FORM OF NOMINATION

I, _____ hereby nominate the person(s) mentioned below who is / are member(s) non-members of family as defined in rule 2 of the General Provident Fund (Tamil Nadu) Rules, to receive the amount that may stand my credit in the Fund as indicated below, in the event of my death before that amount has become payable or having become payable has not been paid.

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

Date this _____ day of _____ 2000 _____ at _____

Two witness to signature
Name and Address

Signature

Signature of the subscriber
Name in Block letter
Designation

Provided that if a subscriber by notice in writing to the Accounts Officer expresses her desire to exclude her husband from her family, the husband shall henceforth be deemed to be no longer a member of the subscriber's family in matters to which these rules relate, unless the subscriber subsequently cancels formally in writing her notice excluding him.

Note : I. "Children" means legitimate children

Note : II. An adopted child all be considered to be a child when the Accounts officer or if any doubt arises in the mind of the Accounts Officer, the Government Solicitor, Madras, is satisfied that under the Personal Law of the subscriber, adoption is legally recognized as conferring the status of a natural child, but in this case only.

Note : III. A child of one person gives in adoption to another shall not be considered to be the child of the former, if the Accounts Officer, or if any doubt arises in the mind of the Accounts Officer, the Government Solicitor, Madras is satisfied that under the personal law of the persons concerned such adoption is legally recognised and in that case only.

(d) Col-4. If only one person is nominated the words 'in full' should be written against the nominee. If more than one person is nominated, the share payable to each over the whole amount of the Provident Fund shall be specified.

(e) Col.5. Death of nominee (s) should not be mentioned as contingency in this column.

(f) Col. 6. Do not mention your name.

(g) Col.6. Draw line across the blank space below last entry to prevent insertion of any name after you have signed.

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

FOR USE BY THE HEAD OF OFFICE/ACCOUNTANT - GENERAL - OFFICE

Nomination by Thiru / Tmt. / Selvi Signature of
Designation Head of Office/Accountant
General Office
Date of receipt of nomination Designation
Date :

Instructions for subscriber

- a) Your name may be filled in
- b) Name of the fund may be completed suitably.
- c) Definition of term 'family' as given in the General provident Fund (Tamil Nadu) Rules, is reproduced below:-

Family means :

- i) In the case of a male subscriber, the wife or wives and children of a subscriber and the widown or widows, and children of a deceased son of the subscriber,

Provided that - if a subscriber proves that his wife has been judicially separated from him or has ceased under the customary law of the community be deemed to be no longer a member of the subscriber's family in matters to which these rules relate unless the subscriber subsequently intimated in writing to the Accounts Officer that she shall continue to be so regarded and

- ii) In the case of a female subscriber, the husband and children of a subscriber and the widow or widows and children of a deceased son of a subscriber.

ANNA UNIVERSITY

APPLICATION FOR THE SANCTION OF ADVANCE

1. Name of the subscriber
2. Account No.
3. Designation
 - (a) Date of retirement
4. Pay Rs.
5. Balance at credit of the subscriber on the date of the application
 - i) Balance as per the latest account-slip furnished by the University.
 - ii) Add subsequent deposits and refunds of withdrawals.
 - iii) Deduct subsequent withdrawal.
 - iv) Balance as on date.
6. Amount of advances outstanding if any and the purpose for which advance was taken then.

Sl. No.	Consolidated amount Rs.	Amount sanctioned and the purpose	Amount pending recovery Rs.

7. Amount of advance required
8. Purpose for which the advance is required under G.P.F. Rule No.9.

9. Amount of consolidated advance (items 6 & 7 and number and amount of monthly installments) in which the consolidated advance is proposed to be repaid.
10. Full particulars of the pecuniary circumstances of the subscriber justifying the application for the temporary advance.

ENCL : Account Slip.

**SIGNATURE OF THE
APPLICANT**

Chennai - 600 025

Dated :

FORM FOR SANCTION OF TEMPORARY ADVANCE

ANNA UNIVERSITY, CHENNAI - 25.

Proceedings No. K. Dis FA- dated

GENERAL PROVIDENT FUND - Account No. sanction of

Temporary Advance to Thiru/Tmt/Dr/Selvi

Ordered

1. Sanction is hereby accorded for the grant of a temporary advance of Rs.

(Rupees)

to Thiru/Tmt/Dr/Selvi from his/her G.P.F. Account

No. to enable him/her to defray expenses in connection with

2. A sum of Rs. (Rupees

.....) out of the advance of Rs.

(Rupees)

already sanctioned and paid to him/her has not been recovered as on date. This amount together with the

advance now sanctioned aggregating to Rs. (Rupees

.....) will be recovered in monthly

instalments of Rs. each.

3. The particulars of balances at his/her credit as on date and the amount outstanding of the previous advances given below :

a) Balance at credit of the subscriber as on date

(i) Balance as per the latest account slip (200) : Rs.

(ii) Add : Subsequent deposits and refunds of withdrawals : Rs.

(iii) Deduct : Subsequent withdrawals, if any : Rs.

(iv) Balance as on date : Rs.

b) Amount of advance outstanding if any and the purpose for which advance was taken then

Amount sanctioned (consolidated)	Purpose for which sanctioned	Amount pending recovery Rs.

To
The Individual
Copy to Bill
Copy to Asst. Regr. (Salary)

DEPUTY REGISTRAR

ANNA UNIVERSITY**FORM OF APPLICATION FOR PART FINAL
WITHDRAWAL FROM THE PROVIDENT FUND**

1.
 - a) Name in Block letters
 - b) Designation and Department/
section
 - c) Account No. (G.P.F.)
2. Subscribers pay drawn (pay as
defined in Regulation 3.6)
3.
 - i) Total Service
 - ii) Date of birth
 - iii) Date on which he/she has
completed twenty / fifteen
years of service including
broken periods of service
 - iv) Due date of retirement on
superannuation
4.
 - i) Amount of part final with
drawl applied for
 - ii) purpose for which the partifinal
withdrawn is applied for
5. Balance at credit of the subscriber
on the date of application
 - i) Balance as per last
Account slip : Rs.
 - ii) Subscriptions during the
year : Rs.
 - iii) Recovery of advances
during the year : Rs.

 Total : Rs.

 Less : Part final withdrawal/
 advances during the
 financial year : Rs.

6. Purpose of withdrawal

a) MARRIAGE

- i) Name of the person in connection with whom the Provident Fund withdrawal is applied for and nature of relationship. :
- ii) Date of Birth of the person referred to in sub-clause (i) :
- iii) Date of birth of the person referred to in subclause :
- iv) If it is for the marriage of female relation of the subscriber other than his/her daughter, state whether he is actually dependent on the subscriber.
- v) Certificate to the effect that no amount was drawn for this purpose as temporary advance. :
- vi) Details of previous part final withdrawals drawn for the same purpose, if any :

b) HIGHER EDUCATION

- i) Name of the person and relationship of the person to the subscriber :
- ii) Nature of course and period of study (Eng. academic, technical, engineering medical, scientific) :
- iii) Whether the education is outside India or within India :

c) MEDICAL TREATMENT

- i) Whether the withdrawal is for the illness of the subscriber or for his dependent
- ii) Relationship of the person to the subscriber and whether he/she is actually dependent on the subscriber
- iii) Nature of ailment (Medical Certificate to be attached)

d) HOUSE BUILDING

- i) The specific purpose (viz) purchase of house site or house construction or reconstruction making additions or alteration or repayment of loan etc.
- ii) Whether the subscriber already owns house or house site
- iii) If the withdrawal is for repayment of loan, whether the loan was expressly taken for the house building purpose
- iv) If the loan is taken under housing scheme sponsored by the Station/Union Government, the particulars and amount of advance drawn under such scheme
- v) The amount of any other assistance in this regard from any other source
- vi) Whether the withdrawal is towards repayment of the house, houses site purchase through building societies or similar agencies on hire basis/instalment basis if so.

- a) No. of instalment within which the repayment should be made and the period within which the repayment should be completed.
- b) The amount due to be paid the building society.

DATE :

SIGNATURE OF THE
SUBSCRIBER

ANNA UNIVERSITY
STATEMENT OF ACCOUNT
For the Financial Year

MEMORANDUM

Under Rule 17.2 of G.P.F. Regulation of the University a statement of your General Provident Fund Account as on 31st March, 20 is given below. A certificate of acceptance of the balance as on 31.3.20..... may please be furnished to the office within a week of the receipt of this Memo. in the form set out below. The statement takes into account advances paid and recoveries of advances effected from salaries including for the month of February, 20....., and cash payment if any made upto 31st March, 20..... Non-receipt of this certificate with-in the stipulaed period will be construed as acceptance of the balances now intimated.

