



**THE TAMIL NADU Dr. AMBEDKAR
LAW UNIVERSITY**



**ACT, STATUTES,
SCHEDULES & REGULATIONS**



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ACT



The following Act of the Tamil Nadu Legislative Assembly received the assent of the President on the 6th August 1997 and is hereby published for general information.

Act No. 43 of 1997

An Act to provide for the establishment and incorporation of a Law University in the State of Tamil Nadu for the advancement and promotion of learning and knowledge of law in the educational pattern of the State.

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

CHAPTER I

PRELIMINARY

1. (1) This Act may be called the Tamil Nadu Dr. Ambedkar Law University Act, 1996. **Short title, extent, application and commencement**
- (2) It extends to the whole of the State of Tamil Nadu.
- (3) It applies to –
- (a) every law college specified in the Schedule which are deemed to be affiliated to the University under this Act;
- (b) every other law college or institute situated within the University area which may be affiliated to, or approved by, the University in accordance with the provisions of this Act, statutes, ordinances or regulations; and
- (c) every college or institution situated within the University area which conducts any course of study or imparts any training which may qualify for the award of any degree, diploma or other academic distinction in law by the University.
- (4) This Section and Sections 2, 3, 4, 5, 6, 7, 8, 9, 10, 11, 12, 13, 14, 15, 16, 17, 21, 48, 49, 50, 52, 61, 63, 64, 65, 68, 69 and 71 shall come into force at once and the remaining provisions* of this Act shall come into force on such date as the Government may by notification appoint and different dates may be appointed for different provisions of this Act. **Definitions**
2. In this Act, unless the context otherwise requires,
- (a) “affiliated college” means a college or institution situated within the university area and affiliated to the

* As per G.O. Ms No. 15. Law Department dated 17.3.98. published In Tamil Nadu Government Gazette No. 132 dated 17.3.98, the remaining sections came into force on 17.3.98.

- University, a college deemed to be affiliated to the University and an autonomous college;
- (b) “autonomous college” means any college designated as an autonomous college by or under the statutes;
- (c) “Bar Council of India” means the **Central Act 25**
Bar Council of India constituted **of 1961**
under the Advocates Act; 1961
- (d) “Bar Council of Tamil Nadu” means the Bar Council of Tamil Nadu constituted for the State of Tamil Nadu;
- (e) “college” means a college or institution established or maintained by or affiliated to the University and providing any course of study or training in law for admission to the examination; for degrees, diplomas or other academic distinctions of the University;
- (f) “date of commencement of this Act” in relation to any provision of this Act means, the date of coming into force of that provision;
- (g) “Faculty” means a Faculty of the University;
- (h) “Government” means the State Government;
- (i) “hostel” means a unit of residence for the students of the University maintained or recognised by the University in accordance with the provisions of this Act; and includes a hostel deemed to be recognised by the University under this Act;
- (j) “prescribed” means prescribed by this Act or the statutes or ordinances or regulations;
- (k) “principal” means the head of a college;
- (l) “registered graduate” means a graduate registered under this Act;
- (m) “statutes”, “ordinances” and “regulations” mean respectively, the statutes, ordinances and regulations of the University made or continued in force under this Act;

- (n) “teachers” means Professors, Readers, Lecturers, whether full time or part-time, Lecturers (Senior Scale), Lecturers (Selection Grade) and other persons giving instruction in University colleges or institutions in affiliated or approved colleges or in hostels and libraries as may be declared by the statutes to be teachers;
- (o) “teachers of the University” means persons appointed by the University to give instruction on its behalf;
- (p) “University” means the Tamil Nadu Dr. Ambedkar Law University;
- (q) “University area” means the area to which this Act extends. under sub-section (2) of section 1 excluding the Annamalai Nagar as defined in clause (a) of section 2 of the Annamalai University Act, 1928; **Tamil Nadu Act I of 1927**
- (r) “University college” means a college or a college combined with research institute maintained by the University, whether instituted by it, or not, providing courses of study leading upto the post-graduate and professional degrees of the University;
- (s) “University Grants Commission” means the commission established under section 4 of the University Grants Commission Act, 1956; **Central Act 3 of 1956**
- (t) “University Lecturer”, “University Reader”, “University Professor” or “University Teacher” mean Lecturer, Reader, Professor or Teacher respectively appointed or deemed to be appointed as such by the University;
- (u) “University Library” means a Library maintained by the University whether instituted by it or not.

CHAPTER II

THE UNIVERSITY

3. (1) For the advancement and promotion of learning and knowledge of law, there shall be established a University by the name "The Tamil Nadu Dr. Ambedkar Law University". **Establishment
of University**
- (2) The University shall be a body corporate having perpetual succession and a common seal and shall sue and be sued by the said name.
- (3) The headquarters of the University shall be located within the limits of the Madras Metropolitan Planning Area as defined in clause 23(a) of section 2 of the Tamil Nadu Town and Country Planning Act, 1971. **Tamil Nadu Act
35 of 1972**
4. The University shall have the following objects, namely: **Objects of
University**
- (a) to provide for the advancement and dissemination of knowledge of law and their role in the development of better education;
 - (b) to promote the legal education and well being of the community generally;
 - (c) to develop in the student and research scholar, a sense of responsibility to serve the society in the field of law by developing skills in regard to advocacy, legal services, legislation, law reforms and the like;
 - (d) to organise lectures, seminars, symposia and conferences;
 - (e) to promote legal knowledge and to make law as efficient instruments of social development;

- (f) to provide access to legal education for large segments of the population, and in particular to the disadvantaged groups such as those living in remote and rural areas;
 - (g) to promote acquisition of legal knowledge in rapidly developing and changing society and to continually offer opportunities for upgrading knowledge, training and skills in the context of innovation, research and discovery in all fields of human endeavours;
 - (h) to provide innovative system of University level education, flexible and open, in regard to methods and pace of learning, combination of course, age of entry, conduct of examination and operation of the programmes with a view to promote learning and encourage excellence in new fields of legal knowledge;
 - (i) to provide education and training in the various fields of law in the State raising their quality and improving their availability to the people;
 - (j) to provide suitable post-graduate courses of study and promote research in the various fields of law;
 - (k) to promote national integration and the integrated development of the human personality through its policies and programmes.
5. The University shall have the power:-
- (i) to administer and manage the University and such centres for research, for legal education or for advancement of knowledge in law;
 - (ii) to provide for instructions or training in such branches of learning pertaining to law, as the University may deem fit;

**Powers and
functions of
University**

- (iii) to make provisions for research or for the advancement or dissemination of knowledge in legal education;
- (iv) to organise and undertake extension services;
- (v) 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 the terms and conditions, if any, of such permission has been complied with;

- (vi) to institute degrees, titles, diplomas and other academic distinctions;
- (vii) to hold examinations and to confer degrees, titles, diplomas and other academic distinctions on persons who shall have pursued an approved course of study in the University, University college or any college affiliated or deemed to be affiliated to the University under this Act and shall have passed the prescribed examinations of the University subject to such conditions as the University may determine;
- (viii) to confer degrees, titles, diplomas and other academic distinctions on persons who shall have pursued an approved course of study in an autonomous college;
- (ix) to confer honorary degrees, or other distinctions under conditions prescribed;
- (x) to fix fees to demand and receive such fees as may be prescribed;
- (xi) to establish, maintain and manage hostels and to recognise places of residence for the students of the University and to withdraw such recognition to any such place of residence;

- (xii) to establish such special centres, specialised study centres, school of excellence which may serve as a lead agent for all other law colleges to emulate or other units for research and instruction and for promotion of distance education centres as are, in the opinion of the University, necessary for the furtherance of its objects;
- (xiii) to supervise and control the residence and to regulate the discipline of the students of the University and to make arrangements for promoting their health;
- (xiv) to make arrangements in respect of the residence, discipline and teaching of women students;
- (xv) to create academic, technical, administrative, ministerial and other posts and to make appointments thereto;
- (xvi) to provide, control and maintain discipline among the students and to regulate and enforce discipline among all categories of employees of the University and to lay down the conditions of service of such employees including their code of conduct and to take such disciplinary measures as may be deemed necessary;
- (xvii) to institute lecturerships, readerships, professorships and other teaching posts required by the University and to appoint persons to such lecturerships, readerships, professorships and other teaching posts;
- (xviii) to institute and award fellowships, travelling fellowships, scholarships, studentships, bursaries, prizes and medals in accordance with the statutes;
- (xix) to provide for printing, reproduction and publication of research and other works and to organise exhibitions;
- (xx) to sponsor and undertake research in all aspects of law, justice and social development;

- (xxi) to co-operate with any other organisations in the matter of education, training and research in law, justice, social development, and allied subjects for such purposes as may be agreed upon on such terms and conditions as the University may, from time to time, determine;
- (xxii) to co-operate with institutions of higher learning in any part of the world having objects wholly or partially similar to those of the University, by exchange of teachers and scholars and generally in such manner as may be conducive to the common objects;
- (xxiii) to regulate the expenditure and to manage the accounts of the University;
- (xxiv) to establish and maintain within the University or elsewhere, such class rooms and study halls as the University may consider necessary and adequately furnish the same and to establish and maintain such libraries and reading rooms as may appear convenient or necessary for the University;
- (xxv) to receive grants, subventions, subscriptions, donations and gifts for the purposes of the University and consistent with the objects for which the University is established;
- (xxvi) to purchase, take on lease or accept as gifts or otherwise, any land or building or works which may be necessary or convenient for the purpose of the University on such terms and conditions as it may think fit and proper and to construct or alter and maintain any such building or works;
- (xxvii) to sell, exchange, lease or otherwise dispose of all or any portion of the properties of the University, movable or immovable, on such terms as it may think fit and

proper without prejudice to the interest and activities of the University;

- (xxviii) to draw and accept, to make and endorse, to discount and negotiate, Government and other promissory notes, bills of exchange, cheque or other negotiable instruments;
- (xxix) to execute conveyances, transfers, reconveyances, mortgages, leases, licences and agreements in respect of property, movable or immovable including Government securities belonging to the University or to be acquired for the University;
- (xxx) to appoint, in order to execute an instrument or transact any business of the University, any person as it may deem fit;
- (xxxi) to give up and cease from carrying on any classes, or departments of the University;
- (xxxii) to enter into any agreement with the Central Government, State Governments, the University Grants Commission or other Authorities for receiving grants;
- (xxxiii) to accept grants of money, securities or property of any kind on such terms as it may deem expedient;
- (xxxiv) to raise and borrow money on bonds, mortgages, promissory notes or other obligations or securities upon all or any of the properties and assets of the University or without any securities and upon such terms and conditions as it may deem fit and to pay out of the funds of the University, all expenses incidental to the raising of money, and to repay and redeem any money borrowed;

- (xxxv) to invest the funds of the University money entrusted to the University in or upon such securities and in such manner as it may deem fit and from time to time transpose any investment;
- (xxxvi) to make such regulations as may from time to time, be considered necessary for regulating the affairs and the management of the University and to alter, modify and to rescind them;
- (xxxvii) to constitute for the benefit of the academic, technical administrative and other staff, in such manner and subject to such conditions as may be prescribed by the regulations, such as pensions, insurance, provident fund and gratuity as it may deem fit and to make such grants as it may deem fit for the benefit of any employee of the University and to aid in the establishment and support of the associations, institutions, funds, trusts and conveyances calculated to benefit the staff and the students of the University;
- (xxxviii) to delegate all or any of its powers and functions to any authority of the University or any committee or any sub-committee or to any one or more members of its body or its officers; and
- (xxxix) to do all such other acts and things as the University may consider necessary, conducive or incidental to the attainment or enlargement of its objects, powers and functions or any one of them.
6. (1) No Law college or institution imparting legal education within the University area shall be affiliated to any other University other than the Tamil Nadu Dr. Ambedkar Law University.

Colleges not to be affiliated to any other University and recognition of colleges by University

- (2) No Law college or institution imparting legal education affiliated to or associated with, or maintained by, any other University, whether within the State of Tamil Nadu or outside the State of Tamil Nadu, shall be recognised by the University for any purpose except with the prior approval of the Government and the University concerned.
7. (1) The University shall, subject to the provisions of this Act and the statutes, be open to all persons. **Admission to University**
- (2) Nothing contained in sub-section (i) 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 Castes, the Scheduled Tribes, Most Backward Classes including Denotified Communities and Backward Classes, as may be specified in such order and where such direction has been given, the University shall make the reservation accordingly.

8. (1) The Government shall have the **Visitation** right to cause an inspection or inquiry, to be made, by such persons or person, as they may direct, of the University, its buildings, museums, workshops, and equipments and of any institution maintained, recognised or approved by the University and also of the examination, teaching and other works conducted or done by the University and to cause an inquiry to be made in respect of any matter connected with the University. The Government shall in every case give notice to the University of their intention to cause such inspection or inquiry to be made and the University shall be entitled to be represented thereat.
- (2) The Government shall communicate to the Syndicate their views with reference to the results of such inspection or inquiry and may, after ascertaining the opinion of the Syndicate thereon, advise the University upon the action to be taken and fix a time limit for taking such action.
- (3) The Syndicate shall report to the Government through the Vice-Chancellor, the action, if any, which is proposed to be taken or has been taken upon the result of such inspection or inquiry. Such report shall be submitted within such time as the Government may direct.
- (4) Where the Syndicate does not take action to the satisfaction of the Government within a reasonable time, the Government may, after considering any explanation furnished or representation made by the Syndicate, issue such directions as they may think fit and the Syndicate shall comply with such directions. In the event of the Syndicate not complying with such directions within such time as may be fixed in that behalf by the Government, the Government shall have power to appoint any person or body to comply with such directions and make such orders as may be necessary for the expenses thereof.

CHAPTER III
OFFICERS OF THE UNIVERSITY

9. The University shall consist of the following officers, namely: **Officers of the University**
- (1) the Chancellor;
 - (2) the Pro-Chancellor;
 - (3) the Vice-Chancellor;
 - (4) the Registrar;
 - (5) the Finance Officer;
 - (6) the Controller of Examinations; and
 - (7) such other persons as may be declared by statutes to be officers of the University.
10. (1) The Governor of Tamil Nadu **Chancellor**
shall be the Chancellor of the University. He shall, by virtue of his office, be the head of the University and President of the Academic Senate and shall, when present, preside at the meetings of the Academic Senate and at any convocation of the University and confer degrees, titles, diplomas or other academic distinctions upon persons entitled to receive them.
- (2) Where power is conferred upon the Chancellor to nominate persons to the authorities, the Chancellor shall, in consultation with the Vice-Chancellor, and to the extent necessary, nominate persons to represent the interests not otherwise adequately represented.
 - (3) The Chancellor may, of his own motion or on application, call for and examine the record of any officer or authority of the University in respect of any

proceedings to satisfy himself as to the legality of such proceedings or the correctness, legality or propriety of any decision taken or order passed therein, and if, in any case, it appears to the Chancellor that any such proceedings, decision or order should be modified, annulled, reversed or remitted for reconsideration, he may pass orders accordingly:

Provided that every application to the Chancellor for the exercise of the powers under this sub-section shall be preferred within three months from the date on which the proceedings, decision or order to which the application relates was communicated to the applicant:

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

- (4) The Chancellor shall exercise such other powers and perform such other duties as may be conferred on him by or under the provisions of this Act.
11. (1) The Minister in-charge of the **Pro-Chancellor** portfolio of law in the State of Tamil Nadu 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 functions of the Chancellor.
 - (3) The Pro-Chancellor shall exercise such other powers and perform such other functions as may be conferred on him by or under this Act.
12. (1) Every appointment of Vice- **Vice-Chancellor** Chancellor shall be made by the Chancellor from out of a panel of three names recommended by the Committee referred to in sub-

section (2) and such panel shall not contain the name of any member of the said Committee:

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

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

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

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

Provided that no person shall hold the office of the Vice-Chancellor for more than six years in the aggregate:

provided further 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 months notice, resign his office:

Provided also that a person appointed as Vice-Chancellor shall retire from office if, during the term

of his office or any extension thereof, he completes the age of sixty-five years.

- (4) When any temporary vacancy occurs in the office of the Vice-Chancellor or when the Vice-Chancellor is, by reason of illness, absence or for any other reason, unable to exercise the powers and perform the duties of his office, the senior most Professor of the University shall exercise the powers and perform the duties of the Vice-Chancellor till the Syndicate makes the requisite arrangements for exercising the powers and performing the duties of the Vice-Chancellor.
- (5) The Vice-Chancellor shall be a whole-time officer of the University and his emoluments and other terms and conditions of service shall be as follows:
 - (a) There shall be paid to the Vice-Chancellor a fixed salary of seven thousand six hundred rupees per mensem or such higher salary as may be fixed by the Government from time to time and he shall be entitled to such other perquisites as may be fixed by the statutes;
 - (b) The Vice-Chancellor shall be entitled to such terminal benefits and allowances as may be fixed by the Syndicate with the approval of the Chancellor from time to time :

Provided that, where an employee of –

- (i) the University or college or institution maintained by or affiliated to that University; or
- (ii) any other University or colleges or institutions maintained by or affiliated to that University, is appointed as Vice-Chancellor, he shall be allowed to continue to contribute to the Provident Fund to which he is a subscriber, and the contribution of

the University shall be limited to what he had been contributing immediately before his appointment as Vice-Chancellor;

- (c) The Vice-Chancellor shall be entitled to travelling allowance at such rates as may be fixed by the Syndicate;
- (d) The Vice-Chancellor shall be entitled to earned leave on full pay at one-eleventh of the periods spent by him on active service:

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

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

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

13. (1) If, in the opinion of the Chancellor, the Vice-Chancellor wilfully omits or refuses to carry out the provisions of this Act, or abuses the powers vested on him, or misbehaves or mismanages or his conduct involves moral turpitude or if it otherwise appears to the Chancellor that the continuance of the Vice-Chancellor in office is detrimental to the interests of University, the Chancellor may direct the Pro- **Removal of Vice-Chancellor**

Chancellor to constitute a Committee consisting of not less than three members to enquire into the matter and place the report of the Committee before the Chancellor.

- (2) The Chancellor shall, after considering the report of the Committee, if satisfied that the continuance of the Vice-Chancellor in office will be detrimental to the interests of the University or if he is found guilty of all or any of the charges by order, remove the Vice-Chancellor;

Provided that no order shall be passed under this section unless a reasonable opportunity of being heard is given to the Vice-Chancellor.

14. (1) The Vice-Chancellor shall be the academic head and principal executive officer of the University. **Powers and duties of Vice-Chancellor**
- (2) The Vice-Chancellor shall, in the absence of the Chancellor and Pro-Chancellor, preside at the meetings of the Academic Senate and at any convocation of the University and confer degrees, titles, 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 that faithful observance of the provisions of this Act, the statutes, ordinances and regulations made thereunder and he may exercise all powers as may be necessary for the purpose.
- (5) The Vice-Chancellor shall give effect to the orders of the Syndicate regarding the appointment, suspension and dismissal of the teachers and other employees of the University and any other decision of the Syndicate.

- (6) 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.

- (7) Any person aggrieved by any order of the Vice-Chancellor under sub-section (6), 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.
- (8) The Vice-Chancellor shall be *ex-officio* Chairman of the Syndicate, the Planning Board 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 member of such authority or body.
- (9) The Vice-Chancellor shall have power to convene meeting of the Syndicate, the Academic Senate, the Planning Board and the Finance Committee.
- (10) The Vice-Chancellor shall be responsible for the co-ordination and integration of teaching and research, extension education and curriculum development.
- (11) The Vice-Chancellor shall exercise such other powers and perform such other duties as may be prescribed by the statutes.

15. (1) The Registrar shall be a whole-time salaried officer of the University appointed by the Syndicate. **Registrar**
- (2) The terms and conditions of service of the Registrar shall be as follows:-
- (a) The holder of the post of Registrar shall be an academician in the field of law not lower in rank than that of the Principal of Law College, or the Professor of the University who has put in a service in such capacity for a period of not less than three years or an officer of the Government not lower in rank than that of the Deputy Secretary to Government, Law Department.
- (b) The Registrar shall hold office for a period of three years and shall be eligible for re-appointment:
- Provided that the Registrar shall retire on attaining the age of fifty-eight years or on the expiry of the period specified in this clause, whichever is earlier.
- (c) The emoluments and other terms and conditions of service of the Registrar shall be such as may be prescribed.
- (d) When the office of the Registrar is vacant or when the Registrar is, by reason of illness, absence or for any other cause, unable to perform the duties of his office, the duties of the office of the Registrar shall be performed by such person as the Vice-Chancellor may appoint for the purpose.
- (3) (a) The Registrar shall have power to take disciplinary action against such of the employees, excluding teachers of the University and academic staff, as may be specified in the orders of the Syndicate and

to suspend them pending inquiry, to administer warnings to them or to impose on them the penalty of censure or withholding of increments:

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

- (b) An appeal shall lie to the Vice-Chancellor against any order of the Registrar imposing any of the penalties specified in clause (a).
- (c) In any case where the inquiry discloses that the 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 and the Vice-Chancellor shall pass such order as he deems fit:

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

- (d) No appeal under clause (b) or clause (c) shall be preferred after the expiry of sixty days from the date on which the order appealed against was received by the appellant.
- (4) Save as otherwise provided in this Act, the Registrar shall be the ex-officio Secretary to the Syndicate, the Academic Senate, the Faculties and the Boards of Studies, but shall not be deemed to be a member of any of these authorities.
 - (5) 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 Senate, the Faculties, the Boards of Studies, the Boards of Examiners and of any Committee appointed by the authorities of the University;
 - (c) to keep the minutes of all the proceedings of the meeting of the Syndicate, the Academic Senate, the Faculties, the Boards of Studies, the Boards of Examiners and of any Committee appointed by the authorities of the University;
 - (d) to conduct the official correspondence of the Syndicate;
 - (e) to supply to the Chancellor, copies of the agenda of the meetings of the authorities of the University as soon as they are issued and the minutes of the proceedings of such meetings; and
 - (f) to exercise such other powers and perform such other duties as may be specified in the statutes, the ordinances or the regulations or as may be required, from time to time, by the Syndicate or the Vice-Chancellor.
- (6) In all suits and other legal proceedings by or against the University, the pleadings shall be signed and verified by the Registrar and all processes in such suits and proceedings shall be issued to, and served on the Registrar.
16. (1) The Finance Officer shall be a **Finance Officer** whole-time salaried officer of the University appointed by the Syndicate for such period as may be specified by the Syndicate in this behalf.

- (2) Appointment of the Finance Officer shall be made by the Syndicate from out of a panel of three names recommended by the Government.
- (3) The emoluments and other terms and conditions of service of the Finance Officer shall be such as may be prescribed by ordinances.
- (4) The Finance Officer shall retire on attaining the age of fifty eight years or on the expiry of the period specified by the Syndicate under sub-section (1), whichever is earlier:

Provided that the Finance Officer shall, notwithstanding his attaining the age of fifty eight 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.

- (5) When the Office of the Finance Officer is vacant or when the Finance Officer is, by reason of illness, absence or for any other cause, unable to perform the duties of his office, the duties of the Finance Officer shall be performed by such person as the Vice-Chancellor may appoint for the purpose.
- (6) The Finance Officer shall be the *ex-officio* Secretary to the Finance Committee, but shall not be deemed to be a member of such Committee.
- (7) The Finance Officer shall,—
 - (a) exercise general supervision over the funds of the University and shall advise the University as regards its financial policy; and
 - (b) exercise such other powers and perform such other financial functions as may be assigned to him by the Syndicate or as may be prescribed by the statutes or 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.

- (8) 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 endowment property;
 - (b) ensure that the limit fixed by the Syndicate for recurring and non-recurring expenditure for the year are not exceeded and that all moneys are expended on the purposes for which they are granted or allotted;
 - (c) be responsible for the preparation of annual accounts, financial estimate, and the budget of the University and for their presentation to the Syndicate;
 - (d) keep a constant watch on the cash and bank balance and of investments;
 - (e) watch the progress of the collection of revenue and advice on the methods of collection employed;
 - (f) ensure that the registers of buildings, lands, furniture and equipments are maintained upto date and that stock checking is conducted of equipments and other consumable materials in all offices, special centres and colleges maintained by the University;
 - (g) bring to the notice of the Vice-Chancellor any unauthorised expenditure or other financial irregularity and suggest appropriate action to be taken against persons at fault; and

- (h) call from any office, centre, college maintained by the University, any information or returns that he may consider necessary for the performance of his duties.
- (9) The receipt of the Finance Officer or the person or persons duly authorised in this behalf by the Syndicate for any money payable to the University shall be a sufficient discharge for payment of such money.
17. (1) The holder of the post of **Controller of Examinations** shall be an academician in the field of law not lower in rank than that of the lecturer (Selection Grade) of a college.
- (2) The Controller of Examinations shall be a whole-time officer of the University appointed by the Syndicate for such period and on such terms and conditions as may be prescribed.
- (3) The Controller of Examinations shall exercise such powers and perform such duties as may be prescribed.

CHAPTER IV
AUTHORITIES OF THE UNIVERSITY

18. The authorities of the University shall be the Syndicate, the Academic Senate, the Boards of Studies, the Finance Committee, the Planning Board, the Faculties and such other authorities as may be declared by the statutes to be the authorities of the University. **Authorities of the University**
19. (1) No person shall be qualified for nomination or election as a member of any of the authorities of the University, if on the date of such nomination or election he is – **Disqualification for membership**
- (a) of unsound mind or a deaf-mute, or,
 - (b) an applicant to be adjudicated as an insolvent or an undischarged insolvent; or
 - (c) sentenced by a criminal court to imprisonment for any offense involving moral turpitude.
- (2) In case of dispute or doubt as to whether a person is disqualified under sub-section (1), the Syndicate shall determine and its decision shall be final.
20. (1) (a) Notwithstanding anything contained in Sections 22 and 29, no person who had held office as a member for a total period of six years in any one or more of the following authorities of the University, namely: **Disqualification for election or nomination to Syndicate and Academic Senate in certain cases**
- (i) the Syndicate, and

(ii) the Academic Senate,

shall be eligible for election or nomination to any of the said two authorities.

(b) Notwithstanding anything contained in clause (a), no person who has held office as a member for a total period of six years in any one or more of the following authorities of any other University established under any law of the State Legislature—

(i) the Syndicate,

(ii) the Senate,

(iii) the Standing Committee on Academic Affairs,

(iv) the Governing Council,

(v) the Board of Management,

(vi) the Executive Council,

(vii) the Academic Committee,

(viii) the Academic Council,

shall be eligible for election or nomination to the Syndicate or the Academic Senate of the University under this Act:

Provided that for the purpose of computing the total period of six years referred to in this sub-section, the period of three years during which a person held office in one authority either by election or by nomination and the period of three years during which he held office in another authority either by election or by nomination shall be taken into account and accordingly, such person shall not be eligible for election or nomination to any of the two authorities referred to in clause (a):

Provided further that for the purpose of this sub-section a person who has held office for a period of not less than one year in any of the authorities referred to in clause (a) or clause (b), in casual vacancy shall be deemed to have held office for a period of three years in that authority:

Provided also that for the purpose of this sub-section if a person was elected or nominated to one authority and such person become 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 apply to –
- (i) *ex-officio* members referred to in section 22, and
 - (ii) *ex-officio* members referred to in section 29 but not including members of the Syndicate who are not otherwise members of the Academic Senate.

