

அண்ணாமலைப் பல்கலைக்கழகம்

ANNAMALAI UNIVERSITY

Annamalainagar, Chidambaram, Tamil Nadu – 608002



REGULATIONS 2020

[Revised as per the amendments made in Tamil Nadu
University Laws (Amendment & Repeal) Act, 2021]

APPROVED BY THE SYNDICATE

Vide Res. No. 6, Dated 28.08.2023



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REGULATIONS

PART – I

SERVICE CONDITIONS OF TEACHING STAFF

Title and Application

- (1) (a) Title - The Service Conditions of teaching staff of Annamalai University shall be known as **“Annamalai University Regulations of Teaching Staff (Conditions of Service)”**
- (b) Application – These Regulation shall be applicable to all Teaching Staff of Annamalai University. In the case of incumbents on Foreign Service from Government Department, Local Bodies or any other University, Aided Colleges/Unaided Colleges, Public Sector undertakings, etc., these Regulations will be subject to specific terms, if any, on which the incumbents are lent on Foreign Service to the University.

Definition

- (2) In these Regulations, unless the context otherwise requires:-
- (i) ‘University’ means Annamalai University, Annamalai Nagar.
 - (ii) ‘Syndicate’ means the Syndicate of Annamalai University.
 - (iii) ‘Vice-Chancellor’ means the Vice-Chancellor of Annamalai University.
 - (iv) ‘Registrar’ means the Registrar of Annamalai University.

- (v) 'Full time Member of University' means a member on regular service in the time scale.
- (vi) 'Pay' means that amount drawn monthly by a University Teacher in the prescribed Pay Level and the Personal Pay if any, but does not include any other type of pay like Special Pay.
- (vii) 'Duty' includes service on probation, provided that such service be followed by confirmation in an appointment.
- (viii) 'Department' means a Department of Teaching and Research or Extension or Department functioning for a specific purpose maintained by the University / UGC / Government Funds.
- (ix) 'Head of the Department' means the teacher in charge of the Department and responsible for its academic and administrative activities including its day to day activities.

Creation and filling up of Teaching Posts

- (3) The Syndicate shall, after considering the recommendation of the Academic Council, determine the programmes and the several terms and conditions under which Assistant Professorship, Associate Professorship, Professorship and any other teaching or research posts required by the University. The Syndicate on the advice of the Academic Council shall abolish or suspend any teaching post in the University, as and when situation warrants.

- (4) Teaching posts in Annamalai University, as far as feasible, shall be created in a pyramidal order, that is, for one post of Professor, there shall be two posts of Associate Professors and four posts of Assistant Professors, per department.
- (5) All the sanctioned / approved posts in the University system shall be filled up, with the approval of the Syndicate, based on the recommendation of the Selection Committee prescribed in Chapter XIII of the Annamalai University Statutes.

Applicability in the Case of Contract Appointment

- (6) Notwithstanding anything contained in the provisions of these Regulations, the University may offer appointment to any person on contractual terms. In such cases, the Contractual Conditions shall prevail over the Regulations. In regard to matters not specifically dealt with in the contract agreement, the provisions in these Regulations will apply.

Appointments on Contract Basis

- (7) The teachers should be appointed on contract basis only when it is absolutely necessary and when the student-teacher ratio does not satisfy the laid down norms. In any case, the number of such appointments should not exceed 10% of the total number of faculty positions. The qualifications and selection procedure for appointing them should be the same as those applicable to a regularly appointed teacher. The fixed emoluments paid to such contract teachers shall be as may be fixed by the Syndicate. Such appointments should not be made initially for more than one academic session, and the performance of any such entrant teacher should be reviewed for academic performance before reappointing him /her on contract basis for another session.

Qualification of Teachers

- (8) (i) When there is necessity to fill up the Teaching Posts, the qualification prescribed by the respective authorities such as UGC, AICTE, ICAR, NCTE, PCI, etc, from time to time, shall be followed, with the approval of the Syndicate.

Mode of Appointment

- (8) (ii) The Selection Committee for the appointment of Teaching Faculty is prescribed in Chapter – XIII of the Annamalai University Statutes. The procedure for filling up the teaching post, prescribed in Part – X of the Ordinance, shall be followed by the Selection Committee.

Fixation of Pay and Revision of Pay

- (9) The Pay and allowances admissible to various categories of teaching posts shall be fixed and revised by the Syndicate, from time to time in accordance with the orders issued in Govt. G.O., based on the guidelines of the respective authorities such as UGC, AICTE, etc. (Annexure-I)

Rule of Reservation

- (10) The rules of reservation as in force and as applicable to Government Service from time to time shall apply as approved by the Syndicate.

Service Agreement

- (11) (a) At the time of recruitment, a service agreement shall be executed between the University and the teacher concerned and a copy of the same should be deposited with the Registrar. Such Service agreement shall be duly stamped as per the rates applicable.

- (b) The self-appraisal or linked Performance Based Appraisal System (PBAS) methodology shall form part of the service agreement / Record.

Submission of Original Certificates

- (12) Every person appointed as member of the staff of the University shall before actually joining the University produce necessary certificates in proof of qualification, age, experience, if any, etc., in original. In addition, a certificate of medical fitness from Civil Surgeon in the case of Group A and B employees that the employee is physically fit for the job shall be produced.

Maintenance of Service Register

- (13) (i) 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 service such as appointments and promotions, examinations passed and qualification acquired, pay drawn, leave, punishments, etc., Attested photocopies of the certificates regarding educational qualifications, age and other relevant tests passed, shall also be appended with the Service Register.
- (ii) The service register of the employees shall be taken up for verification in January every year by the competent officer of the University who, after satisfying himself/herself that the service details of the employee concerned are correctly recorded in his/her service book, shall record therein a certificate in the following format over his/her signature.

“Services verified from upto with reference to pay bills and acquittances.”

Maintenance of Performance File

- (14) (i) An annual appraisal file shall be maintained in respect of Group A and B employees in the manner prescribed by the Syndicate.
- (ii) In the case of adverse remarks, the same shall be communicated to the concerned employee for his/her remarks. The Syndicate is competent to expunge or confirm observations.

Maintenance of Personal File

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

Applicability of Fundamental Rules

- (16) The Fundamental Rules of the Tamil Nadu Government shall apply in general regarding pay fixation, increments, joining time, foreign service, allowances including additional charge allowance, other establishment matters, etc..

Fixation of Seniority

- (17) (i) The Seniority of the employees shall be fixed with reference to the date of regular appointment. The seniority list should be printed, published and communicated to all the employees concerned.
- (ii) The seniority of the employee shall, unless he / she has been reduced to a lower rank as a punishment, be determined by the rank obtained by him / her in the list of candidates drawn by the Selection Committee, unless otherwise decided by the Vice-Chancellor.
- (iii) The seniority of employees in a given category of post shall be determined on the basis of total service in the post in that category.

Inter-se seniority between the directly recruited and teachers promoted under CAS

- (18) The inter-se seniority of a direct recruit shall be determined with reference to the date of joining and for the teachers promoted under Career Advancement Scheme with reference to the date of eligibility as indicated in the recommendations of the selection committee of the respective candidates. The rules and regulations of the respective Central/State Government shall apply, for all other matters of seniority.

The workload of the teachers in full employment

- (19) (a) The workload of the teachers in full employment should not be less than 40 hours a week for 30 working weeks / 180 days in an academic year.
- (b) Direct teaching-learning process hours should be as follows:-
- | | | |
|----------------------------------|---|---------------|
| Assistant Professor | : | 16 Hours/week |
| Associate Professor & Professor: | | 14 Hours/week |
- (c) A relaxation of two hours in the workload may, however, be given to Professors who are actively involved in extension activities and administration. A minimum of 6 hours per week may have to be allocated for research activities of a teacher.

Teaching Days

- (20) The minimum number of teaching days shall be as prescribed by the respective authorities such as UGC, AICTE, ICAR, NCTE, PCI, etc., from time to time.

Counting of past services for direct recruitment

- (21) Previous regular service, whether national or international, as Assistant Professor, Associate Professor or Professor or equivalent in a University, College, National Laboratories or other scientific/professional Organizations such as the CSIR, ICAR, DRDO, UGC, ICSSR, ICHR, DBT, etc., shall be counted for direct recruitment, provided that:
- (a) The essential qualifications of the post held were not lower than the qualifications prescribed by the UGC for Assistant Professor, Associate Professor and Professor as the case may be.

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- (b) The post is/was in an equivalent grade or of the pre-revised scale of pay for the post of Assistant Professor (Lecturer) Associate Professor (Reader) and Professor.
- (c) The candidate for direct recruitment shall apply through proper channel only.
- (d) The concerned Assistant Professor, Associate Professor and Professor shall possess the same minimum qualifications as prescribed by the UGC for appointment to the post of Assistant Professor, Associate Professor and Professor, as the case may be.
- (e) The post shall be filled up in accordance with the prescribed selection procedure as laid down in the Regulations of University/State Government / Central Government / Concerned Institutions, for such appointments.
- (f) The previous appointment shall not be as guest lecturer for any duration, or an ad-hoc or in a leave vacancy of less than one year duration. Ad-hoc or temporary service of more than one year duration can be counted provided that:
 - (i) the period of service put in shall be more than one year duration
 - (ii) the incumbent shall be appointed on the recommendation of duly constituted Selection Committee; and
 - (iii) the incumbent shall be selected to the permanent post in continuation to the ad-hoc or temporary service, without any break.

- (g) No distinction shall be made with reference to the nature of management of the institution where previous service was rendered (private/local body/Government), shall be considered for counting past services under this Regulation.

Consultancy Assignments

- (22) The consultancy rules, terms, conditions and the model of revenue sharing between institutions and consultant teachers shall be as prescribed in the Annamalai University Ordinance for Sponsored Research and Consultancy projects.

Filling up of Vacancy by way of Direct Recruitment

- (23) (i) As soon as a vacancy arises, or when a vacancy is likely to arise, the Vice-Chancellor shall instruct the Registrar to advertise such vacancy and call for applications for the post. In cases of urgency or in cases where such advertisement cannot be made by routine procedure, the Vice-Chancellor may dispense with advertisements recording reasons for doing so.
- (ii) The Vice-Chancellor shall, as soon as may be, report to the Syndicate such vacancy and the fact of advertisement made there for, on which the Syndicate shall make a requisition to the Selection Committee for the recruitment of a person to the vacancy mentioning the qualifications required and also the emoluments and the classification prescribed in the laws governing the said post. In case of emergency, the Vice-Chancellor may send the above report by circulation to the members of the Syndicate and if the members of the Syndicate do not intimate their views to the Vice-Chancellor within 5 days of receipt thereof, it shall be

Period of Probation and Confirmation

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- (iv) Probation and confirmation rules are applicable only at the initial stage of recruitment, issued from time to time, by the Government.

(b) **Full-time Member of Establishment**

Upon the University declaring that the probationer has satisfactorily completed the period of probation, he/she shall be regarded as a full-time member of Establishment of the University Service.

Temporary Arrangement to fill up a Vacancy

- (25) (a) Notwithstanding any other provision or regulation, the Vice- Chancellor may, whenever a vacancy occurs in the teaching post, permit such arrangements as may be necessary for the purpose of carrying on the business of teaching till permanent appointments are made to the vacant posts. Such arrangements shall, however, be reported to the Syndicate in the next meeting.
- (b) In case of a Teacher being appointed temporarily in a regular vacancy, if he / she wishes to resign during the period, shall give in writing one month notice or pay one month salary *in lieu* thereof.
- (c) In Special cases, the Selection Committee may, on the requisition of the Syndicate, recruit persons on such special terms and conditions as may be prescribed by the authorities concerned.

Adherence to the Laws of the University

- (26) All members of the staff who hold or may accept posts as the staff of the University shall be deemed to have accepted the Laws, Regulations and Rules of the University in the absence of any agreement to the contrary and similarly, the Syndicate shall abide by them.
- (27) Whenever any alteration is made in the Laws, Regulations, Rules modifying the conditions of service of teachers, or other officers of the University, every teacher or other officer shall, within three months of the coming into force of any such change, communicate to the Vice-Chancellor in writing his/her willingness to abide by and accept such changes or alterations. If anybody fails to do so, the University shall be at liberty to dispense with his / her services at the end of the current academic year.

Obedience to the Directions of the University

- (28) The teacher or officer shall obey and to the best of his / her ability, carry out the directions of any officer, authority or body of the University to whose authority he / she may be subject to under the provisions of the Act, or under any statute or orders and rules thereunder.

Devotion to Duty

- (29) Every teacher or other officer of the University shall devote his/her whole time to the service of the University and shall not either (a) engage directly or indirectly in any' trade, business, private tuition or any other work which may interfere with the proper discharge of his/her duties, or (b) except in cases of accident or sickness to be certified by a medical officer, absent himself /herself from his/her duties.

Instructions to the Teachers

- (30) (i) No teacher or other officer shall apply for service elsewhere except with the approval of the Vice- Chancellor. Teachers and other officers accepting employment elsewhere shall not be entitled to any lien on their places in the University. They will also not be entitled to be relieved except in the later half of March of the year in question, provided they have given notice of their intention to resign or accept employment elsewhere.
- (ii) No teacher or other officer of the University shall undertake any work whether remunerative or not other than that of his/her office without the previous sanction of the Syndicate (except in the case of publishing papers in technical journals).
- (iii) Subject to the provision in the laws, teachers of the University shall be required to deliver lectures or conduct classes, conduct laboratory classes, engage in research / sponsored projects and do tutorial work, supervise the work of research and do any examination related work and other academic work related to their departments of study / teaching.
- (iv) In a department in which there is a University Professor in-charge of the Department, all other teachers of the department shall work under the direction of the Professor and shall assist him/her in the performance of his/her duties as defined in the laws.

- (v) It should be the duty of a University Professor or if there is no Professor in a department, the Associate Professor or other officer in-charge of the department to guide and coordinate studies in the department and to be responsible to the Dean and the Vice-Chancellor for the Organisation and conduct of the teaching work in that department.
- (vi) All teachers and officers of the University shall subscribe to the Provident Fund of the University, according to the Rules governing the fund. This shall be applicable to the employees recruited prior to 01.04.2003.

Additional Charge

- (31) A teacher or Other Officer of the University officiating for another in a higher grade or placed in additional charge of a department shall receive an officiating allowance of 1/10 of his/her substantive pay, provided that the officiating period lasts for atleast a month.

Disciplinary Action against the Teaching staff

- (32) Disciplinary Action shall be initiated against the Teaching staff of Annamalai University in accordance with the provisions of Annamalai University Disciplinary Procedures.

Miscellaneous

- (33) (a) If the post held by any teacher or other officer be abolished by the Syndicate on the advice of the Academic Council, the Syndicate may require his/her retirement after giving him/her atleast 3 months notice. In default of such notice, the University shall

pay the teacher a sum of money equal to three months' salary. If a teacher is dismissed for grave misconduct, he/she shall not be entitled to the allowance of three months' salary mentioned in this Regulations.

- (b) It shall be sufficient service of the said notice by the Syndicate, if the notice be signed by the Vice-Chancellor or by such other person as may be authorised in his/her behalf by the Syndicate and be delivered to or sent by registered post to the address of the teacher or officer with acknowledgement due.
- (c) If a teacher holding a permanent appointment or if a teacher who has satisfactorily completed his/her probation, wishes to resign, the Syndicate decides to terminate his/her services two months' notice in writing on either side shall be given.
- (d) If a teacher, who is on probation, wishes to resign or the Syndicate decides to terminate his/her services for reasons other than those mentioned in Annamalai University disciplinary procedures, one month notice in writing on either side shall be given.
- (e) If a teacher who is appointed temporarily or who is officiating in a post without a substantive appointment wishes to resign or the Syndicate decides to terminate his/her services one month notice in writing on either side shall be given.
- (f) If a teacher holding a post on contract wishes to resign or the Syndicate decides to terminate his/her services one month notice in writing on either side shall be given.

- (g) Teachers other than those, who are holding a temporary post, giving notice of resignation, shall do so, so that the period of notice shall be co-terminus with the end of the academic year. For this purpose, the academic year will end on 30th June. In the case of teachers holding temporary posts, whose period expires earlier than 30th June, they should give the appropriate notice which should be co-terminus with the last date of expiry of their period of service, provided that
- (i) The notice given by a teacher under any of the conditions prescribed in (c) to (f) above shall be co-terminus with the end of the academic year (30th June).
 - (ii) The Syndicate shall have the right to issue the appropriate notice under the conditions prescribed in (c) to (g) above at any part of the year even if the period of such notice is not co-terminus with the end of the academic year or the end of the temporary appointment.
- (h) In default of such notice prescribed under the conditions prescribed in (c) to (f) above, the teacher concerned on the one part and the University on the other part shall be liable to pay the other party a sum of money equivalent to the salary for the prescribed period of notice in each case or for such period as falls short of the period prescribed.

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- (i) If a teacher or officer of the University wilfully absents himself/herself from duty without showing sufficient cause resumes his/her work at the appointed time, he/she may be declared by the Syndicate to have forfeited his/her appointment.
- (j) The resignation of a teacher or other officer of the University will not be accepted until he/she has paid in full all dues to the University.
- (k) If a teacher or other officer of the University shall be incapacitated by illness from duly performing his/her duties for a period or periods exceeding in the aggregate six months in any 52 consecutive weeks, vacations not being included therein, it shall be lawful for the Syndicate to determine his/her services, if satisfied on the report of a duly constituted Medical Board that the teacher is unfit and is likely for a considerable period to continue unfit by reason of ill health for the discharge of his/her duties and therefore his/her services shall be terminated.
- (l) On the termination of services of a teacher or other officer shall return to the University all books, apparatus, records and such other properties of the University as may be in his/her possession.
- (m) Any teacher or other officer of the University shall be entitled to the kinds of leave as prescribed in the Annamalai University Leave Rules.
- (n) A teacher or other officer of the University shall not apply for posts elsewhere without the written permission of the Vice-Chancellor who will not

ordinarily forward applications if such appointment is likely to create vacancy in the University during the working period of the academic year.

- (o) In cases where there is any change in the cadre of service or change in emoluments of pay of teachers, the teacher in service shall always be given an option to elect either to be governed by the scale of pay and conditions under which he/she was appointed or to be governed by the new cadre of scales of pay introduced.

Sanction of the Lien

- (34) The Syndicate can sanction lien for a period of two years to a teacher or officer to accept an appointment elsewhere on the following conditions:
- i) That no increment will be sanctioned to the incumbent for two years.
 - ii) That contribution towards pension and leave salary shall be made to the University during the period either by the institution in which he/she takes appointment or by the incumbent.
 - iii) That bond shall be obtained from the employee on lien, ensuring to rejoin in the University after completion of the lien period and to work for double the period of lien. Failing which the employee on lien shall pay to the University the sum prescribed from time to time by the University.

Rules Relating to Increments

- (35) (a) To the first bill in which a periodical increment drawn for a servant of the University shall be attached an increment certificate signed by the Vice-Chancellor.

- (b) An increment shall ordinarily be drawn as a matter of course unless it is withheld from a servant of the University by the Syndicate on the recommendation of the Vice-Chancellor if his/her conduct has not been good or his/her work has not been satisfactory. In ordering the withholding of an increment, the withholding authority shall state the period for which it is withheld and whether the postponement shall have the effect of postponing future increments.
- (c) All duty whether in a substantive or officiating capacity in a post, permanent or temporary, either continuous or in different spells and leave other than extraordinary leave, i.e. leave without allowances, shall count for increments in the time scale applicable to the post on which the servant holds a lien, provided, however that the Syndicate shall have the power to direct that extra-ordinary leave shall be counted for purpose of increment, if they are satisfied that such leave was taken on account of illness or for any other cause beyond the control of the servant concerned.
- (d) Notwithstanding anything contained to the contrary in the above rules, a person who is appointed temporarily (in the teaching staff, ministerial staff inferior and last grade staff) in a temporary post or in a permanent post and who completes one year of service in the same cadre is eligible to draw increment in the time scale of pay.
- (e) Where an efficiency bar is prescribed in a time scale, the increment next above the bar shall not be given without the sanction of the Syndicate.

- (f) Sanction of the annual increment to the staff of the University at the commencement of the quarter instead of on the actual date as given in Government Services.

Age of Superannuation

- (36) The retirement age of the University teacher shall be 60 years. Provided that where a teacher of the University attains the age of 60 in the course of any academic year, his/her services may be continued till the end of 30th June, with approval of the Vice-Chancellor.

P.F. / Pension / C.P.S.

- (37) The guidelines issued by the Govt. of Tamil Nadu, from time to time, regarding the sanction of Pension, Gratuity, Provident Fund, Contributory Pension Scheme, etc., shall be followed, for the Teaching Staff employed in the University, with the approval of the Syndicate.

38. Travelling Allowance Rules

The guidelines issued by the Govt. of Tamil Nadu, from time to time, regarding the Travelling Allowance shall be followed for the Teaching Staff employed in the University, with the approval of the Syndicate.

Code of Professional Ethics for University Teachers (UGC Regulations 2010)

- (39) The University Teachers shall follow the Code of Professional Ethics given below :-

Teachers and their responsibilities:

- (a) Whoever adopts teaching as a profession assumes the obligation to conduct himself/herself in accordance with the ideal of the profession. A teacher is constantly under the scrutiny of his/her students and the society at large.

Therefore, every teacher should see that there is no incompatibility between his/her precepts and practice. The national ideals of education which have already been set forth and which he/she should seek to inculcate among students must be his/her own ideals. The profession further requires that the teachers should be calm, patient and communicative by temperament and amiable in disposition.

(b) Teachers shall—

- i) adhere to a responsible pattern of conduct and demeanor expected of them by the community;
- ii) manage their private affairs in a manner consistent with the dignity of the profession;
- iii) seek to make professional growth continuous through study and research;
- iv) express free and frank opinion by participation at professional meetings, seminars, conferences, etc., towards the contribution of knowledge;
- v) maintain active membership of professional organizations and strive to improve education and profession through them;
- vi) perform their duties in the form of teaching, tutorial, practical, seminar and research work conscientiously and with dedication.
- vii) co-operate and assist in carrying out functions relating to the educational responsibilities of the University such as; assisting in appraising applications for admission, advising and counselling students as well as assisting the conduct of University examinations, including supervision, invigilation and evaluation; and

- viii) participate in extension, co-curricular and extracurricular activities including community service.

Teachers and the Students

(c) Teachers shall —

- i) respect the right and dignity of the student in expressing his / her opinion;
- ii) deal justly and impartially with students regardless of their religion, caste, political, economic, social and physical characteristics;
- iii) recognize the difference in aptitude and capabilities among students and strive to meet their individual needs;
- iv) encourage students to improve their attainments, develop their personalities and at the same time contribute to community welfare;
- v) inculcate among students scientific outlook and respect for physical labour and ideals of democracy, patriotism and peace;
- vi) be affectionate to the students and not behave in a vindictive manner towards any of them for any reason;
- vii) pay attention to only the attainment of the student in the assessment of merit;
- viii) make themselves available to the students even beyond their class hours and help and guide students without any remuneration or reward;
- ix) aid students to develop an understanding of national heritage and national goals; and
- x) refrain from inciting students against other students, colleagues or administration.

Teachers and Colleagues:

(d) Teachers shall —

- i) treat other members of the profession in the same manner as they themselves wish to be treated;
- ii) speak respectfully to other teachers and render assistance for professional betterment;
- iii) refrain from lodging unsubstantiated allegations against colleagues to higher authorities; and
- iv) refrain from allowing considerations of caste, creed, religion, race or sex in their professional endeavour.

Teachers and Authorities

(e) Teachers shall—

- i) discharge their professional responsibilities according to the existing rules and adhere to procedures and methods consistent with their profession in initiating steps through their own institutional bodies and / or professional organizations for change of any such rule detrimental to professional interest;
- ii) refrain from undertaking any other employment and commitment including private tuitions and coaching classes which are likely to interfere with their professional responsibilities;
- iii) co-operate in the formulation of policies of the institution by accepting various offices and discharge responsibilities which such offices may demand;
- iv) co-operate through their organizations in the formulation of policies of the other institutions and accept offices;

- v) co-operate with the authorities for the betterment of the institutions keeping in view the interest and in conformity with the dignity of the profession;
- vi) should adhere to the conditions of contract;
- vii) give and expect due notice before a change of position is made; and
- viii) refrain from availing themselves of leave except on unavoidable grounds and as far as practicable with prior intimation, keeping in view their particular responsibility for completion of academic schedule.

Teachers and Non-Teaching Staff

(f) **Teachers shall—**

- i) treat the non-teaching staff as colleagues and equal partners in a co-operative undertaking within every educational institutions.
- ii) help in the function of joint staff-councils covering both teachers and the non-teaching staff.

Teachers and Guardians:

(g) **Teachers shall**

- i) try to see through teachers bodies and organizations that institutions maintain contact with the guardians of their performance;
- ii) contact the guardians whenever necessary; and
- iii) meet the guardians at meetings convened for the purposes of mutual exchange of ideals and for the benefit of the institutions.

Teachers and Society:

(h) Teachers shall

- i) recognize that education is public service and strive to keep the public informed of the educational programmes which are being provided;
- ii) work to improve education in the community and strengthen the community's moral and intellectual life;
- iii) be aware of social problems and take part in such activities as would be conducive to the progress of society and hence the country as a whole;
- iv) perform the duties of citizenship, participate in community activities and shoulder responsibilities of public offices; and
- v) refrain from taking part in or subscribing to or assisting in any activities which tend to promote feeling of hatred or enmity among different communities, religions or linguistic groups but actively work for national Integration.

TRANSITORY PROVISIONS

Revision of Terms and Conditions of Service

- (40) The Syndicate shall have the powers to revise the terms and conditions of service of employees without detriment to the rights and privileges of the existing employees.

Amendments / Modifications to the Regulations

- (41) These Regulations are subject to modifications or amendments as may be made by the Syndicate from time to time, in accordance with the orders issued in Government G.O., as and when situation warrants.

Interpretation of the Regulations

- (42) The Syndicate shall be the authority competent to interpret these Regulations and the decision of the Syndicate in this regard shall be final and binding.

Powers to exempt

- (43) The Syndicate may, if considered expedient, exempt wholly or in part from the operation of these Regulations, the holder of any post or holders of any category of posts.

Saving

- (44) Unless a contrary intention is expressly indicated therein, nothing contained in these Regulations shall adversely affect the holders of any of the post in the service of the University on the date of coming into force of these Regulations.

Annexure – I
(for Regulations No. 9)

Name of the post and scale of pay	Method of recruitment	Qualification and eligibility conditions
SENIOR PROFESSOR at Academic Level 15 with rationalized entry pay of Rs.1,82,200/-	By Promotion	As per the norms of the respective statutory authorities approved by the Government of Tamil Nadu from time to time
PROFESSOR at Academic Level 14 with rationalized entry pay of Rs.1,44,200/-	By Promotion / Direct Recruitment	
ASSOCIATE PROFESSOR at Academic Level 13A with rationalized entry pay of Rs.1,31,400/-		
ASSISTANT PROFESSOR at Academic Level 12 with rationalized entry pay of Rs.79,800/- (Corresponding Pay for the previous pay of Rs.8000/- AGP in the Pay Band Rs.15,600 – 39,100/-)	Level Movement	
ASSISTANT PROFESSOR at Academic Level 11 with rationalized entry pay of Rs.68,900/- (Corresponding Pay for the previous pay of Rs.7000/- AGP in the Pay Band Rs.15,600 – 39,100/-)		
ASSISTANT PROFESSOR at Academic Level 10 with rationalized entry pay of Rs.57,700/- (Corresponding Pay for the previous pay of Rs.6000/- AGP in the Pay Band Rs.15,600 – 39,100/-)	By Direct Recruitment	

REGULATIONS
PART – II
SERVICE CONDITIONS OF
ADMINISTRATIVE / NON-TEACHING STAFF

Title, Application and Definition

- (1) (a) **Title** – These Regulations may be called Annamalai University Service Regulations of Administrative / Non-Teaching Staff (Conditions of Service).
- (b) **Application** - These Regulations shall be applicable to all Administrative / Non-Teaching Staff of Annamalai University. In the case of incumbents on Foreign Service from Government Department, Local Bodies or any other University, Aided Colleges / Unaided Colleges, Public Sector undertakings, etc., these Regulations will be subject to specific terms, if any, on which the incumbents are lent on Foreign Service to the University.

Definition

- (2) In these Regulations, unless the context otherwise requires:-
- (i) “Approved Candidate” means a candidate whose name appears in an authoritative list of candidates approved by the competent authority/ committee for appointment to a particular category of post. The first appointment to the various categories of posts shall be made by the respective appointing authorities only from the list of approved candidates.

- (ii) “Approved Probationer” means a staff appointed to a category, who has satisfactorily completed the period of his/her probation and awaits appointment as a full member of such category.
- (iii) “A Full Member” of a category means a member of that category, who has been appointed substantively to a permanent post in that category.
- (iv) “Appointment on Regular Basis” means an appointment made in accordance with the provisions of these Regulations. The expression “Service on regular basis” shall be construed accordingly.
- (v) “Basic Service” means service as Office Assistant, Watchman, Sweeper, Gardener and service in posts in the Pay Level-I Rs.15,700 – 50,000/-.
- (vi) “Cadre” means the strength of a service or of an establishment, sanctioned as a separate unit.
- (vii) “Contract Appointment” is an appointment for a definite period of time for which terms and conditions of employment are specified in a written employment contract.
- (viii) “Duty” includes service on probation, provided that such service be followed by confirmation in an appointment.
- (ix) “Discharge of Probationer” in relation to a post held by him/her means termination of service in the University if he/she is a direct recruit or reversion to the lower post in the relevant channel of promotion if he/she is a promotee.

- (x) “Foreign Service” in the context of the University is the service rendered on appointment to a post or cadre in another autonomous body (Central or State) or Government (Central or State or Union Territory) on the same terms as deputation. The same definition applies to an employee of any of the organization appointed in the University for a limited period.
- (xi) “Lien” means the title of the University employee to hold substantively either immediately, or on the termination of a period or periods of absence, a permanent post including a tenure post to which he/she has been appointed substantively.
- (xii) “Officers” means the officers of the University but does not include the Chancellor and the Pro-Chancellor.
- (xiii) “Officiate” means performing the duties of a post on which another person holds a lien. A person may, however, be appointed to officiate in a vacant post on which no other person holds a lien.
- (xiv) “Pay” means the amount drawn monthly by an employee of the University in the prescribed Pay Level and the Personal Pay if any, but does not include any other type of pay like Special Pay.
- (xv) “Permanent Post” means a post carrying a definite scale of pay sanctioned without limit of time.

- (xvi) “Personal Pay” means additional pay granted to an employee as specified in Statute 2(aa) / Chapter-I of the Statutes.
- (xvii) “Probation” means an arrangement whereby the work and conduct of an employee is watched for the purpose of assessing the suitability for full membership of the service.
- (xviii) “Probationer” in service means a member in the service who has not completed his/her probation.
- (xix) “Recruitment” includes recruitment by various methods, viz. direct recruitment, recruitment by transfer, promotion, deputation, re-employment and any other authorized methods.
- (xx) “Special Pay” means addition of the nature of pay granted in consideration of the specially arduous nature of his/her duties or of a specific addition to the work of responsibility.
- (xxi) “Service Group” means the Group (A or B or C or D) determined in accordance with the provisions of the Regulations.
- (xxii) “Service” means a group of persons classified by the University as a “Service”. Where the context so requires, “Service” means the period during which a person holds a post or a lien on a post or is a member of a service as defined above

- (xxiii) “Temporary Appointment” means an appointment other than an appointment on regular basis for a specified period. The expression “Temporary Service” shall be construed accordingly. The term “Temporary Service” does not include persons whose services are provided by outsourcing agencies.
- (xxiv) “Time-Scale of Pay” means pay that rises by periodical increments from a minimum to a maximum.
- (xxv) “Temporary Post” means a post carrying a consolidated pay / scale of pay sanctioned for a limited time.
- (xxvi) “University Employee” means every person in the whole-time employment of the University (other than a person so employed in the contingent or work establishment) and paid for from the University Fund.

Note :

- (i) Words and expressions not defined in these Regulations or in the Annamalai University, Act, 2013 shall have the meaning assigned to them in the Tamil Nadu Government Servants (Conditions of Service) Act, 2016.
- (ii) Words importing either gender shall be taken to include those of the other gender, if circumstances so require.

CREATION AND CLASSIFICATION OF VARIOUS CATEGORIES OF POSTS

Creation and filling up of posts in the Administrative / Non-Teaching Category

- (3) The Syndicate shall have power to create Non-Teaching posts included under Administrative / Technical Services (Temporary or Permanent) from time to time, according to the necessity based on the recommendations of the Finance Committee. The Syndicate shall abolish or suspend any post included under Administrative / Technical Services (Temporary or Permanent) as and when situation warrants.

Categories of Employees

- (4) For the purpose of administrative convenience, various posts coming under Non-Teaching category shall be grouped and classified with the approval of the Syndicate. Accordingly Annamalai University shall have the following services consisting of various categories of posts, which shall be constituted with the approval of the Syndicate:-

Sl. No.	Service	Category
I	Administrative Service (a) General Service (b) Subordinate Service (c) Basic Service	Non-Teaching Staff
II	Technical Service (a) General Service (b) Subordinate Service	Technical Staff

Administrative Service - General Service (GROUP-A SERVICE)

- (5) The classes / categories and details of posts, their method of Recruitment, Qualifications and Eligibility Conditions, Scale of Pay shall be as prescribed in Annexure-I.

Administrative Service - Subordinate Service (GROUP - B & C SERVICE)

- (6) The classes / categories and details of posts, their method of Recruitment, Qualifications and Eligibility Conditions, Scale of Pay shall be prescribed separately with the approval of the Syndicate.

Administrative Service - Basic Service (GROUP - D SERVICE)

- (7) The classes / categories and details of posts, their method of Recruitment, Qualifications and Eligibility Conditions, Scale of Pay shall be prescribed separately with the approval of the Syndicate.

Technical Service - General Service (GROUP - A SERVICE)

- (8) The classes / categories and details of posts, their method of Recruitment, Qualifications and Eligibility Conditions, Scale of Pay shall be prescribed separately with the approval of the Syndicate.

Technical Service - Subordinate Service (GROUP - B & C SERVICE)

- (9) The classes / categories and details of posts, their method of Recruitment, Qualifications and Eligibility Conditions, Scale of Pay shall be prescribed separately with the approval of the Syndicate.

Classification of Employees

- (10) The Administrative and Non-Teaching posts shall be classified into four service groups with reference to the Grade Pay. An employee shall be treated as one belonging to Superior Service, if his/her scale of pay comes under Group A, B, C Categories and an employee shall be treated as one belonging to Basic Service, if his/her scale of pay comes under Group D Category as mentioned in the Table below:-

Superior Service	
Group 'A'	Employees in Pay Level-25 : Rs.59,300 – 1,87,700/- and above
Group 'B'	Employees in Pay Level-13 : Rs.35,900 – 1,13,500/- and above, but less than Pay Level-25 : Rs.59,300 – 1,87,700/-
Group 'C'	Employees in Pay Level-2 : Rs.15,900 – 50,400/- and above, but less than Pay Level-13 : Rs.35,900 – 1,13,500/-
Basic Service	
Group 'D'	Employees in Pay Level-1 : Rs.15,700 – Rs.50,000/-

Provided the pay governing the above services may be as revised from time to time with the approval of the Syndicate.

- (11) The classification set out in Regulation 10 above shall also apply to posts held by those on deputation as the classification relates to posts and not to incumbents.
- (12) Wherever the University adopts the schemes or rules of the Government of Tamil Nadu which provide for sanctioning higher pay scales on completion of a specified length of service but the duties remain the same, the Group shall be determined with reference to Pay Level of the ordinary scale of pay only.

Appointing Authority

- (13) The Appointing Authority for all the classes and categories of posts mentioned under Administrative / Technical services specified in Column (2) included in the Classes specified in Column (1) of the Table below shall be the authority specified in Column (3) thereof :-

Annamalai University
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Class	Category	Appointing Authority
(1)	(2)	(3)
(I) ADMINSTRATIVE SERVICE		
I	All Posts under General Service drawing pay between Pay Level-25 Rs.59,300 – Rs.1,87,700/- and Pay Level-32 Rs.1,28,900 – Rs.2,25,000/-	Syndicate
	All Posts under General Service drawing pay between Pay Level-13 Rs.35,900 – Rs.1,13,500/- and Pay Level-24 Rs.57,700 – Rs.1,82,400/-	Vice-Chancellor
II	All Posts under Subordinate Service drawing pay between Pay Level-2 Rs.15,900 – Rs.50,400/- and Pay Level-12 Rs.35,600 – Rs.1,12,800/-	Vice-Chancellor
III	All Posts under Basic Service drawing pay in Pay Level-1 Rs.15,700 – Rs.50,000/-	Vice-Chancellor
(II) TECHNICAL SERVICE		
I	All Posts under General Service drawing pay between Pay Level-25 Rs.59,300 – Rs.1,87,700/- and Pay Level-32 Rs.1,28,900 – Rs.2,25,000/-	Syndicate
	All Posts under General Service drawing pay between Pay Level-13 Rs.35,900 – Rs.1,13,500/- and Pay Level-24 Rs.57,700 – Rs.1,82,400/-	Vice-Chancellor
II	All Posts under Subordinate Service drawing pay between Pay Level-2 Rs.15,900 – Rs.50,400/- and Pay Level-12 Rs.35,600 – Rs.1,12,800/-	Vice-Chancellor

QUALIFICATIONS, SCALE OF PAY AND FIXATION OF PAY

Qualifications and Method of Recruitment

- (14) The age, qualifications, method of recruitment, etc., for the appointment to the classes and categories of posts included under Administrative / Technical Services shall be prescribed by the Syndicate. All appointments made by the appointing authority shall be deemed to have been made by and on behalf of the University.
- (15) Appointment to the classes and categories of posts included under Administrative / Technical Services shall be made by the method as may be specified by the Syndicate from among the persons possessing the qualification and experience as may be prescribed by the Syndicate.

Fixation of Pay and revision of pay

- (16) The pay and allowances admissible to various categories of posts in the University shall be fixed and revised by the Syndicate from time to time, in accordance with the orders issued in Govt. G.O. Such pay fixed or revised shall be on par with similar posts under the Government and the University Grants Commission.

Scales of Pay for various categories of posts

- (17) The holders of various categories of posts shall be paid the salary at the scales as may be prescribed by the Syndicate. Higher start in the scales of pay, career advancement, selection grade, special grade, etc., in the scales for various categories of employees shall be governed by the decision of the Syndicate.

Dearness Allowances/ House Rent Allowances

- (18) The holders of various categories of post shall be eligible for payment of dearness allowance, house rent allowance and medical allowances at the rates applicable to the employees of the Government:

Provided that the Syndicate shall have the powers to pay any other allowances to any category or post having regard to the nature of duties or risks involved.

Provided further that the Syndicate shall decide the quantum of remuneration excluding the normal salary payable to the employees for employment in projects, consultancies, testing and certification, part time programmes, examination related works, admission related works, discharging any functions outside the regular line of duty and for working outside the normal office hours.

RECRUITMENT PROCEDURES

Procedure for calling of applications for filling up the posts through Newspaper Advertisement

- (19) (i) The regular vacancies of non-teaching employees shall be filled up after calling for applications by advertising the posts in prominent newspapers in Tamil and English having wide circulation in Tamil Nadu.
- (ii) The temporary vacancies of non-teaching employees shall be filled up after obtaining the lists of eligible candidates from the Employment Exchange.

Mode of Recruitment

- (20) Recruitment to various posts shall be made by direct recruitment or by promotion from the lower category or on Foreign Service from Central or State Government or other Universities or from Public Sector undertakings and local bodies. The ratio of direct recruitment, promotion and deputation shall be decided by the Syndicate.

Criteria for Direct Recruitment

- (21) Where the method of appointment to various posts is either by direct recruitment or by promotion, the claims of qualified and suitable candidates eligible for promotion shall be considered first and if no such qualified and suitable candidate is available for promotion, then direct recruitment shall be resorted to.

General Eligibility Conditions

- (22) Any candidate to be appointed to a post in the University by direct recruitment must satisfy the appointing authority the general eligibility conditions set out hereunder:-

- (a) The person to be appointed in any post in the University shall be Citizen of India
- (b) Character and antecedents

The candidate shall prove that his/her character and antecedents are such as to qualify him/her for the appointment. The University reserves the right to verify independently the antecedents of the candidate.

(c) Sound Health

A candidate must satisfy the appointing authority that he/she is of sound health, active habits and free from any bodily defect or infirmity which makes him/her unfit for the appointment:

Provided that differently abled persons may be appointed if the defect is not such as it would render the candidate unfit for efficiently discharging the duties attached to the post and their fitness for service is assessed on the basis of nature and degree of their disability and their functional capacity relating to the job which they seek.

(d) Eligibility of UG/PG Degrees obtained through 10+2+3 or 10+2+5 or 11+1+3 pattern for appointment

(i) Wherever UG degree is prescribed as educational qualification for the appointment to the certain classes and categories of posts, that UG degree shall mean the degree obtained through 10+2 or 10+3 or 11+1 pattern.

(ii) Wherever PG degree is prescribed as educational qualification for the appointment to the certain classes and categories of posts, that PG degree shall mean the degree obtained through 10+2+3 or 10+2+5 or 11+1+3 or 10+3+3 or 10+2+4 or 10+3+4 Pattern.

Minimum General Educational Qualification

- (23) The minimum general educational qualification wherever referred to in these Regulations shall mean the qualification prescribed for one to be eligible for admission in the Higher Secondary Courses of study in Tamil Nadu.

Due dates for reckoning of qualifications, age, experience, etc.

- (24) The due dates for reckoning of qualifications, age, experience, etc., shall be the first day of the month of July of the year in which the recruitment is made.

Minimum Age Limit

- (25) No person shall be eligible for appointment to any post by direct recruitment including appointment on compassionate grounds, unless he/she has completed eighteen years of age on the first day of July of the year in which the vacancy is notified.

Maximum Age Limit

- (26) Maximum age limit shall be applicable to appointments made by direct recruitment only.
- (27) The following criteria shall be taken into account while recruiting candidates for Non-Teaching Posts by direct recruitment:-
- (a) In the case of candidates belonging to Scheduled Caste / Scheduled Caste (Arunthathiyar), Scheduled Tribes and Destitute Widows of all castes, the maximum age limit is 35 years.

- (b) In the case of candidates belonging to Most Backward Classes / Denotified Communities, Backward Classes and Backward (Muslims), the maximum age limit shall be 32 years.
- (c) In the case of candidates belonging to “Others” i.e., Candidates not belonging to SCs, SC(A)s, STs, MBCs, the maximum age limit shall be 30 years.
- (d) There shall be no maximum age limit for candidates belonging to the categories mentioned in item (a) and (b) above, who possess Educational Qualification, higher than the Minimum General Educational Qualification of SSLC.
- (e) Differently abled persons are eligible for age concession upto ten years over and above the maximum age limit prescribed in items (a), (b) and (c).
- (f) The maximum age limit shall be 53 years for the Ex-servicemen who belong to SCs, SC(A)s, STs, MBCs / DCs, BCs and BCMs.
- (g) The maximum age limit shall be 48 years for the Ex-Servicemen who belong to the “Others” category (i.e., Candidates not belonging to SCs, SC(A)s, STs, MBCs / DCs, BCs and BCMs).
- (h) The concession mentioned in item (f) and (g) above shall not be applicable to the Ex-Servicemen who are already in service.

Fixation of the Maximum Age Limit by Syndicate

- (28) The Syndicate shall fix the maximum age limit for any category of post notwithstanding anything contained in the above provisions. The Syndicate, however, shall have the power to grant exemption from the age limit in special cases.

Relaxation of the Maximum Age Limit by Syndicate

- (29) The Syndicate shall have the power to relax the maximum age limit in favour of deserving candidates for appointment to any category of post, on the recommendation of the Vice-Chancellor.

Documents to be produced

- (30) The documents to be produced by an applicant by direct recruitment shall be as follows:-
- (a) Evidence of date of birth
 - (i) The Secondary School Leaving Certificate
 - or
 - (ii) A certificate from a University or College or School authority showing date of birth, according to the University or College or School records. (The certificate of Baptism cannot be accepted).
 - or
 - (iii) Extract from Birth Register issued by the local authority having jurisdiction over the place of birth
 - or
 - (iv) Extract from the Service Register showing date of birth in respect of persons holding regular appointment under the State Government / any University.

- (b) Certificates of Character and conduct
 - (i) Certificates of character and conduct from two persons who are not related by blood or marriage.
 - (ii) Name and address of two persons who are not related by blood or marriage to whom confidential reference could be made.

- (c) Documents evidencing the qualification prescribed for the appointment

Copies of Degree or Provisional Certificate alone will be accepted as evidence of qualifications. However in case the Degree Certificate is lost or is not immediately available for reasons to be specified, extract from the Convocation Register will be accepted as evidence of qualification. Copies of Mark Sheets or Grade Certificate will not be accepted as sufficient evidence.

- (d) Practical / Other Experience

In cases where the qualifications announced for a post include a period of practical or other experience in addition to educational qualification / technical qualification, such a period of practical or other experience, as the case may be should have been acquired after obtaining the educational / technical qualifications prescribed for such appointment. Certificate regarding practical experience of any prescribed period should conform to the requirements notified.

- (e) No objection certificate
 - (i) Persons who are in the service of the Indian Union or a State in India or in the employment of Local Bodies or Universities or Quasi Government Organisations constituted under the authority of the Government of India or of a State in India, whether in regular service or in a temporary service may directly apply to the University. However they should produce No Objection Certificate in the prescribed form as given in Annexure-II from an authority not below their next Superior Officer in the following circumstances:-
 - (a) At the time of oral test in respect of posts for which selection comprises a Written Examination – cum – Oral Test.
 - (b) At the time of sending the original certificates for verification in respect of posts for which the selection comprises only a Written Examination.
 - (ii) Persons who get employment after the submission of their applications and before the receipt of intimation admitting them to the Oral Test requiring to produce original documents for verification should also produce the “No Objection Certificate”.
 - (iii) In Case any Criminal / Disciplinary action is taken against or if any punishment is imposed against such persons after the production of “No Objection certificate” and before the actual appointment, such candidates should report this fact forthwith to the University.

Disqualification for the Recruitment

- (31) (i) If a candidate attempts to canvas to bring influence on the Chairman or any Member of the Selection Committee personally / by letter / through relatives, friends, patrons, officials or other persons, he/she will be disqualified for the recruitment.
- (ii) If a candidate appeals to examiner in the answer books to value liberally / award more marks / be sympathetic etc, he/she will be disqualified for the recruitment.
- (iii) If a candidate writes anything in the answer books unconnected to the question or any irrelevant / impertinent matter, he/she will be disqualified for the recruitment.
- (iv) If a candidate writes any marks revealing his/her identity in the main or additional answer books, he/she will be disqualified for the recruitment.

Debarment from the Selections and Tests

- (32) (i) If the applicant attempts any tampering / alteration with the documents or certificates, he/she is liable to be debarred from appearing for any of the selections and tests conducted by the University and subsequently from entry into the service in the University itself.

- (ii) If the applicant furnished false particulars in the matter of qualification or the nature of pass in various subjects, experience gained, his/her religion or community etc., he/she is liable to be debarred from appearing for any of the selections and tests conducted by the University and subsequently from entry into the service in the University itself.
- (iii) If the applicant suppressed any material information regarding the following, he/she is liable to be debarred from appearing for any of the selections and tests conducted by the University and subsequently from entry into the service of the University itself:-
 - (a) Previous appearance, employment in Government or Local Bodies, Public Corporations etc.
 - (b) Arrests, convictions, debarment or disqualification by Union Public Service Commission / State Public Service Commission.
 - (c) Participation in agitation or any political organization.
 - (d) Candidate in election for Parliament / State Legislature / Local Bodies etc.
- (iv) Making false or vexatious allegations against the University in petitions addressed to it or any other authority of the University will be viewed very seriously and the candidate responsible for such act will be debarred from appearing for the examinations and selections held by the University.

SELECTION PROCEDURES FOR APPOINTMENT

Selection Committee

(33) In respect of Administrative / Non-Teaching staff, the appointments shall be made by the Syndicate on the recommendation of the Selection Committee constituted for this purpose by the Syndicate. Such Selection Committee constituted shall consist of FIVE members as shown below:

Posts coming under Group A, B & C Category

- (i) Vice-Chancellor (Chairman)
- (ii) One Member of the Syndicate nominated by Vice-Chancellor
- (iii) One Dean of the Faculty nominated by Vice-Chancellor
- (iv) One Head of the Department / Professor nominated by Vice-Chancellor
- (v) One SC/Women/Minority Nominee not below the rank of University Professor

Posts coming under Group D Category

- (i) Registrar (Chairman)
- (ii) One Member of the Syndicate nominated by Vice-Chancellor
- (iii) One Dean of the Faculty nominated by Vice-Chancellor
- (iv) One Head of the Department / Professor nominated by Vice-Chancellor
- (v) One SC/Women/Minority Nominee not below the rank of University Professor

Procedure for Selection

- (34) (a) In all cases of direct recruitment for posts included under Groups A, B, and C where the applications received is ten times more than the number of vacancies notified, a written test shall be conducted by the Selection Committee to short list the candidates and the short listed candidates shall be called for an interview by the Selection Committee before finalizing the selection of candidates.

Provided that in the case of posts included under Group C for which the minimum qualification is below S.S.L.C. and for the posts included under Group D, the selection shall be done on the basis of interview only.

- (b) The Selection Committee shall draw up the list of names of persons considered for appointment in the order of merit, applying the rule of reservation wherever applicable and furnish the above list to the appointing authority concerned.

Approval of the selected candidates and follow up

- (35) (a) The panel of candidates recommended by the Selection Committee for appointment to the category of post shall be got approved by the Syndicate.
- (b) The approved panel of candidates for appointment shall be valid for one year from the date of its approval by the competent authority and shall lapse thereafter.

- (c) The inclusion of a candidate's name in any list of approved candidates for any category of post shall not confer on him/her any claim to appointment to the post in the category.
- (d) The approved candidate selected for appointment by direct recruitment shall be directed to join duty within thirty days from the date of receipt of the appointment order (which shall be sent by Registered Post with Acknowledgement Due) or within an earlier date.
- (e) If the selected candidate fails to join duty within the stipulated date, he/she shall forfeit his/her right for appointment to the post and his/her name shall be removed from the approved panel:

Provided that in very special circumstances with the prior approval of the Vice-Chancellor, the time limit for joining duty may be extended upto a further period of thirty days beyond the originally stipulated date.

Changes in the list of candidates for appointments

- (36) Notwithstanding anything contained in these Regulations, the Syndicate shall have the powers, for reasons to be recorded, to modify, revise or annul the list of candidates selected for appointment or promotion to any post recommended by the Selection Committee and approved by the competent authority.

Submission of Certificates

- (37) Every person appointed as member of the staff of the University shall before actually joining the University service produce necessary certificates in proof of qualification, age, experience, if any, etc., in original. In addition, a certificate of medical fitness from a medical officer not below in rank of an Assistant Civil Surgeon in the case of Group-D employees and from Civil Surgeon in the case of Group A, B and C employees that the employee is physically fit for the job shall be produced.

PROBATION AND CONFIRMATION

Agreement for Probationers

- (38) All the employees who have been appointed on probation shall execute an agreement in favour of the University in the prescribed format on a stamped paper.

Probation and Confirmation

- (39) **Period of Probation:** Every directly recruited employee of the University shall be on probation for a period of two years within a continuous period of three years from the date of placing the employee on probation.

Confirmation Orders

- (40) If an employee satisfactorily completes the two years period of probation, confirmation orders shall be issued at the end of second year of his/her service provided his/her work and conduct are satisfactory. No person shall be confirmed in a permanent post without a medical certificate of health, unless specially exempted by the Syndicate.

Procedure for the Declaration / Extension of Probation

- (41) On completion of the period of probation, the University shall make an assessment of the work of the probationer and, on the basis of such assessment, either declare him/her to have completed his/her probation satisfactorily or terminate his/her services or extend his/her probation period, as may be considered necessary, not exceeding one year to make a further assessment of his/her suitability provided such orders shall be issued within 3 months after the prescribed date of completion of probation.

Extended period of Probation

- (42) An order shall be issued within 3 months after the date of the completion of the extended period of probation, provided that such action on the employee shall be initiated with the approval of the Syndicate.
- (43) If, on assessment at the end of the extended period of probation, his/her work is found to be not satisfactory, his/her probation shall be cancelled and he/she may be discharged from the University Service, after giving him/her reasonable opportunity of showing cause against the termination of probation.

Full-time Member of Establishment

- (44) Upon the University declaring that probationer has satisfactorily completed the period of probation, he/she shall be regarded as a full-time member of Establishment of the University Service.

Termination of Probation

- (45) If the appointing authority is of the opinion that work and conduct of the probationer are not satisfactory and that the probationer is found incapable of discharging the duties entrusted to him/her, the appointing authority may terminate the probation or the extended period of probation as the case may be. The assessment about the competence of the employee shall include the performance of the employee upto the date of decision by the appointing authority.

Removal from service on Termination of Probation

- (46) Besides termination of probation, if the appointing authority decides that a probationer is unfit for being kept in service of the University, it shall frame regular charges in addition to or distinct from general inefficiency or incapacity and follow the detailed procedure required to be followed before imposing the penalty of removal or dismissal from service, including the giving of an opportunity to the employee to explain his/her position on the action proposed to be taken by the appointing authority.