GENERAL PROVIDENT FUND

ACCOUNT OF THIRU/TMT/SELVI :

DESIGNATION :

GENERAL PROVIDENT FUND
ACCOUNT NO. :

FOR THE YEAR ENDING 31ST MARCH 20.

	Subscription Rs. P.	Remarks
Opening Balance		
Credits during the year ..		
Interest for the Year 20..... ..		
Total		
Withdrawals during the year ..		
Balance on 31st March, 20..... ..		

REGISTRAR / FINANCE OFFICER

CERTIFICATE OF ACCEPTANCE OF THE BALANCE STANDING IN THE GENERAL PROVIDENT FUND ACCOUNT

THIRU/TMT.SELVI _____

AS ON 31.3.....

- This is to state that I accept as correct the balances as on 31st March, 20 shown in the statement of my General Provident Fund Account forwarded with your letter dated _____ 20.

G.P.F. No. :

DATE :

SIGNATURE :

DESIGNATION :

ANNA UNIVERSITY
CHENNAI - 600 025.

Name of the Dept./Office :

Page No.:

Subscriber's Name :

Designation :

Account No. :

Date of Birth :

Year : 20 to 20

Date of Appointment :

Month (1)	Subscription Rs. (2)	Refund of Advance (3)	Total Rs. (4)	Withdrawals (5)	Progressive Total Rs. (6)
Opening Balance					
April				<p align="center">Temporary / Part-Final Amount : Rs.</p> <p>Procds. No. Dated :</p> <p>of Rs. x Inst.</p> <p>Asst. Supt. F.O. R</p> <p align="center">Temporary / Part-Final Amount : Rs.</p> <p>Procds. No. Dated :</p> <p>of Rs. x Inst.</p> <p>Asst. Supt. F.O. R</p>	
May					
June					
July					
August					
September					
October					
November					
December					
January					
February					
March					
Total					

Balance B/F from P Vol Rs.

Subscription & Advance (Column 4) Rs.

Interest Credited Rs.

Total Balance Rs.

Withdrawals Rs.

Closing Balance Rs.

ANNA UNIVERSITY **REGISTER OF SUBSCRIBERS AND NOMINATIONS**

Sl. No.	Name in full of subscriber and date of appointment	Father's Name	Address	Date of Birth & Supper-annuation	Caste, community & Religion	Date of Admission
(1)	(2)	(3)	(4)	(5)	(6)	(7)

Age on Date of Admission	Name of appointment held on date of admission	Pay of Post Certificate	No. and date of Heirship full (to be filled separately)	Nominees Name in full	Relationship subscriber	Age
(8)	(9)	(10)	(11)	(12)	(13)	(14)

Occupation	Address	Sums due in what proportion payable	If the nominee is a minor Name and address of Guardian	Name and addresses of the witnesses attesting the certificate	Initial of the Registrar	Remarks
(15)	(16)	(17)	(18)	(19)	(20)	(21)

ANNA UNIVERSITY **REGISTER PROVIDENT FUND ADVANCE**

(i) Payments and Recoveries for the year 20

20.

P.F. A/c. No.	Name and Designation instalment	Faculty/ Section the year	Amount of each @ ^a Date	Opening Balance	Paid during the Year	Voucher No. and Date	@*No.of installments
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)

RECOVERIES

Apr Rs.	May Rs.	June Rs.	July Rs.	Aug. Rs.	Spe. Rs.	Oct. Rs.	Nov. Rs.	Dec. Rs.	Ja. Rs.	Feb. Rs.	Mar. Rs.
(9)	(10)	(11)	(12)	(13)	(14)	(15)	(16)	(17)	(18)	(19)	(20)

Total Rs. P.	Closing Balance Rs. P.	Remarks
(21)	(22)	(23)

(ii) Part Final Withdrawal

Name and Designation	Amount of Withdrawal	Date and month of	Date on which U.C. due	Initials of Officer	Date on which received
(1)	(2)	(3)	(4)	(5)	(6)

ANNA UNIVERSITY
REGISTER OF INVESTMENT ACCOUNT NO

Sl. No.	Date of investment and period	Particulars of investment and source	Amount Rs. P. payment	Rate of interest	Date on which due for payment
(1)	(2)	(3)	(4)	(5)	(6)

Initials of		Date of receipt of interest	Receipt No.	Period for which interest received	
S.G.	A.O.			From	To
(7)		(8)	(9)	(10)	

Amount received Rs. P.	Income Tax deduced Rs. P.	New Interest Rs. P.	Initials of S.G. A.O.	Remarks
(11)	(12)	(13)	(14)	(15)

ANNA UNIVERSITY
ANNUAL ABSTRACT OF GENERAL PROVIDENT FUND
ACCOUNTS OF THE UNIVERSITY EMPLOYEES

Sl.No.	Name and Designation	Account No.	Opening Balance
(1)	(2)	(3)	(4)

Credits During the year under			Total of	Payment of	
Subscriptions	Advances	Interest Credited	4 - 7	Advance	Part Final and Final withdrawals
(5)	(6)	(7)	(8)	(9)	(10)

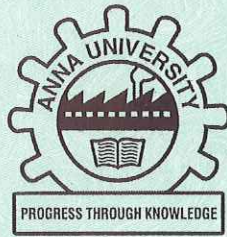
Total of 9 + 10	Balance 8 - 11	Provident Fund advances o/s	Total 12 + 13
(11)	(12)	(13)	(14)

ANNEXURE

Emoluments (Pay + Dearness Allowance)	Minimum Monthly Rate of Subscription
Rs.	Rs.
3000 - 3200	360
3201 - 3500	385
3501 - 3800	420
3801 - 4100	455
4101 - 4400	490
4401 - 4700	530
4701 - 5000	565
5001 - 5500	600
5501 - 6000	660
6001 - 6500	720
6501 - 7000	780
7001 - 7500	840
7501 - 8000	900
8001 - 8500	960
8501 - 9000	1020
9001 - 10000	1080
10001 - 11000	1200
11001 - 12000	1320
12001 - 14000	1440
14001 - 16000	1680
16001 - 18000	1920
18001 - 20000	2160
20001 - 22000	2400
22001 - 24000	2640
24001 - 26000	2880
26001 - 28000	3120

-True Copy/-

SECTION OFFICER



ANNA UNIVERSITY
CHENNAI - 600 025.

ANNA UNIVERSITY

GENERAL SERVICE STATUTES

(Approved by the syndicate vide Res.No. 86.370 of the
48th meeting held on 30.10.86)

ANNA UNIVERSITY : MADRAS - 25

GENERAL SERVICE STATUTES

**[Approved by the syndicate vide Res.No. 86.370 of the
48th meeting held on 30.10.86]**

(Assented to by the Chancellor on 8.1.87

Vide Letter No. 12269. U2. 86 dt. 8.1.87)

1. Scope of Application

These statutes shall apply to the holders of all the categories of posts, whether temporary or permanent under the employment of the University.

2. Definitions

In these statutes and the special service statutes, unless the context otherwise requires,

- i) **'University'** means the Anna University.
- ii) **'Syndicate'** means Syndicate of the University.
- iii) **'Vice-Chancellor'** means Vice-Chancellor of the University.
- iv) **'Registrar'** means the Registrar of the University.
- v) **'Employee'** means the employee of the university.
- vi) **'Approved Candidate'** means a candidate whose name appears in an authoritative list of candidates approved by the competent authority/committee for appointment to a particular category of post. The first appointment to the various categories of posts shall be made by the respective appointing authorities only from the list of approved candidates.
- vii) **Approved Probationer** : A member appointed to a category, who has satisfactorily completed the period of his probation and awaits appointment as a full member of such category.
- viii) **Full Member** : A full member of a category means a member of that category, who has been appointed substantively to a permanent post in that category.
- ix) **Backward Classes** : 'Backward Classes' means the communities declared so, by the Government of Tamil Nadu for reservation of appointment etc., and referred to under Rule 22 of the Tamil Nadu State and Sub-ordinate Service Rules.
- x) **Scheduled Castes and Scheduled Tribes** : 'Scheduled Castes and Scheduled Tribes' means the communities declared so, by the Government of Tamil Nadu for reservation of appointment etc., and referred to under Rule 22 of the Tamil Nadu State and Sub-ordinate Service Rules.