21. The Vice-Chancellor, the Registrar, the Finance Officer, the Controller of Examinations and other employees of the University shall be deemed when acting or purporting to act in pursuance of any of the provisions of this Act, to be public servants within the meaning of section 21 of the Indian Penal Code.
- Vice-Chancellor and other officers etc. to be public servants Central Act XLV of 1860**

THE SYNDICATE

22. (1) The Chancellor shall, as soon as may be, after the first Vice-Chancellor is appointed under section 63 constitute the Syndicate.

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

Class I - Ex-officio Members

- (a) The Secretary to Government in-charge of law;
- (b) The Secretary to Government in-charge of Education;
- (c) The Director of Legal Studies; and
- (d) The Advocate-General, Tamil Nadu.

Class II - Other Members

- (a) One serving or retired Judge of High Court, Madras nominated by the Government in consultation with the Chief Justice of High Court, Madras;
- (b) One Teacher elected by the Academic Senate from among its members who shall be a teacher of an affiliated college;
- (c) One University Reader nominated by the Vice-Chancellor by rotation according to seniority;
- (d) Two University Professors from among the Heads of Departments of study and research, school of excellence or centres of advanced studies nominated by the Government on the recommendation of the Vice-Chancellor by rotation according to seniority;
- (e) One member nominated by the Government to secure representation of the Scheduled Castes and the Scheduled Tribes from among the members of the legal profession or from the members of the law teaching faculty;
- (f) One member nominated by the Government to secure representation of the Most Backward Classes

and the Denotified Communities from among the members of the legal profession or from the members of the law teaching faculty;

- (g) Two Principals of affiliated colleges nominated by the Vice-Chancellor;
 - (h) One member nominated by the Bar Council of India;
 - (i) Chairman of the Bar Council of Tamil Nadu;
 - (j) One member elected by the Academic Senate from among its members; and
 - (k) One member nominated by the Chancellor from among the members of the Academic Senate.
- (3) The Vice-Chancellor shall be the *ex-officio* Chairman of the Syndicate.
- (4) (a) Save as otherwise provided, the members of the Syndicate, other than the *ex-officio* members, shall hold office for a period of three years and such members shall be eligible for election or nomination for not more than another period of three years.
- (b) Where a member is elected or nominated to the Syndicate in a casual vacancy, the period of office held for not less than one year by any such member shall be construed as a full period of three years:

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 the 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:

Provided further that where an elected or nominated member of the Syndicate is appointed temporarily to any of the office by virtue of which he is entitled to be a member of the Syndicate, *ex-officio*, he shall by notice in writing signed by him and communicated to the Vice-Chancellor within seven days from the date of his taking charge of his appointment, choose whether he will continue to be a member of the Syndicate by virtue of his election or nomination or whether he will vacate office as such member and become a member *ex-officio* by virtue of his appointment and the choice shall be conclusive. On failure to make such a choice, he shall be deemed to have vacated his office as an elected or a nominated member.

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

23. Syndicate shall have the power –

**Powers of
Syndicate**

- (1) to make statutes and amend or repeal the same;
- (2) to make ordinances and amend or repeal the same;
- (3) to hold, control and administer the properties and funds of the University;
- (4) to provide for instruction and training in such branches of learning in various fields of law as it may deem fit;
- (5) to establish departments of study in the University in such discipline of learning in various fields of law as it may deem fit;
- (6) to provide for research and advancement and dissemination of knowledge in various fields of law;

- (7) to institute lecturerships, readerships, professorships and any other teaching posts required by the University;
- (8) to prescribe, in consultation with expert committees, to be appointed for the purpose, the conditions for affiliating colleges to the University or approval of institutions by the University and to withdraw such affiliation or approval;
- (9) to institute degrees, diplomas and other academic distinctions;
- (10) to confer degrees, diplomas and other academic distinctions on persons who –
 - (a) shall have pursued an approved course of study or training in a college or in an approved institution, unless exempted therefrom in the manner prescribed by the statutes and shall have passed the examinations prescribed by the University; or
 - (b) shall have carried on research under conditions prescribed by the statutes;
- (11) to confer honorary degrees or other honorary distinctions on the recommendation of not less than two-thirds of the members of the Syndicate;
- (12) to consider and take such action as it may deem fit on the annual report, the annual accounts and the financial estimates;
- (13) to prescribe the qualifications of teachers in the University departments and University colleges and the affiliated colleges in the statutes;
- (14) to appoint, on the recommendation of the Selection Committee of experts appointed for the purpose, University Lecturers, Professors, Readers and teachers,

- fix their emoluments, define their duties and the conditions of their service and provide for filling up of temporary vacancies;
- (15) to make statutes specifying the mode of appointment of persons to administrative and other posts, provide for filling up of temporary vacancies and define their duties and their terms and conditions of service;
 - (16) to take disciplinary proceedings against the University Professor, Readers, Lecturers, Teachers and other employees of the University in the manner prescribed by the statutes and to impose such penalties as may be specified in the statutes and to place them under suspension pending enquiry;
 - (17) to cause an inspection of all colleges, and other institutions affiliated or to be affiliated, to the University and to take such action as may be deemed necessary;
 - (18) to prescribe, the manner in which and the conditions subject to which, a college or institution may be designated as an autonomous college or institution and to cancel such designation;
 - (19) with the concurrence of the Government, to designate any college as an autonomous college and to cancel such designation;
 - (20) to recognise, on the report of inspection commission, any college or institution outside the University area;
 - (21) to raise on behalf of the University loans from the Central or any State Government or any corporation owned or controlled by the Central or any State Government or from the public;
 - (22) to borrow money for the purposes of the University with the approval of the Government on the security of the property of the University;

- (23) to appoint examiners on the recommendation of the Boards of Studies and to fix their remuneration;
- (24) to charge and collect such fees and as may be prescribed by the statutes;
- (25) to conduct the University examination and approve and publish the results thereon;
- (26) to appoint members to the Boards of Studies;
- (27) to make ordinances, regarding the admission of students to the University or prescribing examinations to be recognised as equivalent to University examinations;
- (28) to establish and maintain hostels;
- (29) to recognise hostels not maintained by the University; and to suspend or withdraw recognition of any hostel which is not conducted in accordance with the conditions subject to which such hostel was recognised;
- (30) to supervise the residence of the students of the University and to make arrangements for securing their health and well-being;
- (31) to award fellowships, travelling fellowships, studentships, medals and prizes in accordance with the statutes;
- (32) to manage any publication bureau, employment bureau and University sports or athletic clubs instituted by the University;
- (33) to review the instruction and teaching of the University;
- (34) to promote research within the University and to require reports from time to time of such research;

- (35) to administer all properties and funds placed at the disposal of the University for specific purposes;
- (36) to accept, on behalf of the University, endowments, bequests, donations, grants and transfer of any movable and immovable property of the University made to it; and
- (37) to delegate any other powers to the Vice-Chancellor, to a Committee from among its own members or to a Committee appointed in accordance with the statutes.
24. (1) the Syndicate shall meet at least once in every two months at such times and places and shall, subject to the provisions of sub-sections (2) and (3), observe such rules of procedure in regard to transaction of business at its meetings including the quorum at meetings as may be prescribed by the statutes.
- Meetings of
Syndicate**
- (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 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) In case a Secretary to Government who is an *ex-officio* member, is unable to attend the meetings of the Syndicate for any reason, he may depute any officer of his department not lower in rank than that of Deputy Secretary to Government to attend the meeting and the officer so deputed shall have the right to take part in the proceedings of such meetings and shall have the right to vote.

- (5) (a) The Syndicate may, for the purpose of consultation invite any person having special knowledge or practical experience in any subject under consideration to attend any meeting. Such person may speak in and otherwise take part in the proceedings of such meeting but shall not be entitled to vote.
- (b) The person so invited shall be entitled to such daily and travelling allowances as are admissible to a member of the Syndicate.

25. The members of the Syndicate shall not be entitled to receive any remuneration from the university except such travelling and daily allowance as may be prescribed by the statutes;
- Members not entitled to remuneration**

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

26. A member of the Syndicate other than an *ex-officio* member may tender resignation of his membership at any time before the expiry of the term of his office. 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.
- Resignation of members**
27. (1) The annual report of the University shall be prepared by the Syndicate and shall be placed before the Academic Senate on or before such date as may be prescribed by the Statutes and shall be considered by the Academic Senate at its next annual meeting. The Academic Senate may pass resolution thereon and communicate the same to the Syndicate which shall take action in accordance therewith.
- Annual Report**

- (2) The Syndicate shall inform the Academic Senate of the action taken by it on the resolution passed by the Academic Senate.
- (3) A copy of the annual report and copy of the resolution passed by the Academic Senate together with information on the action taken under sub-section (2) shall be submitted to the Government by the Syndicate for information.
28. (1) The annual accounts of the University shall be submitted **Annual Accounts** by the Syndicate 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 Syndicate shall settle objections raised in such audit and carry out such instructions as may be issued by the Government on the audit report.
- (3) The accounts when audited shall be published by the Syndicate in such manner as may be prescribed by the ordinances and copies thereof shall be submitted to the Academic Senate at its meeting and to the Government within three months of such publication.

The Academic Senate

29. (1) The Academic Senate shall consist of the following *ex-officio* and other members, namely:- **The Academic Senate**

Class I - Ex-Officio Members

- (a) The Chancellor
- (b) The Pro-Chancellor
- (c) The Vice-Chancellor
- (d) The Advocate-General, Tamil Nadu;

- (e) The Public Prosecutor, High Court, Madras;
- (f) The Principals of all Law Colleges affiliated to the University;
- (g) Heads of University Departments of Study and Research;
- (h) The President of the Madras High Court Women Advocates Association;
- (i) The President of the Advocates Association of Madras High Court;
- (j) The President of the Bar Association of Madras High Court;
- (k) The Librarian of the University Library; and
- (l) Members of the Syndicate who are not otherwise members of the Academic Senate.

Class II - Other Members

- (a) One serving or retired Judge of High Court, Madras, nominated by the Chief Justice of High Court, Madras;
- (b) Two members nominated by the Government from among eminent Senior Advocates of whom one shall be a woman Advocate;
- (c) One member nominated by the Government from among the members of the Tamil Nadu Legislative Assembly;
- (d) Two members nominated by the Bar Council of Tamil Nadu from among its members;
- (e) One member each nominated by the Chancellor representing—
 - (i) Chamber of Commerce;
 - (ii) Social Sciences; and
 - (iii) Other Sciences;

- (f) One teacher from each affiliated college elected by the teachers of affiliated colleges from among themselves;
 - (g) Two members nominated by the Government from among the eminent Advocates from the mofussil Bar Associations; and
 - (h) Two members nominated by the Government from among the district Bar Associations by rotation.
- (2) (a) Save as otherwise provided, elected and nominated members of the Academic Senate shall hold office for a period of three years and such members shall be eligible for election or nomination for not more than another period of three years.
- (b) Where a member is elected or nominated to the Academic Senate to a casual vacancy, the period of office held for not less than one year by any such member shall be construed as a full period of three years;

Provided that a member of the Academic Senate 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 member of Academic Senate 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:

Provided further that where an elected or a nominated member of the Academic Senate is appointed temporarily to any of the officers by virtue of which he is entitled to be a member of the Academic Senate *ex-officio*, he shall, by notice in writing signed by him and communicated to the

Vice-Chancellor within seven days from the date of his taking charge of his appointment choose, whether he will continue to be a member of the Academic Senate by virtue of his election or nomination or whether he will vacate office as such member and become a member ex-officio by virtue of his appointment and the choice shall be conclusive. On failure to make such a choice, he shall be deemed to have vacated his office as an elected or a nominated member.

- (3) When a person ceases to be a member of the Academic Senate, he shall cease to be a member of any of the authorities of the University of which he may happen to be a member by virtue of his membership of the Academic Senate.
- (4) The members of the Academic Senate shall not be entitled to receive any remuneration from the University except such daily 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.

- (5) A member of the Academic Senate, other than an *ex-officio* member, may tender resignation of his membership at any time before the term of his office expires. Such resignation shall be conveyed to the Chancellor by a letter in writing by the member, and the resignation shall take effect from the date of its acceptance by the Chancellor.
30. Subject to the other provisions of this Act, the Academic Senate shall, have the following powers and functions, namely:

- (a) to review, from time to time, the broad policies and programmes of the University and to suggest measures for the improvement and development of the University;
- (b) to advise the Chancellor in respect of any matter, which may be referred to it for advice; and
- (c) to exercise such other powers and perform such other functions as may be prescribed by the statutes.
31. (1) The Academic Senate shall meet at least twice in every year on dates to be fixed by the Vice-Chancellor. One of such meetings shall be called the annual meeting. The Academic Senate may also meet at such other time as it may, from time to time, determine;
- (2) One third of the total strength of the members of the Academic Senate shall be the quorum required for a meeting of the Academic Senate:
- Provided that such quorum shall not be required at a convocation of the University or a meeting of the Academic Senate held for the purpose of conferring degrees, titles, diplomas or other academic distinctions.
- (3) The Vice-Chancellor may whenever he thinks fit, and shall upon a requisition in writing signed by not less than fifty per cent of the total members of the Academic Senate, convene a special meeting of the Academic Senate.
32. (1) The Finance Committee shall consist of the following members, namely:
- (a) the Vice-Chancellor;
- (b) the Secretary to Government in-charge of Finance;

**Academic Senate
to review the
policies and
programmes of
the University**

**Meetings of
Academic Senate**

**Finance
Committee**

- (c) the Secretary to Government in-charge of law; and
 - (d) three members nominated by the Syndicate from among its members of whom one shall be a University Professor and one shall be a person nominated to the Syndicate by the Government,
- (2) If for any reason, any officer referred to in clause (b) or clause (c) of sub-section (1) is unable to attend any meeting of the Finance Committee, he may depute any officer of his department not lower in rank than that of a Deputy Secretary to Government to attend such meeting. The officer so deputed shall have the right to take part in the discussion of the Finance Committee and shall have the right to vote,
 - (3) The Vice-Chancellor shall be the *ex-officio* Chairman and the Finance Officer shall be the *ex-officio* Secretary to the Finance Committee.
 - (4) The members nominated to the Finance Committee by the Syndicate under clause (d) of sub-section (i) shall hold office for a period of three years,
 - (5) The annual accounts of the University prepared by the Finance Officer shall be laid before the Finance Committee for consideration and comments and thereafter submitted to Syndicate for approval.
 - (6) The financial estimates of the University prepared by the Finance Officer shall be laid before the Finance Committee for consideration and comments. The said estimates as modified by Finance Committee shall then be laid before the Syndicate for consideration. The Syndicate may approve, financial estimates with such modifications as it deems fit.
 - (7) The Finance Committee shall recommend limits for the 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.

- (8) The Finance Committee shall
 - (a) meet at least once in three months to examine the accounts and to scrutinise proposals for expenditure;
 - (b) review the financial position of the University from time to time;
 - (c) make recommendations 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;
 - (d) prescribe the methods and procedure and forms for maintaining the accounts of the University;
 - (e) make recommendation to the Syndicate on all matters relating to the finances of the University; and
 - (f) perform such other functions as may be prescribed by the statutes.
33. (1) There shall be constituted a **Planning Board** Planning Board which shall advice generally on the planning and development of the University and review the standard of education and research in the University.
- (2) The Planning Board shall consist of the following members namely:
 - (a) The Vice-Chancellor who shall be the *ex-officio* Chairman of the Planning Board, and
 - (b) Not more than eight persons of high academic standing nominated by the Syndicate.

- (3) The Planning Board shall, in addition to all other powers vested in it by this Act, have the right to advise the Syndicate and the Academic Senate on any academic matter.
- (4) The term of office of the nominated members of the Planning Board shall be three years and they are eligible for re-nomination after the expiry of their terms of office.
34. (1) There shall be a Board of **Board of Studies** Studies attached to each department of teaching or research.
- (2) The constitution and powers of the Board of Studies shall be such as may be prescribed.
35. The Syndicate may constitute such **Constitution of other authorities** other authorities of the University as may be necessary in the manner prescribed in the statutes.
36. All the authorities of the University shall have power to constitute or reconstitute committees and to delegate to them such of their **Constitution of Committees and delegation of powers** 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.
37. (1) The University having regard to the objectives and its functions, may constitute such Faculties as **Constitution and functions of Faculties** may be prescribed by statutes.
- (2) The constitution and functions of the Faculties shall, in all other respects, be such as may be prescribed by statutes.
- (3) Each faculty shall comprise such departments of teaching as may be prescribed in the statutes.

CHAPTER V
STATUTES, ORDINANCES AND REGULATIONS

38. Subject to the provisions of this Act, **Statutes**
the statutes may provide for all or
any of the following matters, namely:-
- (1) the holding of convocation to confer degrees, diplomas and other academic distinctions;
 - (2) the conferment of honorary degrees and other distinctions;
 - (3) the constitution, powers and functions of the authorities of the University;
 - (4) the manner of filling vacancies among members of the authorities of the University;
 - (5) the allowances to be paid to the members of the authorities of the University and committees thereto;
 - (6) the procedures at the meetings of the authorities of the University including the quorum for the transaction of business at such meetings;
 - (7) the authentication of the orders of decisions of the authorities of the University;
 - (8) the formation of departments of research at the University;
 - (9) the terms of office and methods of appointment and conditions of service of the officers of the University other than the Chancellor and the Pro-Chancellor;
 - (10) the qualifications of the teachers and other persons employed by the University and affiliated colleges or institutions;

- (11) the classification, the method of appointment and determination of the terms and conditions of service of the teachers and other persons employed by the University;
- (12) the institution of pension, gratuity, insurance or provident fund for the benefit of the officers, teachers and other persons employed by the University;
- (13) the institution of fellowships, travelling fellowships, scholarships, bursaries, studentships, exhibitions, medals and prizes and the conditions of award thereof;
- (14) the conditions of affiliation of colleges to the University;
- (15) the manner in which and the conditions subject to which a college may be designated as an autonomous college and the conditions subject to which such designation may be cancelled and matters incidental to the administration of autonomous colleges including the constitution or reconstitution, power and duties of Boards of Studies and Board of Examiners;
- (16) the establishment and maintenance of halls and hostels;
- (17) the conditions for regulation of hostels other than those maintained by the University;
- (18) the conditions for residence of students of the University in the halls and the hostels and the levy of fees and other charges for such residence;
- (19) the conditions of registration of graduates and the maintenance of register thereof;
- (20) the delegation of powers vested in the authorities of officers of the University; and
- (21) any other matter which is required to be or may be prescribed by the statutes.

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

(2) The Academic Senate or the Vice-Chancellor may propose to the Syndicate the draft of any statute or of any amendments to or of repeal of a statute to be passed by the Syndicate and such draft shall be considered by the Syndicate at its next meeting;

Provided that the Vice-Chancellor shall not propose any amendment to any statute affecting the statutes, powers and constitution of any authority of the University until such authority has been given an opportunity of expressing its opinion and the opinion so expressed shall be considered by the Syndicate.

(3) The Syndicate may consider the draft proposed by the Academic Senate or the Vice-Chancellor under subsection (2), and may either pass the draft or reject or return it with or without amendments to the Academic Senate or the Vice-Chancellor, as the case may be, for reconsideration.

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

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

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

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

Ordinances

- (a) the admission of the students to the University and its affiliated colleges and the levy of fees for admission to the University and colleges;
- (b) the courses of study leading to all degrees, diplomas and other academic distinctions of the University;
- (c) 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;
- (d) the conduct of examination of the University and the conditions subject to which students shall be admitted to such examinations;
- (e) the manner in which exemption relating to the admission of students to examinations may be given;
- (f) the conditions and mode of appointment and duties of examining bodies and examiners;
- (g) the maintenance of discipline among the students of the University;

- (h) 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
- (i) any other matter which by this Act or the statutes is required to be, or may be, prescribed by ordinances.
41. (1) In making ordinances, the Syndicate shall consult – **Ordinances how made**
- (a) the Boards of Studies when such ordinance affect the appointment and duties of examiners; and
- (b) the Academic Senate when they affect the conduct of standard of examinations or the conditions of residence of students;
- (2) All ordinances made by the Syndicate shall have effect from such date as the Syndicate may direct and every ordinance so made shall be submitted, as soon as may be, to the Chancellor and the Academic Senate and shall be considered by the Academic Senate at its next succeeding meeting.
- (3) The Chancellor may direct that the operation of any ordinance shall be suspended until such time as the Academic Senate has had an opportunity of considering the same.
42. (1) The Syndicate and the Academic Senate may make **Regulations** regulations consistent with the provisions of this Act, the statutes and the ordinances for all or any of the matters which by this Act and the statutes and ordinances are to be provided for by regulations.
- (2) All such regulations shall have effect from such date as the Syndicate or the Academic Senate, as the case may be, may appoint in that behalf.

CHAPTER VI

ADMISSION AND RESIDENCE OF STUDENTS

43. (1) No person shall be admitted to a course of study in the University for admission to the examination for degrees, diplomas or other academic distinctions of the University unless he,—
- Admission to
University
Courses**
- (a) has passed the examination prescribed therefor; and
 - (b) fulfills such other conditions as may be prescribed by the University.
- (2) Every candidate for a University examination shall, unless exempted from the provisions of this sub-section by a special order of the Syndicate made on the recommendation of the Academic Senate, be enrolled as a member of a University college or of an affiliated college, as the case may be. Any such exemption may be made subject to such conditions as the Syndicate may deem fit.
- (3) Students exempted from the provisions of sub-section (2) and students admitted in accordance with the conditions prescribed to courses of study other than courses of study for a degree shall be non collegiate students of the University.
44. Notwithstanding anything contained in section 43 or in any other provisions of this Act,—
- (a) the Government shall be the competent authority to select and admit candidates to a course of study or training in the Government colleges and
- Selection and
admission of
candidates to
colleges and
institutions**

institutions and to a course of study or training in private colleges including aided colleges and institutions to which this Act applies in respect of seats under Government quota; and

- (b) the Government may specify, by general or special order, the policy, guidelines, method and procedure for selection of candidates for admission to a course of study or training in Government colleges and institutions and to a course of study or training in private colleges including aided colleges and institutions to which this Act applies, in respect of seats under Government quota.

Explanation - In this section, the expression “seats under Government quota” means the seats reserved in a course of study of training in private colleges or private institutions to which this Act applies, to be filled in by the Government from among the approved list of candidates selected for admission.

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

**Admission to
University
Examination**

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

**Attendance
qualifying for
University
Examinations**

47. Every student of the University, other than a non-collegiate student, shall be required to reside in a hostel or under such other conditions as may be prescribed.

**Residence and
Hostels**

CHAPTER VII
UNIVERSITY FUNDS, ETC.

48. The University shall have a General Fund to which shall be credited,— **General Funds**
- (a) its income from fees, grants, donations and gifts, if any;
 - (b) any contribution or grant made by the Central Government or any State Government or any local authority or the University Grants Commission or any other similar body or any corporation owned or controlled by the Central or any State Government;
 - (c) the endowments and other receipts; and
 - (d) the money borrowed by it.
49. The University may have such other funds as may be prescribed by the statutes. **Other Funds**
50. The funds and all moneys of the University shall be managed in such manner as may be prescribed by the statutes. **Management of Funds**

CHAPTER VIII
CONDITIONS OF SERVICE

51. (1) The University shall institute **Pension, Gratuity**
for the benefit of its officers, **etc.**
teachers and other persons
employed by 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 **Central Act XIX of**
instituted a provident fund **1925**
under sub-section (1), the
Government may declare that the provisions of the
Provident Fund Act, 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 in such manner,
as it may determine.

52. Subject to the provisions of this Act, **Conditions of**
the appointment, procedure for **Service**
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 by the statutes:

Provided that in regard to the appointments in the
University, the rule of reservation as applicable to the
appointments in the services under the Government shall
be followed.

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

53. (1) There shall be a Selection Committee for making recommendations to the Syndicate for appointment to the posts of Professor, Assistant Professor, Reader, Lecturer and Librarian of University colleges or institutions maintained by the University.

**Selection
Committee**

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

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

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

**Terms and
conditions of
appointment of
Heads of
Departments**

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

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

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

- (3) A person appointed as Head of the Department shall hold office as such for a period of three years and shall be eligible for reappointment.
 - (4) A Head of the Department may resign his office at any time during his tenure of office.
 - (5) A Head of the Department shall perform such functions as may be prescribed by the ordinances.
55. (1) Every Dean of faculty shall be appointed by the Vice-Chancellor from among the Professors in the Faculty for a period of three years and he shall be eligible for re-appointment: **Deans of Faculties**
- Provided that a Dean on attaining the age of fifty-eight 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 Dean of the faculty.
- (2) When the office of the Dean is vacant or when the Dean is by reason of his illness, absence or any other cause unable to perform the duties of his office, the duties of his office shall be performed by such person as the Vice-Chancellor may appoint for the purpose.
 - (3) The Dean shall be the Head of the Faculty and shall be responsible for the conduct and maintenance of the standards of teaching and research in the Faculty. The Dean shall have such other functions as may be prescribed by the ordinances.
 - (4) The Dean shall have the right to be present and to speak at any meeting of the Boards of Studies or Committees or the Faculty, as the case may be, but shall not have the right to vote thereat unless he is a member thereof.

CHAPTER IX
MISCELLANEOUS

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

**Filling of casual
vacancies**

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

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

57. No act or proceeding of any authority or other body of the University shall be invalidated merely by reason of the existence of any vacancy or of any defect or irregularity in the election or appointment of a member of such authority or other body of the University or of any defect or irregularity in such act or proceedings not affecting the merits of the case or on the ground only that the authority or other body of the University did not meet at such intervals as required under this Act.

**Proceedings of
the University
authorities and
bodies not to be
invalidated by
vacancies**

58. The Syndicate may–

- (1) (a) on the recommendation of not less than two thirds of the members of the Syndicate, remove, by an order in writing, made in this behalf, the name of any person from the register of law graduates; or
- Removal from membership of the University**
- (b) remove, by an order in writing, made in this behalf, any person from membership of any authority of the University by a resolution passed by a majority of the total membership of the Syndicate and by a majority of not less than two-thirds of the members of the Syndicate present and voting at the meeting, if such person has been convicted by a criminal court for an offense which in the opinion of the Syndicate involves moral turpitude or if he has been guilty of gross misconduct and for the same reason, the Syndicate may withdraw any degree or diploma or other academic distinction conferred on, or granted to, that person by the University.
- (2) the Syndicate may also by an order in writing made in this behalf, remove any person from the membership of any authority of the University if he becomes of unsound mind or deaf-mute or has applied to be adjudicated, or has been adjudicated, as an insolvent.
- (3) No action under this section shall be taken against any person unless he has been given a reasonable opportunity to show cause against the action proposed to be taken.
- (4) A copy of every order passed under sub-section (1) or sub-section (2), as the case may be, shall as soon as may be, after it is so passed, be communicated, to the person concerned in the manner prescribed by regulations.

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

Disputes as to election or nomination to University authorities and bodies

60. 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 such other persons, if any, as the authority in each case may deem fit.

Constitution of Committees

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

Power to obtain information

Provided that in the case of information which the University considers confidential the University may place the same before Chancellor for his decision.