Exercise of certain powers by higher authorities in respect of Probation

- (47) The powers conferred on the Vice-Chancellor as appointing authority for extension of probation or termination of probation of a probationer or discharge/removal of a probationer from service shall also be exercised by the Syndicate in respect of persons holding the posts for which the Vice-Chancellor is the appointing authority.

Discharge and reappointment of probationers and approved probationers for want of vacancies

- (48) (a) Probationers and approved probationers shall be discharged for want of vacancies only in the following order:
- (i) The probationers in the order of juniority; and
 - (ii) The approved probationers in the order of juniority.
- (b) Probationers and approved probationers who have been discharged for want of vacancies shall be reappointed as and when vacancies arise and shall be reappointed in the order of their seniority.
- (c) Removal or dismissal from service as a measure of penalty will not amount to discharge under these Regulations.

Appeal against Termination of Probation and Discharge / Removal from Service of a Probation

- (49) A probationer who is discharged or removed from service or whose probation is terminated shall be entitled to appeal against the order of discharge or removal, to which an appeal lies against the order of removal passed by the competent authority. The appeal should be preferred within sixty calendar days from the date on which the order appealed against was received by the probationer concerned.

Appointment of Full Members

- (50) An approved probationer shall be appointed to be full member of the service in the category of post for which he was selected, at the earliest possible opportunity in any substantive vacancy which may exist or arise in the permanent cadre or such category of post.

Reduction of Full Members

- (51) If the full member of any category of post is substantively reduced to a lower category of post, he/she shall be deemed to be a full member of the latter and the permanent cadre thereof shall, if there is no vacancy in which he/she could be absorbed, be deemed to be increased by one:

Provided that against every such addition, an officiating or temporary vacancy if any in such lower category shall be kept unfilled and such addition shall be absorbed in the first permanent vacancy that subsequently arises in such lower category of post.

Appointment in the place of members dismissed, removed, compulsorily retired or reduced

- (52) Where a person has been dismissed, removed, compulsorily retired or substantively reduced from any category of post, no vacancy caused thereby or arising subsequently in such category of post shall be substantively filled to the prejudice of such person until the expiry of a period of one year from the date of such dismissal, removal, compulsory retirement or reduction or until the appeal, if any, preferred by him/her against such dismissal, removal, compulsory retirement or reduction is decided, whichever is later.

Probation in Different Services

- (53) Probation is necessary for the initial appointment only and not for promotions under the same service. Probation is however necessary when an employee is promoted to a different service. If an employee in the lower post under Basic Service is promoted to the higher post under Subordinate Service, then probation is necessary for a period of one year within a continuous period of two years. Likewise, if an employee in the lower post under Subordinate Service is promoted to the higher post under General Service, then probation is necessary for a period of one year within a continuous period of two years.
- (54) Probation is not applicable for the post of Finance Officer, as he is purely appointed for a tenure period of three years. However, for the posts other than the one mentioned above, probation is necessary for the promotion from the Subordinate service to the General Service, for a period of one year within a continuous period of two years.

INCREMENTS

Increments in the Time-Scale of Pay during Probation

- (55) (a) A person who commences probation shall be eligible to draw increments in the time scale of pay applicable to him/her from the date of commencement of probation. Where the period of probation is two years, the first annual increment shall be drawn in the normal course on the first of the quarter in which the probationer completes the qualifying service of one year.

- (b) The second increment, in case where the period of probation is two years, shall be sanctioned only after the declaration of satisfactory completion of probation.

Sanction of Increment

- (56) An increment shall ordinarily be drawn as a matter of course unless it is withheld. An increment may be withheld from a servant by the Vice-Chancellor if his/her conduct has not been good or his/her work has not been satisfactory. In ordering the withholding of an increment, the Vice-Chancellor shall state the period for which it is withheld and whether the postponement shall have the effect of postponing future increment.

Advance increment for passing the Account Test

- (57) An advance increment shall be drawn to such of those Assistants who have passed the Account Test for Subordinate Officers Part-I from the date following the last day for Examination.

Sanction of Advance Increments in Special Cases

- (58) All appointments shall ordinarily be made at the minimum of the scale of pay prescribed for the post, provided, however, that the Syndicate shall fix pay of an employee at a higher stage in the scale than that is admissible in special cases for reasons to be recorded in writing.

SENIORITY

Fixation of Seniority

- (59) (i) The seniority of the employee shall, unless he/she has been reduced to a lower rank as a punishment, be determined by the rank obtained by him/her in the list of approved candidates drawn by the Selection Committee.
- (ii) The Seniority of the employees in a service where normal method of recruitment to that service is by more than one method of recruitment shall be fixed with reference to the date of regular appointment.
- (iii) The seniority of employees in a given category of post shall be determined on the basis of total service in the post in that category.
- (iv) The seniority list shall be printed, published and communicated to all the employees concerned.

PROMOTION

- (60) When there is a necessity to fill up regular vacancies by way of promotion, the following guidelines shall be followed:-
- (a) Promotion shall be given in accordance with the eligibility conditions prescribed for the respective post. The individual shall possess all the qualifications and the eligibility conditions prescribed therein. There shall not be any violation. In the case of promotion / appointment to higher posts, only qualified persons shall be appointed even on temporary basis.
- (b) No member of any category of post shall be eligible for promotion from the category of post in which he/she was appointed to the service, unless he/she has

satisfactorily completed the probation prescribed under these Regulations in the category of post to which he/she was appointed:

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

- (c) All promotions shall be made on grounds of merit and ability, the seniority being considered when merit and ability are approximately equal.
- (d) While preparing a list of persons to fill up a single vacancy by promotion, the claims of the first two qualified candidates in the seniority list in the feeder category shall be considered and the same procedure shall be maintained in making selection for more than a single vacancy. If the first two qualified candidates, after consideration of their claims are found not suitable for appointment to the post, the claims of the next two qualified candidates shall be considered.
- (e) An employee on leave for more than 3 years and the employee on Study Leave for more than 4 years shall not be considered for promotion unless they complete 1 year service from their rejoining duty.

DISCIPLINARY ACTION AGAINST THE ADMINISTRATIVE / NON-TEACHING STAFF

(61) Disciplinary Action shall be initiated against the Administrative / Non-Teaching Staff of the University in accordance with the provisions of the Annamalai University Disciplinary Procedures.

RESIGNATION

Acceptance of Resignation

- (62) (a) A University employee may resign his/her appointment by giving notice of not less than three months in writing directly to the appointing authority with a copy marked to his/her immediate superior officer. The period of three months notice shall be reckoned from the date of receipt of such notice by the appointing authority.
- (b) The University employee may withdraw the notice of his/her resignation before its acceptance. Withdrawal of resignation will not be permitted after its acceptance by the appointing authority.
- (c) The appointing authority shall issue orders on the notice of resignation before the date of expiry of notice, either accepting the resignation from a date not later than the date of expiry of the notice or rejecting the same, giving the reasons therefor. If no such order is passed, the resignation shall be deemed to have been accepted on the expiry of the period of notice.
- (d) Notice of resignation given by the University employee shall be accepted by the appointing authority, subject to the condition:

- (i) that no disciplinary proceeding is contemplated or pending against the University employee concerned under Annamalai University Disciplinary Procedures.
- (ii) that no dues are pending to be recovered by the University from the employee concerned.
- (iii) that there is no contractual obligation of any kind including contractual obligation to serve the University during the period in which the University employee concerned seeks to resign.

(e) **Notice by full-time Member of the Establishment:**

A full-time member of the Establishment of the University other than the staff in Group D shall not leave or discontinue his/her service on his/her own accord without first giving notice for three calendar months or without paying salary for three months *in lieu* thereof.

(f) **Notice by other staff members:**

A probationer or temporary employee of Group A, B and C and regular employee of Group-D shall not leave or discontinue his/her service on his/her own accord without first giving notice for one Calendar month or without paying salary for one month *in lieu* thereof.

Notice period for getting relieved from University Service

- (63) University employees above the maximum basic pay of the Assistants should give one month notice, if they are temporary or on probation and two months notice, if they are permanent, in case they want to be relieved from the University Service.

RETIREMENT

Age of Retirement on Superannuation

- (64) (a) An employee of Group A/B/C in the cadre of non-teaching staff shall retire from the University Service on the last day of the month in which he/she attains his/her 60th year of age, as per the recommendation of the Finance Committee vide Res. No. 27, dated 22.09.2021 and duly approved by the Syndicate vide Res.No.45, dated 30.09.2021.
- (b) The employees in the cadre of non-teaching staff belonging to Group D shall retire on the last day of the month in which they complete their 60th year of age.
- (c) If the age of retirement of persons falls between any date of the month, the date of retirement shall be the afternoon of the last date of that month.
- (d) Six months prior to an employee's attaining the age of superannuation or retirement, a notice shall be sent to him/her about his/her impending retirement, by the Registrar or other officers of the University.

Compulsory Retirement

- (65) Notwithstanding anything contained in this rule, the appropriate authority shall, if it is of the opinion that it is in the interest of the University so to do, have the absolute right to retire any servant 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 after he/she has completed twenty five years of qualifying service.

Voluntary Retirement

- (66) Any University servant who has attained the age of fifty years or who has completed twenty years of qualifying service may likewise retire from service by giving notice of not less than three months in writing to the appropriate authority.

Explanation I: For the purpose of this Regulation, three months notice may be given before the University servant attains the age of fifty years, provided that the retirement takes place after he/she has attained the age.

Explanation II: In computing the notice period of three months, the date of service of the notice shall be included.

TEMPORARY / CONTRACT APPOINTMENT

Temporary Appointment of University Employees by Vice-Chancellor

- (67) When it becomes necessary owing to an emergency to fill immediately a vacancy in any non-teaching post, directly or by promotion and there would be undue delay in making such appointments in accordance with the Regulations, the Vice-Chancellor may promote or appoint a person temporarily for a period of 3 months in the first instance which may be continued for another period of 3 months (Total Six Months). On expiry of 6 Months, such appointments/ promotions shall be ceased to be valid unless the Syndicate approves for further extension. Such temporary appointees shall have all the qualifications prescribed for the post. Such appointments/ promotions shall be purely temporary and liable to be terminated at anytime without assigning any reason. The total period of temporary appointment shall not exceed one year or till such appointee is regularized or replaced by a regularly selected candidate whichever is earlier.

Ad-hoc Rules for Temporary Appointment

- (68) Whenever the University creates a temporary post for a specified period and specific purpose, the Syndicate may prescribe adhoc rules to govern the recruitment, qualifications and pay.

Applicability in the Case of Contract Appointment

- (69) Notwithstanding anything contained in the provisions of the Regulations, the University may offer any person appointment on contractual terms. In such cases, the Contractual Conditions shall prevail over the Regulations. In regard to matters not specifically dealt with in the contract agreement, the provisions in these Regulations will apply.

Execution of Agreement for Contract Appointments

- (70) All employees appointed on contractual terms, other than the persons drawn on Foreign Service, shall execute an agreement in favour of the University on a stamped paper.

APPOINTMENTS ON COMPASSIONATE GROUNDS

- (71) (a) The procedures laid down by the Government of Tamil Nadu for making appointments on compassionate ground shall be followed by the University.
- (b) The appointments under compassionate grounds shall be on regular basis.
- (c) The Syndicate is vested with powers to make appointments on compassionate grounds.

FOREIGN SERVICE / DEPUTATION

Foreign Service

- (72) No employee of the University shall be sent on deputation on Foreign Service except with the approval of the Syndicate. The foreign employer and the employee concerned should observe the terms and conditions stipulated by the Syndicate for the purpose, as per the orders issued by the Government from time to time.

Appointment of Employees on Deputation / Lien in Comparable Posts

- (73) Nothing contained in these Regulations regarding the age, qualification, etc., shall preclude any employee who has been appointed on deputation from the State or Central Government or Public sector undertakings or other Universities or local bodies from being appointed in comparable posts if he/she is found suitable for regular absorption in the service of the University.

GENERAL CONDITIONS OF SERVICES

- (74) Following are the general conditions of service of the employees of the University:-
- (i) The whole time of an employee is at the disposal of the University and he / she may be deployed in any manner under proper authority without any claim for additional remuneration.

- (ii) The leave admissible to the servants of the University shall be in accordance with the provisions of Annamalai University Leave Rules. The Competent Authority in the University reserves the right to refuse leave, or to recall to duty an employee who is on leave, when exigencies of service so require.
- (iii) Every employee is expected to have absolute integrity and be devoted to duty in the service of the University. He/She shall not do anything unbecoming of an University employee. In the event of violation of the conditions of service, he/she would attract the penal provisions prescribed in Disciplinary Procedures.
- (iv) Employees are liable to be transferred to any of the Offices/Study centres/Administrative units of the University.
- (v) The orders of the Government of Tamil Nadu issued from time to time in the matter of reservation in appointments shall be applicable to recruitments in Annamalai University.

Redeployment of Surplus University Employees

- (75) (i) Redeployment of Surplus Teaching and Non-Teaching Staff, shall be resorted to, as a remedial measure, in order to streamline the University Administration and to stabilize the financial position, as and when situation warrants.

Competent Authority

- (ii) Syndicate shall be the Competent Authority to approve the redeployment of Surplus Staff arrived at by the Staff Requirement Assessment Committee. After approval by the Syndicate, the list of Surplus Staff shall be communicated to the Government of Tamil Nadu for their Redeployment in the Government Colleges / State Universities / Government Departments/ Local Bodies in Tamil Nadu.

Staff Requirement Assessment Committee

- (iii) The surplus staff in both Teaching and Non-Teaching category shall be arrived at, by the Staff Requirement Assessment Committee, which consists of the following members:-

- | | |
|--|----------------------|
| 1 Registrar | - Chairman |
| 2 Dean of the Respective Faculty
(Matters relating to the Staff of
various Departments of respective
Faculty (or) Director of Distance
Education(Matters relating to the
Staff of Distance Education only)
(or) Controller of Examinations
(Matters relating to the Staff of
Examination Wing) | - Member |
| 3 Finance Officer | - Member |
| 4 Deputy Registrar (Establishment) | - Member |
| 5 Asst. Registrar (Teaching/Non-
Teaching) | - Member
Convener |

MISCELLANEOUS ITEMS

Termination of Service on Medical Grounds

- (76) If the University employee shall be incapacitated by illness for a period or periods exceeding in the aggregate nine months in any fifty-two consecutive weeks, the vacation not being included therein, it shall be lawful for the Syndicate to determine his/her services, if satisfied on the report of the University Medical Board that the servant is unfit and is likely for a considerable period to continue unfit by reason of ill-health for the discharge of his/her duties and therefore his/her services shall be terminated.

Reservation

- (77) The rules of reservation as in force and as applicable to Government Service from time to time shall apply for the appointments other than the appointment on Contract Basis.

Maintenance of Service Register

- (78) (i) 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 service such as appointments and promotions, examinations passed and qualification acquired, pay drawn, leave, punishments etc., Attested copies of the certificates regarding educational qualifications, age and other relevant tests passed, shall also be appended with the Service Register.

- (ii) The service registers of the employees shall be taken up for verification in January every year by the competent officer of the University who, after satisfying himself / herself that the service details of the employee concerned are correctly recorded in his/her service book, shall record therein a certificate in the following format over his/her signature.

“Services verified from upto with reference to pay bills and acquittances.”

Maintenance of Performance File

- (79) (i) An annual appraisal file shall be maintained in respect of Group A and B in the manner prescribed by the Syndicate. For Group C and D, record of service incorporating punishment shall be maintained.
- (ii) In the case of adverse remarks, the same shall be communicated to the concerned employee for his/her remarks. The Syndicate is competent to expunge or confirm observations.

Maintenance of Personal File

- (80) (i) Personal File shall be maintained for all employees, except Group D employees. The reports for the file shall be prepared in the form as prescribed by the Government of Tamil Nadu.
- (ii) In the case of permanent employees and approved probationers, these reports shall be prepared once in a year for the period ending 31st December, and in the case of others, once in six months for the periods ending 30th June and 31st December.

- (iii) The report shall be prepared within 30 days after the end of the period for which the report relates, gets countersigned by the competent authority and shown to the employee reported upon and necessary acknowledgement obtained from him/her for his/her having seen the report, before the end of August or February as the case may be.
- (iv) The officers, who are to write, countersign and maintain the personal files shall be as specified by the Syndicate.

Sanction of leave

- (81) The leave admissible to the University employees shall be granted in accordance with the provisions of Annamalai University Leave Rules.

Provident Fund to the University employees recruited prior to 01.04.2003

- (82) Sanction of Temporary Advance / Part-Final Withdrawal, Conversion of temporary Advance as Part-Final Withdrawal, 90% Withdrawal by Retiring University employee who are recruited prior to 01-04-2003, shall be granted in accordance with the Annamalai University Provident Fund Rules. The Annamalai University Provident Fund Rules are not applicable to the University employees recruited from 01-04-2003.

Pension to the University employees recruited prior to 01.04.2003

- (83) Sanction of Pension / Gratuity, Commutation, Family Pension for the University employees who are recruited prior to 01-04-2003, shall be granted in accordance with the provisions of Annamalai University Pension Rules. The Annamalai University Pension Rules are not applicable to the University employees recruited from 01-04-2003.

Contributory Pension Scheme to the University employees recruited from 01-04-2003

- (84) The Annamalai University Contributory Pension Scheme is applicable to the University employees recruited from 01-04-2003. The benefits under the scheme shall be granted in accordance with the rules framed by the State Government under the Scheme.

P.F. / Pension / C.P.S.

- (85) The guidelines issued by the Govt. of Tamil Nadu, from time to time, regarding the sanction of Pension, Gratuity, Provident Fund, Contributory Pension Scheme, etc., shall be followed, for the Administrative / Non-Teaching Staff of the University, with the approval of the Syndicate.

Safeguarding the secrecy by member of the Office Establishment

- (86) No member of the office establishment shall improperly divulge any information relating to University affairs and any contravention of this Regulation shall be brought to the notice of the Syndicate who may take such disciplinary action against the person concerned as they deem fit.

Unit for recruitment, discharge, seniority etc.

- (87) For appointment of full members and promotion of University employees, each category of post shall be deemed to be a separate unit, for purposes of recruitment, seniority, discharge for want of vacancies and reappointment of probationers, approved probationers, appointment of full members and promotion.

Qualifying Period of Service / Experience

- (88) The qualifying period of service / experience of an employee shall mean and include the total period of service put in by an employee of the University.

Eligibility of UG \ PG Degrees

- (89) (i) Wherever UG Degree is prescribed as educational qualification for the appointment to certain classes and categories of posts, the UG Degree shall mean the Degree obtained through 10+2 or 10+3 or 11+1 Pattern.
- (ii) Wherever PG Degree is prescribed as educational qualification for the appointment to certain classes and categories of posts, the PG Degree shall mean the Degree obtained through 10+2+3 or 10+2+5 or 11+1+3 or 10+3+3 or 10+2+4 or 10+3+4 Pattern.

Preparation and procedure of submitting Office File for approval / orders of Superior Officers

- (90) All Correspondence / Letters from the Government, U.G.C., A.I.C.T.E., I.C.A.R., University employees, Students and Public received by the University are submitted to the Vice-Chancellor and other Officers for their approval in the form of Office File. Each and every Office File is prepared by the Assistant of the respective section of the University. He/She prepares a summarising note, covering all the details of the request of the letters / correspondence, the connected rules, regulations and statutes of the University pertaining to the request and the decision to be taken by the University and submits for the approval of the Vice-Chancellor and other Officers through Section Officer, Assistant Registrar and Deputy Registrar. If the Note Files are prepared in a proper, cogent and logical manner, which is easily understandable, then the officers can very well understand the subject matter of the file and pass suitable orders quickly. Proper Noting and Drafting is very essential for the speedy disposal of the File by the officers. Unless otherwise the Assistants have command over the English and Tamil Language, they cannot prepare the Note and Draft in a proper and orderly manner.
- (91) For the Government Employees recruited to Tamil Nadu Secretariat Service, training is given in Secretariat office manual by the P & AR (Training) Department. For the Government Employees recruited to Tamil Nadu Ministerial Service, training is given in District office manual by the Government Training Institute, Bhavani Sagar. This training is given for the preparation of Office Files, by applying relevant Government Act, Orders, Rules and Regulations.

Passing the Training Programme conducted by the University

- (92) Likewise, the University shall conduct the training programme. The employees to be promoted from the lower category to the higher post of Assistant, must undergo the Training Programme conducted by the Annamalai University and pass the Test conducted at the end of the Training Programme. The duration and the syllabus of the Training Programme shall be as may be prescribed by the Syndicate.

In-service Training programme to the Assistants, Assistant Programmers and Data Entry Operators

- (93) In order to improve the efficiency of the University employees and for the smooth functioning of the University Administration, In-Service Training programme shall be conducted to the University employees in the categories of Assistants, Assistant Programmers and Data Entry Operators. The duration and the syllabus of the Training Programme shall be as may be prescribed by the Syndicate.

In-service Training programme to the Section Officers, Assistant Section Officers and Data Superintendents

- (94) In order to improve the efficiency of the University employees and for the smooth functioning of the University Administration, In-Service Training programme shall be conducted to the University employees in the categories of Section Officers, Assistant Section Officers and Data Superintendents. The duration and the syllabus of the Training Programme shall be as prescribed by the Syndicate.

TRANSITORY PROVISIONS

Applicability of Fundamental Rules

- (95) The Fundamental Rules of the Tamil Nadu Government shall apply in general regarding pay fixation, increments, joining time, foreign service, allowances including additional charge allowance, other establishment matters, etc.

Applicability of Tamil Nadu Government Servants (Conditions of Service) Act, 2016

- (96) The provisions of Tamil Nadu Government Servants (Condition of Service) Act, 2016 shall apply to the employees of the University with such modifications as may be required.

Applicability of Tamil Nadu Travelling Allowance Rules

- (97) Tamil Nadu Travelling Allowance Rules shall apply to the employees of the University.

Revision of Terms and Conditions of Service

- (98) The Syndicate shall have the powers to revise the terms and conditions of service of employees without detriment to the rights and privileges of the existing employees.

Amendments / Modifications to the Regulations

- (99) These Regulations are subject to modifications or amendments as may be made by the Syndicate from time to time, in accordance with the orders issued in Government G.O., as and when situation warrants.

Interpretation of the Regulations

- (100) The Syndicate shall be the authority competent to interpret these Regulations and the decision of the Syndicate in this regard shall be final and binding.

Powers to exempt

- (101) The Syndicate may, if considered expedient, exempt wholly or in the part from the operation of these Regulations, the holder of any post or holders of any category of posts.

Saving

- (102) Unless a contrary intention is expressly indicated therein, nothing contained in these Regulations shall adversely affect the holders of any of the post in the service of the University on the date of coming into force of these Regulations.

Annexure – I

(Regulation No. 5)

Qualifications & Eligibility Conditions for Recruitment and
Appointment for the Category of Non-Teaching posts in Annamalai
University under

ADMINISTRATIVE SERVICE – (a) GENERAL SERVICE

GROUP – A SERVICE

(Employees in post drawing pay between Pay Level-25 :
Rs.59,300 – 1,87,700/- and Pay Level-26 : Rs.61,900 – 1,96,700/-)

Sl. No.	Name of the Post	Method of Recruitment	Qualification and Eligibility Conditions
The pay shall be fixed with reference to the pay of Officer in his / her primary cadre			
1.	Joint Controller of Examination	This post shall be filled up by the Vice-Chancellor by transfer of service from the category of Professors / Associate Professors in the Faculties of Annamalai University	5 years service as Professor / Associate Professor
2.	Deputy Controller of Examination	This post shall be filled up by the Vice-Chancellor by transfer of service from the category of Professors / Associate Professors / Assistant Professors in the Faculties of Annamalai University	5 years service as Professor / Associate Professor / Assistant Professor

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Sl. No.	Name of the Post	Method of Recruitment	Qualification and Eligibility Conditions
Pay Level-26 : Rs.61,900 – 1,96,700/-			
3.	Deputy Registrar	By promotion from the post of Assistant Registrar as per seniority	27 years of total service out of which 2 years of service in the Assistant Registrar Post. (Syndicate Res. No. 6, dated 10.05.2019)
Pay Level-25 : Rs.59,300 – 1,87,700/-			
4.	Assistant Registrar	By promotion from the post of Section Officer as per seniority	25 years of total service out of which 4 years of service in the Section Officer. (Syndicate Res. No. 6, dated 10.05.2019)

Annexure – II

(for Regulation No. 33 (e) (i))

NO OBJECTION CERTIFICATE BY THE HEAD OF DEPARTMENT OR OFFICE OR EMPLOYER		
1	Name of the Candidate	
2	Name of the Post held	
3	Whether the candidate is employed temporarily under the emergency provisions or whether the candidate is a probationer or an approved probationer or a full member of any of the sub-ordinate / State Services?	
4	Period of Employment From (Date)_____ To (Date)_____ Endorsement No. Dated :_____	
(i) I have no objection to the candidate's application being considered for the post of _____ (ii) Certified that Thiru. / Tmt./Selvi _____ has the following punishment / has no punishment to his/her credit Place Office Signature Seal Date Designation		

REGULATIONS

PART – III

EMPLOYEES CONDUCT RULES

1. Title and Application

- (1.1) **Title** – These **Regulations** may be called as **Annamalai University Employees Conduct Rules.**
- (1.2) **Application** - These rules shall be applicable to all Officers and Employees of the Annamalai University, whether on duty, leave or on foreign service, excluding persons employed on daily wages basis / contract basis.

Provided, that these rules shall not apply to the other Officers / Employees who are not full-time Officers / Employees but are engaged by the University without prejudice to the exercise of their profession nor do they apply to persons who are appointed on contract basis.

Provided further that the powers of the University shall be exercisable even when the University officer / employee is outside the University/India, whether on duty, leave or on foreign service:

- (1.3) If any doubt arises as to whether these rules apply to any person, the matter shall be referred to the Syndicate, whose decision shall be final.

2. Definitions:-

In these rules, unless the context otherwise requires,-

- (2.1) “Appointing Authority” means the authority empowered to make appointments to the post which the University employee for the time being holds.
- (2.2) “Officers” means the officers of the University but does not include the Chancellor and the Pro-Chancellor.
- (2.3) “Registrar” means the Registrar of Annamalai University.
- (2.4) “Schedule” means Schedules appended to these Rules.
- (2.5) “Syndicate” means the Syndicate of Annamalai University.
- (2.6) “University” means Annamalai University, Annamalainagar, Chidambaram.
- (2.7) “University Employee” means every person in the whole-time employment of the University (other than a person so employed in the contingent or work establishment) and paid for from the University Fund.
- (2.8) “Vice-Chancellor” means the Vice-Chancellor of Annamalai University.

3. Classification of Employees

Explanation (1)

- (3.1) The posts of University officers / employees shall be classified into four service groups with reference to the Grade Pay. An officer / employee shall be treated as one belonging to Superior Service, if his/her scale of pay comes under Group A, B, C Categories, and an employee shall be treated as one belonging to Basic Service, if his/her scale of pay comes under Group D Category as mentioned in the Table below:-

Superior Service	
Group 'A'	Employees in Pay Level-25 : Rs.59,300 – 1,87,700/- and above
Group 'B'	Employees in Pay Level-13 : Rs.35,900 – 1,13,500/- and above, but less than Pay Level-25 : Rs.59,300 – 1,87,700/-
Group 'C'	Employees in Pay Level-2 : Rs.15,900 – 50,400/- and above, but less than Pay Level-13 : Rs.35,900 – 1,13,500/-
Basic Service	
Group 'D'	Employees in Pay Level-1 : Rs.15,700 – Rs.50,000/-

Provided the pay governing the above services may be as revised from time to time with the approval of the Syndicate.

Explanation-(2):

(3.2) “Members of the Family”, in relation to the University Officer/Employee includes –

- (i) the wife or husband as the case may be of the University Officer/Employee whether residing with the University Officer/Employee or not but does not include a wife or husband, as the case may be, separated from the University Officer/Employee by a decree or order of a competent court;
- (ii) son or daughter or step-son or step-daughter of the University Officer/Employee and wholly dependent on him/her, but does not include a child or step child who is no longer in any way dependent on the University Officer / Employee or of whose custody the University Officer/Employee has been deprived by or under any law;

(iii) any other person related, whether by blood or marriage, to the University Officer/Employee or to the University Officer/Employee's wife or husband and wholly dependent on the University Officer/Employee.

(3.3) "Close Relation" in relation to University Officer/Employee include:-

"father, step-father, mother, step-mother, husband, wife, son, adopted son, daughter, adopted daughter, brother, step-brother, sister, step-sister, wife's father, wife's mother, husband's father, husband's mother, brother's wife, sister's husband, daughter's husband and son's wife."

4. Gifts

(4.1) Save as otherwise provided in these rules, no University Officer/Employee shall, except with the previous sanction of the University, accept or permit his wife/her husband, or any other member of his/her family, to accept from any person any gift of value exceeding Rs.5000/- (Rupees five thousand only)

Provided that the University Officer/Employee may accept any gift of a value exceeding Rs.5,000/- from a personal friend or close relation, on special occasions such as weddings, anniversaries, funerals and religious functions, when the making or receiving of such gifts is in conformity with the prevailing religious or social customs and shall make a report to the University within one month of the acceptance of the gift.

Provided also that nothing in this rule shall apply in respect of University Officers/Employees belonging to Group B, C and D to accept travel, living and other related expenses from their personal friends or their close relations as gift, whenever they go abroad with the previous sanction of the Appointing Authority.

Explanation - I - For the purpose of this sub-rule, any trowel, key or other similar articles offered to a University Officer / Employee at the laying of a foundation stone or the opening of the University building or any ceremonial functions shall be deemed to be a gift.

Explanation II - The expression "gift" shall include free transport, boarding, lodging or other service or any other pecuniary advantage when provided by any person other than close relations or personal friend having no official dealings with the University Officer/Employee.

Note I - A casual meal, lift or other social hospitality shall not be deemed to be a gift.

Note II – The University Officer/Employee shall avoid accepting lavish hospitality or frequent hospitality from any individual having official dealings with him/her or from industrial or commercial firms, organisations, etc.

- (4.2) If any question arises whether any gift is one which can be accepted without the permission of the Appointing Authority or if a University Officer/Employee is in any doubt whether a gift offered to him/her is one which can be accepted without the

permission of the Appointing Authority, a reference shall be made to the Appointing Authority by such University Officer/Employee and the decision of the Appointing Authority thereon shall be final.

- (4.3) No University Officer/Employee shall enter into any transaction with any private person or firm or company engaged in any business or profession, for the purchase of costly second hand goods such as vehicles for conveyance, furniture and electrical domestic appliances at a favourable price, which may tend to result in favouritism or patronage being shown to the University Officer/Employee or which may render such University Officer/Employee under an obligation to such private person or firm or company and which may be construed as a subtle form of corruption.
- (4.4) Notwithstanding anything contained in Rules (4.2) and (4.3) above, the University Officer/Employee, being a member of an Indian delegation or otherwise, may receive and retain gifts from foreign dignitaries, if the market value of gifts received on one occasion does not exceed Rs.1000/- (Rupees one thousand only). In all other cases, the acceptance and retention of such gifts shall be regulated by the instructions issued by the University in this regard from time to time.
- (4.5) The University Officer/Employee shall not accept any gift from any foreign firm which is either contracting with the University or is one with which the University Officer/Employee had, has or is likely to have official dealings. Acceptance of gifts by a University

Officer/Employee from any other firm shall be subject to the provisions of Rule 4.3 above.

Explanation - Nothing in this Rule 4.5 shall prevent any University Officer/Employee from entering into any transaction with any person or firm or company for the purchase of second hand articles at the normal or prevailing market rate of such second hand article.

5. Dowry

(5.1) No University Officer/Employee shall -

- (i) give or take, abet the giving or taking of dowry; or
- (ii) demand, directly or indirectly, from the parents or guardian of a bride or bridegroom, as the case may be, any dowry.

Explanation - For the purposes of this rule, dowry has the same meaning as in the Dowry Prohibition Act, 1961 (Central Act 28 of 1961).

(5.2) Every University Officer/Employee shall after marriage or when he/she celebrates the marriage of his/her children, furnish to the University, a declaration in Schedule IV that he/she has not taken any dowry. Where the University Officer/Employee gets married, the declaration shall be signed by the University Officer/Employee, the wife or husband, as the case may be, of the University Officer/Employee and their parents or guardian. Where the son or daughter of the University Officer/Employee gets married, the declaration shall be signed by the parties to the marriage and their parents or guardian which shall include the University Officer/Employee also.

6. Public Demonstrations in honour of University Officer/Employee

(6.1) No University Officer/Employee shall, except with the previous sanction of the University, receive any complimentary or valedictory address or accept any testimonial or attend any meeting or entertainment held in his/her honour, or in the honour of any other University Officer/Employee:

Provided that nothing in this rule shall apply to -

- (i) a farewell entertainment of a substantially private and informal character held in honour of the University Officer/Employee or any other University Officer/Employee on the occasion of his/her retirement or transfer or any person who has recently quitted the University service; or
- (ii) the acceptance of simple and inexpensive entertainments arranged by public bodies or institutions; or
- (iii) the sitting for or acceptance of a copy of a group photograph of the officers, of his/her office or department on the occasion of his/her transfer or retirement.

7. Subscriptions

(7.1) Save as provided in Rule 7.4 below, no University Officer/Employee, shall, except with the previous sanction of the University or of such authority as may be empowered by them in this behalf, ask for or accept contributions to or otherwise associate himself with the raising of any fund or other collections in cash or in kind in pursuance of any object whatsoever.

- (7.2) Where, however, a Service Association applies for previous sanction of the University, the Association shall specify the particular person or persons who will collect funds if such sanction is granted.
- (7.3) Permission may, after due consideration, be accorded in all cases where the University supports the institution concerned by way of grants or otherwise.
- (7.4) In the case of Flag Day collections, University Officer/Employee may participate on a voluntary basis.

8. Investments

- (8.1) No University Officer/Employee shall speculate in any stock, share or other investment.

Explanation -The habitual purchase or sale or both of shares, securities or other investments shall be deemed to be speculation within the meaning of this sub-rule.

- (8.2) No University Officer/Employee shall make, or permit any member of his/her family or any person acting on his/her behalf to make, any investment which is likely to embarrass or influence him/her in the discharge of his/her official duties.
- (8.3) If any question arises as to whether any transaction is of the nature referred to in Rule 8.1 or Rule 8.2 above, the decision of the University thereon shall be final.

9. Lending and Borrowing

- (9.1) No University Officer/Employee shall, save in the ordinary course of business with a bank or a firm or a Public Limited Company of standing, duly authorised

to conduct banking business either himself/herself or through any member of his/her family or any other person acting on his/her behalf –

- (i) lend or borrow money, as principal or agent, to or from any person within the local limits of his/her authority or with whom he/she is likely to have official dealings, or otherwise place himself /herself under any pecuniary obligation to such person, or
- (ii) lend money to any person at interest or in a manner whereby return in money or in kind is charged or paid:

Provided that a University Officer/Employee may, give to or accept from, a relative or a personal friend, a purely temporary loan of a small amount not exceeding “his/her total monthly emoluments” free of interest, or operate a credit account with a bona fide tradesman.

Provided further that University Officer/Employee belonging to Groups B, C and D may, with the previous sanction of the University, accept from a relative or a personal friend, a purely temporary loan of an amount not exceeding Rs.3,00,000/- (Rupees Three lakhs only), free of interest, exclusively for the purchase of flat or ready built house or plot for the construction of a house.

Provided also that nothing in this sub-rule shall apply in respect of any transaction entered into by the University Officer/Employee with the previous sanction of the University.

- (9.2) No University Officer/Employee shall, either himself/herself or through any member of his/her family or any other person acting on his/her behalf, except with the previous sanction of the University, lend or borrow money to or from any private individual any amount exceeding his total monthly emoluments:

Provided that University Officer/Employee belonging to Groups B, C and D may, with the previous sanction of the University, borrow money not exceeding Rs.3,00,000/- (Rupees Three lakhs only), free of interest, from any private individual exclusively for the purchase of flat or ready built house or plot or for the construction of a house.

- (9.3) University Officer/Employee of every class may place deposits in, and purchase debentures of the Tamil Nadu Co-operative State Central Land development Bank Limited, but shall not hold any office therein or take any part in the management thereof.
- (9.4) Notwithstanding anything contained in this rule, a University Officer / Employee may borrow money from a Co-operative society of which he/she is a member, provided that where the borrowing is on personal security, the surety shall be of status equal to, or higher than, that of the borrower.

- (9.5) The prohibition against lending and borrowing of money applies to all loans, credits, advances, supply of articles or accommodation at unduly low rates, or for insufficient consideration and to sales of property for inordinately low prices.
- (9.6) The fact that a University Officer/Employee lending money is acting as an executor, administrator or as a trustee without profit or advantage to himself/herself shall not exempt him/her from the operation of this rule.
- (9.7) The University Officer/Employee who belongs to a joint Hindu family carrying on the business of money-lending as an ancestral profession is exempted from the prohibition, provided he/she take, no active part in the business and is not employed in a district in which the business of the joint Hindu family is carried on.
- (9.8) The University Officer/Employee engaged in teaching is prohibited from having pecuniary relations with any pupil or ex-pupil or parent or guardian of any pupil or ex-pupil.

10. Movable, Immovable and Valuable Property

(10.1) Notice to the University to acquire or dispose of Immovable Property

- (10.1.1) No University Officer/Employee shall, except after notice to the prescribed authority, acquire or dispose of any immovable property by lease, mortgage, purchase, sale, gift, exchange or otherwise either in his/her own name or in the name of any member of his/her family. Such

a notice will be necessary even where any immovable property is acquired by any member of the family of the University Officer/Employee out of the resources of the University Officer/Employee:

Provided that the previous sanction of the prescribed authority shall be obtained if any such transaction is with a person having official dealings with the University Officer/Employee.

Explanation - The University Officer/Employee is not required to give notice to the prescribed authority or seek prior permission from the prescribed authority for acquisition or disposal of immovable properties by the members of his/her family under Rule 10.1.1 above, if the immovable property in question is not acquired from the resources of the University Officer/Employee concerned.

- (10.1.2) Every University Officer/Employee, for the construction or extension or acquisition of a house, shall report to the prescribed authority in the following manner:-
- (i) before starting the construction or extension or entering into transaction for acquisition of a house either from out of loan or part-final withdrawal from the Provident Fund, he/she shall obtain previous sanction of the prescribed authority in Form VI or VI-A, as the case may be, in Schedule I;
 - (ii) after completing the construction or extension, he/she shall report to the prescribed authority in Form VII in Schedule-I;
 - (iii) The details in Forms VI and VII in Schedule I shall be furnished wherever it is possible to do so. Where, however, it is not possible to furnish details, the University Officer/Employee shall mention the covered area on which the building is erected or proposed to be erected and the estimated cost of the building.

(10.1.3) Every University Officer/Employee, shall, if he/she is a member of the Hindu undivided family and if the share of the University Officer/Employee in the cost of repairs made to the undivided property of the joint family, out of the joint fund exceeds Rs.50,000/- (Rupees Fifty thousand only) intimate the fact to the prescribed authority as and when such repairs are brought to his/her notice.

(10.1.4) No University Officer/Employee shall encroach upon University/Government lands.

(10.2) Notice to the University to acquire or dispose of Movable Property

A University Officer/Employee who enters into any transaction concerning any movable property exceeding Rs.80,000/- (Rupees Eighty thousand only) in value in respect of 'A' Group Officers, Rs.60,000/- (Rupees Sixty thousand only) in value in respect of 'B' Group Officers, Rs.40,000/- (Rupees Forty thousand only) in value in respect of 'C' Group Officers and Rs.20,000/- (Rupees Twenty thousand only) in value in respect of 'D' Group Officers" whether (by way of purchase or sale,) shall report to the prescribed authority within one month from the date of every such transaction;

Provided that the previous sanction of the prescribed authority shall be obtained if any such transaction is with a person having official dealings with the University Officer/Employee:

Provided further that a University Officer/Employee who is about to quit the local limits of his/her official authority may, without reference to the prescribed authority dispose of any of his/her movable property by circulating lists of it among the public generally or by causing it to be sold by public auction.

For the purpose of this Rule, the expression "movable property" includes the following property, namely:-

- (i) Jewellery, Insurance Policies, Shares, Services and Debentures;
- (ii) Motor cars, Motor cycles, Horses or any other means of Conveyance; and
- (iii) Refrigerators, Colour Television and Video Cassette Recorder.

(10.3) Permission of the University to acquire or dispose of Movable / Immovable Property

(10.3.1) The prescribed authority shall dispose of the application seeking the sanction / permission referred to in Rules 10.1 and 10.2 above, within a period of six months from the date of receipt of such application from the University Officer/ Employee. If any

clarifications or particulars are sought for from the University Officer/ Employee, the said period of six months shall be reckoned from the date of receipt of such clarifications or particulars.

- (10.3.2) Where no order according such sanction or granting such permission is issued within the said period of six months, it shall be deemed that the prescribed authority has accorded the sanction or granted the permission on the expiry of the said period of six months and the University Officer/Employee can acquire or dispose the immovable property; purchase or sell the movable property or commence the construction/extension of the house.

(10.4) Furnishing of Return of Assets and Liabilities

- (10.4.1) Every University Officer/Employee shall submit a return of his/her assets and liabilities as on 31st December 2013 in Forms I to V in Schedule I on or before 30th June 2014 and thereafter at an interval of five years on or before the 31st day of March of the year immediately

following the year to which the return relates to the furnishing of the full particulars regarding:-

- (a) the immovable property inherited by him/her, or owned or acquired by him/her or held by him/her on lease or mortgage either in his/her own name or in the name of any member of his/her family;
- (b) shares, debentures and cash including bank deposits inherited by him/her or similarly owned, acquired or held by him/her;
- (c) other movable property inherited by him/her or similarly owned, acquired or held by him/her; and
- (d) debts and other liabilities incurred by him/her directly or indirectly;

Provided that every University Officer/Employee shall, within three months of his/her first appointment to any service or post, submit his/her return of assets and liabilities as on his/her entry into service, in the above Forms and thereafter as prescribed above even though the period in which he/she submitted his/her return of assets and liabilities on his/her first

appointment to the service or post is less than a period of five years.

Provided further that every University Officer/Employee after the submission of the returns of his/her assets and liabilities at intervals of five years, shall submit return of his/her assets and liabilities annually for the last five years prior to his/her date of Superannuation in Forms I to V in Schedule I to the prescribed authority:

Provided also that the prescribed authority shall, within two months from the date of receipt of such returns from the University Officer/Employees, make a review of records of permission given after the date of submission of the previous return of his assets and liabilities and check whether they tally with the particulars furnished in the previous five year returns or annual return, as the case may be.

Illustration - A person who enters service on the 25th January 2014 shall submit the return of his/her assets and liabilities as on the date of his/her first

appointment, before the 25th April 2014 and thereafter shall submit the return as on 31st December 2014, 31st December 2015, 31st December 2020 on or before 31st March 2021, 31st March 2026, 31st March 2031 and so on.

- (10.4.2) In all returns, the value of item of movable property worth less than Rs.50,000/- (Rupees Fifty thousand only) may be added and shown as a lump sum. The value of articles of daily use such as clothes, utensils, crockery, books, etc., need not be included in such return. (The movable or immovable properties acquired by the members of the family of a University Officer/Employee solely with their own resources need not be included in such returns.)
- (10.4.3) The Return mentioned in Rule 10.4.1 above shall be handled as a secret document and the provision of Rule 13 (Communication of Official Information), shall as far as may be, apply to the said return also.

10.5 Power of the University to call for Property Statement

The University or any authority or officer empowered by them in this behalf or the prescribed authority may, at any time, by general or special order, require University Officer/Employee to submit within a

period specified in the order a full and complete statement of such movable or immovable property held or acquired by him/her or by any member of his/her family as may be specified in the order. Such statement shall, if so required by the University or by the authority or officer so empowered or the prescribed authority include details of the means by which or the source from which such property was acquired:

Provided that the prescribed authority may exercise the power to call for property statements under this Rule where a specified vigilance enquiry calls for it.

10.6 Prescribed Authority

(10.6.1) The Prescribed Authority for the purposes of this rule shall be the Vice-Chancellor in the case of University officers / employees classified under Group 'A' and Group 'B' and the Registrar in the case of University officers / employees classified under Group 'C' and Group 'D'.

(10.6.2) In respect of a University Officer/ Employee on foreign service or on deputation, the prescribed authority shall be the Vice-Chancellor in the case of University officers / employees classified under Group 'A' and Group 'B' and the Registrar in the case of University officers / employees classified under Group 'C' and Group 'D'.

10.7 Maintenance of Property Statements

The authority which maintains the Personal files and Record Sheets shall maintain registers group-wise in respect of all University Officer/Employee working under its administrative control in the Form in Schedule II showing all immovable properties held by each of them, and shall revise them with reference to the particulars furnished by the University Officer/Employee in subsequent returns as prescribed in Rule 10.4.1.

10.8 Furnishing of Correct Information

Any attempt to mislead and any failure to give full and correct information shall render the University Officer/Employee concerned liable to severe disciplinary action.

11. Private Trade or Employment

(11.1) No University Officer/Employee shall, except with the previous sanction of the University, engage himself/herself directly or indirectly in any trade or business or undertake any employment;

Provided that a University Officer/Employee may, without such sanction, undertake honorary work of a social or charitable nature or occasional work of literary, artistic or scientific character, participate in Sports activities as an amateur subject to the condition that his/her official duties do not

thereby suffer; but he/she shall not undertake, or shall discontinue such work if so directed by the University:

Provided further that nothing contained in this sub-rule shall be deemed to require a University Officer/Employee, who is nominated by the Governor as a member of an official body or a non-official body or an organisation or who seeks election as a member of a University body by virtue of the post of teacher held by him/her, to obtain the previous sanction of the University for undertaking and discharging his/her duties as such member.

Explanation - For the purpose of the second proviso the word "teacher" shall have the meaning assigned to it in the Act constituting the University concerned.

(11.2) Notwithstanding anything contained in Rule 11.1 above, no University Officer/Employee shall undertake any part-time employment:

Provided that a University Officer / Employee may, with previous sanction of the University, deliver lectures at a University, Quasi-University or University Aided Academic or technical institutions or at Universities for a period not exceeding one year at a time.

(11.3) Every University Officer/Employee shall, if any member of his/her family is engaged in a trade or business or owns or manages an insurance

agency or commission agency, report the fact to the University:

Provided that, if it is found that the trade or business is of such a nature that the association of a member of the University Officer/Employee's family in that trade or business can embarrass either the University Officer/Employee concerned or the University, then the University Officer/Employee shall not permit the said member of his/her family to continue his/her association with the trade or business in question.

Explanation - Canvassing by a University Officer/Employee in support of any trade, business, insurance agency or commission agency engaged in owned or managed by any member of his/her family shall be deemed to be a breach of this Rule.

(11.4) No University Officer/Employee shall engage himself / herself in the activities of a 'tout'.

Explanation - In the said Rule, 'tout' shall have the same meaning as in Section 3 of the Legal Practitioners Act, 1879 (Central Act XVIII of 1879).

12. Publishing of Books

(12.1) A University Officer/Employee shall not, without the permission of the University publish any book or engage himself/herself habitually in literary or artistic work of any kind:

Provided that a University Officer/Employee may publish occasionally books on literature, short story, novel, drama, essay and poetry without obtaining the prior permission of any higher authority, subject to the condition that he/she does not use his/her time and official position to influence the promotion of the sale of such books and that such books do not contain matters of political aspects, objectionable matter and views against the policy of the University.

- (12.2) Permission to publish a book shall ordinarily be given, subject to the condition that the University Officer/Employee does not use his /her time and official influence for promoting the sale of copies of the book:

Provided that any member of the teaching or the academic staff of the University, may publish books on professional and academic subjects without obtaining the prior permission of any higher authority, subject to the condition that he/she does not use his/her time and official influence for promoting the sale of copies of such articles or books, as the case may be, and that such publications do not relate to any acts and policies of the University.

- (12.3) Permission to accept remuneration on "royalty basis" from the publishers shall be given in all cases except in the case of text-books for use in educational institutions. In the case of text-books, permission to accept remuneration

shall be given subject to the conditions that the University Officer/Employee retains no interest in the sale of copies of the book and that he/she receives only a lump-sum as remuneration from the publisher;

Provided that any member of the teaching or the academic staff of the University, who writes books on professional and academic subjects, may receive remuneration on royalty basis irrespective of the fact whether the books are text-books or general books:

Provided further that the University Officer/Employee who writes books on literature, short story, novel, drama, essay and poetry, shall, immediately report to the prescribed authority, the remuneration he/she receives from the publisher.

Explanation - For determining whether a book is a text-book or is a general book, the chief consideration shall be whether it is being submitted to the Text-book Committee, in the case of textbooks for elementary and secondary schools and whether it is a book written according to the syllabus prescribed by the University and his/her being submitted to the appropriate University Body for approval, in case of text-books for colleges. A general book which may later happen to be approved as a text-book shall not be deemed to be a text-book for purposes of this Rule.

(12.4) While applying to the University for permission to publish a book which relates to acts or policies of University, the University Officer/Employee shall submit to the University for scrutiny a manuscript copy thereof.

(12.5) No University Officer/Employee who is member of the Text-Book Committee shall write or edit any text-book for use in recognised school during his/her membership of the Committee.

Explanation - A recognised school shall mean a school maintained by or opened with the sanction of the University or to which recognition has been accorded under the Tamil Nadu Educational Rules or under the rules framed under the Tamil Nadu Elementary Education Act, 1920 (Tamil Nadu Act VIII of 1920).

13. Insolvency and Habitual Indebtedness

- (13.1) The University Officer/Employee shall endeavour to avoid habitual indebtedness or insolvency.
- (13.2) If the University Officer/Employee is adjudged or declared insolvent or has incurred debts aggregating a sum which in ordinary circumstances he/she could not repay within a period of two years or if a part of his/her salary is frequently attached for debt, has been continuously so attached for a period of two years, or is attached for a sum which in ordinary circumstances he/she could not repay within a period of two years, he/she shall be presumed to have contravened this Rule. But he/she shall not be so deemed if he/she proves that the insolvency or indebtedness is the result of circumstances which with the exercise of ordinary diligence he/she could not have foreseen or over which he/she had no control, and had not preceded from extravagant or dissipated habits.
- (13.3) A University Officer/Employee who becomes the subject of a legal proceedings for insolvency shall forthwith report the full facts to the University.

14. Communication of Official Information

Every University Officer/Employee shall, in performance of his/her duties in good faith, communicate information to a person in accordance with the Right to Information Act, 2005 (Central Act 22 of 2005) and the rules made there under:

Provided that no University Officer/Employee including the University Pleader, the Advocates for University/Standing Counsel of the University/Law Officer of the University and other officials who are not full-time officers, but are engaged by the University to do specified work without prejudice to the regular exercise of their professions in other respects shall, except in accordance with any general or special order of the University or in performance in good faith of the duties assigned to him/her, communicate, directly or indirectly, any official document or any part thereof or classified information either in hard copy or in electronic format to any University Officer/Employee or any other person to whom he/she is not authorized to communicate such official document or classified information (including in electronic format).

15. Connection with Press, Television or Radio

(15.1) No University Officer/Employee shall, except with the previous sanction of the University, own wholly or in part, or conduct or participate in the editing or managing of any newspaper or other periodical publication.

(15.2) No University Officer/Employee shall, except with the previous sanction of the University or of any authority or officer empowered by them in

this behalf, or in the bonafide discharge of his/her duties contribute any article or write any letter either anonymously or in his/her own name or in the name of any other person to any newspaper or other Periodical Publications;

Provided that no such sanction shall be required if such contribution or writing is of a purely literary, artistic or scientific character.

- (15.3) No University Officer/Employee shall except with the previous sanction of the University or of any authority or officer empowered by them in this behalf, or in the bonafide discharge of his/her duties, participate in a Television Programme or Radio Broadcast;

Provided that no such sanction shall be required if such Television Programme or Radio Broadcast, is of a purely literary, artistic or scientific character, or if the University Officer/Employee concerned has responsibility at the policy making level or at the implementation level for the subject of the Television Programme or Radio Broadcast.

- (15.4) A University Officer/Employee who is invited or who wishes to participate in a Television Programme or to deliver a Radio Broadcast talk and has to obtain the previous sanction under Rule 15.3 shall intimate the University through the proper channel, the particulars relating to the Television Programme or the subject of the Radio Broadcast talk and if so required shall

submit the full material relating to the Television Programme or the full text of the Radio Broadcast talk for their approval before participating in the Television Programme or before the Radio Broadcast talk is delivered.

- (15.5) The provisions of Rules 15.3 and 15.4 above shall apply mutadis mutandis to the playing of prepared 'recitals' or gramophone records.

16. Criticism of University

- (16.1) No University Officer / Employee shall in any Radio Broadcast or in any document published anonymously or in his / her own name or in the name of any other person or in any communication to the press or in any public utterance, make any statement of fact or opinion

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- (i) which has the effect of an adverse criticism of any current or recent policy or action of the University/State Government / Central Government; or
 - (ii) which is capable of embarrassing the relations between the State Government and any other Government; or
 - (iii) which is capable of embarrassing the relations between the Central Government and the Government of any foreign State.
- (16.2) A University Officer/Employee shall not, except in the discharge of his official duties, preside over, or take part in the organisation of or occupy a

prominent position at or address, any non-official meeting or conference at which it is likely that speeches may be made or resolutions may be proposed or passed criticising the action of the University or requesting the University to take certain action other than to make grants admissible under University Rules or orders in support of educational or similar institutions.