3. Special Service Statutes

The Special Service Statutes shall mean the statutes specially framed for the particular categories of posts to be applicable to them.

4. Relation to Special Service Statutes

If any provision in these General Service Statutes is repugnant to a provision in the Special Service Statutes, the latter shall prevail over the provision in these rules in respect of that category of post.

5. Method of recruitment

Where the normal method of recruitment to any service or category is neither solely by direct recruitment nor solely by transfer, but is both by direct recruitment and by transfer, the proportion or order which the special statutes may specify for such recruitment, shall be applicable only to substantive vacancies in the permanent cadre and not for the temporary and officiating vacancies.

6. Medical Certificate of Fitness

Every employee on his/her first appointment in the University, shall produce Medical Certificate of fitness for the post to which he/she is appointed, from the competent Medical authority nominated by the Vice-Chancellor for the purpose. The Medical Certificate of the employee should be filed along with the Service Records of the employee concerned.

7. Date of Birth

i) Every employee shall at the time of his/her recruitment, produce authentic evidence to prove the date of birth. The following records shall be considered as authentic evidence to prove the date of birth:

1. S.S.L.C. Book
2. Certificate from any recognised school where he/she studied.
3. Certificate extract from the Birth Register issued by the local authority having jurisdiction over the place of birth.

ii) **Alteration of Date of Birth:** An application for alteration of Date of Birth will not be entertained if it is not made within a period of five years from the date of entry into service. Application received within a period of five years of entry into service will be disposed of by the Syndicate after causing an enquiry into the genuineness of the claim through the Revenue Department. The ultimate authority to decide whether or not to

alter the Date of Birth pursuant to such an enquiry/recommendation vests with the Syndicate. The decision of the Syndicate in this regard is final.

8. Service Book

Service Book in the form prescribed by the University should be maintained for all the employees of the University, which shall contain among others, the particulars of the services rendered by the employees, increments earned by them, promotion or awards or punishments given to them from the date of entry upto the date of their leaving the University. The Service Book shall also contain particulars of the leave availed of under the various categories of leave except Casual Leave, during the service of the University. The entries in the Service Books should be attested either by the Registrar / Drawing Officer of the employee concerned or by an Officer to whom such powers have been delegated by the Registrar / Drawing Officer. Annual verification of services shall also be done at the close of the calendar year duly attested by the said official. Quinquennial attestation of the entries in the Service Books should be got done by the employees.

9. a) Qualification

The minimum general educational qualification wherever referred to in the special statutes shall mean the qualification prescribed for one to be eligible for admission in the Higher Secondary Courses of study in Tamil Nadu.

b) "Qualifying Period of Service / Experience"

Wherever referred to in these statutes and the Special Service Statutes shall mean and include the total period of service put in by an employee both in the University, in its Constituent Institutions and also in the Government of Tamil Nadu or University of Madras as the case may be, prior to his absorption in the University.

10. Discharge and re-appointment of probationers and approved probationers.

a) Probationers and approved probationers could be discharged for want of vacancies only in the following order :

- i) The probationers in the order of Juniority; and
- ii) The approved probationers in the order of Juniority. Provided removal or dismissal from service as a measure of penalty will not amount to discharge under this statutes.

b) Probationers and approved probationers who have been discharged for want of vacancy, on their reappointment, shall be reappointed in the order of their seniority.

11. Members absent from duty

The absence of an employee from duty, whether on leave, on foreign service or on deputation or for any other reason and whether his lien in a post is suspended or not, shall not, if he is otherwise fit, render him ineligible in his turn.

- a) for re-appointment to a substantive or officiating vacancy in the category, grade or post in which he may be a probationer or an approved probationer;
- b) for promotion from a lower to a higher category in his line of promotion or
- c) for appointment to any substantive or officiating vacancy in another category for which he may be an approved candidate, as the case may be, in the same manner as if he had not been absent. He shall be entitled to all the privileges in respect of appointment, seniority, probation and appointment as full member which he would have enjoyed but for his absence, subject to his completing satisfactorily the period of probation on his return.

12. Foreign Service

No employee of the University shall be sent on deputation on foreign service, except with the approval of Syndicate.

The foreign employer and the employee concerned should observe the terms and conditions stipulated by the Syndicate for the purpose.

13. Reservation of appointments

Where direct recruitment is resorted to and where the Special Service Statutes lay down that the principle of reservation of appointments shall apply to any category, appointment thereto shall be made with reference to Rule 22 of the Tamil Nadu State and sub-ordinate Service Rules, as amended by Tamil Nadu Government from time to time or in accordance with the University Grants Commission recommendations, as the case may be.

14. a) Temporary appointments

- i) Where it is necessary in the interest of University owing to an emergency which has arisen to fill immediately a vacancy in a post borne on establishment of the University and there would be undue delay in making such appointments in accordance with these statutes and the Special Service

Statutes, the appointing authority may temporarily appoint a person otherwise than in accordance with the said statutes.

ii) No appointment under the above statute shall ordinarily be made of a person who does not possess the requisite qualification prescribed for the post in the rules. Any person who does not possess the requisite qualification if appointed shall be replaced as soon as possible by a person possessing the requisite qualification and included in the list of approved candidates for appointment to such posts or considered by the competent authority and duly approved.

iii) A person appointed under the above statute shall not be regarded as a probationer in such posts or is entitled to any preferential claim for future appointment. His services in the said post, shall be liable to be terminated by the appointing authority at any time without notice and without any reason being assigned.

iv) A person appointed under the above statute shall draw only the minimum in the time scale of pay applicable to the post or his substantive pay, if any, whichever is favourable to him.

b) **Probationer** : (i) Date of commencement : If a person having been appointed temporarily to a post, for which a period of probation has been prescribed by the Special Service Statutes, is subsequently appointed to the same post on a regular basis and in accordance with the statutes by the appointing authority, he shall commence probation from the date of such subsequent appointment or from such earlier date, as the appointing authority may determine. He shall also be eligible to draw increments in the time scale of pay applicable to him from the date of commencement of his probation or temporary appointment, as the case may be.

ii) **Service in higher category counting for probation** : A probationer in any category shall be eligible to count for probation his service, if any, on regular appointment in a higher category.

15. Extension of Probation

In the case of any probationer, the appointing authority may extend his probation to enable him to acquire the special qualification or pass special examination, if any, prescribed for the post and take a decision on his suitability for full membership after the extended period of probation is over.

The extension of probation may also be ordered by the appointing authority, if the work and conduct of the probationer have not been adequately satisfactory and that he needed further experience in the said posts.

In cases, where extension of probation is ordered, a condition that the probationer's increment be withheld temporarily until he is declared to have satisfactorily completed his probation be incorporated in the order of extension and the stoppage of increment involved in the said order, will not, however, postpone his future increments.

16. Termination of probation

If the appointing authority is of the view that the work and conduct of the probationer have not been satisfactory, that the notes / memos of warnings administered to him have had no avail and that the probationer is found incapable of discharging the duties entrusted to him, the appointing authority may, with reference to the materials placed on record, terminate his probation or the extended period of probation, as the case may be.

NOTE : The decision of the appointing authority that the probationer is not suitable for full membership may be based not only on the work and conduct during the period of probation and the extended period of probation, but also till the date of decision by the appointing authority.

17. Completion of probation

The appointing authority, shall take timely decision on the suitability or otherwise of the probationer for full membership of the post for which he was selected and appointed on probation.

If the appointing authority decides that a probationer is suitable for full membership, he shall, as soon as possible, issue an order declaring the probationer to have satisfactorily completed his probation. If no such order is issued within six months from the date on which he was eligible for such declaration, the probationer shall be deemed to have satisfactorily completed his probation either on the date of completion of probation or extended period of probation as the case may be. A formal order declaring the completion of probation shall, however, be issued by the competent authority.

18. Termination of probation and removal from service

If the appointing authority decides that the probationer is not suitable for full membership, it shall, unless his probation is extended under Rule 15 or terminated under Rule 16, also remove/discharge him from service after giving him a reasonable opportunity of showing cause against the action proposed to be taken in this regard to him.

Besides termination of probation, if the appointing authority decides that a probationer is unfit for being kept in service of the University, it shall frame

regular charges in addition to or distinct from general inefficiency or incapacity and follow the detailed procedure required to be followed before imposing the penalty of removal or dismissal from service.