62. (1) On and from the date of commencement of this Act, every person ordinarily resident within the University area, who–

Registration of graduates

- (i) has been for at least three years a law graduate of any University in the territory of India; or
 - (ii) is a registered law graduate of any University in the territory of India shall be entitled to have his name entered in the register of law graduates maintained under this Act, for a period of five years, on payment of such fee and subject to such conditions as may be prescribed by the statutes.
- (2) All applications for registration under sub-section (1) shall be sent to the Registrar together with the prescribed fee and such proof of qualifications as may be prescribed by the statutes.
 - (3) The Registrar shall, on receipt of an application made under sub-section (2) and after making such enquiry as he deems fit, enter in the register of law graduates the name of the applicant.
 - (4) Every person whose name has been entered in the register of law graduates under sub-section (3), shall be entitled to have such entry renewed every five years on application made in that behalf to the Registrar within such time, in such manner and on payment of such fee as may be prescribed by the statutes.
63. Notwithstanding anything contained in sub-section (1) of section 12, within three months from the date of publication of this Act in the *Tamil Nadu Government Gazette*, the first Vice-Chancellor shall be appointed by the Government on a salary to be fixed by them for a period not exceeding three years and on such other conditions as they may deem fit:

**Appointment of
first
Vice-Chancellor**

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

64. Notwithstanding anything contained in sub-section (1) of section 15, within three months from the date of publication of this Act in the *Tamil Nadu Government Gazette*, the first Registrar shall be appointed by the Government on a salary to be fixed by them for a period not exceeding three years and on such other conditions as they may deem fit: **Appointment of first Registrar**

Provided that the person appointed as first Registrar shall retire from office, if, during the term of his office, he completes the age of fifty eight years.

65. (1) It shall be the duty of the first Vice-Chancellor to make arrangements for constituting the Syndicate, the Academic Senate and such other authorities of the University within six months from the date of his appointment or such longer period not exceeding one year as the Government may, by notification, direct. **Transitory powers of first Vice-Chancellor**
- (2) The first Vice-Chancellor shall, in consultation with the Government, make such rules as may be necessary for the functioning of the University.
- (3) The authorities constituted under sub-section (1) shall commence to exercise their functions on such date as the Government may by notification specify in this behalf.
- (4) It shall be the duty of the first Vice-Chancellor to draft such statutes, ordinances and regulations as may be necessary and submit them to the respective authorities competent to deal with them for their disposal. Such statutes, ordinances and regulations when framed shall be published in the *Tamil Nadu Government Gazette*.

- (5) Notwithstanding anything contained in this Act and statutes and until such time an authority is duly constituted, the first Vice-Chancellor may appoint any officer or constitute any committee temporarily to exercise and perform any of the powers and duties of such authority under this Act and the statutes.
66. (1) The Librarian shall be a whole **Librarian**
time officer of the University
appointed by the Syndicate on the recommendation of
the selection committee constituted for the purpose for
such period and on such terms and conditions as may
be prescribed by the statutes.
- (2) The Librarian shall exercise such powers and perform
such duties as may be assigned to him by the Syndicate.
67. (1) The Syndicate may invite a **Special mode of**
person of high academic **appointment**
distinction and professional
attainments to accept a post of Professor in the
University on such terms and conditions as it deems fit,
and on his acceptance, appoint him to the post.
- (2) The Syndicate may appoint teacher or any other member
of the academic staff working in any other University
or organisation for undertaking a joint project in
accordance with the manner prescribed in the
ordinances.
68. (1) Subject to the provisions of sub- **Certain Acts not**
Tamil Nadu Act sections (2) to (7), the **to apply in certain**
VII of 1923; Madras University **respects**
Tamil Nadu Act Act, 1923, the
33 of 1965; Tamil Madurai Kamaraj University Act, 1965, the
Nadu Act 1 of Bharathiar University Act, 1981, the
1982 Tamil Nadu Bharathidasan University Act, 1981 and the
Act 2 of 1982. Manonmaniam Sundaranar University Act

1990 (Tamil Nadu Act 31 of 1990) (hereinafter in this section referred to as the “said University Acts”) shall with effect on and from the date of commencement of this Act, cease to apply in respect of colleges and institutions to which this Act applies.

- (2) Such cessor shall not affect,—
 - (a) the previous operation of the said University Acts in respect of the colleges and institutions referred to in sub-section (1); or
 - (b) any penalty, forfeiture of punishment incurred in respect of any offense committed against the said University Acts; or
 - (c) any investigation, legal proceedings or remedy in respect of such penalty, forfeiture or punishment and any such investigation, legal proceedings or remedy may be instituted, continued, or enforced and any such penalty, forfeiture or punishment may be imposed as if this Act had not been passed.
- (3) Notwithstanding anything contained in sub-section (1), all statutes, ordinances and regulations made under the said University Acts and in force on the date of commencement of this Act, shall, in so far as they are not inconsistent with the provisions of this Act, continue to be in force in the University area until they are replaced by the statutes, ordinances and regulations to be 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 date of commencement of this Act was a student of a college or institution within the University area affiliated to or approved by or maintained by the University of Madras,

Madurai Kamaraj University, Bharathiar University, Bharathidasan University and Manonmaniam Sundaranar University and of the Departments of the said Universities or was eligible to appear for any of the examination in law of the said Universities, shall be permitted to complete his course of study in the respective Universities and the Tamil Nadu Dr. Ambedkar Law University shall make arrangements for the instruction, teaching and training for such students, for such period and in such manner as may be determined by the Tamil Nadu Dr. Ambedkar Law 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 said Universities shall be conferred upon the qualified students on the results of such examinations by the said Universities.

- (5) All colleges specified in the Schedule within the University area and which are affiliated to, or recognised by the University of Madras, Madurai Kamaraj University, Bharathiar University, Bharathidasan University and Manonmaniam Sundaranar University and providing courses of study for admission to the examination for degree of the said Universities shall be deemed to be colleges affiliated to the University under this Act and the provisions of this Act shall, as far as may be, apply accordingly.
- (6) (a) On and from the date of the commencement of this Act, no University other than the Tamil Nadu Dr. Ambedkar Law University shall open and affiliate any college providing courses of study in law either at the Under-Graduate level or Post-Graduate level or for issuing any other diploma or certificate in law.

- (b) The Government may on and from the date to be notified in this behalf, and in consultation with Vice-Chancellor of the University of Madras, the Madurai Kamaraj University, the Bharathiar University or the Bharathidasan University and Manonmaniam Sundaranar University as the case may be, by order, transfer any department functioning in any such University offering courses of study in law at Post-Graduate level to the Tamil Nadu Dr. Ambedkar Law University.
- (7) All law college hostels within the University area which continue to be recognised by the said Universities immediately before the date of commencement of this Act shall be deemed to be hostels recognised by the Tamil Nadu Dr. Ambedkar Law University under this Act and the provisions of this Act shall, as far as may be, apply accordingly.
- (8) Subject to the provisions of sub-section (2), but without prejudice to the provisions of sub-sections (3) to (7), anything done or any action taken before the date of commencement of this Act under any provisions of the said University Acts in respect of any area to which the provisions of this Act extend shall be deemed to have been done or taken under corresponding provision of this Act and shall continue to have effect accordingly unless and until superseded by anything done or any action taken under the corresponding provision of this Act.

<p><i>Tamil Nadu Act VII of 1923; Tamil Nadu Act 23 of 1965; Tamil Nadu Act 1 of 1982; Tamil Nadu Act 2 of 1982.</i></p>	<p>69. (1) Notwithstanding anything contained in the Madras University Act, 1923, the Madurai Kamaraj University Act, 1965, the Bharathiar University Act, 1981, the Bharathidasan</p>	<p>Deemed affiliation of existing law colleges and transfer of properties and employees</p>
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University Act, 1981, the Manonmaniam Sundaranar University Act 1990 (Tamil Nadu Act 31 of 1990) or the statutes, ordinances, regulations and orders made thereunder on and from the date of commencement of this Act, the law colleges specified in the Schedule shall be disaffiliated from the University, to which they were affiliated on the date immediately preceding the date of commencement of this Act and shall be deemed to be affiliated to the Tamil Nadu Dr. Ambedkar Law University on the date of commencement of this Act and the provisions of this Act shall apply accordingly:

Provided that the deemed affiliated status of the Central Law College, Salem, shall be subject to the same terms and conditions under which it was affiliated to the University of Madras.

- (2) On and from the date to be notified by the Government under clause (b) of sub-section (6) of section 68, all properties, whether movable or immovable, including lands, buildings, equipments, books and library and all rights of whatsoever kind owned by or vested in, or held in trust by the said Universities in relation to the said department of the said Universities as well as liabilities, legally subsisting against that University in relation to the said department immediately before the said notified date, shall stand transferred to and vest in the Tamil Nadu Dr. Ambedkar Law University.
- (3) The Government may, at any time after the date of commencement of this Act, transfer to the Tamil Nadu Dr. Ambedkar Law University any of their lands for its use on such terms and conditions as they deem proper.
- (4) On and from the date to be notified by the Government under clause (b) of sub-section (6) of section 68, the Government may, after consulting the Vice-Chancellors of the University of Madras, Madurai Kamaraj

University, Bharathiar University and Bharathidasan University and the Tamil Nadu Dr. Ambedkar Law University direct by general or special order that such of the employees of the Department of the University of Madras, Madurai Kamaraj University, Bharathiar University and Bharathidasan University referred to in clause (b) of sub-section (6) of section 68 as are specified in such order, shall stand allotted to, serve in connection with the affairs of the Tamil Nadu Dr. Ambedkar Law 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.

- (5) With effect on and from the date specified in the order under sub section (4), the persons specified in such order shall become employees of the Tamil Nadu Dr. Ambedkar Law University and shall cease to be employee of the University of Madras, Madurai Kamaraj University, Bharathiar University and Bharathidasan University, as the case may be.
- (6) Every person referred to in sub-section (4) shall hold office in the Tamil Nadu Dr. Ambedkar Law 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 date notified by the Government under clause (b) of sub-section (6) of section 68 or the date specified in the order under sub-section (4), as the case may be, as if this Act had not been passed.

- (7) The liability to pay pension and gratuity to the persons referred to in sub-section (4) shall be the liability of the Tamil Nadu Dr. Ambedkar Law University.
- Transfer of accumulations in Provident Fund and other like funds**
70. (1) The sums at the credit of the Provident Fund accounts of the persons referred to in sub-section (4) of section 69 as on the date specified in the order under the said sub-section (4) shall be transferred to the University and the liability in respect of the said provident fund account shall be the liability of the University.
- (2) There shall be paid to the Tamil Nadu Dr. Ambedkar Law University out of the accumulation in the superannuation fund and other like funds, if any, of the University of Madras, the Madurai Kamaraj University, the Bharathiar University and the Bharathidasan University, and the Manonmaniam Sundaranar University such amount as have been credited to the superannuation fund or other like funds, if any, on behalf of the persons referred to in sub-section (4) of section 69. The amount so paid shall form part of the superannuation fund or other like funds, if any, that may be established by the Tamil Nadu Dr. Ambedkar Law University for the benefit of its employees.
71. (1) If any difficulty arises as to the first constitution or re-constitution of any authority of the University after the date of commencement of this Act or otherwise in giving effect to the provisions of this Act, the Government may, by notification, make such provisions not inconsistent with the
- Power to remove difficulties**

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 five years from the date of establishment of the University under section 3.

- (2) Every notification issued under sub-section (1) or under any other provisions of this Act shall, as soon as possible after it is issued, be placed on the table of the Legislative Assembly and if, before the expiry of the session in which it is so placed or the next session, the Assembly makes any modification in any such notification or the Assembly decides that the notification 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 any thing previously done under that notification.

THE SCHEDULE

[See Sections 1 (3), 68 (5) and 69 (1)]

Law Colleges which are deemed to be colleges affiliated to
The Tamil Nadu Dr. Ambedkar Law University

Government Law Colleges

- I. Dr. Ambedkar Government Law College, Chennai.
2. Madurai Law College, Madurai.
3. Government Law College, Tiruchirappalli.
4. Government Law College, Coimbatore.
5. Government Law College, Tirunelveli

Private Law College

6. Central Law College, Salem.

(By order of the Governor)

A.K. RAJAN
Secretary to Government
Law Department

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STATUTES



THE TAMIL NADU Dr. AMBEDKAR LAW UNIVERSITY

STATUTES

In exercise of the powers conferred by Section 65(4) of the Tamil Nadu Dr. Ambedkar Law University Act, 1996 (Act No. 43 of 1997), as the first Vice-Chancellor of the Tamil Nadu Dr. Ambedkar Law University, drafted the statutes and placed it before the authorities to deal with them for their disposal. After the said disposal (after deliberations and discussions the amendments and modifications suggested by the Syndicate have been carried out), the said Statutes were submitted to Her Excellency, the Governor – Chancellor, for Her Excellency's kind perusal and assent.

The assent of Her Excellency the Governor-Chancellor was communicated to the Vice-Chancellor in Letter No. 5507/U2/98, dated 12-2-1999 by the Secretary to the Governor of Tamil Nadu and hence the Statutes of the University shall come into effect from 12-2-1999.

Dr. (Mrs.) P. Nagabooshanam

Vice-Chancellor

LAWS OF THE UNIVERSITY

CHAPTER I

PRELIMINARY

1. In the laws of the University, unless the context otherwise requires **Statutes**
 - [a] "The Act" means The Tamil Nadu Dr. Ambedkar Law University Act, 1996, and "Section" means a section of the Act.
 - [b] "Clear days" means that the time is to be reckoned exclusive of both the first and last days.
 - [c] "The Gazette" means *The Tamil Nadu Government Gazette*.
 - [d] "The laws" of the University means provisions of the Act, and the rules laid down in the Statutes, the Ordinances and the Regulations.
 - [e] "Motion" means anything moved either by way of resolution or amendment.
 - [f] "Officers", "Authorities", "Professors", "Readers", "Lecturers", "Teachers" and "Servants" mean respectively Officers, Authorities, Professors, Readers, Lecturers, Teachers and Servants of the University.
 - [g] "Resolution" means substantive proposition originally moved and finally adopted.
2. All words, phrases and expressions used herein and defined in the Act shall have the meanings so defined. **Notices**

3. Subject to the provisions of the Act, Statutes and Ordinances are made by the Syndicate and the Regulations by the Academic Senate.
4. [a] Any notice, intimation or information required to be given, and any paper, minutes or proceedings required to be sent to any person by the Laws shall be sent by the messenger or post to the address of that person.

[b] Every officer of the University and every member of a University authority or body appointed under the Laws shall, if required by the Registrar, give an address to which communications may be sent; and the posting of communications to that address shall be sufficient compliance with the requirements of the laws as to notice or despatch of papers.
5. Where by any Law, any act or meeting or proceeding is directed or allowed to be done or taken in the office of the Registrar on a certain day or a prescribed period, and the office is closed on that day or the last day of the prescribed period, the act or proceeding shall be considered as done or taken in due time if it is done or taken on the day on which the office reopens. **Validity of acts done on the day following dies non**
6. [a] The Office of the Registrar shall be open daily for the transaction of business between the hours 10.00 a.m. and 5.45 p.m. except on Saturdays, Sundays and Gazetted holidays. The office may be closed for a day or part of a day on particular occasions at the discretion of the Vice-Chancellor provided that arrangements are made for the transaction of any urgent business. **Hours of Business**

- [b] The hours of work for the members of the teaching staff shall be from 10.00 a.m. to 5.45 p.m. with an hour lunch break except in the case of those who have classes in the evenings or mornings. In the case of teachers who have definite class work in connection with any of the classes conducted, the hours may be suitably modified in each case with the approval of the Vice-Chancellor.

CHAPTER II

THE UNIVERSITY

1. The University shall have power - **Statutes**
- [a] to make such provision as will enable affiliated Colleges and approved institutes to undertake specialization of studies and to organize common libraries and other equipment for research work;
 - [b] to hold examinations and to confer degrees, titles, diplomas and other academic distinctions on persons who –
 - [i] shall have pursued an approved course of study in an affiliated Law College or in an approved institute or in University Law College unless exempted therefrom in the manner prescribed by the Statutes and shall have passed the prescribed examinations of the University; or
 - [ii] shall have carried on research under conditions prescribed:
 - [c] to institute, maintain and manage University Law College, libraries, museums and other institutions necessary to carry out the objects of the University;
 - [d] to fix fees and to demand and receive such fees as may be prescribed;
 - [e] to create and manage affiliated College fund;
 - [f] to make grants from the funds of the University for the maintenance of University Training corps;

- [g] to exercise such control over the students of the University through the Colleges as will secure their health and well-being;
- [h] to institute and provide funds for the maintenance of –
 - [i] Publication Bureau;
 - [ii] Employment Bureau;
 - [iii] University Sports Union;
 - [iv] other similar associations; and
- [i] to encourage co-operation among the affiliated Colleges and approved Institutions and co-operate with other Universities and other authorities in such manner and for such purposes as the University may determine.

CHAPTER III

OFFICERS OF THE UNIVERSITY

1. [a] The Chancellor shall have the power **Chancellor** to appoint the Vice-Chancellor from out of a panel of three names recommended by the Committee in accordance with the provisions of Section 12 of the Act.
- [b] The Chancellor's ambit of choice shall not be reduced at any time either by resignation or opting out by any of the three members after their empanelment or by refusal of appointment offered to one of them; and in all such cases it shall be lawful for the Chancellor to take steps to constitute another Committee in accordance with sub-section [2] of Section 12 to give a fresh panel of three different names and shall appoint one of the persons named in the fresh panel as Vice-Chancellor.

The Minister in-charge of the portfolio of **Pro-Chancellor** Law in the State of Tamil Nadu shall be the Pro-Chancellor of the University.

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 functions of the Chancellor. The Pro-Chancellor shall exercise such other powers and perform such other functions as may be conferred on him by or under this Act.

2. The Vice-Chancellor shall be deemed to **Vice-Chancellor** be a Law Teacher/Professor for all purposes.
3. In addition to the powers and duties conferred on the Vice-Chancellor by the Act, it shall be competent to the Vice-Chancellor to -

- [a] sanction the creation of all technical and non-technical posts other than those specified in the Act subject to provision for the same in the budget;
 - [b] create and/or fill temporary posts of all categories [other than those specified in the Act] for a period not exceeding one year at a time subject to provision of the same in the budget;
 - [c] abolish or retrench such posts which are considered superfluous in the University, subject to the protection given to the individuals in such posts.
4. *He/She shall have power:*
- [a] to constitute ad-hoc committees for any specific purpose;
 - [b] to depute officers, teachers and other employees of the University on University work;
 - [c] to permit the teachers and officers to attend the meetings and conferences recognized by the University within and outside the State;
 - [d] to recommend and forward to the University Grants Commission and Union Ministry of Education [Human Resources Development], the proposals made by the University teaching departments and affiliated Colleges and other recognized Institutions for grant of financial assistance under various schemes.
5. *He/She shall have power:*
- [a] to sanction casual leave to officers and Heads of the Department of the University;
 - [b] to sanction leave of all kinds other than casual leave to the employees of the University;

- [c] to sanction honorarium to the subordinate staff and in the field of teaching.
6. He/She shall have power to authorize the publication of results of the examinations.
 7. Notwithstanding anything contained in the Statutes, Ordinances and Regulations framed under the Act of the University, the Vice-Chancellor shall have power to delegate the powers and duties of any officer of the University [in the interest of efficient working] to some other officer of the University whenever he/she deems fit.
 8. The Vice-Chancellor may visit or cause an inspection and ask for a report –
 - [a] on a general condition and teaching equipment of any institution or College maintained or recognized by or affiliated to the University;
 - [b] on a general condition of any hostel; and
 - [c] take such action as he/she deems fit in the light of the report submitted to him/her.
 9. The Vice-Chancellor may cause an inspection and ask for a report on the general condition and teaching equipment of any other institution or College or on the general condition of any hostel –
 - [a] for the purpose of according it recognition; or
 - [b] for negotiating the terms and conditions for the taking over of any institution, College or hostel by the University.
 10. The Vice-Chancellor shall be competent to transfer any employee or post from one institution or department maintained by the University to another such institution or department maintained by the University.

11. The Vice-Chancellor shall make arrangements for the additional charge in all leave vacancies and such other temporary vacancies where appointment of substitutes are not required.
12. The Vice-Chancellor shall declare the satisfactory completion of the probation of the teachers and officers of the University, provided the necessary formalities prescribed for each category are observed strictly.
13. The Vice-Chancellor shall have power to grant advance increment not exceeding five increments at a time, on the basis of the recommendation of the Selection Committee constituted for the selection of candidates.

14. *Financial:*

The Vice-Chancellor shall have power:

- [a] to sanction grants to researchers and fellowships from the fund and funds placed at the disposal of the University by the Government or by other agencies for the said purpose;
- [b] to sanction deputation of delegates to conferences, and seminars etc. conducted in other parts of India;
- [c] to sanction the convening of seminars, conferences, committees, discussion groups etc., the expenditure on each part not exceeding Rs.2,50,000;
- [d] to sanction advances for the principal investigators of schemes and projects which are financed by the outside agencies and report to the Syndicate in its next meeting;
- [e] to accord administrative sanction for all works, original or repairs, upto a maximum estimate of Rs.5,00,000 provided the following conditions are satisfied;

- [i] the work is one included in a scheme approved by the Syndicate; and
- [ii] funds have been provided in the University budget.
- [f] to accept tenders for work or tenders or quotations for supplies required upto an estimate of Rs.9,00,000 and to record the reason if they are not the lowest of the tenders or quotations received;
- [g] to sanction any expenditure upto Rs.2,50,000 and reappropriation of funds upto Rs.5,00,000 from one major head to another, provided that such sanction and the reappropriation do not involve a liability which extends beyond the financial year in question;
- [h] to sanction loans and advances to employees of the University provided all conditions prescribed by the Syndicate are satisfied;
- [i] to sanction reimbursement of amounts spent by the employees of the University for the purpose of medical treatment according to the rules in force in the Government of Tamil Nadu;
- [j] to sanction permanent advances to the Officers and heads of the departments in the University;
- [k] to countersign the T.A. bills of the Registrar, the Finance Officer and the Controller of Examinations;
- [l] to authorize opening of new Heads of Accounts for projects financed by outside agencies and when necessary to permit the opening of separate accounts in the scheduled banks for this purpose;
- [m] to open new Heads of Accounts, if there is an urgency and report to the Finance Committee;

- [n] to effect purchase of patent equipment/machines, instruments and other such goods provided there is budgetary allocation and report to the appropriate bodies;
 - [o] to sanction refund of deposits of earnest moneys, securities, etc., on the basis of the recommendation of Heads of Departments;
 - [p] the Vice-Chancellor shall have such other financial powers as may be delegated by the Syndicate from time to time;
 - [q] the Vice-Chancellor shall have power to write off the irrecoverable value of shortage of stock or irrecoverable loss of money occasioned by fraud or neglect of duty by the University employee or otherwise upto a total amount of Rs.1,000 in a year. If the amount to be written off in a year exceeds Rs.1,000 the Syndicate shall accord necessary sanction for the purpose;
15. The Vice-Chancellor may delegate to an officer of the University or body or committee any of his/her administrative powers and functions, other than those to be exercised by himself/herself under the Act, and shall report to the Syndicate for information.
16. The Vice-Chancellor shall be representative of the University on the Association of Indian Universities, Association of Commonwealth Universities and other similar bodies or other Associations of India or abroad. In case, he/she is unable to attend the meetings he/she may depute a person/officer of the University to represent the University at such meetings with concurrence of the Chancellor if it is abroad.

**Representation
of the University
in other
organisations**

17. The Vice-Chancellor may be deputed by the Syndicate on University business or at the request of the Government on Government business or in the public interest to any part of India or outside India. The period of deputation outside University area shall not exceed one month each time.

**Deputation of
Vice-Chancellor**

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

18. The Vice-Chancellor shall also exercise all such powers not expressly mentioned herein which are necessary for or incidental to the carrying of the administration of the University and its affairs and report to the appropriate authorities of the action taken.
19. The Vice-Chancellor shall be provided with a car or in lieu thereof an allowance of Rs.1,000/- per month and free fuel.
20. The Vice-Chancellor shall be provided with furnished rent free bungalow and no charge shall fall on the Vice-Chancellor personally in respect of the maintenance of such residence and until he/she is provided with a free furnished bungalow, he/she shall be granted house rent allowance of Rs.4,000/- per month or as enhanced by Government from time to time.
21. The Vice-Chancellor shall be entitled to all other allowances and perquisites eligible under the salary fixed by the Government from time to time under Section 12(5) (a) of the Act.
22. The Vice-Chancellor when traveling on University business shall be entitled to travelling and halting allowances on the scales laid down in Madras [Chennai] Travelling Allowances Rules as payable to the Officers Grade – I.

CHAPTER III A

- A1.** The Registrar shall be appointed by the **Registrar** Syndicate on the recommendation of a Selection Committee consisting of the Vice-Chancellor as the Chairman, one Syndicate member nominated by the Syndicate and one person nominated by the Chancellor from outside the University. His/her term of appointment shall be for a period of three years. He/she shall be eligible for reappointment for another term of three years by the Syndicate on specific recommendation of the Vice-Chancellor.
2. The Registrar shall be paid a salary in the scale of pay applicable to the University Professor from time to time.
3. The Registrar shall be governed as regards leave, provident fund, pension, insurance, retirement benefits and disciplinary proceedings by the Statutes governing the conditions of service of the University Employees.
4. The Registrar shall be responsible to the Vice-Chancellor in the exercise of the powers and duties prescribed to him/her in the Act/Laws.
5. The Registrar, subject to the immediate direction and control of the Vice-Chancellor, shall carry out his/her orders and render such assistance as may be required by the Vice-Chancellor in performance of his/her official duties.
6. Subject to the immediate direction and control of the Vice-Chancellor, the Registrar shall be in overall charge of the administration of the University office and shall have power to fix and define the functions and duties of the

officers and employees of the Universities, other than those working under direct supervision of the Controller of Examinations and Finance Officer, or those working in the Vice-Chancellor's Secretariat, with the approval of the Vice-Chancellor.

7. Being the officer in overall charge of administration of the University office, he/she shall take all steps for the efficient working of the University Office, subject to the approval of the Vice-Chancellor.
8. He/She shall sanction the indent for stationery articles from the University Stores or to purchase them from the Government or Co-operative stores.
9. He/She shall call for quotations and tenders wherever necessary and prepare comparative statements, scrutinize the quotations and tenders in consultation with the Finance Officer and make recommendations to the Vice-Chancellor for accepting quotations / tenders.
10. He/She shall sign contracts and other agreements on behalf of the University under the direction of the Vice-Chancellor or Syndicate, as the case may be.
11. The Registrar shall not be eligible for nomination or election or for appointment as a member of any of the authorities of the University.
12. Resignation/Reversion: The Registrar may, by writing, inform the Vice-Chancellor his/her intention to resign or revert back to his/her parent department after giving thirty days' notice and it shall be competent for the Syndicate, on the recommendation of the Vice-Chancellor, to accept his/her resignation or reversion.

13. It shall be in the power of the Syndicate to dispense with the services of the Registrar at any time on payment to him/her three months' salary and it may any time discharge him/her from its services without notice or compensation in the event of misconduct on his/her part or of a breach by him/her of any of the conditions on which he/she was engaged. In the case of the Registrar appointed on deputation from other services, the Syndicate is competent to revert him/her to his/her original department when it deems fit to do so.
14. The Registrar shall, on application previously made for the purpose of fixing a convenient hour, arrange that any Member of the Academic Senate, of the Syndicate, or a Faculty, shall have access to the proceedings of the Academic Senate, Syndicate, or Faculty respectively and to any documents connected with such proceedings.
15. The Syndicate may grant to the Registrar gratuity and/or pension as laid down in the scheme for teachers of the University incorporated in Chapter VIII of the Laws of the University.
16. The Registrar shall be provided with a car and free fuel not exceeding 100 litres per month for official use.
17. It shall be competent for Syndicate to appoint Senior Deputy Registrar in the grade of Rs.3950-125-4700-150-5000. He/She shall devote his/her whole time to the duties of his/her office, and shall perform such work as may from time to time be laid down by the Syndicate and generally render such assistance as may be desired by the Registrar in the performance of the official duties. **Senior Deputy Registrar**
18. It shall be competent for the Vice-Chancellor to appoint Deputy Registrars **Deputy Registrar**

in the grade of Rs.3700-125-4700-150-5000. They shall devote their whole time to the duties of their office and shall perform such work as may from time to time be laid down by the Syndicate and generally render such assistance as may be desired by the Registrar in the performance of the official duties.