- (16.3) A University Officer/Employee who intends to publish any document or to make any communication to the press or to deliver any public utterance containing statements in respect of which any doubt as to the application of the restrictions imposed by this Rule may arise, shall submit to the University a copy of draft of the document which he/she intends to publish or of the utterance which he/she intends to deliver, and shall thereafter act in accordance with such orders as may be passed by the University.

17. Evidence before Committee or any other Authority

- (17.1) Save as provided in Rule 17.3, no University Officer/Employee shall, except with the previous sanction of the University, give evidence in connection with any enquiry conducted by any person, Committee or Authority.

- (17.2) Where any sanction has been accorded under Rule 17.1, no University Officer/Employee giving such evidence shall criticise the policy or any action of the Annamalai University/Central Government /State Government.
- (17.3) Nothing in this rule shall apply to -
- (a) evidence given at an enquiry, before an authority appointed by the Government, by Parliament or by a State Legislature; or
 - (b) evidence given in any judicial inquiry; or
 - (c) evidence given at any departmental inquiry ordered by the University Authorities.

18. Taking part in Politics and Elections and position of University Officer/Employees in relation to Elections

- (18.1) No University Officer/Employee shall be a member of or be otherwise associated with any Political Party or any organisation in respect of which there is reason to believe that the organisation has a political aspect, nor shall be take part in, subscribe in aid of, or assist in any other manner any political movement or activities. He/She shall also not only maintain political neutrality but shall also appear to do so. He/She shall also avoid giving room for any suspicion that he/she is favouring any political party or any candidate in elections.

- (18.2) It shall be the duty of every University Officer/Employee to endeavour to prevent any member of his/her family from taking part in subscribing, in aid of or assisting in any other manner, any movement or activity which is, or tends directly or indirectly to be, subversive of the University as by law established.
- (18.3) If the University Officer/Employee is unable to prevent a member of his/her family from taking part in, or subscribing in aid of or assisting in any other manner, any such movement or activity, he/she shall make a report to that effect to the University.
- (18.4) If any question arises whether a Party is a Political Party or whether any organisation takes part in politics or whether any movement or activity falls within the scope of this Rule, the decision of the Syndicate thereon shall be final.
- (18.5) No University Officer/Employee shall canvass or otherwise interfere or use his/her influence in connection with or take part in, an election to any legislature or local authority.
- (18.6) The University Officer/Employee qualified to vote at such election may exercise his/her right to vote, but where he/she does so, he/she shall give no indication of the manner in which he/she proposes to vote or has voted.
- (18.7) The University Officer/Employee shall not be deemed to have contravened the provisions of Rule 18.5 above by reason only that he/she

assist in the conduct of an election in due performance of a duty imposed on him/her by or under any law for the time being in force.

Explanation (1) - Nothing contained in Rule 18.2 above shall be deemed to prohibit the wife/husband of the University Officer/Employee or any other member of his/her family living with or in any way dependent on him/her from standing for Election to any legislature or to any local authority and from canvassing for other candidates;

Explanation (2) - The display by the University Officer/Employee on his/her person, vehicle or residence of any electoral symbol shall amount to using his/her influence in connection with an election within the meaning of Rule 18.5.

- (18.8) Seditious propaganda or the expressing of disloyal sentiments by a University Officer/Employee shall be regarded as sufficient ground for dispensing with his/her services.
- (18.9) The University Officer/Employee proposing or seconding the nomination of a candidate at an election or acting as a polling agent shall be deemed to have committed a breach of Rule 18.5above.

19. Prohibition of Membership of any Communal Organisation etc.

(19.1) No University Officer/Employee shall be a member of, or be otherwise associated with any organization –

- (a) which promotes or attempts to promote on grounds of religion, race, place of birth, residence, language, caste or community or any other ground whatsoever, disharmony or feelings of enmity, hatred or ill will between different religious, race, language or regional groups or castes or communities, **or**
- (b) whose activities are prejudicial to the maintenance of harmony between different religious, racial, language or regional groups or castes or communities, and which disturbs or is likely to disturb the public tranquility, **or**
- (c) which organises any exercise, movement, drill or other similar activity intending that the participants in such activity shall use or be trained to use criminal force or violence, or knowing it to be likely that the Participants in such activity will use or be trained to use criminal force or violence against any religious, racial, language or regional group or caste or community and such activity for any reason whatsoever

causes or is likely to cause fear or alarm or a feeling of insecurity amongst members of such religious, racial, language or regional group or caste or community.

- (19.2) If any question arises whether any organisation falls under Rule 19.1, the decision of the Syndicate thereon shall be final.

20. Vindication of Acts and character of University Officer/Employees –

- (20.1) No University Officer/Employee shall, except with the previous sanction of the University, have recourse to the press for the vindication of any official act which has been the subject matter of adverse criticism or an attack of defamatory character.

Explanation - Nothing in Rule 20.1 shall be deemed to prohibit the University Officer/Employee from vindicating his/her private character or any act done by him/her in his/her private capacity and where any action for vindicating his/her private character or any act done by him/her in private capacity is taken, the University Officer/Employee shall submit a report to the Prescribed Authority of the University regarding such action.

- (20.2) No University Officer/Employee shall, except with the previous sanction of the University, accept from any person or body of persons compensation of any kind for any malicious prosecution brought against him/her or for any defamatory attack made on his/her public acts or character, unless such compensation has been awarded by a competent court.

21. Membership of Service Association:-

- (21.1) No University Officer/Employee shall be a member, representative or officer of any Association representing or purporting to represent University Officer/Employee or any class of University Officer/Employee, unless such Association satisfies the following conditions, namely:-
- (21.1.1) Membership of the Association shall be confined to a distinct class of University Officer/Employee and shall be open to all University Officer/Employee of that class.
 - (21.1.2) The Association shall not, in any way, be connected with any political party or organisation or engage in any political activity;
 - (21.1.3) The Association shall not, in any way, be connected with, or affiliated to -

- (i) any Association which does not, or
 - (ii) any federation of Association which do not satisfy conditions mentioned in Rule 21.1.1 and Rule 21.1.2 above.
- (21.1.4) The Association shall not -
- (i) issue or maintain any periodical publication except in accordance with any general or special order of the University;
 - (ii) except with the previous sanction of the University, publish any representation on behalf of its members, whether in the press or otherwise;
 - (iii) in respect of any election to a legislative body whether in India or elsewhere, or to a local authority or body –
 - pay or contribute towards any expenses incurred in connection with his/her candidature by a candidate for such election;

- by any means, support the candidature of any person for such election;
or
 - undertake or assist in the registration of election or the selection of a candidate for such election;
 - (iv) maintain or contribute towards the maintenance of any member of a legislative body whether in India or elsewhere or of any member of a local authority or body; **or**
 - (v) pay, or contribute towards the expenses of any Trade Union which has constituted a fund under section 16 of the Indian Trade Unions Act, 1926 (Central Act XVI of 1926).
- (21.1.5) The Association shall not indulge in activities prejudicial to the sovereignty and integrity of India or morality or public order.

22. Employment under or with near relatives in service

(22.1) No University Officer/Employee shall in the discharge of his/her official duties deal with any matter or give or sanction any contract to any undertaking or any other person if any member of his/her family or close relation is employed in that undertaking or under that person or if he/she or any member of his/her family or close relation is interested in such matter or contract in any other manner and the University Officer/Employee shall refer every such matter or contract to his/her official superior and the matter or contract shall thereafter be disposed of according to the instructions of the authority to whom the reference is made.

23. Canvassing of Non-official or other outside influence

No University Officer/Employee shall bring or attempt to bring any political or other outside influence to bear upon any superior authority to further his/her interests in respect of matters pertaining to his/her service under the University.

Explanation I - University Officer/Employee causing his/her own case to be made the subject of an interpellation in Parliament or the State Legislature shall be deemed to have contravened this Rule.

Explanation II - When M.L.A.s, M.P.s. and other non-officials make representations on behalf of individual University Officer/ Employee to Ministers, or other higher officers, it shall be presumed that the concerned University Officer/Employee was responsible for bringing political or outside influence to bear upon the superior authority to further his/her interest unless he/she proves to the contrary.

24. Bigamous Marriages

- (24.1) (i) No University Officer/Employee shall, enter into or contract, a marriage with a person having a spouse living; and
- (ii) No University Officer/Employee having a spouse living shall enter into or contract a marriage with any person:

Provided that the University may permit a University Officer/Employee to enter into, or contract, any such marriage as is referred to in rule (i) or rule (ii) above, if they are satisfied that

- (a) such marriage is permissible under the personal law applicable to such University Officer/Employee and the other party to the marriage; and
- (b) there are other grounds for so doing.
- (24.2) No University Officer/Employee shall involve himself in any act involving moral turpitude on his/her part including any unlawful act, which may cause embarrassment or which may bring discredit to the University.

25. Integrity and Devotion to Duty

- (25.1) Every University Officer/Employee coming under Academic / Administrative / Technical Services of the Annamalai University shall at all times maintain absolute integrity and devotion to duty and shall do nothing which is unbecoming of a member of the service of the University.
- (25.2) Every member of the Service shall take all possible steps to ensure integrity and devotion to duty by all University Officers/Employees for the time being under his/her control and authority.
- (25.3) No University Officer/Employee shall, in the performance of his/her official duties or in the exercise of powers conferred on him/her, act otherwise than in his / her best judgement except when he/she is acting under the direction of his / her official superior.
- (25.4) The direction of the official superior shall ordinarily be in writing. Oral directions to Subordinates shall be avoided. Where the issue of oral direction becomes unavoidable, the official superior shall confirm it in writing immediately thereafter.
- (25.5) The University Officer / Employee who has received oral directions from his / her official superior shall seek confirmation of the same in writing as early as possible, where upon it shall be the duty of the official superior to confirm his / her oral direction in writing.

- (25.6) No University Officer/Employee shall, in the performance of his/her official duties or in the exercise of powers conferred on him/her evade the responsibility devolving legitimately on him/her and seek instruction from, or approval, of a superior authority when such instruction or approval is not necessary in the scheme of distribution of powers and responsibilities.

Explanation - The University Officer/Employee who habitually fails to perform a task assigned to him/her within the time set for the purpose and with the quality of performance expected of him/her shall be deemed to be lacking in devotion to duty within the meaning of Rule 25.1.

26. Prohibition of Child Labour

No University Officer/Employee shall employ a child below the age of fourteen years to do any work including domestic work.

27. Prohibition of Sexual Harassment of Working Women.

- (27.1) No University Officer/Employee shall indulge in any act of sexual harassment of any woman at the work place.
- (27.2) Every University Officer/Employee who is incharge of a work place shall take appropriate steps to prevent sexual harassment to any woman at such work place, as prescribed in Annamalai University Code of Conduct and

Discipline for Avoidance of Sexual Harassment and Maintenance of Equality of Opportunity.

Explanation - For the purpose of this Rule, "sexual harassment" include such unwelcome sexually determined behaviour, whether directly or by implication as:-

- (a) physical contact and advances; or
- (b) demand or request for sexual favours; or
- (c) sexually coloured remarks; or
- (d) showing any pornography; or
- (e) any other unwelcome physical, verbal or non-verbal conduct of sexual nature.

28. University Officer/Employee not to be found drunk while attending office, etc.

- (28.1) The University Officer/Employee shall strictly abide by any law relating to consumption of liquor or intoxicating drugs in force in any area in which he/she may happen to be for the time being.
- (28.2) The University Officer/Employee shall not be found drunk or under the influence of liquor while attending office or appearing in a public place.

29. Strikes

- (29.1) No University Officer/Employee shall engage himself/herself in strike or in incitements thereto or in similar activities.

Explanation - For the purpose of this Rule, the expression 'similar activities' shall be

deemed to include the absence from work or neglect of duties without permission and with the object of compelling something to be done by his/her superior officers or the University or any demonstrative fast usually called "hunger strike" for similar purposes.

30. Procession and Meetings

- (30.1) No University Officer/Employee shall conduct any procession or hold or address any meeting in any part of any open ground adjoining any University Office or inside any Office premises -
- (a) during office hours on any working day, and
 - (b) outside office hours or on holidays, save with the prior permission of the Vice-Chancellor, as the case may be.

31. Anti-secular or Social disharmony activity and Demonstration

- (31.1) No University Officer / Employee shall engage himself/herself or participate in any activity which is anti-secular or which tends to create disharmony in society or in any demonstration which is prejudicial to the interests of the sovereignty and integrity of India, the security of the State, friendly relations with Foreign States, Public Order, decency or morality or which involves contempt of court, defamation or incitement to an offence.

32. Joining of Associations by University Officer / Employee

- (32.1) No University Officer / Employee shall join, or continue to be a member of an Association, the objects or activities of which are prejudicial to the interests of the sovereignty and integrity of India or Public Order or Morality.

33. Obtaining of Identity Certificate before applying for Passport and No Objection Certificate for undertaking Foreign Trip.

- (33.1) No University Officer/Employee shall, except after obtaining Identity Certificate from the University, apply for grant or renewal of passport and shall, except after obtaining No Objection Certificate from the University, undertake trip to foreign country.
- (33.2) Application for such Identity Certificate or No Objection Certificate shall be submitted in Form I in Schedule III and the Identity Certificate and No Objection Certificate, shall be issued in Forms II and III respectively, in the said Schedule.
- (33.3) While applying for such No Objection Certificate, information regarding the purpose of the visit, the duration of stay, and the names of Countries proposed to be visited shall be furnished by the University Officer/Employee.

- (33.4) The University Officer/Employee belonging to Group A and B shall not leave India for seeking employment abroad without the prior permission of the Syndicate.
- (33.5) The University Officer/Employee belonging to Group C and D shall not leave India for seeking employment abroad without the prior permission of the Vice-Chancellor.
- (33.6) The Registrar shall be the competent authority under this rule to issue No Objection Certificate to the University Officer/Employee belonging to Group A and B who apply for grant or renewal of passport to visit foreign countries as tourists or on pilgrimage or to see friends or relatives.
- (33.7) The Registrar shall be the competent authority under this rule to issue No Objection Certificate to the University Officer/Employee belonging to Group C and D who apply for grant or renewal of passport to visit foreign countries as tourists or on pilgrimage or to see friends or relatives.
- (33.8) The Vice-Chancellor shall be the competent authority under this rule to issue No Objection Certificate to the officers of the University, who apply to undertake trip to foreign countries as tourists or on pilgrimage or to see friends or relatives, upto one week and Syndicate shall be the competent authority in the case of more than one week.

- (33.9) The Vice-Chancellor shall be competent authority under this rule to issue No Objection Certificate to the University Officer/Employees belonging to Group A and B who apply to undertake trip to foreign countries as tourists or on pilgrimage or to see friends or relatives, in the case of visit upto three months and Syndicate shall be the competent authority in the case of visit for more than three months.
- (33.10) The Vice-Chancellor shall be the competent authority under this rule to issue No Objection Certificate to the University Officer/Employee belonging to Group C and D who apply to undertake trip to foreign countries as tourists or on pilgrimage or to see friends or relatives irrespective of the period of visit.
- (33.11) The University Officer/Employee proceeding on Hajj Pilgrimage to Saudi Arabia through Tamil Nadu Hajj Committee on "Temporary Hajj passports with a validity of eight months for Saudi Arabia", are exempted from obtaining "No objection Certificate".

34. Consulting a Medical Practitioner for the purpose of obtaining Leave

It shall be the duty of every University Officer/Employee who consults a medical practitioner with a view to obtaining leave or an extension of leave on medical certificate to disclose to that practitioner the fact of his/her having consulted any other practitioner for the same purpose and the result of such consultation. Omission on the part of any University Officer/Employee to do this or any false statement made by him/her to a medical practitioner in this respect shall entail serious departmental action.

35. Purchase of Resignation

An University Officer/Employee is hereby prohibited from entering into any pecuniary arrangement for the resignation by one of them of any office under the University for the benefit of the others. Any nomination or appointment consequent upon such resignation shall be cancelled and such parties to the arrangements as are still in the service shall be suspended, pending the orders of the University.

36. Refusal to receive Pay

Concerted or organised refusal on the part of University Officer/Employee to receive their pay shall entail serious disciplinary action.

37. Physical attack, use of un-parliamentary words or personal attack on the officers and authorities of the University

Use of un-parliamentary words or personal attacks on the officers and authorities of the University by employees of University is a serious breach of code of conduct. The

Syndicate on the recommendation of the Academic Council shall initiate disciplinary action on the employees for such misconduct for acts of manhandling. Apart from disciplinary action, criminal proceedings shall be initiated against the offenders.

38. Prohibition of Harassment of Students

- (38.1) No University Officer / Employee shall indulge in any act of harassment / mental torture to the University student.
- (38.2) Appropriate action shall be taken against the University Officer / Employee who indulges in any act of harassment / mental torture to the University students, as prescribed in the Annamalai University Regulations on Disciplinary Procedure.

TRANSITORY PROVISIONS

(39) Amendments / Modifications to the Rules

These Regulations are subject to modifications or amendments as may be made by the Syndicate from time to time, in accordance with the orders issued in Government G.O., as and when situation warrants.

(40) Interpretation of the Rules

If any dispute arises in the interpretation of these Rules, the decision of the Syndicate shall be final.

APPENDIX

SCHEDULE - I

(See Rule 10.4)

Return of Assets and Liabilities held by University Officer/Employee

1. Name of the University Officer/Employee in full (in block letters)
2. Service to which he/she belongs
3. Total length of service up-to-date
4. Present post held and place of posting
5. Total annual income from all sources during the calendar year immediately preceding the 1st day of January 20__
6. Declaration:

I hereby declare that the return enclosed, namely, Forms I to V are complete, true and correct as on.....to the best of my knowledge and belief, in respect of information due to be furnished by me under the provisions of Rule (10.4) of the Annamalai University Employees' Conduct Rules.

Date:

Signature

Note 1 - This return shall contain particulars of all Assets and Liabilities of the University Officer/Employee, either in his/her own name or in the name of any member of his/her family.

Note 2- If a University Officer/Employee is member of Hindu Undivided Family with coparcenary rights in the properties of the family either as a 'Karta' or as a member, he/she should indicate in the return in Form No. I the value of his/her share in such property and where it is not possible to indicate the exact value of such share, its approximate value. Suitable explanatory notes may be added wherever necessary.

Form No. I

Statement of Immovable Property held by University Officer/Employee

(e.g. Lands, House, Shops, Other Buildings, etc.)

Serial Number	Description of property	Precise location (Name of District, Division, Taluk and Village in which property is situated and also its distinctive number, etc)	Area of land (case of land and buildings)	Nature of land (in case of landed property)	Extent of interest	If not in own name, state in whose name held and his/her relationship, if any, to the University Officer/Employee	Date of acquisition	How acquired (whether by purchase, mortgage, lease, inheritance, gift or otherwise) and name with details of persons/person from whom acquired. address and connection of the University Officer/Employee, if any, with the person/persons concerned (Please see note I) below)	Value of the property (see Note below)	Sources of Income	Details of payments	Particulars of sanction of prescribed authority if any	Total annual income from the property	Remarks
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15

Date :

Signature.

Note.

- (1) For purpose of column (9), the term "lease" would mean a lease of immovable property from year to year or for any term exceeding one year or reserving a yearly rent. Where, however the lease of immovable property is obtained from a person having official dealings with the University Officer/Employee, such a lease should be shown in this column irrespective of the term of the lease, whether it is short-term or long-term, and the periodicity of the payment of rent.
- (2) In column (10) should be shown:-
 - (a) Where the property has been acquired by purchase, mortgage or lease, the price or premium paid for such acquisition.
 - (b) Where it has been acquired by lease, the total annual rent thereof also: and
 - (c) Where the acquisition is by inheritance, gift or exchange, the approximate value of the property so acquired.

Form No. II
Statement of Liquid Assets held by
University Officer/Employee

- (1) Cash and Bank balances exceeding three months emoluments.
- (2) Deposits, loans advanced and investments (such as Shares, Securities, Debentures etc.)

Serial Number	Description	Name and address of Company, Bank, etc.	Amount Rs.	If not in own name, name and address of person in whose name held and his/ her relationship with the University Officer/Employee	Sources of Income	Details of payments	Annual Income derived Rs.	Remarks
1	2	3	4	5	6	7	8	9

Date:

Signature.

Note

- (1) In column (9), particulars regarding sanctions obtained or report made in respect of the various transactions may be given.
- (2) The column "emoluments" means the pay and allowances received by the University Officer/Employee.

Form No. III

**Statement of Movable Property held by
University Officer/Employee**

Serial Number	Description of terms	Price or value at the time of acquisition and/or the total payments made upto the date of return, as the case may be, in the case of articles purchased on hire-purchase or installment basis	of the persons in whose name and his/her relationship with the University	Sources of Income	Details of payments	Annual Income derived Rs.	Remarks
1	2	3	4	5	6	7	8

Date:

Signature.

Note:

(1) In this form information may be given regarding items like (a) Jewellery owned by him/her (total value); (b) Silver and other precious metals and precious stones owned by him/her not forming part of Jewellery (total value); (c) (i) Motor cars (ii) Scooters/Motor Cycles, (iii) Refrigerators/Air conditioners (iv) Radios/Radiogram/Television sets and any other articles, the value of which individually exceeds Rs.25,000/-; (d) value of items of movable property individually worth less than Rs.25,000/- other than articles of daily use such as cloths, utensils, books, crockery etc. added together as lumpsum.

(2) In column (5), may be indicated whether the property was acquired by purchase, inheritance, gift or otherwise.

(3) In column (8), particulars regarding sanction obtained or report made in respect of various transactions may be given.

Form No. IV

**Statement of Provident Fund and Life Insurance Policy
held by University Officer/Employee**

Serial Number	Policy Number and date of Policy	Name of Insurance Company	Sum insured/at of maturity	Amount of annual premium	Sources of income	Details of payments	Type of Provident Fund/GPF/GPF Account Number	Closing balance as last reported by the Audit/Accounts Officers alongwith date of such balance	Contributions made subsequently	Total	Remarks (f there is dispute regarding closing balance the figures according to the University Officer/Employee should also be mentioned in the column
1	2	3	4	5	6	7	8	9	10	11	12

Date:

Signature.

Form No. V
Statement of Debts and other Liabilities of the
University Officer/Employee

Serial Number	Amount (Rs.)	Name and address of Creditor	Date of incurring Liability	Details of Transaction	Sources of income	Details of payments	Remarks
1	2	3	4	5	6	7	8

Date:

Signature.

Note :

- (1) Individual items of loans not exceeding three months emoluments need not be included.
- (2) In column (8) information regarding permission, if any, obtained from or report made to the competent authority may also be given.
- (3) The term "emoluments" means pay and allowances received by the University Officer/Employee.
- (4) The statement should also include various loans and advances available to University Officer/Employee like advance for purchase of conveyance, house building advance etc. (other than advances of pay and travelling allowance advances from the General Provident Fund, and loans on Life Insurance Policies and fixed deposits).

Form No.VI

(See Rule 10.1.2)

**Form of Report/Application for permission of the
University for the building of or addition to a house**

Sir,

This is to report you that I propose to build a house or to make an addition to my house. This is to request that permission may be granted to me for the building of the house or making addition to my house. The estimated cost of land and materials for the construction or extension of the house is given below:-

LAND:

(1) Location (Survey Numbers, Villages, District, State)

(2) Area

(3) Cost Rs. _____

BUILDING MATERIALS, ETC.

(1) Bricks (Rate/quantity/cost)

(2) Cement (Rate/quantity/cost)

(3) Iron and Steel (Rate/quantity/cost)

(4) Timber (Rate/quantity/cost)

(5) Sanitary Fitting (cost)

(6) Electrical Fitting (cost)

(7) Any other special fittings (cost)

(8) Labour charges

(9) Other Charges, if any.

Total Rs. _____

TOTAL COST OF LAND AND BUILDINGS Rs. _____

2. The construction will be supervised by myself. The construction will be done by* I do not have any official dealings with him/her in the past. I have/had official dealings with the Contractor and the nature of my dealings with him is/was as under:-

3. The cost of the proposed construction will be met as under:-

Amount Rs. _____

(i) Own Savings

(ii) Loans/Advances with full details

(iii) Other sources with details

Yours faithfully,

*Enter the name and place of business of the contractor.

Strike out portion whichever is not applicable.

Form No.VI-A

(See Rule 10.1.2)

Form of Application for Permission for Acquisition of House

To

Sir,

This is to report you that I propose to acquire a ready built house at This is to request that permission may be granted to me for the acquisition of the house. The particulars of the house to be acquired and its estimated cost are given below:-

1. Location of the house (Plot No., Survey No., Village, Taluk, District and State)
2. Area.....
3. Name of the Seller.....
4. Address and occupation of the Seller
5. Cost of the house
6. The cost of the house will be met as under

Amount

- (i) Personal Savings
- (ii) Loans/Advances with full details... ..
- (iii) Other sources with full details

Yours faithfully,

(PTO for Valuation Report)

VALUATION REPORT

I/We hereby certify that I/We have valued house.....of that..... to be purchased by Thiru/Thirumathi..... and I/We give below the value at which we estimate the cost of the house under the following headings:-

<i>Heading</i>	<i>Cost</i>
1. Approximate value of plot	Rs._____
2. Area and Approximate value of building	Rs._____
3. Approximate value of Electrical, Sanitary and other fittings and fixtures....	Rs._____

Total Cost of the buildings	Rs. _____

Date:

Signature of the Valuation Authority.

Form No. VII

(See Rule 10.1.2)

**Form of Report to the University after completion of
the building of a house/addition to the house**

Sir,

In my letter No.....dated..... I had reported that I proposed to build a house or make addition to my house. Permission was granted to me in Order No.....dated the.....for the building of house or making addition to the house. The construction of the house or addition to the house has since been completed and I enclose a Valuation Report duly certified by Firm of Civil Engineers or a Civil Engineer of repute.

2. The cost of construction indicated in the enclosed valuation report was financed as under:-

Amount Rs.

(i) Own savings

(ii) Loan/Advance with details....

(Note--Variation, if any, between the figures given above and the figures given in Form VI may be explained suitably).

Dated:

Yours faithfully,

(PTO for Valuation Report)

VALUATION REPORT

I/We hereby certify that I/We have valued
House*.....

Constructed by Thiru/ Thirumathi..... of the +
.....and I/We give below the value at which we estimate
the cost of the house under the following headings:-

<i>Heading</i>	<i>Amount</i>
1. Bricks	Rs._____
2. Cement	Rs._____
3. Iron and Steel	Rs._____
4. Timber	Rs._____
5. Sanitary fittings	Rs._____
6. Electrical fittings	Rs._____
7. All other special fittings	Rs._____
8. Labour charges	Rs._____
9. All other charges	Rs._____
 Total Cost of the building	 Rs._____

Signature of the Valuation Authority.

*Here enter details of House.

+Here enter name, etc. of the University Officer/Employee.

SCHEDULE – II

(See Rule (10.7))

Register of Immovable Property and Interests in Immovable Property held by University Officer/Employee

1	Name of University Officer/Employee
2	Date of entering into the University Service
3	Office and department which Employed
4	District and Division which property situated
5-a	Nature of property
5-b	Extent
5-c	Assessment
5-d	In whose name registered
6	When acquired, inherited, etc.
7	By what means and for what purpose acquired
8	Nature of interest possessed by the officer
9	Remarks

SCHEDULE - III

FORM - I

(See Rule 33.2)

**APPLICATION FOR "IDENTITY CERTIFICATE" FOR
APPLYING FOR
GRANT/RENEWAL OF PASSPORT/AND 'NO OBJECTION
CERTIFICATE' TO UNDERTAKE FOREIGN TRIP**

(To be filled by the applicant)

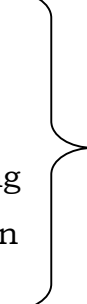
- | | | |
|---|---|---|
| 1. Name, designation, office address
and scale of pay | | } |
| 2. Date of retirement | : | |
| 3. Name of Countries proposed to visit,
and duration. (need not be filled up to obtain
passport to seek employment abroad). | | } |
| 4. Purpose of visit | | |
| 5. Source of funds to meet the
cost of the proposed foreign travel. | | } |
| 6. State whether any criminal prosecution
is contemplated or pending against you and
whether your presence as witness would be
needed in any criminal case under
investigation or trial | | } |

CERTIFICATE

I undertake that I will uphold the honour and dignity of our Nation and will not indulge in any act prejudicial to the integrity and sovereignty of our Country during my travel and stay abroad.

SIGNATURE OF THE APPLICANT.

(TO BE FILLED BY THE VICE-CHANCELLOR/ REGISTRAR)*

7. Are the particulars furnished by the applicant correct as per information available with the University? 
8. Whether the presence of the applicant outside India, may, or likely to, prejudice the friendly relations of India with any foreign country? 
9. Whether the applicant at any time during the period of five years immediately preceding the date of his/her application, been convicted by a court in India for any offence involving moral turpitude and sentenced in respect thereof to imprisonment for not less than two years? 
10. Whether any proceedings in respect of an offence alleged to have been committed by the applicant are pending before a criminal court in India. 
11. Whether any warrant or summons for the appearance or warrant for the arrest of applicant has been issued by a court under any law for the time being in force or whether an order prohibiting the departure from India of the applicant has been made by any such court. 
12. Whether the applicant has been repatriated and has not reimbursed the expenditure incurred in connection with such repatriation. 
13. Whether any University dues are pending recovery, if so, the details thereof. 

- 14. Whether any disciplinary action is Pending, where charges are framed by following the procedure for imposing Major Penalties as prescribed in the Annamalai University Regulations on Disciplinary Procedures
- 15. Whether a certificate has been obtained from Special Branch C.I.D. (Security) that the applicant does not figure adversely on the security records of the Government.
- 16. Whether any corruption charges or Vigilance enquiry is pending against the applicant.
- 17. Is there any contractual obligation to be discharged by the applicant (applicable in case of travel for employment only).
- 18. Recommendation of the Vice-Chancellor/ Registrar.

SIGNATURE OF VICE-CHANCELLOR / REGISTRAR*

* Strike out whichever is not applicable

FORM - II
IDENTITY CERTIFICATE TO APPLY FOR
GRANT/RENEWAL OF PASSPORT
(To be given in Duplicate)
(See Rule 33.2)

Certified that Thiru/Tmt/Selvi_____ son/wife/daughter of Thiru._____ is a temporary/permanent employee of this_____(University address) from _____ (date) and is at present holding the post of_____.

Thiru/Tmt./Selvi._____ is a dependent family member of Thiru/Tmt_____ and his/her identity is certified.

Annamalai University has no objection to his/her acquiring Indian Passport subject to the following conditions, namely:-

- (i) that the individual should not take up any appointment or undergo any training other than the one specified, if any or study Programme during his/her stay abroad without prior approval of the University.
- (ii) that the University will not be made liable for any expenditure including traveling expenditure etc., in connection with his/her trip abroad;
- (iii) that he/she should not tender resignation of the post held by him/her under this University while abroad and his/her resignation of appointment will not be accepted on any account;
- (iv) that he/she should not canvass or seek any business while abroad;

Annamalai *University*
Regulations

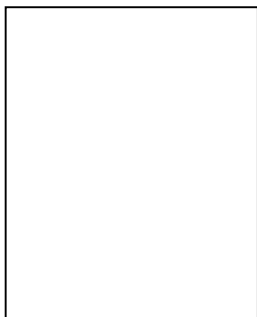
- (v) that before proceeding abroad, he/she should apply to the University for the sanction of leave to which he/she is eligible and get it sanctioned for the entire period of his/her absence;
- (vi) that he/she shall not use the passport obtained on the basis of the "Identity Certificate" for any subsequent trip abroad for any purpose without the prior sanction of the competent authority; and
- (vii) that the "Identity Certificate" will be valid only for a period of six months from the date of issue.

The undersigned is authorized to sign this "No Objection Certificate". I have read the provisions of sub-section (2) of section 6 of the Passports Act, 1967 and certify that these are not attracted in the case of this applicant. I recommend issue of an Indian Passport to him/her. It is certified that Annamalai University is the University established and incorporated under Annamalai University Act, 2013, (Tamil Nadu Act No. 20/2013). The Identity Card Number of Thiru/Tmt.(employee) _____ is _____.

Reference No. and Date

Name, Designation and address

Telephone No.



Applicant's photo to be
attested by the Certifying
Authority.

Form - III
NO OBJECTION CERTIFICATE
TO UNDERTAKE FOREIGN TRIP
(See Rule 33.2)

Under Rule 32.1 of the Annamalai University Employees' Conduct Rules, 1973, Thiru/Tmt./Selvi. _____ working as _____ (specify designation) in the department of _____ (specify the department) is permitted to visit _____ (specify the country/countries) from _____ to _____ (specify the dates) to see his/her son/daughter/other relatives/friend or as a tourist or on pilgrimage or to attend a training/seminar/workshop/conference, (strike out which is not applicable) subject to the following conditions:-

- (i) He / she should not take up any appointment or undergo any training /seminar/workshop/conference other than the one specified, during his / her stay abroad without prior permission of the University;
- (ii). That the University will not be made liable for any expenditure including travel expenditure etc, in connection with his / her trip abroad;
- (iii). He/she should not tender resignation of the post held by him / her under the University while abroad and his / her resignation of the appointment if tendered while abroad will not be accepted on any account;
- (iv). He/she should not canvass or seek any business while abroad;
- (v). This 'No Objection Certificate' is valid for a period of six months from the date of issue and it is issued only in connection with the purpose indicated above and should not be used for any other purpose."

SCHEDULE IV

Form

(See Rule 5.2)

Declaration

To

Sir,

I.....son of / wife of
..... working asin the
Annamalai University, Annamalai Nagar, hereby declare that I have
not demanded and taken / given any dowry either directly or
indirectly during my marriage / marriage of my son/daughter held
on.....at.....(place).

Signature of the University Officer/Employee,

Signature of the parents or
guardian of the parties to the
marriage and the spouse
(where the University
Officer/Employee gets married)

Signature of the parties to the marriage and their parents
(where the son or daughter of the University Officer/Employee gets
married)

REGULATIONS

PART – IV

LEAVE RULES

1. Short Title and Application

These rules may be called the Annamalai University Leave Rules and shall apply to all persons employed in connection with the affairs of the Annamalai University except those who are paid from contingencies or part-time Visiting Faculty or those who are governed by specific leave rules pertaining to their employment.

2. Definition

In these rules, unless the context otherwise requires:-

- i. 'University' means Annamalai University, Annamalai Nagar.
- ii. 'Syndicate' means the Syndicate of Annamalai University.
- iii. 'Vice-Chancellor' means the Vice-Chancellor of Annamalai University.
- iv. 'Registrar' means the Registrar of Annamalai University.
- v. 'Employee' means a salaried officer, teacher, or other servant of the Annamalai University.
- vi. 'Pay' means that amount drawn monthly by a University Employee as the pay which has been sanctioned for a post to which he has been appointed substantively for a period of not less than 5 years.

- vii. 'Duty' includes service on probation, provided that such service be followed by confirmation in an appointment.
- viii. 'Dean' means the Deans of all Faculties in Annamalai University
- ix. **Classification of Staff:**

An employee shall be treated as one belonging to Superior Service, if his scale of pay comes under Group A, B, C categories and an employee shall be treated as one belonging to Basic Service, if his scale of pay comes under Group D Category as mentioned in the table below:-

Provided the pay governing the above services may be as revised from time to time.

Superior Service	
Group 'A'	Employees in Pay Level-25 : Rs.59,300 – 1,87,700/- and above
Group 'B'	Employees in Pay Level-13 : Rs.35,900 – 1,13,500/- and above, but less than Pay Level-25 : Rs.59,300 – 1,87,700/-
Group 'C'	Employees in Pay Level-2 : Rs.15,900 – 50,400/- and above, but less than Pay Level-13 : Rs.35,900 – 1,13,500/-
Basic Service	
Group 'D'	Employees in Pay Level-1 : Rs.15,700 – Rs.50,000/-

3. Kinds of Leave

- i. Earned Leave
- ii. Unearned leave on Medical Certificate
- iii. Unearned Leave on Private Affairs on half pay
- iv. Extra-ordinary Leave without pay
- v. Maternity leave
- vi. Casual Leave
- vii. Compensatory Holiday/Leave
- viii. Restricted Holidays
- ix. Special Casual Leave
- x. Special Disability Leave
- xi. On-Duty Leave
- xii. Study Leave
- xiii. Sabbatical Leave
- xiv. Compulsory Leave
- xv. Privilege Leave
- xvi. Leave granted to part time Employees
- xvii. Leave for Contract Teachers

4. Delegation of powers to the officers for the grant of leave to the employees

- a) Any leave admissible under these rules shall be granted to the employees by the Syndicate or the Vice-Chancellor or as per the delegation of powers mentioned in the table below.
- b) The Officers empowered to sanction various kinds of leave to the employees both Teaching and Non-teaching shall be as follows:

Teaching Staff			
Category of Staff	Nature of Leave	Period of leave	Officers empowered to sanction leave
(1)	(2)	(3)	(4)
Professor / Reader / Assoc. Prof. / Lecturer / Asst. Prof. / Others	Earned leave / Unearned leave on medical certificate on full pay / Unearned leave on Private affairs on half pay	Above 30days	Vice- Chancellor
		Upto 30 days	Registrar
Professor / Reader / Assoc. Prof. / Lect. / Asst. Prof. / Others	Surrender leave	-	Registrar
Prof. / Reader / Assoc. Prof. /Lect. / Asst. Prof. / Others	Casual leave	Upto 3days	HOD concerned
		Above 3days	Registrar

Non –Teaching			
Category of Staff	Nature of Leave	Period of leave	Officers empowered to sanction leave
(1)	(2)	(3)	(4)
All employees (Excluding Basic Service)	Earned leave / Unearned leave on medical certificate on full pay / Unearned leave on Private affairs on half pay	-	Registrar
All Categories	Surrender Leave	-	Registrar
All Officers	Casual Leave	-	Registrar
All categories other than Officers in University / Office / Staff in Dept. of Teaching	Casual Leave		Controller of Examinations
			Finance Officer
			Dean
			Head of the Department
All Officers	Compensation Leave	-	Registrar
All categories other than Officers in University including staff in Department of Teaching	Compensation Leave	-	Registrar

5. Maintenance of leave account by the Registrar

- (i) A leave account shall be maintained for each University employee in terms of leave on full pay and the Registrar shall be responsible for keeping the leave accounts of all the University employees up-to-date.
- (ii) The Registrar shall keep a record of the casual leave taken during an academic year by the members of the teaching and non-teaching staff establishment of the University.

6. Earned leave

- i. Members of the staff, who are allowed to avail vacation, shall earn leave on full pay at the rate of one day for every 28 days of the period spent on duty.
- ii. Members of the staff, who are eligible for vacation but officiating in non-vacation posts and those on non-vacation posts shall earn leave on full pay as applicable to non-teaching staff.
- iii. The leave account of every permanent employee shall be credited with earned leave in advance in two instalments of 15 days each on the first day of January and first day of July of every calendar year.
- iv. The leave of credit at the closure of previous half year shall be carried forward to the next half year subject to the condition that the leave does not exceed the maximum limit of 240 days.
- v. While affording of earned leave, fractions of a day shall be rounded off to the nearest day.

- vi. When the earned leave at the credit of employee on the last day of December or June is 240 days or less but more than 225 days the advance credit of 15 days earned leave on the first day of January/July to be afforded shall instead of being credited in the leave account be kept separately and adjusted against the earned leave that the employee takes of surrender during that half year and the balance, if any, shall be credited to the leave account at the close of the half year subject to the condition that such credit do not exceed the maximum limit of 240 days.
- vii. In the case of employee, who is due to retire / dies while in service or appointed in the middle of the half year, credit of earned leave shall be allowed at the rate of 2-1/2 days per completed calendar month.
- viii. In the case of employee, who is removed / dismissed from service, credit of earned leave shall be allowed at the rate of 2-1/2 days per completed calendar month.
- ix. In the case of employee, *who resigns the University Service*, credit of earned leave shall be allowed at the rate of 2-1/2 days per completed calendar month.
- x. Employees (probationers / Confirmed employees) under basic service shall not be eligible for Earned Leave for the first five years of service. After completion of five years of service, they shall be eligible for earned leave.

- xi. The leave account of every permanent servant under Basic Service shall be credited with Earned Leave in advance in two instalments of 15 days each on the first day of January and first day of July of every calendar year, after completion of five years of service.
- xii. Earned leave shall be granted for 13 days per year in the case of Temporary staff of the Institute. In the case of clinical teachers, $1/22^{\text{th}}$ of the period spent on duty shall be granted till they are made permanent. Thereafter they shall be eligible for the grant of the earned leave as mentioned in item (iii) above.

7. Unearned leave on Medical Certificate

- a. Unearned Leave on medical certificate shall be granted to a permanent employee in superior service for eighteen months in all on production of a medical certificate for the period of leave recommended in the medical certificate provided that sanction of such medical leave shall be regulated with reference to the period of service rendered by the employee as detailed below:-

S. No.	Period of Service	Period of Medical Leave eligible
(1)	(2)	(3)
(i)	Upto and inclusive of 5 years	3 months
(ii)	More than 5 years but upto and inclusive of 10 years	6 months
(iii)	More than 10 years but upto and inclusive of 15 years	9 months
(iv)	More than 15 years but upto and inclusive of 20 years	12 months
(v)	More than 20 years	18 months

Note : The Leave mentioned in Column (3) above shall be reduced by the period of leave if any, already availed of.

- b. No employee who has been granted Leave on medical certificate may return to duty without first producing a medical certificate of fitness.
- c. Unearned leave on Medical Certificate for 3 months upto 5 years of service period as per Government Letter No. 85891/79-33 Dated 17.07.1981 shall be granted to the staff members in superior service who have completed 2 years of regular service (Syn. Res. No.20 dated 16.8.2011).
- d. Non-permanent staff members under Non-Teaching categories who have completed 2 years of Regular Service shall not be granted Unearned Leave on Medical Certificate for 90 days upto 5 years of service period (Syndicate Resolution No. 39, Dated 16.10.2015).
- e. Unearned leave on Medical Certificate shall be granted to the employees under Basic Service (University Order No.123/90(C1) dated 22.4.1990) as given in the table below:-

S. No.	Basic Service	Period of Medical Leave Eligible
(1)	(2)	(3)
i.	Probationers	Nil
ii.	Approved Probationers who have not completed 15 years of service	6 months. Maximum accumulation is 180 days. At a time, 60 days can be availed
iii.	Approved Probationers who have completed 15 years of service	Eligible for medical leave as admissible to the employees in the superior service

8. Unearned Leave on Private Affairs

- a) Unearned leave on Private Affairs on half-pay with full allowances shall be granted to the permanent employee except last grade employee for a total period of 6 months in all as follows, subject to the submission of the application in advance :-

S. No.	Period of Service	Period of Leave eligible
(1)	(2)	(3)
(i)	Total period of Unearned leave on Private Affairs for the entire service	6 months
(ii)	Period of Unearned leave on Private Affairs that can be availed of for the first 10 years of service, in the case of those who have completed a minimum period of service of 3 years	3 months
(iii)	Period of Unearned leave on Private Affairs that can be availed of beyond 10 years of service.	The rest of the leave with facility to carry over the Unearned leave not availed of in the first 10 years of service.

- b) Unearned leave on Private Affairs shall be availed for a maximum period of 6 months in all and upto a maximum of 3 months at any one time and they will be entitled to leave salary equal to half pay leave *in lieu* of half pay leave hitherto earned and granted.
- c) The Teaching and Non-Teaching staff who are eligible for Unearned leave on Private Affairs shall not take the leave in piecemeal, i.e. less than 15 days.

- d) An employee may be granted Unearned leave on Private Affairs upto a maximum of 3 months for the first 10 years of his/her service. The unutilised portion shall be carried forward and the employee shall be eligible to avail himself/herself of the remaining period from out of 6 months of leave after the 10th year of his/her service.

9. Extra-ordinary Leave without pay

- a) The employees are also eligible for extra-ordinary leave without pay (i) when no other leave is admissible under the leave rules or (ii) when other leave being admissible the employee concerned applies in writing for the grant of extra-ordinary leave subject to the following conditions:-
 - i. No employee shall be granted leave of any kind for a continuous period exceeding five years;
 - ii. Where an employee does not resume duty after availing the leave for a continuous period of five years or where an employee after the expiry of his/her leave remains absent from duty otherwise than on foreign service or on account of suspension for any period which together with a period of leave granted to him/her exceeds 5 years, he/she shall unless the Syndicate of the University, in view of the exceptional circumstances of the case otherwise determines be deemed to have resigned and shall accordingly cease to be in University Service.

- b) If a permanent employee has availed of extra-ordinary leave (with or without medical certificate) or some period of absence has been treated as *dies-non* in a half year, the credit to be afforded to his/her leave account of the commencement of next half year shall be reduced by 1/10 of the period of such leave or *dies-non* subject to maximum of 15 days.

10. Maternity leave

- (1) (a) Maternity leave shall be granted to a Permanent married woman employee, for a period not exceeding 270 days, which may spread over from Pre-confinement rest to post confinement recuperation at the option of the employee.
- (b) Non-permanent married woman employee, whether appointed in a regular capacity or temporarily should take for maternity purpose, the ordinary leave for which they may be eligible. If however such an employee is not eligible for any leave or if leave at her credit is less than 270 days, maternity leave may be granted for a period not exceeding 270 days or for the period that falls short of 270 days as the case may be.
- (c) Non-permanent married woman employee appointed temporarily should have completed one year of continuous service to become eligible for the grant of maternity leave.
- (d) Maternity leave shall be granted only on production of a medical certificate issued by a Registered Medical Practitioner.
- (f) No Maternity Leave will be granted to married women who have two living children.

(2) Maternity Leave for abortion or Medical Termination of Pregnancy

- (a) Permanent married women employees may be sanctioned maternity leave in case of miscarriage or abortion or medical termination of pregnancy. The period of leave shall be granted for six weeks from the date of abortion or medical termination of pregnancy that should have taken place after 12 weeks but before 20 weeks of pregnancy. The termination of pregnancy should have been performed in Government hospitals or other institutions approved under the Medical Termination of Pregnancy Act, 1971. The Certificate from a Registered Medical Practitioner authorized under the Medical Termination of Pregnancy Act may be accepted for this purpose. Temporary women employees may also be sanctioned this leave. But earned leave available at their credit shall be first sanctioned and the balance only as maternity leave.
- (b) The other conditions are the same as in the case of maternity leave. In case of abortion taken place after 20 weeks of pregnancy, eligible maternity leave will be granted.

(Note : If the woman employee is on any leave and the confinement takes place during the leave, the maternity leave commences from the date of confinement.)

11. Casual Leave

- i. Casual leave is a concession to enable the employee to be absent from duty in special circumstances for short periods without such absence being treated as ordinary leave. The fact that a maximum has been fixed for the period of casual leave which may be taken in a year does not mean that any officer is entitled to take the full period of casual leave as a matter of course.
- ii. Casual leave may be granted up to a limit of twelve days in the calendar year.
- iii. Casual leave may be taken in one or more instalments as the applicant desires; but such leave cannot either by itself or in combination with recognised holidays exceed 10 days at a time.
- iv. Casual leave cannot be accumulated and shall not be combined with any other kind of leave but it may be taken either at the beginning or end of holidays provided the period of total absence from head quarters does not exceed 10 days.
- v. The grant of casual leave shall rest with the Vice-Chancellor, provided that (a) leave to clerical and last grade staff may be granted by the Head of the Office concerned; and (b) leave upto a limit of 3 days to the members of teaching staff, may be granted by the head of the department of study concerned; and to the heads of departments of study by the Dean of Faculty concerned. The grant of such leave shall be reported to the Registrar through the Dean.

- vi. Procedure for the submission of CL Application of Teaching Staff - All applications for casual leave for more than 3 days from the members of the teaching staff shall be countersigned by the Head of the Department of Study and shall be forwarded to the Registrar, by the Dean of the Faculty concerned for sanction by the Vice-Chancellor.
- vii. Employees under basic service shall be eligible for Casual Leave for 12 days in a year. In the case of watchman, (who works for 6 days in a week), 33 days of casual leave shall be granted in a year

12. Compensatory Holiday / Leave

- (a) Compensation leave to the Non-Teaching Staff and Officers of University below the rank of Assistant Registrar may be allowed if they are called upon to attend Office work on holidays subject to the following conditions:

Sl. No.	Eligibility Conditions
i)	Compensatory holidays may be granted to the members of the non-teaching staff of the University <i>in lieu</i> of the holidays on which they are called upon to work, as per G.O. Ms. No. 2218 (Public) dated 14.12.1981.
ii)	No compensatory holiday can be claimed as a matter of right; it shall be within the discretion of the sanctioning authority to admit the claim for compensatory holiday or not (as per the G.O. cited above).
iii)	No staff shall be entitled to credit more than 20 compensatory holidays in all, in an academic year (as per the G.O. cited above).
iv)	Every compensatory holiday shall automatically lapse at the end of six months from the date on which the holiday has accrued (as provided for in the G.O. cited above).
v)	Compensatory holiday can be combined with casual leave or authorised public holidays subject to the condition that total period of absence shall not exceed ten days (as provided for in the G.O. cited above).
vi)	Compensation leave shall not be admissible to such of those staff who are paid either overtime allowance or travelling and daily allowance during camp (as provided for in the G.O. cited above).

13. Restricted Holidays

In addition to Casual Leave, employees shall be entitled to avail themselves of three days restricted holidays to be chosen from out of festive occasions as given in the table below:-

S. No.	Festival	S. No.	Festival
1	Chithra Pournami	17	Hijira – New Year
2	Adi Perukku	18	Garveen of Mohideen Abdul Khader
3	Rig Upakarma	19	Maundy Thursday
4	Yajur Upakarma	20	Ash Wednesday
5	Gayathri Japam	21	All Souls Day
6	Sama Upakarma	22	X- Mas Eve
7	Deepavali Nonbu	23	New Year Eve
8	Karthigai Deepam	24	Varalakshmi Viratham
9	Vaikunda Ekadesi	25	Onam
10	Arudra Dharshan	26	Shri Gurunanak Devji's Birthday
11	Thai Poosam	27	Shabe Miraj
12	Bogi	28	Arafa
13	Masi Makam	29	Easter
14	Mahasivarathri	30	Buddha Jayanthi
15	Shabe Bharath	31	1 st day of Ramzan
16	Shabe Khader		

14. Special Casual Leave

Special Casual Leave not exceeding 15 days, in an academic year may be granted to a Teacher for the following circumstances:-

- (i) Attending Conferences, Congresses, Symposia and Seminars on behalf of the University or with the permission of the University.

- (ii) Delivering lectures in Institutions and Universities at the invitation of such Institutions or Universities, received by the Annamalai University academic related assignments and accepted by the Vice-Chancellor.
- (iii) Participating in a delegation or working on a Committee appointed by the Central Government, State Government, the UGC, a sister University or any other academic body.
- (iv) To conduct examination of a University / Public Service Commission / Board of Examination or other similar bodies / Institutions / Ph.D., Viva-voce Examination.
- (v) Special Casual Leave cannot be accumulated, nor can it be combined with any other kind of leave, except Casual Leave and it may be granted in combination with holidays or vacation by the Sanctioning Authority on each occasion.

15. Special Disability Leave

- (a) Special disability leave shall be granted to the employee, who is disabled by injury intentionally inflicted or caused in, or in consequence of the due performance of his official duties or in consequence of his official position.
- (b) Special disability leave may be granted to the employee by the Vice-Chancellor up to a maximum of four months on the same Principles and condition laid down in Fundamental Rule 83 of “The Fundamental Rules and the Subsidiary Rules of the Tamil Nadu Government”.

16. On-Duty Leave

The teaching staff of the University shall be sanctioned On-Duty Leave for 30 days in an academic year for the following circumstances:-

- (i) for performing the duty of the University
- (ii) for attending the Orientation / Refresher Course
/ Short-time Course

17. Study Leave for the Teaching Staff of Annamalai University (UGC Guidelines letter No. F.1-6/2012 (PS) dated 07.06.2013 / Syndicate Resolution No. 13 dated 10.2.2014)

- i. The scheme of Study Leave provides an opportunity to avail of scholarships / fellowships awarded to the Faculty of Annamalai University who wish to acquire new knowledge and to improve analytical skills. When a teacher is awarded a scholarship or stipend (*by whatever nomenclature used*) for pursuing further studies leading to Ph.D. / Post doctoral qualification or for undertaking research project in a higher education institution abroad, the amount of the scholarship/ fellowship shall not be linked to the recipient's pay / salary paid to her / him by the Annamalai University. The awardee shall be paid salary for the entire duration of fellowship/scholarship, provided of course she/he does not take up any other remunerative jobs like teaching, in the host country.
- ii. A teacher on Study Leave shall not take up, during the period of that leave, any regular or part-time appointment under any other organization in India or abroad. He/She may however be allowed to accept a

fellowship or a research scholarship or an *ad hoc* teaching and research assignment with honorarium or any other form of assistance, other than regular employment in any other institution either in India or abroad, provided that the Syndicate of Annamalai University may, if it so desires, sanction study leave on reduced pay and allowances to the extent of any receipt in this regard, *in lieu* of teaching etc., which may be determined by Annamalai University.