NOTE :- An opportunity to show cause may be given either by the appointing authority or by such sub-ordinate authority who is superior to the rank of probationer.

19. Competent Authorities

- a) The powers conferred on the appointing authority shall also be exercised by any higher authority to whom the appointing authority is administratively subordinate, whether directly or indirectly in the following cases :
1. Extension of probation under Rule 15.
 2. Termination of probation of probationer under Rule 16.
 3. Discharge / Removal of a probationer from service under Rule 18.
- b) The authorities competent to make transfers and postings shall be as set out below:

Sl. No.	Category of Employees	Authority competent to make transfers and postings
1.	Campus Directors	Syndicate
2.	All teaching Staff excluding Campus Directors	Vice-Chancellor
3.	Librarians in the grade of Assistant Librarian and above	Vice-Chancellor
4.	Deputy Registrar and Assistant Registrar	Vice-Chancellor
5.	Non-Teaching Technical Staff with a common seniority and transferable from one Institution to another	Vice-Chancellor
6.	Non-Teaching Technical and Non-Technical Staff within an Institution	Head of the Institution
7.	Administrative Staff below the level of Assistant Registrar within the office of the University, and between University Office and Institution.	Registrar

Provided that the above powers may be exercised also by any authority to whom the authority specified in Column 3 above is administratively subordinate.

20. Appeal against termination of probation and discharge/removal from service :-

A probationer who is discharged or removed from service or whose probation is terminated shall be entitled to appeal against the said order to the authority to which an appeal lies against the order of dismissal or removal passed by the competent authority. The appeal should be preferred within 60 days from the date on which the order appealed against was received by the appellant.

21. Appointment of full members :-

Approved probationers shall be appointed as full member of the category for which they are selected and appointed by the competent authority in the order of vacancy arising for the same.

22. Seniority

The seniority of a person in a category shall, unless he has been reduced to a lower rank as a punishment, be determined by the rank obtained by him in the list of approved candidates drawn up by the competent authority or other appointing authority, as the case may be, subject to the rule of reservation where it applied. The date of commencement of his probation shall be the date on which he joins duty, irrespective of his seniority.

23. Consequences of resignation

An employee shall, if he resigns his appointment, forfeit not only the service rendered by him in the particular post held by him at the time of resignation, but all his services under the University.

24. Military duty to count for pension

Notwithstanding anything contained in these statutes or the Special Service Statutes, if an employee of the University is deputed for military duty, he shall be entitled to count the period spent on military duty for the purpose of pension, if he would have counted for that purpose his service in the University, but for his deputation to military duty.

25. Conditions governing continuance of teachers beyond the date of retirement

Except as otherwise provided, the University teachers shall normally retire from service in accordance with the age fixed for each of them. The teachers completing the age of retirement by superannuation during the middle of the academic year may, however, be permitted by the Syndicate to continue in service till the close of the academic year. The Syndicate shall examine each such case on merits, subject to medical fitness of the teacher concerned and issue orders, subject to the following conditions:

- 1) The teacher shall draw the emoluments at the rates that may be payable to him, as on the actual date of retirement, during the period of his continuance in service, till the close of the Academic year, i.e. 31st May.
- 2) The period of his continuance in service beyond the actual date of retirement will not count for purpose of pension and gratuity.
- 3) He will draw his pension at the beginning of the Academic year, i.e. 1st June.

26. Reduction of full members

a) If the full member of any category is substantively reduced to a lower category, he shall be deemed to be a full member of the latter and the permanent cadre thereof shall, if there is no vacancy in which he could be absorbed, be deemed to be increased by one:

Provided that against every such addition, an officiating or temporary vacancy, if any, in such lower category, shall be kept unfilled and such addition shall be absorbed in the first permanent vacancy that subsequently arises in such lower category as the case may be.

b) Appointment in place of members dismissed, removed, compulsorily retired or reduced:

Where a person has been dismissed, removed, compulsorily retired or substantively reduced from any class, or category, no vacancy caused thereby or arising subsequently in such class or category shall be substantively filled to the prejudice of such person, until the expiry of a period of one year from the date of such dismissal, removal, compulsory retirement or reduction or until the appeal, if any, preferred by him against such dismissal, removal, compulsory retirement or reduction is decided, whichever is later.

27. Relinquishment of rights by employees

Any employee may, in writing, relinquish any right or privilege to which he may be entitled under these statutes or the Special Service Statutes if, in the opinion of the appointing authority, such relinquishment is not opposed to the interest of the University and nothing contained in these statutes or the Special Service Statutes shall be deemed to require the recognition of any right or privilege to the extent to which it has been so relinquished.

28. Increments

a) All duty in a post on a time scale of pay counts for increments in that time scale. A person appointed to a category/post in the University on a time scale of pay, shall ordinarily draw increment by putting in the required service to earn the same, unless it is withheld as a measure of punishment. An increment may be withheld from a University employee by the authority competent to do so, if his conduct has not been good or his work has not been satisfactory. In ordering the withholding of an increment, the withholding authority shall state the period for which it is withheld and whether the postponement shall have the effect of postponing future increment. The authority shall also expressly state in the order, whether the period for which the increment has been withheld will be inclusive or exclusive of any period spent on leave before the period of stoppage of increment is completed. If the order does not state that the withholding of increment shall have the effect of postponing future increments, it shall be assumed that the order is without cumulative effect and it shall be acted upon accordingly.

b) In all cases of stoppage of increment with cumulative effect, the authority imposing the penalty should append a certificate in the order itself to the effect, that he has duly taken into account the effect of such stoppage of increment on pension of the individual and passed orders on that basis only.

c) In all cases of stoppage of increment with cumulative effect, the period of stoppage shall be reckoned inclusive of the period spent on leave. If an employee is suspended for misconduct, neither the period of suspension, nor any period of service preceding the suspension shall be allowed to count towards the period necessary to earn an increment.

d) In the case of suspension on account of imprisonment for debt or for reasons other than misconduct, the period of service preceding the suspension may be allowed to count for increment, but not the actual period of suspension.

e) Where an efficiency bar is prescribed in a time scale the increment next above the bar, shall not be given without the specific sanction of the authority empowered to withhold the increment.

f) All leave except extra-ordinary leave taken otherwise than on Medical Certificate, shall count for increment in the time scale of pay applicable to the post held by the employee, when he proceeded on leave and would have continued in the said post but for his proceeding on leave. The period which should count for increment will be restricted to the period during which he would have actually held the post but for his going on leave. The appointing authority should issue a certificate specifying the period that would count for increment for such cases.

29. Reduction

When the authority competent to impose on an employee a punishment of reduction either in the stage of the time scale of pay drawn by him or reducing him from one category of post to a lower category of post, it shall specify the period for which such punishment should be in force. If no period is specified, the order will be considered as defective and it shall be remedied suo motu by the superior authority to which the punishing authority is a direct or indirect sub-ordinate.

30. Compulsory Retirement :

The Syndicate on the basis of recommendations made by a committee constituted by it every year for the purpose of review, shall, if it is of the opinion that it is in the interest of the University, have the absolute right to retire any employee, by giving him/her notice of not less than three months in writing or three months salary in lieu of such notice, at any time after he / she has attained the age of fifty years or completed thirty years of qualifying service.

Any employee compulsorily retired under the Statute may file a review petition to the Syndicate, within two months from the date of receipt of the orders of the Syndicate.

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

* * *



ANNA UNIVERSITY
CHENNAI - 600 025.

ANNA UNIVERSITY STATUTES ON DISCIPLINARY PROCEDURE

**(Approved in Resolution No. 80.161 of the Syndicate Meeting
held on 30.8.80 and assented to by the Chancellor on 9.9.1980
Vide Lr. No. 11867 / A2 / 80 dated 9.9.80)**

STATUTES ON DISCIPLINARY PROCEDURE

(Approved in Resolution No. 80.161 of the Syndicate Meeting held on 30.8.80 and assented to by the Chancellor on 9.9.1980 Vide Lr. No. 11867 / A2 / 80 dated 9.9.80)

DEFINITIONS

1. Unless the context otherwise requires, in these statutes,
 - a) "University service" means service under the Anna University.
 - b) "Appointing authority" means the authority empowered to make appointments to the post which the University employee for the time being holds.
 - c) "Head of Institution" means the officer incharge of the Constituent Institution or a Centre responsible for its administration including its day to day working.
 - d) "University Employee" means every person in the whole time employment of the University (other than a person so employed in the contingent) and paid from the University fund.