19. It shall be competent for the Vice-Chancellor to appoint Assistant Registrars in the grade of Rs.3000-100-3500-125-4500. They shall devote their whole time to the duties of their Office, and shall perform such work as may from time to time be laid down by the Syndicate and generally render such assistance as may be desired by the Registrar in the performance of his/her official duties. **Assistant Registrar**
20. It shall be competent for the Vice-Chancellor to appoint Public Relations Officer in the grade of Rs.3000-100-3500-125-4500. He/She shall devote his/her whole time to the duties of his/her Office, and shall perform such work as may from time to time be laid down by the Syndicate and generally render such assistance as may be desired by the Registrar in the performance of his/her official duties. **Public Relations Officer**
- B21. For appointment of Finance Officer, the Government shall recommend a panel of three names out of which atleast one shall be from Local Fund Audit Department. **The Finance Officer**
22. (a) The Finance Officer shall be responsible to the Vice-Chancellor in the exercise of the powers and duties prescribed to him/her, in the Laws of the University and shall be subject to the general direction and control of the Vice-Chancellor. **Powers and Functions**

- (b) He/She shall make all arrangements for the transaction of business for the meeting of the Finance Committee.
- (c) He/She shall be responsible for the proper maintenance of the Accounts of the University, to make arrangements for the Audit and payment of bills presented at the University Office.
- (d) He/She shall arrange to settle objections raised by the Audit appointed by the Government and carry out such instructions as may be issued by the Vice-Chancellor/Syndicate on that Audit Report.
- (e) He/She shall make arrangements with the approval of the Vice-Chancellor for the publication of the Audited Statement of Accounts so that it may be submitted to the Government and other appropriate authorities of the University within three months of such publication.
- (f) The Finance Officer shall prepare the monthly accounts of the University and shall produce for audit, which is concurrent, all the registers and accounts and records connected with financial transactions.
- (g) He/She shall be responsible for the preparation of annual accounts, financial estimates and the budget of the University in consultation with the Vice-Chancellor before presenting them to the Finance Committee and the Syndicate. In the matter of Financial estimates, he/she shall consult the Registrar and shall obtain from him/her the estimates for the year from the departments and institutions of the University.

- (h) He/She shall arrange for the annual stock verification. For this purpose, he/she shall submit to the Vice-Chancellor in November of each year, proposals for the appointment of stock verifiers for various departments, sections, etc. He/She shall ensure that the stock verification as on 31st March is conducted regularly before the end of the June every year. The report of stock verification shall be placed before the Vice-Chancellor for orders.

The Finance Officer shall –

- (i) With approval of the Vice-Chancellor invest an amount not exceeding Rs.25,00,000 only at a time and shall report to the Finance Committee and the Syndicate immediately thereof;
- (ii) Scrutinize every item of new expenditure not provided for in the budget estimate of the University and shall suggest appropriate action to the Vice-Chancellor;
- (iii) Realise and receive grants or other moneys due to the University from Central and State Government, University Grants Commission and other bodies, institutions and individuals;
- (iv) Disburse all salary bills including arrears of salary not exceeding one year, contingent bills like electricity, water, oil and fuel, land and corporation tax, phone and other rental bills, maintenance charges etc, recoup permanent advances, payment of all T.A. bills after ensuring that general sanction is received from the competent authorities;
- (v) Make all authorized payments out of the University funds; and

- (vi) The Finance Officer shall draw cheques on his/her own signature, upto Rs.50,000 (Rupees fifty thousand only) and the Assistant Finance Officer/ Assistant Registrar authorized by the Finance Officer shall draw cheques of value not more than Rs.25,000 (Rupees twenty five thousand only) on pre-passed bills, in addition to the Finance Officer.
 - (j) He/She shall adopt, with the approval of the Vice-Chancellor, method of accounting or forms or registers for the proper accounting in the University Office and in the departments and research centres maintained by the University.
 - (k) It shall be his/her duty to scrutinize the quotations and tenders received and countersign the comparative statement and make recommendations to the Vice-Chancellor for accepting the tenders, quotations or otherwise.
 - (l) He/She shall, with the approval of the Vice-Chancellor, sanction payment of bills submitted by the Department of the Government and the cooperative bodies for supplies effected on the basis of orders placed by competent authorities of the University subject to budget allotment.
23. The Finance Officer shall not be eligible for election, or nomination as a member to any of the authorities of the University.
24. Notwithstanding anything contained in these Laws, it shall be in the power of the Syndicate to revert the Finance Officer to his/her parent department, when it deems fit to do so, giving the Government reasonable time to recommend a panel of three names for the new appointment to the post.

C25. *Mode of appointment:* The Controller of Examinations shall be appointed by the Syndicate on the recommendation of a Selection Committee consisting of the Vice-Chancellor as Chairman, one member of the Syndicate and one nominee of the Chancellor from outside the University, for a period of three years. He/She shall be eligible for reappointment for another term of three years on the specific recommendation of Vice-Chancellor.

Controller of Examinations

26. The Controller of Examinations shall be paid a salary in the scale of pay applicable to the individual from time to time or as per the Laws of the University.

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

26(a) The Controller of Examinations shall be entitled to a car and free fuel not exceeding 100 liters per month for official use.

27. When the office of the Controller of Examinations is vacant, or when the Controller of Examinations is by reasons of illness, absence or any other cause, unable to perform the duties of his/her office, the duties of the office of the Controller of Examinations shall be performed by such person as the Vice-Chancellor may appoint for the purpose.

28. (a) The Controller of Examinations shall be responsible for the conduct of all University Examinations as prescribed by the authorities of the University and it shall be his/her duty to arrange with prior approval of the Vice-Chancellor the Schedule for the preparation, for all University Examinations and all other matters connected with University Examinations.

Powers and Duties

(b) He/She shall be responsible for the safe custody of all papers, documents, certificates and other confidential files connected with the conduct of all University Examinations.

- (c) He/She shall keep the minutes of the meeting, Board of Examiners and all committees appointed by the said Board.
- (d) He/She shall countersign the Travelling Allowances Bill and remuneration bills of Examiners and paper-setters and all other bills relating to examinations.
29. The Examiners and Question paper **Appointment of**
 setters shall be appointed by the **Examiners**
 Controller of Examinations with the
 prior approval of the Vice-Chancellor, from a panel of names
 approved by the Syndicate.
30. He/She shall arrange to publish the results of all University Examinations with the approval of the Vice-Chancellor/the Syndicate.
31. The Controller of Examinations shall, in the exercise of the powers and the duties of his/her office, be subject to the immediate direction and control of the Vice-Chancellor and shall carry out his/her orders and render such assistance as may be required by the Vice-Chancellor in the performance of his/her duties.
32. The Controller of Examinations shall **Ineligibility for**
 not be eligible for nomination or **membership of**
 election as a member of any of the **any authority**
 University Authorities.
33. The Controller of Examinations may by **Resignation/**
 writing inform the Vice-Chancellor **Reversion**
 his/her intention to resign or revert
 back to his/her parent department after giving thirty days' notice and it shall be competent for the Syndicate, on the recommendation of the Vice-Chancellor, to accept his/her resignation or reversion.

34. It shall be in the power of the Syndicate to dispense with the services of the Controller of Examinations at any time on payment to him/her of three months' salary and it may at any time discharge him/her from its services without notice or compensation in the event of misconduct on his/her part or of a breach by him/her of any of the conditions on which he/she was engaged. In the case of Controller of Examinations appointed on deputation from other services, the Syndicate is competent to revert him/her to his/her original department when it deems fit to do so.
35. The Senior Deputy Registrar, the **General**
Controller of Examinations,
Deputy Registrars and Assistant Registrars shall be governed as regards leave, provident fund, gratuity, pension and retirement by the Statutes, Ordinances governing conditions of service of the establishment of the University contained in Chapter IX of the Laws of the University in so far as they are applicable.

CHAPTER IV

AUTHORITIES OF THE UNIVERSITY

- A.1. The Syndicate shall be the executive authority of the University to regulate and determine all matters concerning the University in accordance with the Act, the Statutes, the Ordinances and the Regulations. **The Syndicate**
2. The Syndicate shall meet at such times and places as decided by the Vice-Chancellor.
- Provided that the Syndicate shall meet atleast once in two months.
3. *Quorum for the meeting:* Five members of the Syndicate shall be the quorum required for a meeting of the Syndicate.
4. *Conduct of the Business of the Syndicate:* The conduct of the business of the Syndicate and the procedure for voting are *mutatis mutandis* those prescribed for the conduct of the Academic Senate.
5. *Powers of the Syndicate:* The Syndicate shall have the following powers, namely:
- (a) to hold, control and administer the properties and funds of the University;
 - (b) to provide or purchase lands, buildings, premises and other means needed for carrying on the work of the University;
 - (c) to invest any money belonging to the University including any unapplied income in any of the securities described in Section 20 of the Indian Trusts Act, 1882, with the power to vary such investments or to place on fixed deposits in any nationalized bank any portion of such money not required for current expenditure;

- (d) to accept loans offered by the University Grants Commission or by the State or the Central Government on such conditions as may be acceptable to the Syndicate for the construction of students' hostels, quarters for staff or for any other purposes approved by the Syndicate and to make arrangements for the repayment of such loans;
- (e) to direct the form, custody and use of the common seal of the University;
- (f) to fix and determine the number of administrative, supervisory and technical posts in the University, clerical, menial and other establishments of the University and in particular to fine or suspend or dismiss the members of the such establishments and to frame from time to time such ordinances governing the general conditions of service, leave and allowances attached thereto, compassionate allowances, gratuities and pensions and commutations of the same, such other privileges and concessions as may be applicable to such establishment;
- (g) to administer all properties and funds placed at the disposal of the University for specific purposes;
- (h) to fix, determine and award travelling expenses and allowances to persons lawfully engaged or employed in University business;
- (i) to accept on behalf of the University endowments, bequests, donations, grants and transfers of any movable and immovable properties made to it provided that all such endowments and bequests, donations, grants and transfers shall be reported to the Academic Senate at its next meeting;

- (j) to raise on behalf of the University loans required for the purposes of this Act from the Central or any State Government or the University Grants Commission or any Corporation owned or controlled by the Central or any State Government or from the public;
- (k) to recognize hostels not maintained by the University and to suspend or withdraw recognition of any hostel which may not be conducted in accordance with the Ordinances and the conditions imposed thereunder;
- (l) to arrange for and direct the inspection of all University colleges, affiliated and approved colleges and hostels;
- (m) to prescribe in consultation with the Academic Senate, the qualifications of teachers in University colleges, affiliated and approved colleges;
- (n) to award fellowships, travelling fellowships, scholarships, studentships, bursaries, exhibitions, medals and prizes in accordance with the Statutes;
- (o) to charge and collect such fees as may be prescribed or revised from time to time as found in Schedule IX;
- (p) to conduct the University Examinations and approve and publish the results thereof;
- (q) to prepare the annual report to be placed before the Academic Senate on or before 31st December of each year;
- (r) subject to the provisions in the Laws to take cognizance of any misconduct by any student in a

college, or in a hostel or approved lodging, or by any student, who seeks admission to a University course of study brought to the notice of the Syndicate by the Director of Legal Studies or by the responsible authorities of the College, or hostel concerned, or by a member of the Academic Senate or Syndicate, or by the Registrar of the University, or by a Chairman of a Board of Examiners, or a Chief Superintendent at any Centre of examinations, and to punish such misconduct by exclusion from any University Examination, or from any University course in a college or in the University, or from any convocation for the purpose of conferring Degrees, either permanently or for a specified period or by the cancellation of the University Examination for which he/she appeared, or by the deprivation of any University scholarship held by him/her or by cancellation of any University Prize or Medal awarded to him/her;

- (s) to manage hostels instituted by the University;
- (t) to manage any Publication Bureau, Students' Unions, Employment Bureau and University Sports Union, and other similar associations, instituted by the University;
- (u) to review the instruction and teaching of the University;
- (v) to promote research within the University and to require submission of report from time to time of such research;
- (w) to refer any matter to the Faculty or a Board of Studies, a Board of Examiners or any committee or person, and to call for a report thereon;

- (x) subject to the provisions in the Laws to dispense with a strict compliance with the Laws of the University with reference to the time, place and manner of examinations, hours of transactions of business in the office of the Registrar, the dates for payment of Examination fees or fees for convocation for submission of applications for examinations, and for convocation, and of attendance certificates, the recognition of examinations and exemption from the production of attendance certificates, submission of thesis for research degrees, applications for certificates of having passed any examination, applications for recognition, affiliation or approval of colleges in subjects or courses in which no college is already recognized, affiliated or approved;

Provided that any resolution of the Syndicate passed in reference to such departure from prescribed procedure shall be reported to the Academic Senate at its next meeting;

- (y) to delegate any of its powers to the Vice-Chancellor, to a Committee from among its own members or to a Committee appointed in accordance with the Statutes;
- (z) subject to the provisions in the laws to appoint its own committees and to make its own Standing Orders and subject to the Laws of the University to regulate the disposal of its own business; the Chairman being entitled to vote on any question and if votes are equally divided, to exercise a second or casting vote; and
- (za) to sanction the payments to a servant of the University, who has served for not less than ten years

continuously, gratuity of an amount calculated at the rate of half a months salary for each year of service or of an amount equivalent to that which he/she would get under Laws of the University (Provident Fund) if he/she were in permanent service, whichever is less, provided;

- (i) he/she retires on account of certified incapacity, such incapacity having arisen from causes beyond his/her control; or
- (ii) his/her services are terminated as a result of reduction in the temporary establishment of the University or by abolition of the post; or
- (iii) he/she attains the age of 58 years.

6. In addition to the functions and duties of the Academic Senate stipulated in Section 30 of the Act, the Academic Senate shall –

The Academic Senate

- (a) consider the Annual Report of the University;
- (b) consider the audited annual accounts of the University;
- (c) consider Ordinance made by the Syndicate;
- (d) consider Regulations made by the Syndicate and referred to the Academic Senate;
- (e) consider the report on affiliated colleges/approved colleges as and when it is presented by the Syndicate; and
- (f) if any resolution is passed by the Academic Senate after such consideration, the Syndicate shall take such action as it deems fit whenever necessary.

- (g) Notwithstanding anything contained in the foregoing provisions of the section, the Syndicate may either accept or reject any proposal contained in such resolution.
7. In addition to the ordinary meetings of the Academic Senate as provided in Section 31 (1) of the Act, the Vice-Chancellor may, whenever he/she thinks fit, convene meetings of the Academic Senate. **Meetings convened by the Vice-Chancellor**
8. The Vice-Chancellor shall convene special meeting of the Academic Senate on a requisition in writing signed by not less than fifty percent of the total members of the Academic Senate. **Meetings convened on requisition by members**
- Provided that any requisition for a special meeting must be forwarded to the Registrar subject to the conditions stipulated in section 31(3) of the Act with a copy of the resolution or resolutions intended to be moved at the meeting and also the name of the proposer of each resolution.
9. (a) Not less than four weeks notice shall ordinarily be given for a meeting of the Academic Senate convened under Section 31 (1) of the Act. **Notice of meetings**
- (b) not less than 15 clear days notice shall be given for a meeting of the Academic Senate convened under Section 31 (1) of the Act.
10. At a special meeting of the Academic Senate convened by the Vice-Chancellor under Section 31(3) of the Act, no business other than that brought forward by the Vice-Chancellor shall be transacted or the resolution given notice by the requisitionists, as the case may be. **Business of special meeting**

11. The Vice-Chancellor may at his/her discretion postpone the date fixed for an ordinary or a special meeting. **Postponement of the meeting**
12. The Vice-Chancellor as Chairman of the Academic Senate shall preside at all meetings of the Academic Senate, but if the Vice-Chancellor be not present, the members present shall elect a Chairman among themselves. **Chairman of the meeting**
13. Unless the Academic Senate otherwise resolves, it shall ordinarily meet at 10.00 Hrs. on the day fixed for the meeting and shall, if there is business, continue to sit till 17.00 Hrs. with an interval for lunch for an hour or as the Chairman may propose. **Hours of the meeting**
14. (a) One third of the total strength of the members of the Academic Senate shall be the quorum for a meeting of the Academic Senate. If a quorum is not present within 30 minutes after the time appointed for a meeting, the meeting shall not be held and the Registrar shall make a record of the fact. **Quorum**

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

- (b) If at any time during the progress of a meeting any member shall call attention to the number of members present, the Chairman shall, within a reasonable time, count the number of the members present, and if a quorum be not present, he/she shall declare the meeting dissolved and shall leave the Chair. All such dissolutions shall be recorded by the Registrar and the record shall be signed by the Chairman. **No Quorum**

15. (a) Any member who wishes to move a resolution on the subject item in the agenda at an ordinary meeting shall forward a copy of the resolution to the Registrar so as to reach him/her not less than 15 clear days before the date of meeting. **Forwarding resolutions for meetings**
- (b) The Registrar shall place all such resolutions before the Vice-Chancellor who shall direct him/her to include such resolutions in the Agenda, provided that no resolutions shall be admissible which does not comply with the following conditions;
- (i) It shall be clearly and precisely expressed and shall raise substantially one definite issue related to the subject item on the agenda;
 - (ii) It shall not raise issues which do not fall under the items of the agenda for the meeting and which do not fall within the powers of the Academic Senate;
 - (iii) It shall not contain arguments, inferences; ironical expressions or defamatory statements, nor shall it refer to the character or conduct of persons in their official or public capacity; and
 - (iv) It shall not refer to any matter which is under adjudication by a court of law.
16. No resolution shall be moved at any meeting of the Academic Senate on a subject which is not primarily the concern of the Academic Senate at that meeting. The Chairman shall be the sole judge as to whether a subject is primarily the concern of the Academic Senate or not, and his/her decision thereon shall be final. **Nature of resolution**

17. The Vice-Chancellor shall cause each resolution of which notice has been given in accordance with Statute 15 of this chapter to be placed on the agenda paper of the meeting at which it is to be moved.

**Admissibility of
resolution**

18. A motion substantially identical with one already moved and disposed off at a meeting shall not be placed on the agenda paper at a subsequent meeting.

**Identical
resolution**

Provided, however, it shall be open to the Syndicate or the Vice-Chancellor to bring forward any subject for reconsideration at a meeting if in its or his/her opinion such reconsideration has been rendered necessary by fresh facts.

19. Not less than 21 days before the date of an ordinary meeting and not less than 10 days before the date of a special meeting, the Registrar shall issue to every member an agenda paper specifying the day and the hour of the meeting and the business to be brought before the meeting, but the non-receipt of the agenda paper by any member shall not invalidate the proceedings of the meeting, provided that the Syndicate or the Vice-Chancellor may bring any business which is in its or his/her opinion urgent before any ordinary or special meeting with shorter notice or without placing the same on the agenda paper.

**Issue of agenda
papers**

20. Any member who wishes to move an amendment to a resolution on the agenda paper of any ordinary or special meeting of the Academic Senate shall forward a copy of the same to the Registrar so as to reach him/her not less than 9 clear days before the day of the meeting at which the resolution is to be moved.

**Notice of
amendment**

21. The Registrar shall, on the receipt of amendments given in accordance with Statute 20 of this Chapter, prepare an amended agenda paper showing all the resolutions as in the original agenda paper and all the admissible amendments together with the resolutions, if any, brought forward by the Syndicate or the Vice-Chancellor under the provisions of Statute 19 supra and after approval of the Vice-Chancellor, shall post a copy of it to each member of the Academic Senate not less than 5 clear days before the date of any meeting. **Final agenda**
22. The Chairman shall if so desired, in a meeting at which a quorum is present, adjourn the meeting from time to time but subject to the provisions of other laws. No business shall be transacted at any adjourned meeting other than the business left unfinished at the meeting from which the adjournment took place. **Adjournment and adjourned meetings**
23. When a meeting is adjourned for 15 days or more, not less than 10 days notice of the adjourned meeting and of the business to be transacted at it shall be given. Save as aforesaid it shall not be necessary to give any notice of an adjourned meeting of the business to be transacted. **Notice of adjourned meetings**
24. At every meeting of the Academic Senate, the following shall ordinarily be the order of business, after election, if it be necessary, of the Chairman for the meeting. **Order of business**
- (i) Business brought forward by the Chancellor
 - (ii) Business brought forward by the Vice-Chancellor
 - (iii) Business brought forward by the Syndicate
 - (iv) Business brought forward by the Members of the Academic Senate

Provided however that the Chairman at his/her discretion effect changes in the order of business as he/she deems fit.

25. At any meeting of the Academic Senate the following resolution may be moved without previous notice, but shall not be made so as to interrupt a speech: **Motions without previous notice**
- (i) A resolution relating to business not included in the agenda but brought forward by the Syndicate or the Vice-Chancellor as urgent at a meeting other than a special meeting.
 - (ii) *Complimentary motion*: At any meeting of the Academic Senate, motion of a complimentary character or condolence nature may without previous notice, be moved from the Chair or by any member with the previous permission of the Chair.
26. Any member may, with the previous permission of the Chair, move any amendment to any resolution brought forward by the Syndicate or the Vice-Chancellor as urgent business. **Amendments to resolutions at short notice**
27. At any meeting of the Academic Senate the following amendments may be moved without previous notice: **Amendments without notice**
- (i) Amendments of purely verbal or formal kind which in the opinion of the Chairman do not affect the sense or import of the motion to which they refer;
 - (ii) Amendments to any resolution or amendment on the agenda paper, which in the opinion of the Chairman have been rendered necessary by and are consequential upon any motion passed by the Academic Senate at the same meeting.

28. Save as otherwise permitted in Statutes 15, 20, 25 and 26 of this chapter no resolution or amendment which is not placed on the agenda shall be moved at the meeting. **Resolution or amendment not on agenda**
29. When any motion has been brought forward and has been negatived, no other motion of the same kind shall be again brought forward until after the lapse of what the Chairman shall deem a reasonable time nor shall any discussion be allowed on such second or subsequent motion brought forward during a discussion on the same question. **Motion negatived**
30. (a) Amendment to a motion shall be – **Nature of Amendments**
- (i) for deleting a word or words;
 - (ii) for deleting a word or words, in order to insert some other word or words; and
 - (iii) for adding or inserting a word or words
- (b) When the amendment is of the first kind the form in which it is proposed shall be –

“That the words (mentioning them) be left out of the resolution”.

When the amendment is of the second kind, the form shall be – “That the words (mentioning them) be left out of the resolution and that the words (mentioning them) be added or inserted” and there shall then follow words specifying the place in which the words mentioned are to be added or inserted.

When the amendment is of the third kind, the form shall be –

“That the words (mentioning them) be added or inserted” and there shall then follow words specifying the place in which the words mentioned are to be added or inserted.

31. The order in which amendments to a resolution are to be brought forward shall be determined by the Chairman. **Order of Amendments**
32. (a) *Negative Amendments*: No amendment shall be proposed which would reduce the original resolution to its negative or opposite form. **Scope of Amendments**
- (b) *Relevancy of Amendment*: Every amendment must be relevant to the resolution to which it refers and must be framed so as to form therewith an intelligible and consistent sentence.
- (c) *Amendment to Motion for Adjournment*: No amendment shall be moved to a motion for adjournment of meeting or debate except one substituting a different day or hour.
33. When permitted by the Chair, may speak on his/her motion before he/she actually proposes it; but a speech is only allowed on the distinct understanding that he/she speaks on the question and that he/she concludes by proposing his/her motion formally. **Proposal of motion**
34. Every motion at a meeting must be seconded; otherwise it shall drop. Any member may second a motion by saying, “I second the motion”. A member who seconds a substantive motion but not an amendment to a motion, may second the motion saying “I second the motion and reserve my speech”. When a motion has been moved and seconded, it shall be stated from the Chair, unless it be ruled out of order by the Chairman. **Motion to be seconded**

35. Not more than one resolution and one amendment thereto shall be placed before a meeting at the same time. **Number of resolutions and amendments at a time**
36. Any resolution or amendment standing in the name of a member who is absent from the meeting or who declines to move it, may be moved by any other member permitted by the Chair. **Motion not moved**
37. (a) No motion or amendment shall be withdrawn from the decision of the meeting without its unanimous consent but this consent shall be presumed if the mover states his/her wish to withdraw the motion and the Chairman after an interval during which no dissent is expressed, announces that it is withdrawn. **Withdrawal of motions**
- (b) A motion cannot be withdrawn in the absence of the member who moved it. Where an amendment has been proposed to a resolution the original motion cannot be withdrawn, until the amendment has been first disposed of.
38. No motion shall be moved or seconded by any member who during the discussion of any particular item of business, has already moved or seconded any one of such motions. **Motions under Statute 22**
39. No speech shall ordinarily exceed 5 minutes in duration provided that the Chairman may at his/her discretion allow the mover of a resolution or of an amendment when moving the same to speak for more than 5 minutes and has power to make him/her resume the seat. **Duration of speeches**

40. The member who first rises to speak at the conclusion of a speech shall normally be heard. In cases of more than one member rising to speak the Chairman shall decide the priority of speakers.

Order of speeches

41. No member can speak to a question more than once except where the mover has the right of reply as provided for in Statute 43. A member who has spoken on a motion and resumed his/her seat cannot subsequently rise to or second an amendment to the same motion.

Right to make speeches

A member who has moved or seconded an amendment cannot speak again on the original motion after the amendment has been disposed of.

A member who has moved or seconded an original motion or spoken on it or moved or seconded an amendment thereto cannot subsequently move or second another amendment to the same motion, or mover or second a motion during the debates on the same motion. He/She may however, speak on those new motions, when proposed by another member.

42. The Chairman has the right to move or second or speak on a resolution or amendment but he/she shall vacate the Chair while so engaged, and the Chair shall, during such time, be taken by a member nominated by the Chairman. Without leaving the chair, the Chairman, may, however at the request of any member, explain to the meeting the scope of any resolution or amendment.

Speeches by Chairman

43. When the Chairman has ascertained that no other member entitled to address the meeting desires to speak, the mover of a substantive motion may reply upon the whole debate. No member shall speak on a question after the mover has entered on his/her reply.

Right to reply

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

Personal explanations

45. (a) The Chairman shall call any member to order, and shall have power to take such action as may be necessary to enforce his/her decision.

Power of Chairman

(b) The Chairman may direct any member, whose conduct is, in his/her opinion gross, to withdraw immediately from the Academic Senate. Any member so ordered to withdraw shall do so forthwith and absent himself/herself during the remainder of the day's meeting.

(c) *Suspension of Meeting*: The Chairman may in the case of grave disorder arising in the Academic Senate suspend any sitting for a time to be specified by him/her.

46. When the meeting on a motion is concluded or if there be no meeting, the Chairman shall put the motion to vote by saying, "The Motion is" followed by the words of the motion, and Academic Senate shall then divide unless the Chairman ascertains that the motion is carried affirmatively, by a unanimous vote.