- iii. Study leave may be granted to entry-level appointees as Assistant Professor / Assistant Librarian / Assistant Director of Physical Education and Sports (other than an Associate Professor or Professor of Annamalai University, who is otherwise eligible for sabbatical leave) after a minimum of three years of continuous service, to pursue a special line of study or research directly related to his /her work in Annamalai University or to make a special study of the various aspects of university organization and methods of education giving full plan of work.
- iv. Study Leave shall be granted by the Syndicate of Annamalai University on the recommendation of the Head of the Department of study concerned. The leave shall not be granted for more than three years in one spell, save in very exceptional cases, in which the Syndicate of Annamalai University is satisfied that such extension is unavoidable on academic grounds and necessary in the interest of the Annamalai University.

- v. Study leave shall not be granted to a teacher of Annamalai University who is due to retire within five years of the date on which he/she is expected to return to duty after the expiry of study leave.
- vi. Study leave may be granted not more than twice during one's career. However, under no circumstances, shall the maximum period of study leave admissible during the entire service exceed five years.
- vii. Study leave may be granted more than once, provided that not less than five years have elapsed after the teacher returned to duty on completion of earlier spell of study leave. For subsequent spell of study leave, the teacher shall indicate the work done during the period of earlier leave as also give details of work to be done during the proposed spell of study leave.
- viii. No teacher who has been granted study leave shall be permitted to alter substantially the course of study or the programme of research without the permission of the Syndicate of Annamalai University. In the event of the course of study falls short of study leave sanctioned, the teacher shall resume duty on the conclusion of the Course of study unless the previous approval of the Syndicate of Annamalai University to treat the period of short-fall as Extra-Ordinary leave has been obtained.
- ix. Subject to the maximum period of absence from duty on leave not exceeding three years, study leave may be combined with earned leave, half-pay-leave, extra-ordinary leave of vacation, provided that the earned leave at the credit of the teacher shall be availed of at the

discretion of the teacher. When study leave is taken in continuation of vacation, the period of study leave shall be deemed to begin to run on the expiry of the vacation. A teacher, who is selected to a higher post during study leave, shall be placed in that position and shall get the higher scale only after joining the post.

- x. The period of study leave shall count as service for the purposes of retirement benefits (pension / contributory provident fund), provided that the teacher rejoins the Annamalai University on the expiry of his/her study leave, and serve for the period for which the Bond has been executed.
- xi. Study leave granted to a teacher shall be deemed to be cancelled in case it is not availed of within 12 months of its sanction, provided that where study leave granted has been so cancelled, the teacher may apply again for such leave.
- xii. A teacher availing himself/herself of study leave, shall undertake that he/she shall serve the Annamalai University for a continuous period of at least three years to be calculated from the date of his/her resuming duty on expiry of the study leave.
- xiii. A teacher-
 - a) Who is unable to complete his /her studies within the period of study leave granted to him /her, or
 - b) Who fails to rejoin the service of the Annamalai University on the expiry of his / her study leave, or

- c) Who rejoins the service of the Annamalai University but leaves the service without completing the prescribed period of service after rejoining the service, or
- d) Who within the said period is dismissed or removed from the service by the Annamalai University shall be liable to refund to the Annamalai University, the amount of leave salary and allowances and other expenses, incurred on the teacher or paid to him/her or on his/her behalf in connection with the course of study.

EXPLANATION – I If a teacher asks for extension of study leave and is not granted the extension but does not rejoin duty on the expiry of the leave originally sanctioned, he/she shall be deemed to have failed to rejoin the service on the expiry of his/her leave for the purpose of recovery of dues under these guidelines.

EXPLANATION – II Notwithstanding the above, the Syndicate of Annamalai University may order that nothing in these guidelines shall apply to a teacher who, within three years of return to duty from study leave is permitted to retire from service on medical grounds, provided further that the Syndicate of Annamalai University may, in any other exceptional case, waive or reduce, for reasons to be recorded, the amount refundable by a teacher under these guidelines.

- xiv. After the leave has been sanctioned, the teacher shall, before availing himself / herself of the leave, execute a bond in favour of the Annamalai University, binding himself/herself for the fulfillment of the conditions mentioned above and give security of immovable property to the satisfaction of the Finance Officer of Annamalai University or a fidelity bond of an insurance company or a guarantee by scheduled bank or furnish security of two permanent teachers of Annamalai University for the amount which might become refundable to the Annamalai University.
- xv. The teacher on study leave shall submit to the Registrar of Annamalai University six-monthly reports of progress in his/her studies from his/her supervisor or the Head of the Institution. This report shall reach the Registrar within one month of the expiry of every six months of the study leave. If the report does not reach the Registrar within the specified time, the payment of leave salary may be deferred till the receipt of such report.
- xvi. The teacher on study leave shall submit a comprehensive report on the completion of the study leave period. A copy of the research document/ monograph/ academic paper produced during the period of study leave shall be put in the public domain, preferably on the website of Annamalai University.

- xvii. With a view to enhancing knowledge and skills of faculty members, especially junior faculty, at the rank of Assistant Professor, the Heads of Departments of study are enjoined to be generous in the award of study leave in the interest of faculty improvement, thereby impacting academic standards of Annamalai University in the long run.
- xviii. The Syndicate in its Resolution No. 12 dated, 29.04.2010 resolved that the grant of study leave with full pay being granted to the Tutors/Lecturer with P.G. Diploma Qualification working in the Rajah Muthiah Institute of Health Sciences be discontinued.

18. Sabbatical Leave for the Teaching Staff of Annamalai University

The Syndicate of Annamalai University shall grant sabbatical leave to the University Professors as occasion arises

Eligibility for the Grant of Sabbatical leave:

- a) 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.
- b) In reckoning the service in the Professor's grade for this purpose, six years service rendered in the 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.

Duration of Sabbatical leave:

- c) 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.
- d) 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.

Salary and Service benefits:

- e) 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. 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.
- f) 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.

Restrictions for the grant of Sabbatical leave:

- g) A Professor on sabbatical leave shall not take up during the period of that leave, any regular appointment under another organization in India or abroad.
- h) 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 the leave, a report on the nature of study, research or writing undertaken during the period of leave shall be submitted to the University.
- i) This leave shall not be granted to a Professor who has less than three years of left over service in the University before the age of superannuation.

19. Privilege Leave

- (i) Employees (probationers / Confirmed employees) under basic service shall be eligible for Privilege Leave for 20 days in a year. The Privilege Leave shall be granted for the first five years of service only.
- (ii) Privilege Leave cannot be accumulated and shall not be combined with any other kind of leave but it may be taken either at the beginning or end of holidays provided the period of total absence from head quarters shall not exceed 10 days.

20. Nature of Leave granted to Part Time Employees of Annamalai University

- i. Members of the staff who render part-time service or service which is remunerated wholly or partially by payment of fees will be entitled to casual leave. They will not be entitled to any other kind of leave except leave on medical certificate on half or quarter pay.
- ii. In special circumstances and when no other leave is admissible, extra-ordinary leave may be granted. Such leave is not debited against the leave account. Such leave shall not exceed a period of six months at a time; no leave salary is admissible during such leave.

21. Surrender of Earned leave for Encashment

- i. The Teaching and Non-Teaching Staff are eligible for surrender leave benefits, as applicable to staff of Government Colleges from time to time.
- ii. They shall have the choice to surrender earned leave for encashment upto a maximum of 15 days with an interval of 12 months or 30 days with an interval of 24 months as in the case of Government Servants.
- iii. The above concession will be applicable to the both teaching and non-teaching staff only upto their date of attaining superannuation as the case may be i.e. those who are continuing in service after superannuation are not eligible for the benefits.
- iv. The eligibility of service for the surrender of earned leave to the tune of 15 days or 30 days as the case may be, will be the same as in the case of sanction of earned leave.

- v. The earned leave is restricted to a maximum of 240 days in order to make the employees eligible for encashment of surrender leave benefits.

22. Acceptance of Examinerships

All the members of the staff should except in cases of emergency, take the previous permission of the authority before accepting any examinership (Syndicate Res. No. 28 dated 22.6.1998).

23. Signing of Token Register

- a. Every member of the teaching staff shall be present at the University on the last working day of each term and on the first working day of each term.
- b. If, however, a teacher is absent, with the previous permission of the Vice-Chancellor, on the closing day of the third term or on the days preceding the vacation, such period of absence shall be treated as earned leave or if he/she has no such leave to his/her credit then, as leave on loss of pay.
- c. If a teacher is absent, with the previous permission of the Vice-Chancellor, on the re-opening day after the vacation or on the days following the vacation such period of absence shall be treated as earned leave, or if he/she has no such leave to his/her credit, then as leave on loss of pay.
- d. If a teacher is absent, with the previous permission of the Vice-Chancellor, on the closing day of the first term or on the closing day of the second term or on the last few days of either term, such period of absence shall be treated as casual leave provided (i) he/she has casual

leave to his credit and (ii) he/she reports himself/herself to duty within ten days from the date of leaving head quarters. Otherwise, the entire period of absence from station will be treated as earned leave or, if he/she has no such leave to his/her credit, then as leave on loss of pay.

- e. If a teacher is absent, with the previous permission of the Vice-Chancellor, on the reopening day of the second term, or the third term or on days immediately following the recess such period of absence shall be treated as casual leave provided (i) he/she has casual leave to his/her credit, and (ii) he/she has been at headquarters within ten days prior to his/her return to duty. Otherwise, the entire period of absence shall be treated as earned leave, or if he/she has no such leave to his/her credit then as leave on loss of pay.

Note: For purpose of these rules "Vacation" refers to the summer holidays and "recess" refers to the short holidays at the end of the first term and second term.

24. General Instructions

- i. Leave is earned by duty only. Vacation counts as duty and is *in lieu* of leave on full pay, the two being interchangeable. If a person has been permitted to enjoy a part only of his/her vacation in any year, he/she shall be entitled to leave for a period corresponding to the unenjoyed part of the vacation.
- ii. Leave ordinarily begins on the day on which transfer of charge is effected and ends on the day preceding that on which charge is resumed.

- iii. When the day immediately preceding the day on which the leave of a member of the staff of the University begins or immediately following the day on which his/her leave expires is a holiday or one of a series of holidays, the member of the staff may leave his/her station at the close of the day before or return to it on the day following such holiday or series of holidays, provided that his/her transfer or assumption of charge does not involve the handing or taking over of securities or of monies other than a permanent advance, and that if it is necessary to make an arrangement for his/her work during the holidays, it shall be done without any extra expense to the University.
- iv. An employee who resigns or is discharged from the employment of the University cannot, if re-employed after an interval, count his/her former service towards leave without the permission of the authority reappointing him.
- v. An employee, who is dismissed or removed from the University Service, but is reinstated, is entitled to count his former service towards leave unless the authority reinstating him/her declares that he shall not so count it, in whole or in part.
- vi. Leave cannot be claimed as a matter of right. When the exigencies of the University Service so require, discretion to refuse or revoke leave of any description is reserved to the authority empowered to grant it.

- vii. All orders recalling a servant to duty before the expiry of his/her leave should state whether the return to duty is optional or compulsory. If it is compulsory, the servant shall be entitled to travelling allowance to Annamalainagar but will get leave salary up to the date he/she joins his/her post.
- viii. An employee, who remains absent after the expiry of his/her leave, is not entitled to leave salary during the period of such absence; wilful absence from duty after the expiry of leave involves forfeiture of appointment.
- ix. An employee, who has ceased to be in the service of the University under the preceding rules, may be reinstated in his/her office, but such reinstatement shall be considered as a fresh appointment and all claims for leave etc., on account of his/her previous service shall be forfeited.
- x. An employee of the University on leave shall not take service or accept any employment without obtaining the previous sanction of the Syndicate. This rule does not apply to casual literary work.
- xi. An employee (not being a re-employed person) on entering service must put in atleast 3 years of service before he/she can be granted Earned Leave / Unearned Leave on Medical Certificate / Unearned Leave on Private Affairs:

Provided that in extra-ordinary cases the Syndicate may, at its discretion grant leave on full pay on medical grounds for a period, not exceeding 15 days in a year within the first three years of service, and such grant of leave shall be debited to the leave account of the individual.

- xii. It will be in the discretion of the sanctioning authority to grant leave on half pay even if leave on full pay is due, if, it is necessary to do so in the interest of the University.
- xiii. Categories of leave not covered in these leave rules shall be considered by the Syndicate, if necessary.

25. Miscellaneous Instructions

- i. In case of necessity and when no other leave is due, leave without pay may be granted subject to the condition that no servant can be granted such leave for more than five years during the whole period of his service.

Note: The mere submission of a medical certificate shall not entitle the applicant to avail himself of the leave in anticipation unless the medical certificate clearly shows that the applicant is utterly unfit to attend to his work.

- ii. Except in cases of emergency, an application for casual leave must be sent to the authority concerned atleast one week, and an application for any other kind of leave, atleast three months, before the date from which the applicant desires to take leave. Every application for leave within a shorter period of time must state the

- precise nature of the emergency upon which the application is based.
- iii. The Syndicate may require any officer or servant who is incapacitated by illness to send in an application for sick leave.
 - iv. When an officer or teacher who draws an allowance or is exempted from payment of house rent goes on leave, such privileges are withdrawn during the period of leave and may be conferred on the officer or teacher who undertakes the duties for which the privileges are granted. This does not preclude any arrangement being made by mutual agreement between the two parties.
 - v. If an officer wishes to resume his duties before the expiry of his leave, he/she may be permitted to do so, provided that if arrangements have been made for the period of his leave which would involve a pecuniary loss in the case of his premature return, he/she shall take upon himself such pecuniary liability.
 - vi. The leave on full pay in lieu of vacation may be availed of before the commencement of summer vacation in special cases at the discretion of the Vice-Chancellor. They are also eligible for extra-ordinary leave without pay and allowances (i) when no other leave is admissible under the leave rules or (ii) when other leave being admissible the servant concerned applies in writing for the grant of extra-ordinary leave [Syn.Res.No.37 dated 8.9.86].
 - vii. Leave at the credit of the employee in his/her leave account other than earned leave shall lapse on the date of retirement or on the date of termination of the

extension of service. The leave sanctioning authority shall *suo moto* sanction, without waiting for the formal application from the employee, the encashment of earned leave at the credit of an employee on the date of retirement or on the date of termination of the extension of service, subject to a maximum of 240 days and unearned leave on private affairs of 60 days. The encashment of above leave up to a maximum of 300 days shall be allowed based on Basic Pay plus Dearness Allowance only and no other allowances (Syn. Res. No.72 dated 19.07.2003).

- viii. The teaching and Non-teaching staff except last grade servants, retiring from service will be entitled for full leave salary for 50% of the leave on private affairs standing to the credit of the employee, subject to a maximum of 90 days, at the time of retirement (Syn. Res. No.99 dated 08.09.1986).

TRANSITORY PROVISIONS

26. Amendments and Interpretation of the Leave Rules

- (a) These Regulations are subject to modifications or amendments as may be made by the Syndicate from time to time, in accordance with the orders issued in Government G.O., as and when situation warrants.
- (b) If any dispute arises in the interpretation of these Regulations, the decision of the Syndicate shall be final.

REGULATIONS

PART – V

DISCIPLINARY PROCEDURES

Title and Application

- (1) (a) **Title** – These Regulations may be called as Annamalai University Regulations on Disciplinary Procedures.
- (b) **Application** - Subject to the provisions of the Act and the Regulations issued thereunder, these Regulations shall be applicable to all University employees (Teaching, Administrative / Non-Teaching Staff coming under Academic, Administrative and Technical Services of Annamalai University) temporary or permanent in the University, except persons employed on daily wages basis / contract basis.
- (c) If any doubt arises as to whether these Regulations apply to any person, the matter shall be referred to the Syndicate, whose decision shall be final.

Definitions

- (2) In these Regulations, unless the context otherwise requires,
 - a) “Appointing Authority” means the authority empowered to make appointments to the post which the University employee for the time being holds.
 - b) “Head of Institution” means the officer in-charge of the Department or a Centre responsible for its administration including its day to day working.

- c) “University Employee” means every person in the whole time employment of the University (other than a person so employed in the contingent) and paid from the University fund.
- d) “University Service” means service under the Annamalai University.

IMPOSING MINOR AND MAJOR PENALTIES

Minor Penalties

- (3) The following Minor penalties may, for good and sufficient reasons and as herein after provided, be imposed upon an University employee, namely:-
 - a) Censure.
 - b) Fine (in the case of persons for whom such penalty is permissible under these Regulations).
 - c) Withholding of increments.
 - d) Withholding of promotion including stoppage at an efficiency bar; and
 - e) Recovery from pay of the whole or part of any pecuniary loss caused to the University by negligence or breach of orders.

Major Penalties

- (4) The following Major penalties may, for good and sufficient reasons and as herein after provided, be imposed upon an University employee, namely:-
 - a) Reduction to a lower rank in the Seniority list.
 - b) Reduction to a lower post not being lower than to which he/she was directly recruited.
 - c) Reduction to a lower time scale.
 - d) Reduction to a lower stage in the same scale.
 - e) Compulsory retirement.
 - f) Removal from service of the University; and
 - g) Dismissal from service of the University.

Discharge of University Employee from Service

- (5) The discharge of University Employee from service in the following cases does not amount to removal or dismissal within the meaning of these Regulations:-
- a) The discharge of a person appointed on probation before the expiry or at the end of the prescribed or extended period of probation; or
 - b) The discharge of a person engaged under contract, in accordance with the terms of his contract; or
 - c) The discharge of a person appointed otherwise under contract to hold a temporary appointment on the expiry of the period of the appointment.

Impact of Removal / Dismissal

- (6) The removal of a person from the University service shall not disqualify him/her from future employment by the University but the dismissal of a person from the University service shall ordinarily disqualify him/her from future employment by the University.

Meaning of a Penalty

- (7) The following shall not amount to penalty within the meaning of these Regulations:-
- a) Withholding of increments of an University employee for failure to pass a departmental examination or consequential to the extension of probation in accordance with the Regulations or orders governing the service or post or the terms of his/her appointment;

- b) Stoppage of increment of an University employee at the efficiency bar in the scale of pay on the ground of his/her unfitness to cross the bar;
- c) Non-promotion of University employee whether in an officiating or substantive capacity, after consideration of his/her case, to a higher grade or post, for promotion to which he/she is eligible;
- d) Reversion to a lower service, category, class, grade or post of an University employee officiating in a higher service, category, class, grade or post on the ground that he/she is considered, to be unsuitable for such higher service, category, class, grade or post or on administrative grounds unconnected with his/her conduct;
- e) Reversion to his/her previous service, category, class, grade or post of an University employee appointed on probation to another service, category, class, grade or post during or at the end of the period of probation, in accordance with the terms of his/her appointment or the Regulations governing probation;
- f) Replacement of the service of a person whose service has been borrowed from the Central Government or State Government or a local authority, at the disposal of the authority which had lent his/her service;
- g) Compulsory retirement of an University employee in accordance with the provisions relating to his/her superannuation or retirement.

Imposing the Penalty of Fine

- (8) The penalty of fine as such shall be imposed only on an employee in the post drawing Pay Level – I : Rs. 15,700 – 50,000 (Basic Service).

DISCIPLINE AND CONTROL OF UNIVERSITY EMPLOYEES

Procedure relating to Discipline and Control among the University Employees

- (9) The detailed procedure governing the discipline and control of the University employees shall be as detailed in Annexure – I to these Regulations.

SUSPENSION PROCEDURES

Placing an employee under Suspension

- (10) (i) If suspension is necessary in the interest of the University, an employee may be placed under suspension from service, whereas –
- a) an enquiry into Grave Charges against him/her is contemplated, or is pending; or
 - b) a complaint against him/her of any Criminal Offence is under investigation or trial;
- (ii) An University employee who is detained in custody whether on a criminal charge or otherwise, for a period longer than forty eight hours shall be deemed to have been placed under suspension by an order of the competent authority with effect from the date of his/her detention.
- (iii) An University employee shall be deemed to have been placed under suspension by an order of the competent authority, with effect from the date of his/her conviction for an offence, if he/she is sentenced to a

term of imprisonment exceeding forty eight hours and is not forthwith dismissed or removed from service or compulsorily retired consequent to such conviction.

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

Grave Charges

(11) The following cases shall be included under the heading “Grave Charges”:-

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

Continuance of Suspension in Case of Further Enquiry

(12) Where a penalty of dismissal, removal or compulsory retirement from service imposed upon a member of the University service under suspension is set aside in appeal or on review under these Regulations and the case is remitted back for further enquiry or action or with any other

directions, the order of his/her suspension shall be deemed to have continued in force on and from the date of the original order for dismissal, removal or compulsory retirement and shall remain in force until further orders.

Continuance of Suspension in certain other Cases

- (13) Where a penalty of dismissal, removal or compulsory retirement from service imposed upon an University employee is set aside or declared or rendered void in consequence of or by a decision of the court of law and the competent authority, on a consideration of the circumstances of the case, decides to hold a further enquiry against him/her on the allegations on which the penalty of dismissal, removal or compulsory retirement was originally imposed, the University employee shall be deemed to have been placed under suspension by the competent authority from the date of the original order of dismissal, removal or compulsory retirement and shall continue to remain under suspension until further orders.
- (14) Where an University employee is suspended or deemed to have been suspended (whether in connection with any disciplinary proceedings or otherwise) and any other disciplinary proceedings is commenced against him/her during the continuance of that suspension, the authority competent to place him/her under suspension may, for reasons to be recorded by him/her in writing, direct that the University employee shall continue to be under suspension until the termination of all or any of such proceedings.

Modification or Revocation of Suspension

- (15) An order of suspension made or deemed to have been made under these Regulations, may, at any time, be revoked by the authority which made it or is deemed to have made the order or by any authority to which that authority is subordinate.
- (16) If an University employee who has been detained for a period exceeding 48 hours is later released on bail, such release shall not affect the deemed suspension which will continue to be in force until revoked by the competent authority under Section (15) above.
- (17) Any University employee who may be arrested for any reason, shall intimate promptly the fact of his/her arrest and the circumstances connected therewith to his/her immediate superior even though he/she might have been released on bail subsequently. Failure on the part of the University employee to inform his/her immediate superior officer shall be regarded as suppression of material information and will render him/her liable to disciplinary action on this ground alone, apart from the action that may be called for on the outcome of the police case against him/her.
- (18) An University employee can be placed under suspension only by a specific order made in writing by the competent authority. The order of suspension shall be in the form given in Annexure – IV to these Regulations. An University employee shall not be placed under suspension by an oral order.
- (19) Except in case in which an University employee is deemed to have been placed under suspension, the order of suspension shall take effect only from the date on which it is made.

- (20) The authority competent to place under suspension an University employee shall be, as given in Annexure – III to these Regulations.

Subsistence Allowance

- (21) An University employee under suspension shall be entitled to a subsistence allowance at an amount equal to a leave salary and dearness allowance (if any), which he/she would have drawn if he/she had been on leave on half pay.

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

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

- (22) No payment of subsistence allowance shall be made unless the employee furnishes a certificate that he/she is not engaged in any other employment, business, profession or vocation.

Not entitled for Leave during the period of Suspension

- (23) A suspended person shall not be entitled to any leave for the period of suspension. When an employee who has been suspended is finally reinstated, he/she shall get full pay unless the competent authority has expressly ordered a deduction to be made for the suspension period as a punishment. In the case of dismissal or removal from service with retrospective effect, no recovery is necessary of the subsistence allowance already paid to him/her.

Appeals against orders of suspension

- (24) A University employee may appeal against an order of suspension to the authority to which the authority which made or is deemed to have made the order is immediately subordinate.
- (25) The authority competent to place an University employee under suspension shall be as set forth in Annexure – III to these Regulations.

Consequence of death of University Employee under Suspension

- (26) Where an University Employee under suspension dies before the disciplinary or the court proceedings instituted against him/her are concluded, the period between the date of suspension and the date of death, shall be treated as duty for all purposes and his/her family shall be paid the full pay and allowances for that period to which he would have been entitled had he/she not been suspended, subject to adjustment in respect of subsistence allowance already paid.

DISCIPLINARY ACTION AGAINST PENSIONERS

Right of University to withhold or withdraw pension

- (27) The University reserve the right of withholding or withdrawing a pension or part thereof, whether permanently or for a specified period if, in any departmental or judicial proceedings, the pensioner is found guilty of grave misconduct or negligence during the period of his/her service, including service rendered upon re-employment after retirement, and such withholding or withdrawing the pension may be effected irrespective of the fact whether or not any pecuniary loss on account of such grave misconduct or negligence was caused to the University.

Continuation of Disciplinary Action after Retirement

- (28) The following procedure shall be followed in respect of cases in which disciplinary proceedings had been initiated in respect of the misconduct or misbehavior while in service before retirement:-

The disciplinary proceedings if instituted while the University employee was in service, whether before his/her retirement or during his/her re-employment, shall, after the final retirement of the University employee be deemed to be proceedings under these Regulations and shall be continued and concluded by the authority by which they were commenced in the same manner as if the University Employee has continued in service.

Initiation of Disciplinary Action after Retirement

- (29) The following procedure shall be followed in respect of misconduct or misbehavior while in service but no disciplinary proceedings was not instituted before retirement or during his/her re-employment:-

If the disciplinary proceedings was not instituted while the University employee was in service, whether before his/her retirement or during his/her re-employment shall not be instituted-

- (i) without the sanction of the Syndicate; and
 - (ii) in respect of any event which took place within four years before such institution.
- (30) The disciplinary proceedings shall be conducted by such authority and in such place as the Syndicate may direct and in accordance with the procedure applicable to disciplinary proceedings in which an order of dismissal from service could be made in relation to the University employee during his/her service.

TRANSITORY PROVISIONS

Amendments / Modifications to the Regulations

- (31) These Regulations are subject to modifications or amendments as may be made by the Syndicate from time to time, in accordance with the orders issued in Government G.O., as and when situation warrants.

Interpretation of the Regulations

- (32) If any dispute arises in the interpretation of these Regulations, the decision of the Syndicate shall be final.

ANNEXURE – I
(for Regulation 9)

Procedure relating to Discipline and Control
among the University Employees

I) AUTHORITY FOR INITIATING DISCIPLINARY
PROCEEDINGS

- (1) The authority which may initiate disciplinary proceedings such as calling for explanations from and / or issuing memoranda or show cause notice to an University employee for considering the imposition of any of the penalties mentioned in Regulations 3 & 4 shall be as detailed in Annexures – II & III to these Regulations.

Provided that where more than one employee of the University are involved, the authority competent to initiate disciplinary proceedings and impose any of the penalties shall be the authority in respect of University employee who holds the higher post and the disciplinary proceedings against all of them shall be taken together.

Mode of Communications

- (2) Every order, notice and other process made or issued under these Regulations shall be served in person to the University employee concerned or sent to him/her by registered post with acknowledgment due or if such person is not found by leaving it at his last known place of residence or by giving or tendering it to an

adult member of his / her family or if none of the means aforesaid is available by affixing it in some conspicuous part of his/her last known place of residence.

II) AUTHORITIES FOR IMPOSING THE PENALTIES

- (3) The authority which may impose the penalties mentioned in Regulations 3 & 4 shall be as detailed in Annexure – II & III to these Regulations.

III) BAR ON JURISDICTION / POWERS OF HIGHER AUTHORITY

- (4) Where in any case, a higher authority has imposed or declined to impose a penalty for reasons to be recorded under these Regulations, a lower authority shall have no jurisdiction to proceed under these Regulations in respect of the case.
- (5) The fact that a lower authority has imposed or declined to impose a penalty in any case, shall not debar a higher authority from exercising his/her jurisdiction under these Regulations in respect of the same case.
- (6) The order of a higher authority imposing or declining to impose in any case, a penalty under these Regulations, shall supersede any order passed by a lower authority in respect of the same case.
- (7) The fact that a lower authority has dropped a charge against a person as not proved, shall not debar a higher authority from reviving it, for reasons to be recorded and taking suitable action on the charge so revived.

IV) PROCEDURE FOR IMPOSING MINOR PENALTIES

Opportunity for making Representation

- (8) In every case where it is proposed to impose on an employee any of the minor penalties, he/she shall be given a reasonable opportunity of making any representation that he/she may desire to make and such representation, if any, shall be taken into consideration before the order imposing the penalty is passed.
- (9) In cases where it is proposed, after considering the representation of the Employee, to withhold increments of pay and such withholding of increments is likely to affect adversely the amount of pension payable to the Employee or to withhold increments of pay without cumulative effect for a period exceeding 3 years or to withhold increment of pay with cumulative effect for any period, the Major Penalty procedure laid down in Chapter V of Annexure- I shall be followed, before making any order imposing on the Employee any such penalty.

Record of Proceedings in respect of Minor Penalties

- (10) The Record of Proceedings under Section-8 (Annexure – I) above shall include
- a) A copy of the intimation to the university employee of the proposals to take action against him/her.
 - b) A copy of the statement of allegations communicated to him/her.
 - c) His/her representation, if any,
 - d) The orders of the case together with the reasons therefor.

Authority for imposing the Minor Penalties

- (11) The authority which may impose any of the Minor Penalties on a University employee shall be as mentioned in Annexure – II to these Regulations.

V) PROCEDURE FOR IMPOSING MAJOR PENALTIES

Framing of Charges

- (12) In every case where it is proposed to impose on an employee of the University any of the major penalties, the ground on which it is proposed to take action shall be reduced to the form of a definite charge or charges, which shall be communicated to the person charged, together with a statement of the allegations on which each charge is based and of any other circumstances which it is proposed to take into consideration in passing orders on the case. He/she shall be required, within a reasonable time, to put in a written statement of his/her defence and to state whether he/she desires an oral enquiry or only to be heard in person or both.

Conduct of Enquiry

- (13) An oral enquiry shall be held if such an enquiry is desired by the person charged or is directed by the authority concerned. At that enquiry oral evidence shall be heard as to such of the allegations as are not admitted, and the person charged shall be entitled to cross – examine the witnesses, to give evidence in person and to have such witness called, as he/she may wish, provided that the officer conducting the enquiry may, for special and sufficient reason to be recorded in writing, refuse to call a witness. Whether or not the person charged desired or had an oral enquiry, he/she shall be heard in person at any stage, if he/she so desires, before passing of final orders.

Enquiry Report

- (14) After the enquiry has been completed, the person charged shall be entitled to put in, if he/she so desires, any further written statement of his/her defense. If no enquiry is held and if he/she had desired to be heard in person, a personal hearing shall be given to him/her. A report of the inquiry or personal hearing (as the case may be) shall be prepared by the authority holding the enquiry or personal hearing whether or not such authority is competent to impose the penalty. Such report shall contain a sufficient record of the evidence, if any, and a statement of the findings and the grounds thereof.

Furnishing a copy of Enquiry Report to the delinquent employee

- (15) After the enquiry or personal hearing referred to in Section-13 above (Annexure-I) has been completed and after the authority competent to impose the penalty has arrived at a decision about the charges, the person charged shall be supplied with a copy of the report referred to in that Section-14 above (Annexure-I) and be directed to submit his further representation on the enquiry report, within a reasonable time not ordinarily exceeding one month.

Consideration of the further representation of the delinquent employee

- (16) Any representation in this behalf submitted by the person charged shall be taken into consideration before final orders are passed, provided that such representation shall be based only on the evidence adduced during the enquiry.

- (17) The requirements of Section-15 above (Annexure-I) shall not apply where it is proposed to impose on an University employee any of the major penalties on the basis of facts which have led to his/her conviction in a criminal court, whether or not, he/she has been sentenced at once by such court to any punishment; but he/she shall be given a reasonable opportunity of making any representation that he/she may desire to make and such representation, if any, shall be taken into consideration, before the order imposing the penalty is passed.

Authority for imposing the Major Penalties

- (18) The authority which may impose any of the Major Penalties on an University employee shall be as mentioned in Annexure-III to these Regulations.
- (19) All or any of the provisions mentioned in Sections 8 to 18 above (Annexure-I), in exceptional cases, for special and sufficient reasons to be recorded in writing, be waived where there is difficulty in observing exactly the requirements and these requirements can be waived without injustice to the person charged.
- (20) If any question arises whether it is reasonably practicable to follow the procedure prescribed in Sections – 12,13 and 14 above (Annexure-I) the decision thereon of the authority empowered to dismiss or remove such persons or reduce him/her in rank, as the case may be, shall be final.

VI) APPEALS

Appellate Authority

- (21) Every University employee shall be entitled to appeal, as hereinafter provided, from an order passed by an authority imposing upon him/her any of the penalties specified in these Regulations, to the next higher authority, namely:-
- a) An appeal from an order imposing a penalty by the Registrar shall lie to the Vice-Chancellor;
 - b) An appeal from the order imposing a penalty by the Vice-Chancellor shall lie to the Syndicate;
 - c) An appeal from the order imposing a penalty by the Syndicate shall lie to the Chancellor.

Limitation for making an Appeal

- (22) No appeal under this Regulations shall be entertained unless it is submitted within a period of sixty days from the date of which the order appealed against was received by the appellant.
- (23) Every person preferring an appeal shall do so separately and in his/her own name.
- (24) Every appeal preferred under these Regulations shall contain all material statements and arguments relied on by the appellant, shall contain no disrespectful, defamatory or improper language, and shall be addressed to the authority to whom the appeal is preferred and shall be submitted through the authority against whose order the appeal is preferred and through the usual official channel.

Consideration of Appeal by the Appellate Authority

- (25) In the case of an appeal against an order imposing any of the penalties specified in these Regulations, the appellate authority shall consider –
- a) Whether the facts on which the order was based have been established;
 - b) Whether the facts established afford sufficient ground for taking action; and
 - c) Whether the penalty is excessive, adequate, or inadequate and after such consideration, shall pass such order, as it thinks proper.
- (26) Any error or defect in the procedure followed in imposing a penalty may be disregarded by the appellate authority if such authority considers, for reasons to be recorded in writing, that the error or defect was not material and has neither caused injustice to the person concerned, nor affected the decision of the case.
- (27) In the case of an appeal, the appellate authority shall pass such orders, as appears to it just and equitable, having regard to all the circumstances of the case.

Withholding of Appeals

- (28) An appeal may be withheld by an authority not lower than the authority from whose order it is preferred, if-
- a) it is an appeal in a case in which under these Regulations no appeal lies;
 - b) it is not preferred within sixty days after the date on which the appellant was informed of the order appealed against and no reasonable cause is shown for the delay;

or

- c) it is a repetition of a previous appeal and is made to the same appellate authority by which such appeal has been decided and no new facts or circumstances are adduced which afford grounds for a reconsideration of the case; or
- d) it does not comply with the provisions of Section-25 above (Annexure-I); or
- e) it is addressed to an authority to which no appeal lies under these Regulations.

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

Provided further that an appeal withheld only on account of failure to comply with the provisions of Section-24 above (Annexure-I) may be re-submitted at any time within one month of the date on which the appellant has been informed of the withholding of the appeal, and, if resubmitted in a form which complies with those provisions, shall not be withheld.

- (29) When the appeal is withheld the authority withholding the appeal shall forward to the appellate authority, a copy of such order communicated to the University employee.
- (30) No appeal shall lie against withholding of an appeal by a competent authority.
- (31) The authority, by whom an order imposing any of the minor penalties specified in the Regulations may be reversed or altered in cases in which no appeal is preferred, shall be the appellate authority or any higher authority.

- (32) Every appeal which is not withheld under these Regulations shall be forwarded to the appellate authority by the authority from whose order the appeal is preferred, with an expression of opinion.
- (33) An appellate authority may call for any appeal admissible under these Regulations which has been withheld by a subordinate authority and may pass such orders thereon, as it considers fit.
- (34) Nothing contained in these Regulations shall be deemed to preclude an authority higher than the appellate authority to review cases either on its own initiative or on representations from the University employee against the orders of the Punishing Authority or the Appellate Authority.

ANNEXURE – II
(for Section 11 of Annexure – I)
Competent Authority to initiate Disciplinary Proceedings
and to impose Minor Penalties on Teaching,
Administrative /
Non-Teaching Staff coming under Academic,
Administrative and Technical Services of
Annamalai University

Sl. No.	Nature of Penalties	University employees in Pay Level 25 (Rs. 59,300 – 1,87,700) and above		University employees in Pay Level 13 (Rs. 35,900 – 1,13,500) and above, but less than Pay Level 25 (Rs. 59,300 – 1,87,700)		University employees in Pay Level 2 (Rs. 15,900 – 50,400) and above, but less than Pay Level 13 (Rs. 35,900 – 1,13,500)	University employees in Pay Level 1 (Rs. 15,700 – 50,000)
		Group – A		Group – B		Group – C	Group – D
		Teaching	Administrative/ Non-Teaching	Teaching	Administrative/ Non-Teaching	Administrative/ Non-Teaching	Administrative/ Non-Teaching
1	2	3	4	5	6	7	8
1	Fine (Applicable only for Basic Service)	Not Applicable	Not Applicable	Not Applicable	Not Applicable	Not Applicable	Registrar
2	Censure	Vice-Chancellor	Vice-Chancellor	Vice-Chancellor	Registrar	Registrar	Registrar
3	With-holding of increments/ recovery from pay	Syndicate	Vice-Chancellor	Syndicate	Registrar	Registrar	Registrar
4	With-holding of promotion	Syndicate	Vice-Chancellor	Syndicate	Vice-Chancellor	Vice-Chancellor	Registrar
5	Recovery from pay of the whole or part of any pecuniary loss to the University	Syndicate	Vice-Chancellor	Syndicate	Vice-Chancellor	Registrar	Registrar

ANNEXURE – III
(for Section No. 18 of Annexure – I)
Competent Authority to initiate Disciplinary Proceedings and to
impose Major Penalties on Teaching, Administrative / Non-
Teaching Staff coming under Academic, Administrative and
Technical Services of Annamalai University

Sl. No.	Nature of Action / Penalties	University employees in Pay Level 25 (Rs. 59,300 – 1,87,700) and above		University employees in Pay Level 13 (Rs. 35,900 – 1,13,500) and above but less than Pay Level 25 (Rs. 59,300 – 1,87,700)		University employees in Pay Level 2 (Rs. 15,900 – 50,400) and above but less than Pay Level 13 (Rs. 35,900 – 1,13,500)	University employees in Pay Level 1 (Rs. 15,700 – 50,000)
		Group - A		Group - B		Group - C	Group - D
		Teaching	Administrative / Non-Teaching	Teaching	Administrative / Non-Teaching	Administrative / Non-Teaching	Administrative / Non-Teaching
1	2	3	4	5	6	7	8
1	Suspension pending enquiry	Syndicate	Syndicate	Vice-Chancellor	Vice-Chancellor	Registrar	Registrar
2	Reduction to lower rank in the seniority list or to a lower stage in the same scale or to a lower scale or to a lower post	Syndicate	Syndicate	Vice-Chancellor	Vice-Chancellor	Vice-Chancellor	Vice-Chancellor
3	Compulsory retirement or removal or dismissal from service	Syndicate	Syndicate	Vice-Chancellor	Vice-Chancellor	Vice-Chancellor	Vice-Chancellor

NOTE: The powers of the authorities to place an employee of the University under suspension pending enquiry shall not however debar the higher authorities from exercising these powers.

ANNEXURE – IV
(for Regulation No. 18)
Standard form of Suspension Order
ANNAMALAI UNIVERSITY
ANNAMALAINAGAR – 608 002

Dated :

* WHEREAS an enquiry into grave charges against Thiru. (Name and Designation) is contemplated / pending.

* WHEREAS a complaint against Thiru. (Name and Designation) of a criminal offence is under investigation / trial;

AND WHEREAS in the circumstances of the case it is necessary in the interest of the university to place the said Thiru..... under suspension from the service of the University.

Now, therefore, under Regulation 10 of Annamalai University Regulations on Disciplinary Procedures, the said Thiru. is, with immediate effect, placed under suspension from service, until further orders.

(2) During the period of suspension, the said Thiru. will be paid subsistence allowance and dearness allowance admissible under the Regulations / Laws of the University.

The Headquarters of the said Thiru. during the period of suspension shall be and the said Thiru. shall not leave the Head-quarters without obtaining the previous permission of the authority concerned.

(By order of the * Vice-Chancellor / * Syndicate)

REGISTRAR
ANNAMALAI UNIVERSITY

* Delete whichever is inapplicable

REGULATIONS
PART – VI
PROVIDENT FUND RULES, PENSION RULES
AND CONTRIBUTORY PENSION SCHEME

CHAPTER – I
PROVIDENT FUND RULES

- (1) These Rules shall be called “Annamalai University Provident Fund Rules” and applicable to the teaching staff recruited prior to 01-04-2003.

Eligibility for subscription

- (2) Every teaching staff on confirmation shall subscribe to the University Provident Fund. The amount of such subscription being fixed in whole rupees. A teaching staff on probation/temporary basis “appointed against regular vacancy” who has completed six months service may, however, choose to subscribe during such periods. The subscriber will have the option to discontinue subscription during leave periods, and the intention of such option should be communicated to the Registrar in writing before the commencement of the leave. The accumulations of subscriptions shall be invested by the University as may be decided from time to time with reference to the orders of the Government in this regard if any.

Rate of Subscription

- (3) (i) The minimum rate of subscription payable by each subscriber shall be 12% of his/her emoluments i.e. Basic Pay, Grade Pay, Special Pay, Personal Pay and Dearness Allowance (Fraction to be rounded off to next Rs.10/-)
- (ii) The Syndicate may revise the minimum rate of Provident Fund Subscription in accordance with Government Orders issued by the Government of Tamil Nadu from time to time.
- (iii) Voluntary increase over and above the rate of subscription is permissible and it shall be made by a subscriber only on two occasions in a year, namely, in the pay for March drawn in April and in the pay for September drawn in October. Such members are also permitted to reduce the rate of subscription once in a year subject to the condition that minimum subscription will be as indicated.

Payment of Interest on subscription

- 4) Interest on subscription shall be payable by the University as follows:
- (a) In the event of resignation or retirement of a subscriber, interest shall be calculated up to the date of his resignation or retirement. If a subscriber proceeding on leave preparatory to retirement desires to close his provident fund account, interest shall be payable only up to the date of application for such closure of account.

- (b) In the event of the death of a subscriber, interest shall be calculated up to the date of payment to the nominee, or legal heirs of the deceased.

Form of Declaration

- 5) (i) Each subscriber shall, on admission to this Fund, fill in, sign and deliver the “Form of Declaration”. He shall be at liberty to deliver revised declaration from time to time.
- (ii) These declarations shall be kept in the personal custody of the Registrar. An acknowledgement shall be sent for every declaration received, and when a revised declaration is delivered, the previous declaration shall be returned to the subscriber along with the acknowledgement for the revised declaration.
- (iii) The person or persons appearing in the latest declaration shall be recognized by the Fund and the receipt of such person or such persons shall be a complete discharge of all liabilities in respect of the Fund.

Maintenance of Nomination Register

- (6) (i) A Register shall be maintained in which the names of all nominees shall be entered.
- (ii) A subscriber may nominate a person or any number of persons as his/her nominee or nominees and if he/she nominates more than one person he/she must enter in the Form of Declaration the proportion in which the amount payable shall be distributed among them.

- (iii) The Syndicate shall have the right to refuse to accept for the nomination of any person without assigning any reason for such refusal and the subscriber shall thereupon register some other person approved by the Syndicate.
- (iv) A subscriber shall ordinarily nominate his wife/her husband or his/her children, natural or adopted.

Miscellaneous

- (7) (i) The University will not be bound by nor will it recognize any assignment or any encumbrance executed or attempted to be created which affects the disposal of the amount standing to the credit of a subscriber who dies before retirement.
- (ii) The subscriptions and interest thereon of a subscriber are not liable to forfeiture on dismissal or on conviction, by a criminal court, except for an offence for which the penalty of attachment of the offender's property is ordered by a competent Court of Law.
- (iii) When a subscriber proceeds on leave preparatory to retirement his/her Provident Fund Account may on application made in writing by him/her, be closed at any time between the date of commencement of such leave and the date of retirement.
- (iv) There shall be no recovery of subscription from the pay of the subscribers during the four months prior to the date of retirement on superannuation.

Sanction of Temporary Advance

- (8) The Syndicate may, at its discretion, sanction to a subscriber a temporary advance for the following purpose from his/her provident fund accumulations up to the maximum amount as per the norms fixed by the Government of Tamil Nadu from time to time:-
- (a) to pay for the passage by land or water or air for himself/herself or any member or members of his/her family for any necessary purposes.
 - (b) to pay the expenses incurred in connection with the illness of himself/herself or a member or members of his/her family;
 - (c) to pay the expenses in connection with marriages, funerals or ceremonies which by the religion of subscriber it is incumbent upon him/her to perform and in connection with which it is obligatory that expenditure should be incurred.
 - (d) for such other purposes as the Syndicate may consider reasonable.

Recovery period of Temporary Advance

- (9) Advances shall (unless the subscriber makes earlier repayment of the sum) be recovered in 24 monthly installments in ordinary cases and 36 monthly installments in special cases deducted from the first payment of a full month's pay after the advance is granted.

Six months interval for the sanction of second advance

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

Mode of fixing the number of installments for the recovery of advances

- (11) When there is an advance running it should be consolidated when a second advance is sanctioned and the subsequent installment of recovery of advance shall be fixed with reference to the consolidated amount. The advance shall be recovered from the subscriber in such number of equal monthly installments as the sanctioning authority may direct but such number shall not be less than 12 unless the subscriber selects and more than 24 in ordinary cases and not less than 12 and more than 36 equal monthly installments in special cases. A subscriber may at his/her option may repay two or more installments in a month. Each installment shall be a number of whole rupees. No interest shall be charged on the temporary advance.

Recovery from Subsistence Allowances

- (12) The syndicate may, at its discretion, grant to a subscriber, who is under suspension, subject to the usual conditions and the subscriber shall give his/her consent in writing effecting the recovery of the advance from his/her subsistence allowance. In such cases, the pay of the subscriber last drawn immediately before he/she was placed under suspension should be taken to be the pay of the subscriber for calculation.

Sanction of Part-Final Withdrawal

- (13) The Syndicate may permit a subscriber to withdraw a sum from the Provident Fund Account standing to the credit at the time of making such withdrawal as per the existing norms of the Government of Tamil Nadu or any other norms that shall be fixed by the Government from time to time subject to the condition that the subscriber should have

completed 15 years of service (including broken periods of service if any). A subscriber shall also be eligible for withdrawal if he/she has less than 10 years of service before the date of his/her retirement on superannuation. Such withdrawal is not limited to one time only.

Purpose of Part-Final Withdrawal

(14) Part Final Withdrawal shall be sanctioned for the following purpose:-

- (a) Meeting the cost of higher education including where necessary the travelling expenses of any child of the subscriber for all academic courses beyond the High School stage, provided that the period of study is not less than three years in the aggregate.
- (b) Meeting the expenditure in connection with the marriage of the subscriber's sons or daughters.
- (c) Purchase of a residential site, purchase or construction of residential building or repaying any outstanding amount on account of loan expressly taken for this purpose, or reconstructing, or making additions, or alterations to a house already owned or acquired by a subscriber.

90% Withdrawal by a retiring employee

(15) The Syndicate, at its discretion, may permit a subscriber due to retire on superannuation within one year to withdraw 90 % of GPF accumulation without assigning any reason. The period of 12 months includes last four months during which the subscription is not recovered. This facility will be allowed to avail by the subscriber only once. The condition that the interval of one year and 6 months between part final withdrawal or temporary advance is not necessary for the sanction of 90% part final withdrawal.

Conditions of Part-Final Withdrawals

- (16) (i) The Syndicate may, at its discretion grant to a subscriber permission to withdraw any amount fixed by the Government of Tamil Nadu from time to time at the credit of the subscriber for the bonafide purposes mentioned in Regulation 14 above.
- (ii) A subscriber who has been permitted to withdraw money from the fund shall satisfy the Syndicate within a reasonable period as may be specified by the authority by way of giving utilization certificate stating that the money has been fully utilised for the purpose for which it was sanctioned or so much thereof as has not been utilised for the purpose for which it was sanctioned, shall forthwith be repaid by the subscriber to the fund in a lumpsum together with interest thereon at the rate determined and in default of such payment, it shall be ordered by the Syndicate to be recovered from the subscriber in such number of monthly installments as may be determined by the Syndicate.
- (iii) A subscriber who has been permitted to withdraw money from the amount standing to his/her credit in the fund under Regulation 14 (c) above shall not part with the possession of the house so built or acquired, or house site purchased, by way of sale, mortgage, gift, exchange or lease for a term exceeding three years, without the previous permission of the sanctioning authority and shall submit a declaration not later than the 31st day of December of each year that the house

or as the case may be, house site continues to be in his/her possession and shall produce if so required before the sanctioning authority on or before the date specified by that authority in that behalf the original sale deed and other documents on which his/her title to the property is based.

- (iv) The minimum interval required between two temporary advances and part-final withdrawals shall be fixed as follows:

Sl. No.	NATURE OF WITHDRAWAL	MINIMUM INTERVAL REQUIRED
1.	To apply for the next temporary advance	Six months from the date of sanction of temporary advance
2.	To apply for the next part final withdrawal	One year from the date of sanction of part final withdrawal
3.	To apply for another temporary advance after converting an outstanding temporary advance into a part final withdrawal	Six months from the date of conversion of the outstanding temporary advance.
4.	To apply for the next temporary advance after drawal of part final withdrawal	Six months from the date of sanction of part final withdrawal
5.	To apply for the next part final withdrawal after drawal of temporary advance	Six months from the date of drawal of temporary advance
6.	To apply for conversion of outstanding advance into a part final withdrawal after the sanction of temporary advance	Six months from the date of sanction of part final/temporary advance

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

Conversion of an Advance into Part-Final Withdrawal

- (17) (i) A subscriber who has already drawn or may draw in future an advance for any purpose specified may convert at his/her discretion by written request addressed to the Syndicate the balance outstanding against it into a Part-final withdrawal on his/her satisfying the conditions laid down under these rules.
- (ii) The conversion of temporary advance into a Part-final withdrawal may be permitted, if the subscriber satisfies the condition on the date of conversion of the temporary advance into Part-final withdrawal in respect of the balance outstanding against him/her.
- (iii) In cases where a subscriber has to pay in installments for education of his/her child or for house site/ house purchased through Building Co-operative Societies or similar agencies, the subscriber shall be permitted to make a withdrawal as and when he/she is called upon to pay the installment of the type referred to. The calls for payment of installment shall be treated as separate purposes of these rules.

Furnishing of GPF Statement

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

Closure of Provident Fund Account

- (19) The Provident Fund Account shall be closed only on retirement or on termination of the services or in the event of death of the subscriber.
- (20) When the account of a subscriber is closed, the amount payable to him/her under these rules shall be audited by the University before payment. However part payment at 90% of the eligible subscription together with interest thereon may be paid with the orders of the Vice-Chancellor.

Provident Fund Rules for Non-Teaching Staff of the University

- (21) The Annamalai University Provident Fund Rules shall be applicable to Non-Teaching Staff recruited prior to 01.04.2003.

Regulation Management

- (22) The Syndicate may, from time to time, issue general or special instructions or to amend or to revise or to add or to cancel any norms as may be necessary, consistent with of the rules of the University in force as to
- (a) Conduct of the business of the funds
 - (b) Any other matter relating to the funds

Interpretation

- (23) The power of interpreting these rules under this or the University or of deciding cases of dispute is vested with the Syndicate and its decision is final.

CHAPTER – II

PENSION RULES

Title:

These rules shall be called "Annamalai University Pension Rules".

Section – I

PENSION RULES FOR THE TEACHING STAFF OF UNIVERSITY

Application

1. The rules shall be applicable to the teaching staff recruited to the service prior to 01-04-2003.

Definition

2. (i) **"Teaching Staff"** shall mean such persons appointed by the University to give instructions on its behalf and who are working on a full-time and permanent basis. These rules shall not be applicable to part-time teaching staff or to those recruited on a contract basis for definite periods or to Government Servants already retired from Government service and re-employed in the University.
- (ii) **"Qualifying Service"** shall mean service rendered in the Annamalai University in a substantive post including period spent on probation. All services rendered under the University on a full-time basis in a temporary or officiating capacity, followed without interruption by confirmation in the same or another post shall count as qualifying service. All leave during service for which leave salary is payable and

extraordinary leave granted on medical certificate shall count as qualifying service. The period of suspension shall not count as qualifying service. However, in the case of a University Employee who dies while under suspension before enquiry is over, the period of suspension will count as qualifying service.

- (iii) Services rendered by a teaching staff under all managements viz. Central and State Governments, Aided Colleges and Technical Institutions before entering the University service, whether temporary, officiating or permanent shall also count for qualifying service subject to the condition that the teacher should pay to the University the Pension contribution at the rates fixed by the University with interest from time to time for the above services rendered.
- (iv) The University teaching staff who opts for counting his previous service as qualifying service shall be required to pay the pension contribution with interest at G.P.F. rates till the date of intimation of pension contribution due to him/her in monthly installments not exceeding thirty six in number, the first installment beginning from the month following the month in which he/she is required to pay. The right to count previous service as qualifying service shall not be acceptable until the whole amount has been paid.
- (v) If there are any breaks in service on account of any reason such breaks shall not have the effect of forfeiting the past service provided the teacher has been discharged or retired as per rules and orders.

- (vi) The service rendered by a teacher before attaining the age of eighteen years shall not count, except for compensation gratuity.
- (vii) The Teaching Staff Service Register relating to previous service and/or other relevant records will be the basis for computing the length of service for purposes of pension and gratuity.
- (viii) In calculating the length of qualifying service for purposes of pension, a fixation of a year equal to 3 months and above be treated as a completed one half year and reckoned as qualifying service for determining the amount of Pension.
- (ix) "Emoluments" means the emoluments which the teaching staff was receiving at the time of his/her retirement or at the time of his/her leaving the University service, and include:
 - a) Pay
 - b) Personal Pay
 - c) Grade Pay applicable to the post
- (x) Pay means, the amount drawn monthly by a University servant, as the pay which has been sanctioned for the post held by him/her substantively or in an officiating capacity and personal pay, if any.
- (xi) Personal pay means additional pay granted to a University employee:-
 - (a) to save him/her from a loss of substantive pay in respect of a permanent post due to a revision of pay or to any reduction of such substantive pay otherwise than as a disciplinary measure; or

(b) in exceptional circumstances on other personal consideration.