APPLICABILITY

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

CONTROL AND DISCIPLINE OF THE UNIVERSITY EMPLOYEES

- 3.(i) **Penalties :** The following penalties may, for good and sufficient reasons and as herein after provided, be imposed upon a University employee, namely:-

A) Minor Penalties:

- a) Censure;
- b) Fine (in the case of persons for whom such penalty is permissible under these statutes).
- c) Withholding increments or promotion including stoppage at an efficiency bar;
- d) Recovery from pay of the whole or part of any pecuniary loss caused to the University by negligence or breach of orders; and

B) Major Penalties

- e) Reduction to a lower rank in the Seniority list or to a lower post or time scale or to a lower stage in the same scale;
- f) Compusory retirement;
- g) Removal from service of the University; and
- h) Dismissal from service of the University.

Note :

1) The discharge

- a) of a person appointed on probation before the expiry or at the end of the prescribed or extended period of probation; or
- b) of a person engaged under contract, in accordance with the terms of his contract; or
- c) of a person appointed otherwise than under contract to hold a temporary appointment on the expiry of the period of the appointment.

does not amount to removal or dismissal within the meaning of this statute.

2) The removal of a person from the University service shall not disqualify him from future employment by the University but the dismissal of a person from the University service shall ordinarily disqualify him from future employment by the University.

3) The following shall not amount to penalty within the meaning of this statute.

- a) Withholding of increments of an University employee for failure to pass a departmental examination or consequential to the extension of probation in accordance with the statutes or orders governing the service or post or the terms of his appointment;
- b) Stoppage of increment of an University employee at the efficiency bar in the time scale of pay on the ground of his unfitness to cross the bar;
- c) Non-promotion of an University employee whether in an officiating or substantive capacity, after consideration of his case, to a higher grade or post, for promotion to which he is eligible;
- d) Reversion to a lower service, category, class, grade or post of an University employee officiating in a higher service, category, class, grade or post on the ground that he is considered, after trial, to be unsuitable for such higher service, category, class, grade or post or on administrative grounds unconnected with his conduct;
- e) Reversion to his previous service, category, class, grade or post of an University employee appointed on probation to another service, category, class, grade or post during or at the end of the period of probation, in accordance with the terms of his appointment or the statutes governing probation.
- f) Replacement of the service of a person whose services have been borrowed from the Central Government or State Government or a local authority, at the disposal of the authority which had lent his services.
- g) Compulsory retirement of an University employee in accordance with the provisions relating to his superannuation or retirement.

- ii) The penalty of fine as such shall be imposed only on an employee on scale of pay of which the minimum is Rs. 250/- p.m.
- iii) The detailed procedure governing the discipline and control of the employees shall be as detailed in Appendix I to this Chapter.

4) Suspension

- i) An employee may be placed under suspension from service, whereas
 - a) an enquiry into grave charges against him is contemplated, or is pending; or
 - b) a complaint against him of any criminal offence is under investigation or trial;

and if such suspension is necessary in the interest of the university.

Note : 1. The following cases shall be included under the head "grave charges", namely.

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

- ii) a) An University employee who is detained in custody whether on a criminal charge or otherwise, for a period longer than forty eight hours shall be deemed to have been placed under suspension by an order of the competent authority with effect from the date of his detention.
- b) An University employee shall be deemed to have been placed under suspension by an order of the competent authority, with effect from the date of his conviction for an offence, if he is sentenced to a term of imprisonment exceeding forty eight hours and is not forthwith dismissed or removed from service or compulsorily retired consequent to such conviction.

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

CONTINUANCE OF SUSPENSION IN CASE OF FURTHER ENQUIRY

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

CONTINUANCE OF SUSPENSION IN CERTAIN OTHER CASES

iv) Where a penalty of dismissal, removal or compulsory retirement from service imposed upon an University employee is set aside or declared or rendered void in consequence of or by a decision of the court of law and the competent authority, on a consideration of the circumstances of the case, decides to hold a further inquiry against him on the allegations on which the penalty of dismissal, removal or compulsory retirement was originally imposed, the University employee shall be deemed to have been placed under suspension by the competent authority from the date of the original order of dismissal, removal or compulsory retirement and shall continue to remain under suspension until further orders.

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

MODIFICATION OR REVOCATION OF SUSPENSION

vi) An order of suspension made or deemed to have been made under these statutes, may, at any time, be revoked by the authority which made or is deemed to have made the order or by any authority to which that authority is subordinate.

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

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

ix) An University employee can be placed under suspension only by a specific order made in writing by the competent authority. The order of suspension shall be in the form given in Appendix - III to this Chapter. An University employee shall not be placed under suspension by an oral order.

x) Except in case in which an University employee is deemed to have been placed under suspension, the order of suspension shall take effect only from the date on which it is made.

xi) The authority competent to place under suspension an University employee shall be, as given in Appendix - II to this Chapter.

xii) **Subsistence allowance :** a) An University employee under suspension shall be entitled to a subsistence allowance at an amount equal

to a leave salary and dearness allowance (if any), which he would have drawn if he had been on leave on half pay.

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

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

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

No payment of subsistence allowance shall be made unless the employee furnishes a certificate that he is not engaged in any other employment, business, profession or vocation.

A suspended person shall not be entitled to any leave for the period of suspension. When an employee who has been suspended is finally reinstated, he shall get fully pay unless the competent authority has expressly ordered a deduction to be made for the suspension period as a punishment. In the case of dismissal or removal from service with retrospective effect no recovery is necessary of the subsistence allowance already paid to him.

xiii) Appeals against orders of suspension

An University employee may appeal against an order of suspension to the authority to which the authority which made or is deemed to have made the order is immediately subordinate.

xiv) The authority competent to place an University employee under suspension shall be as set forth in Appendix - II to this Chapter.

APPENDIX - I

Procedure relating to Discipline and Control among the University Employees

1. i) The authority which may initiate disciplinary proceedings such as calling for explanations from and / or issuing memoranda or show cause notice to an university employee for considering the imposition of any of the penalties mentioned in these statutes shall be the immediate superior officer under whose supervision the employee is working at the time the lapses were committed and includes his successor in office.

For the purpose of this clause the immediate superior officer of the various categories of University employees shall be as given below, namely.

- | | |
|--|--|
| a) In the case of all non-teaching employees like technical, ministerial and administrative, laboratory staff working in the University department | Associate Lecturer/Lecturer/Assistant Professor / Reader / Professor of the concerned department, as the case may be, under whose immediate supervision the employee is working; |
| b) i) In the case of teachers of the University other than Professor & Deans, Directors & Heads of Department | The Professor or the Head of the Department as the case may be, under whose immediate supervision the teacher is working, |
| ii) In the case of Research Scholars / Research Fellows / Research Associates and those appointed for specific research projects | The Chief Investigator or the Professor/ Assistant Professor incharge of the research project; |
| c) In the case of Professor, Deans, Directors, Heads of Departments, Registrar of the University, Placement & Training Officer, Finance Officer, Estate Officer, University Engineer, University Librarian, Medical Officer: | the Vice-Chancellor; |

- d) In the case of Assistant Registrar / Registrar.
Deputy Registrar / Planning Officer;
- e) In the case of all other University Assistant Registrar / Deputy Registrar /
employees including ministerial, Finance Officer, as the case may be,
administrative & Secretariat staff: under whose immediate supervision
the employee is working.

ii) The authority which may impose the penalties mentioned in these statutes shall be as detailed in Appendix - II of this Chapter.

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

3. **Procedure for imposing Minor Penalties :**

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

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

ii) Record of Proceedings in respect of Minor Penalties:-

The record of proceedings under clause i) shall include

- a) A copy of the intimation to the university employee of the proposals to take action against him.
 - b) A copy of the statement of allegations communicated to him.
 - c) His representation, if any,
 - d) The orders of the case together with the reasons therefore.
- ii) The authority which may impose any of the minor penalties on an University employee shall be as mentioned in Appendix - II to this Chapter.