Putting motions to vote

If there be amendment, he/she shall say, "It has been moved," (followed by the words of the resolution) then he/she shall say, "Since it has been moved by way of amendment" (followed by the words of the amendment) and then, if the amendment be one of the kind specified in sub - clause (a) (i) of Statute 30 of this chapter, he/she shall put the question by saying "shall the words or word proposed to be left out be left out?"

If the amendment be of the kind specified in sub-clause (a) (ii) of the same Statute he/she shall put the question by saying “shall following word or words..... be left out in order to add or insert the following word or words...?”

If the amendment of the kind specified in sub-clause (iii) of the same Statute, he/she shall put the question by saying, “shall these words be there added or inserted?”

If an amendment be negatived, the original resolution shall be again stated from the Chair and any other amendments, if any, thereto may then be moved.

If an amendment be carried, the resolution as amended shall be stated from the Chair and may then be debated as a substantive resolution to which further amendments, if any, to the original resolution may be moved, and such further amendments shall be disposed of in the same manner as the previous amendment.

47. *Voting*: All resolutions considered at a meeting of the Academic Senate shall be decided by a majority of the votes of the members present unless a particular majority is required by the laws of the University. If the votes including that of the Chairman be equally divided, the Chairman shall have a casting vote. **Decision on resolution**
48. The Minutes of all proceedings of each meeting of the Academic Senate shall be signed by the Chairman of the meeting. The Registrar, within three weeks of a meeting, shall send a copy of the minutes of that meeting so signed by the Chairman to each member of the Academic Senate. **Minutes of the meeting**

49. (a) If no exception is taken by any member who was present at the meeting to the correctness of the minutes within 10 days of the sending of the minutes, they shall be deemed to be correct.
- Procedure when exception is taken**
- (b) If such exception be taken within the time aforesaid by means of a letter addressed to the Registrar, definitely specifying the points which require correction in the minutes, and if the Syndicate is satisfied with the points of exception, the minutes shall be brought forward by the Syndicate at the next meeting of the Academic Senate for confirmation or correction by such of the members as were present when the business was transacted to which that minutes refer.

CHAPTER V

RULES AND PROCEDURES FOR THE CONDUCT OF ELECTION TO THE AUTHORITIES OF THE TAMIL NADU DR. AMBEDKAR LAW UNIVERSITY

RULES FOR THE CONDUCT OF ELECTIONS UNDER THE ACT

1. Except as otherwise provided in the Laws of the University, the Vice-Chancellor shall direct the holding of all elections, and shall have power – **Vice-Chancellor to direct the holding of elections**
 - (a) to fix the mode and date of elections;
 - (b) to determine the form of notice, nomination, letter of intimation, declaration paper, ballot paper, etc. in any election.
 - (c) to prescribe the method of deciding the validity or invalidity of each ballot paper or of each vote recorded;
 - (d) to declare the results of each election; and
 - (e) to delegate the power to the Returning Officer to decide the validity of each ballot paper or each vote recorded and to declare the results of each election. The decision of the Vice-Chancellor or the Officers named in the Statute or the Returning Officer to whom the power has been delegated shall be, subject to the provisions in Section 56 Chapter IX of the Tamil Nadu Dr. Ambedkar Law University Act, be final. Provided that it shall be competent for the Vice-Chancellor, when any emergency arises:
 - (i) to assume the powers of the Returning Officer and function as such either by himself/herself or by deputing any other person, when, during the

course of conduct of any election, the Returning Officer cannot carry out his/her duties; and

- (ii) to postpone the date or dates fixed in a programme for transaction of the business conducted with the elections at intermediate stage. The Vice-Chancellor shall record his/her reasons for such action taken.

2. No election to an authority of the University shall be invalid by reason of any vacancy among the persons entitled to vote at such election or by the loss during transmission of any notice or ballot paper. **Election not invalid by reason of vacancies in the electorate**
3. The results of all elections shall be published in *Tamil Nadu Government Gazette*. Elections shall take effect in the case of anticipatory elections, from the date of the occurrence of the vacancy and in other cases, from the date of declaration of the result of the election. **Dates from which elections take effect**
4. Objections to elections shall be made in writing and shall be forwarded to the Vice-Chancellor so as to reach him/her within seven clear days after the declaration of the results of the elections. **Objections to elections**

The Vice-Chancellor on receipt of the objections shall consider the merit of the objections after giving opportunities to the parties concerned and issue his/her verdict within thirty days from the date of receipt of the objections.

5. The ballot papers together with other election documents of each election shall be preserved in the office of the Registrar for a period of one month after the date of election or if any question arises as to the election, until it is disposed of finally. **Preservation of election paper**
6. The Vice-Chancellor may direct the Registrar or any other officer of the University to do all things necessary for the conduct of all elections to the various University bodies. **Registrar or any authorised officer to conduct election**

The Vice-Chancellor may also delegate in writing the powers connected with conduct of elections of the University to the Registrar or any other authorised person.

7. If any vacancy occurs or is about to occur by efflux of time, among the members of any University authority which has to be filled up by an election conducted by the University, a notification of the fact shall be published in the Gazette. **Notification of vacancy**
8. The Registrar/Officer specified for the purpose shall notify the nature of polling regarding, **Nature of poll**
- (i) Election to the Syndicate under Section 22(2) Class II (b) of the Act.
 - (ii) Elections to the Syndicate under Section 22(2) Class II (j) of the Act.

Such elections shall be conducted as follows:

- (a) The direct polling shall take place by secret ballot on the day of the meeting of the electing authority concerned, between the hours of meeting as fixed by the Vice-Chancellor on that day.
- (b) A notice regarding the date on which the poll will be held and a final list of candidates validly nominated shall be sent to every member of the electing authority concerned not less than ten clear days before the date fixed for the poll.
- (c) All members present at the meeting shall be entitled to vote. No vote shall be given by proxy or by post. Members present shall sign in the nominal/electoral roll kept for the purpose as a record of voting at the election.
- (d) The Returning Officer shall ascertain that the person desiring to vote is a member who has not already voted and shall enter his/her name upon the counterfoil of ballot paper/or in a register maintained for the purpose of the election and shall then hand over to the member the ballot paper corresponding to the counterfoil or number in the register after initialing the ballot paper on the back thereof. Every ballot paper shall contain the name of all candidates for election arranged in alphabetical order. There shall not be serial number or any other identifying mark on the ballot paper.
- (e) When a Member has received a ballot paper he/she shall proceed to the place arranged for marking the vote and shall mark thereon by putting a cross mark thus 'X' against the name or names of persons the Member intends to votes for. The number of nominees for whom each elector may vote may be less than or

equal to, but shall not be more than the number of vacancies to be filled in; the member shall then fold the ballot paper and drop it in a ballot box placed in front of the Returning Officer.

- (f) If a member inadvertently spoils a ballot paper he may return it to the Returning Officer who shall, if satisfied of such inadvertence, give him another paper and retain the spoiled paper; and this spoiled paper shall be immediately cancelled and the fact of such cancellation shall be noted on the counterfoil/Registrar.
- (g) In the case of all elections at the close of the poll or when all the members present have voted, the Returning Officer shall, with the help of such members of the University staff as he/she may consider necessary, proceed with the counting of the votes obtained by each candidate and prepare the result sheet. In case of doubt about validity of any ballot paper, the matter shall be decided by the Returning Officer whose decision shall be final.
9. Any candidate or his/her agent can request a recount of the votes by presenting the petition in writing immediately after the counting is completed. The Returning Officer, at his discretion, may order a recount of the votes and the decision of the Returning Officer regarding recounting shall be final. While requesting recount of votes, the candidates or the agents, apart from furnishing reasons for the request, should pay a sum of Rs.500 towards recounting fee for which an official receipt will be issued by the Returning Officer. A candidate or his/her agent may request recounting of votes only once in a particular election.

Recount of votes

10. A ballot paper shall be invalid if

- (a) it does not bear the Registrar's/Returning Officer's initials; or
- (b) a voter signs his/her name or writes any word or makes any mark on it, by which it becomes recognizable; or
- (c) no vote is recorded thereon; or
- (d) the number of votes recorded thereon, exceeds the number of vacancies to be filled; or
- (e) it is void for uncertainty.

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

- 11.** Wherever applicable the Tellers/Officials entrusted with the counting of ballots shall, after preparing the result sheet, deliver it to the Returning Officer, who shall declare the result of the elections as stated in Statute 12.
- 12.** The candidate or candidates equal in number to the number of vacancies, receiving the largest number of votes shall be declared as duly elected. When two or more candidates receive an equal number of votes and if they cannot all be declared elected, the final election shall be made by drawing lots in such manner as the Returning Officer may determine.
- 13.** After election process is over, all ballot papers shall be put in a cover, sealed and deposited in the custody of the Registrar/Officer nominated for the purpose for a period of three months, after which these can be destroyed.

14. Each elector shall be at liberty to **Nominations** propose a qualified person to fill the vacancy. Every proposal shall be in the prescribed form and shall be made by an elector in writing and shall be seconded in writing by another elector. Every such proposal shall be accompanied by a statement signed by the proposer agreeing to serve on the authority, if elected and declaring that he/she is not already a member of the authority, to which he/she seeks election, or if he/she is already a member, that his/her term of office as such would expire before the membership for which he/she is seeking election takes effect, and nomination paper must reach the Registrar/Returning Officer within the date and hour fixed which shall be, not later than ten clear days after the publication of the notification in the *Tamil Nadu Government Gazette*.
- (a) An elector shall be eligible to subscribe either as proposer or as seconder in nomination papers, only as many times as there are vacancies but not more.
- (b) Nomination papers shall be enclosed in an envelope superscribed "Nomination to the by....." and sent by Registered post (acknowledgement due) so as to reach the Registrar within the date and hour fixed or delivered to the Registrar, during office hours either in person or by messenger within the date and hour fixed.
- (c) Nomination papers that are NOT enclosed in an envelope superscribed as specified and not sent by registered post or are not delivered in person or by messenger as required above shall be declared invalid.

- 15 (a) All nomination papers shall be scrutinized by the Returning Officer or other Officer authorized by him/her in his/her behalf on the date and hour and at the place appointed and notified in the notice of vacancy. Candidates and representatives of each candidate appointed in writing by him/her may be present at the time of scrutiny.
- Scrutiny of nomination papers**
- (b) If, after the scrutiny of nomination papers the number of candidates validly nominated is equal to or less than the number of vacancies to be filled, the candidates so validly nominated shall be declared duly elected.
- (c) If the number of such candidates declared elected is less than the number of vacancies the constituency shall be called upon to elect a person or persons as the case may be to fill the remaining vacancies.
- (d) If, after scrutiny, the number of candidates validly nominated is greater than the number of vacancies, the final list of candidates for the election be published by affixing the same on the notice board in the Office of the Returning Officer on the same day and a copy of the same shall be forwarded to each of the candidates nominated for election.
16. Any candidate may withdraw his candidature by notice in writing sent by Registered Post so as to reach the Returning Officer or delivered to the Returning Officer or other person authorized by him/her not later than three O' clock in the afternoon of the day fixed for withdrawal, which shall be five clear days after the last date for receipt of nomination. A candidate who has withdrawn his/her candidature shall not be allowed to cancel the withdrawal or to be renominated as a candidate for the same election.
- Withdrawal of nominations**

17. The Returning Officer or other person authorized by him/her shall publish on the same day after the time for withdrawal of nominations has expired a final list of candidates validly nominated. **Publication of valid nominations**
18. Members who have filed nominations for a particular election shall not be engaged for any work regarding the conduct of that election.
19. (a) If the number of candidates who are validly nominated and who have not withdrawn their candidature in the manner and within the time specified does not exceed or is less than the number of vacancies to be filled, all such candidates shall be declared to be duly elected and if the number of such candidates declared elected is less than the number of vacancies, the constituency shall be called upon to elect a person or persons, as the case may be, to fill the remaining vacancies. **Declaration of election of validly nominated candidates**
- (b) If the number of candidates who are validly nominated and who have not withdrawn the candidature in the manner prescribed and within the time specified is greater than the number of vacancies to be filled, the election shall be proceeded in the manner prescribed.
20. The Registrar/Returning Officer shall forward to each elector (through the post wherever necessary) a numbered declaration paper, a ballot paper on which the names of the candidates with their addresses arranged in alphabetical order and which shall bear on it the Registrar's/Returning Officer's initials and the last date of **Despatch of ballot paper**

posting, a ballot paper cover, and an envelope addressed to the Registrar/Returning Officer together with a letter of intimation stating the number of vacancies, the date and hours fixed for the poll, and the day and hours fixed for scrutiny and counting of votes. The papers shall be forwarded to the address entered against the name of the elector in the electoral roll, or if the elector has since the publication or preparation of the roll changed his/her address and intimated the fact in writing to the Registrar atleast 14 days before the first date of despatch of ballot papers, to the address so given.

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

Voting

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

22. If an elector is incapacitated from blindness or other physical cause from voting in the manner prescribed, it shall be competent for him/her to record his/her vote by the hand of any of the persons enumerated below and such person shall, on the declaration paper, certify the incapacity and attest the fact of his having been requested by the elector to mark the ballot paper for him/her and of its having been so marked by him/her in the presence of the elector.

Recording of votes of electors physically incapacitated

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

1. Principals of affiliated or approved colleges
2. Members of the Academic Senate or Syndicate

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

Procedure on counting

25. A ballot paper cover shall be rejected, if –

Ballot paper cover when rejected

- (i) it is not the cover sent by the Registrar/Returning Officer; or
- (ii) the envelope contains no declaration paper outside the ballot paper cover; or
- (iii) the declaration paper is not the one sent by the Registrar/Returning Officer; or
- (iv) the declaration or attestation is not in accordance with the rules; or
- (v) the ballot paper is placed outside the ballot paper cover; or

- (vi) more than one declaration paper or cover containing ballot paper have been enclosed in one and the same envelope; or
- (vii) the declaration paper is not duly signed; in each case of rejection; the word “rejected” shall be endorsed on the ballot paper cover or the declaration paper.
26. No person other than the Vice-Chancellor, the Registrar/Returning Officer and such persons as the Vice-Chancellor may appoint to assist the Registrar/Returning Officer the candidates or not more than one representative of each candidate appointed in writing by him/her shall be present at the scrutiny and counting of votes.
- Persons who may be present at scrutiny and counting of votes**
27. The election of one member to the Academic Senate by the teachers of each affiliated college shall be governed by the following:
- Election as per Section 29 (I) Class II (f) of the Act**
- (a) The election shall be held by secret ballot, on the day fixed by the University among the teachers of the College.
- (b) Teachers of the college for the purpose of this rule means as defined in Section 2(n) of the Act, including Director of Physical Education in Colleges but excluding Part-Time lecturers, Physical Instructors and Assistant Librarians.
- (c) Not less than seven clear days before the date of election, notice of election shall be issued by the Returning Officer furnishing information regarding:
- (i) the number of vacancies to be filled;
- (ii) last date and hour for filling the nominations;

- (iii) date and hour for the scrutiny of nominations;
 - (iv) date and hour for the publication of valid list of nominations;
 - (v) last date and hour for withdrawal of candidature;
 - (vi) the place, date and time of issue of ballot paper, polling, scrutiny; and
 - (vii) counting of votes.
- (d) A copy of notice as issued above shall be published in the college notice board.
- (e) The Principal shall be the Returning Officer for the election. In the absence of the Principal, the teacher holding charge of post of the Principal shall be Returning Officer. In such cases the fact may be informed to the Registrar in advance.
- (f) Provided that, if after the scrutiny of nominations and after the time for withdrawal of candidature is over, the Returning Officer finds that the number of candidates validly nominated is less than or equal to the number of vacancies to be filled, he shall declare such candidates or candidates to be duly elected and if the number of valid nominations exceed the number of vacancies to be filled, further process for the election shall be proceeded with, as per the notice issued earlier in this regard.

CHAPTER VI

COMMITTEES

A. *The Finance Committee*

1. There shall be a Finance Committee as provided for in the Sections 18 and 32 of the Act.
2. The Finance Officer of the University shall be the *ex-officio* Secretary of the Finance Committee but he/she shall not be deemed to be a Member of the Committee. **Secretary**
3. The term of office of the members of the Finance Committee shall be as per the provision in sub-section (4) of Section 32 of the Act. **Term of office**
4. The finance Committee shall meet at least once in three months. The Vice-Chancellor shall convene the meetings of the Finance Committee, whenever he/she finds it necessary. **Meeting**
5. The powers and duties of the Finance Committee shall be as provided for in sub-sections (5), (6) , (7) and (8) of Section 32 of the Act. **Powers and Duties**

Provided that it shall be competent to the Syndicate to remit any matter for the consideration of the Finance Committee [S.8 (f) of 32]. The rules regarding the conduct of meeting of the Syndicate shall wherever applicable be applied to the meetings of the Finance Committee.

B. *The Planning Board*

1. There shall be constituted a Planning Board of the University which shall advise generally on the planning and development of the University and keep under review the standard of education and research in the University.
2. The Planning Board shall consist of the following members namely:-
 - (i) the Vice-Chancellor, who shall be the *ex-officio* Chairman of the Planning Board; and
 - (ii) not more than eight persons of high academic standing nominated by the Syndicate.
3. The term of office of the nominated members of the Planning Board shall be three years.
4. The Planning Board shall in addition to all other powers vested in it by this Act, have the right to advise the Syndicate and the Academic Senate on any academic matter.

C. Other Committees

Other Committees to be constituted as and when required to carry out the directions of the Syndicate.

D. Board of Studies

1. There may be separate Boards in such branches of knowledge as the Syndicate may decide to deal with matters relating to subjects of study.
2. (a) Each Board shall ordinarily consist of no fewer than three nor more than twelve members who are experts/teachers in the relevant field.

**Constitution of
Board**

- (b) There shall be a “Chairman” nominated by the Vice-Chancellor, from among the members of the Board.
- (c) The members of the Board shall be appointed by the Syndicate on the recommendations of the Vice-Chancellor.
3. Members of the Boards of Studies **Term of office**
shall normally hold office for a period of three years or such period as may be fixed at the time of the appointment; provided that the Vice-Chancellor may declare any member of a Board to have vacated his membership if he/she leaves India or for other valid reasons. Provided also that it shall be competent for the Syndicate to appoint as a member of a Board any person in his/her official capacity.
4. The Chairman shall be nominated **Chairman**
by the Vice-Chancellor from among the members of the Board. In the event of a vacancy in the office of the Chairman; the Vice-Chancellor shall appoint a member of the Board to act as Chairman until a permanent arrangement is made.
5. It shall be the duty of each Board **Function**
of Studies to consider and report on any matter referred to it in accordance with the Laws of this University, by the Vice-Chancellor, or the Syndicate or by the Academic Senate or the Faculty or the Dean of the Faculty concerned with the subject with which it deals;
6. Each Board shall **Power**
- (a) recommend to the Syndicate persons suitable for appointment as Examiners in the subject with which it deals;

- (b) recommend text-books whenever necessary; and
- (c) make recommendations in regard to courses of study and examinations in the subject with which it deals.

7. Meetings of Boards of Studies shall be convened by the Registrar under directions of the Vice-Chancellor at such times and places as may be necessary. Where, in the temporary absence of a Chairman, a meeting of a Board of Studies is required to be convened for the purpose of urgently dealing with any University business, the Vice-Chancellor may direct the Registrar or any other officer of the University to act as Convener. **Meetings**
8. Three members shall form a quorum for any meeting of the Boards of Studies. In case there is no quorum the agenda for the meeting shall be discussed by the members present and the minutes of the discussion shall be circulated among members of the Board, with agenda, for approval. **Quorum**
9. The final Minutes of every meeting shall be prepared by the Chairman, Signature obtained from the members and the same shall be forwarded to the Registrar within one week from the date of the meeting held. **Minutes of the meeting**
10. It shall be open to the Vice-Chancellor in urgent cases, to obtain the opinion of any Board of Studies by circulation. Such opinion together with the action taken thereon shall be reported to the Board as and when necessary. **Opinion by circulation**

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

Decisions of the Board only recommendatory in nature

CHAPTER VII

ACADEMIC ACTIVITIES OF THE UNIVERSITY

THE FACULTIES AND DEPARTMENTS

1. As provided in Section 18 of the Act, the following shall be the Faculties of the University and Departments noted under each Faculty.

(a) Faculty of Constitutional Law

- (i) Department of Indian Constitutional Law
- (ii) Department of Comparative Constitutional Law
- (iii) Department of Human Rights
- (iv) Centre for Women Studies and Development of Law

(b) Faculty of International Law

- (i) Department of General International Law
- (ii) Department of International Institutions
- (iii) Department of International Economic Law
- (iv) Department of Air and Space Law
- (v) Department of Maritime Law
- (vi) Department of International Law and Human Rights

(c) Faculty of Environmental Law

- (i) Department of Environmental Law

(d) Faculty of Business Law

- (i) Department of Law of Contract
- (ii) Department of Corporate Laws
- (iii) Department of Labour Law and Labour Relations
- (iv) Department of Banking and Insurance Laws
- (v) Department of International Trade Law
- (vi) Department of Private International Law

(e) Faculty of Law of Torts

- (i) Department of Law of Tort
- (ii) Department of Consumer Protection Laws

(f) Faculty of Criminal Law

- (i) Department of Criminal Law
- (ii) Department of Criminology and Penology
- (iii) Centre/Department for Study of Human Rights and Politics of Terrorism

(g) Faculty of Administrative Law

- (i) Department of Administrative Law
- (ii) Department of Law of Arbitration
- (iii) Department of Legal Management/Administration

(h) Faculty of Personal Laws

- (i) Department of Hindu Law
- (ii) Department of Mohammeden Law
- (iii) Department of Comparative Study on Personal Laws

(i) Faculty of Law of Property

- (i) Department of Property Law
- (ii) Department of Law Trusts and Equity
- (iii) Department of Intellectual Property
- (iv) Department of Trade Mark and Patent Rights

(j) Faculty of Law and Science

- (i) Department of Law and Medicine
- (ii) Department of Science, Technical Development and Law

(k) Faculty of Jurisprudence

- (i) Department of Jurisprudence
- (ii) Department of Comparative Legal History and Ancient Laws

(l) Department of Distance Education (P.G. Diploma in Law Courses)

2. The Syndicate shall have power to reconstitute Faculties or add new Faculty or delete any Faculty or to re-arrange Departments or add new Departments or delete any Department as and when it deems necessary to achieve higher excellence.
3. The Syndicate shall, within the limits of economic capacity and development of the University, take effective steps to establish Faculties and Departments specified in Statute 1 of this Chapter.
4. The Syndicate shall have powers to determine from time to time, after considering recommendations of the Planning Board, the subjects for which Professorships, Readerships, Lecturerships or other teaching posts should be instituted and the several terms and conditions subject to which such Professorships, Readerships, Lecturerships or other teaching posts should be instituted.

5. The Syndicate shall have power to suspend or abolish any Professorship, Lecturership or other teaching post after receiving report from the Planning Board thereon.
6. *Teachers of the University shall be:* Professors, Readers and Lecturers. The duties of Readers and Lecturers shall be (a) to teach and (b) to engage in research. The duties of professors shall include in addition to teaching and research the guidance and co-ordination of studies in their subjects in consultation and co-operation with the Colleges.
7. *Emeritus Professors:* Notwithstanding anything contained in the statutes, it shall be competent for the Syndicate to appoint distinguished Professors/Teachers of repute who have retired from the services of this or any other University or an affiliated college of this or any other University as Emeritus Professors on such terms as may be decided upon by the Syndicate.
8. The Syndicate shall have power, upon sufficient cause shown and after due inquiry, by a resolution approved of by not less than two-thirds of the members of the Syndicate, to suspend any teacher of the University from Office and from emoluments thereof in whole or in part for any period not exceeding one year, or to require him/her to retire, or to deprive him/her of office, and during the suspension of any teacher to make provision for his/her work;

Provided no such sentence of suspension, etc, shall have effect until approved by the Chancellor.
9. *Qualifications for teachers in the Departments of the University:*

The following shall be qualification of the teachers in the departments of the University:

- (i) *Professor*: A minimum of second class M.L./L.L.M. Degree in the subject or related subject with not less than 55 percent of the aggregate marks, a Ph.D. degree in the subject and not less than ten years' teaching experience in Law in the University/Law Colleges-Law Faculty.
- (ii) *Reader*: A minimum of second class M.L./L.L.M. Degree in the subject or related subject with not less than 55 percent of the aggregate marks, a Ph.D. degree in the subject and not less than five years' teaching experience in Law in University/Law Colleges- Law Faculty.
- (iii) *Lecturer*: A minimum of second class M.L./L.L.M. Degree in the subject or related subject with not less than 55 percent of the aggregate marks and not less than two years' teaching experience in Law in University/Law Colleges- Law Faculty. Ph.D. degree is a preferable qualification.

Subject to the fulfillment of the above general qualifications, it shall be competent for the Vice-Chancellor to specify the particular field of specialization for the post of Professor, Reader or Lecturer on the recommendations of the Head of the Department or in consultation with such experts as may be considered necessary by him/her.

10. Full-time teachers of the University shall be selected for appointment by a committee consisting of the Vice-Chancellor, one nominee of the Chancellor, one nominee of the Vice-Chancellor. Chairman of the Board of Studies, if there is one, three persons, who are experts in the subjects in which the appointment is to be made, **Full-time teachers of the University**

nominated by the Syndicate, provided however, it shall be competent for the Syndicate to exclude from the committee any of the above persons, who subsequently happens to be also an applicant for the post in connection with which the committee has been constituted. In case of Readers and Lecturers one of the experts shall be the University Professor in the subject if there is one.

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

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

11. Except in the case of experienced persons who have already gained distinction in their subject and who are appointed as Professors, persons appointed to teaching post of Lecturers, Readers and Professors shall in the first instance be on probation for a period of two years in their respective posts and such appointment shall be subject to confirmation at the end of that period on satisfactory completion of their period of probation.

Thereafter, the appointment shall be permanent, subject to an age limit, which shall be 60 years, subject however, to the teachers concerned being physically fit after the age of 58 and subject to the provisions in Statute 8.

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

A member of the teaching staff may be permitted to retire voluntarily after attaining the age of 50 or after 20 years of service.

12. Nothing in Statute 11 shall prevent the establishment in special cases of short term namely six months, appointments with special arrangements as regards salary.
13. A Full time teacher of the University shall not engage in remunerative work other than that of his/her office without the express permission of the Syndicate.
14. Teachers of the University shall be required to reside in Chennai during the vacation time and during ordinary or combined leave. Permission to leave Chennai during term time may be granted by the Syndicate or in a case of urgency by the Vice-Chancellor.
15. Full time teachers of the University shall be entitled to a summer vacation of two months from the 1st May to the 30th June (Both days inclusive) and all gazetted holidays in addition to those fixed by the Syndicate.
16. The Vice-Chancellor shall have power to grant leave to teachers of the University and to pay leave allowances, in accordance with such rules as may be prescribed.

17. Leave cannot be claimed as of right, and when the exigencies of the University so require, discretion to refuse or revoke leave of any description is reserved to the authority empowered to grant it.
18. Casual leave may be granted for not more than ten days at a time, including holidays and twelve days in all in an academic year.
19. Ordinary leave on half salary will be earned by a teacher of the University at the rate of one month for every academic year, including the summer vacation with the privilege of accumulating such leave upto maximum period of twelve months.
20. Ordinary leave on half salary earned by a teacher of the University may be converted into ordinary leave on full salary for half the period at the option of the teacher; and ordinary leave on half salary or on full salary may be combined with the vacation, provided that the combined leave does not exceed six months. However, in the case of sabbatical leave, a teacher shall be allowed to avail of leave standing to his/her credit upto a maximum of 12 months including vacation. The rate of leave salary shall be based on the pay last drawn prior to his/her proceeding on leave.
21. The Syndicate may grant study leave and sabbatical leave to the University teachers as occasion arises, on such terms as may seem to it necessary in each case.
22. Leave not earned may be granted to a teacher subject to the following conditions :

- (a) on medical certificate on full pay for a maximum period of eighteen months; Provided that sanction of such medical leave shall be regulated as follows with reference to the period of service put in by the teacher:

Period of service	Leave on Medical Certificate to which the teacher may be entitled
Upto 5 years	3 months
More than 5 years but less than 10 years	6 months
More than 10 years but less than supra shall be reduced by the period of leave, if any, already availed of.	