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

Contribution to Pension Fund

3. The University's contribution to the account of the Pension Fund will be 10% of maximum scale in the time scale of posts with appropriate dearness allowance.
4. The Syndicate may, at its discretion, fix the rate of University Contribution to the account of Pension Fund as per the norms being fixed by the Government of Tamil Nadu from time to time.

Average Emoluments

5. "Average emoluments" shall be determined with reference to the emoluments drawn by the teacher based on 50% of average emoluments drawn during the last ten months of service rendered or 50% of pay last drawn by the staff whichever is higher.

Calculation of Average Pay

6. (a) If during the last ten months of his/her service, a teacher has been absent from duty on leave with allowances or having been suspended has been reinstated without forfeiture of service, his/her emoluments for the purpose of ascertaining the average should be taken at what would have been, had he/she not been absent from duty or suspended for last ten months of service rendered by him/her or 50% of pay last drawn by the staff whichever is higher. Allowances actually received during such leave only shall be taken into account provided that pension must not be increased on account of increase in pay not actually drawn.

- (b) If during the last ten months of service, a teacher has been absent from duty on leave without pay, the period so passed should be disregarded in the calculation of the average, and an equal period before the ten months included or 50% of pay last drawn by the staff whichever is higher.

Age of Retirement

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

Miscellaneous

8. For the purpose of pension, the qualifying service put in upto the date of completion of **60 years** of age shall be reckoned.
9. The norms for arriving at the qualifying service be reduced to 30 years instead of 33 years and shall be applicable in the case of Teaching staff retiring on or after 01.07.1996.

Kinds of Pension

10. A teaching staff shall be eligible for one or other of the following pensions in addition to the retirement gratuity:-
- (i) A Superannuation or Retiring Pension shall be awarded to a teaching staff who retires from service on completion of 60 years of age provided he/she has had not less than ten years of qualifying service or to a teaching staff who may retire at any time after his/her attaining 50 years of age or after completing 20 years of qualifying service, as the case may be.

- (ii) **Compensation Pension:** If a teaching staff has had not less than 10 years of qualifying service and if he/she is discharged owing to abolition of his/her permanent post, he/she shall be granted a compensation pension.
 - (iii) **Invalid Pension:** If a teaching staff has had not less than 10 years of qualifying service an invalid pension shall be awarded to him/her on retirement from the service of the University for permanent physical or mental disability incapacitating him/her for further service, if certified by a Medical Board constituted for the purpose by the University.
 - (iv) A teaching staff shall be eligible for additional pension and who crossed the age of **80 years** and above. (Ref G.O. Ms. No.42 Finance (Pension) Department, dated: 07-02-2011).
11. A University Teaching Staff eligible for pension under any of the categories mentioned in Rule 10 above shall be granted on retirement, pension as may be fixed by the Syndicate with reference to the relevant Government Orders or as per any other norms then and there.
12. In the case of University Teaching Staff retiring in accordance with the provisions of these rules after completing qualifying service of not less than 10 years, the amount of pension shall be calculated. The minimum amount of pension, payable to the University pensioners shall be fixed by the Syndicate with reference to the relevant Government Orders or as per any other norms prescribed then and there.

13. Future good conduct shall be an implied condition of every grant of a pension. The Syndicate reserves to itself the right of withholding or withdrawing a pension or any part of it should the pensioner be convicted for grave misconduct.
14. No pension may be granted to a University servant removed/ dismissed for the misconduct, insolvency or in- efficiency.

Gratuity

15. The Syndicate, at its discretion, shall fix the norms for qualifying service to calculate service gratuity and the rate of gratuity from time to time, with reference to the relevant Tamil Nadu Government G.O.s.

Death Gratuity

16. In the event of death in harness, the Death Gratuity shall be paid at the following rates:

Sl. No.	Length of Service	Rate of Gratuity
(i)	Less than one year	Two times of monthly emoluments
(ii)	One year or more but less than five years	Six times of monthly emoluments
(iii)	Five years or more but less than twenty years	Twelve times of monthly emoluments
(iv)	Twenty years or more	Half of monthly emoluments for every completed six monthly period of qualifying service subject to a maximum of 33 times of monthly emoluments provided that the amount of Death Gratuity shall be fixed by the Syndicate, as per the G.O. issued from time to time.

17. In the event of his/her demise, this gratuity shall be payable to the legal heir or nominees of the deceased in the manner prescribed by the Syndicate, as per the Tamil Nadu Government G.O.s.

Payment of Death Gratuity to the nominees/surviving family members

18. (I) The gratuity payable shall be paid to the person or persons on whom the right to receive the gratuity is conferred by means of a nomination.
- (II) If there is no such nomination or if the nomination made does not subsist, the gratuity shall be paid in the manner indicated below:
- (i) If there are one or more surviving members of the family as mentioned below, to all such members in equal shares.
- (a) Wife or wives, including judicially separated wife or wives in the case of a male University servant.
 - (b) Husband, including judicially separated husband in the case of female University servant.
 - (c) Sons including stepsons and adopted sons, and
 - (d) Unmarried daughters, including step-daughters and adopted daughters.
- (ii) If there are no such surviving members of the family as in Sub-Regulation (i) above, but there are one or more members as mentioned below, to all such members in equal shares.

- (a) Widowed daughters, including stepdaughters and adopted daughters.
 - (b) Father, including adoptive parents in the case of individuals whose personal law permits adoption.
 - (c) Mother, including adoptive parents in the case of individuals whose personal law permits adoption.
 - (d) Brothers below the age of eighteen years including stepbrothers.
 - (e) Unmarried sisters and widowed sisters, including stepsisters.
 - (f) Married daughters, and
 - (g) Children of pre-deceased son.
19. If an University servant dies after retirement without receiving the gratuity admissible, the gratuity shall be disbursed to the family in the manner indicated in Rule 18 above.
20. The right of a female member of the family or that of a brother of an University servant who dies while in service or after retirement, to receive the share of gratuity shall not be affected, if a female member married or remarries, or the brothers attain the age of eighteen years after the death of the University servant and before receiving her or his shares of the gratuity.
21. Where the gratuity is granted to a minor member of the family of the deceased University servant, it shall be payable to the guardian on behalf of the minor.

Commutations

22. (i) A teaching staff shall be allowed to commute for a lumpsum payment any portion or portions of his/her pension as per the norms fixed by the Syndicate from time to time.
- (ii) No commutation shall be sanctioned unless such medical authority as may be prescribed in this behalf by the Syndicate certifies that the pensioner's bodily health and prospects of duration of life are such as to justify commutation. Such a certificate is not necessary if commutation is applied for within one year from the date of retirement or superannuation.
- (iii) The lumpsum payable on commutation shall be calculated in accordance with the rules framed by the Syndicate from time to time, based on the Tamil Nadu Government G.O.s.
- (iv) Commutation when sanctioned, shall take effect on a date to be specified in the order. Such date shall be the first of a month and ordinarily about one month later than the date of the order and all calculations shall be made with reference to the date specified.
- (v) The commuted portion of pension for all pensioners shall be restored as per the norms being fixed by the Government of Tamil Nadu from time to time with the approval of the Syndicate.
23. Every teaching staff on his/her confirmation in service, or on completion of five years of service shall sign a Form of Declaration. He/she shall be at liberty to file a revised declaration from time to time. Such declaration shall be kept

in the personal custody of the Registrar. The person or persons appearing in the latest declaration shall be recognized by the University for purpose of receiving gratuity or pension as survivors and the receipt of such person or persons shall be deemed to be complete discharge of all liabilities in respect of gratuity or pension payable to such heir or heirs of the deceased. A register shall be maintained in which the names of all the nominees shall be entered.

Gratuity and Pension payable to the Family in the case of disappeared employee

24. (i) When an employee disappears leaving his/her family shall be paid in the first instance the amount of salary due, leave encashment due and the amount of General Provident Fund having regard to the nomination made by the employee.
- (ii) Death –Cum –Retirement Gratuity and family pension shall be granted to the family of missing employee after completion of two years from the date of his/her disappearance.
- (iii) Any amount shall be withheld till the disappearance of the employee is definitely established in terms of the Indian Evidence Act 108 that he/she has not been heard of for seven years.

NOTE : The above benefits shall be sanctioned after observing the following formalities:-

1. His/her family must produce a report from the concerned police station that the employee has not been traced and all efforts have been made by the police.

2. An Indemnity Bond should be made by the nominee/dependents of the employee that all payment made in respect of him/her may be adjusted against the payment due to the employee in case he/she appears on the scene and makes any claim”. (Vide G.O. Ms. No. 478 finance (Pension) department dated 04.06.1987 and G.O. Ms. No. 43 Finance (Pension) department dated 22.01.1991 of the Govt. of Tamil Nadu or any other Government Orders).
25. In the event of the death of a teaching staff while in service after he/she has completed One year of qualifying service, the nominee or nominees shall be paid the eligible gratuity and family pension under these rules.

Family Pension

26. Family Pension: Subject to the provisions herein after contained family pension as specified in these rules shall be admissible in the case of death of a University teaching staff while in service or after retirement.
- (i) The Annamalai University Pension Rules shall not prohibit the grant of family pension to the family of a University teaching staff who commits suicide.
 - (ii) No family pension under these rules shall be payable to the family of a University teaching staff who dies after retirement unless at the time of his/her death he/she was in receipt of or eligible to be paid any of the classes of pension, namely:-
 - a) Compensation
 - b) Invalid and
 - c) Retiring or Superannuation Pension.

27. The family pension payable per month to the family of an employee shall be fixed by the Syndicate then and there.

Note:

- (i) Notwithstanding the pendency of any disciplinary proceedings against the deceased University teaching staff concerned family pension shall, subject to the provisions under these rules be payable to the family of the deceased University employee.
 - (ii) The commutation of pension shall have no effect on the quantum of family pension as the rate of family pension is based on the pay which the University teaching staff was drawing immediately before retirement and not on the pension sanctioned to him/her.
28. (a) If a University teaching staff who dies in harness before the completion of one year continuous service (i.e. excluding extra ordinary leave without medical certificate and boy service) be sanctioned family pension to the family of the employee concerned provided immediately prior to his/her appointment to the service or post shall be examined by the appropriate medical authority of the University service (Physical Fitness Certificate issued by the Medical Authority) **with effect from 29.8.1989.**
- (b) The family pension payable under these rules shall for the period of ten years from the date following the date of death of the University employee or for the period ending with the date on which the University employee would have reached **the age of 65 years** had he remained alive, whichever is shorter, be paid fifty

percent of the pay last drawn by the University employee subject to a maximum of twice the family pension admissible under these rules as the case may be or any other rate as fixed by the Syndicate. The family pension payable after the expiry of the shorter of the two periods aforesaid shall be at the rate specified in these rules.

Note:

- (i) In the case of a person who dies while on extension of service, the date upto which the extension of service, had been sanctioned to him/her shall be deemed to be the age of superannuation.
 - (ii) The pension payable, shall first be calculated at 50 per cent of the pay last drawn. Simultaneously the pension admissible under these rules, shall be determined, with reference to the maximum and minimum limits specified the amount thus arrived at, shall then be doubled. The resultant amount or 50 per cent of the pay last drawn whichever is less is the amount of the family pension admissible under this sub-rule.
29. Family for the purpose of these rules shall include the following relatives of the University Employee:
- (i) Wife
 - (ii) Husband
 - (iii) Minor sons; and
 - (iv) Unmarried minor daughters and
 - (v) Father and Mother in the case of unmarried University employee

Note:

- (a) Marriage after retirement shall not be recognised for the purposes of these rules (Family Pension also admitted to the legally wedded spouse after the retirement of the Government Employee).
- (b) (iii) and (iv) above shall include children adopted legally before retirement.
- (c) A University Teaching Staff shall furnish details of his/her family, i.e. date of birth of each member with his/her relationship with the University Teaching Staff. This statement shall be countersigned by the Head of Office and pasted in the Service Book of the University Teaching Staff. It is the duty of the University Teaching Staff thereafter to keep this statement up-to-date. Additions and alterations in this statement will be made by the Head Office from time to time on receipt of information from the University Teaching Staff concerned.
- (d) The amount of family pension admissible shall be specified in the Pension Payment Order, after the death of widow/widower if the family pension is payable to a minor child through the natural guardian, the guardian shall apply on behalf of the child with two copies of his/her photographs and other documents to the Registrar, Annamalai University after surrendering the first Pension Payment order granted in favour of the widow/widower. Fresh Pension Payment order shall be issued in such cases.

30. Persons entitled to receive the family pension and the period for which it is payable:
- (i) Family pension admissible under these rules shall be granted to the family of a deceased University Teaching Staff in the following order:
 - (a) to the widow, or to the widower
 - (b) Failing a widow or the widower as the case may be to the minor sons and/or unmarried minor daughters:
 - (ii) Such Family Pension will be granted:
 - (a) Upto the death or remarriage of the widow/ widower whichever is earlier.
 - or
 - (b) till the date of attaining majority in the case of minor children or till marriage in the case of minor daughters if such daughters are married before attaining majority.
 - (iii) Such family pension will be granted to the Son or daughter of a University Teaching Staff who is suffering from any disorder or disability of mind or is physically crippled or disabled so as to render him or her unable to earn a living even after attaining the age of 18 years in case of the Son and 24 years in the case of the Daughter, the family pension shall be payable to such Son or Daughter for life subject to the following conditions:-

- (a) The Son or Daughter of a University Teaching Staff who is suffering from any disorder or physically crippled or disabled shall satisfy the Syndicate or competent authority that the handicapped is such nature as to prevent him or her from earning his or her livelihood.
- (b) The same shall be evidenced by a certificate obtained from the Medical Board of the University about mental or physical condition of the child of the teacher.
- (c) Such Son or daughter shall produce the certificate from the Medical Board of the University for every three years to the effect that he or she continues to suffer from disorder or disability of mind or continues to be physically crippled or disabled.
- (d) Such family pension shall be paid to such Son or Daughter through the guardian as if he or she who are a minor.
- (e) Such family pension payable to a Son or Daughter of a University teaching staff shall be stopped if he/she starts earning for his/her livelihood. (For detailed instructions the Tamil Nadu pension rules 49 (6) and other Government orders may be verified)
- (f) The Sons who were getting their Family Pension and who have not attained the age of 25 years as on 1st June 1988 shall be allowed to get their family pension till they attain the age of 25 years. Family pension of unmarried daughters who have crossed the age of 25 years on 1st June 1988 (i.e.), the family

pension for May 1988 will be the last one. (For detailed instructions G.O. Ms. No. 387 (Finance) Pension dated 30.5.88 may be verified w.e.f. 1.6.1988).

(g) Family pension shall be payable to unmarried/ divorced/ widowed daughters of University teaching Staff till their life or marriage or re-marriage, as the case may be (For detailed instructions G.O.Ms.No.325 Finance (Pension) Department, dated 28-11-2011 and other subsequent Government Orders may be verified)

31. In the event of death of the father and the mother who were both University Employees, the minor children shall be eligible to draw two family pensions, subject to a total of amount fixed by the Syndicate from time to time, provided both the father and mother were governed by these rules.
32. Where the deceased University Teaching Staff's widow or widower to whom the family pension is granted dies or remarries or where there is no widow or widower the family pension admissible under these rules shall be paid to the minor sons and/or unmarried minor daughters, if any on the date of death or remarriage of the said widow or widower, through their natural guardian till such minor sons attain the age of 25 years or such unmarried minor daughters marry or attain the age of 25 years whichever event occurs earlier or in the absence of the natural guardian through the de facto guardian who shall be required before payment is made, to file an affidavit that he is in charge of the property of the minors and is looking after it or that if the minors have

no property other than family pension, the minors are in his custody and care and also an indemnity bond with suitable sureties to the satisfaction of the sanctioning authority. In disputed cases however, payment shall be made through the legal guardian.

Note:

- (i) The expression “in the absence of natural guardian” shall not necessarily mean on the death of the natural guardian but shall also mean the physical separation of the natural guardian from the minors who, in consequences are in the custody and care of “de facto guardian.”
- (ii) Where a University Employee is survived by more than one widow, the pension, shall be paid to the widows in equal shares. On the death of a widow her share of the pension shall become payable to her minor child. If at the time of her death, a widow, leaves no minor child, the payment of her share of the pension shall cease. Under this provision the second wife gets the status of legal wife only in two cases viz., second marriage solemnized before coming into force prior to the amended provisions of the Hindu Marriage Act, as per the customary law among the community and the second and subsequent marriage solemnized as per legal requirements in the case of persons governed by Mohammedan Law where bigamy is permissible. These two cases of second marriage shall be considered as valid and shall become eligible for the benefit under the pension rules. Except as provided as above, in all

other cases, if an employee who solemnized second marriage when his first marriage subsisted, the second wife shall not claim the status of a wife legally. The position of law is that where there is a marriage subsisting no person can legally solemnize another marriage and if a second marriage is effected either by registration or otherwise, that marriage is nullified and as such the second wife and children born to illegitimate wife, shall not be entitled to claim family pension.

- (iii) Where a University Teaching Staff is survived by a and by his minor child of another wife, the minor child shall be paid the share of pension which that wife would have received had she been alive at the time of the death of the University Employee, subject to the eligibility provision as in (ii) supra.
- (iv) Except as provided in Regulations, family pension granted under these rules shall not be payable to more than one member of the family of a University Teaching Staff at the same time.
- (v) Where family pension is granted to the family of a deceased University Teaching Staff under these rules, the family shall not be entitled to family pension payable under any other pension rules.
- (vi) The sons who were getting their family pension and who have not attained the age of 25 years as on 1st June 1988 shall be allowed to get their Family Pension till they attain the age of 25 years. Family pension of unmarried daughters who have crossed the age of 25

years on 1st June 1988 shall be stopped with effect from 1st June 1988, i.e., the family pension for May 1988 will be the last one. (for detailed instruction, G.O.Ms. No. 387(Finance) Pension dated 30.5.1988 may be verified)

Sanction of Family Pension

33. On receiving information of the death of a University Employee while in service, the pension sanctioning authority shall send a letter in the prescribed format to the family of the deceased enclosing a copy of the prescribed format.
34. On receiving back the prescribed format duly filled in and signed by the person entitled to receive the family pension along with the connected documents, the Syndicate shall sanction family pension in the prescribed format.

Dearness Allowance

35. The Syndicate may sanction Dearness Allowance to the Pensioners and Family Pensioners in accordance with Government Orders issued by the Govt. of Tamil Nadu from time to time.

General

36. Time passed under suspension pending enquiry into conduct shall count as service provided the suspension has been immediately followed by reinstatement but time passed under suspension adjudged as a specific penalty shall not count.
37. Should a University Teaching Staff who has been suspended, pending enquiry into his conduct be reinstated, but with forfeiture of any part of his allowances for the period of suspension, this period shall not count unless the authority

- who reinstates the teacher (the Syndicate or the Vice-Chancellor, as the case may be) expressly declares at the time that it shall count.
38. An interruption in the service, of a University teaching staff shall entail forfeiture of his/her past service, except in the following cases:-
- (a) Authorised leave of absence
 - (b) Unauthorised absence in continuation of authorised leave of absence so long as the office of the absentee was not substantively filled; should his office be substantively filled past service of absentee shall be forfeited.
 - (c) Suspension immediately followed by reinstatement which need to be to the same office.
 - (d) Abolition of office or of appointment owing to reduction of establishment.
39. The Syndicate may commute retrospectively the period of absence without leave into leave without allowances.
40. Pension fixed in fraction of rupee shall be calculated to the higher rupee.
41. Notwithstanding anything contained in these rules the Syndicate may in its discretion refuse commutation of pension in the case of pensioner who has been guilty of grave misconduct which would in their opinion have justified the withholding of his/her pension.
42. Option for commutation of pension shall be made to the Registrar, Annamalai University along with the application for sanction of Pension.

43. Should the pensioner furnish any information found to be false within his/her knowledge or willfully suppress any material fact in answer to any question, written or oral, put to him/her in connection with his/her medical examination, the Syndicate may cancel the sanction at any time before payment is actually made and such a statement or suppression may be treated as grave misconduct for the purpose of these rules.
44. (a) Commutation, when sanctioned shall take effect on a date to be specified in the order. Such date shall be the first of a month, and ordinarily be about one month later than the date of order; and all calculations shall be made with reference to the date specified.
- (b) Payment of the commuted portion of the pension shall cease from the date specified and the sum payable on commutation shall be paid on that date or as soon afterwards as possible.
- (c) The applicant may withdraw his/her application by written notice despatched at any time before his medical examination is due to take place.
45. A commutation once given effect to cannot be rescinded, that is, the portion of pension commuted cannot be rescinded on refund of its capitalized value.
46. Should the pensioner die after the commutation is sanctioned, but before receiving the commutation such value shall be paid to his/her heirs.
47. Applicants for commutation of pension will be ordinarily required to appear before a District Medical Officer or any other Medical Officer specified by the Syndicate. In the case of an applicant who has been granted an invalid pension, the

grounds of invalidating or the statement of medical case shall be communicated to the certifying medical authority before certificate is signed. A copy of the medical report or reports, if any relating to an applicant for commutation of pension, shall always be communicated to the certifying medical authority when a medical report is called for from him/her on subsequent application for commutation.

48. It shall be open to the Syndicate to send an applicant for commutation before a Medical Board for a second examination, in which case the fee for such examination shall be borne by the University funds.
49. A Pensioner whose application for commutation of pension has been rejected either on a recommendation of a medical authority that he/she is not a fit subject for commutation of pension or for the reason that he/she has declined to accept commutation on the basis of addition to the actual age, as recommended by the medical authority may be allowed one re-examination by Medical Board at his/her cost, provided that an interval of not less than one year has elapsed between the first medical examination and that of the second. The Medical Board re-examining the pensioner shall be furnished with a copy of the report of the Medical authority which previously examined him/her.
50. In case of teaching staff, who get themselves appointed in other Universities/Institutions to better their prospects or for other reasons, the University shall calculate the pension fund accumulation in their accounts on the date of leaving the service of the University and transfer them to the University/Institution wherein they take up employment provided there are such pension schemes in vogue in the University/Institution where such persons are transferred.

Section - II

PENSION RULES FOR THE NON-TEACHING STAFF OF THE UNIVERSITY

51. The Annamalai University Pension Rules shall be applicable to the Non-Teaching Staff recruited prior to 01.04.2003.
52. Non-teaching staff shall mean such persons appointed by the University to work in the University on a full time and permanent basis in a substantive capacity. These rules shall not apply to temporary staff or work charged establishment or staff on specified contracts.
53. **"Qualifying Service"** for purpose of these rules to the non-teaching staff shall mean service rendered under the Annamalai University in substantive capacity including the periods spent on probation. All services rendered to the University on a full-time basis in a temporary or officiating capacity followed without interruption by confirmation in the same or another post shall count as qualifying service.
54. Age of retirement for the purpose of these rules for non-teaching staff shall be 58 years or 60 years as the case may be.
55. Pension to the non-teaching staff shall be the same as for the teaching staff.
56. Gratuity to the non-teaching staff shall be the same as for - the teaching staff.
57. Pension and Gratuity payable to the family in the event of death of the non-teaching staff shall be the same as for the teaching staff.

58. The rate of Family Pension to the non-teaching staff shall be the same as for teaching staff.
59. The rate of Dearness Allowance on Pension and Family Pension shall be the same as for the teaching staff.
60. The benefit of commutation shall be the same as for the teaching staff.

Counting of Half of the service paid from contingencies

61. Half of the service paid from contingencies with regular service shall be counted as qualifying service for non-teaching staff for the purpose of Pensionary benefits subject to the following conditions with reference to G.O. Ms. No. 437 finance (Pension) Department dated 23rd June 1988 :-
 - (i) Service paid from contingencies should have been in a job involving whole time employment and not part-time for a portion of the day.
 - (ii) Service paid from contingencies should be in a type of work or job for which regular posts could have been sanctioned (e.g. Mails chowkidar Khalasis etc.,)
 - (iii) The service should have been one for which the payment is made out on monthly or daily rates computed and paid on a monthly basis and which though not analogous to the regular scale of pay should bear some relation in the matter of pay to those being paid for similar jobs being performed by staff in regular establishments.
 - (iv) The service paid from contingencies should have been continuous and followed by absorption in regular employment without a break.

- (v) Subject to the above conditions being fulfilled the weightage for past service paid from contingencies will be limited to the period after 1.4.1973 (i.e. the date of implementation of the pension scheme) for which authentic records of service may be made available.

Counting of Half of the service of Non-Provincialised Service

62. Half of the service rendered on the basis of non-provincialised service, consolidated pay, honorarium and daily wages in the University shall be counted as qualifying service for non-teaching staff for the purpose of pensionary benefits subject to the following conditions with reference to G.O. Ms. No. 408 Finance (Pension) Department, dated : 25-08-2009 (and other subsequent orders)

- (i) Service rendered as detailed above should have been continuous one and followed by absorption in regular employment in the University without break before 01-04-2003.
- (ii) As the new Contributory Pension Scheme has been implemented with effect from 01-04-2003, the above norms will be limited to the period upto 31-03-2003.
- (iii) This benefit may be extended to those for whom there is a shortfall of either qualifying service of 30 years for full pension or qualifying service of 10 years to get minimum pension.

- (iv) The Syndicate may, at its discretion, make any change to the above norms being fixed by the Government of Tamil Nadu from time to time.

Voluntary Retirement

63. (a) Voluntary Retirement is permitted to the eligible University Employees, who have completed 20 years of qualifying service or 50 years of age. The University Employee should give, in this behalf, a notice in writing to the appropriate authority, not less than three months.
- (b) A Notice of Voluntary Retirement given by a University employee either directly to the appointing authority or sent through proper channel takes effect from the date of receipt of the same by the appointing authority only. There is no provision for waiver of the notice period.
- (c) The University employee, if he/she has gone on leave during the notice period, should join duty and then retire. The notice period of 3 months should necessarily be a continuous one and should not include the period of Extraordinary Leave without allowance.

Calculation of Weightage

- (d) The University employee retiring under this scheme will be eligible for weightage upto 5 years in addition to the actual service, which will add to the qualifying service for pension. Total qualifying service including the weightage shall not in any case exceed 30 years or shall be allowed to take the service beyond the normal date of superannuation, as the case may be.

- (e) The weightage shall be calculated as specified in the Table below :-

Table - 1 Weightage with reference to Qualifying Service of University Employees		
Sl. No. (1)	Qualifying Service (2)	Weightage in years (3)
1	25 years and below	5 years
2	26 years	4 years
3	27 years	3 years
4	28 years	2 years
5	29 years	1 year
6	30 years	Nil

Table - 2 Weightage with reference to Age of University Employees who are due to retire at the age of 58 years		
Sl. No. (1)	Age (2)	Weightage in years (3)
1	53 years and below	5 years
2	54 years	4 years
3	55 years	3 years
4	56 years	2 years
5	57 years	1 year
6	58 years	Nil

Table - 3 Weightage with reference to Age of University Employees who are due to retire at the age of 60 years		
Sl. No. (1)	Age (2)	Weightage in years (3)
1	55 years and below	5 Years
2	56 years	4 years
3	57 years	3 years
4	58 years	2 years
5	59 years	1 year
6	60 years	Nil

- (f) The weightage given shall be in addition to the qualifying service for purposes of pension and gratuity only and it shall not entitle the University Employee retiring voluntarily to any notional fixation of pay for purposes of calculating the pension and gratuity. The Pension and Gratuity shall be based on the actual emoluments drawn on the date of Voluntary Retirement.

Eligibility Conditions for the Acceptance of Notice

- (g) Notice of voluntary retirement given by the University Employee shall be accepted by the appointing authority, subject to the following conditions being satisfied, namely;
- i) That no disciplinary proceedings are contemplated or pending against the University Employee concerned for the imposition of a major penalty;

- ii) That no prosecution is contemplated or pending in a Court of law against the University Employee concerned;
- iii) That a report from the Director of Vigilance and Anti-corruption has been obtained to the effect that no enquiry is contemplated or pending against the University Employee concerned.
- iv) That no dues, which cannot be recovered from Death-cum-Retirement Gratuity of the concerned University Employee are pending to be recovered by the University and
- v) That there is no contractual obligation on the part of the concerned University Employee to serve, the University.

Issue of Orders by the Appointing Authority

- (h) The appointing authority shall issue orders before the date of expiry of notice either accepting the voluntary retirement or not, otherwise the University Employee shall be deemed to have been retired voluntarily from service at the end of the period of notice.

Withdrawal of Notice

- (i) Voluntary Retirement Notice can be withdrawn before the expiry of Notice period, with the approval of the appointing authority.

Position of Employees Taking Employment after Voluntary Retirement

- (j) In case, the teaching staff / non-teaching staff opting for voluntary retirement and taking up employment under Government Corporations/Statutory Boards / Local Bodies/Other Educational institutions / Government or Private Companies, etc. will not get the benefit of added years as weightage with effect from 17-10-1979 and they shall be allowed only such benefits that are available in their service.

Applicability of Government Orders on Voluntary Retirement

- (k) The orders of the Government of Tamil Nadu issued from time to time shall be applicable to the University Employees. If any clarification is required regarding the procedure to be followed in this regard, the existing instructions of the Government of Tamil Nadu shall be verified.

Compulsory Retirement

64. The University may also retire an employee compulsorily provided that the appointing authority shall give in this behalf a notice in writing to the employee atleast three months before the date on which he/she is required to retire compulsorily. *In lieu* of such notice the University shall pay the employee a sum equal to three months salary. Such compulsorily retired employee shall be paid pensionary benefits.

Section – III

Regulation Management

65. The Syndicate may, from time to time, issue general or special instructions or to amend or to revise or to add or to cancel any norms as may be necessary, consistent with the rules of the University in force as to
- (a) Conduct of the business of the funds
 - (b) Any other matter relating to the funds

Section – IV

Interpretation

66. The power of interpreting this rules of the University or of deciding cases of dispute is vested with the Syndicate and its decision is final.

CHAPTER – III

CONTRIBUTORY PENSION SCHEME

Contributory Pension Scheme

1. (a) It is mandatory for all the new employees (Teaching and Non-Teaching Staff), who are recruited on or after 01.04.2003 to become members of the Scheme. Each employee shall pay a monthly contribution of 10% of Basic Pay, Grade Pay and D.A. from his/her salary to the Contributory Pension Scheme.
- (b) A matching Contribution will be made by the Annamalai University for each employee, who contributes to the scheme.
- (c) The subscription towards Contributory Pension Scheme shall be recovered from the salary of the employees every month as is done now for GPF.
- (d) Annamalai University will maintain the accounts for the Contributory Pension Scheme as in the case of GPF. Salary Token Numbers will be allotted to the employees who join the Contributory Pension Scheme.

Regulation Management

2. The Syndicate may, from time to time, issue general or special instructions or to amend or to revise or to add or to cancel any norms as may be necessary, consistent with the Rules of the University in force as to
 - (a) Conduct of the business of the Funds
 - (b) Any other matter relating to the Funds

Interpretation

3. The power of interpreting this scheme of the University or of deciding cases of dispute is vested with the Syndicate and its decision is final.

CHAPTER – IV
PENSIONERS FAMILY SECURITY FUND RULES
Rules and Regulations of Pensioners Family
Security Fund

1. These rules shall be called the “Annamalai University Pensioners Family Security Fund Rules” and applicable to the pensioners coming under the Tamil Nadu Pension Rules, 1978.
2. A monthly contribution of Rs. 80/- (Rupees Eighty only) shall be deducted from the Pensioners (G.O. Ms. No. 189, Finance Pension Department, dated 07.06.2013).
3. A sum of Rs. 50,000/- (Rupees Fifty Thousand only) shall be paid under this scheme to the heirs or nominees of the pensioners in the event of their death.
4. The Syndicate from time to time, issue general or special instructions or amend or revise any norms or to fix any other norms from time to time as may be necessary, consistent with Regulations under this rules of the University in force as to
 - a) Conduct of the business of funds
 - b) Any other matter relating to the funds
5. The power of interpreting these rules of the University or of deciding cases of dispute is vested with the Syndicate and its decision is final.
6. A separate Account shall be maintained and a separate Bank Account shall be operated by the University for the transactions under these rules. The Syndicate, as its discretion, shall fix the responsibility on any of the Officers of the University to operate the fund.

CHAPTER – V

EMPLOYEES SPECIAL PROVIDENT FUND-CUM- GRATUITY SCHEME 1986

Rules

1. These rules shall be called the “Annamalai University Employees Special Provident Fund – cum – Gratuity Scheme 1986” and applicable to the regular employees of the Annamalai University. The scheme is in operation with effect from the salary of April 1986 onwards.
2. As per the above scheme, Rs. 20/- (Rupees Twenty only) per month shall be recovered from the regular employees for 12 years and 4 months or till superannuation whichever is earlier.
3. The Vice-Chancellor shall be the sanctioning authority for final payments of subscription with interest along with University contribution. The University contribution of Rs. 10,000/- (Rupees Ten Thousand only) shall be paid to those who are retiring on superannuation or Voluntary Retirement and on medical invalidation with effect from 01.11.2005. In all other cases including death while in service the actual subscription together with interest thereon shall be paid.
4. The Syndicate from time to time, issue general or special instructions or amend or revise any norms or to fix any other norms from time to time as may be necessary, consistent with this rules of the university in force as to
 - (a) Conduct of the business of funds
 - (b) Any other matter relating to the funds

5. The power of interpreting these Laws of the University or of deciding cases of dispute is vested with the Syndicate and its decision is final.
6. A separate Account for the Special Provident Fund shall be maintained and a separate Bank Account shall be operated by the University for the transactions under this scheme. The Syndicate, at its discretion, shall fix the responsibility on any of the Officers of the University to operate the fund.

Amount Payable

Annamalai University Employees Special Provident Fund-Cum-Gratuity Scheme 1986

Amount Payable

1.	Employee Subscription Amount	Rs.20/- per month 12 years and 4 months or till superannuation whichever is earlier
2.	Interest	<u>First Stage</u> 8 per cent compounded monthly
		<u>Second Stage</u> 9 per cent compounded annually
3.	University Contribution	Rs.10,000/- at the point of retirement
4.	Amount payable to a Retiring Employee	Shown month-wise in the following tables

Note:

The column and rows of the table represent the years and months respectively.

For Example:

Column 0 row 1 pertains to 0 year 1 month

Column 0 row 11 pertains to 0 year 11 months

Column 1 row 0 pertains to 1 year 0 month

Annamalai University Employees
Special Provident Fund-Cum-Gratuity Scheme 1986
Amount Payable

3. Table of Repayment

Months	Years (Amount in Rs.)							
	0	1	2	3	4	5	6	7
0	---	5249	5519	5811	6127	6470	6841	7242
1	5020	5271	5542	5836	6155	6499	6873	7277
2	5040	5292	5566	5862	6182	6529	6905	7312
3	5060	5314	5590	5887	6210	6560	6938	7348
4	5081	5337	5613	5913	6238	6590	6971	7383
5	5101	5359	5638	5939	6266	6621	7004	7419
6	5122	5381	5662	5966	6295	6651	7037	7455
7	5143	5404	5686	5992	6323	6682	7071	7492
8	5164	5426	5711	6019	6352	6714	7105	7528
9	5185	5449	5736	6046	6381	6745	7139	7565
10	5206	5472	5760	6073	6411	6777	7173	7602
11	5227	5495	5785	6100	6440	6808	7208	7640

Months	Years (Amount in Rs.)							
	8	9	10	11	12	13	14	15
0	7677	8149	8659	9212	9810	10322	10801	11323
1	7715	8190	8703	9260	9862	10359	10842	11368
2	7753	8231	8748	9308	9915	10397	10883	11412
3	7792	8272	8793	9357	9967	10435	10924	11457
4	7830	8314	8838	9406	10021	10472	10965	11502
5	7869	8356	8884	9455	10058	10513	11020	11550
6	7908	8399	8930	9505	10096	10554	11054	11599

Annamalai University
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7	7948	8441	8976	9555	10133	10596	11099	11648
8	7987	8484	9022	9605	10171	10637	11144	11697
9	8027	8527	9069	9656	10207	10678	11189	11746
10	8067	8571	9116	9707	10246	10719	11233	11794
11	8108	8614	9164	9758	10284	10760	11278	11843

Months	Years (Amount in Rs.)							
	16	17	18	19	20	21	22	23
0	11892	12512	13188	13925	14728	15604	16558	17599
1	11941	12565	13246	13988	14797	15679	16640	17688
2	11989	12618	13304	14051	14866	15754	16722	17777
3	12038	12672	13362	14115	14935	15829	16804	17866
4	12087	12725	13420	14178	15004	15904	16885	17955
5	12140	12783	13483	14247	15079	15986	16975	18052
6	12193	12841	13546	14315	15154	16068	17064	18149
7	12246	12899	13609	14384	15229	16149	17153	18247
8	12299	12956	13673	14453	15304	16231	17242	18344
9	12353	13014	13736	14522	15379	16313	17331	18441
10	12406	13072	13799	14591	15454	16395	17420	18538
11	12459	13130	13862	14660	15529	16477	17509	18635

Months	Years (Amount in Rs.)							
	24	25	26	27	28	29	30	31
0	18732	19968	21315	22784	24384	26129	28031	30103
1	18830	20074	21431	22910	24522	26279	28194	30281
2	18927	20180	21546	23036	24659	26428	28357	30439
3	19024	20286	21662	23161	24796	26578	28519	30636
4	19121	20392	21777	23287	24933	26727	28682	30814

5	19227	20507	21903	23424	25083	26890	28860	31007
6	19333	20623	22029	23562	25232	27053	29038	31201
7	19439	20738	22155	23699	25382	27216	29215	31395
8	19545	20854	22281	23836	25531	27379	29393	31588
9	19651	20969	22406	23973	25681	27542	29571	31782
10	19757	21085	22532	24110	25830	27705	29748	31975
11	19862	21200	22658	24247	25980	27868	29926	32169

Months	Years (Amount in Rs.)							
	32	33	34	35	36	37	38	39
0	32363	34825	37510	40435	43625	47101	50890	55020
1	32556	35036	37740	40686	43898	47399	51215	55374
2	32750	35247	37970	40937	44171	47697	51539	55728
3	32944	35458	38200	41188	44445	47995	51864	56082
4	33137	35669	38430	41438	44718	48292	52189	56436
5	33348	35899	38680	41712	45016	48617	52543	56822
6	33559	36129	38931	41985	45314	48942	52897	57207
7	33770	36360	39152	42258	45611	49267	53251	57593
8	33981	36590	39433	42532	45909	49591	53604	57979
9	34192	36820	39683	42805	46207	49916	53958	58365
10	34403	37050	39934	43078	46505	50241	54312	58750
11	34614	37280	40185	43351	46803	50565	54666	59136
40 Years : 59522								

CHAPTER – VI

EMPLOYEES SPECIAL PROVIDENT FUND-CUM-GRATUITY SCHEME 2000

Rules

1. These rules shall be called the “Annamalai University Employees Special Provident Fund-cum-Gratuity Scheme 2000” and applicable to the regular employees of the Annamalai University. The scheme is in operation, with effect from the salary of March 2014 onwards.
2. As per the above scheme, Rs. 70/- (Rupees Seventy only) per month shall be recovered from the salary for the newly recruited regular employees appointed on or after 01.10.2000 and it shall continue till one month prior to the date of superannuation.
3. It is optional to subscribe Rs. 50/- (Rupees Fifty only) per month for those regular employees appointed prior to 01.10.2000 who have already completed 148 installments at Rs. 20/- (Rupees Twenty only) per month towards revised Special Provident Fund-Cum-Gratuity Scheme.
4. The Syndicate from time to time, issue general or special instructions or amend or revise any norms or to fix any other norms from time to time as may be necessary, consistent with these rules of the University in force as to
 - (a) Conduct of the business of funds
 - (b) Any other matter relating to the funds
5. The power of interpreting these Laws of the University or of deciding cases of dispute is vested with the Syndicate and its decision is final.
6. A separate Account shall be maintained and a separate Bank Account shall be operated by the University for the transactions under these scheme. The Syndicate, at its discretion, shall fix the responsibility on any of the Officers of the University to operate the fund.

CHAPTER – VII

FAMILY BENEFIT FUND RULES

Rules

1. In the event of the death of teaching or non-teaching staff who are in time scale of pay of the University while in service, his/her (or) heirs shall be eligible for a lumpsum payment of Rs.3,00,000/- (Rupees Three Lakhs only) under this Fund (Syndicate Resolution No. 41, Dated 06.04.2016).
2. A sum of Rs.70/- (Rupees Seventy only) per month shall be collected from each of the employees and shall continue to be collected till he attains the age of retirement and credited to this Fund.
3. In the event of shortage of amount under this Fund, it may be made good from General Funds of the University, and the amount so made good shall be credited back to the General Funds of the University as soon as sufficient funds accumulate under this Fund.

CHAPTER – VIII

ADVANCE TO THE FAMILY OF DECEASED EMPLOYEE

Rules

- (1) The Registrar may sanction advances to families of all Employees of the University who die while in service in permanent or temporary employment (excluding casual and daily rated employees and those working on contract basis) for meeting their immediate requirement. Such an advance will be subject to the following terms and conditions :-
- i) All University Employees (excluding casual and daily rated staff) who die while in service (whether on duty or on leave with or without pay) shall be holding a permanent or temporary employment at the time of his death.
 - ii) Rs. 25,000/- (Rupees Twenty Five Thousand only) shall be paid as advance amount (Syndicate Resolution No. 15, Dated 06.04.2016).
 - iii) The advance amount admissible under this scheme shall be granted to any one of the family members of a deceased University Employee in the following order:-

- (a) To the widow, or to the widower.
 - (b) Failing a widow or the widower as the case may be to the son.
 - (c) Failing a son, to the daughter.
 - (d) Failing a son (or) daughter, to the Father or Mother in the case of unmarried University employee.
- iv) The advance amount shall be adjusted against the lumpsum amount to be paid under the scheme mentioned in Chapter - VII.
- v) In all cases, an undertaking shall be obtained from the person concerned, before the payment is made, that he/she agrees for the adjustment of advance amount being deducted from the lumpsum amount to be paid under the scheme Chapter – VII.
- vi) The fact of payment in this behalf should be recorded in the Service Register of the deceased.

CHAPTER – IX

NEW HEALTH INSURANCE SCHEME, 2016

Object of the Scheme

1. Government of Tamil Nadu introduced New Health Insurance Scheme, 2016 for the State Government Employees vide G.O. (Ms.) No. 55 Higher Education (H1) Dept., 29.02.2016, to enable the Employee and their eligible Family Members under this scheme for availing approved treatments / surgeries in the empanelled hospitals approved by the Insurance Company / Third Party Administrator. The approved hospitals concerned shall provide CASHLESS health care coverage as envisaged under this Scheme.

Implementation from 29.02.2016

2. The above Scheme is being implemented for the permanent Teaching and Non-Teaching Staff of Annamalai University with effect from 29.02.2016, as per the orders issued in G.O. (Ms.) No. 55 Higher Education (H1) Department, dated 29.02.2016. All the permanent Teaching and Non-Teaching Staff of Annamalai University will be benefited under the Scheme. The list of approved diseases and the list of approved Hospitals prescribed in G.O. (Ms.) No. 169 Finance Department, dated 09.06.2016, G.O. (Ms.) No. 202 Finance Department, dated 30.06.2016 and G.O. (Ms.) No. 199 Finance Department, dated 21.03.2017 shall be taken into account, while processing the cases under this scheme.

Monthly Subscription

3. Rs. 350/- per month will be deducted from the salary of the permanent Teaching and Non-Teaching Staff from 29.06.2016 onwards. If both husband and wife are working as permanent employee of the Annamalai University, then the monthly deduction will be made from the Salary of the junior by age.

Applicability of Government Orders

4. The orders of the Government of Tamil Nadu issued from time to time shall be applicable for getting financial assistance under this scheme.

REGULATIONS

PART – VII

LIBRARY

SECTION – I

Management of Library

- (1) The affairs of the University Library shall be managed by the Library Committee. It shall be competent for the Syndicate to appoint a Library Committee to advise the Syndicate on matters connected with the University Library and to delegate to it from time to time such powers of management of the Library as it may deem fit.
- (2) All funds intended for the University Library shall be included in one consolidated account called “The University Library Account” which is included in I-General Account.
- (3) All payments on account of the University Library shall be made by the Registrar, the charges being debited to the I-General Account.

Annual Report

- (4) The Librarian shall prepare the Annual Report of the University Library.
- (5) Books and periodicals required for the University Library shall be acquired by the Registrar after consulting the Boards of Studies and the Heads of Departments of Study of various Faculties of the University. Books for the Department Libraries shall be acquired by the Registrar on the basis of lists supplied by the Heads of Departments of Study. All purchase of books and periodicals shall be made by the Registrar on indents prepared by the Librarian.

Purchase and payment of Bills

- (6) Bills for books and periodicals and for other articles purchased for the University Library shall be checked and passed by the Librarian and then forwarded to the Registrar for payment.

Exchange Relationship

- (7) The Syndicate shall determine the Universities and other Institutions with which exchange relationship may be made and shall determine in consultation with the Boards of Studies and Heads of Departments of Study concerned for the publications that may be exchanged.

Appointment of Librarian

- (8) The Librarian shall be appointed by the Syndicate on the recommendation of the Selection Committee prescribed in Chapter -XII of the Annamalai University Statues.

Duties of the Librarian

- (9) The Librarian In-charge of the University Library shall give effect to the orders of the Syndicate and shall perform such other duties as may be prescribed by the Syndicate. He/She shall be assisted by Deputy Librarians, Assistant Librarians, Technical Assistants and other Staff members of the Library.
- (10) The Rules of the University Library shall be framed by the Syndicate after considering the recommendations of the Library Committee.

Books and Journals Procurement

- (11) The Books and Journals Procurement shall be made from the University funds, based on the recommendations of the Heads of the Departments of Study of various Faculties of the University.

- (12) e-books and e-journals shall be procured from the University funds, approved by the Library Committee, based on the recommendation made by the Purchase Committee consisting of Dean of the concerned Faculty, Head of the Department concerned, one Senior Faculty Member of the respective discipline and University Librarian. The e-books and e-journals shall be placed in the University Library.

Department Library & Faculty Library

- (13) Each Department of teaching shall have its own Departmental Library for the use of Post-graduate students and Research scholars. Books in the Department Libraries form part of the University Library and are included in the card catalogue, but they are under the control of the heads of various departments of study and consist mainly of advanced treatises, few reference books which are constantly needed by the departments and books of technical nature.
- (14) In addition to the Department Libraries, there shall exist Faculty Libraries – Engineering & Technology, Agriculture, Marine Sciences. The Faculty Libraries shall be maintained by separate Assistant Librarians and other Staff Members. Faculty libraries shall function as the components of the University Library under the control of University Librarian.

Library Committee

- (15) The Library Committee shall consist of the Vice-Chancellor (Chairman), Deans of All Faculties (members) and the Librarian (Convener). The Library Committee shall frame rules from time to time for the management and the effective use of the Library.

SECTION - II

Rules of the Annamalai University Library

- I) The Library shall be kept open on all days except National holidays from 8. 00 a.m. to 8.00 p.m. During vacation period the Library will be kept open till 5.30 p.m.

Note : The issue counter shall be closed half an hour before the closing of the Library. Books shall be issued on lending basis only, on production of Library Identity Card.

- II) Books may be referred within the Library premises by the following :-

- (1) Any member of any of the authorities of the University;
- (2) Any teacher/ research scholar / students of the University or any persons of other institutions approved or recognized by the University;
- (3)
 - (a) Any person recommended by a permanent teaching faculty of any affiliated college or a member of any of the authorities of the University or the University Librarian.
 - (b) No person will be admitted in the Library unless the person is properly dressed.
 - (c) Readers desirous of using the Library shall enter their names and address legibly in a register which is kept in the Library for the purpose. Such signature shall be taken as acknowledgment that the person agrees to conform to the rules of the Library.

- (d) Readers may not write upon, damage or make any mark upon any book, manuscript or map belonging to the Library.
- (e) No tracing or mechanical reproduction shall be made without getting permission from the Librarian.
- (f) Silence shall be strictly observed in the Library.
- (g) Before leaving the Library, readers shall return to the Assistant at the counter any books, manuscripts or maps which they had taken for reference.
- (h) Readers shall be responsible for any damage done to the books or other property belonging to the Library and shall be required to replace such books or other property damaged, or pay the value thereof. If one book of a set is damaged, the whole set shall have to be replaced.
- (i) Books which are out of print or not easily procurable shall be available only for reference.
- (j) Members are not allowed to sub-lend the book of the Library to any other person.
- (k) The periodicals, dictionaries, works which might be difficult to replace and such other works as may from time to time be considered necessary shall not be lent out.
- (l) All books on loan must be returned at the expiry of a fortnight. Books which are temporarily in special demand may be lent for such shorter period as may be necessary or may be temporarily declared reference works under Rule

- (k) above. Lending may at any time be terminated by order of the Librarian.
- (m) If a book is not returned when due, an overdue charge shall be levied as prescribed by the Library Committee from time to time.
- (n) A member, against whom any overdue charge is outstanding, will not be allowed to borrow books or withdraw the deposit, until the member has paid the amount due.
- (o) Books may be renewed for a further period of one fortnight provided:-
 - (i) The renewal application reaches the Librarian not later than three but not more than six clear days before the date on which the books are due;
 - (ii) If no other reader has requested for the books in the meantime; if another reader has requested for the books, the librarian shall inform the member to that effect and the member shall return the book on the due date;
 - (iii) Not more than three consecutive renewals are allowed for the same book without its production in the Library for verification.
- (p) The Vice-Chancellor may refuse, under special circumstances, any application for membership without assigning any reason thereof.
- (q) The Vice-Chancellor may permit lending in special cases, after deciding each case on merits.

- (r) Research Scholars and Teachers of University shall be allowed to make use of Infonet Lab for browsing and downloading only research oriented information from the e-resources subscribed by the University.
 - (s) DTP work is not allowed in the Infonet Lab. UG and PG Students will be permitted to use the Infonet Lab only along with the Teacher of concerned Department.
 - (t) No Member will be allowed to browse the webpages or websites other than the one subscribed by the University.
 - (u) Any violation of the Library rules will render the privilege of admission to and of borrowing books from the Library liable to forfeiture.
 - (v) Cases of impoliteness or other failure in services should be reported immediately to the Librarian or in his/her absence to the senior member of the staff present.
 - (w) Sticks, umbrellas, boxes and other receptacles and such other articles as are prohibited by the counter staff shall be left at the depository counter.
 - (x) Spitting and smoking are strictly prohibited.
 - (y) Pet animals shall not be admitted.
 - (z) The Librarian has the right to evict any person from the Library premises whom he/she considers "nuisance".
- III) (a) A member who has lost a card shall make a written report of the same to the Librarian.

- (b) Three months time shall elapse after the date of such notice before a duplicate card can be issued. During this period, the member shall attempt to trace and recover the card, if possible, and send a second report at the end of the period, stating the result of his/her endeavours.
- (c) If the card has not been traced, the member shall give an Indemnity Bond in the prescribed form and pay a fee as prescribed by the Library Committee for each duplicate card required.
- (d) After the receipt of the Indemnity Bond and the fee, the duplicate card will be issued.

IV) Library facilities available for Teachers/Research Scholars and Administrative Staff of the University:-

Teaching staff

- (a) An intending teacher shall fill up the prescribed application form for membership and get it recommended by the Head of the Department of Study concerned under whom he/she works.
- (b) Each teacher shall be eligible to get twenty books.
- (c) The existing rules of the Library shall apply equally to such members with the exception of paying the usual deposit.
- (d) Production of 'No due certificate' from the University Librarian to the effect that nothing is outstanding against the teacher shall be considered obligatory by the Head of the Department of Study concerned before accepting the teacher's resignation or before retirement.

Research Scholars and Students

- (a) Any Research Scholar (Ph.D. (Full Time/Part Time)/ M.Phil.) doing research in the University departments shall fill up the prescribed application form and get it countersigned by the Head of the Department of Study concerned, under whom he/she works.
- (b) Each M.Phil./Ph.D. research scholar shall be eligible to get ten books.
- (c) Each U.G./P.G. students shall be eligible to get four books.
- (d) The existing rules of the Library shall apply to Research Scholar with the exception of paying the deposit amount.
- (e) Production of 'No due Certificate' from the University Librarian to the effect that nothing is outstanding against the Research Scholar shall be considered obligatory by the Head of the Departments of Study concerned before forwarding the concerned research scholar's thesis or in case the research scholar discontinues his/her research.
- (f) The above rule (e) shall be applicable to U.G./P.G. students also.

Administrative Staff

- (a) An intending permanent non-teaching staff of the University shall fill up the prescribed application form for membership and get it countersigned by the Registrar or Head of the Department of Study concerned under whom he/she works.
- (b) The existing rules of the Library shall apply equally to such members with the exception of the deposit.