4. Procedure for imposing major Penalties

i) a) In every case where it is proposed to impose on an employee of the University any of the major penalties, the ground on which it is proposed to take action shall be reduced to the form of a definite charge or charges, which shall be communicated to the person charged, together with a statement of the allegations on which each charge is based and of any other circumstances which it is proposed to take into consideration in passing orders on the case. He shall be required, within a reasonable time, to put in a written statement of his defence and to state whether he desires an oral inquiry or only to be heard in person or both. An oral enquiry shall be held if such an inquiry is desired by the person charged or is directed by the authority concerned. At that inquiry oral evidence shall be heard as to such of the allegations as are not admitted, and the person charged shall be entitled to cross-examine the witnesses, to give evidence in person and to have such witnesses called, as he may wish, provided that the officer conducting the inquiry may, for special and sufficient reason to be recorded in writing, refuse to call a witness. Whether or not the person charged desired or had an oral inquiry, he shall be heard in

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

- b) After the inquiry or personal hearing referred to in clause a) has been completed and after the authority competent to impose the penalty has arrived at provisional conclusions in regard to the penalty to be imposed, the person charged shall be supplied with a copy of the report referred to in that clause and be called upon to show cause, within a reasonable time not ordinarily exceeding one month, against the particular penalty proposed to be inflicted.

Any representation in this behalf submitted by the person charged shall be taken into consideration before final orders are passed, provided that such representation shall be based only on the evidence adduced during the inquiry.

NOTE: An opportunity to show cause against the imposition of any of the penalties referred to in these statutes shall be given, after the authority competent to impose the penalties arrives at a provisional conclusion in regard to the penalty to be imposed either by such authority himself or, under his direction, by a subordinate authority, who is superior in rank to the employees, on whom it is proposed to impose the penalty.

- ii) a) The requirements of sub-clause (i) shall not apply where it is proposed to impose on an University employee any of the major penalties on the basis of facts which have led to his conviction in a criminal court, whether or not, he has been sentenced at once by such court to any punishment; but he shall be given a reasonable opportunity of making any representation that he may desire to make and such representation, if any, shall be taken into consideration, before the order imposing the penalty is passed.

b) The requirements of sub-clause (i) shall not apply where it is proposed to impose on an University employee any of the major penalties on the basis of facts which have led to his conviction by a court martial or where the employees concerned has absconded or where it is for other reasons, impracticable to communicate with him.

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

5. i) All or any of the provisions of Clauses 3 and 4 may, in exceptional cases, for special and sufficient reasons to be recorded in writing, be waived where there is difficulty in observing exactly the requirements of the sub-clauses and these requirements can be waived without injustice to the person charged.
- ii) If any question arises whether it is reasonably practicable to follow the procedure prescribed in sub-clause 4(i) (a), the decision thereon of the authority empowered to dismiss or remove such persons or reduce him in rank, as the case may be, shall be final.

6. Appeals

- i) Every University employee shall be entitled to appeal, as hereinafter provided, from an order passed by an authority imposing upon him any of the penalties specified in these statutes, to the next higher authority, namely:-
- a) An appeal from an order imposing a penalty by an authority other than the Vice-Chancellor or the Syndicate shall lie to the Vice-Chancellor;
- b) An appeal from the order imposing a penalty by the Vice-Chancellor shall lie to the Syndicate;
- c) An appeal from the order imposing a penalty by the Syndicate shall lie to the Chancellor.
- ii) Limitation:- No appeal under this statute shall be entertained unless it is submitted within a period of sixty days from the date of which the order appealed against was received by the appellant.

- iii) In the case of an appeal against an order imposing any of the penalties specified in these Statutes, the appellate authority shall consider,
 - a) Whether the facts on which the order was based have been established.
 - b) Whether the facts established afford sufficient ground for taking action; and
 - c) Whether the penalty is excessive, adequate, or inadequate and after such consideration, shall pass such order, as it thinks proper.
- iv) Any error or defect in the procedure followed in imposing a penalty may be disregarded by the appellate authority if such authority considers, for reasons to be recorded in writing, that the error or defect was not material and has neither caused injustice to the person concerned, nor affected the decision of the case.
- v) In the case of an appeal, the appellate authority shall pass such orders, as appears to it just and equitable, having regard to all the circumstances of the case.
- vi) Every person preferring an appeal shall do so separately and in his own name.
- vii) Every appeal preferred under these Statutes shall contain all material statements and arguments relied on by the appellant, shall contain no disrespectful, defamatory or improper language, and shall be addressed to the authority to whom the appeal is preferred and shall be submitted through the authority against whose order the appeal is preferred and through the usual official channel.
- viii) Withholding of Appeals :- (1) An appeal may be withheld by an authority not lower than the authority from whose order it is preferred, if-
 - a) it is an appeal in a case in which under these statutes no appeal lies;
 - b) it is not preferred within sixty days after the date on which the appellant was informed of the order appealed against and no reasonable cause is shown for the delay; or

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

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

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

2) When the appeal is withheld the authority withholding the appeal shall forward to the appellate authority, a copy of such order communicated to the University employee.

ix) No appeal shall lie against withholding of an appeal by a competent authority.

x) The authority, by whom an order imposing any of the minor penalties specified in the Statutes may be reversed or altered in cases in which no appeal is preferred, shall be the appellate authority or any higher authority.

xi) Every appeal which is not withheld under these Statutes shall be forwarded to the appellate authority by the authority from whose order the appeal is preferred, with an expression of opinion.

xii) An appellate authority may call for any appeal admissible under this Statutes which has been withheld by a subordinate authority and may pass such orders thereon, as it considers fit.

xiii) Nothing contained in these Statutes shall be deemed to preclude an authority higher than the appellate authority to review cases either on its own initiative or on representations from the University employee against the orders of the punishing authority or the appellate authority.

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

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

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

2) When the appeal is withheld the authority withholding the appeal shall forward to the appellate authority, a copy of such order communicated to the University employee.

ix) No appeal shall lie against withholding of an appeal by a competent authority.

x) The authority, by whom an order imposing any of the minor penalties specified in the Statutes may be reversed or altered in cases in which no appeal is preferred, shall be the appellate authority or any higher authority.

xi) Every appeal which is not withheld under these Statutes shall be forwarded to the appellate authority by the authority from whose order the appeal is preferred, with an expression of opinion.

xii) An appellate authority may call for any appeal admissible under this Statutes which has been withheld by a subordinate authority and may pass such orders thereon, as it considers fit.

xiii) Nothing contained in these Statutes shall be deemed to preclude an authority higher than the appellate authority to review cases either on its own initiative or on representations from the University employee against the orders of the punishing authority or the appellate authority.

APPENDIX II

AUTHORITY WHICH MAY IMPOSE THE PENALTY OF

S. No.	Category of Staff	Fine (only for basic service)	Censure	Withholding of increments or recovery from pay	Withholding or promotion including stoppage at an efficiency bar	Recovery from pay of the whole or part of any pecuniary loss to the University	Suspension, pending enquiry	Reduction to lower rank in the seniority list or to a lower stage in the same scale or to a lower scale or to a lower post	Compulsory retirement or removal or dismissal from service
1	2	3	4	5	6	7	8	9	10
I.	Teaching and Academic Staff								
	Members of all categories of teaching and academic staff		VC	VC	VC	VC	VC	Syndicate	Syndicate
II.	Non-Teaching and non-teaching technical staff including administrative staff								
1.	Employees on scales of pay of which the minimum is Rs. 12000/- and above		VC	VC	VC	VC	VC	Syndicate	Syndicate
2.	Employees on scales of pay of which the minimum is Rs. 5500/- and above but less than Rs. 12000/- in the ordinary grade scale.		Registrar	Registrar	VC	VC	VC	Syndicate	Syndicate

S. No.	Category of Staff	Fine (only for basic service)	Censure	Withholding of increments or recovery from pay	Withholding or promotion including stoppage at an efficiency bar	Recovery from pay of the whole or part of any pecuniary loss to the University	Suspension, pending enquiry	Reduction to lower rank in the seniority list or to a lower stage in the same scale or to a lower scale or to a lower post	Compulsory retirement or removal or dismissal from service
1	2	3	4	5	6	7	8	9	10
3.	Employees on scales of pay of which the minimum is Rs. 2610/- and above but less than Rs. 5500/- in the ordinary grade scales	Registrar	Registrar	Registrar	VC	Registrar	Registrar	VC	VC
4.	Employees who are not covered under 1, 2 and 3 above	Registrar	Registrar	Registrar	Registrar	Registrar	Registrar	VC	VC

NOTE: The powers of the authorities as noted in Col. 8 to place an employee of the University under suspension pending enquiry shall not however debar the higher authorities from exercising these powers.

APPENDIX - III

Standard form of order of Suspension

ANNA UNIVERSITY : MADRAS - 600 025

Dated :

* WHEREAS an enquiry into grave charges against Thiru
(name and designation) is contemplated / pending.