- (b) Otherwise than on medical certificate for not more than 3 months at any one time and one year in the whole service.
- (c) Maternity leave on full salary may be granted to married women teaching staff for a period which may extend upto 90 days; which may spread over from the Preconfinement rest to Post-confinement recuperation at the option of the teaching staff.

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

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

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

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

24. It shall be the duty of a University Professor to direct and supervise the work of research students in branches of knowledge related to the subject of his/her Chair.
25. A University Professor shall, if so required, advise the Syndicate with regard to any of the University or examination or on other matters relating to the subject connected with the Chair.

26. In a department in which there is a **Readers and Lecturers**
 University Professor, Readers and
 Lecturers shall work under the
 direction of the Professor concerned with the subject, and shall assist him/her in the performance of his/her duties as defined in Statutes 24, 25 and 26 of this Chapter. In Departments in which there is no Professor, a Reader shall be the Head of the Department; Lecturer, if any, shall assist him/her and work under his/her direction. In departments in which there is no Professor or Reader and if there are more lecturers than one, Senior Lecturer, shall be the Head-in-charge of the Department.

27. The special duties of the holders of particular posts shall be such as may be prescribed by the Syndicate.

28. Part-time teachers of the University shall be appointed only for special reasons, shall ordinarily be chosen from amongst the members of the staff of the affiliated and approved colleges from among the members of the legal profession and shall perform such duties as may be assigned to them. **Part-time teachers**
29. They shall be appointed for such periods and paid such salaries as may be fixed in each case regard being had to the grade of the teacher and to the amount of time he/she is to devote to the work of the University.
30. The Syndicate shall have the power in consultation with the Boards of Studies to make from time to time arrangements for lectures or courses of lectures on such subjects as the Syndicate may select. **University Lectures**
31. (a) The Syndicate shall have power to permit the teachers of the University on deputation as and when situations arise. **Deputation of the teachers of the University**
- (b) Such period of deputation may be reckoned as service in the University for purposes of service and retirement benefits such as increments, pension, gratuity, etc. Subject to the payment of the prescribed leave salary and pension contribution to the Tamil Nadu Dr. Ambedkar Law University either by the deputationist or the employer concerned; the deputationist may be exempted from payment of leave salary contribution to the University, if he/she opts to waive the leave benefits during the period of deputation.

- (c) The rates of leave salary and pension contribution shall be on the scale prescribed by the State Government in respect of the Government servants of similar category of service.
 - (d) In cases where leave salary contributions is paid to the University, the proportionate basic pay for the period of leave availed of by the deputationist during the period of deputation shall be paid by the University.
 - (e) In the exigencies of service, the Syndicate shall have the right to refuse any request for deputation; or may recall any deputationist before the expiry of the period of deputation.
 - (f) The University shall not be liable for actions of the deputationists during the period of deputation. Any agreement or commitment between the deputationist and the employer during the period of deputation shall not be binding the University.
32. There shall be Central University **University Library** at the Main Campus of the **Library** University. There shall also be departmental libraries attached to this University. The University Library shall be headed by a University Librarian who shall be responsible to the Vice-Chancellor for proper maintenance and running of the University libraries and departmental libraries. The libraries will be headed by Deputy Librarian/ Assistant Librarian, who will work under the general guidance and supervision of the Librarian. The detailed procedure for acquisition of books and periodicals and other publications and for lending them to the members shall be approved by the Vice-Chancellor.
33. Library and Information System Staff: As per Schedule VI.

CHAPTER VIII

CONVOCATIONS

1. Convocations for the purpose of conferring degrees shall ordinarily be held once a year in the month of September or at such other times as the Chancellor may direct.
2. All the candidates who are declared to have passed the respective Examinations by the duly constituted Examiners and as approved by the Syndicate, shall be admitted to their several degrees at the convocation that follows and the Diplomas issued as and when the candidates submit to the University their applications in the prescribed form along with the prescribed fees. **Date of application**
3. A candidate for a degree may on payment of the prescribed fee be admitted in-absentia to that degree. **Degree 'In-absentia'**
4. No candidate who has already proceeded to a Degree and has been awarded the Diploma shall be admitted to the same Degree, a second time at a convocation notwithstanding the fact that the person may have qualified in an additional subject. **Non-admission to a Convocation a second time for the same Degree**
5. The Diplomas of the University shall be valid only if they bear the seal of the University and are signed by the Vice-Chancellor and Registrar. **Seal of the University**
6. The Chancellor/Vice-Chancellor may invite an eminent person to address the candidates. **Convocation address**

7. The Chancellor, Pro-Chancellor, Vice-Chancellor and Member of the Syndicate shall wear the academic robes prescribed and assemble in the Syndicate Room at the appointed hour. In the absence of the Chancellor, the Pro-Chancellor shall preside; in his/her absence the Vice-Chancellor shall preside in their absence a member of the Syndicate nominated by the Syndicate for this purpose shall preside. **Assembly of Syndicate**
8. The approval of the Syndicate, for admission for the degree will be supplicated on behalf of the candidates by a member of each Faculty in a special meeting of the Syndicate convened for this purpose. **Approval of the Syndicate for the admission of candidates**
9. The Member of the Syndicate shall say, “Mr./Madam Chancellor I request that the Syndicate may be pleased to admit those persons, whom the Vice-Chancellor on the reports of the Examiners has certified to be qualified for the Degree/Diploma.... to the Degree/Diploma. **Procedure for approval of various faculties**

Whereupon the Chancellor shall put the question “Does it please you that this request be granted?” and the Syndicate assenting, the Chancellor shall say “The request is granted”.

10. **Procession:** When the approval for various Faculties has been granted, the Chancellor, Pro-Chancellor, Vice-Chancellor, the Chief Guest, the recipient(s) of Honorary Degree(s), the members of the Syndicate and Members of the Academic Senate shall proceed in a procession to the Hall in which the Degrees are

to be conferred. The order of the Procession as follows:-

- (i) Registrar
- (ii) Members of Academic Senate
- (iii) Members of the Syndicate
- (iv) Vice-Chancellor
- (v) Honorary Degree awardee(s), if any
- (vi) Chief Guest
- (vii) Pro-Chancellor
- (viii) Chancellor

11. The seating in the hall be so arranged that the Chancellor's Chair may be somewhat in advance in the chairs assigned to the Pro-Chancellor, Vice-Chancellor, the Chief Guest, the Registrar and Members of the Syndicate being so arranged as to leave sufficient space for the presentation of the Candidates. Special seats shall be provided in the hall for the Members of the Academic Senate. **Arrangements of seats**
12. The candidates shall be seated in front of the Chancellor wearing the gowns and hoods pertaining to their respective degrees. **Seating of candidates**
13. On the procession entering the hall, the Candidates shall rise and remain standing until the Chancellor, Pro-Chancellor, Vice-Chancellor, Honorary Degree awardee(s), the Chief Guest, Registrar, and Members of the Syndicate and Academic Senate have taken their seats.

14. The Chancellor, Pro-Chancellor, Vice-Chancellor, Honorary Degree awardees, the Chief Guest, Registrar, Members of the Syndicate and Academic Senate having taken their seats, the Chancellor shall call for the Invocation, "*Thamizh Thai Vazhthu*".

Invocation

15. Immediately following the invocation, and at the request of the Chancellor, the Vice-Chancellor will deliver the welcome address and present a report on the academic achievements of the University during the year.

Welcome Address and report by the Vice-Chancellor

16. The Chancellor shall say, "This convocation of The Tamil Nadu Dr. Ambedkar Law University has been called to confer (upon persons on whom the Syndicate has decided to confer honorary degrees)..... degree/diploma upon the candidates who, in the examinations recently held for the purpose have been certified to be worthy of the same".

Declaring the Convocation open

17. The Chancellor shall say, "I invite the Vice-Chancellor to read the citation and present Mr.X for the candidature of the Honorary Degree of Doctor of Laws."

Presentation of candidate(s) for Honorary Degree(s)

The Vice-Chancellor will read the citations and present Mr. X for the award of Honorary Degree of Doctor of Laws.

Mr. X will receive the Degree Certificate from the Chancellor.

18. The Chancellor shall say, "I invite the Chief Guest to address the candidates."
Convocation Address

The Chief Guest will deliver the Convocation Address.

19. The Chancellor shall say, "Let the candidate be now presented". Then, the candidates for the award of Degrees/Diplomas will be presented by the Members of the Syndicate, as decided in the order of Faculties as given in Statute 8 above.
Presentation of candidates and award of certificates, medals and prizes

The procedure for presenting the candidates for the Prizes/ Medals and Degrees shall be as follows :

The Presenter shall bow to the Chancellor and shall say "Mr.Chancellor, I present unto you these candidates for the Degrees/Diplomas in the Faculty of Law, who have been certified after examination to be duly qualified to receive the Degrees/Diplomas and to be awarded the Prizes and Medals".

The names of the candidates will be read by the Presenter. After this, the Presenter will say "Mr./Madam Chancellor, under the laws of the University, I present unto you the candidate.....and other.....candidates IN-ABSENTIA, in the Faculty of Law who have been certified after examination to be duly qualified to receive the Degree/Diplomas".

20. All the candidates having been presented, the Chancellor will administer the pledge. All the candidates standing, the Chancellor will read out the following pledge and the candidates shall repeat the same.
Administering the pledge

“We shall, in thought, word and deed ever endeavour to be scrupulously honest in the discharge of our profession and shall uphold the dignity and integrity of our profession and the honour of our University. We shall uphold and advance social order and well-being of our fellow-member and shall devote all our energy to promote the unity and integrity and secular ideals of our Country”.

21. After administering the pledge to the candidates, the Chancellor shall say : “By virtue of the authority vested in me as Chancellor of THE TAMIL NADU Dr. AMBEDKAR LAW UNIVERSITY, I admit you to the several Degrees/Diplomas of Law for which you have been declared qualified in this University and in token thereof you have been presented with those Degrees/ Diplomas and I authorise you to wear the robes ordained, as insignia of your Degree/Diplomas”. **Conferment of the Degrees**

22. When all the candidates have been admitted, the Registrar shall lay the Record of Degrees that have been conferred, known as the Registrar of Graduates, before the Chancellor who shall sign the same. **Signing of the register of Graduates**

23. At the conclusion of the proceedings, the Chancellor, Pro-Chancellor, Vice-Chancellor, the Chief Guest, recipient(s) of Honorary Degree(s), Registrar and Members of the Syndicate shall rise and then the Chancellor say: “I dissolve this Convocation”. **Dissolution of the Convocation**

24. Then the National Anthem will be played. **National Anthem**

25. The Chancellor, Pro-Chancellor, Vice-Chancellor, Chief Guest, Recipient(s) of honorary Degree(s), the Members of the Syndicate, Members of the Academic Senate, Registrar shall retire in procession to the robing room, the graduates standing. **Procession back to the robing room**
26. Nothing in the foregoing Statutes, except 7, 10, 11, 12, 14, 15, 16, 17, 21, 22, 23, 24 and 25 of this chapter, insofar as they are applicable, shall apply in the case of Honorary Degree(s). **Procedure for Honorary Degree(s)**
27. A full-scale rehearsal of the Convocation Ceremony shall be conducted.
1. The Syndicate may on the recommendation of not less than two-thirds of the Members of the Syndicate, confer the following Honorary Degree upon a person on the ground that he/she is, by reason of eminent position and attainments or by virtue of his/her contribution to learning or eminent services to the cause of the education, a fit and proper person to receive such Degree. **Honorary Degree**
2. All proposals for the conferment of Honorary Degree shall be made to the Syndicate and decisions shall be placed before the Chancellor for his/her assent. After the Chancellor assents to the proposal, the Syndicate shall arrange for the conferment. **Doctor of Laws (LL.D.)**
3. Every proposal for the conferment of honorary degree shall be subject to the confirmation of the Chancellor.
4. Honorary degree shall be conferred only at a convocation and may be taken in person or in absentia.

5. The presentation of persons at the convocations on whom Honorary Degrees are to be conferred shall be made by the Vice-Chancellor or in the absence of the Vice-Chancellor by a person nominated by the Syndicate.
6. The Diploma or Certificate of an Honorary Degree shall be signed by the Vice-Chancellor and the Chancellor.

The Academic Robes for the **Academic Robes**
 Chancellor, Pro-Chancellor, Vice-
 Chancellor, Members of the Syndicate, Academic Senate
 and the Chief Guest, the Registrar and the Candidates for
 the Degrees shall be as prescribed below:

1. A purple tery velvet gown, made like an Oxford Proctor's dress gown, with two inch Gold lace down the fronts and round the bottom of the sleeves outside. **Chancellor**
2. A purple gown of silk or stuff of same shape as the Chancellor's and trimmed in the same way. **Pro-Chancellor**
3. A purple gown of silk or stuff of same shape as the Chancellor's and trimmed in the same way but with silver. **Vice-Chancellor**
4. A dark green velvet gown of the same shape as the Chancellor's and trimmed in the same way. **Chief Guest**
5. A black laced gown of silk or stuff. **Registrar**
6. A black gown of silk or stuff and a scarf of scarlet silk or stuff four inches wide with the fringe of the same colour, three inches deep; Or the gown and hood prescribed for the University Degree taken. **Members of the Syndicate, the Academic Senate**

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|-----|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------|
| 7. | Candidates who wear Indian costumes shall wear a white dhoti or trousers, a dark coloured coat with a closed collar buttoned upto the neck. All those who wear European costumes shall be clothed in dark coloured material and stiff collar and a tie. The above shall not apply to the women candidates. Any decent dress is prescribed for them. | Graduates |
| 8. | A gown made of white silk or stuff, cut like the Cambridge M.A. gown. A hood made of white silk or stuff, lined with the scarlet silk or stuff. | Doctor of Philosophy |
| 9. | A gown made of black silk or stuff cut like the Cambridge M.A. gown. A hood made of purple silk. | Master of Laws |
| 10. | A gown made of black stuff, cut like the Cambridge B.A. gown. A hood made of black silk or stuff lined with purple silk or stuff. | Bachelor of Laws |
| 11. | A gown made of scarlet silk or stuff with facings of crimson silk for L.L.D. A hood made of scarlet silk or stuff, lined with crimson silk. | Honorary Degree(s) |

CHAPTER IX

**SERVICE CONDITIONS OF THE
ESTABLISHMENT OF THE TAMIL NADU
DR. AMBEDKAR LAW UNIVERSITY**

I. General: Title

1. These statutes shall be known as “Service Statutes” of the Establishment under the Tamil Nadu Dr. Ambedkar Law University.
2. These Statutes shall be applicable to all staff of the University not regulated by separate laws framed in accordance with the provisions of the Act and Statutes.

For academic staff and others governed by separate laws, these Statutes shall apply as far as they are not inconsistent with the said separate laws.

In case of those on foreign service from Government Departments, Local Bodies, or any other Universities, or Public Sector Undertakings, these Statutes will be subject to specific terms, if any, on which the persons are lent on foreign service to the University.

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

3. The Syndicate may relax any of the provisions of these statutes in exceptional cases in favour of an individual or a group of individuals as the Syndicate may deem fit.

II. *Definitions:* In these Statutes, unless the context otherwise requires:

- (i) 'Act' means the Tamil Nadu Dr. Ambedkar Law University Act of 1996 as amended from time to time.
- (ii) 'Senate' means the Academic Senate of the Tamil Nadu Dr. Ambedkar Law University.
- (iii) 'Syndicate' means the Syndicate of the Tamil Nadu Dr. Ambedkar Law University.
- (iv) 'Vice-Chancellor' means the Vice-Chancellor of the Tamil Nadu Dr. Ambedkar Law University.
- (v) 'Appointing Authority' in respect of the posts in the University means the authority empowered to make appointments under the Act and Statutes.
- (vi) 'Employee' means an employee of the Tamil Nadu Dr. Ambedkar Law University.
- (vii) 'Department' means the University Department of Teaching and Research.

III. *Classification of Staff:* The employees of the University shall be classified as adopted by the Government from time to time.

Classification of Service:

Group 'A' – Employees in the post on the pay scales, the minimum of which is Rs.3000 and above/U.G.C. scale.

Group 'B' – Employees in the posts on the pay scales, the minimum of which is Rs.1640/U.G.C. scale, but less than Rs.3000.

Group 'C' – Employees in the posts on the pay scales, the minimum of which is Rs.775 corresponding scale of pay and above but below Rs.1640 corresponding scale of pay.

Group 'D' – Employees in the posts on the pay scales, the minimum of which is below Rs.775 corresponding scale of pay.

IV. Recruitment: 1. Recruitment to the various posts shall be made by any one of the following methods:

Mode of recruitment:

- (1) by direct recruitment;
- (2) by transfer;
- (3) by promotion, by selection from the lower category as per the laws of the University;
- (4) on foreign service from Central or State Government or other University or from Public Sector undertaking or from local bodies;

Note : Direct recruitment may be made by obtaining list of qualified candidates from the Employment Exchange, or the University shall recruit through advertisement in the press or through any other mode of recruitment as specified in the Statutes.

1(a). The University may engage on contract basis for a specific period any qualified person to any of the post in the University.

2. The rule of reservation as in force in the Tamil Nadu Government Service from time to time shall apply in the case of all direct recruitments.

Reservation

3. (a) All promotions except of Group 'D' posts shall be by selection based on merit from among the candidates possessing the qualification prescribed, seniority being considered only when merit and efficiency are approximately equal for certain specified posts. **Criteria for promotion**
- (b) Qualifications and one unit seniority upto the level of Section Officers will be followed in promotions.
4. Except in the case of appointments otherwise stated, all appointments of teaching staff will be made by the Syndicate from the panels recommended by Selection Committees, constituted for this purpose as provided in the Act. Except in the case of appointments, otherwise stated in the Act/ Statutes all appointments of administrative and other non-teaching staff shall be made by the Syndicate from the panel recommended by the Selection Committees constituted. Such Selection Committees constituted shall consist of the members as shown below: **Selection Committee**

Group 'A' and 'B'

Vice-Chancellor	<i>Chairman</i>
Two Syndicate Members	<i>Members</i>
One expert in the area concerned	<i>Member</i>
The Registrar	<i>Member</i>

Group 'C' and 'D'

Appointment to these categories shall be made as indicated in Schedule V to these Statutes.

5. (a) The age, qualification and experience to various posts shall be as prescribed by the Statutes subject to the amendment by the Syndicate from time to time. All appointments made by the appointing authority shall be deemed to have been made on behalf of the University. **Qualification age, etc.**
- (b) Nothing contained in the Statutes age shall preclude any employee who has been appointed on deputation from the Government/Public Bodies from being appointed in comparable posts if he/she is found to be suitable for regular absorption in the University Service. **Appointing the deputationist**
- (c) Nothing contained in these Statutes shall preclude the prescription of any special qualification by the Syndicate for the technical personnel as additional qualifications (essential and desirable) as and when required. **Special qualification for technical persons**
- (d) Nothing contained in these Statutes shall preclude the Syndicate from revising the educational qualifications and age limit in accordance with the recommendations of the University Grants Commission for teaching posts. **Revision of qualification**
6. Every person appointed as Member of the Staff of the University shall, before actually joining the University produce:
- (a) evidence of age;
- (b) evidence of educational qualifications and Community Certificate wherever applicable; and

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

7. Where it has become necessary owing to an emergency to fill immediately a vacancy in any post, and there would be undue delay in appointment in accordance with the Statutes, the Vice-Chancellor may promote or appoint a person temporarily for a period not exceeding one year. Such appointments/promotions shall be reported to the Syndicate in the next meeting.

**Temporary
appointment by the
Vice-Chancellor**

8. **Scales of Pay** As per the Schedule – I

V. *Probation.*

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

**Period of
probation**

Provided that in the case of Group 'D' employees, the probation shall be a period of one year from the date of joining duty.

2. (a) On completion of the period of probation, an assessment of the work of probationers shall be made and on the basis of such an assessment, the appointing authority may either declare him/her to have completed his/her probation satisfactorily or extend his/her

**Completion of
probation**

probation by such period as is considered necessary, not exceeding one year to make a further assessment of his/her suitability provided such orders shall be issued within three months from the normal date on which he/she would have completed the probation or terminate his/her services. If on assessment at the end of the extended period of probation work is found to be not satisfactory, his/her services shall be terminated or reverted back as the case may be. An order either declaring completion of probation or terminating probation shall be issued within six months from the completion of normal period of probation. If no such orders are issued within the period stipulated, he/she shall be deemed to have completed his/her probation satisfactorily.

- (b) A committee presided over the Vice-Chancellor and consisting of the Head of the Department concerned, and a Senior Faculty next in rank in the concerned Department shall evaluate the work of the probationer and make recommendations whether he/she can be declared as having completed his/her probation satisfactorily or otherwise.
- Mode of assessment of academics**

VI. *Furnishing of Security and Agreement*

1. Any person appointed to the categories for which security is considered necessary as prescribed from time to time by the Syndicate shall furnish the security in cash or in any other manner as prescribed by the Syndicate from time to time. **Security Deposit**
2. All employees appointed on probation or on contract other than the persons appointed on foreign service terms shall execute an **Agreement for probationers/contract appointments**

agreement in favour of the University embodying the clauses of these Statutes in the form prescribed on a stamp paper.

3. All employees who have satisfactorily completed their probation, shall execute an agreement in favour of the University in the prescribed form on a stamp paper. **Agreement after completion of probation**

VII. Notice for Leaving Employment :

1. An approved probationer other than the staff in Group D shall not leave or discontinue service on his/her own accord without first giving three calendar months' notice or by paying an amount equivalent to his/her salary of three calendar months'. The appointing authority shall have the right to accept or refuse the request on valid grounds. **Notice by a member**
2. A probationer or a temporary employee of any Group and a regular employee of Group D shall not leave or discontinue service on his/her own accord without first giving one calendar months' notice or by paying an amount equivalent to his/her salary for one month. **Notice by others**

VIII. Retirement :

1. An employee of Group A, B and C shall retire from the University service on the last day of the month in which he/she completes his/her 58th year of age in respect of non-teaching; in respect of persons who have their date of birth as first day of the month will retire on the last of the previous month; and at the end of the academic year in which he/she completes **Age of retirement and re-employment**

his/her 60th year of age in respect of teaching staff. Group D employee shall retire on the last day of the month in which he/she completes 60th year of age and persons who have first day of a month as their birth date will retire on the last day of the previous month.

IX. Compulsory/Voluntary Retirement-Notice-Issuance

1. (a) Notwithstanding anything contained in these Statutes, the Syndicate on the basis of recommendations made by a committee constituted by it every year for this purpose of review, shall, if it is of the opinion that it is in the interest of the University Teaching Staff by giving him/her notice of not less than three months in writing or three months pay and allowances in lieu of such notice, after he/she has attained the age of fifty years or completed twenty years of qualifying service. **Procedure for compulsory retirement of teaching staff**
- (b) Any teaching staff after completion of a qualifying service of 20 years or attaining fifty years of age may opt to retire by giving notice of not less than three months in writing to the University. Notice may be waived by competent authority under circumstances warranted to do so. **Procedure for voluntary retirement of teaching staff**
2. Notwithstanding anything contained in these Statutes, the Syndicate on the basis of recommendations made by the Committee constituted by the Syndicate every year for this **Procedure for voluntary/ compulsory retirement of non-teaching staff**

purpose of review shall, if it is of the opinion that it is in the University's interest, have the absolute right to retire any University non-teaching employee by giving him/her notice of not less than three months in writing or three months' pay and allowances in lieu of such notice, when he/she has attained the age of 50 years or after he/she has completed 20 years of qualifying service. Any non-teaching staff who has attained the age of 50 years or after his/her completion of 20 years of qualifying service may likewise opt to retire after giving notice of not less than 3 months in writing to the University.

In computing the notice period of 3 months, the date of service of the notice shall be excluded. A fresh notice will be required if leave on loss of pay during the notice period is availed. **Explanation No. 1**

When an University employee under suspension or against whom disciplinary action is pending seeks to retire voluntarily under this Statute, the Syndicate may withhold the permission sought for. **Explanation No. 2**

3. Any employee compulsorily retired above may, if he/she chooses, file a review petition within 2 months to the Syndicate from the date of receipt of the order of the Syndicate. **Review petition**

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

X. Scale of Pay and Allowances

1. The scale of pay admissible to various categories of post in the University shall be fixed as given in Schedule I. The Dearness Allowance, House Rent Allowance and City Compensatory Allowance shall be as per the rules applicable to the employees of the Government of Tamil Nadu from time to time. **Pay and revision of pay**
2. All appointments shall ordinarily be made at the minimum of the scale of pay prescribed for the post, provided, however, that the Syndicate in special cases may authorise fixation of the pay at higher stage in the pay scale for reasons to be recorded in writing. Such higher fixation shall be subject to a maximum of 5 additional increments unless it is question of protecting the previous emoluments of the selected candidate. **Sanction of advance increments**
3. The Fundamental Rules of the Tamil Nadu Government shall apply in general regarding pay fixation, increments, joining time, foreign service, additional charge, wherever it is not inconsistent with any of the provisions under the Statutes and the Act. **Applicability of Fundamental Rules**
4. Whenever, the University creates a temporary post for a specified period not exceeding two years at a time, the Syndicate may prescribe adhoc rules to govern the recruitment, qualification and scale of pay. **Creation and filling up of temporary posts**

XI. Record of Service :

1. A record of service of each employee of the University shall be maintained in the form and manner prescribed by the Syndicate to include all details of the service, pay drawn, leave and punishments. **Service Records**
2. An open Annual Performance Appraisal File of the employees of the University shall also be maintained. **Performance Appraisal File**

XII. Leave :

1. The following are the various kinds of leave admissible to the employees (teaching and non-teaching) of the University : **Kinds of leave**
 - (i) Earned Leave
 - (ii) Maternity Leave
 - (iii) Unearned leave on medical certificate
 - (iv) Unearned leave on private affairs Study leave
 - (v) Sabbatical leave (applicable to teaching staff only)
 - (vi) Casual leave including special casual leave
 - (vii) Other types of leave as provided in the Tamil Nadu Leave Rules

Special rules regarding teaching staff :

- (i) Academic year commences on July 1st and ends on June 30th.

- (ii) Full time teachers of the University shall be entitled to a summer vacation of two months from 1st May to 30th June (both days inclusive) and all Gazetted holidays in addition to those fixed by the Syndicate. **Holiday and vacation**
- (iii) In addition, they are entitled to 10 days of terminal holidays in the month of December.
- (iv) A Full time teacher of University shall be eligible for 15 days of earned leave per year.
2. In respect of the grant of the following kinds of leave the provisions of Tamil Nadu Leave Rules will be applicable to the University employees (teaching and non-teaching) as amended from time to time, so far as they are not inconsistent with the provisions of the Statutes.
- (i) Earned Leave
- (ii) Maternity Leave
- (iii) Unearned leave on medical certificate
- (iv) Unearned leave on private affairs
- (v) Study leave
- (vi) Casual leave including special casual leave
- (vii) Other types of leave as provided in the Tamil Nadu Leave Rules.
3. ***Sabbatical Leave***
- (i) ***Eligibility:*** The Professors of the University shall be entitled for grant of Sabbatical leave for a period of one year at the end of every six years of continuous service in the Professor's grade in the University, for study, research and writing purposes within the country or abroad.