- (c) Three books shall be issued to each member, who shall arrange for their return to the Library, in the event of his/her retirement or resignation or demise.
 - (d) For cases coming under category (c) above, production of a certificate from the Librarian to the effect that nothing is outstanding against the member shall be considered obligatory by the Registrar, before accepting the member's resignation or before granting his/her pension or provident fund.
- V) Rules governing donations of Manuscripts, Books, Periodicals and Pamphlets to the Annamalai University Library
- (a) The Annamalai University Library may accept donations of manuscripts, books, periodicals, pamphlets etc. from individuals, Government, Institutions, Societies and other Corporate bodies.
 - (b) All donations of current publications are to be sent directly to the Librarian who will acknowledge their receipt.
 - (c) Larger collections offered by individuals or Corporate bodies should be preceded by a list of such collections. In the absence of such a list, information at least should be given regarding the nature of collection(s) offered. The donors should also inform the conditions, if any attached to the proposed gift. The Librarian will examine the list or the collection(s) itself, if possible, and forward to the Registrar his recommendations. The opinion of the Chairman of the respective Boards of studies will also be called for if found necessary.

- (d) The decision of the Syndicate regarding the acceptance or the rejection of the offer will be communicated by the Librarian to the intending donor as soon as it is received from the Registrar. If it is a case of acceptance, suitable arrangements will be made by the Librarian for the transfer of the collection(s) to the Library, the conveyance charges being borne either by the Library or the donor.
- (e) The University will not ordinarily accept donations to which special conditions are attached such as keeping the collection in a separate place, right of periodical inspection by the donor etc. It is open to the University, however to accept and gift, even those to which special conditions are attached, provided the authorities are of opinion that the collection is likely to be of real value to the University. Each case will be decided on its own merit.
- (f) Accepted donations become the absolute property of the Library and will not be returned.
- (g) After making suitable acknowledgement to the donor, all items of the collection after acceptance will be entered in the donations register which will show the following particulars :-
 - i. Serial Number
 - ii. Author and Title
 - iii. Name of the Donor
 - iv. Date of receipt
 - v. Date of accession to the general stock
 - vi. Accession and donation number
 - vii. Published price, where this is known; and
 - viii. Remarks.
 - ix. All books shall be accessioned other than those not accepted which shall be returned promptly to the donor.

SECTION - III TRANSITORY PROVISIONS

Amendments / Modifications to the Regulations

These Regulations are subject to modifications or amendments as may be made by the Syndicate from time to time, in accordance with the orders issued in Government G.O., as and when situation warrants.

Interpretation of the Regulations

If any dispute arises in the interpretation of these Regulations, the decision of the Syndicate shall be final.

REGULATIONS
PART – VIII
REGULATION ON CURBING THE MENACE OF
RAGGING IN ANNAMALAI UNIVERSITY

I) PREAMBLE

- (1) Ragging is a criminal offence and in order to prohibit ragging in the educational institutions in the State of Tamil Nadu, the Government of Tamil Nadu enacted Tamil Nadu Prohibition of Ragging Act, 1997 (Tamil Nadu Act 7 of 1997).
- (2) UGC has framed regulations called “UGC Regulations on Curbing the Menace of Ragging in Higher Educational Institutions, 2009”, in order to prohibit, prevent and eliminate the scourge of ragging. These regulations are mandatory and all institutions are required to take necessary steps for their implementation, including the monitoring mechanism as per provisions in the above said regulations and ensure its strict compliance.
- (3) Any violations of UGC regulations as cited above or if any institution fails to take adequate steps to prevent ragging or does not act in accordance with these regulations or fails to punish perpetrators of incidence of ragging suitably, UGC shall call for punitive action against erring institutions.
- (4) In the circumstances narrated in Paragraphs (1) to (3) above, the following Annamalai University Regulations on Curbing the Menace of Ragging is framed with the approval of the Syndicate.

II) TITLE AND APPLICATION

- (5) (a) **Title :** These Regulations shall be called “**Regulations on Curbing the Menace of Ragging in Annamalai University**”.
- (b) **Application:** These Regulations shall apply to the entire University including its departments, all its premises (academic, residential, sports, canteen etc.) whether located within the campus or outside and to all means of transportation of students whether public or private.
- (c) If any doubt arises as to whether these regulations apply to any person, the matter shall be referred to the Syndicate, whose decision shall be final.

Objective

- (6) The objective of these regulations is to root out ragging in all its forms in Annamalai University, by prohibiting it by law, preventing its occurrence by following the provisions of these Regulations and punishing those who indulge in ragging as provided for in these Regulations and the appropriate law in force.

Definitions

- (7) In these Regulations, unless the context otherwise requires,
- (a) “Registrar” means the Registrar of Annamalai University.
- (b) “Syndicate” means the Syndicate of Annamalai University.
- (c) “Student” includes any person who is enrolled for any course, whether full time or part time, with University,

and includes an undergraduate or postgraduate student, a Research Scholar, a visitor, and a repeater. It also includes a student of another University or college who has been placed or has opted for placement with the University or short-term courses at the University.

- (d) “University” shall mean the Annamalai University, Annamalainagar, Chidambaram.
- (e) “Vice-Chancellor” means the Vice-Chancellor of Annamalai University.

Definition of “Ragging”

- (8) *Tamil Nadu Act 7 of 1997 defines Ragging as given below:-*

Ragging means display of noisy, disorderly conduct, doing any act which causes or is likely to cause physical or psychological harm or raise apprehension or fear or shame or embarrassment to a student in any educational institution and includes –

- (a) teasing, abusing or playing practical jokes on, or causing hurt to such student or
 - (b) asking the students to do any act or perform something which such student will not in the ordinary course willingly do.
- (9) (i) UGC Regulations on curbing the menace of Ragging in Higher Educational Institutions, 2009 (April 2009) defines Ragging as given below:-

Any conduct whether by words spoken or written or by an act which has the effect of teasing, treating or handling with rudeness any other student, indulging in rowdy or undisciplined activities which causes or is likely to cause annoyance, hardship or psychological

harm or to raise fear or apprehension thereof in a fresher or a junior student or asking the students to do any act or perform something which such student will not in the ordinary course and which has the effect of causing or generating a sense of shame or embarrassment so as to adversely affect the physique or psyche of a fresher or a junior student.

- (ii) Besides the above, the UGC (UGC Regulations on curbing the menace of Ragging in Higher Educational Institutions, 2009 (June-2009)) stipulates the following acts also under the definition of Ragging:-
- (a) any conduct by any student or students whether by words spoken or written or by an act which has the effect of teasing, treating or handling with rudeness a fresher or any other student;
 - (b) indulging in rowdy or indisciplined activities by any student or students which causes or is likely to cause annoyance, hardship, physical or psychological harm or to raise fear or apprehension thereof in any fresher or any other student;
 - (c) asking any student to do any act which such student will not in the ordinary course do and which has the effect of causing or generating a sense of shame, or torment or embarrassment so as to adversely affect the physique or psyche of such fresher or any other student;
 - (d) any act by a senior student that prevents, disrupts or disturbs the regular academic activity of any other student or a fresher;

- (e) exploiting the services of a fresher or any other student for completing the academic tasks assigned to an individual or a group of students.
- (f) any act of financial extortion or forceful expenditure burden put on a fresher or any other student by students;
- (g) any act of physical abuse including all variants of it: sexual abuse, homosexual assaults, stripping, forcing obscene and lewd acts, gestures, causing bodily harm or any other danger to health or person;
- (h) any act or abuse by spoken words, emails, post, public insults which would also include deriving perverted pleasure, vicarious or sadistic thrill from actively or passively participating in the discomfiture to fresher or any other student;
- (i) any act that affects the mental health and self-confidence of a fresher or any other student
- (j) Any act of physical or mental abuse (including bullying and exclusion) targeted at another student (fresher or otherwise) on the ground of colour, race, religion, caste, ethnicity, gender (including transgender), sexual orientation, appearance, nationality, regional origins, linguistic identity, place of birth, place of residence or economic background. [Curbing the menace of Ragging in Higher Educational Institutions (third amendment), Regulations, 2016 issued vide UGC Notification dated 29.06.2016]

Punishable ingredients of Ragging

(10) The following shall be the Punishable ingredients of Ragging:-

- Directly or indirectly participating in ragging
- Abetment to ragging
- Propagating ragging
- Criminal conspiracy to rag
- Unlawful assembly and rioting while ragging
- Public nuisance created during ragging
- Violation of decency and morals through ragging
- Injury to body, causing hurt or grievous hurt
- Wrongful restraint
- Wrongful confinement
- Use of criminal force
- Assault as well as sexual offences or even unnatural offences
- Extortion
- Criminal trespass
- Offences against property
- Criminal intimidation
- Attempts to commit any or all of the above mentioned offences against the victim(s)
- Threat to commit any or all of the above mentioned offences against the victim(s)
- Physical or psychological humiliation
- All other offences following from the definition of “Ragging”.

III) MEASURES FOR PROHIBITION OF RAGGING

- (11) The University shall take the following measures for the prohibition of ragging in all its forms in the University:-
- (a) The University shall strictly observe the provisions of the UGC Regulations issued from time to time and the Tamil Nadu Prohibition of Ragging Act, 1997 and prohibit ragging in all its forms.
 - (b) Ragging in all its forms shall be totally banned in the entire University including its departments, constituent units, all its premises (academic, residential, sports, canteen, etc.) whether located within the campus or outside and in all means of transportation of students whether public or private.
 - (c) The University shall take strict action against those found guilty of ragging and /or of abetting ragging, actively or passively, or being part of a conspiracy to promote ragging.

IV) MEASURES FOR PREVENTION OF RAGGING

- (12) The University shall take the following measures for the prevention of ragging in all its forms in the University:-
- (a) The advertisement for admissions shall clearly mention that ragging is totally banned / prohibited in the University and any one found guilty of ragging and / or abetting ragging is liable to be punished appropriately.
 - (b) The 'Prospectus' and other admission related documents shall incorporate all directions of the Supreme Court of India and / or the Central or State Government as applicable, so that the candidates and their parents /

guardians are sensitized in respect of the prohibition and consequences of ragging.

- (c) A Brochure or booklet/leaflet shall be distributed to each student at the beginning of each academic session for obtaining an undertaking not to indulge or abet ragging and shall contain the blueprint of prevention and methods of redressal.
- (d) Every fresher admitted to the University shall be given a printed leaflet detailing when and to whom he/she has to turn to for help and guidance for various purposes (including Wardens, Head of the institution, members of the anti-ragging committees, relevant district and police authorities), addresses and telephone numbers of such persons/authorities, etc., so that the fresher need not look up to the seniors for help in such matters and get indebted to them and start doing things, right or wrong, at their behest. Such a step will reduce the fresher's dependence on their seniors.
- (e) Fresher's / newly admitted students shall be lodged in a separate hostel block, wherever possible, and where such facilities are not available, the University shall ensure that seniors' access to fresher's accommodation is strictly monitored by wardens, security guards and University staff.
- (f) As ragging takes place mostly in the hostels after the classes are over, a round the clock vigil against ragging in the hostel premises shall be provided. It is seen, that canteens and hostel messes are also places where ragging often takes place. The employers/employees of

the canteens/ mess shall be given necessary instructions to keep strict vigil and to report the incidents of ragging to the University authorities.

- (g) The security personnel posted in hostels shall be under the direct control of the Wardens and assessed by them.
- (h) The Migration/Transfer Certificate issued to the student by the University shall have an entry, apart from those relating to general conduct and behaviour, whether the student has been punished for the offence of committing or abetting ragging, or not, as also whether the student has displayed persistent violent or aggressive behaviour or any inclination to harm others.

V) SETTING UP OF COMMITTEES AND THEIR FUNCTIONS

The Anti-Ragging Committee

- (13) The University shall have an Anti-Ragging Committee and an Anti -Ragging Squad.
- (14) The Anti-Ragging Committee shall be headed by the Vice-Chancellor and shall consist of representatives of (i) Faculty Members, (ii) Parents, (iii) Students belonging to the freshers' category as well as seniors and non-teaching staff.
- (15) The Committee shall monitor the Anti-Ragging activities in the University, consider the recommendations of the Anti-Ragging Squad and take appropriate decisions, including spelling out suitable punishments to those found guilty.

The Anti-Ragging Squad

- (16) The Anti-Ragging Squad shall be nominated by the Vice-Chancellor with such representation as considered necessary and shall exclusively consist of members belonging to the various sections of the campus community.
- (17) The Squad shall have vigil, oversight and patrolling functions. It shall be kept mobile, alert and active at all times and shall be empowered to inspect places of potential ragging and make surprise raids on hostels and other hot spots.
- (18) The Squad shall investigate incidents of ragging and make recommendations to the Anti-Ragging Committee and shall work under the overall guidance of the Anti-Ragging Committee.

Follow-up action on the Recommendation of the Anti-Ragging Squad

- (19) The Vice-Chancellor shall take immediate action on receipt of the recommendations of the Anti-Ragging Squad. He/ She shall also take action *suo moto* if the circumstances so warrant.

VI) AWARDABLE PUNISHMENTS

- (20) Depending upon the nature and gravity of the offence as established by the Anti-Ragging Committee of the University, the possible punishments for those found guilty of ragging shall be any one or any combination of the following:-
 - (a) Suspension from attending classes and academic privileges
 - (b) Withholding/withdrawing scholarship/ fellowship and other benefits

- (c) Debarring from appearing in any test/ examination or other evaluation Process
- (d) Withholding results
- (e) Debarring from representing the University in any regional, national or international meet, tournament, youth festival etc.
- (f) Suspension/ expulsion from the hostel
- (g) Cancellation of admission
- (h) Rustication from the University for period ranging from 1 to 4 semesters
- (i) Expulsion from the University and consequent debarring from admission to any other University for a specific period
- (j) Fine of Rs. 25,000/- to Rs. 1.00Lakh

VII) GENERAL

- (21) The Registrar shall file an FIR with the police / local authorities whenever a case of ragging is reported, but continue with its own enquiry and other measures without waiting for action on the part of the police/ local authorities. Remedial action shall be initiated and completed within one week of the incident itself.
- (22) At the commencement of the academic session, the Vice-Chancellor shall convene and address a meeting of various functionaries / agencies, like Wardens, representatives of students, parents / guardians, faculty, district administration including police, to discuss the measures to be taken to prevent ragging in the University and steps to be taken to identify the offenders and punish them suitably.

- (23) The Vice-Chancellor shall obtain an undertaking from every employee of the University including teaching and non-teaching members of staff, contract labourer employed in the premises either for running canteen or as watch and ward staff or for cleaning or maintenance of the buildings/lawns etc., that he/she would report promptly any case of ragging which comes to his/her notice. A provision shall be made in the service rules for issuing certificates of appreciation to such members of the staff who report incidence of ragging which will form part of their service record.
- (24) To make the community at large and the students in particular aware of the dehumanizing effect of ragging, and the approach of the University towards those indulging in ragging, big posters (preferably multicolored with different colours for the provisions of law, punishments, etc.) shall be prominently displayed on all Notice Boards of all departments, hostels and other buildings as well as at vulnerable places. Some of such posters shall be of permanent nature in certain vulnerable places.
- (25) The University shall arrange for regular and periodic psychological counseling and orientation for students (for freshers separately, as well as jointly with seniors) by professional counselors during the first three months of the new academic year. This shall be done at the Head of the Department/course levels. Parents and teachers shall also be involved in such sessions.

- (26) Anonymous random surveys shall be conducted across the 1st year batch of students (freshers) every fortnight during the first three months of the academic year to verify and cross-check whether the campus is indeed free of ragging or not. The University may design its own methodology of conducting such surveys.
- (27) Preventing or acting against ragging shall be the collective responsibility of all levels and sections of authorities or functionaries in the University, including faculty, and not merely that of the specific body/ committee constituted for prevention of ragging.

VIII. TRANSITORY PROVISIONS

Savings

- (28) Nothing in these regulations shall preclude the Vice-Chancellor from lodging a compliant straight – away with the police in respect of any act amounting to an offence under the law.

Amendments / Modifications to the Regulations

- (29) These Regulations are subject to modifications or amendments as may be made by the Syndicate from time to time, in accordance with the orders issued in Government G.O., as and when situation warrants.

Interpretation of the Regulations

- (30) If any dispute arises in the interpretation of these Regulations, the decision of the Syndicate shall be final.

REGULATIONS
PART – IX
CODE OF CONDUCT AND DISCIPLINE FOR
AVOIDANCE OF SEXUAL HARASSMENT AND
MAINTENANCE OF EQUALITY OF
OPPORTUNITY

(I) PREAMBLE

In a fast changing society, wherein the education and employment of women has become the norm rather than exception, and where the proportion of women is likely to increase steadily in every sphere of life, it is essential to ensure non-discriminatory safe environment in which women can learn or work. Unfortunately, the tendency to treat women as inferior, whose real place is within the confines of house is still prevalent in the minds of quite a few men, who find it difficult to accept them as equal. Further, men take advantage of the vulnerability of women and indulge in undesirable behaviour.

- (2) Sexual Harassment results in violation of the fundamental rights of a woman to equality under Articles 14 and 15 of the Constitution of India and her right to life and to live with dignity under Article 21 of the Constitution and right to learn or right to practice any profession or to carry on any occupation, trade or business which includes a right to a safe environment free from Sexual Harassment.

- (3) The protection against Sexual Harassment and the right to work with dignity are universally recognized human rights by international conventions and instruments such as Convention on the Elimination of all Forms of Discrimination against Women, which has been ratified on the 25th June, 1993 by the Government of India.
- (4) Sexual harassment is a serious criminal offence which can destroy human dignity and freedom. One of the core objectives of Annamalai University (hereinafter referred to as “University”) is to ensure gender equality and gender justice through the University interventions and practices. In keeping with this principle, it is important to ensure a climate, free from discrimination and harassment, with a particular focus on prevention of sexual harassment.
- (5) In order to promote the well-being of the students and staff of Annamalai University and in accordance with the provisions of Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013. (Central Act No. 14 of 2013), a Code of Conduct has to be framed, with the approval of the Syndicate in order to deal with claims of sexual harassment in which the student and staff are either the alleged victims or the alleged assailants.
- (6) In the circumstances narrated in Paragraphs (1) to (5) above, the following Annamalai University Code of Conduct for the students and staff of Annamalai University is framed with the approval of the Syndicate.

II) TITLE, APPLICATION AND DEFINITION

(7) Title and Application

(a) **Title** – This Code may be called **Annamalai University Code of Conduct and Discipline for Avoidance of Sexual Harassment and Maintenance of Equality of Opportunity.**

(b) **Application** - This Code shall be applicable to all Officers, Employees and Students of the Annamalai University, including persons employed on daily wages basis / contract basis:

Provided that if any doubt arises as to whether this code apply to any person, the matter shall be referred to the Syndicate, whose decision shall be final.

Definitions

(8) In this code, unless the context otherwise requires,

(a) “Academic staff” includes any person or the staff of the University including its constituent units who is appointed to a teaching and/or research post, whether full-time, temporary, ad-hoc, part-time, visiting, honorary, or on special duty or deputation, and shall include employees employed on a casual or project basis.

(b) Appropriate Authority or employer means –

(i) in relation to any department, establishment, institution, office, branch, the head of that department, establishment, institution, office, branch of the University or such other officer as the University, as the case may be, may by an order specify in this behalf;

- (ii) in any workplace not covered under sub-clause (i),
any person responsible for the management,
supervision and control of the workplace;
- (c) “Central Act 2013” means the Sexual Harassment of
Women at Workplace (Prevention, Prohibition and
Redressal) Act, 2013. (Central Act No. 14 of 2013);
- (d) “Committee” means the Complaints Committee
constituted under Section 18 of this code;
- (e) “Member” means a Member of the Complaints
Committee, constituted under Section 18 of this code;
- (f) “Petitioner” means an aggrieved women employee/Girl
Student or her Father, Mother, Brother, Sister, Grand
Father, Grand Mother, Uncle, Guardian in the case of
unmarried employee/student or her Husband, Son,
Daughter, Father-in-law, Mother-in-law in the case of
married employee/Student;
- (g) “Prescribed” means prescribed by rules made under this
Code;
- (h) “Presiding Officer” means the Presiding Officer of the
Complaints Committee nominated under of Section 19 (i)
of this code;
- (i) “Registrar” means the Registrar of Annamalai University;
- (j) “Respondent” means a person against whom the
aggrieved woman has made a complaint under Section
23 of this code;
- (k) “Sexual Harassment” includes any unwelcome sexually
determined behaviour (whether direct or by implication)
such as –

- (i) Physical contact and advances either physical and non-physical; or
- (ii) Unsolicited telephone or cell phone calls / e-mails with the intention of sexual harassment; or
- (iii) A demand or request for sexual favours; or
- (iv) Making sexually coloured remarks; or
- (v) Showing pornography; or
- (vi) Creating a “hostile work environment”; or
- (vii) Any other unwelcome “sexually determined behaviour” means physical, verbal or non-verbal conduct of a sexual nature;
- (l) “Syndicate” means the Syndicate of Annamalai University;
- (m) “Supporting Staff” means any person or the staff of the University or its constituent units who is not appointed to a teaching and/or research post, whether full-time, temporary, ad-hoc, part-time, daily wager, honorary or on special duty or deputation, and shall include employees employed on a casual or project basis, as also persons employed through a contractor;
- (n) “Student” means any person who is enrolled for any course, whether full time or part time, with University, and includes an undergraduate or postgraduate student, a Research Scholar, a visitor, and a repeater. It also includes a student of another University or college who has been placed or has opted for placement with the University or short-term courses at the University;

- (o) “University employee” for the purpose of this code means a person employed in the University offices or Administrative units or Faculties/Departments or Study centres located at different places for any work on regular, temporary, ad hoc or daily wages basis, either directly or through an agent, including a contractor, with or without the knowledge of the principal employer, whether the terms of employment are express or implied and includes a co-worker, a contract worker, probationer, trainee, apprentice or called by any other such name;
- (p) “University” shall mean the Annamalai University, Annamalainagar, Chidambaram;
- (q) “Vice-Chancellor” means the Vice-Chancellor of Annamalai University.

(III) Explanations of Sexually Determined Behaviour, Hostile Environment and Sexual Harassment

Explanation 1:

- (9) Unwelcome “Sexually Determined Behaviour” shall include but not be limited to the following instances:-
 - (i) Where submission to or rejection of sexual advances, requests or conduct is made either explicitly or implicitly a term or condition of employment, instruction or evaluation or as a basis for decisions, involving participation in campus or academic activity.
 - (ii) Such advances, requests or conduct (whether direct or implied) have the purpose or effect of interfering with an individual's work performance by creating an intimidating, hostile, humiliating or sexually offensive environment.

Explanation 2:

- (10) Creating a “Hostile Environment” means
- (i) Creating a study or workplace where Sexual Harassment may go unheeded, where despite complaints no action is taken, where there is nexus between accused / aggressor & higher management, and where complainant / aggrieved is placed under fear, disadvantage or threat of victimization.
 - (ii) It will also mean Retaliation which includes:
 - marginalizing someone in the study or workplace with regard to his / her roles and responsibilities
 - socially ostracizing
 - intimidating someone physically, psychologically, emotionally or someone close to or related to the victim
 - spreading canard
 - (iii) And any other behaviour that may commonly be construed as retaliatory

Note: All should take special note that, as stated above, retaliation against an individual who has complained about sexual harassment, and retaliation against individuals for co-operating with an investigation of a sexual harassment complaint is unacceptable and will be actionable.

Explanation 3:

- (11) “**Sexual Harassment**” shall also mean,-
- (i) Direct or implied requests by any individual for sexual favours in exchange for actual or promised benefits such as favourable reviews, evaluation or instruction, salary increases, promotions, increased benefits or continued employment constitutes sexual harassment.
 - (ii) Other sexually oriented conduct, whether it is intended or not, that is unwelcome and has the effect of creating a environment that is hostile, offensive, intimidating or humiliating to staff may also constitute sexual harassment.

Explanation 4:

- (12) In addition, the following are some examples of conduct which if unwelcome, may constitute sexual harassment depending upon the totality of the circumstances including the severity of the conduct and its pervasiveness:
- Unwelcome sexual advances -- whether they involve physical touching or not;
 - Sexual epithets, jokes, written or oral references to sexual conduct, gossip regarding one's sex life; comment on an individual's body, comment about an individual's sexual activity, deficiencies or prowess;
 - Displaying sexually suggestive objects, pictures, cartoons, displaying body parts;
 - Unwelcome leering, whistling, brushing against the body, sexual gestures, suggestive or insulting comments;
 - Inquiries into one's sexual experiences; and,
 - Discussion of one's sexual activities.

- Abuse of authority (Quid Pro Quo) - demand by a person in authority, for sexual favours in exchange for related benefits (e.g. a wage increase, a promotion, training opportunity, a transfer, instruction or evaluation).
- The behaviour that creates an environment that is intimidating, hostile, or offensive for members of one sex, and thus interferes with a person's ability to function normally.

(IV) PREVENTIVE ACTION

Prohibition of Sexual Harassment

- (13) Sexual harassment of individuals occurring in the place of work or study or in other settings in which they may find themselves in connection with their association with the University is unlawful and shall not be tolerated by the University. Further, any retaliation against the aggrieved women employee or girl student who has complained about sexual harassment is similarly unacceptable. To achieve this goal, conduct that is described as “Sexual Harassment” in this code shall not be tolerated and a procedure is provided by which inappropriate conduct shall be dealt with, if encountered among employees/students.

Appropriate steps to protect Employees / Students

- (14) The University will also take all the appropriate steps necessary to protect individuals from retaliation. Such steps include:
- Action to stop retaliatory behaviour
 - Providing required security measures
 - Counselling help to the Petitioner and the Respondent

- (15) (i) The University will view all allegations of sexual harassment very seriously, and shall respond promptly to complaints of sexual harassment and where it is determined that such inappropriate conduct has occurred, prompt and appropriate corrective action as is necessary, including disciplinary action, will be taken.
- (ii) While this code sets forth the goal of the University of promoting a study or workplace that is free from sexual harassment, the code is not designed or intended to limit the authority of the University to discipline or take remedial action for conduct which the University deems unacceptable, regardless of whether that conduct satisfies the definition of sexual harassment.

Prevention of Sexual Harassment

- (16) The University shall in consistent with the existing law, take all reasonable steps to ensure prevention of sexual harassment. Such steps shall include (but not limited to),-
- (a) Circulation of the University's policy on sexual harassment to all persons employed by or in any way acting in connection with the work and/or functioning of the University;
 - (b) Ensuring that sexual harassment as an issue is raised and discussed at the University meetings from time to time;
 - (c) Conduct or cause to carry out in-house gender training on sexual harassment;

- (d) Widely publicize that the sexual harassment is a crime and will not be tolerated;
- (e) Include details regarding the policy against sexual harassment in Admission Prospectus or Brochure;
- (f) Prepare and circulate the Annual report of Complaints Committee.

Duties of University

- (17) For the effective implementation of this code and to maintain strict discipline for avoidance of sexual harassment and maintenance of equality of opportunity and to ensure a climate, free from discrimination and harassment, with a particular focus on prevention of sexual harassment in the Annamalai University offices or Administrative units or Faculties/Departments or Study centers located at different places, the University shall, in accordance with the provisions of Section 19 of Central Act No 14 of 2013, take necessary steps,—
 - (a) To provide a safe working environment at the workplace/study place which shall include safety from the persons coming into contact at the workplace;
 - (b) To display at any conspicuous place in the workplace, the penal consequences of sexual harassments; and the order constituting, the Complaints Committee under Section 18 of this code;
 - (c) To organise workshops and awareness programmes at regular intervals for sensitising the employees with the provisions of the Act and orientation programmes for the members of the Complaints Committee in the manner as may be prescribed;

- (d) To provide necessary facilities to the Complaints Committee for dealing with the complaint and conducting an inquiry.
- (e) To assist in securing the attendance of respondent and witnesses before the Complaints Committee;
- (f) To make available such information to the Complaints Committee, as it may require having regard to the complaint made under Section 23 of this code;
- (g) To provide assistance to the woman if she so chooses to file a complaint in relation to the offence under the Indian Penal Code or any other law for the time being in force;
- (h) To cause to initiate action, under the Indian Penal Code or any other law for the time being in force, against the perpetrator, or if the aggrieved woman so desires, where the perpetrator is not an employee, in the workplace/study place at which the incident of sexual harassment took place;
- (i) To treat sexual harassment as a misconduct under the service rules and initiate action for such misconduct; and
- (j) To monitor the timely submission of reports by the Complaints Committee.

(V) COMPLAINTS COMMITTEE

Constitution of Complaints Committee (Section 4 of Central Act No. 14 of 2013)

- (18) The Vice-Chancellor shall, with the approval of the Syndicate, by an order in writing, constitute a Committee to be known as the “Complaints Committee”.

Provided that where the offices or administrative units of the University are located at different places or divisional or sub-divisional level, the Committee shall be constituted at all administrative units or offices.

Members of the Complaints Committee

(19) The Committee shall consist of the following members to be nominated by the Vice-Chancellor, namely:-

- i) a Presiding Officer who shall be a woman employed at a senior level in the University from amongst the employees;
- (ii) not less than two Members from amongst employees preferably committed to the cause of women or who have had experience in social work or have legal knowledge;
- (iii) one member from amongst non-governmental organisations or associations committed to the cause of women or a person familiar with the issues relating to sexual harassment:

Provided that at least one-half of the total Members so nominated shall be women.

Period of Office of Members of the Complaints Committee

(20) The Presiding Officer and every Member of the Committee shall hold office for such period, not exceeding three years, from the date of their nomination as may be specified by the Vice-Chancellor.

Allowance to Non-Government Member of the Complaints Committee

(21) The Member appointed from amongst the non-governmental organisations or associations shall be paid such fees or allowances for holding the proceedings of the Committee, by the Vice-Chancellor, as may be prescribed by the Syndicate.

Removal of Members from the Complaints Committee

(22) The Presiding Officer or any Member of the Complaints Committee, as the case may be, shall be removed from the Committee for the following reasons and the vacancy so created or any casual vacancy shall be filled up by fresh nomination in accordance with the provisions of this Section:-

- (i) if the Presiding Officer or any Member contravenes the provisions of Section 59 of this code; or
- (ii) if the Presiding Officer or any Member has been convicted for an offence or an inquiry into an offence under any law for the time being in force is pending against him/her; or
- (iii) if the Presiding Officer or any Member has been found guilty in any disciplinary proceedings or a disciplinary proceeding is pending against him/her; or
- (iv) if the Presiding Officer or any Member has so abused his/her position as to render his/her continuance in University prejudicial to the public interest.

(VI) COMPLAINTS OF SEXUAL HARASSMENT

Procedure for Making Complaints by the Aggrieved Women Employee/Girl Student (Section 9 of Central Act 14/2013)

Time Limit for making Complaint of sexual harassment

- (23) Any aggrieved Women Employee / Girl student may make, in writing, a complaint of sexual harassment in University to the Complaints Committee within a period of three months from the date of incident and in case of a series of incidents, within a period of three months from the date of last incident.

Provided that where such complaint cannot be made in writing, the Presiding Officer or any Member of the Complaints Committee, shall render all reasonable assistance to the aggrieved Women Employee / Girl student for making the complaint in writing.

Extension of Time Limit for making Complaint

- (24) The Complaints Committee may, for the reasons to be recorded in writing, extend the time limit not exceeding three months, if it is satisfied that the circumstances were such, which prevented the aggrieved Women Employee / Girl student from filing a complaint within the said period.

Eligibility of other persons for making Complaint

- (25) Where the aggrieved Women Employee / Girl Student is unable to make a complaint on account of her physical or mental incapacity or death or otherwise, any one of the following Persons may make a complaint under this code:-

- a) Husband / Son / Daughter / Father-in-law / Mother-in-Law in the case of married Women employee / Girl student.
- b) Father / Mother / Brother / Sister / Guardian / Grand Father / Grand Mother in the case of unmarried Women employee / Girl student.
- c) Such other person as may be prescribed by the Syndicate.

(VII) CONCILIATION

Procedure of Settlement through Conciliation by the Complaints Committee (Section 10 of Central Act No. 14/2013)

- (26) The Complaints Committee may, before initiating an inquiry under Section 30 of this code and at the request of the aggrieved Women Employee / Girl student, take steps to settle the matter between her and the respondent through conciliation.

Provided that no monetary settlement shall be made as a basis of conciliation.

- (27) Where a settlement has been arrived at under Section (26) above, the Complaints Committee, shall record the settlement so arrived and forward the same to the Appropriate Authority to take action as specified in the recommendation.
- (28) The Complaints Committee, shall provide copies of the settlement as recorded under Section 27 of this code to the aggrieved Women Employee / Girl student and the Respondent.
- (29) Where a settlement is arrived at under Section (26) above, no further inquiry shall be conducted by the Complaints Committee.

(VIII) CONDUCTING INQUIRY

Procedure of Conducting Inquiry in respect of the Complaints received by the Complaints Committee (Section 11 of Central Act No. 14/2013)

- (30) Subject to the provisions of Section 26 of this code, the Complaints Committee, shall, where the Respondent is an employee, proceed to make inquiry into the complaint in accordance with the provisions of the service rules applicable to the Respondent.

Provided that where the aggrieved Women Employee / Girl student informs the Complaints Committee, that any term or condition of the settlement arrived at under Section 26 of this code has not been complied with by the Respondent, the Complaints Committee shall proceed to make an inquiry into the complaint.

- (31) For the purpose of making an inquiry under Section 30 of this code, the Complaints Committee, shall have the same powers as are vested in a civil court under the Code of Civil Procedure, 1908 (Central Act V of 1908) when trying a suit in respect of the following matters, namely:-
- a) Summoning and enforcing the attendance of any person and examining him on oath;
 - b) Requiring the discovery and production of documents; and
- (32) The inquiry prescribed under Section 30 of this code shall be completed within a period of ninety days. The investigation into a complaint will be conducted in such a way as to maintain confidentiality to the extent practicable under the circumstances.

(IX) PROCEDURE TO BE FOLLOWED AT THE TIME OF INQUIRY

- (33) Upon receiving a formal complaint, the Committee shall ask the Complainant / Petitioner to prepare a detailed statement of incidents if written complaint is sketchy. A statement of allegations will be drawn up by the Committee and sent to the Accused / Respondent.
- (34) The Accused/Respondent will be asked to prepare a response to the statement of allegations and submit to the Committee within the given time.
- (35) The statements and other evidence obtained in the inquiry process will be considered as confidential materials.
- (36) An officer in the University could be designated to provide advice and assistance to each party if requested by either of them. Similarly, the Complainant / Petitioner and the Accused / Respondent will have the right to be represented or accompanied by a member of staff, a friend or a colleague.
- (37) The Committee will organize verbal hearings with the Complainant/Petitioner and the Accused/Respondent.
- (38) Statement of Complainant/Petitioner will be recorded first in the presence of the Accused/Respondent. The Accused/Respondent may cross question the Complainant/Petitioner if there is a need to do so in the presence of the Committee.
- (39) The Committee will take testimonies of other relevant persons and review the evidence whenever necessary. Care should be taken to avoid any retaliation against the witnesses by giving necessary protection.

- (40) The Committee will take its decision after carefully reviewing the circumstances, evidence and relevant statements in all fairness.
- (41) If the Accused/Respondent, being provided fair opportunity to participate in the inquiry and defend him/ her, fails to participate in the inquiry, the Committee may conduct the inquiry expert.
- (42) The Committee will ensure confidentiality during the inquiry process.
- (43) In the course of investigating any complaint of sexual harassment, the Complaints Committee shall ensure that the principles of natural justice are adhered to, as given below :-
 - (a) Both parties shall be given reasonable opportunity to be heard along with witnesses and to produce any other relevant documents before the Complaints Committee.
 - (b) Upon completion of the investigation, both parties will be informed of the results of that investigation.
 - (c) Copies of documents which form part of the official record shall also be given to the Complainant/Petitioner if need be.
 - (d) The Complaints Committee shall be empowered to do all things necessary to ensure a fair hearing of the complaint including all things necessary to ensure that victims or witnesses are neither victimized nor discriminated against while dealing with a complaint of sexual harassment.

(X) RECOMMENDATIONS/INQUIRY REPORT OF THE COMPLAINTS COMMITTEE

Interim Recommendation during pendency of inquiry (Section 12 of Central Act 14 of 2013)

- (44) During the pendency of an inquiry, on a written request made by the aggrieved woman, the Complaints Committee may recommend to the appropriate authority of the University to –
- (i) transfer the aggrieved woman or the Respondent to any other workplace; or
 - (ii) grant leave to the aggrieved woman up to a period of three months; or
 - (iii) grant such other relief to the aggrieved woman as may be prescribed by the Syndicate.
- (45) The leave granted to the aggrieved woman mentioned in Section 44 (ii) of this code shall be in addition to the leave she would be otherwise entitled.
- (46) On the interim recommendation of the Complaints Committee mentioned in Section 44 of this code, the appropriate authority of the University shall implement the recommendations made under Section 44 of this code and send the report of such implementation to the Complaints Committee.

Furnishing of Inquiry Report (Section 13 (1) of Central Act 14 of 2013)

- (47) On the completion of an inquiry under this code, the Complaints Committee shall furnish a report of its findings to the appropriate authority of the University within a period of ten days from the date of completion of the inquiry and such report be made available to the concerned parties.

Final Recommendation of the Complaints Committee (Section 13 (2) of the Central Act 14 of 2013)

- (48) Where the Complaints Committee arrives at the conclusion that the allegation against the respondent has not been proved, it shall recommend to the appropriate authority of the University that no action is required to be taken in the matter.
- (49) Where the Complaints Committee arrives at the conclusion that the allegation against the Respondent has been proved, it shall, recommend to the appropriate authority of the University—
- (a) to take action for sexual harassment as a misconduct in accordance with the provisions of the service rules applicable to the Respondent.
 - (b) to deduct, notwithstanding anything in the service rules applicable to the respondent, from the salary or wages of the Respondent such sum as it may consider appropriate to be paid to the aggrieved woman or to her legal heirs, as it may determine, in accordance with the provisions of Section (51) below:

Provided that in case the appropriate authority of the University is unable to make such deduction from the salary of the Respondent due to his being absent from duty or cessation of employment, it may direct to the Respondent to pay such sum to the aggrieved woman.

- (50) The appropriate authority of the University shall act upon the recommendation within sixty days of its receipt by him.

**(XI) COMPENSATION TO THE COMPLAINANT/
PETITIONER**

**Determination of Compensation by the Complaints
Committee (Section 15 of Central Act No. 14 of
2013)**

- (51) The Complaints Committee, shall take into account the following points, while determining the sums to be paid to the aggrieved woman under Section 49 (b) of this code:-
- (a) The mental trauma, pain, suffering and emotional distress caused to the aggrieved woman employee/Girl Student;
 - (b) The loss in the career opportunity due to the incident of sexual harassment;
 - (c) Medical expenses incurred by the victim for physical or psychiatric treatment;
 - (d) The income and financial status of the Respondent;
 - (e) Feasibility of such payment in one lump sum or in instalments.

(XII) KINDS OF PENALTIES

Penalties in the case of Teaching Staff

- (52) The Annamalai University Regulations on Disciplinary Procedures, which contains the details of the penalties and the competent authority for initiating disciplinary action, shall be followed in respect of the sexual harassment cases against the Teaching Staff.

Note :The name of the Respondent /Teaching Staff and the nature of penalty awarded to him shall be recorded in the Sexual Harassment Register maintained by the Dean of respective Faculty. Necessary entries in this regard shall be made in the Confidential Report also.

Penalties in the Case of Administrative/Non-Teaching Staff

- (53) The Annamalai University Regulations on Disciplinary Procedures, which contains the details of the penalties and the competent authority for initiating disciplinary action, shall be followed in respect of the sexual harassment cases against the Administrative/Non-Teaching Staff.

Note :The name of the Respondent /Administrative / Non-Teaching Staff and the nature of penalty awarded to him shall be recorded in the Sexual Harassment Register maintained by the Registrar. Necessary entries in this regard shall be made in the Confidential Report also.

Penalties in the case of University Students

- (54) The penalties listed below (in ascending order) are indicative, and shall not constrain the University authorities from considering others, in accordance with the rules governing the conduct of students in practice, at the time of considering the cases coming under sexual harassment.
- (55) The following penalties shall be awarded, when there is necessity to arrive at a decision in respect of the cases against University students, which are coming under sexual harassment:-
- a) Warning or reprimand.
 - b) Transfer to another hostel.
 - c) Withdrawal of the right to obtain an official character and conduct certificate from the University.
 - d) Rustication from the University for a period up to two semesters.
 - e) Expulsion from the University, and/or a bar on appearing for the entrance examination/interview to any programme of study offered by the University.
 - f) Withholding of a degree awarded by the University.
 - g) Lodging & Complaint with police for appropriate criminal action

Note : The name of the Respondent /Student and the nature of penalty awarded to him shall be recorded in the Sexual Harassment Register maintained by the Dean of respective Faculty.

Appellate Authority

- (56) Any Respondent aggrieved by the penalty awarded against him shall make an appeal to the Appellate Authority as prescribed in the Annamalai University Regulations on Disciplinary Procedures for a review of the decision. The decision of the Appellate authority shall however be final and binding.

(XIII) GENERAL

Procedure to be followed by the Complaints Committee in the case of false or malicious complaint (Section 14 (1) of Central Act No. 14 of 2013)

- (57) Where the Complaints Committee arrives at a conclusion that the allegation against the respondent is malicious or the aggrieved woman employee/Girl Student or any other person making the complaint has made the complaint knowing it to be false or the aggrieved woman employee/Girl Student or any other person making the complaint has produced any forged or misleading document, it may recommend to the appropriate authority of the University, to take action against the woman employee / Girl Student or the person who has made the complaint under Section 23 or 25 of this code, as the case may be, in accordance with the provisions of service rules applicable to her or him or where no such service rules exist, in such manner as may be prescribed by the Syndicate:-

Provided that a mere inability to substantiate a complaint or provide adequate proof need not attract action against the Complainant under this Section.

Provided further that the malicious intent on the part of the Complainant shall be established after an inquiry, before any action is recommended.

Recommendation of the Complaints Committee in the case of false evidence (Section 14 (2) of Central Act No. 14 of 2013)

- (58) Where the Complaints Committee arrives at a conclusion that during the inquiry any witness has given false evidence or produced any forged or misleading document, it may recommend to the appropriate authority of the University, to take action in accordance with the provisions of the service rules applicable to the said witness or where no such service rules exist, in such manner as may be prescribed by the Syndicate.

Prohibition of publication or making known contents of complaint and inquiry proceedings (Section 16 of Central Act No. 14 of 2013)

- (59) Notwithstanding anything contained in the Right to Information Act, 2005, the contents of the complaint made under Section 23 and 25 of this code, the identity and addresses of the aggrieved woman, respondent and witnesses, any information relating to conciliation and inquiry proceedings, recommendations of the Complaints Committee, and the action taken by the appropriate authority of the University under the provisions of this Code shall not be published, communicated or made known to the public, press and media in any manner.

Provided that information may be disseminated regarding the justice secured to any victim of sexual harassment under this Code without disclosing the name, address, identity or any other particulars calculated to lead to the identification of the aggrieved woman employee/ Girl Student and witnesses.

**Penalty for publication or making known contents of
complaint and inquiry proceedings (Section 17 of
Central Act No. 14 of 2013)**

- (60) Where any person entrusted with the duty to handle or deal with the complaint, inquiry or any recommendations or action to be taken under the provisions of this Code, contravenes the provisions of Section 59 of this code, he shall be liable for penalty in accordance with the provisions of the service rules applicable to the said person or where no such service rules exist, in such manner as may be prescribed by the Syndicate.

(XIV) MISCELLANEOUS ITEMS

- (61) (a) Each Administrative unit or Faculty/Department or Study center of the University located at different places shall provide all necessary assistance for the purpose of ensuring full, effective and prompt implementation of this code.
- (b) In the event that the conduct complained amounts to a specific offence under the Indian Penal Code or under any other law in existence, the Complaints Committee, subject to the wishes of the complainant, shall take appropriate action in making a complaint with the appropriate authority of the University.
- (c) Each Administrative unit or Faculty/Department or Study center of the University located at different places shall ensure that the Complaints Committee retain its autonomy and may work unhindered from any pressure from any quarter.

- (d) The proceedings under this code shall not be stalled or postponed merely because the Complainant/Petitioner is proceeding against the accused under any other provision of law.
- (e) The provisions of this code shall not restrict the powers of the University or the Complainant/Petitioner to proceed against the alleged offender for any other misconduct or other legal remedies.
- (f) In all matters of sexual harassment, the University shall be aware of the extreme personal sensitivity of such issues. The University shall maintain confidentiality in matters concerning alleged victims and alleged assailants in instances of sexual harassment. This shall in no way preclude any statistical report of such incidents as may be required by any local or State agency.

XV. TRANSITORY PROVISIONS

Savings

- (62) Nothing in this code shall preclude the Vice-Chancellor from lodging a compliant straight – away with the police in respect of any act amounting to an offence under the law.

Amendments / Modifications to the Code

- (63) These code is subject to modifications or amendments as may be made by the Syndicate from time to time, in accordance with the orders issued in Government G.O., as and when situation warrants.

Interpretation of this Code

- (64) If any dispute arises in the interpretation of this Code, the decision of the Syndicate shall be final.

REGULATIONS
PART – X
PREVENTION, PROHIBITION AND
REDRESSAL OF SEXUAL HARASSMENT OF
WOMEN EMPLOYEES AND STUDENTS
REGULATIONS, 2018

(I) PREAMBLE

- 1) The protection against Sexual Harassment and the right to work with dignity are universally recognized human rights by international conventions and instruments such as Convention on the Elimination of all Forms of Discrimination against Women, which has been ratified on the 25th June, 1993 by the Government of India.
- 2) In order to give effect to this convention for protection of women against Sexual Harassment at work place, Sexual Harassment of Women at workplace (Prevention, Prohibition and Redressal) Act, 2013 (Central Act 14 of 2013) has been enacted.
- 3) Sexual harassment is a serious criminal offence which can destroy human dignity and freedom. One of the core objectives of Annamalai University (hereinafter referred to as “University”) is to ensure gender equality and gender justice through the University interventions and practices. In keeping with this principle, it is important to ensure a climate, free from discrimination and harassment, with a particular focus on prevention of sexual harassment.

- 4) In order to promote the well being of the students and staff of Annamalai University and in accordance with the provisions of Sexual Harassment of Women at workplace (Prevention, Prohibition and Redressal) Act, 2013 (Central Act 14 of 2013), Annamalai University Code of Conduct and Discipline for Avoidance of Sexual Harassment and Maintenance of Equality of Opportunity, has been prepared with the approval of Academic Council (Resolution No. 1.39 and 1.40, dated 14.10.2014) and Syndicate Resolution No, 04 dated : 01.11.2016.
- 5) Principal Secretary to Government, Higher Education Department conducted a review meeting on 27.04.2018, on the subject of Administrative, Academic Matters and Progress in implementation of Schemes of Universities. During the review meeting, the Principal Secretary requested all Vice-Chancellors to adopt the University Grants Commission (Prevention, prohibition and redressal of sexual harassment of women employees and students in higher educational institutions) Regulations, 2015 to deal with sexual harassment complaints in the higher educational institutions, by getting the approval of Syndicate.
- 6) In the circumstances narrated in Paragraphs (1) to (5) above, the following Annamalai University (Prevention, prohibition and redressal of sexual harassment of women employees and students) Regulations, 2018 is framed with the approval of the Syndicate.

(II) TITLE, APPLICATION AND DEFINITION

7) Title and Application

- a) **Title** – This Regulations may be called **Annamalai University (Prevention, prohibition and redressal of sexual harassment of women employees and students) Regulations, 2018.**
- b) **Application** - This Regulations shall be applicable to all Officers, Employees and Students of the Annamalai University, including persons employed on daily wages basis/ contract basis:

Provided that if any doubt arises as to whether this Regulations apply to any person, the matter shall be referred to the Syndicate, whose decision shall be final.

Definitions

- 8) In this Regulations, unless the context otherwise requires,
 - “Act” means the Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013. (Central Act No. 14 of 2013).
 - a) “Aggrieved Woman” means in relation to work place, a woman of any age whether employed or not, who alleges to have been subjected to any act of sexual harassment by the respondent;
 - b) “Campus” means the location or the land of University and its related institutional facilities like Libraries, Laboratories, Lecture Halls, Residences, Halls, Toilets, Student Centres, Hostels, Dining Halls, Stadiums, Parking Areas,

Parks-like settings and other amenities like Health Centres, Canteens, Bank Counters, etc., are situated and also includes extended campus and covers within its scope places visited as a student of the University including transportation provided for the purpose of commuting to and from the University, the locations outside the University, on field trips, internships, study tours, excursions, short-term placements, places used for camps, cultural festivals, sports meets and such other activities where a person is participating in the capacity of an employee or a student of the University.

- c) “Covered individuals” are persons who have engaged in protected activity such as filing a sexual harassment charge, or who are closely associated with an individual who has engaged in protected activity and such person can be employee or a fellow student or guardian of the offended person;
- d) “Employee”, as per the Act, means a person employed in the University offices or Administrative units or Faculties/ Departments or Study centres located at different places for any work on regular, temporary, ad hoc or daily wages basis, either directly or through an agent, including a contractor, with or without the knowledge of the principal employer, whether the terms of employment are express or implied

and includes a co-worker, a contract worker, probationer, trainee, apprentice or called by any other such name. It also includes, for the purposes of these Regulations trainee, apprentice (or called by any other name), interns, volunteers, teacher assistant, research assistants, whether employed or not, including those involved in field studies, projects, short-visits and camps.

- e) “Executive Authority” means the Vice-Chancellor of Annamalai University.
- f) “Internal Complaints Committee” (ICC) means Internal Complaints Committee to be constituted by the University under regulation 24 of these regulations. Any existing body already functioning with the same objective should be reconstituted as the ICC;
 - a. Provided that in the latter case the University shall ensure that the constitution of such a Body is required for ICC under these regulations.
 - b. Provided further that such body shall be bound by the provisions of these regulations.
- g) “Presiding Officer” means the Presiding Officer of the Complaints Committee nominated under sub-regulation (a) of Regulation 24;
- h) “Protected Activity” includes reasonable opposition to a practice believed to violate sexual harassment laws on behalf of oneself or others

such as participation in sexual harassment proceedings, co-operating with an internal investigation or alleged sexual harassment practices or acting as a witness in an investigation by an outside agency or in litigation;

- i) “Registrar” means the Registrar of Annamalai University;
- j) “Sexual harassment means-
 - a) “An unwanted conduct with sexual undertones if it occurs or which is persistent and which demeans, humiliates or creates a hostile and intimidating environment or is calculated to induce submission by actual or threatened adverse consequences and includes any one or more or all of the following unwelcome acts or behaviour (whether directly or by implication), namely:-
 - (i) any unwelcome physical, verbal or non-verbal conduct of sexual nature;
 - (ii) demand or request for sexual favours;
 - (iii) making sexually coloured remarks
 - (iv) physical contact and advances; or
 - (v) showing pornography”
 - b) any one (or more than one or all) of the following circumstances, if it occurs or is

present in relation or connected with any behaviour that has explicit or implicit sexual undertones-

- (i) implied or explicit promise of preferential treatment as quid pro quo for sexual favours;
 - (ii) implied or explicit threat of detrimental treatment in the conduct of work;
 - (iii) implied or explicit threat about the present or future status of the person concerned;
 - (iv) creating an intimidating offensive or hostile learning environment;
 - (v) humiliating treatment likely to affect the health, safety, dignity or physical integrity of the person concerned;
- k) “Student” means a person duly admitted and pursuing a programme of study either through regular mode or distance mode, including short-term training programmes in the University;

Provided that a student who is in the process of taking admission in University campus, although not yet admitted, shall be treated, for the purposes of these regulations, as a student of the University, where any incident of sexual harassment takes place against such student;

Provided that a student who is a participant in any of the activities in the University other than the University where such student is enrolled shall be treated, for the purposes of these regulations, as a student of the University where any incident of sexual harassment takes place against such student;

- l) “Syndicate” means the Syndicate of Annamalai University.
- m) “Third Party Harassment” refers to a situation where sexual harassment occurs as a result of an act or omission by any third party or outsider, who is not an employee or a student of the University, but a visitor to the University in some other capacity or for some other purpose or reason;
- n) “University” shall mean the Annamalai University.
- o) “Vice-Chancellor” means the Vice-Chancellor of Annamalai University.
- p) “Victimisation” means any unfavourable treatment meted out to a person with an implicit or explicit intention to obtain sexual favour;
- q) “Workplace” means the campus of the University including-
 - (i) Any department, organisation, undertaking, establishment, enterprise, institution, office, branch or unit including Hostel which is established,

- owned, controlled or wholly or substantially financed by funds provided directly or indirectly by the University;
- (ii) Any sports institute, stadium, sports complex or competition or games venue, whether residential or not used for training, sports or other activities relating thereof in the University.
 - (iii) Any place visited by the employee or student arising out of or during the course of employment or study including transportation provided by the Executive Authority for undertaking such journey for study in the University.