* WHEREAS a complaint against Thiru
(Name and Designation) of a criminal offence is under investigation / trial;

AND WHEREAS in the circumstances of the case it is necessary in the
interest of the university to place the said Thiru under
suspension from the service of the University.

Now, therefore, under Statute (4) of the University, the said Thiru
is, with immediate effect, placed under suspension from service, until further
orders.

2. During the period of suspension, the said Thiru
will be paid subsistence allowance and dearness allowance admissible under
the Statutes / laws of the University.

The Headquarters of the said Thiru during the
period of suspension shall be and the
said Thiru shall not leave the Head-quarters without
obtaining the previous permission of the authority concerned.

(By order of the * Vice-Chancellor / * Syndicate)

**REGISTRAR
ANNA UNIVERSITY**

* Delete whichever is inapplicable



ANNA UNIVERSITY
CHENNAI - 600 025.

ANNA UNIVERSITY EMPLOYEES' CONDUCT RULES

(Approved by the Syndicate Vide Res No. 79.133 of
the 6th Meeting held on 15.11.79)

ANNA UNIVERSITY EMPLOYEES' CONDUCT RULES

(Approved by the Syndicate Vide Res No. 79.133 of the 6th Meeting held on 15.11.79)

1. TITLE

These rules may be called the Anna University Employees' Conduct Rules and shall apply to every employee of the University except the part-time employees.

2. INTEGRITY AND DEVOTION TO DUTY

Every employee shall at all times (a) maintain absolute integrity, (b) maintain devotion to duty, (c) conform to and abide by the rules and regulations, (d) comply with and obey all lawful orders and directions in the course of his official duties issued by any person or persons to whom he may be subordinate in the service of the University, (e) refrain from any activity which is anti-secular or which tends to create communal disharmony.

NOTE : Failure to perform his academic duties such as preparation, lectures, demonstrations, assessment, guidance, invigilation will constitute improper conduct in respect of a member of teaching department. Failure to obey the instructions given by the superior officers or to execute promptly the administrative responsibilities will constitute improper conduct.

3. INTEREST OF THE UNIVERSITY

Every employee shall serve the University honestly and faithfully and shall endeavour his utmost to promote the interest of the University. He shall show courtesy and attention in all transactions and not to do anything which is unbecoming of a university employee.

4. EMPLOYMENT IN FIRMS ENJOYING UNIVERSITY PATRONAGE

No employee shall use his position or influence directly or indirectly to secure employment for any member of his family in any private business or firm where he has official dealings.

5. TAKING PART IN POLITICS AND ELECTIONS

(1) No employee shall be a member of, or be otherwise associated with any political party or any organisation which takes part in politics nor shall take part in, subscribe in aid of or assist in any other manner, any political movement or activity.

Explanation

(1) An employee, who, on or before the date of coming into force of this rule has been a member of or otherwise associating with any political party or any organisation which takes part in politics or who has been taking part or subscribing in aid of, or assisting in any other manner, any political movement or activity, will be committing a breach of this rule; if he/she continues to be such member or continues to so associate, take part, subscribe or assist after the date of coming into force of this rule.

(2) It shall be the duty of every employee to endeavour to prevent any member of his family from taking part in, subscribing in aid or assisting in any other manner, any movement or activity which is, or tends directly or indirectly to be subversive of the Government, as by law established, and where an employee is unable to prevent a member of his family from taking part in, or subscribing in aid or of assisting any other manner any such movement of activity, he shall make a report to that effect to the university.

Explanation

For purpose of this rule the term "Members of the Family" shall include

i) the wife or husband as the case may be, of the University employee, whether residing with the University employee or not, but does not include a wife or husband, as the case may be, separated from the University employee, by a decree or order of a competent court;

ii) Son or daughter or step-son or step-daughter of the University employee and wholly dependent on him, but does not include a child or step-child, who is no longer in any way dependent on the University employee or of whose custody the University employee has been deprived by or under any law;

iii) any other person related, wheter by blood or marriage, to the University employee or to the University employee's wife or husband and wholly dependent on the University employee.

(3) If any question arises whether a party is a political party or whether any organisation takes part in politics or whether any movement or activity falls within the scope of this rule, the decision of the Syndicate thereon shall be final.

(4) No employee shall canvas or otherwise interfere or use his influence in connection with, or take part in, an election to any legislature or local authority.

Provided that

i) an employee qualified to vote at such election may exercise his right to vote, but where he does so, he shall give no indication of the manner in which he proposes to vote or has voted.

ii) an employee shall not be deemed to have contravened the provisions of this rule by reason only that he assists in the conduct of the election in due performance of a duty imposed on him by or under any law for the time being in force.

Explanation - (1) Nothing contained in this sub-rule shall be deemed to prohibit the wife of an employee or any other member of his family, living with or in any way dependent on him from standing for election to any legislature or to any local authority and from canvassing for other candidates.

Explanation - (2) The display by an employee on his person, vehicle or residence of any electoral symbol shall amount to using his influence in connection with an election within the meaning of this rule.

Explanation - (3) For purpose of this rule the term "Members of the Family" shall include -

i) the wife or husband as the case may be, of the University employee, whether residing with the University employee or not but does not include a wife or husband, as the case may be, separated from the University employee, by a decree or order of a competent court;

ii) Son or daughter or step-son or step-daughter of the University employee and wholly dependent on him, but does not include a child or step-child, who is no longer in any way dependent on the University employee or of whose custody the University employee has been deprived by or under any law;

iii) any other person related, whether by blood or marriage, to the University employee or to the University employee's wife or husband and wholly dependent on the University employee.

(5) An employee proposing or seconding the nomination of a candidate at an election or acting as a polling agent shall be deemed to have committed a breach of this rule.

5. (A) Prohibition of membership of any communal organisation etc.

(1) No employee shall be a member of or be otherwise associated with any organisation,

(a) Which promotes or attempts to promote on grounds of religion, race, place of birth, residence, language, caste or community or any other ground whatsoever, dis-harmony or feelings of enmity, hatred or ill-will between different religious, racial, language or regional groups or castes or communities, or

(b) whose activities are prejudicial to the maintenance of harmony between different religious, racial, language or regional groups or castes or communities, and which disturbs or is likely to disturb the public tranquility or,

(c) which organises any exercise, movement drill or other similar activity intending the participants in such activity shall use or to be trained to use criminal force or violence or knowing it to be likely that the participants in such activity will use or be trained to use criminal force or violence against any religious racial, language or regional group or caste or community and such activity for any reason whatsoever causes or is likely to cause fear or alarm or a feeling of insecurity amongst members of such religious, racial, language or regional group or caste or community.

Explanation

An employee who, on or before the date of coming into force of this rule has been a member of or otherwise associating with any such organisation as stated above will be committing a breach of this rule if he/she continues to be a member of or otherwise associates with such organisation after the date of coming into force of this rule.

(2) If any question arises whether any organisation falls under sub-rule (1), the decision of the Syndicate thereon shall be final.

6. JOINING OF ASSOCIATIONS

i) No employee shall join or continues to be a member of an Association, the object or activities of which are prejudicial to the interests of the sovereignty and integrity of India or to the interests of the University or to public order or morality, provided that the Associations/Unions recognised by the University either on de jure or de facto basis, would not attract this rule.

- ii) No employee shall be a member / office bearer of an Association of this University in respect of a category of staff to which he does not belong.

7. DEMONSTRATIONS AND STRIKES

No employee shall (a) engage himself or participate in any demonstrations which is prejudicial to the interests and the sovereignty and integrity of India, security of the state, the interests of the University, public order, decency or morality or which involves contempt of court, defamation or incitement to an offence including inciting students or employees against other students or employees, university or administration; or (b) resort, to or in any way abet, any form of strike, or coercion or physical duress in connection with any matter pertaining to his service or the service of any other employee or employees of the University.

8. CONNECTION WITH PRESS OR RADIO OR TELEVISION

(a) No employee shall, except with the previous sanction of the University, own wholly or in part, or conduct or participate in the editing or management of any newspaper or other periodical publication.