- (ii) **Service:** In reckoning the service in the Professor's grade for this purpose, six years service rendered in this University without any break will be taken into account, i.e. it should not be intervened by any absence for a period exceeding three months of the University session (excluding vacation). For any absence for a period exceeding three months, service for an additional period of equal duration will have to be rendered for the completion of six years service for the purpose of Sabbatical leave.
- (iii) **Duration:**
- (a) Sabbatical leave shall be granted for a period of twelve months including vacations. Vacation or any other leave will not be allowed to be prefixed or suffixed with Sabbatical leave.
- (b) Sabbatical leave may be granted in two spells of one year each only during the entire period of service of a Professor in the University, provided he/she has rendered approved service of not less than six years before each spell of Sabbatical leave.
- (iv) **Service benefits:** During the period of Sabbatical leave, the professor shall be allowed to draw the increment on the due date and the period of leave shall also count as service for the purpose of pension/retirement benefits, provided that the professor rejoins the University on the expiry of his/her leave.
- (v) **Salary:** During the period of Sabbatical leave the professor shall be paid full pay and allowance as otherwise admissible at the rates applicable to him/her immediately prior to his/her proceeding on Sabbatical leave and increased rates by way of accrual of increment etc. under Rule 4 above. The University shall not, however, fill up his/her post. The teaching

and academic work in the Department shall be shared amongst the existing teachers in the department during the absence of the professor on Sabbatical leave.

(vi) Restrictions:

- (a) A professor on Sabbatical leave shall not take up during the period of that leave, any regular appointment under another organisation in India or abroad.
 - (b) The professor shall submit the proposed programme to be followed during the Sabbatical leave to the University for approval along with the application for grant of leave. On return from leave, a report on the nature of study, research or writing undertaken during the period of leave shall be submitted to the University.
4. (a) The casual leave unless otherwise empowered shall be sanctioned by the Vice-Chancellor for the Heads of the Departments, Deans of Faculties, Registrar, Controller of Examinations and Finance Officer. The Heads of the Departments may sanction casual leave for the teaching and non-teaching staff of their departments and notify the Registrar through the concerned Dean. The Deans may sanction casual leave for the administrative personnel under their control and notify the Registrar. **Grant of casual leave**
- (b) The Vice-Chancellor or the Registrar under delegation from the Vice-Chancellor shall sanction leave other than the casual leave to all categories of University employees. **Grant of leave other than casual leave**
5. Leave cannot be claimed as matter of right; and when the exigencies of the service demand, discretion to refuse or revoke leave of **Recall to duty**

any description is vested with the authority empowered to grant it viz. the Syndicate, Vice-Chancellor, Dean and Heads of the Departments and such other authorities empowered.

6. A University employee on leave shall not accept or take any employment or service and receive any remuneration. Willful absence from duty after expiry of leave may be treated as misconduct, which will entail disciplinary action. **Not to be employed during leave**
7. The University employee will be eligible for leave travel concession on the same terms as applicable to the employees of the Tamil Nadu Government. **Leave Travel Concession**
8. The University employees will be eligible for Special Provident Fund-cum-Gratuity Scheme on the same terms as applicable to the employees of the Tamil Nadu Government. **Special P.F.-cum-gratuity scheme**

XIII. Discipline and Control:

1. Causes for imposing penalties for a good and sufficient reason, including any breach of any of the Statute and laws of the University or negligence, inefficiency, insubordination or failure to show due diligence and attention in the discharge of his/her duties or failure to conform to the instructions of his/her supervisors or any irregularities in the discharge of duties or any criminal offence involving moral turpitude, an employee of the University shall make himself/herself liable to the following penalties.

Minor penalties

- (a) Censure;
- (b) Stoppage of increment without cumulative effect; and
- (c) Fine not exceeding Rs.10 at a time in the case of employees of Group D.

Kinds of penalties***Major penalties***

- (a) Any period of suspension pending enquiry, either the whole or part of which may be treated as a substantive punishment;
- (b) stoppage of increment with cumulative effect;
- (c) reduction to a lower stage of pay or to a lower category of the University service; and
- (d) removal or dismissal from the service.

Recovery of Losses: Recovery may be ordered by the competent authority of the loss if any, caused to the University by any act of commission/omission, in addition to any of the punishments mentioned under items(1) and (2) above.

- (1) ***Disciplinary Authorities:*** The **Procedure** authorities competent to impose penalties and punishments and the appellate authorities and period allowed for appeal as indicated in Schedule VIII of this Statute.

The delay in preferring appeal upto fifteen days may be condoned by the appellate authorities. Any appeal to the Syndicate should be addressed to the Registrar who is the *ex-officio* secretary of the Syndicate.

- (2) **Power to suspend employees:** The Vice-Chancellor in the case of any teaching staff and non-teaching employee of group A and B of the University and the Registrar in the case of non-teaching staff of C and D Group are empowered to place them under suspension, pending enquiry if in their opinion, the continuance of the employee in service will be detrimental either to the proposed enquiry or interest or reputation of the University.

Notwithstanding anything contained in the above clauses, the Vice-Chancellor may, when he/she deems necessary, suspend any employee pending enquiry.

- (3) **Period of suspension:** Period of suspension should not normally exceed three months. Unless the period is extended beyond three months for specific reasons, over an order to be issued within the said three months, with the approval of the appellate authority, the suspension order shall be deemed to have been revoked.
- (4) **Subsistence allowance:** During such period he/she shall received a subsistence allowance equivalent to 50% of his/her pay, but will not be entitled to draw any allowances or special pay, other than dearness allowance, related to the subsistence allowance.
- (5) **Review of subsistence allowance:** A review may be made six months after the date of suspension for considering the sanction of subsistence allowance at an enhanced rate upto 75% of his/her pay, if the enquiry is prolonged for no fault of the employee concerned, after completion of six months.
- (6) **Authority to revoke suspension:** The Registrar in cases where he/she himself/herself ordered the suspension

of an employee can revoke the suspension order at any time. The Vice-Chancellor can revoke the orders of suspension issued by himself/herself or by the Registrar.

- (7) *Imposing minor and major penalties:* Before imposing any of the minor penalties, the delinquent employee shall be given an opportunity to explain his/her position. Before inflicting any of the major penalties, the defaults of the delinquent employee shall be reduced to a form of charge and served on him/her. He/She shall be required to state whether there shall be an oral enquiry and/or oral hearing and if so the details of witnesses to be examined. On completion of that enquiry and/or oral hearing, the charges and the explanation of the delinquent employee should be examined and a verdict together with the punishment shall be recorded in writing and served on the delinquent employee.
- (8) *Supersession by the Vice-Chancellor:* The Vice-Chancellor can take charge of the proceedings of an enquiry at any stage of the enquiry and report to the Syndicate.

Disciplinary action against employees appointed on Foreign Service terms:

- (a) Pending enquiry, the Vice-Chancellor in the case of any teaching and non-teaching employee of Grade A and B who is appointed on foreign service terms in the University, the Registrar in the case of categories of non-teaching staff coming under C and D groups appointed under foreign service are empowered to place them under suspension if in their opinion, the continuance of the employee in service will be detrimental either to the proposed enquiry or
- Power to suspend deputationist**

interest/reputation of the University. Notwithstanding anything contained in the above clause the Vice-Chancellor may when he/she deemed necessary suspend any employee pending enquiry.

Provided further that the circumstances leading to the suspension of the employee shall be reported forthwith to the lending authority. The procedure prescribed in (3) to (7) of para XIII above will apply in full in respect of employees who are appointed on foreign service terms in the University. Provided that in a case where it is considered that the punishment of compulsory retirement, removal or dismissal should be imposed, the Vice-Chancellor/Registrar should complete the enquiry and revert the person concerned to the lending authority along with the above records and recommendations for such action as that authority may consider necessary.

Provided further that in a case where it is considered that minor punishment such as censure, stoppage of increment without cumulative effect should be imposed, the Vice-Chancellor/Registrar should complete the enquiry and consult the lending authority before imposing the penalty or leave it to the lending authority as per foreign service terms.

XIV. *Conduct and Discipline :*

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

2. No University employee shall indulge in any criticism of the University administration in such manner as savours of defiance and insubordination or causes or is likely to cause embarrassment to the administration.
3. No University employee shall associate himself/herself with or take active part in politics. The Syndicate's decision on this aspect of an employee's conduct shall be final.
4. Employees shall not submit any applications directly, but they may submit their claims to higher post through proper channel.
5. A whole-time University employee may be entrusted with any work connected with the University, academic or administrative, as required by the proper authority without any liability to meet the claim for additional remuneration. He/She shall not accept while in University service additional employment or any employment on part-time basis with or without emoluments or honorary work without the previous sanction of the Vice-Chancellor or any other competent authority in writing.
6. Persons on appointment and employees on transfer to post dealing with cash, stores and other valuables including books shall at the discretion of the Syndicate furnish security to the University such amount and of such character as may be determined by the Syndicate. This shall be a condition attached to the post and shall not entitle the employee concerned, who fills the post to claim any additional remuneration or compensation or privilege on this account.
7. The Syndicate reserves the right to frame suitable rules and amend or add to them.

8. The conduct and functioning of all those paid out of University funds shall be brought under the purview of the Director of Vigilance and Anti-Corruption constituted by the Government of Tamil Nadu. The Registrar/Vice-Chancellor shall be the authority to make the requisition for a preliminary enquiry and order a detailed enquiry by the Director of Vigilance and Anti-Corruption in respect of C and D groups and A and B groups respectively. In the case of the Vice-Chancellor, no preliminary enquiry shall be made by the Director of Vigilance and Anti-Corruption without a specific order of the Chancellor.

XV. Pension-cum-Gratuity :

Pension and gratuity will be applicable as per the Tamil Nadu Government Rules from time to time.

XVI. Travelling allowance and transfer travelling allowance:

1. *Government and special rules:* **General**
The Tamil Nadu travelling allowance rules are applicable to the University employees. The allowance and special rates shall be adopted for particular groups of officers of the University and members of the various authorities and committees as decided by the University from time to time.
2. *Rules for exceptional cases:* Provided that the Vice-Chancellor may, in exceptional cases, allow travelling allowance at the rates higher than that admissible as per para (1) above.
3. *Transfer Travelling Allowance:* As per Tamil Nadu Government Rules.

XVII. Provident Fund :

PROVIDENT FUND-CUM-INSURANCE SCHEME FOR THE EMPLOYEES OF THE TAMIL NADU Dr. AMBEDKAR LAW UNIVERSITY.

1. (1) Title: These Statutes shall be called “Provident Fund-cum-Insurance Scheme Statutes” for the employees of the Tamil Nadu Dr. Ambedkar Law University.
- (2) Application: These Statutes shall apply to all the University teaching and non-teaching employees.
- (3) In these Statutes, unless there is anything repugnant to the subject or context:-
 - (i) ‘Fund’ shall mean the Provident Fund established and maintained under these Statutes.
 - (ii) ‘Employees’ shall mean teaching and non-teaching employees of the Tamil Nadu Dr. Ambedkar Law University.
 - (iii) ‘University’ shall mean the Tamil Nadu Dr. Ambedkar Law University.
 - (iv) ‘Syndicate’ shall mean the Syndicate of the Tamil Nadu Dr. Ambedkar Law University.
 - (v) ‘Teachers’ shall mean the teaching staff as defined in the Act and Statutes.
 - (vi) ‘Non-teaching employees’ shall mean the administrative and establishment personnel.
 - (vii) ‘Pay’ includes, pay, substantive and officiating, special pay, personal pay, leave salary, all dearness allowances.

- (viii) 'Subscriber' shall mean a person eligible to subscribe to the fund under these Statutes and subscribing thereto.
- (ix) 'Subscription' shall mean the sum remitted to the fund by a subscriber under these Statutes.
2. The Statutes shall come into force **Date of coming into force** from such date as notified, subject to the provision of these Statutes. Subscription to the fund shall be compulsory for all employees.
3. The fund shall be made up of **Composition of the Fund**
- (a) Subscriptions; and
- (b) Interest on the subscriptions and such other items credited to the University Provident Fund account by the University.
4. The corpus and all monies of the fund shall be invested in the **Investment of the Fund** Nationalised Banks as approved by the Syndicate on the recommendations of the Finance Committee.
5. (1) The minimum rate of subscription payable by each subscriber, based on his/her emoluments, shall be applicable as per the Government of Tamil Nadu Rules from time to time.
- (2) The rate of interest, the temporary and part-final withdrawals shall be applicable as per the GPF rules applicable to the employees of Government of Tamil Nadu.

XVIII. Pension Fund Account :

1. A pension fund shall be constituted by the University into which contributions at the rate of 10% of the maximum of the time scale of pay of each employees shall be credited monthly. The pensionery commitments of the University shall be met out of this fund.
2. With the prior approval of the Syndicate the proceeds of the fund shall be invested in such manner as may be decided by the Vice-Chancellor with the view to earn advantageous rates of interest.
3. Transfer of Pension equivalent for teachers:
 - (a) In respect of teachers who get themselves appointed in this University, having served in some other university/institution shall have the pension fund accumulated in other universities or institutions for the period of their service transferred to this university. In case the institution or university from where the teachers come to this University does not have pension scheme, the pensioner may himself pay such amount that would have accumulated in the pension fund if the institution/university where he/she was previously serving has a pension scheme and has maintained pension fund.
 - (b) In respect of those teachers who have their pension fund accumulation in their previous institution transferred to this University or pay themselves the pension contributions that could have accumulated till they left the institution or the university wherein they served previously, the period of pensionable service shall be calculated taking into consideration the previous service also.

Provided that they contribute to the pension fund an equivalent to 10% per month of the maximum of the scale of pay of the posts they were holding within India prior to joining this University; or, in case their previous employment was outside India, they shall contribute to the Pension Fund a sum equal to 10% per month of the initial pay at which they are employed in this University.

- (c) In case of teaching staff who get themselves appointed in other University/institution to better their prospects or for other reasons, and they applied through proper channel, the University shall calculate the pension fund accumulation in their accounts on the date of leaving the service of the University and transfer them to the University/institution wherein they have taken up employment provided there are such pension schemes in vogue in the University/institution where such persons are transferred.

XIX. *Power to add or to amend :*

The Syndicate shall be competent to alter or to add or to amend or to cancel any of the above Statutes, from time to time subject to the provisions contained in Sec. 23 of the Act.

XX. *Interpretation :*

On all question of interpretation of these Statutes the decision of the Syndicate of the University shall be final. On matters not specifically covered in the Service Statutes of the University employees, such rules governing the employees of Tamil Nadu Government shall apply unless otherwise decided by the Syndicate.

XXI. *Savings :*

Such other rules as are considered necessary to carry out the functions of the University will be framed by the Syndicate as and when necessary under the respective headings.

CHAPTER X
MISCELLANEOUS

- a. For implementing the provisions of the Act, Statutes and Regulations and for other purposes not contained therein, the Vice-Chancellor shall prescribe the rules and guidelines which shall be communicated and followed by the employees and students. **Rules of University**
- b. It shall be competent for the Syndicate to appoint a Legal Adviser/Standing Counsel for the University for such period and on such terms as it may decide, to perform such duties as it may assign from time to time. **Legal Adviser and Standing Counsel**
- The Legal Adviser/Standing Counsel so appointed shall not be a member of any of the Authorities of the University.
- c. The University shall provide to the students, to the extent possible, hostel accommodation and other housing facilities or permit to stay with guardian. The University shall, for the benefit of the students, provide and operate cafeteria, health, recreational, shopping and other ancillary facilities as may be deemed fit. The regulations in this regard shall be made by the Academic Senate. **Student's hostels cafeteria and other accommodations**
- d. In case any difficulty arises in giving effect to the provisions of the Statutes, the Syndicate may pass such order as necessary for the purpose of removing the difficulty, provided such an order is not repugnant to the provisions of the Act. **Removal of difficulties**

Dr. (Mrs.) P. Nagabooshanam
Vice-Chancellor

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SCHEDULES



THE TAMIL NADU Dr. AMBEDKAR LAW UNIVERSITY

SCHEDULES

The third Vice-Chancellor submitted the Schedules I – IX approved by the Syndicate, to append to the existing Statutes, to His Excellency the Governor-Chancellor, for His Excellency's kind perusal and assent.

The assent of His Excellency the Governor – Chancellor was communicated to the Vice-Chancellor in Letter No. 4937/U2/2006, dated 25.04.2007 by the Principal Secretary to Governor of Tamil Nadu and hence the Schedules I-IX have been appended to the existing Statutes

Dr. S. S. P. Darwesh
Vice-Chancellor

SCHEDULE – I

(Ref. in Chapter IX – Rule IV–8 p.no.167 and
Chapter IX – Rule X-1 p.no.172)

TEACHING STAFF STRENGTH & SCALE OF PAY

Sl.No.	Name of the Posts	Pre-Revised Scale	Revised Scale
1.	Hon'ble Vice-Chancellor	7600 [Fixed]	25000 [Fixed]
2.	Dean	4500-150-5700-200-7300	16400-450-20900-500-22400
3.	Director	4500-150-5700-200-7300	16400-450-20900-500-22400
4.	Principal	4500-150-5700-200-7300	16400-450-20900-500-22400
5.	Head of the Department	4500-150-5700-200-7300	16400-450-20900-500-22400
6.	Professor	4500-150-5700-200-7300	16400-450-20900-500-22400
7.	Librarian	4500-150-5700-200-7300	16400-450-20900-500-22400
8.	Reader	3700-125-4700-150-5000	12000-420-18300
9.	Project Co-ordinator	3700-125-4700-150-5000	12000-420-18300
10.	Deputy Librarian	3700-125-4700-150-5000	12000-420-18300
11.	System Analyst	2500-75-2800-100-4200	9100-275-14050
12.	Assistant Librarian	2200-75-2800-100-4000	8000-275-13500
13.	Assistant Professor	2200-75-2800-100-4000	8000-275-13500
14.	Lecturer	2200-75-2800-100-4000	8000-275-13500
15.	Director of Physical Education	3700-125-4700-150-5000	12000-420-18300
16.	Assistant Director of Physical Education	2200-75-2800-100-4000	8000-275-13500
17.	Research Assistant	1820-60-2300-75-3200	5900-200-9900
18.	Programme Co-Ordinator	1640-60-2600-75-2900	5500-175-9000
19.	Legal Advisor	Retainer Fee	Retainer Fee

**NON-TEACHING STAFF STRENGTH &
SCALE OF PAY**

Sl.No.	Name of the Posts	Pre-Revised Scale	Revised Scale
1.	Registrar	4500-150-5700-200-7300	16400-450-20900-500-22400
2.	Controller of Examinations	3700-125-4950-150-5700	12000-420-18300
3.	Finance Officer [Deputy Secretary Cadre]	3700-125-4700-150-5000	12000-375-16500
4.	Senior Deputy Registrar	3950-125-4700-150-5000	12750-375-16500
5.	Deputy Registrar/Deputy Controller of Examinations	3700-125-4700-150-5000	12000-375-16500
6.	Information Officer/ Placement Officer	3700-125-4700-150-5000	12000-375-16500
7.	Assistant Registrar	3000 – 100 – 3500 – 125 – 4500	10000-325-15200
8.	Public Relations Officer	3000 – 100 – 3500 – 125 – 4500	10000-325-15200
9.	Administrative Officer [Academic]	2200-75-2800-100-4000	8000-275-13500
10.	Administrative Officer [Administration]	2200-75-2800-100-4000	8000-275-13500
11.	Data Processing Manager	2200-75-2800-100-4000	8000-275-13500
12.	Section Officer / P.A. to Hon'ble Vice-Chancellor	2000 –60-2300-75-3200- 100-3500	6500-200-11100
13.	Technical Officer	2000 –60-2300-75-3200- 100-3500	6500-200-11100
14.	Assistant Section Officer / P.S. to Hon'ble Vice-Chancellor	1640-60-2600-75-2900	5500-175-9000
15.	Superintendent	1640-60-2600-75-2900	5500-175-9000
16.	Assistant Librarian Grade – III	1640-60-2600-75-2900	5500-175-9000

Sl.No.	Name of the Posts	Pre-Revised Scale	Revised Scale
17.	Stenographer	1200-30-1560-40-2040	4000-100-6000
18.	Assistant [General]	1200-30-1560-40-2040	4000-100-6000
19.	Data Entry Operator	1200-30-1560-40-2040	4000-100-6000
20.	Accounts Assistant	1200-30-1560-40-2040	4000-100-6000
21.	Technical Assistant	1200-30-1560-40-2040	4000-100-6000
22.	Junior Assistant	975-25-1150-30-1660	3200-85-4900
23.	Junior Assistant [Travel and Tourism]	975-25-1150-30-1660	3200-85-4900
24.	Junior Assistant [Account & Tally]	975-25-1150-30-1660	3200-85-4900
25.	Junior Assistant [Technical]	975-25-1150-30-1660	3200-85-4900
26.	Sergeant	975-25-1150-30-1660	3200-85-4900
27.	Driver	975-25-1150-30-1660	3200-85-4900
28.	Library Assistant	800-15-1010-20-1150	2650-65-3300-70-4000
29.	Mali – Supervisor	800-15-1010-20-1150	2650-65-3300-70-4000
30.	Telephone Operator	800-15-1010-20-1150	2650-65-3300-70-4000
31.	Record Clerk	775-12-835-15-1030	2610-60-3150-65-3540
32.	Electrician	775-12-835-15-1030	2610-60-3150-65-3540
33.	Office Assistant [Basic Servant]	750-12-870-15-945	2550-55-2660-60-3200
34.	Cook	750-12-870-15-945	2550-55-2660-60-3200
35.	Canteen Butler	750-12-870-15-945	2550-55-2660-60-3200
36.	Sweeper/Sanitary Worker	750-12-870-15-945	2550-55-2660-60-3200
37.	Gardener/Field Worker	750-12-870-15-945	2550-55-2660-60-3200
38.	Watchman/Guard	750-12-870-15-945	2550-55-2660-60-3200
39.	Store Keeper	750-12-870-15-945	2550-55-2660-60-3200
40.	Helper/Messenger	750-12-870-15-945	2550-55-2660-60-3200
41.	Plumber	750-12-870-15-945	2550-55-2660-60-3200

SCHEDULE – II

(Related to Chapter X – Miscellaneous p.no.188)

ENDOWMENTS

For starting a New College / New Course the following endowments shall be provided by the Management of the College.

[i] Law College at Degree Level:

For starting a New Law College with U.G. Course: an endowment of Rs.20 Lakhs shall be provided out of which Rs.10 lakhs shall be in the form of fixed deposits receipt invested in a Nationalised Bank / Scheduled Bank / Co-Operative Bank in the joint names of the Registrar, The Tamil Nadu Dr. Ambedkar Law University, Chennai and the Management of the College and the balance amount may be shown by the Management of the College in the form unencumbered assets fetching an annual income of about Rs. 5,00,000. The annual interest from fixed deposit and the annual income from the unencumbered assets should be spent only for the maintenance and improvement of the College.

[ii] Endowments of all other kinds will be subject to the laws of the University and as per the terms of the agreement.

SCHEDULE – III

(Related to Chapter X – Miscellaneous p.no.188)

**LAND REQUIREMENTS FOR THE
CAMPUS OF A NEW COLLEGE****Law College:**

The Campus for a College situated in an urban area, recognized as such by the University, shall have 20 acres of land and campus for college situated in rural area, recognized as such by the University shall have total of 30 acres of Land.

SCHEDULE – IV

(Related to Chapter X – Miscellaneous p.no.188)

NORMS FOR LECTURE ROOM AND LIBRARY**[1] Lecture Room area per student:**

12 sq. ft per student provided no lecture room has an area less than 4000 sq.ft. Some of the lecture rooms for law practical classes should be provided with an additional area of about 300 sq.ft.

[2] Average space for Store Room:

1000 to 2000 sq.ft per 100 to 150 students

[3] Library:

[i] **Location :** The Library should be centrally located with reference to buildings of Faculties and Departments, Computer Laboratories and Hostels.

[ii] Rooms to be provided are as follows:

[a] General Reading Room

[b] Stack Room

[iii] Size of Rooms:

Reading Room – The average area per reader in the Reading Room should be 2.33 sq.m. Minimum.

Stack Room – 400 X 400 sq.ft. approximately

NOTE : The size of the Reading Table is 2.4 X 0.6 m. The centre to centre distance between two consecutive rows of reading room tables is 1.8 m with seating arrangement on one side of the table only.