(III) RESPONSIBILITIES OF THE UNIVERSITY –

- 9) The University shall,-
- (a) wherever required, appropriately subsume the spirit of the above definitions in its policy and regulations on prevention and prohibition of sexual harassment against the employees and the students, and modify its ordinances and rules in consonance with the requirements of the Regulations;
 - (b) publicly notify the provisions against sexual harassment and ensure their wide dissemination;
 - (c) organise training programmes or as the case may be, workshops for the officers, functionaries, faculty and students, as indicated in the SAKSHAM Report (Measures for Ensuring the Safety of Women and Programmes for Gender Sensitization on Campuses) of

the University Grants Commission, to sensitize them and ensure knowledge and awareness of the rights, entitlements and responsibilities enshrined in Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013 (Central Act No. 14 of 2013) and under these regulations;

- (d) act decisively against all gender based violence perpetrated against employees and students of all sexes recognising that primarily women employees and students and some male students and students of the third gender are vulnerable to many forms of sexual harassment and humiliation and exploitation;
- (e) publicly commit itself to a zero tolerance policy towards sexual harassment;
- (f) reinforce its commitment to creating its campus, free from discrimination, harassment, retaliation or sexual assault at all levels;
- (g) create awareness about what constitutes sexual harassment including hostile environment harassment and quid pro quo harassment;
- (h) include in its prospectus and display prominently at conspicuous places or Notice Boards the penalty and consequences of sexual harassment and make all sections of the institutional community aware of the information on the mechanism put in place for redressal of complaints pertaining to sexual harassment, contact details of members of Internal Complaints Committee (ICC), complaints procedure and so on. Any existing body already functioning with

the same objective (like the Gender Sensitization Committee Against Sexual Harassment (GSCASH) should be reconstituted as the ICC;

Provided that in the latter case the University shall ensure that the constitution of such a Body is as required for ICC under these regulations;

Provided further that such a Body shall be bound by the provisions of these regulations;

- (i) inform employees and students of the recourse available to them if they are victims of sexual harassment;
- (j) organise regular orientation or training programmes for the members of the ICC to deal with complaints, steer the process of settlement or conciliation, etc., with sensitivity;
- (k) proactively move to curb all forms of harassment of employee and students whether it is from those in a dominant power or hierarchical relationship within the University or owing to intimate partner violence or from peers or from elements outside of the geographical limits of the University;
- (l) be responsible to bring those guilty of sexual harassment against its employees and students to book and initiate all proceedings as required by law and also put in place mechanisms and redressal systems like the ICC to curb and prevent sexual harassment on its campus.

- (m) treat sexual harassment as a misconduct under service rules and initiate action for misconduct if the perpetrator is an employee;
- (n) treat sexual harassment as a violation of the disciplinary rules (leading up to rustication and expulsion) if the perpetrator is a student;
- (o) ensure compliance with the provisions of these regulations, including appointment of ICC;
- (p) monitor the timely submission of reports by the ICC;
- (q) prepare an annual status report with details on the number of cases filed and their disposal and submit the same to the University Grants Commission.

(IV) SUPPORTIVE MEASURES

- 10) The rules, regulations or any such other instrument by which ICC shall function have to be updated and revised from time-to-time, as court judgements and other laws and rules will continue to revise the legal framework within which the Act is to be implemented.
- 11) The Executive Authority of the University must mandatorily extend full support to see that the recommendations of the ICC are implemented in a timely manner. All possible institutional resources must be given to the functioning of the ICC, including office and building infrastructure (computers, photocopiers, audio-video, equipment, etc.) staff (typists, counselling and legal services) as well as a sufficient allocation of financial resources.
- 12) Vulnerable groups are particularly prone to harassment and also find it more difficult to complain. Vulnerability can be socially compounded by region, class, caste, sexual

orientation, minority identity and by being differently abled. Enabling committees must be sensitive to such vulnerabilities and special needs.

- 13) Since research students and doctoral candidates are particularly vulnerable, the University must ensure that the guidelines for ethics for Research Supervision are put in place.
- 14) A regular and half yearly review must be conducted to ensure the efficacy and implementation of their anti-sexual harassment policy.
- 15) Orientation courses have to be conducted to all the administrators in the University. Regular workshops are to be conducted for all sections of the University Community.
- 16) Provision must be made for counselling services with the help of full-time counsellors.
- 17) Adequate lighting is necessary aspect of infrastructure and maintenance.
- 18) Security staff must receive gender sensitization training as a part of conditions of appointment.
- 19) University must ensure reliable public transport, especially within large campuses between different sections of the University, hostels, libraries, laboratories and main buildings, and especially those that do not have good access for day scholars. Reliable transport may be considered by University to enable employees and students to work late in libraries, laboratories and to attend programmes in the evenings.
- 20) Concern for the safety of women students must not be cited to impose discriminatory rules for women in the hostels as compared to male students. Campus safety policies should

not result in securitization, such as over monitoring or policing or curtailing the freedom of movement, especially for women employees and students.

- 21) Provision of health facilities in the University is mandatory. In the case of women, this must include gender sensitive doctors and nurses, as well as the services of a gynaecologist.
- 22) All Officers and Staff including Hostel Wardens, must be brought within the domain of accountability through amendments in the rules or Ordinances where necessary.

(V) GRIEVANCE REDRESSAL MECHANISM

**Constitution of Internal Complaints Committee
(Section 4 of UGC Regulations, 2015)**

- 23) Every Executive Authority shall constitute an Internal Complaints Committee (ICC) with an inbuilt mechanism for gender sensitization against sexual harassment.

**Members of the Internal Complaints Committee
(ICC)**

- 24) The ICC shall have the following composition:-
- (a) A Presiding Officer who shall be a women faculty member employed at a senior level (not below a Professor), nominated by the Executive Authority;

Provided that in case a senior level woman employee is not available, the Presiding Officer shall be nominated from other offices or administrative units of the workplace referred to in sub regulation (r) of regulation 8 of these regulations.

Provided further that in case the other offices or administrative units of the workplace do not have a

senior level woman employee, the Presiding Officer shall be nominated from any other workplace of the same employer or other department or organisation;

- b) two faculty members and two non-teaching employees, preferably committed to the cause of women or who have had experience in social work or have legal knowledge, nominated by the Executive Authority;
- c) three students, if the matter involves students, who shall be enrolled at the undergraduate, master's, and research scholar levels respectively, elected through transparent democratic procedure;
- d) one member from amongst non-government organisations or associations committed to the cause of women or a person familiar with the issues relating to sexual harassment, nominated by the Executive Authority.

Provided that at least one-half of the total members of the ICC shall be women.

- 25) Persons in senior administrative positions in the University, such as Vice-Chancellor, Registrar, Deans, Heads of Departments, etc., shall not be members of ICC, in order to ensure autonomy of the functioning of ICC.

Period of Office of Members of the ICC

- 26) The term of office of the members of the ICC shall be for a period of three years. University may also employ a system whereby one-third of the members of the ICC may change every year.

Allowance to Non-Government Member of the Internal Complaints Committee

- 27) The member appointed from amongst the non-governmental organisations or associations shall be paid such fees or allowances for holding the proceedings of the Internal Complaints Committee, by the Executive Authority as per Annamalai University T.A. Rules in force.

Removal of Members from the Complaints Committee

- 28) Where the Presiding Officer or any member of the Internal Committee:
- (a) contravenes the provisions of Section 16 of the Central Act No.14 of 2013; or
 - (b) has been convicted for an offence or an inquiry into an offence under any law for the time being in force is pending against him; or
 - (c) he has been found guilty in any disciplinary proceedings or a disciplinary proceeding is pending against him; or
 - (d) has so abused his position as to render his continuance in office prejudicial to the public interest

Such Presiding Officer or Member, as the case may be, shall be removed from the Committee and the vacancy so created or any casual vacancy shall be filled by fresh nomination in accordance with the provisions of this regulation.

Note :-Prohibition of publication or making known contents complaint and inquiry proceedings

Notwithstanding anything contained in the Right to Information Act, 2005 (22 of 2005), the contents of the complaint of sexual harassment, the identity and addresses of the aggrieved woman, respondent and witnesses, any information relating to conciliation and inquiry proceedings, recommendations of the Internal Committee or the Local Committee, as the case may be, and the action taken by the employer or the District Officer under the provisions of this Act shall not be published, communicated or made known to public, press and media in any manner:

Provided that information may be disseminated regarding the justice secured to any victim of sexual harassment under this Act without disclosing the name, address, identity or any other particulars calculated to lead to the identification of the aggrieved woman and witnesses. (Section 16 of The Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013 [Central Act No. 14 of 2013])

Responsibilities of Internal Complaints Committee (ICC)

29) The Internal Complaints Committee shall:

- (a) provide assistance if an employee or a student chooses to file a complaint with the police;
- (b) provide mechanisms of dispute redressal and dialogue to anticipate and address issues through just and fair conciliation without undermining complainant's rights, and minimize the need for purely punitive approaches that lead to further resentment, alienation or violence;

- (c) protect the safety of the complainant by not divulging the person's identity, and provide the mandatory relief by way of sanctioned leave or relaxation of attendance requirement or transfer to another department or supervisor as required during the pendency of the complaint, or also provide for the transfer of the offender;
- (d) ensure that victims or witnesses are not victimised or discriminated against while dealing with complaints of sexual harassment, and
- (e) ensure prohibition of retaliation or adverse action against a covered individual because the employee or the student is engaged in protected activity.

The process for making complaint and conducting Inquiry

- 30) The ICC shall comply with the procedure prescribed in these Regulations and Annamalai University Code of Conduct and Discipline for Avoidance of Sexual Harassment and Maintenance of Equality of Opportunity (contained in the Annamalai University Regulations, 2016) prepared based on the Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013 [Central Act No. 14 of 2013], for making a complaint and inquiring into the complaint in a time bound manner. The University shall provide all necessary facilities to the ICC to conduct the inquiry expeditiously and with required privacy.

Process of making complaint of sexual harassment (Time Limit)

- 31) An aggrieved person is required to submit a written complaint to the ICC within three months from the date of the incident and in case of a series of incidents within a period of three months from the date of the last incident.

Provided that where such complaint cannot be made in writing, the Presiding Officer or any Member of the Internal Committee shall render all reasonable assistance to the person for making the complaint in writing;

Provided further that the ICC may, for the reasons to be recorded in writing, extend the time limit not exceeding three months, if it is satisfied that the circumstances were such which prevented the person from filing a complaint within the said period.

Friends, relatives, Colleagues, Co-student, Psychologist, or any other associate of the victim may file the complaint in situations where the aggrieved person is unable to make a complaint on account of physical or mental incapacity or death.

Process of conducting Inquiry

- 32) The ICC shall, upon receipt of the complaint, send one copy of complaint to the respondent within a period of seven days of such receipt.
- 33) Upon receipt of the copy of the complaint, the respondent shall file his or her reply to the complaint along with the list of documents, and names and addresses of witnesses within a period of ten days.

- 34) The inquiry has to be completed within a period of ninety days from the receipt of the complaint. The inquiry report, with recommendations, if any, has to be submitted within ten days from the completion of the inquiry to the Executive Authority of the University. Copy of the findings or recommendations shall also be served on both parties to the complaint.
- 35) The Executive Authority of the University shall act on the recommendations of the committee within a period of thirty days from the receipt of the inquiry report, unless an appeal against the findings is filed within that time by either party.
- 36) An appeal against the findings or / recommendations of the ICC may be filed by either party before the Executive Authority of the University within a period of thirty days from the date of the recommendations.
- 37) If the Executive Authority of the University decides not to act as per the recommendations of the ICC, then it shall record written reasons for the same to be conveyed to ICC and both the parties to the proceedings. If on the other hand it is decided to act as per the recommendations of the ICC, then a show cause notice, answerable within ten days, shall be served to the party against whom action is decided to be taken. The Executive Authority of the University shall proceed only after considering the reply or hearing the aggrieved person.
- 38) The aggrieved party may seek conciliation in order to settle the matter. No monetary settlement should be made as the basis of conciliation. The University shall facilitate a conciliation process through ICC, as the case may be, once it

is sought. The resolution of the conflict to the full satisfaction of the aggrieved party wherever possible, is preferred to purely punitive intervention.

- 39) The identities of the aggrieved party or victim or the witness or the offender shall not be made public or kept in the public domain especially during the process of the inquiry.

Interim Redressal

- 40) The University may
- (a) transfer the complainant or the respondent to another section or department to minimise the risks involved in contact or interaction, if such a recommendation is made by the ICC,
 - (b) grant leave to the aggrieved with full protection of status and benefits for a period up to three months.
 - (c) restrain the respondent from reporting on or evaluating the work or performance or tests or examinations of the complainant;
 - (d) ensure that offenders are warned to keep a distance from the aggrieved, and wherever necessary, if there is a definite threat, restrain their entry into the campus.
 - (e) take strict measures to provide a conducive environment of safety and protection to the complainant against retaliation and victimisation as a consequence of making a complaint of sexual harassment.

Punishment and compensation

- 41) Anyone found guilty of sexual harassment shall be punished in accordance with the Annamalai University Disciplinary Procedures, if the offender is an employee.

- 42) Where the respondent is a student, depending upon the severity of the offence, the University may,-
- (a) withhold privileges of the student such as access to the library, auditoria, halls of residence, transportation, scholarships, allowances, and identity card.
 - (b) suspend or restrict entry into the campus for a specific period.
 - (c) expel and strike off name from the rolls of the University, including denial of readmission, if the offence so warrants;
 - (d) award reformative punishments like mandatory counselling and, or, performance of community services.

43) The aggrieved person is entitled to the payment of compensation.

The University shall issue direction for payment of the compensation recommended by the ICC and accepted by the Executive Authority, which shall be recovered from the offender. The compensation payable shall be determined on the basis of-

- (a) mental trauma, pain, suffering and distress caused to the aggrieved person;
- (b) the loss of career opportunity due to the incident of sexual harassment;
- (c) the medical expenses incurred by the victim for physical, psychiatric treatment;
- (d) the income and status of the alleged perpetrator and victim; and
- (e) the feasibility of such payment in lump sum or in installments.

Action against frivolous complaint

- 44) To ensure that the provisions for the protection of employees and students from sexual harassment do not get misused, provisions against false or malicious complaints have to be made and publicised. If the ICC concludes that the allegations made were false, malicious or the complaint was made knowing it to be untrue, or forged or misleading information has been provided during the inquiry, the complainant shall be liable to be punished as per the provisions of regulation 41, if the complainant happens to be an employee and as per the provisions of regulation 42, if the complainant happens to be a student. However, the mere inability to substantiate a complaint or provide adequate proof will not attract attention against the complainant. Malicious intent on the part of the complainant shall not be established without an inquiry, in accordance with the procedure prescribed, conducted before any action is recommended.

TRANSITORY PROVISIONS

Savings

- 45) Nothing in this regulations shall preclude the Vice-Chancellor from lodging a complaint straight away with the police in respect of any act amounting to an offence under the law.

Amendments / Modifications to the Regulations

- 46) These Regulations are subject to modifications or amendments as may be made by the Syndicate from time to time, in accordance with the orders issued in Government G.O., as and when situation warrants.

Interpretation of this Regulations

- 47) If any dispute arises in the interpretation of this Regulations, the decision of the Syndicate shall be final.

REGULATIONS
PART -XI
GUIDELINES FOR PREVENTION AND
REDRESSAL OF HARASSMENT OF STUDENTS,
STAFF AND FACULTY MEMBERS
REGULATIONS, 2018

(I) PREAMBLE

- 1) Instances of harassment or exploitation of persons (students, staff and faculty members) in higher educational institutions have come to the notice of the Government. Many times people in power and authority are found to be taking advantage of their position to exploit the vulnerability of their subordinates and students. This has necessitated framing of guidelines to prevent and prohibit such incidences in educational institutions to provide a mechanism for grievance redressal and also to recommend appropriate penal actions.
- 2) The main objective is to create safe campuses for students, staff and faculty to function without fear, threat or anxiety. The rules and regulations are meant to ensure highest standards of honesty and integrity from all stakeholders.
- 3) The institution has the duty to ensure that its staff, students and any person associated with it are treated, and treat one another, with dignity and respect, free from abuse or harassment. The Institution should not tolerate any type of harassment within the workplace or associated with the work performed on behalf of the Institution and complaints relating to harassment must be promptly dealt with.

- 5) Principal Secretary to Government, Higher Education Department, during the review meeting held on 27.04.2018 informed that guidelines will be issued by the Government for the harassment (other than Sexual Harassment) of Students, Staff and Faculty Members. Accordingly the Government have issued Government Letter Ms.No. 121 Higher Education Department dated 22.06.2018 containing the Guidelines to Prevent and Redress Harassment in Higher Educational Institutions in Tamil Nadu.
- 6) In the circumstances narrated in paras 1-4 above and in accordance with the provisions of the Guidelines to Prevent and Redress Harassment in Higher Educational Institutions in Tamil Nadu, issued in Government Letter Ms.No. 121 Higher Education Department dated 22.06.2018, the following Annamalai University (Guidelines for Prevention and Redressal of Harassment of Students, Staff and Faculty Members) Regulations, 2018 is framed.

(II) TITLE, APPLICATION AND DEFINITION

7) Title and Application

- (a) **Title** - This Regulations may be called Annamalai University (Guidelines for Prevention and Redressal of Harassment of Students, Staff and Faculty Members) Regulations, 2018.

Application

- (b) This Regulations shall be applicable to all Officers, Employees and Students of the Annamalai University, including persons employed on daily wages basis / contract basis:

Provided that if any doubt arises as to whether this Regulations apply to any person, the matter shall be referred to the Syndicate, whose decision shall be final.

Definitions

- 8) In this Regulations, unless the context otherwise requires.
- (a) “Aggrieved Person” means a student or employee who has any complaint in the matters concerned, with the grievances or complaints defined in Regulation 8.
 - (b) “Appropriate Authority” means the concerned Appropriate Authority mentioned in Regulation 21.
 - (c) “Appellate Authority” means the concerned Appellate Authority mentioned in Regulation 21.
 - (d) “Dean” means the Dean of the respective Faculty of Annamalai University.
 - (e) “Harassment” means any improper behavior by a person that is directed at, and is offensive to another individual and which the person knew or ought reasonably to have known would be offensive. It comprises objectionable or unacceptable conduct that demeans, belittles or causes personal humiliation or embarrassment to an individual. Mildly offensive comments or behavior can rise to the level of harassment if they are repeated; a single incident can be considered harassment if it is so severe that it has a lasting negative impact on the individual(s) concerned. When behavior of this kind is engaged, in by any person who is in a position to influence career or employment conditions (including hiring, assignment, contract renewal, performance evaluation or

promotion) of the recipient, it also constitutes an abuse of authority.

- (f) “Registrar” means the Registrar of Annamalai University.
- (g) “University” shall mean the Annamalai University.
- (h) “Vice-Chancellor” means the Vice-Chancellor of Annamalai University.
- (i) “Victimisation” means any unfavourable treatment meted out to a person with an implicit or explicit intention of harassing.

(III) GRIEVANCES AND COMPLAINTS RELATING TO HARASSMENT

- 9) “Grievances or Complaints” include, but not limited to, the following from the aggrieved students or employees:-
 - (i) Intimidation, open and indirect threats, verbal and non-verbal conduct, physical abuse, such other objectionable behaviours and objectionable material sent through letter, electronic and social media;
 - (ii) Undue delay or unfounded refusal for forwarding applications/ requests/ letters of the faculty, staff and students to higher authorities;
 - (iii) Seeking favours in cash or kind, gifts and rewards, such other for discharging duties. The situations include, but are not restricted to, M.Phil. /Ph.D. registration & guidance, examination and evaluation, excessive spending by the student on conduct of viva-voce such as examiner’s travel and other expenses, etc.

- (iv) Unreasonable delay in the process of completion of M.Phil. /Ph.D. thesis by the teacher including examination and evaluation process;
- (v) Assigning non-academic work or academic work not approved by the University or demanding work after working hours or on holidays, without the willingness of the person;
- (vi) Forcing student, staff and faculty, especially women, to accompany to conferences, seminars or field work or any other academic work.
- (vii) Detrimental/prejudicial treatment of or conversely favouritism shown to particular student(s), research scholar, project staff, employee including threat of unfavourable or promise of preferential treatment in the future.
- (viii) Humiliation by referring to gender, caste etc. including those that affect the dignity of the person thereby imposing subservient attitude.
- (ix) Demand/assigning work by institution/ department/ centre/ section heads after working hours, on holidays etc. without any adequate reason for doing so.
- (x) Complaints relating to examination and evaluation like re-totalling and revaluation of answer scripts etc., do not form part of harassment

(IV) HARASSMENT AWARENESS AND PREVENTION

- 10) Campus safety has become a recurrent concern among the educational fraternity. All stakeholders should be sensitised and awareness created among students, non-teaching staff and faculty about forms, causes and prevention of harassment.
- 11) Campus safety awareness can be done by distributing handouts, posters/notices with helpline numbers posted in prominent places. Regular workshops, orientation programmes at the time of entry as well as periodical reinforcement sessions should also be conducted.
- 12) The topics covered in the handouts and workshops may include: their sense of self-worth; their right to have and to determine choices; their right to have access to opportunities and resources; their right to have the power to control their own lives, both within and outside the home; and their ability to influence the direction of social change to create a more just social and economic order, nationally and internationally.
- 13) Campus safety programs must include modules on clear differentiation between academic and non-academic aspects, personal and professional involvement as well as prevention of harassment.
- 14) There should be adequate and comprehensive set of University regulations regarding campus code of conduct, norms for use of library, laboratories, other academic and non-academic zones, office and public spaces.

- 15) It must be made incumbent on all students and employees (faculty and non-teaching staff, both permanent/regular and temporary/contractual), to abide by this Code of Conduct. Every new entrant into the system should know his/her duties, rights and responsibilities, including the consequences of violating the Code.
- 16) Students, research scholars, permanent employees – faculty and non-teaching staff, temporary or contract employees – guest faculty, post-doctoral fellows, and project staff – should sign a declaration accepting the code.
- 17) An Undertaking should be obtained that they will not participate and perpetuate harassment. There should be sufficient provisions for stringent action against anyone who violates this code of conduct.
- 18) Adequate safety provisions like recruiting security guards, installing CCTV cameras, operating shuttle services after working hours for pick-up and drop-off from campuses.

(V) GRIEVANCE REDRESSAL PROCEDURE

Procedure to File Complaint

- 19) The aggrieved person shall make a written complaint with all evidences / complaints directly to the Chairperson of the Harassment Complaints Committee within two months of occurrence of the incident.
- 20) The complaint must be registered and acknowledged by the Harassment Complaints Committee within two weeks.

- 21) The Harassment Complaints Committee will decide on the nature of enquiry to be conducted on the victim and the person causing harassment to ascertain the form and degree/frequency of harassment etc. The Committee shall maintain full proceedings as confidential.
- 22) Based on detailed enquiry, the Committee will submit a confidential report directly to the Vice-Chancellor within one to two months, who shall instruct the concerned Appropriate Authority mentioned in the Table below for taking follow up Action in this regard within two months:-

Sl. No.	Petitioners	Appropriate Authority	Appellate Authority
1.	Teaching Staff	Vice-Chancellor	Syndicate
2.	Non-Teaching A & B Category	Registrar	Vice-Chancellor
3.	Non-Teaching C & D Category	Deputy Registrar	Registrar
4.	Students	Concerned Dean	Registrar

If the complaint is against the Vice-Chancellor, the report shall be submitted to the Chancellor.

- 23) The Complaint shall be disposed-off within six months from the date of receipt of the complaint.

Composition of the Harassment Complaints Committee [HCC]

- 24) The Vice-Chancellor shall constitute a Harassment Complaints Committee to deal with complaints relating to Harassment, in accordance with the provisions contained in Regulation Nos.18, 19, 20, 21, 22, 32, 33 and 34. The Committee shall have the following composition:-

- a) Senior Professor/Senior Faculty Member – Chairperson
 - b) Two Faculty Members – One Professor and One Associate Professor.
 - c) One Women Faculty – Member
 - d) One external member with Legal background – Member
 - e) One SC/ST/BC representative – Observer
- 25) Persons in senior administrative positions in the University, such as Vice-Chancellor, Registrar, Deans, Heads of Departments, etc., shall not be members of HCC, in order to ensure autonomy of the functioning of HCC.

Period of Office of Members of the HCC

- 26) The term of office of the members of the HCC shall be for a period of two years. University may also employ a system whereby 50% of the members of the HCC may change every year.

Allowance to Non-Government Member of the Harassment Complaints Committee

- 27) The member appointed under the category of External Member with legal back ground shall be paid such fees or allowances for holding the proceedings of the Harassment Complaints Committee, by the Vice-Chancellor, as per Annamalai University T.A. Rules in force.

Removal of Members from the Harassment Complaints Committee

28) Where the Chairperson or any member of the Harassment Complaints Committee:

- (a) contravenes the provisions of Regulation 28 or
- (b) has been convicted for an offence or an inquiry into an offence under any law for the time being in force is pending against him; or
- (c) he has been found guilty in any disciplinary proceedings or a disciplinary proceeding is pending against him; or
- (d) has so abused his position as to render his continuance in office prejudicial to the public interest

Such Chairperson or Member, as the case may be, shall be removed from the Committee and the vacancy so created or any casual vacancy shall be filled in accordance with the provisions of this Regulations.

Prohibition of publication or making known contents complaint and inquiry proceedings

29) Notwithstanding anything contained in the Right to Information Act, 2005 (22 of 2005), the contents of the complaint of harassment, the identity and addresses of the aggrieved person and witnesses, any information relating to inquiry proceedings, recommendations of the Harassment Committee and the action taken by the Appropriate Authority under the provisions of this Regulations shall not be published, communicated or made known to public, press and media in any manner:

Provided that information may be disseminated regarding the justice secured to any victim of harassment under this Regulations without disclosing the name, address, identity or any other particulars calculated to lead to the identification of the aggrieved person and witnesses.

(VI) PENAL ACTIONS

- 30) Based on the Harassment Complaints Committee's report, the concerned Appropriate Authority mentioned in the Table given in Regulation 21 shall take appropriate penal action following the rules, statutes and regulations of the University.
- 31) In the case of employees, the penal action can take several forms such as:
- (i) issuing warning,
 - (ii) transfer of the Ph.D/M.Phil student to other faculty member,
 - (iii) removal from headship,
 - (iv) derecognition as M.Phil/Ph.D guide,
 - (v) cut in increment and demotion, etc.
- 32) In the case of students / research scholars, the punishment can be suspension, rustication, etc.

(VII) FALSE OR FRIVOLOUS OR MALICIOUS COMPLAINTS

- 33) The Harassment Complaints Committee shall also have provisions to deal with false or frivolous or malicious complaints and recommend to take action against the complainant with proper justification. The concerned Appropriate Authority shall take appropriate penal action following the rules, statutes and regulations of the University.

**(VIII) CONDUCT THAT WOULD NOT BE CONSIDERED
HARASSMENT**

- 34) Persons must have reasonable grounds before making a complaint of harassment. All situations which appear to meet the definition ultimately may not be found to be instances of harassment. It is important to note that reporting authorities may make negative decisions (e.g. about performance or work assignments) which do not, in themselves, constitute harassment.
- 35) Reporting authorities have a responsibility to give fair and objective feedback and to take appropriate action. If such report is biased due to extraneous factors or retaliation against an individual, then it may constitute harassment. The Harassment Complaints Committee must carefully look into the background of the complaint and take a decision.

(IX) APPEAL PROCEDURE

- 36) Those found guilty of violations and on whom punishments are initiated may appeal for reconsideration of punishment served on him/her. The appeal can be made to the concerned Appellate Authority mentioned in the Table given in Regulation 21. This provision to file an internal appeal will depend on the severity of the case. The concerned Appellate Authority will have the discretion to take up the appeal for consideration based on the severity of the case.

X. TRANSITORY PROVISIONS

Amendments / Modifications to the Regulations

- 37) These Regulations are subject to modifications or amendments as may be made by the Syndicate from time to time, in accordance with the orders issued in Government G.O., as and when situation warrants.

Interpretation of this Regulations

- 38) If any dispute arises in the interpretation of this Regulations, the decision of the Syndicate shall be final.

REGULATIONS
PART – XII
RULES AND REGULATIONS OF
ANNAMALAI UNIVERSITY HOSTELS

(I) RULES AND REGULATIONS

- (1) The students admitted to the various courses of study in the University shall be eligible to seek admission in the hostels.
- (2) All the inmates shall be provided with identity cards which they are expected to carry with them.
- (3) All the inmates shall have to pay the prescribed charges for admission establishment, caution deposit etc., at the time of admission itself.
- (4) The inmates are required to pay hostel fee which include room rent, mess charges, charges for electricity, water and charges for such other services rendered by the University.
- (5) Students who are not admitted into University hostels shall not be permitted to stay in the hostels. Unauthorized stay in the hostels will be considered as a serious misconduct on the part of the student/s.
- (6) Under circumstances warranting the closure of University hostels, the University administration shall have the power to close the hostels without any notice and in such cases it shall not be binding on the University administration for making alternative arrangement either for food or accommodation.

- (7) All the inmates shall vacate the rooms by handing over keys within 24 hours after the last examination of the academic year they are required to appear for.
- (8) The mess shall be closed during summer vacation and other short vacations and inmates who are required to appear for any examination after the closure of the mess will be permitted to stay in the hostel till the last day of the examination he/she is required to appear for and during that period the inmates shall have to make their own arrangements for food.
- (9) During summer vacation the hostels shall be handed over to the University Engineer for attending to repairs, white wash, etc.
- (10) The inmates shall be required to clear the entire dues to the hostel well before the commencement of Semester/Year-end examinations.
- (11)
 - (i) The inmates are required to maintain absolute discipline in the hostels and for this purpose inmates are required to adhere to the conduct rules as prescribed by the hostel administration from time to time.
 - (ii) The inmates found violating any of these rules shall be liable for disciplinary action.
 - (iii) Inmates who fail to clear the Hostel dues in time or violate the instruction or conduct rules shall not be eligible to continue in the hostel for the remaining period of study.

(II) FACILITIES OF THE HOSTEL

- 12) The Hostel administration shall make sure that the following facilities are made available in the hostels:
- (i) Reading rooms
 - (ii) Television sets
 - (iii) Dining halls with seating facilities
 - (iv) News papers
 - (v) Water coolers

(III) IN-DOOR AND OUT-DOOR GAMES OF STUDENTS

- 13) To channelize the energy of the Student for constructive purpose and to maintain good health, facilities for Out-door Games like Volley ball, Basket Ball, Badminton (Shuttle & Ball) Kabadi, and In-door Games like Carrom, Table Tennis, Chess may be established in every hostel as per the area available, with the approval of the Syndicate.

(IV) HOSTEL MANAGEMENT

- (14) Hostel Management
- (i) The Convener of the Hostels shall be the over all in-charge of the University Hostels and Wardens will be responsible for the Hostel concerned.
 - (ii) The Vice-Chancellor is empowered to appoint Wardens and Deputy Wardens for the University Hostels.
 - (iii) The Warden shall be responsible for the smooth and peaceful functioning of the hostel concerned with the assistance of the Deputy Wardens.

- (iv) The employees in the Hostel Office and other employees working in the Hostels shall discharge their duties under the supervision of the Warden.
- (v) The Warden shall monitor and supervise the day to day functioning of the mess, stores, issues and accounts relating to receipts and payments.
- (vi) The Warden shall arrange for issue of no-dues certificate to the inmates and staff after due verification.

V. TRANSITORY PROVISIONS

Amendments / Modifications to the Regulations

- (15) These Regulations are subject to modifications or amendments as may be made by the Syndicate from time to time, in accordance with the orders issued in Government G.O., as and when situation warrants.

Interpretation of the Regulations

- (16) If any dispute arises in the interpretation of these Regulations, the decision of the Syndicate shall be final.

REGULATIONS

PART – XIII

PLACEMENT AND TRAINING CELL

As stipulated in Section 4 (15) of the Annamalai University Act 2013, Employment Bureau shall be instituted in the name of Training and Placement Cell and necessary funds shall be provided for their maintenance.

The Training and Placement Officer

The Training and Placement Cell shall be headed by Training and Placement Officer who shall be assisted by Assistant Training and Placement Officer/ Placement Coordinators of respective departments of teaching coming under the particular Faculty.

Objectives of the Training and Placement Cell

The Training and Placement Cell shall have the following objectives:-

- 1) To develop suitable training modules for the under graduate and post graduate students of various Faculties
- 2) To invite appropriate Organizations/ Institutes / Companies / Industries for Placement
- 3) To provide exclusive training in Computer Skills, Soft Skills and Spoken English
- 4) To invite the Alumni of our Faculty to give training for our students

The final and pre final undergraduate students and post graduate students coming under the Faculty of Agriculture shall be given training periodically in soft skill development, group discussion and personal interview. Distinguished Alumni are being invited from different fields to give training to the students.

Further, the students are being given guidance and counselling to pursue higher education in abroad.

Students coming under the Faculty of Agriculture are getting Placement in the Industries / Companies viz., Rasi Seeds, State Bank of India, Indian Bank, Dharani Sugars, Sakthi Sugars, Godrej Agro Vet, Ambika Sugars, Coromandel International, Hand in Hand NGO, Magasool Foundations, etc.

Students coming under the Faculty of Engineering & Technology are getting Placement in the Industries / Companies viz., HCL Limited, Chennai, KEC International Private Limited, Mumbai, Newgen Software Technologies Limited, GAEA Global Tech, Shriram EPC, Sterlite Copper Limited, V-Micro, etc.

Considering the necessity for the institution of Training and placement cell, Training and Placement Cells shall be created for the various Faculties in future, with the approval of the Syndicate.

CDC REGULATIONS

PART – XIV

FOR AFFILIATION AND APPROVAL OF COLLEGES

(See Section 20(1) (fa) to (ff) of Annamalai University Act, 2013)

1. Title and Application of these Regulations

- 1.1** These Regulations shall be called as "Annamalai University Regulations for Affiliation and Approval of Colleges".
- 1.2** These Regulations shall apply to all colleges and institutions situated within the University area and affiliated to or approved by the University.

Definition

- (a) "Affiliated College" means any College situated within the University area and affiliated to the University and providing Programmes of Study for admission to the examinations for degree of the University and includes a College deemed to be affiliated to the University under this Act, and an Autonomous College;
- (b) "Approved College" means any College situated within the University area and approved by the University and providing

Programmes of Study for admission to the examinations for titles and diplomas of the University and includes a College deemed to be approved by the University under this Act;

- (c) "Autonomous College" means any affiliated College designated as an autonomous College by the Syndicate of the University;
- (d) "College" means any College or any institution maintained or approved by, or affiliated to the University and providing Programmes of Study or training for admission to the examination for degrees, diplomas or other academic distinctions of the University;
- (e) "Principal" means the Head of an affiliated College.
- (f) "University area" means the area comprising the Districts of Villupuram, Kallakurichi, Cuddalore and Mayiladuthurai.

CHAPTER I

POWERS OF SYNDICATE

(1) Syndicate to Prescribe Conditions to Affiliate or Approve Colleges

The Syndicate shall have the power to prescribe the conditions for Affiliating Colleges to the University, and for Approving Colleges or institutions preparing students for titles and diplomas of the University, and to withdraw such affiliation or approval. The Syndicate shall also have the power to Affiliate Colleges and to Approve Colleges, within the University area subject to the conditions prescribed.

(2) Withdrawal of Affiliation or Approval

- (i) The Syndicate shall have the power after due enquiry or withdraw affiliation or approval granted to a College as a whole or in any particular subject or branch of study, provided that before coming to such a decision, the Syndicate shall inform the Management concerned of its findings after enquiry and shall allow it an opportunity of making such representation as it deem fit, and shall record its opinion on the representation so made.
- (ii) Provided that in the event of affiliation or approval being granted temporarily subject to fulfillment of certain conditions, it shall be open to the Syndicate in the event of the Management not fulfilling any or all of the conditions in such manner and within such period as may be specified, to withdraw such affiliation or

approval without further enquiry. Such decision of the Syndicate shall be final and binding on the Management and, shall not be subject to review by anybody or authority.

(3) Temporary Suspension of Instruction in Programmes

After three years of inadequate enrolment of student, it shall be open to a College to suspend with prior approval of the Syndicate, for a total period not exceeding three academic years, instruction in any Programme of Study in which the College is Affiliated. At the end of the period of suspension, work may be resumed with the previous approval of the Syndicate. If the work is not resumed at the end of the period of suspension, the affiliation or approval previously granted shall be regarded as having lapsed, provided that when in any year a College being prepared to make the usual arrangements, to give instruction in the subjects which it has been affiliated or approved does not, for want of students, open classes in one of those subjects and it reports to the Syndicate before the 1st August, it shall not be deemed that the College has suspended instruction in that subject; provided also that notwithstanding anything contained in the foregoing proviso, it shall be competent for the Syndicate to consider the need for the continuance of affiliation or approval of the College in a subject which has not been taught for three consecutive years. Instruction in any subject shall not prelude the Syndicate from granting affiliation or approval in the same subject to any other College in the same locality.

CHAPTER - II

CONDITIONS TO BE FULFILLED BY AFFILIATED/APPROVED COLLEGES

Conditions to be satisfied by Affiliated Colleges

The Syndicate shall have power to stipulate various conditions from time to time for strict compliance, while granting fresh and continuation of provisional affiliation for all the Programmes offered by the Affiliated Colleges.

(1) Constitution of College Committee

Every College shall be managed by a regularly constituted College Committee in which the teaching staff shall be represented by the Principal and two Senior Teachers besides the representative of the University. The University Representative nominated by University shall hold office for a period of three years. In the case of Government College, the Syndicate shall waive this condition.

(2) Change in College Committee

Any change in the constitution of the College Committee shall be reported forthwith to the Syndicate.

(3) Meetings of the College Committee

The College Committee of the College shall meet at least once in every three months to consider the budget estimates and such other matters as may arise in its working. It shall meet in May-June each year to consider the Annual Report, the audited statement of accounts, changes in the

staff, subjects or Programmes in which fresh affiliation or approval is to be sought in the coming year. A copy of the notice of meeting shall be sent to the University representative, with a copy to the Registrar, atleast 15 clear days before the date of the meeting. A copy of the minutes of the meeting shall also be sent to the University representative and the Registrar within 15 days of the meeting.

(4) College Council

Every College shall have a duly constituted College Council with representatives of the teaching staff, to advise the Principal in the internal affairs of the College. A record of proceedings of the College Council shall be maintained by the Principal.

(5) Financial Provision of a College

Every College shall satisfy the Syndicate that adequate financial provision is available for its continuation and efficient maintenance. Such provision shall be in the form of an Endowment fund, as per the rates prescribed by the Syndicate from time to time.

(6) Registered Body

Every educational agency applying for starting a College and applying for affiliation of the College shall be registered as a Society under the **Tamil Nadu Societies Registration Act 27 of 1975** or as a Trust with the Trustees vested with the legal powers and duties.

(7) Submission of Returns by Colleges

Every College shall furnish such returns and other information as the Syndicate may require enabling it to judge of its efficiency and shall take such action as the Syndicate may consider necessary to maintain its efficiency and standard. In particular, the College shall submit:-

- (i) A return of staff as on the 1st August and 1st January before the 15th August and 15th January of each year, and a return of change of staff immediately, if any change takes place;
- (ii) A statement showing the strength of students class-wise and subject-wise showing the number of sections arranged for theoretical and practical instruction with the sanctioned strength in parallel columns;
- (iii) Hostel return showing the residents in hostels and approved lodgings and with parents and guardians, and the provision of wardens;
- (iv) Examination results subject-wise and class wise with the number qualifying with first or second class;
- (v) Report of medical inspections; and
- (vi) Annual report and audited statement of accounts as approved by the College Committee.

(8) Appointment of Principal

The appointment of Principals in the Private Colleges shall be made only by duly constituted Selection Committee as prescribed by the University.

(9) Appointment of Teaching Staff

Appointments to the cadres of Teaching Faculties of Affiliated Colleges shall be made as per the qualifications prescribed by the University on the basis of stipulations of UGC. The appointments of teaching staff shall be made only by constituting a Selection Committee in which the University representative shall be present. The Colleges Affiliated to the University shall obtain the approval of qualifications of Teaching Faculties appointed by the Colleges as per the said norms within a fortnight. All the appointments shall be reported to the Syndicate, which shall satisfy itself that they meet the requirements and appointed as per the said qualifications laid down by the University.

(10) Teachers of the Colleges shall follow the “Code of Professional Ethics” as furnished in Regulation No.39 in Part I – Service Conditions of Teaching Staff under Annamalai University Regulations 2020.

(11) Staff in College for Women

In the case of College for Women, the staff shall be wholly or almost comprised of women.

(12) Convenience for Women Students

In every College for men in which women students are admitted, separate reading and lunch rooms and other necessary conveniences shall be provided for the women students.

(13) Residence of Students

Every College shall make adequate provision for the residence of its students not residing with their parents or duly recognized guardians. Such provision shall be in the rooms of hostels managed by the College and recognized by the Syndicate or other hostels recognized by the Syndicate or approved lodgings.

(14) Facilities for physical training and games

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

(15) Appointment of Physical Director & Librarian

Every College shall have on its staff (i) a qualified Physical Director and (ii) a qualified Librarian.

(16) Medical Officer for Every College

Every College shall have attached to it a Medical Officer with a Graduate or Postgraduate Degree in Medicine to conduct the medical inspection of students of the College and generally to look after the health of the inmates of the hostel.

(17) Registers and Records to be maintained by the College

The following registers and records shall be maintained by each College in the forms prescribed there for and shall be made available for **inspection** as and when required:-

- (a) A register of admissions and withdrawals;
- (b) A register of attendance;
- (c) A register of attendance at Physical Training,
- (d) A register or other record of addresses of students;
- (e) A register of the members of the staff showing their qualifications, previous experience, salaries, number of hours of work and classes and the subjects taught;
- (f) A register of fees paid showing the date of payments;
- (g) A counterfoil fee receipt book;
- (h) A register of scholarships and fee concessions of all kinds whether of tuition, boarding or lodging.
- (i) A counterfoil book of transfer certificates.
- (j) A counterfoil book of certificate of medical inspection of students.
- (k) A register of marks obtained by each student at the College examinations and register of marks or grades at University Examinations.

- (l) Account books showing the financial transactions of the College as separate from those of the management;
- (m) A register of (a) properties; and (b) movable assets, giving information about the date of purchase and value.

(18) Land

- i) For Arts & Science Colleges as prescribed by the Govt. of Tamil Nadu: As per G.O. No. 40, dt. 28.02.2014.

TOTAL LAND AREA REQUIRED		
1	Corporation Limit	2 acres
2	Municipal Limit	3 acres
3	Town/Village Panchayat Limit	5 acres

- ii) For stand-alone (MBA / MCA) Institutions as prescribed by AICTE/UGC.
- iii) The land should be contiguous and compact.
- iv) The land should be registered in the name of the Educational Agency or Trust and for the purpose of establishing the College, the land document shall be enclosed and lease- held land is not permitted.
- v) The topographical sketch of the land with survey numbers along with the surrounding area with survey numbers signed by the Village Administrative Officer to show that the land is

contiguous and in one block. The land earmarked for College land should be coloured in the sketch.

- a) The land use certificate, if it is a cultivable land, indicating permission to use the land for running a College and construction of building from the competent revenue authorities shall be produced.
- b) Land continuity certificate stating the College name with survey numbers and extent in area shall be submitted (signed by the Village Administrative Officer).

19) Building

Buildings shall be according to the UGC norms. Management shall put up permanent building.

AREA REQUIRED		
1.	Principal's Room	Minimum area 300 Sq.Ft.
2.	Office Room	Atleast 30 Sq.Ft. area for each staff
3.	Staff Room	Minimum 40 Sq.Ft. area for each Faculty member
4.	Ladies' Common Room	10 Sq.Ft.per student (for Co-education College) with Toilet & Wash Basin attached.
5.	Class Rooms	Well-ventilated room for every Section Room area- Minimum 10 Sq.Ft. per student
6.	Black Board	Minimum size 8X4 feet (Glass/Cement/Wooden/Fibre/Ceramic).

1. TYPE: R.C.C. Permanent Building. Ceiling Height minimum 11 feet.
2. The building completion and stability certificate issued by competent authorities shall be produced
3. Town and country planning approval for the buildings shall be produced along with Building plan.

20) Laboratories

The laboratories shall have sufficient equipment required for performing experiment prescribed for the Programmes of Study. The laboratories shall also have adequate arrangements for gas supply, regular water supply and electricity etc.

21) Library

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

22) Civic Facilities

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

23) Essential Services

Adequate facilities for Essential Services (Water, electricity and sewerage facilities) shall be provided in all the buildings.

24) General Facilities

- i) Adequate facilities shall be provided in the buildings for the physically handicapped.
- ii) Separate common rooms for girls and boys shall be provided in Coeducational Colleges.
- iii) There shall be separate toilets for girls.
- iv) Adequate accommodation shall be provided for Principal's office, Bursar's office and for the administrative staff.
- v) There shall be a staff room of a proper size and all facilities.

25) Students Hostel

It is desirable that every educational agency shall provide hostel facilities separately for men and women, in accordance with the UGC norms as specified below:

- (i) Living rooms are arranged in such a way that they get the maximum benefit of the prevailing breeze and avoid as much possible of western exposure.
- (ii) An area of 85-90 sq.ft. (7.9 to 8.4 sq.m) for single seated room, 75-80 sq.ft. (7.0 to 7.4 sq.m) per student for two seated and 70-75 sq.ft (6.5 to 7.0 sq.m) per student for a three seated room would be adequate for an Under Graduate hostel. For Postgraduate and Research Students the size of room should not be less than 100 sq.ft. per student or as prescribed by UGC from time to time.
- (iii) Dining area should be designed to accommodate not less than 2/3rds strength of the hostel at the rate of 10-12 sq.ft (1.1 to 1.1 sq.m) per person and kitchen pantry area at the rate of 5-7 sq.ft. (0.5 to 0.7 sq.m)
- (iv) The following provision for toilet facilities are recommended:-
 - (a) Water Closet : One per 10 men
Students / 8 women
students.
 - (b) Urinals : One per 8 students
 - (c) Wash basins : One per 8 students
 - (d) Bath with shower: One per 8 men students
/ 7 women students
- (v) Area for common room shall be 500-650 sq.ft. (46.5 to 60.4 sq.m)
- (vi) The specifications that may prescribe from time to time by UGC shall be followed.

26) Fees

- (i) The expenses of Inspection Commission, when found necessary to verify the compliance when the temporary affiliation was granted on conditions, shall be charged by the University to the College or as prescribed from time to time for each visit of the Commission. The same shall be applicable for Continuation of Provisional / Temporary affiliation and the fee once paid is not refundable.
- (ii) The Syndicate shall have power to prescribe various kinds of fees viz., fee for Cost of application for affiliation, Processing fee, Inspection fee, Affiliation fees for fresh affiliation, Continuation of provisional affiliation, Additional intake, Fee for permanent affiliation and for such other new Programmes approved by the University besides recognition fee for M.Phil and Ph.D Programmes from time to time. The Penalty fee once paid shall not be refunded.
- (iii) Every College shall collect from the student and remit to the University, the fee, such as Registration fee, Matriculation fee, Recognition fee, Examination fee and any other fee as may be prescribed by the University from time to time.
- (iv) Government Colleges are exempted from the Payment of Affiliation related fees.
- (v) The Self-financing Colleges affiliated to the University shall collect tuition fee and other fee as prescribed by the Government / University from time to time.

27) Teachers

- (i) Number of teaching staff shall be appointed as per norms prescribed by the University on the basis of stipulations of UGC for each course including foundation course and allied course.
- (ii) No teacher shall be appointed, if he has not fulfilled the qualifications as laid down by the University on the basis of stipulations of UGC from time to time.
- (iii) Teaching and Non-Teaching Staff shall be paid as per pay scale of State Govt. / UGC prescribed from time to time.
- (iv) An Agreement shall be entered into with each teacher to be appointed as per the requirements of the University / Tamil Nadu Private Colleges (Regulation) Act and rules thereunder.
- (v) The Posts of Teachers and Heads of Departments wherever required for the proposed Programmes shall be filled up before starting the Programme.
- (vi) No teacher shall be appointed or shall be continued in service, who has attained the age of superannuation as may be prescribed by the Government of Tamil Nadu and the appointment of teachers" upto the age of 62 years or so may be done on contract basis, if qualified candidates are not available.
- (vii) A Librarian and a Physical Director with prescribed qualifications shall be appointed.

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

28) Other Conditions

- (i) Affiliation for starting a College shall be granted only if the management of the College has constructed permanent buildings in permanent site as per the specifications.
- (ii) The maximum number of students who may be admitted to each of the Programmes shall not exceed the strength sanctioned by the University.
- (iii) No donations shall be collected from the students seeking admission to any Programmes of study in the College.
- (iv) Arrangements shall be made by Colleges for the conduct of University Examinations.
- (v) The Colleges shall only collect tuition and other fees from the students at the rates prescribed by the State Government / University.
- (vi) Management of the College shall not discontinue any existing Programme without prior permission of the University.
- (vii) The College shall implement each and every one of the recommendations of the Inspection Commission appointed by the University from time to time.

- (viii) All conditions of affiliation laid down in this Regulations shall be strictly followed, failing which such Colleges shall be subjected to disciplinary proceedings.
- (ix) Such other rules, regulations mandatory and other requirements as may be generally prescribed from time to time by the University / State Government / UGC shall be followed.
- (x) If all the conditions of Provisional affiliation granted are not complied within the stipulated period then affiliation or approval shall cease immediately.

29) Conduct of Examination

Every College shall make arrangements for the conduct of University Examinations. It is implied as a condition of affiliation of all Colleges that the College shall make available free of charge its halls, laboratories and grounds for the conduct of University Examinations, Inter-Collegiate / Inter-University tournaments and for any other University purposes and any refusal shall be deemed to be a violation of the conditions of affiliation.

30) Inspection of Colleges

Every College shall subject itself to inspection from time to time by one or more persons appointed by the Syndicate / Vice-Chancellor in this behalf. Inspection shall be made regular, periodical and mandatory and shall follow the terms prescribed by the University / State Government from time to time.

- (i) University on its own motion or under the directions of the State Government or persistent complaints / reports of mal-administration received from the students / public shall order an inspection of any College at any time as surprise visit without any notification to the Colleges concerned.
- (ii) Inspection Commission shall submit report in the Report Format prescribed by the University from time to time.

31) Action to be taken by Colleges on Reports after Inspection

Every College inspection as prescribed in **Regulation No.30**, or in respect of which an enquiry has been made by the Syndicate, shall take in respect of any matter referred to in the **Regulation No.17**, within such period as may be fixed for such action as the Syndicate may specify.

CHAPTER III

PROCEDURE TO BE ADOPTED IN GRANTING AFFILIATION

(1) Date of submission of Application for the grant of affiliation

A College applying for affiliation shall send a formal letter of application to the Registrar between 1st of July and 31st October of the preceding Academic Year in which the Programmes are proposed to be started and shall give full information in the prescribed application form. The last date for receipt of applications for starting new Colleges, new Programmes, etc., for the successive academic year will be 31st October of every year and the cutoff date for receipt of the late application (i.e. received beyond the statutory date of 31st October) will be 10th December of that year, provided a penal fee as prescribed by the University shall be collected. In respect of continuation of provisional affiliation, the Colleges shall apply between 1st November to 31st December of that year. Applications received beyond 10th December shall be summarily rejected without intimation.

(2) Particulars to be furnished with each application

The College should give all the information in the letter of application on the following matters:

- (a) Constitution and personnel of the College Committee.
- (b) Subject and Programmes in which recognition, affiliation or approval is sought.
- (c) Previous applications, if any, for recognition, affiliation or approval in the same subjects and their disposals.
- (d) Accommodation, equipment, the strength of the College, the number of students for whom provision has been made or is proposed to be made. The information relating to accommodation should be accompanied by drawings.
- (e) Qualifications, salaries and work-load of teachers, together with a time-table of work.
- (f) Hostel and play-ground, and the residences for the Principal and the other members of the staff.
- (g) Tamil Nadu Government permission for starting new College. In the case of minority institutions, a court order according minority status.
- (h) An undertaking that no capitation fee or donations of any will be collected from anyone else (students / parents / guardians) in consideration of admission.
- (i) An undertaking that teachers will be paid UGC scales of pay.

- (j) Fees proposed to be levied and the financial provisions made for capital expenditure on buildings and equipment for the continued maintenance of the College.

(3) Application when considered

All the applications for affiliation of Colleges or of Programmes satisfying the proviso specified above shall be considered by the Syndicate and affiliation shall be granted on or before 30th June of the year in which the Programmes are proposed to be started.

(4) Authority to Apply

The applications shall be made by Directorate of Collegiate Education in the case of Government Colleges and in other cases, by the Secretary of the College Committee.

(5) Procedure on Receipt of application

The Syndicate may call for any further information which it may deem necessary before proceeding with the application, or may advise the management that the application is premature and should be submitted in the subsequent year, or may decline to proceed with the application if it is satisfied that the arrangement made or likely to be made, before the beginning of the academic year in which the Programmes are to be started for the conduct of courses are not sufficient or suitable, or if the College has failed to observe the conditions laid down in respect of any previous affiliation.

(6) Local enquiry

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

After considering the report of the local enquiry, if any and after making any further enquiries it may deem necessary, the Syndicate shall decide whether the affiliation or approval should be granted or refused, either in whole or in part, and shall grant or refuse the affiliation or approval accordingly.

(7) Powers for Penal Action

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

- (i) To recommend to the appropriate authority empowered to sanction grants to withhold or to refuse the release of teaching and other grants that may be due to management or become due.
- (ii) To decline to forward to the University Grants Commission any application made by the management for sanction of any grant.

- (iii) To suspend the provisional affiliation or approval granted to the College in any Programme or Programmes of Studies; and intimate the Action taken to UGC.
- (iv) Decline to entertain any new application for additional affiliation, or applications for increase in strength in any Programmes of Studies conducted in the College.
- (v) To withdraw the provisional / permanent affiliation granted to the College in any of the Programmes of Studies in which instruction is offered in the College and to intimate action taken to UGC.
- (vi) To recommend to the Government to take over the management of the College or appropriate action.