(b) No employee shall except with the previous sanction of the University or except in bonafide discharge of his duties,

(i) Publish a book himself or through a publisher or contribute an article to a book or a compilation of articles, or

(ii) Participate in a radio or television broadcast or contribute an article or write a letter to the newspaper or periodical either in his own name or anonymously or pseudonymously or in the name of any other person, except when such publication or radio or television broadcast or contribution or publication or public utterance shall not have the effect of an adverse criticism of any current or recent policy or action of the University or which is capable of embarrassing the relationship between the University and Government or other agencies. This will not apply to any statement made or views expressed by him in his official capacity in due performance of duties assigned to him.

(c) An employee of the University, except in accordance with any general or special order of the University or in the performance in good faith of the duties assigned to him, shall not communicate directly or indirectly any official document

or information to any employee or to any other person to whom he is not authorised to communicate such document or information.

(d) An employee of the University shall not, except with the sanction of the University, give evidence in connection with any enquiry conducted by any person, committee or authority other than the courts and police.

9. COLLECTION OF FUNDS

No employee shall, except with the previous sanction of the University, ask for and accept contributions to or otherwise associate himself with the raising of any funds or other collection in cash or kind, except in aid of the registered organisations.

10. GIFTS

(a) No employee shall accept or permit any member of his family or any person acting on his behalf to accept any gift of value.

(b) On occasion such as weddings, anniversaries, funerals or religious functions when the making of a gift is in conformity with the prevailing practice or in other cases in accordance with the laws, an employee may accept gifts from his near relatives or from his personal friends.

(c) In any other case, an employee shall not accept any gift without the sanction of the University, if the value thereof exceeds one half of the monthly emoluments of the employee.

11. PRIVATE TRADE OF EMPLOYMENT

(a) No employee shall, except with the previous sanction of the University, engage directly or indirectly in any trade or business or undertake any other employment.

(b) A person employed in the University shall not apply for private employment or signify his willingness to accept such employment without first obtaining the permission in writing of the University.

11.A IMMOVABLE PROPERTY

No employee of the University shall, except after notice to the prescribed authority, acquire or dispose of any movable/immovable property by lease, mortgage, purchase, sale, gift, exchange or otherwise either in his own name or in the name of his family.

12. CANVASSING OF OUTSIDE INFLUENCE

No employee shall bring or attempt to bring any political, personal or other influences to bear upon any authority of the University to further his interests or the interests of any other person in respect of matters pertaining to his service or in respect of any other matter involving a pecuniary or other benefit to him.

13. PARTIALITY IN OFFICIAL DUTIES

An employee shall not be partial in his performance of his official duties and he should be objective in his approach.

14. RAISING OF PRIVILEGES

An employee shall not try to use the considerations of caste, creed, religion, race or sex in his relationship with his colleagues, for purposes of improving his prospects.

15. INTOXICATING DRINKS AND DRUGS

(a) An employee shall strictly abide by any law relating to intoxicating drinks or drugs in force.

(b) An employee shall not have in his possession any intoxicating drinks or drugs or be in a state of intoxication in the University premises.

16. SENDING REPRESENTATIONS

An employee shall not make representations to Syndicate, or Government or to any authorities of the University direct and all representations shall be made through the proper channel. Any such representations shall be forwarded to the person to whom it is addressed with or without comment of the forwarding authority.

16. (a) SEEKING LEGAL REMEDY

The employees shall seek legal remedy on service and other matters with prior notice and only after their representations to the higher authorities having been negated.

17. REFUSAL TO RECEIVE PAY

Concerted or organised refusal on the part of the employees to receive their pay shall constitute improper conduct.

18. COMPETENT AUTHORITY

Unless specifically otherwise stated, the Vice-Chancellor shall exercise the power to grant permission under these rules.

19. EMPLOYEES

For purposes of these rules, employee includes members of both sexes of teaching, research and non-teaching staff of the University.

20. INTERPRETATION

If any question arises relating to the interpretation of these rules, it shall be referred to the Syndicate, whose decision thereon shall be final.

* * *

7


Extract of Minutes of the 186th Meeting of the Syndicate
held on 01.02.2008

186.3.6

TO CONSIDER AND APPROVE THE AMENDMENTS TO THE
SPECIAL SERVICE STATUTES FOR ADMINISTRATIVE AND
TECHNICAL POSTS AS RECOMMENDED BY THE COMMITTEE
FOR THE POSTS OF ASSISTANT REGISTRAR AND DEPUTY
REGISTRAR.

RESOLVED TO APPROVE the amendments to the Special Service
Statutes for Administrative and Technical posts for the posts of Assistant Registrar and
Deputy Registrar as in Annexures - 2 A & B (Page Nos.40 & 41)

True copy.


REGISTRAR
ANNA UNIVERSITY
CHENNAI-600 025.

ANNEXURE – 2 A

Res.No.186.3.6

Post : Assistant Registrar

Scale of Pay : Rs. 8000-275-13500

Mode of Appointment : By Promotion

Eligibility Conditions :

Existing	Proposed
Good Academic record plus Masters' degree with atleast 55% marks or its equivalent Grade of 'B' in the UGC seven point scale.	By Direct recruitment : Qualifications : Good Academic record plus Masters' degree with atleast 55% marks or its equivalent Grade of 'B' in the UGC seven point scale. By Promotion : Qualifications : Any degree for those who are recruited after 04.09.1978 and before 22.05.1997 and in service with Anna University ; (OR) Master's degree with atleast 55% marks or Grade 'B' in the UGC seven point scale for candidates who were recruited after 22.05.1997 and are in service with Anna University.
Five years of service in the post of Chief Superintendent or equivalent level of posts (OR) Eight years of service in the post of Superintendent or equivalent level.	Experience : Five years of experience in the post of Chief Superintendent ; (OR) Eight years of combined service as Chief Superintendent and Superintendent ; (OR) Eight years of service in the post of Superintendent.
NOTE : (a) relaxation of 5% may be provided from 55% marks to 50% at the Master level for SC/ST candidates. (b) relaxation of 5% may be provided from 55% to 50% of marks to the Ph.D. holders who have passed their Master Degree prior to 19 th September 1991. (c) the minimum requirement of 55% of marks at the Master Degree Level need not be insisted in respect of the existing incumbents and this provisions shall be exclusively for the new entrants.	NOTE : (a) relaxation of 5% may be provided from 55% marks to 50% at the Master level for SC/ST candidates. (b) relaxation of 5% may be provided from 55% to 50% of marks to the Ph.D. holders who have passed their Master Degree prior to 19 th September 1991. (c) the minimum requirement of 55% of marks at the Master Degree Level need not be insisted in respect of the existing incumbents and this provisions shall be exclusively for the new entrants.

5

ANNEXURE – 2 B

Res.No.186.3.6

Post : Deputy Registrar

Scale of Pay : Rs. 12000-375-16000

Mode of Appointment : By Promotion

Eligibility Conditions :

Existing	Proposed
A Masters degree with atleast 55% marks or its equivalent grade of 'B' in the UGC seven point scale.	By Direct recruitment : Qualifications : A Masters degree with atleast 55% marks or its equivalent grade of 'B' in the UGC seven point scale. By Promotion : Qualifications : Any degree for those who are recruited after 04.09.1978 and before 22.05.1997 and in service with Anna University ; (OR) Master's degree with atleast 55% marks or Grade 'B' in the UGC seven point scale for candidates who were recruited after 22.05.1997 and are in service with Anna University.
Five years of experience as a Lecturer in a College or a University with experience in educational administration ; (OR) Comparable experience in research establishment and/or other institutions of higher education ; (OR) Five years of administrative experience as Assistant Registrar or in an equivalent post.	Experience : Five years of experience as a Lecturer in a College or a University with experience in educational administration ; (OR) Five years experience as Assistant Registrar ; (OR) TEN years combined service as Chief Superintendent and Assistant Registrar out of which 4 years shall be at the level of Assistant Registrar
NOTE : a) relaxation of 5% may be provided from 55% marks to 50% at the Master level for SC/ST candidates. b) Relaxation of 5% may be provided from 55% to 50% of marks to the Ph.D. holders who have passed their Master Degree prior to 19 th September, 1991. c) The minimum requirement of 55% of marks at the Master Degree level need not be insisted in respect of the existing incumbents and this provision shall be exclusively for the new entrants.	NOTE : a) relaxation of 5% may be provided from 55% marks to 50% at the Master level for SC/ST candidates. b) Relaxation of 5% may be provided from 55% to 50% of marks to the Ph.D. holders who have passed their Master Degree prior to 19 th September, 1991. c) The minimum requirement of 55% of marks at the Master Degree level need not be insisted in respect of the existing incumbents and this provision shall be exclusively for the new entrants.