SCHEDULE – V
(Ref. in Chapter IX – Rule IV-4 p.no.165)

NON-TEACHING STAFF

THE FOLLOWING POSTS SANCTIONED BY THE SYNDICATE HELD ON VARIOUS DATES

Sl.No.	Category of Employees	Method of Recruitment/ Appointment	Qualifications and Experience	Age (not exceeding)	Appointing Authority
1.	Registrar	As per Act	As per Act	As per Act	Syndicate
2.	Controller of Examinations	As per Statute	As per Act	As per Act	Syndicate
3.	Finance Officer	As per Act	As per Act	As per Act	Syndicate
4.	Senior Deputy Registrar	By promotion according to seniority	From among the post of Deputy Registrar	—	Syndicate
5.	Deputy Registrar/ Deputy Controller of Examinations	By promotion according to seniority	From among the post of Assistant Registrar	—	Syndicate
6.	Assistant Registrar	By Direct/ promotion according to seniority	For Direct: 1) P.G. Degree 2) 8 years experience as S.O. For promotion: From among the posts of Administrative Officer	45 years	Syndicate
7.	Public Relations Officer	By Direct	1) Degree in any discipline 2) Diploma in Journalism / Public Relations/ Business Admn. 3) P.G. Diploma in Computer Applications 4) 5 years experience as P.R.O. / Manager Admn.	45 years	Syndicate
8.	Administrative Officer (Academic)	By promotion according to seniority.	From among the post of S.O on academic side with atleast 5 years experience.	—	Syndicate

Sl.No.	Category of Employees	Method of Recruitment/ Appointment	Qualifications and Experience	Age (not exceeding)	Appointing Authority
9	Administrative Officer (Admn.)	By promotion according to seniority.	From among the post of S.O on the administrative side with atleast 5 years experience.	-----	Syndicate
10.	Data Processing Manager	By promotion according to seniority	From among the post of Technical Officer on the academic side with atleast 5 years experience..	-----	Syndicate
11.	Section Officer / P.A. to Hon'ble Vice-Chancellor	By Direct/ Promotion according to seniority.	For Direct : 1) A Degree in any discipline 2) A Degree in Law , preferable 3) Experience as S.O for 5 years For Promotion: From among the post of Assistant Section Officer.	45 years	Syndicate
12.	Technical Officer	By Direct	1) M.C.A. 2) Typewriting Senior Grade in English & Tamil	35 years	Syndicate
13.	Assistant Section Officer/P.S. to Hon'ble Vice-Chancellor	By promotion according to seniority	From among the posts of Assistant / Stenographer	-----	Syndicate
14.	Superintendent	By Direct	For Direct : 1) A Degree in any discipline. 2) Diploma in Computer Application	35 years	Syndicate
15.	Assistant Librarian – Grade-III	By Direct	1) Degree in Library & Information Science 2) Diploma in Computer Applications 3) Typewriting Senior Grade in English & Tamil	35 years	Syndicate
16.	Stenographer	By Direct	1) A Degree in any discipline 2) Typewriting Senior Grade in English & Tamil 3) Shorthand Senior Grade in English & Tamil 4) Dip. in Computer Application	35 years	Vice-Chancellor

Sl.No.	Category of Employees	Method of Recruitment/ Appointment	Qualifications and Experience	Age (not exceeding)	Appointing Authority
17.	Assistant (General)	By Direct/ promotion according to seniority	For Direct : 1) A Degree in any discipline 2) Typewriting Senior Grade in English & Tamil 3) Shorthand Senior Grade in English & Tamil 4) Diploma in Computer Application For promotion: From among the post of Junior Assistant.	40 years	Vice-Chancellor
18.	Data Entry Operator (Assistant)	By Direct	For Direct : 1) A Degree in any discipline 2) Diploma in System Management 3) At least 4 years experience as Junior Assistant	40 years	Vice-Chancellor
19.	Accounts Assistant	By Direct/ promotion according to seniority	For Direct : 1) A Degree in Commerce 2) Typewriting Junior Grade in English 3) Atleast 4 years experience as Junior Assistant For promotion: From among the post of Junior Assistant	40 years	Vice-Chancellor
20.	Technical Assistant	By Direct	For Direct : 1) A Degree in Computer Science 2) Atleast 4 years experience as Junior Assistant	40 years	Vice-Chancellor
21.	Junior Assistant (General)	By Direct/ promotion according to seniority	For Direct : 1) A Degree in any discipline 2) Typewriting Senior Grade in English & Tamil 3) Diploma in Computer Application For promotion: From among the posts of Record Clerk/Library Assistant who satisfy the above qualification.	35 years	Vice-Chancellor

Sl.No.	Category of Employees	Method of Recruitment/ Appointment	Qualifications and Experience	Age (not exceeding)	Appointing Authority
22.	Junior Assistant (Travel & Tourism)	By Direct	For Direct : 1) A Degree with Travel & Tourism Management 2) Diploma in Office Automation & Internet 3) Typewriting atleast Jr. Grade in English & Tamil	35 years	Vice-Chancellor
23.	Junior Assistant (Accounts/Tally)	By Direct	For Direct : 1) A Degree in Computer Science / Computer Application 2) Graduate Course in Tally 7.2 3) Typewriting atleast Junior Grade in English	35 years	Vice-Chancellor
24.	Junior Assistant (Technical)	By Direct	For Direct : 1) A Degree in any discipline 2) Typewriting Senior Grade in English & Tamil 3) Diploma in Computer Application	35 years	Vice-Chancellor
25.	Sergeant	By Direct	1) An ex-serviceman 2) Graduate in any discipline	45 years	Vice-Chancellor
26.	Driver	By Direct/ promotion according to seniority	For Direct : 1) X Standard 2) Possession of valid licence for driving with 5 years experience in driving in city	40 years	Vice-Chancellor
27.	Library Assistant	By Direct	For promotion : From among the post of Office Assistant who satisfy the above qualification.	40 years	Vice-Chancellor
28.	Supervisor - Mali	By Direct	Degree in Commerce / Statistics 1) SSLC – Pass 2) 5 years experience as Driver 3) Knowledge of Gardening	35 years	Vice-Chancellor
29.	Telephone Operator	By Direct	1) Pass in X Standard 2) Certificate in Telephone Operation	35 years	Vice-Chancellor

Sl.No.	Category of Employees	Method of Recruitment/ Appointment	Qualifications and Experience	Age (not exceeding)	Appointing Authority
30.	Record Clerk	By Direct / promotion according to seniority	For Direct : 1) HSC – Pass 2) Typewriting Junior Grade in English & Tamil 3) Diploma in Computer Application For promotion : From among the post of Office Assistant who satisfy the above qualification.	35 years	Vice-Chancellor
31.	Electrician	By Direct	1) Pass in +2. 2) A pass in National Trade/I.T.I Certificate in Wireman's Trade	35 years	Vice-Chancellor
32.	Office Assistant (Basic Servant)	By Direct	1) SSLC – Appeared 2) Driving – preferable.	35 years	Vice-Chancellor
33.	Cook	By Direct	1) Able to read and write Tamil 2) Certificate in Catering – Preferable	40 years	Vice-Chancellor
34.	Canteen Butler	By Direct	1) Able to read and write Tamil 2) Certificate in Catering – Preferable	40 years	Vice-Chancellor
35.	Sweeper / Sanitary worker	By Direct	1) V Standard	35 years	Vice-Chancellor
36.	Gardener	By Direct	1) V Standard	35 years	Vice-Chancellor
37.	Watchman / Guard	By Direct	1) VIII Standard 2) Cycle riding	40 years	Vice-Chancellor
38.	Store Keeper	By Direct	1) VIII Standard 2) Cycle riding	40 years	Vice-Chancellor
39.	Helper / Messenger	By Direct	1) VIII Standard 2) Cycle riding	40 years	Vice-Chancellor
40.	Plumber	By Direct	1) VIII Standard 2) Certificate in Plumbing work	40 years	Vice-Chancellor

* Junior Assistants (General) & Record Clerks: For promotion- Shall possess Certificate in New Write Shorthand.

** The existing incumbents appointed / promoted to the posts of Section Officer, Assistant Section Officer, Assistant and Junior Assistant shall pass the Accounts Test for Subordinate Officers – Part-I, conducted by the Tamil Nadu Public Service Commission, within a period of 2 years, from the date of assent or in the case of new entrants after the date of assent shall pass within the period of 2 years from entry, for further promotion.

SCHEDULE – VI
(Ref. in Chapter VII – Rule 33 p.no.152)
LIBRARY AND INFORMATION SYSTEM

Sl.No.	Category of Employees	Method of Recruitment	Qualification and Experience	Appointing Authority
1.	Librarian	By Direct recruitment/ Promotion/ on deputation of Service from other Universities/Affiliated Colleges.	<ol style="list-style-type: none"> 1. A Post Graduate Degree in any subject and A Post Graduate Degree in Library and Information Science with 55% Marks. 2. 12 years Experience in reputed Library preferably University Library / Law Colleges. 3. Knowledge in Computer Applications and modernization of Library is preferable Age: 45 years for Direct recruitment	Syndicate
2.	Deputy Librarian	By Direct recruitment/ Promotion/on deputation of service from other Universities/Affiliated Colleges.	<ol style="list-style-type: none"> 1. A Post Graduate Degree in any subject and A Post Graduate Degree in Library and Information Science with 55% Marks. 2. 10 years Experience in reputed Library preferably University Library 3. Knowledge in Computer Applications Age: 40 years for Direct Recruitment	Syndicate
3.	Assistant Librarian	By Direct recruitment /Promotion/ Affiliated Colleges	<ol style="list-style-type: none"> 1. A Post Graduate Degree in any subject and A Post Graduate Degree in Library and Information Science with 55% Marks. 2. 8 years Experience in reputed Library preferably University Library 3. Knowledge in Computer Applications. Age: 35 years for Direct Recruitment	Syndicate

Sl.No.	Category of Employees	Method of Recruitment	Qualification and Experience	Appointing Authority
4.	Technical Officer [Library]	By Direct Recruitment	<ol style="list-style-type: none"> 1. A Post Graduate Degree in any subject and 2. Knowledge in Computer Applications and 5 years experience in reputed Library / Preferably University Library Age: 30 years for Direct Recruitment	Syndicate
5.	Professional Assistant	By Direct Recruitment	<ol style="list-style-type: none"> 1. A Graduate with a Degree in Library and Information Science 2. Knowledge in Typing and Computer Applications 3. A minimum of 2 years experience in a reputed Library. Age: 30 years	Syndicate
6.	System Analyst	By Direct Recruitment	<ol style="list-style-type: none"> 1. MCA with 3 years Experience in Computer Data Processing and Applications. Age: 30 years for Direct Recruitment	Syndicate
7.	Programming Assistant	By Direct Recruitment	<ol style="list-style-type: none"> 1. MCA with 1 year Experience In Computer Operation / Programming OR B.Sc., [Computer Science] with 2 years Experience in Computer Programming Age: 30 years for Direct Recruitment	Syndicate

SCHEDULE – VII
(Relating to Chapter IX – Rule IV - 4 p.no.165)

PROJECT MANAGEMENT

Sl.No.	Category of Employees	Method of Recruitment	Qualification and Experience	Appointing Authority
1.	Project Co-Ordinator/ Director	By Direct / Temporary	1. M.L. Degree with 55% Marks with Research experience, Teaching experience in Law in reputed Institution. 2. Minimum atleast 5 years Research Experience	Syndicate
2.	Information Officer/ Placement Officer	By Promotion	For Promotion: Public Relations Officer / Assistant Registrar with not less than 5 years experience as such in any University or Universities.	Syndicate
3.	Field Worker	By Direct / Temporary	To be fixed by Project Co-Ordinator with the approval of the Vice-Chancellor	Project Co-Ordinator with the Vice-Chancellor's prior approval.
4.	Office Assistant	By Direct/ Temporary	To be fixed by Project Co-Ordinator with the approval of the Vice-Chancellor	Project Co-Ordinator with the Vice-Chancellor's prior approval.

SCHEDULE – VIII

(Ref. in Chapter IX – Rule XIII - 1(1) p.no.178)

**OFFICERS OF THE UNIVERSITY – IMPOSING
PUNISHMENTS**

Sl. No.	Officers	Authority to inflict minor punishments	Appellate Authority
1.	Registrar	Syndicate	Chancellor
2.	Finance Officer	Syndicate	Chancellor
3.	Controller of Examinations	Syndicate	Chancellor

Appeal Period:

Period of appeal 2 Months as per Rule 20 and 21 of Tamil Nadu Civil Service Discipline and Appeal Rules.

SCHEDULE – IX

(Ref. in Chapter IV – Rule A (5) (o) p.no.105)

FEE STRUCTURE**B.A.,B.L. (HONS.) DEGREE COURSE (REGULAR)
offered in School of Excellence in Law &
Dr. Ambedkar Govt. Law College, Chennai**

Sl. No.	Subject Details	Fee Rate (in Rs.)
	Examinations Time Fee :	
1.	Application Form	23/-
2.	Each Subject Paper – Exam Fee	200/-
3.	Statement of Marks	46/-
4.	Provisional Certificate	150/-
5.	Convocation Form	23/-
6.	Retotaling (each paper)	200/-
7.	Revaluation (One Paper only)	400/-
8.	Penalty for late submission of application	50/-
9.	Condonation – Shortage of attendance	400/-
	Other Fees :	
10.	Registration Fee	100/-
11.	Recognition cum eligibility Fee	250/-
12.	Matriculation Fee	100/-
13.	Library Fee	2,500/- (annual)
14.	Development of Infrastructural Fee	3,000/- (annual)
15.	Cultural & Youth Festival Fee	300/- (annual)
16.	Sports Fee	100/- (annual)
17.	Readmission Fee : Upto 3 years	1000/-
	Beyond 3 years	1000/-+ 250/- per year
18.	University Administrations Fee	100/-

3 YEAR / 5 YEAR B.L. DEGREE COURSE (REGULAR)
offered in Government Law Colleges

Sl. No.	Subject Details	Fee Rate (in Rs.)
	Examinations Time Fee :	
1.	Application Form	23/-
2.	Each Subject Paper – Exam Fee	58/-
3.	Statement of Marks	46/-
4.	Provisional Certificate	150/-
5.	Convocation Form	23/-
6.	Retotaling (each paper)	200/-
7.	Revaluation (each paper)	400/-
8.	Penalty for late submission of application	50/-
9.	Condonation – Shortage of attendance	400/-
	Other Fees :	
10.	Registration Fee	100/-
11.	Recognition cum eligibility Fee	200/-
12.	Matriculation Fee	50/-
13.	Library Fee	50/- (annual)
14.	Development of Infrastructural Fee	50/- (annual)
15.	Cultural & Youth Festival Fee	50/- (annual)
16.	Sports Fee	50/- (annual)
17.	Readmission Fee : Upto 3 years	1000/-
	Beyond 3 years	1000/-+ 250/- per year
18.	University Administrations Fee	100/-
19.	Transfer Fee (during the course of study)	
	(i) within the University	2,000/-
	(ii) From other Universities	3,000/-

3 YEAR / 5 YEAR B.L. DEGREE COURSE (REGULAR)
offered in University Law College, Chengalpattu

Sl. No.	Subject Details	Fee Rate (in Rs.)
	Examinations Time Fee :	
1.	Application Form	23/-
2.	Each Subject Paper – Exam Fee	58/-
3.	Statement of Marks	46/-
4.	Provisional Certificate	150/-
5.	Convocation Form	23/-
6.	Retotaling (each paper)	200/-
7.	Revaluation (each paper)	400/-
8.	Penalty for late submission of application	50/-
9.	Condonation – Shortage of attendance	400/-
	Other Fees :	
10.	Registration Fee	100/-
11.	Recognition cum eligibility Fee	200/-
12.	Matriculation Fee	100/-
13.	Library Fee	500/-
14.	Development of Infrastructural Fee	750/- (annual)
15.	Cultural & Youth Festival Fee	100/- (annual)
16.	Sports Fee	150/- (annual)
17.	Readmission Fee : Upto 3 years	1000/-
	Beyond 3 years	1000/-+ 250/- per year
18.	University Administrations Fee	100/-

M.L. DEGREE COURSE (REGULAR - SEMESTER)
offered in The Tamil Nadu Dr. Ambedkar Law University

Sl. No.	Subject Details	Fee Rate (in Rs.)
	Examinations Time Fee :	
1.	Examination Application Form	23/-
2.	Each Subject Paper – Exam Fee	150/-
3.	Statement of Marks	46/-
4.	Provisional Certificate	150/-
5.	Convocation Form	23/-
6.	Penalty for late submission of application	100/-
7.	Condonation – Shortage of attendance	500/-
	Other Fees :	
8.	Tuition Fee per year	2,500/-
9.	Registration Fee (payable at the time of admission)	200/-
10.	Recognition cum eligibility Fee	200/-
11.	Matriculation Fee	50/-
12.	Library Fee	200/- per year
13.	Development of Infrastructural Fee	100/- per year
14.	University Administration Fee	200/-
15.	Readmission Fee :	
	Upto 3 years	1000/-
	Beyond 3 years	1000/-+ 500/- per year

**M.L. DEGREE COURSE (REGULAR – NON-SEMESTER)
offered in The Tamil Nadu Dr. Ambedkar Law University**

Sl. No.	Subject Details	Fee Rate (in Rs.)
	Examinations Time Fee :	
1.	Examination Application Form	23/-
2.	Each Subject Paper – Exam Fee	150/-
3.	Statement of Marks	46/-
4.	Provisional Certificate	150/-
5.	Convocation Form	23/-
6.	Penalty for late submission of application	100/-
7.	Condonation – Shortage of attendance	500/-
	Other Fees :	
8.	Tuition Fee per year	1,000/-
9.	Registration Fee (payable at the time of admission)	200/-
10.	Recognition cum eligibility Fee	200/-
11.	Matriculation Fee	50/-
12.	Library Fee	200/- per year
13.	Development of Infrastructural Fee	100/- per year
14.	University Administration Fee	200/-
15.	Readmission Fee :	
	Upto 3 years	1000/-
	Beyond 3 years	1000/-+ 500/- per year

P.G. DIPLOMA (EVENING) COURSE
offered in The Tamil Nadu Dr. Ambedkar Law University

Sl. No.	Subject Details	Fee Rate (in Rs.)
	Examinations Time Fee :	
1.	Application Form	20/-
2.	Each Subject Paper – Exam Fee	100/-
3.	Each Project	100/-
3.	Statement of Marks	20/-
4.	Provisional Certificate	150/-
5.	Provisional Application Form	23/-
6.	Diploma Application Form	23/-
7.	Diploma Certificate	150/-
8.	Revaluation (each paper only)	500/-
9.	Penalty for late submission of application	50/-
	Other Fee :	
10.	Library Fee	100/-

Dr. S.S.P. Darwesh
Vice-Chancellor

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REGULATIONS



**THE TAMIL NADU
Dr. AMBEDKAR LAW UNIVERSITY**

REGULATIONS

In exercise of the powers conferred by Section 42(1) of the Tamil Nadu Dr. Ambedkar Law University Act, 1996 (Act. 43 of 1997), the draft of the Regulations for affiliation and approval of new Law Colleges were placed before the Syndicate to deal with them for their disposal. After deliberations and discussions the Syndicate in its 68th Meeting held on 24.01.2006 resolved to approve the Regulations.

The Regulations shall come into effect from 24.01.2006.

Dr. S.S.P. Darwesh
Vice-Chancellor

REGULATIONS AFFILIATION AND APPROVAL OF COLLEGES

GRANT OF AFFILIATION OR APPROVAL TO COLLEGES:

1. The Syndicate shall have the power to affiliate any college as an affiliated college or as an approved college within the university area.
2. The Syndicate shall have the power at any time after due enquiry to withdraw or suspend the affiliation or approval granted to a college:

Provided that before taking a decision the Syndicate shall inform the management of the college concerned of its findings after the inquiry and provide an opportunity for making its representation on the findings.

PROCEDURE FOR GETTING AFFILIATION:

3. Any Educational agency which proposes to start a Law College shall obtain orders of the State Government permitting the agency to start the College before submitting its application seeking affiliation of the university.

Where an existing college desirous of starting a new course or increase the strength of the college, the college shall submit an application and shall commence the new course or increase the strength only after getting prior approval of the University.

4. Every Educational Agency seeking affiliation for its Law College shall be registered as a Society under the Tamil Nadu Societies Registration Act or as a Trust Registered under the Indian Trusts Act.

5. A College applying for affiliation or approval shall send a formal letter to the Registrar between 1st of July and 31st of October preceding the Academic year in which the courses are proposed to be started and shall give full information which shall contain the following matters, viz:
 - (a) Constitution and names of the Managing Body.
 - (b) Courses for which affiliation or approval is sought.
 - (c) Accommodation, infrastructure facilities, the strength of the college, the number of students for whom provision has been made or is proposed to be made. The information relating to accommodation should be accompanied by drawings.
 - (d) Qualifications, salaries and service conditions of the teaching and non-teaching staff together with a timetable for the conduct of classes.
 - (e) Hostels, play-ground, and residence for the Principal.
6. The following application and affiliation fee shall be paid by the Educational agency for affiliation and approval.
 - (a) Application Fee Rs. 20,000/- for each course.
 - (b) Inspection Fee Rs. 20,000/- for each visit of the committee.
 - (c) Affiliation Fee Rs. 10 lakhs per course
7. The application and affiliation fee once paid are not refundable.
8. Government Colleges are exempted from the payment of Application fee and Affiliation fee only

9. To get clearance from the Bar Council of India to start the College.
10. The Syndicate while considering an application for affiliation may call for any further materials or information which it may deem necessary before taking a decision in the matter. If the information called for is not conducive then the Syndicate may stipulate the time to recheck the application.
11. If the application is in order, sufficient materials and information are provided; the Syndicate shall constitute a Committee consisting of 2 Syndicate Members and Principal of affiliated Law College. It shall inspect the College and submit its report of inspection to the Syndicate for its consideration, within the time limit fixed.
12. The Syndicate may, after considering the report of the inspection committee and further materials as it may deem fit and with further enquiries, if necessary, grant or refuse affiliation or approval as the case may be.

Provided that if the Syndicate propose to refuse the Educational Agency's affiliation or approval as the case may be, it shall give a reasonable opportunity to the college for making further references, if any, and shall consider the report before taking final decision.

REQUIREMENTS FOR STARTING A LAW COLLEGE:

13. Every College shall be managed by Constituted Managing Body wherein the Principal of the college shall also be a member of the committee provided that the above condition shall not apply to the Government Colleges.
14. Every change in the Constitution of the Managing Body shall be reported to the University immediately. The same may be placed before the Syndicate.

15. Every College shall satisfy the Syndicate that the college has adequate financial resources in the form of endowment. It shall be of not less than 50 lakhs and be provided by the Educational Agency and the amount shall be deposited in any nationalised bank and the receipts therefore shall be deposited with any nationalised bank and receipt to be submitted to the University.

Agreement in the prescribed format shall be executed with the educational agency.

16. The Minimum Land requirements for starting a Law College shall be as follows:
 1. The educational agency shall have not less than 4 acres of its own land for the college as located under municipal corporation limit.
 2. Municipality limit 7 acres
 3. Town and Village Panchayat Limit 10 acres
17. Sale Deed shall be produced by the educational agency to the Inspection Committee at the time of the inspection, in respect of the land where the Law College has to be located.
18. The educational agency shall put up permanent Buildings within 2 years from the date of grating temporary affiliation. Buildings shall be in accordance with the UGC and Bar Council norms. While designing buildings it shall be ensured that adequate facilities of light, ventilation and toilets are provided. Norms laid down by the PWD of the State and regulation of the Local Authority may be kept in view while designing buildings.

Permanent building for the use of the Law College should be available before the permanent affiliation is granted to the college.

19. The Library shall have adequate number of Reference Books and Journals as specified by the Bar Council of India. There shall be Reading Room, Lending Section and Stock Room with suitable space and furniture. Recurring expenditure for the library shall not be less than one lakh per year.
20. The Library shall have a Librarian with the qualification prescribed by the UGC and sufficient number of Library Assistants.
21. Number of teaching and non-teaching staff shall be appointed as per the norms prescribed by the University/UGC/Bar Council of India. No teacher shall be appointed if he has not completely fulfilled the qualifications as laid down by the UGC and the University respectively from time to time. The teaching staff shall be paid as per the Pay scales prescribed by UGC from time to time.
22. No teacher shall be appointed or shall be continued in service, who has attained the age of superannuation as per the rules prescribed by the State Government. However, self-financing and self-supportive colleges may be permitted to appoint teachers upto to the age of 60 years with the prior approval of the university.
23. Suitable service and leave rules for teaching and non-teaching staff be framed in confirmity with the State Government Rules.
24. Every college shall provide adequate and suitable space for games and shall make adequate arrangements for the physical training of the students.
25. Every college shall have a Director of Physical Education with the qualification as prescribed by the UGC regulation.

TEMPORARY AFFILIATION OR APPROVAL:

26. (i) Temporary affiliation may be granted to the college after the college fulfills all the conditions recommended by the inspection committee.
- (ii) Temporary affiliation shall be for a period of two years. The conditions, shall be fulfilled by the college before the expiry of the period of Temporary affiliation as may be specified in the order of the Syndicate granting the affiliation. If the conditions are not fulfilled at the end of the period the Temporary affiliation or approval it shall cease automatically. It shall be competent for the Syndicate to grant such extension of time for fulfilling the conditions, if the extension sought for is bonofide.
27. Affiliation shall in no case be granted with retrospective effect.

PERMANENT AFFILIATION OR APPROVAL:

28. Permanent affiliation shall be granted after the college fulfils all the conditions prescribed and recommended by the Inspection committee and after the first batch of students complete the course. In case the college is not granted permanent affiliation, temporary affiliation may be extended until the stipulated norms are fulfilled. However, infrastructure facilities like class rooms, library, facilities for sports, toilets etc. shall be provided within three years.

OTHER CONDITIONS:

29. Permanent affiliation for a college can be granted only when the educational agency of the college has constructed permanent buildings for class rooms, library,

staff room, common room, toilets etc. at the permanent site. But when the college is permitted to start in a temporary accommodation such permission shall be limited to the first two years of starting the college. From the third year onwards the college shall function in the permanent building failing which affiliation shall not be granted for the first year courses until the college moves to the permanent building.

30. The maximum number of students who may be admitted to each of the courses, shall not exceed the strength as prescribed by the Bar Council of India and sanctioned by the University.
31. No donations can be collected from the students seeking admission to the course of study in the college.
32. Arrangements shall be made by the college for the conduct of University examinations.
33. The college shall collect fees payable to the University from the students, as may be prescribed by the University from time to time and remit the same to the University in time.
34. The college shall not discontinue any existing course without prior permission of the University.
35. The college shall not start new courses or change the sanctioned strength in any course for which affiliation has been granted by the University without getting affiliation or approval from the University. If any college does so, such college can be liable for penal action as provided in the regulations.
36. The college shall implement each and everyone of the recommendations of the inspection committee appointed by the university from time to time.

37. All conditions of affiliation laid down in the regulations of the university and prescribed by the Syndicate from time to time shall be strictly complied with.
38. Every college shall furnish such returns and other information as the Syndicate may require from time to time, so that the Syndicate to take such action as may be considered necessary to maintain the efficiency of the college.

INSPECTION:

39. Every college shall be subjected to inspection from time to time by committee appointed by the Syndicate in this behalf. Inspection should be made periodically and should follow the norms given below shall be followed:
 - (a) University on its own motion or under the directions of the State Government shall order inspection of any college at any time.
 - (b) Inspection Committee shall report on the following points:
 - (i) Suitability and adequacy of its accommodation and infrastructure facilities for the proper conduct of the Courses;
 - (ii) The qualification and adequacy of its faculty.
 - (iii) Salaries and other conditions of teaching staff are in accordance with directions of the UGC / State Government/University.
 - (iv) Maintenance of Academic standards.
 - (v) Hostel facilities for students are according to norms fixed.

- (vi) Adequate attention is paid for the healthy discipline and supervision of students.
- (vii) Conditions of affiliation are strictly and fully observed.
- (viii) Conditions necessary for sound functioning of the college and healthy atmosphere prevail for good academic development of students.
- (ix) Proper maintenance of the college campus.
- (x) Any other matter which the Committee may deem it necessary to look into.

Inspection report shall be in the format prescribed.

REGISTERS AND RECORDS TO BE MAINTAINED BY THE COLLEGE:

40. The following registers and records in the prescribed forms shall be maintained by each college :
- (a) A register of admissions and withdrawals
 - (b) A register of attendance
 - (c) A register of attendance at Physical training
 - (d) A register of addresses of students
 - (e) A register of the members of the staff, showing their qualifications, previous experience, salaries, number of hours of work, and classes and the subject taught.
 - (f) A register of fees paid showing date of payments.
 - (g) A counterfoil fee receipt book

- (h) A register of scholarship and concessions of all kind whether of tuition, boarding or lodging.
- (i) A counterfoil book of transfer certificates.
- (j) A counterfoil book of certificates of Medical Inspection of students.
- (k) A register of marks obtained by each student at the college examinations.
- (l) Account books showing the financial transactions of the college as separate from those of the management. The accounts shall show the transactions.

PENAL ACTION:

41. In case if any college is not fulfilling any or all of the conditions prescribed for affiliation or approval or not complying with any or all of the rules of the University or not implementing any decision of the Syndicate it shall be competent for the Syndicate:
- (i) to recommend to the appropriate authorities empowered to sanction grants to withhold or to refuse the release of teaching and other grants that may be due to management or become due;
 - (ii) to decline to forward to the University Grants Commission any application made by the management for sanction of any grant;
 - (iii) to suspend the Temporary affiliation or approval granted to the college to any course or courses of studies;

- (iv) decline to entertain any new application for additional affiliation, or approval or applications for increase in strength in any courses of studies conducted in the college;
- (v) withdraw the permanent affiliation or approval granted to the college in any or all of the courses of studies in which instruction is offered in the college;
- (vi) to recommend to the Government to take over the management of the college temporarily or permanently; and
- (vii) to recommend to the Government to transfer the management to any other body which is capable of running the college efficiently.

Dr. S.S.P. Darwesh

Vice-Chancellor