(8) Provisional Affiliation

- (i) The affiliation granted shall be provisional. Provisional affiliation shall be granted for a fixed period. The length of the period and conditions which should be fulfilled by the College before the expiry of the period shall be specified in the order granting the affiliation or approval as per the resolution of the Syndicate. If the conditions are not fulfilled by the end of the period fixed, the affiliation or approval shall cease automatically and no extension of time shall be permitted. If the conditions are fulfilled, the Syndicate shall have the power at the end of the period, to confirm affiliation or approval. After the grant of affiliation for a fixed period initially, continuation of affiliation shall be granted and the Colleges shall apply for renewal of continuation of affiliation every year till the University grants

permanent affiliation. It shall be the power of Syndicate to grant continuation of affiliation after granting provisional affiliation for a fixed period initially.

(ii) Research Departments / Centres

Government, Government Aided, Autonomous and Self-Financing Colleges may be recognized as Research Centres to offer Ph.D Programmes provided the said Colleges have required infrastructural, instructional facilities and recognized guides after causing due inspection. It shall be the power of Syndicate to grant recognition to the departments to offer Research Programmes.

(9) Affiliation not granted with retrospective effect

- (i) Affiliation or approval shall in no case be granted with retrospective effect. Attendance at Programmes of instruction provided in Colleges or in subjects before affiliation or approval is granted shall not qualify for the grant of certificates of attendance for purposes of University Examination and such attendance shall not entitle any candidate for exemption from the production of certificates of attendance.
- (ii) No College / Management of College shall advertise new Programmes or invite, in any other manner, applications for admission to new Programmes or admit students to new Programmes before getting the order of grant of affiliation for the Degree Programmes from the University. If any College / Management of College does so, applications for affiliation for further

Programmes shall not be entertained from such erring College(s) for a period of five years, and such College(s) shall be liable for penal action deemed fit as indicated in **Regulation No.7** of this Chapter.

(10) Permanent Affiliation

- (1) Permanent Affiliation shall be granted only after the College fulfils all the conditions as prescribed after a period of ten years of existence. In case the College is not granted permanent affiliation, temporary affiliation may be granted until the stipulated norms are fulfilled. For Grant of permanent affiliation, NAAC accreditation is mandatory.
- (2) The following norms shall apply for grant of permanent affiliation subject to amendment from time to time:-

The application for grant of Permanent Affiliation for any Programmes from such of those affiliated Colleges which have ten years of existence and successfully rolled out atleast two batches of students in that particular Programme shall alone be considered.

- (a) The quantum of permanent affiliation fee which is non-refundable shall be laid down by the University from time to time, be collected as from the College along with applications for grant of Permanent Affiliation.

- (b) All the conditions laid down in terms of Endowment Funds and Appointment of Teaching Staff, Non-Teaching Staff, Infrastructure and Instructional Facilities and other amenities, constitution of Management Committee by the UGC shall be strictly followed.
- (c) Candidates to be admitted in UG / PG degree Programme should (i) satisfy the eligibility conditions prescribed in the Regulations and the guidelines of the Government of Tamil Nadu (ii) obtain approval from the University for the students admitted to UG / PG degree Programme as per prescribed norms (iii) earn required attendance prescribed by the University for appearing for the University Examinations.
- (d) Admission to the Programmes shall be made based on the guidelines provided by State Government from time to time.
- (e) The guidelines prescribed by the Government of Tamil Nadu from time to time with regard to minimum percentage of marks required for admission to UG / PG degree Programme, age limit, reservation rules and percentage of seats among optional subjects shall be followed.

- (f) The College should have obtained permission for Building Plan, Building License from the competent authorities for construction and utilization.
- (g) The Regulations and Syllabus prescribed by the Annamalai University for UG / PG degree Programmes shall be followed.
- (h) The College shall complete the working days prescribed by the University in the Regulations prescribed for UG / PG degree Programmes in an academic year.
- (i) Arrangements shall be made by the College for the conduct of University Examinations, whenever required.
- (j) No donations shall be collected from the students seeking admission to any Programme of Study in the College.
- (k) The Management of College shall not discontinue any existing Programme without prior permission from the University which should be intimated before commencement of every academic year.
- (l) The College shall only collect tuition and other fees from the students at the rates as prescribed by the State Government / University.

- (m) The College shall have [1] Separate lounge [2] Rest room [3] Toilet for Women students and Faculty.
- (n) Librarian and Physical Director with the prescribed qualifications shall be appointed.
- (o) Number of teaching and non-teaching staff shall be appointed as per norms prescribed by the University / U.G.C. / State Government for each Programme by duly constituted selection committees as per the norms of UGC / University.
- (p) No teacher shall be appointed, if he has not fulfilled the qualifications as laid down by the University / U.G.C. / State Government from time to time.
- (q) An agreement shall be entered into with each teacher to be appointed as per the requirements of the University / Tamil Nadu Private Colleges (Regulation) Act and rules thereunder.
- (r) The College shall comply with and implement each and every one of the recommendations of the Inspection Commission.

- (s) The library books and journals should be added every year. The library shall have common reading room and stock room as per the norms of the U.G.C. / Government.
- (t) The Laboratory shall have sufficient equipment and facilities required for performing experiments prescribed for the courses of study. The safety measures in all the laboratories shall be fully ensured.
- (u) Playground facilities need to be provided.
- (v) The teacher shall be paid as per scales of pay of UGC / State Government Norms and their salary shall be paid through Banks. This shall be verified by the University / State Government authorities from time to time by Inspection Commissions.
- (w) The maximum number of students who may be admitted to each of the Programme shall not exceed the strength sanctioned by the University.
- (x) Hostel accommodation and Staff quarters shall be provided based on the necessity.

- (y) The posts of teacher wherever required for the proposed Programme shall be filled up before starting the Programme. The vacancies arise in teaching posts due to retirement / transfer / resignation shall be filled immediately after obtaining permission from the University.
- (z) No teacher shall be appointed or shall be continued in service, who has attained the age of superannuation as per the norms of Tamil Nadu Government.
- (aa) Leave rules for teaching and Non-teaching staff as prescribed by the State Government shall be strictly followed.
- (bb) Appointment of Principal and other Teaching Staff shall be done by the Selection Committee duly constituted as per the norms of UGC / State Government / University with prior request and approval from the University.
- (cc) If the conditions are not complied with, the permanent affiliation shall cease automatically.
- (dd) The College shall be accredited by National Assessment and Accreditation Council (NAAC).

- (ee) Such other Rules and Regulations as may be generally prescribed from time to time by the Annamalai University, Government of Tamil Nadu and UGC shall also be complied with.
- (ff) The applications for permanent affiliation shall not be entertained if there is any court case pending disposal with regard to any matter relating to affiliation or civil or criminal proceedings or any other matter.

(11) General Matters

Conferring of Degrees - The University shall have power to confer degrees, diplomas, certificates and other academic distinctions on persons who shall have pursued an approved Programme of Study in an Affiliated / Approved College.

TRANSITORY PROVISIONS

(1) Amendments / Modifications to the Regulations

These Regulations are subject to modifications or amendments as may be made by the Syndicate from time to time, in accordance with the orders issued by the U.G.C / State Government, as and when situation warrants.

(2) Interpretation of the Regulations

If any dispute arises in the interpretation of these Regulations, the decision of the Syndicate shall be final.

CDC REGULATIONS
PART – XV
FOR THE CONFERMENT OF AUTONOMOUS
STATUS TO THE AFFILIATED COLLEGES
(See Section 20(1) (fa) to (ff) of Annamalai University Act, 2013)

1. Title and Application of these Regulations

- 1.1** These regulations shall be called as Annamalai University Regulations for the Conferment of Autonomous Status to the Affiliated Colleges.
- 1.2** These regulations shall apply to all Affiliated Colleges situated within the University area for the Conferment of Autonomous Status.

2. Definitions:-

In these Regulations, unless the context otherwise requires–

- 2.1** "Academic Council" means the Academic Council of the Autonomous College.
- 2.2** "Board of Studies" means the Board of Studies of a Department of the Autonomous College.
- 2.3** "College" means the Affiliated College situated within the jurisdiction of the Annamalai University.

- 2.4** "Finance Committee" means the Finance Committee of the Autonomous College.
- 2.5** "Governing Body" means the Governing Body of the Autonomous College, which is different from the Trust Board or the Board of Management or the Executive Committee or the Management Committee.
- 2.6** "Notification" means a notification issued by the Annamalai University, declaring a College as an autonomous one, after the conferment of autonomous status by the UGC.
- 2.7** "Parent University" means the Annamalai University.
- 2.8** "University area" means the area comprising the Districts of Villupuram, Kallakurichi, Cuddalore and Mayiladuthurai.

3. Eligibility of Affiliated College to Submit the Proposal for the Conferment of Autonomous Status and the Procedure of the University for Forwarding the Proposal to UGC

- 3.1** Regulations 7.3 of UGC Regulations 2018 stipulated that the Affiliated College shall submit the proposal to the Annamalai University, which may forward the same to UGC within 30 days of its receipt. In case, the proposal is rejected by the University, the decisions shall be communicated to the concerned College and UGC through a "Speaking Order".
- 3.2** In accordance with above stipulation, the proposal received from the Affiliated College will be scrutinized

by the **Screening Committee** established by the Annamalai University. The Committee will verify the following eligibility conditions, in order to ascertain whether the concerned College is eligible for the grant of Autonomous status:-

- a. College having not less than ten years of existence are eligible.
- b. Government, Aided, Partially Aided and Self Financing Colleges are eligible.
- c. All Colleges coming within the purview of Sec. 2(f) and Sec. 12(B) of the UGC Act.
- d. Colleges having NAAC Accreditation.
- e. Colleges having Permanent Affiliation.
- f. If the proposal of a College for the conferment of autonomous status is rejected for any reason whatsoever, the College shall be eligible for reapply, but not before one year from the date of rejection of its earlier proposal.

3.3 If the College is found eligible for the grant of autonomous status as per the above conditions, the Screening Committee shall make an onsite visit to that College.

3.4 Based on the onsite visit to the concerned College and after detailed discussion with the management and or/faculty members, as the case may be, the Screening Committee shall give its specific recommendations on the proposal of that College.

3.5 After obtaining the approval of the Vice-Chancellor, the proposal of the concerned College for the conferment of autonomous status along with the recommendations of the Screening Committee shall be forwarded for the concurrence of UGC and **the State Government.**

3.6 In case, if the College is found not eligible, the proposal shall be rejected by the University and the decisions shall be communicated to the concerned College and UGC, through a “Speaking Order”.

4. Important Aspects to be considered for the Conferment of Autonomous Status

- i. Academic reputation and previous performance in university examinations and their academic / co- curricular / extension activities
- ii. Academic / extension / research achievements of the faculty
- iii. Quality and merit in the selection of students and teachers, subject to statutory requirements without regard to caste, creed or social class
- iv. Adequacy of infrastructure in terms of class rooms, library books and e-resources, laboratories and equipment, sports facilities, facilities for recreation activities, residential accommodation for faculty and students, transport facilities etc.
- v. Institutional management, viz., whether it is motivated by and responsive to academic consideration.

- vi. Financial resources that the management/State Government can provide for the development of the institution.
- vii. The responsiveness of the administrative structure to the staff and students.
- viii. Motivation and involvement of Faculty in the promotion of innovative reforms.

5. Notification to be issued by the University

5.1 On receipt of the concurrence of the UGC, the University shall issue notification declaring the College as an autonomous one.

5.2 Notwithstanding the conferment of autonomous status on an Affiliated College, all provisions of the Act, the Statutes, the Ordinances and the Regulations of the Annamalai University shall be applicable to that College, except those relating to matters specified in these Regulations. The University shall continue to exercise its general power of supervision over that autonomous College.

6. Preparatory Measures to be taken at the College level for the Implementation of Autonomy

6.1 Preparing a College for autonomy: There are several areas where proper preparation is necessary if College autonomy is to be implemented successfully. These are Staff preparation departmental preparation, institutional preparation

preparing the students and the community and so on. They all should be completed well before autonomy is conferred to a College so that no part of the College community is found unprepared for the new responsibility which the College is called upon to shoulder.

6.2 Staff Preparation: It is essential to get the entire staff of the College involved in the thinking and planning process for autonomy from the very beginning, so that they have a sense of participation in the decision making process at every stage of preparation. Every possible step should be taken to motivate the faculty members towards the concept of College autonomy. This can be done through seminars and workshop sessions to make them familiar with the objectives and rationals of autonomy.

6.3 Departmental Preparation: An important responsibility of the department shall be to evolve suitable courses for the major and related subjects, Prepare course materials, revise the course and bring them up-to-date or modify them in the light of experience and in tune with the changing needs of society.

6.4 Institutional Preparation: Since an autonomous College shall be called upon to perform many of the functions hitherto done by the University, the College shall have to study the academic, administrative management and financial implications of such a change-over and prepare itself to discharge its new functions efficiently.

7. Powers / Privileges of Autonomous College

The Autonomous College shall have the following Powers / Privileges

- i. Determine and prescribe its own Programmes of Study and syllabi, and restructure and redesign the Programmes to suit local needs; and
- ii. Prescribe rules for admission in consonance with the reservation policy of the State Government.
- iii. Evolve methods of assessment of students' performance, the conduct of examinations and notification of results;
- iv. Use modern tools of educational technology to achieve higher standards and greater creativity; and
- v. Promote healthy practices such as community service, extension activities, projects for the benefit of the society at large, Neighbourhood Programmes, etc.
- vi. Fees to be paid by the autonomous College to the University, which shall be decided by Syndicate of Annamalai University.

8. Monitoring of Autonomous Colleges

- 8.1** Each Autonomous College shall, with the approval of its Academic Council, formulate an appropriate mechanism to evaluate its academic performance, improvement of standards and assess the extent and degree of success, as a College enjoying autonomy. Such a self-evaluation shall be undertaken by the respective Colleges annually.

- 8.2** IQAC cell shall be established in the College for regular monitoring of the College under intimation to UGC. The Cell shall have an external Peer Team comprising of academicians of repute and shall send report to UGC regarding the performance of the College. The report shall also be put on public domain on the website of the College. The external peer review shall be conducted atleast once in a year.
- 8.3** On receipt of adverse report by the external peer team of IQAC or in case of complaint, UGC has the power to constitute its own Expert Committee for careful scrutiny of the report and may revoke the autonomous status of the College after giving due opportunity to the management by way of notification and by passing a speaking order.
- 8.4** The Autonomous College shall, without fail, upload on its website information regarding the Programmes offered by it, the fees for the Programmes, the details of the faculty along with qualification and unique ID, the admission procedure, the details of relevant infrastructures, research activities of the College along with the details of Ph.D. students enrolled, if any, with the date of enrolment, topics and supervisor.
- 8.5** The College shall also put on its website the creation of various Committees / Cells as mandated in the various UGC Regulations notified from time to time. The College shall conduct the meetings of the statutory bodies regularly and upload the minutes of the meetings on the College website.

- 8.6** The College shall upload on its website all the information about the College in the prescribed format and the same shall be sent to UGC while applying for fresh / extension of autonomous status. The College shall also submit progress report and utilization certificate annually as per the prescribed formats.
- 8.7** All the Regulations notified by the UGC shall be followed in letter and spirit by all the Autonomous Colleges and an undertaking to this effect shall be uploaded on the College website.
- 8.8** The number of contractual faculty in an autonomous College should not be more than 10% of the total number of sanctioned faculty positions in the College.

9. Extension of Autonomous Status

- 9.1** The Autonomous College shall apply in the prescribed format to University Grants Commission for extension of autonomous status six months prior to expiry of the autonomy cycle.
- 9.2** In case of expiry of accreditation cycle, the College seeking extension of autonomous status must submit a proof of having applied for accreditation by NAAC / NBA to be eligible for extension.
- 9.3** Till the extension of autonomous status is awarded by the UGC, the College shall continue to avail the autonomous status. The UGC shall also consider the interim period while granting extension of autonomous status to the College.

- 9.4** Autonomous status shall be granted initially for a period of ten years; further extension shall be for five years at a time.

10. Examination Cell & System

- 10.1** Autonomous College shall have an Examination Cell headed by Controller of Examinations. The Principal of the College shall be the Chief Controller, Examinations.
- 10.2** The Controller of Examinations shall be assisted by the Deputy Controller of Examinations along with other office support.

11. Governance of an Autonomous College

- 11.1** The Autonomous College shall have the following statutory bodies to ensure proper Management of Academic, Financial and General Administrative affairs:

- a. Governing Body
- b. Academic Council
- c. Board of Studies
- d. Finance Committee

(Note: The Governing Body is different from Trust Board / Board of Management / Executive Committee / Management Committee).

- 11.2** The College shall, in addition, have other non statutory committees such as the Planning and Evaluation Committee, Appeals / Grievance Redressal Committee, Examination Committee, Admission Committee, Library Committee, Committee on Student Welfare and Extra-Curricular Activities and Academic Audit Committee.

12. Governing Body

12.1 Constitution of Governing Body of Private / Self Financing College / Constituent College run by Trust / Society

- (a) Five members from the Trust or Management as per the Constitution or byelaws, with the Chairman or President / Director as Chairperson.
- (b) Two members from the teaching staff of the College, to be nominated by the Principal based on seniority.
- (c) One member to be nominated by the Management, from the category of either Educationist or Industrialist.
- (d) One member to be nominated by the University Grants Commission.
- (e) One member to be nominated by the State Government. The person nominated under this category shall be either an academician not below the rank of a Professor or a State Government official of the Directorate of Higher Education / State Council of Higher Education.
- (f) One member to be nominated by the University.
- (g) Principal of the College as ex-officio member.

12.2 Constitution of Governing Body of Government Colleges

- (a) Three members to be nominated by the State Government or Central Government as the case may be, one each under the categories of Educationist, Industrialist and Professional, of whom one shall be the Chairperson. All the said three members shall have proven academic interest with at least PG level qualification and a doctorate be preferred.
- (b) Two members from the Teaching Staff of the College, to be nominated by the Principal based on seniority.
- (c) One member to be nominated by the Principal based on seniority in the categories of Educationist or Industrialist.
- (d) One member to be nominated by the University Grants Commission.
- (e) One member to be nominated by the Central or State Government, as the case may be.
- (f) One member to be nominated by the University.
- (g) The Principal of the College shall be Ex-Officio member

Term: The Governing Body shall be reconstituted every three years except in the case of UGC nominee who shall have a term of five years.

Meetings: Meetings of the Governing Body shall be held at least twice a year.

12.3 Functions of the Governing Body:

Subject to the existing provision in the bye-laws of respective College and rules laid down by the State Government / Parent University, the Governing Body shall:

- i. Guide the College while fulfilling the objectives for which the College has been granted autonomous status.
- ii. Institute scholarships, fellowships, studentships, medals, prizes and certificates on the recommendation of the Academic Council
- iii. Approve new Programmes of Study leading to degrees and/or diplomas.
- iv. All recruitments of Teaching Faculty / Principal shall be made by the Governing Body / state government as applicable in accordance with the policies laid down by the UGC and State Government from time to time.
- v. To approve annual budget of the College before submitting the same at the UGC.
- vi. Perform such other functions and institute committees, as may be necessary and deemed fit for the proper development of the College.

13. Academic Council

13.1 Composition of Academic Council:

- a. The Principal (Chairman)
- b. All the Heads of Departments in the College
- c. Four teachers of the College representing different categories of Teaching Staff by rotation on the basis of seniority of service in the College.
- d. Not less than four experts / academicians from outside the College representing such areas as Industry, Commerce, Law, Education, Medicine, Engineering, Sciences etc., to be nominated by the Governing Body.
- e. Three nominees of the university not less than Professors.
- f. A faculty member nominated by the Principal (Member Secretary).

Term: The term of the nominated members shall be three years.

Meetings: Academic Council shall meet atleast twice a year.

14. Functions of the Academic Council:

14.1 The Academic Council shall have powers to:

- i. Scrutinize and approve the proposals with or without modification of the Boards of Studies with regard to Programmes of Study, academic regulations, curricula, syllabi and modifications thereof,

instructional and evaluation arrangements, procedures relevant thereto etc., provided that where the Academic Council differs on any proposal, it shall have the right to return the matter for reconsideration to the Board of Studies concerned or reject it, after giving reasons to do so.

- ii. Make regulations regarding the admission of students to different Programmes of Study in the College keeping in view the policy of the Government.
- iii. Make regulations for sports, extra-curricular activities, and proper maintenance and functioning of the playgrounds and hostels.
- iv. Recommend to the Governing Body proposals for institution of new Programmes of Study.
- v. Recommend to the Governing Body institution of scholarships, studentships, fellowships, prizes and medals, and to frame regulations for the award of the same.
- vi. Advise the Governing Body on suggestions(s) pertaining to academic affairs made by it.
- vii. Perform such other functions as may be assigned by the Governing Body.

15. Board of Studies

15.1 Composition of Board of Studies:

- (a) Head of the Department concerned (Chairman).
- (b) The entire faculty of each specialization.
- (c) Two subject experts from outside the Parent University to be nominated by the Academic Council.
- (d) One expert to be nominated by the Vice-Chancellor from a panel of six recommended by the College Principal.
- (e) One representative from industry / corporate sector / allied area relating to placement.
- (f) One Postgraduate meritorious alumnus to be nominated by the Principal. The Chairman, Board of Studies, may with the approval of the Principal of the College, co-opt:
 - i. Experts from outside the College whenever special Programmes of Studies are to be formulated.
 - ii. Other members of staff of the same faculty.

Term: The term of the nominated members shall be three years.

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

15.2 Functions of Board of Studies:

The Board of Studies of a Department in the College shall:

- (a) Prepare syllabi for various Programmes keeping in view the objectives of the College, interest of the stakeholders and national requirement for consideration and approval of the Academic Council;
- (b) Suggest methodologies for innovative teaching and evaluation techniques;
- (c) Suggest panel of names to the Academic Council for appointment of examiners; and
- (d) Coordinate research, teaching, extension and other academic activities in the Department / College.

16. Finance Committee

16.1 Composition of Finance Committee:

- (a) The Principal (Chairman).
- (b) One person to be nominated by the Governing Body of the College for a period of two years.
- (c) Finance Officer of the affiliating University
- (d) One senior-most teacher of the College to be nominated in rotation by the Principal for two years.

Term: Term of the Finance Committee shall be three years.

Meetings: The Finance Committee shall meet at least twice a year.

16.2 Functions of the Finance Committee:

The Finance Committee shall act as an advisory body to the Governing Body, to consider:

- (a) Budget estimates relating to the grant received / receivable from UGC, and income from fees, etc. collected for the activities to undertake the scheme of autonomy; and
- (b) Audited accounts for the above.

17. General Matters

- i) Each University shall set up mechanism with the College Development Council of the University for encouraging the movement towards Autonomous Colleges and processing the proposals for conferment of autonomous status.
- ii) An Autonomous College may rename an existing Programme after restructuring / redesigning it with the approval of the College Academic Council as per UGC norms. The University should be duly informed of such proceedings so that it may award new degrees in place of the old.
- iii) Admission of students to Programmes of Studies offered by the Autonomous Colleges shall conform to the minimum qualification laid down by the University for the Programmes of Studies concerned, subject to rules of reservation by the State Government from time to time.

- iv) All recruitment of staff shall be direct by the Governing Council Board of Management of the Autonomous College and in accordance with the Policy recommended by the UGC namely advertisement in newspaper and selection by a Committee including two external experts approved by the University.
- v) The University shall have the power "to confer degrees diplomas, certificates and other academic distinctions on persons who shall have pursued an approved Programmes of Study in an Autonomous College and to designate any College as an Autonomous College with the concurrence of the State Government and the UGC in the manner and under conditions prescribed and to revoke such designation".
- vi) The Syndicate shall have power to prescribe, in consultation with the Academic Council, the manner in which and conditions subject to which, a College may be designated as Autonomous College and to revoke such designation.

TRANSITORY PROVISIONS

(1) Amendments / Modifications to the Regulations

These Regulations are subject to modifications or amendments as may be made by the Syndicate from time to time, in accordance with the orders issued by the U.G.C / State Government, as and when situation warrants.

(2) Interpretation of the Regulations

If any dispute arises in the interpretation of these Regulations, the decision of the Syndicate shall be final.

CDC REGULATIONS

PART – XVI

ROLE OF COLLEGE DEVELOPMENT COUNCIL (CDC)

(See Section 20(1) (fa) to (ff) of Annamalai University Act, 2013)

1. The following shall be the Role of College Development Council (CDC)

- 1) The Council shall carryout the activities specified in Annamalai University Regulations for (i) Affiliation and Approval of Colleges and (ii) Autonomous Colleges.
- 2) The Council shall forward proposals for the approval of Board of Studies for the Affiliated Colleges, regarding introduction / withdrawal of Programmes, revision of syllabus, etc., for Affiliated Colleges to the concerned Faculty of the University. With recommendation of that Faculty, such proposals shall be placed for the approval of Academic Council / Syndicate.
- 3) The Council shall have a separate Head of Account for making budget provision for the activities of the Council.
- 4) The funds of the Council shall be managed in such manner as may be prescribed by the Syndicate from time to time, as recommended by the Finance Committee.
- 5) The annual accounts shall be submitted to such examination and audit, as the Syndicate may direct and a copy of the annual accounts and audit report shall be submitted to the Syndicate.

Powers and Functions of the Council

2. The Council shall have the following powers:-

- i) To propose and recommend affiliation or de-affiliation of Programmes of Colleges to the Syndicate.
- ii) to encourage co-operation among the Colleges, institutions and laboratories in the University area in such manner and for such purposes as the University may determine;
- iii) to conduct evaluation or inspection of the Colleges at required interval and to take suitable action as prescribed by the Syndicate, to improve academic excellence of the Colleges;
- iv) to monitor academically the Affiliated Colleges and prescribe the control mechanism to achieve academic excellence with approval of the Syndicate.
- v) to confer degrees, titles, diplomas and other academic distinctions on persons who have pursued an approved course of study in the **laboratory or an Affiliated College or an Approved College** have been exempted there from in the manner prescribed by the Syndicate and have passed the prescribed examinations of the University;

- vi) to prescribe the fees to be charged **for the Approval of Colleges and Affiliation of Colleges** for admission to the examinations, degrees, titles and diplomas of the University, with approval of the Syndicate.
- vii) to prescribe the qualifications of teachers **in the Affiliated Colleges, Approved Colleges and hostels for the approval of the Syndicate.**
- viii) to submit annual accounts to such examination and audit, as per the directions of the Syndicate

Staffing Pattern

3. The activities of College Development Council, stipulated in these Regulations, shall be performed by the Dean, College Development Council, with the assistance of a team consisting of both teaching and non-teaching staff members.
4. The Academicians in the cadre of Professor / Associate Professor / Assistant Professor of Annamalai University are the teaching staff of the College Development Council. The Assistant Registrar, Section Officer, Assistant Section Officer, Assistant Programmer or Data Entry Operator and Office Assistant of Annamalai University are the non-teaching staff members of the College Development Council.
5. The above Officers and staff members of the University shall be appointed by the Vice-Chancellor. The pay of Dean, CDC and the Academicians shall be fixed with reference to their pay in the primary cadre. It shall be the power of the Vice-Chancellor to revert them back to their parent Department at any time, as and when situation warrants.

6. The post of Dean, CDC shall come under the category of 'Other Officers', as per section 6 (8) of Annamalai University Act 2021. The post of Dean, CDC shall be appointed by the Vice-Chancellor from the category of Professors in the Faculties of Annamalai University. He / She shall hold office for a period of three years and eligible for reappointment.
7. **As and when situation warrants to alter the Teaching and Non-Teaching Staff strength, that shall be altered in accordance with the fluctuations in the workload of the Council, that will arise in future.**

Powers and Functions of the Dean, CDC

8. The following shall be the Powers and Functions of the Dean, CDC:-
- i) The Dean, CDC, with the assistance of a team consisting of both teaching and non-teaching staff members mentioned in the Regulation No. 3 above, shall perform the activities regarding the Affiliation of Colleges, approval of Colleges and the grant of Autonomous status to the Colleges and other connected matters.
 - ii) The Dean, CDC shall also perform the activities specified in Regulation No. 2 above.
 - iii) The Dean, CDC shall also perform such other work, as may be assigned to him / her by the Vice-Chancellor, from time to time.

TRANSITORY PROVISIONS

Amendments / Modifications to the Regulations

9. These Regulations are subject to modifications or amendments as may be made by the Syndicate from time to time, in accordance with the orders issued by the U.G.C / State Government, as and when situation warrants.

Interpretation of the Regulations

10. If any dispute arises in the interpretation of these Regulations, the decision of the Syndicate shall be final.

REGULATIONS

PART – XVII

PUBLICATION BUREAU

As stipulated in Section 4 (15) of the Annamalai University Act 2013, the University shall institute a Publication Bureau with the aim of publishing Books, Journals, Seminar papers and Newsletters that are proposed by the Deans of the respective Faculties, HODs of the concerned departments and the donors of the particular endowments and selling the same in a lower price to the University teachers, students, staff in particular and the public in general, which will cater to the reading taste of scholars throughout the world.

The activities of the Publication Bureau

- (2) The activities of the Publication Bureau shall be governed by the Publication Committee to be constituted with the approval of the Syndicate. The Committee shall consist of the following members :-
- (a) One Dean of any of the Faculties to }- Chairman
be approved by the Syndicate
 - (b) One Dean of any of the Faculties to }- Convener
be approved by the Syndicate
 - (c) One Dean of any of the Faculties to }- Member
be approved by the Syndicate
 - (d) One Syndicate member approved }- Member
by the Syndicate
 - (e) One Syndicate member approved }- Member
by the Syndicate

- (3) The Dean of the respective Faculty, who is the member convener of the Publication Committee, shall arrange for the conduct of the meeting of the committee, preparation of minutes of the meeting and submission of the minutes of the meeting to the Registrar for placing it before the Syndicate meeting for its approval.
- (4) A Special Officer shall be appointed to the Publication Bureau with the approval of Syndicate based on the recommendation of the Vice-Chancellor. The Special Officer shall look after the affairs of the Publication Bureau.
- (5) The Special Officer shall render necessary assistance to the member co-ordinator of the Publication Committee by furnishing the proposal of the respective Deans of Faculties, respective HODs and the donor of the respective endowments regarding the publication of Books, Journals, Seminar papers and Newsletters, to be placed before the Publication Committee for its approval, for making arrangements for the meeting of the committee and any other assistance required by the member co-ordinator.
- (6) The Special Officer shall be assisted by one Assistant, one Junior Assistant, one Data Entry Operator and two Office Assistants, to be appointed with the approval of the Syndicate.
- (7) The Publication Committee of the Publication Bureau shall have the following powers:-
 - a) Accepting/Rejecting the proposal of the respective Deans of Faculties, respective HODs regarding the publication of Books, Journals, Seminar papers and Newsletters, with the approval of the Syndicate.

- b) Accepting/Rejecting the proposal of the donor of the respective endowments regarding the publication of Books, Journals, Seminar papers and Newsletters, with the approval of the Syndicate.
- c) Accepting/Rejecting the budget proposal regarding the publication of Books, Journals, Seminar papers and Newsletters, with the approval of the Syndicate.
- d) Accepting/Rejecting the proposal regarding the selling of very old books of Publication Bureau, with the approval of the Syndicate.
- e) Accepting/Rejecting the proposal regarding the selling of books of Publication Bureau, in the Chennai Book Fair or any other book fair with the approval of the Syndicate.

Maintenance of Accounts

- (8) The Publication Bureau shall maintain the following two accounts:-
- (i) General Fund Account and
 - (ii) Endowment Fund Account.

General Fund Account

- (9) In the General Fund Account, account shall be maintained regarding the expenses towards printing of books, book fair, giving discount to the teachers and publishers etc., income received from the selling of books and budget allocation details.

Kasi Mutt Endowment Fund Account

- (10) Some of the specific books shall be published under this Endowment Fund and all the expenses and incomes are maintained in this Endowment Fund Account itself.

Rules and Regulations for Selling the Books

(11) The following shall be the rules and regulations for selling the books:-

- (i) If the author receives any remuneration for the book, he/she is not eligible to get any complimentary copies for his/her book. He/She also cannot claim any discount (25% - 50%)
- (ii) If the author has not received any remuneration, he/she is eligible to receive copies of his/her book as given below :-
 - (a) first 25 copies will be given as complimentary copies to him / her
 - (b) another 25 copies will be given to him/her at a discount of 50%.

(12) Apart from this,

- (1) The books will be given to the Teacher at a discount of 25% (only one copy).
- (2) 25% discount will be given to book sellers.
- (3) 15% discount to all others.

REGULATIONS

PART – XVIII

UNIVERSITY ATHLETIC CLUB

As stipulated in Section 4 (15) of the Annamalai University Act 2013, the University shall institute Athletic Clubs like Badminton Club, Tennis Club, Physical conditioning Club etc., with the approval of the Syndicate. Persons, who wish to enrol themselves – School Students, College / University Students, University Teaching & Non-Teaching Staff and Public who are interested in sports - as members of the respective club, shall pay annual subscription fee to the club as may be prescribed by the Syndicate.

- (2) The Professor and Director of Physical Education shall look after the affairs of the Athletic Clubs with the approval of Syndicate based on the recommendation of the Vice- Chancellor. He shall utilize the service of the staff of Physical Education Department for the activities of the Athletic Club.

Aim of University Athletic Club

- (3) The University Athletic Club shall function with the following aims :-
- a) To implement Mass Fitness Programs and develop recreational facilities for the benefit of students and staff members of the University.
 - b) To promote competitive sports by encouraging talented sportsmen and sportswomen.
 - c) To start academy for various games and sports for the benefit of the Students of the University, Children of the Staff and others.

Members of Athletic Committee

- (4) The activities of the Athletic Club shall be governed by the Athletic Committee to be constituted with the approval of the Syndicate. The term of office of the Committee shall be for a period of three years. The Committee shall consist of the following members :-

Vice-Chancellor	-	Chairman
Registrar	-	Member
		Secretary
Professor & Director of Physical Education	-	Convener
Dean, Faculty of Arts	-	Member
Dean, Faculty of Science	-	Member
Dean, Faculty of Medicine	-	Member
Dean, Faculty of Agriculture	-	Member
Dean, Faculty of Engineering & Technology	-	Member

- (5) The Professor and Director of Physical Education, who is the **member convener of the Committee**, shall arrange for the conduct of the meeting of the Committee, preparation of minutes of the meeting and submission of the minutes of the meeting to the Registrar for placing it before the Syndicate meeting for its approval.

Fund for University Athletic Club

- (6) University shall allocate 80 percent of the amount collected as sports fee from the students of all faculties for the activities of the club. In addition to this, subscription fee paid by the members of Badminton club, Tennis club, Physical conditioning club etc., shall also be allocated for the activities of club every year.

Meeting of the Athletic Committee

- (7) University athletic Committee shall meet once in six months to decide on the following issues:-
- a) Plan of the club
 - b) Budget proposal of the club
 - c) Fixation/Revision of subscription fee for various clubs
 - d) Fixation/Revision of T.A., and D.A. for players, managers and coaches
 - e) Recommendation of sports quota for various courses
 - f) Providing fee concession for outstanding sports persons
 - g) Organization of Inter faculty / State / National/Inter-University/ Intercollegiate tournaments.
 - h) Fixation / Revision of allowance for coaching camp
 - i) Making provision for uniforms and sports kits for university teams
 - j) Fixing/revision of incentives for place holders in the South Zone and All India Inter University Tournaments
 - k) Providing fee concession for outstanding sports person.

REGULATIONS

PART – XIX

NATIONAL CADET CORPS

The University shall institute two units of NCC i.e. 4 (TN) CTC NCC and 6 (TN) Bn NCC in the premises of Annamalai University and to make grants from the funds of the University for the maintenance of National Cadet Corps, as stipulated in Section 4 (14) of the Annamalai University Act 2013.

General

Students from various faculties of Annamalai University are being enrolled as senior division cadets. On an average, approximately 200 students of Faculty of Engineering and Technology are enrolled as NCC Cadets with 4(TN) CTC NCC. Approximately 230 students of Faculty of Agriculture, Muthiah Polytechnic and Department of Physical Education are enrolled every year by 6 (TN) Bn NCC. In addition, 4 (TN) CTC NCC enrol approximately 1100 school students and 6 (TN) Bn NCC enrolls approximately 2000 school students from Annamalainagar.

Enrolment

Besides requisite medical fitness, the upper age limit for senior division cadets for enrolment is 26 years. They remain enrolled for 3 years.

Nature of Training

Basic military training i.e. Drill, Weapon Training and Obstacle Training etc., is being imparted to students. In addition, subjects like National Integration and Awareness & Communities development are being covered during the training. Practical and theory classes to this effect is being conducted by Permanent Instructors (Army Persons) and Associate NCC Officers (Teaching Staff of University).

Staff Pattern

The Staff consists of Defence personnel and civilian staff. They are employees of Central Government and Tamil Nadu State Government and are being paid by respective Government agencies.

Activities

In addition to Institutional training, cadets get a chance to participate in camps organized at various levels. These could be Annual Training Camps organized at Unit/Group Headquarters level or National Integration Camp, Trekking Camps, Advance Leadership Camp, ThalSainik Camps or Republic Day Parade Camp etc., organized at National / State Level.

Financing

The financial assistance for NCC activities is provided by Central Government (75% Share) and State Government (25% Share). Issue of clothing, expenditure on food during camps, travelling and incidental expenditure is funded by Central and Tamil Nadu State Government. Furnishing of office is arranged by Tamil Nadu State Government.

Financial Assistance given by Annamalai University

- (i) Annamalai University shall provide assistance in upkeep of office and living accommodation of defence staff. Expenditure in terms of providing trained manpower shall be made by Annamalai University.
- (ii) Annamalai University shall provide financial assistance for renovation of office of both the units.
- (iii) NCC Cadets have been participating in various centrally organized functions of University. It includes Republic Day / Independence Day function and Guard of Honour during convocation etc. Refreshment to students shall be provided by Annamalai University during such ceremonies.
- (iv) Over the years, many NCC Cadets of Annamalai University have been selected to participate at various NCC activities at national level which include ThalSainik Camp, Republic Day functions etc. Funds for all such events are being provided by Central / State Government.
- (v) Annamalai University (at all levels) shall extend wholehearted support to NCC Units to ensure its smooth and efficient functioning.

REGULATIONS

PART – XX

NATIONAL SERVICE SCHEME

The University shall establish the National Service Scheme Unit (NSS) in Annamalai University

Programme Coordinator & Programme Officers of NSS

The National Service Scheme Unit (NSS) of Annamalai University shall be nurtured by Vice-Chancellor, Registrar, Deans and Heads of Departments for one reason or other, more particularly, for its leadership development in student-volunteers, both male and female. The activities of the NSS Units shall be administered by the Programme Co-ordinator, who shall be assisted by the Programme Officers deputed from various Faculties of the University.

The NSS Activities

The NSS activities shall mainly focus on two major groups of activities namely, Regular Activities and Special Camping Programmes. The services being rendered by the NSS Cell of Annamalai University are International Coastal Clean-up Programme, Youth Leadership Training Programme, Tree Plantation (Income Generating Plants), Eradication of illiteracy, Blood Donation Camps, Disaster Risk Reduction Management Training, Fire Safety and rescue Awareness, Literacy Programme (Tamil-English Dictionary Distribution for adopted village students), Environmental and Youth Awareness Programmes, NSS Day Celebration with Competitions, International Women's Day Celebration with Competitions, Career Development Programmes,

National Days Observation and Celebrations and Other Programmes too.

The NSS Cell of Annamalai University has adopted 40 villages in which the NSS Programme Officers are conducting Special Camping Programmes for 7 Days. The activities are based upon a theme which is announced by the Central NSS, New Delhi. The common programmes are Literacy Programmes, Medical Camps, Dental Camps, Veterinary Camps, Health Education, AIDS Awareness, School Painting, Construction of Sanitation, Rain Water Harvesting, Cultural and Recreational Activities, Socio-Economic Survey Preparation, Conservation of renewable Sources of Energy (Gobar-Gas and Solar Energy Generation), Plastic Awareness, Education of School drop-outs.

The National and State Level participation by our Programme Officers as Contingent Leaders are summer Adventure Camps, Winter Adventure Camps, Integration Camps, Mega Camps and Trainer of Training Programme (TOT).

The NSS volunteers participate in the National and State Level Programmes – Summer Adventure Camps, Winter Adventure Camps, Mega Camps, Integration Camps and Republic Day Camps.

The NSS Cell of Annamalai University shall publish the Newsletter about NSS activities (Bi-Annual), Blood Donor's Directory (Every Year), Pennin Sirappu and Make Your Target Book Series I & II.

NSS Awards :

NSS awards shall be granted for the best performance of NSS Programme Officers & Volunteers of Annamalai University from the NSS Endowments.

REGULATIONS

PART -XXI

YOUTH RED CROSS

As stipulated in Section 4 (15) of the Annamalai University Act 2013, Youth Red Cross (YRC) shall be instituted in Annamalai University and necessary funds shall be provided for its maintenance.

Structure of the YRC

2. The Youth Red Cross (YRC) shall be headed by a Coordinator, who shall be assisted by the Programme Officers selected from the Departments of Teaching. The number of Programme Officers shall not be more than 25. The Coordinator and the Programme Officers shall be appointed by the Vice-Chancellor. The structure of the YRC shall be reconstituted once in three years.

Objectives of the YRC

3. The YRC shall have the following Objectives:-
 - i. Observation of World AIDS Day every year and conduct competitions for the students.
 - ii. Observation of International Youth Day every year and conduct competitions for the students.
 - iii. Participation in the National Blood Donation Day conducted by District AIDS Prevention and Control Unit, Cuddalore and Government Blood Bank, Cuddalore.
 - iv. Participation of Programme Officers and Volunteers in the One Day Peer Education Training Programme jointly organized by The Tamil Nadu AIDS Control Society, Chennai and District AIDS Prevention and Control Unit, Cuddalore.
 - v. Conduct First Aid Training Programme every year.

Activities of YRC

4. The Youth Red Cross of Annamalai University shall utilize the service of 25 NSS Units and 2500 volunteers. The YRC volunteers shall participate in the National Blood Donation Day and donate blood during that eve.
5. The Programme Officers and Volunteers of YRC shall attend the One Day Peer Education Training Programme jointly conducted by The Tamil Nadu AIDS Control Society, Chennai and District AIDS Prevention and Control Unit, Cuddalore.
6. The YRC shall observe World AIDS Day every year and conduct competitions for the students.
7. The YRC shall observe International Youth Day every year and conduct competitions for the students.

Fund for the YRC

8. The activities of the YRC shall be conducted by utilizing the funds allocated by the University.

Field Study Camp

9. The YRC shall conduct Field Study Camp, with the financial assistance of the Red Cross Society, Chennai under the chairmanship of His Excellency the Governor of Tamil Nadu. Programme Officers and Volunteers shall participate in the Field Study Camp. The Camp shall be conducted in the University campus itself for a period of three days or five days as may be specified by the Red Cross Society.

TRANSITORY PROVISIONS

Amendments / Modifications to the Regulations

These Regulations are subject to modifications or amendments as may be made by the Syndicate from time to time, in accordance with the orders issued in Government G.O., as and when situation warrants.

Interpretation of the Regulations

If any dispute arises in the interpretation of these Regulations, the decision of the Syndicate shall be final.

REGULATIONS

PART – XXII

STAFF RECREATION CLUB

As stipulated in Section 4 (15) of the Annamalai University Act 2013, Staff Recreation Club shall be instituted in Annamalai University. The Club shall function under the control of the Authority of Annamalai University. The Club shall follow the guidelines as prescribed in the Bye-Laws given in the succeeding Regulation Nos. 2 to 23.

Bye-Laws

Objectives of the Club

2. The Club shall function with the following objectives:-
 - i. To work and respect the noble and high ideals of the Founder and to dedicate to the cause of higher education.
 - ii. To unite the Members in the bonds of friendship good fellowship and mutual understanding.
 - iii. To take active interest in the civic, educational, social and moral welfare of the staff of the university.
 - iv. To strive for the growth and advancement of the University.
 - v. To conduct welfare activities that will provide opportunities for the staff and their wards to create healthy competition in various extracurricular activities like debates, games, athletics, Cultural Contents etc.,
 - vi. To establish useful Books, Journals and Newspapers Bank for the benefit of the members of the club.
 - vii. To raise and acquire such funds, Subscriptions, donations from members or others persons as may be determined and necessary for the furtherance of the objective of the club.

Membership of the Club

3. All teaching, technical and non-teaching (up to Junior Assistant) staff of the University shall be eligible for Membership in the Club. All applications for enrolment shall be scrutinized and approved by the Executive Committee.
4. There shall be a membership fee of Rs. 15/- per month or any higher amount as may be fixed and approved by General body. The monthly subscription shall be deducted from the salary of the respective employee.
5. Membership of the club shall cease on the resignation of a members in writing or on the decision of the Executive Committee that the continuance of membership by a person would jeopardize the interest of the club.

Fund of the Club

6. Subscription, donations and collections from the members of the club or others shall form the general funds of the club.
7. The funds of the club shall be deposited in any Bank as may be decided by the Executive Committee. The account shall be in the name of the club and operated by the Treasurer.
8. All the expenditure relating to club activities shall require periodical approval and sanction of the Executive Committee.

General Body of the Club

9. The General Body consists of all the members of the club. The General Body shall be the supreme authority to decide all matters relating to the club.

Meeting of the General Body

10. The ordinary General Body shall meet twice a year. i). In the month of November/December at the end of First Semester and ii). In the month of April at the end of second semester of every year for passing the annual accounts.
11. The notice for an ordinary or extraordinary meeting of the General Body shall be issued by the General Secretary either under the direction of the Executive Committee or under a notice signed and served by one fourth strength of members of General Body. A clear notice of 10 days for an ordinary meeting and 7 days for an extraordinary meeting shall be given to members.
12. An extraordinary meeting of the General Body shall be convened stating the specific purpose and reasons for convening such a meeting.
13. The quorum for the General Body meeting shall be one third of the total strength of the members.
14. All propositions motions or resolutions are decided by simple majority except the censure or no-confidence motion against the office bearers of the club.
15. The censure motion or no-confidence motion shall require two thirds majority of the members of the club present and voting at the meeting.

Agenda for the General Body Meeting

16. The following shall be the Agenda for the General Body Meeting of the Club:-
 - i. To receive and adopt the annual report and the audited statement of accounts of the club at the end of the year.

- ii. To consider amendments to the Bye-Laws and other propositions given notice of by the members of the General Body or by the Executive committee.
- iii. To prepare and approve the election schedule to elect office bearers of the Executive committee by secret ballot.
- iv. To appoint an Election Committee to conduct the elections for office bearers and Executive committee members.
- v. To appoint an auditor to scrutinize the annual accounts from among the members of General body meetings.
- vi. Any other matter that may be raised with the permission of the chair.

Office Bearers of the Club

17. The following shall be the Officer Bearers of the Club

- i. The President - Vice-Chancellor
- ii. Vice-President - Dean/HOD/Professor
- iii. General Secretary - Professor/Associate Professor
- iv. Games Secretary - Professor/Associate
Professor/ Assistant Professor
- v. Jt. Games Secretary - Section Officer
- vi. Literary Secretary - Professor/Associate
Professor/ Assistant Professor
- vii. Jt. Literary Secretary - Section Officer
- viii. Fine Arts Secretary - Professor/Associate
Professor/ Assistant Professor
- ix. Jt. Fine Arts Secretary - Section Officer
- x. Treasurer - Dy.Registrar/Asst. Registrar/
Section Officer

Executive Committee of the Club

18. The Executive Committee shall consist 10 Office-Bearers and 21 Executive Members. Any Member with three years of Club Membership shall be eligible to become an Office-Bearer or Executive Member.

Election of Executive Committee Members

19. The Executive Committee Members shall be selected by the following the procedures prescribed below:-
- i. The Members of the Executive Committee shall be elected by the Members of General Body from among them before the month of August of the preceding year and shall hold office for a term of two years.
 - ii. The Office Bearers/ Executive Members shall attend all the meetings, without fail. If they fail to attend three consecutive meetings without prior intimation to Vice-President/General Secretary they shall cease to continue as Office-Bearers/Executive Members.
 - iii. The General Secretary shall notify by a circular the election schedule as approved by the General Body Meeting held in April month at least three weeks in advance and call for the nominations. The General Secretary shall provide the Members the final list of candidates. If there is an election, the Election Committee shall be responsible for the conduct of the Election and the Election shall be by secret ballot. In case of a tie, the election shall be decided by drawing lots. The newly elected Executive Committee shall take charge immediately with a circular notification to the members of General Body.

- iv. Interim vacancies of the Executive Committee shall be filled by Co-option from among the members of the General Body of the club and the Co-opted members shall hold office till the next elections by the General Body.

Meeting procedure of the Executive Committee

20. The Executive Committee shall follow the meeting procedures prescribed below:-
- i. A notice of three days shall be given to the members of the Executive Committee for the meeting. In emergencies, the meeting could be held with a shorter notice which shall not be challenged on this account.
 - ii. The quorum for the Executive Committee meeting shall be six.
 - iii. The Executive committee shall meet once in a month or as often as may be necessary to transact and decide all matters related to club activities.

Powers of the Executive Committee

21. The Executive Committee Members shall be selected by the following the procedures prescribed below:-
- i. The Executive Committee shall have the power to appoint sub-committee to go into any matter requiring detailed examination. Such sub-committee shall function under the control of the Executive committee and shall submit their report to the Executive Committee.
 - ii. The Executive committee shall nominate four observers from among the members of General Body and they shall attend the Executive meetings without voting rights.

Duties of the members of the Executive committee

22. The Members of the Executive Committee shall perform the duties prescribed below:-

- i. The President shall be in Executive Head of the club and shall preside over the meetings of the club.
- ii. The Vice-President shall assist the President and act for him in his absence.
- iii. The General Secretary shall perform all such duties as are necessary for accomplishing the objectives, commencing all meetings and exercising general control and supervision in the affairs of the club. He shall prepare at the end of each year an annual Report on the working of the club for the year showing activities, progress etc. the draft of the report shall be subject to the approval of the executive committee before presentation to the General Body.
- iv. The Literary Secretary, the Fine Arts Secretary and the Games Secretary shall be responsible to conduct the relevant activities of their sectors concerned during/at the end of the year to make the Annual Day of the club vary successful. The Literary, Sports and Fine arts programmes / competitions shall be conducted involving the wards/members of the staff club. They shall present the proposal for prizes, cups, medals etc. for approval by the Executive committee for distribution in the annual day function.
- v. The Treasurer shall receive all moneys payable to the club by the members and others and shall issue receipts for all moneys received and shall disburse all payments for and on account of the Club.

The Annual Audit

23. The Account of the Club shall be audited annually by a competent auditor approved by the General Body Meeting. The audited accounts for the Club will be presented by the Treasurer at the Annual General Body meeting.

Amendments to Bye-Laws

24. Any amendment to Bye-Laws shall be made as per the procedure prescribed below:-
- i. Members desiring to move any resolution or amendment to Bye-Laws or rules at the Annual General Body Meeting shall send copies of the same to the General Secretary at least 3 days prior to General Body Meeting.
 - ii. The Bye-Laws of the Club shall be amended, altered, replaced, rescinded or added to at any time by a majority of at least two thirds of the members present at a General Body Meeting.

REGULATIONS
PART – XXIII
MISCELLANEOUS

(See Sections 47 to 54 of the Annamalai University Act, 2013)

Filling up of casual vacancies in Authorities

1. All casual vacancies among the members other than *ex-officio* members of any authority or other body of the University shall be filled as soon as conveniently may be, by the person or body who or which, nominated or elected 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:

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

Provided 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.

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

2. No act or proceeding of any authority or other body of the University shall be invalidated merely by reason of the existence of a vacancy or of any defect or irregularity in the election or nomination of a member of any authority or other body of the University or of any defect or irregularity in such act or proceeding not affecting the merits of the case or on the ground that the authority or other body of the University, did not meet at such intervals as required under Annamalai University Act 2013.

Removal from membership of University

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

- (b) 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 has applied to be adjudicated or has been adjudicated as an insolvent.
- (c) 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.
- (d) A copy of every order passed under sub- section (a) or sub-section (b), 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 as may be prescribed by Syndicate.

Disputes as to constitution of University authorities and bodies

- (4) 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.

Power to obtain information

- (5) Notwithstanding anything contained in this Act or in any other law for the time being in force, the Government may, by order inwriting, 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:

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

Special mode of appointment

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

Power to remove difficulties

- (7) (1) If any difficulty arises as to the first constitution or reconstitution of any authority of the University in giving effect to the provisions of Annamalai University Act 2013, the Government may, by notification, make such provision, not inconsistent with the provisions of Annamalai University Act 2013, 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 two years from the date of commencement of Annamalai University Act 2013.

- (2) Every notification issued under sub-section (1) or under any other provisions of Annamalai University Act 2013 shall, as soon as possible after it is issued, be placed on the table of the Legislative Assembly, and if, before the expiry of the session in which it is so placed or the next session, the Assembly makes any modification in any such notification or the Assembly decides that the notification should not be issued, the notification shall thereafter have effect only in such modified form or be of no effect, as the case may be, so, however, that any such modification or annulment shall be without prejudice to the validity of anything previously done under that notification.

Power to give direction

- (8) The Government may, from time to time, issue such directions to the University, as it may deem fit, for giving effect to the provisions of Annamalai University Act 2013 and it shall be the duty of the University, to comply with such directions.

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