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STATUTES



THE TAMIL NADU Dr. AMBEDKAR LAW UNIVERSITY

STATUTES

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

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

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

LAWS OF THE UNIVERSITY

CHAPTER I

PRELIMINARY

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

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

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

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

CHAPTER II

THE UNIVERSITY

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

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

CHAPTER III

OFFICERS OF THE UNIVERSITY

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

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

In the absence of the Chancellor or during the Chancellor's inability to act, the Pro-Chancellor shall exercise all the powers and perform all the functions of the Chancellor. The Pro-Chancellor shall exercise such other powers and perform such other functions as may be conferred on him by or under this Act.

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

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

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

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

The Vice-Chancellor shall have power:

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

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

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

**Representation
of the University
in other
organisations**

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

**Deputation of
Vice-Chancellor**

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

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

CHAPTER III A

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

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

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

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

Senior Deputy Registrar

Deputy Registrar

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

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

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

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

The Finance Officer shall –

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

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

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

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

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

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

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

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

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

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

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

CHAPTER IV

AUTHORITIES OF THE UNIVERSITY

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

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

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

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

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

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

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

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

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

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

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

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

(g) Notwithstanding anything contained in the foregoing provisions of the section, the Syndicate may either accept or reject any proposal contained in such resolution.

7. In addition to the ordinary meetings of the Academic Senate as provided in Section 31 (1) of the Act, the Vice-Chancellor may, whenever he/she thinks fit, convene meetings of the Academic Senate. **Meetings convened by the Vice-Chancellor**

8. The Vice-Chancellor shall convene special meeting of the Academic Senate on a requisition in writing signed by not less than fifty percent of the total members of the Academic Senate. **Meetings convened on requisition by members**

Provided that any requisition for a special meeting must be forwarded to the Registrar subject to the conditions stipulated in section 31(3) of the Act with a copy of the resolution or resolutions intended to be moved at the meeting and also the name of the proposer of each resolution.

9. (a) Not less than four weeks notice shall ordinarily be given for a meeting of the Academic Senate convened under Section 31 (1) of the Act. **Notice of meetings**

(b) not less than 15 clear days notice shall be given for a meeting of the Academic Senate convened under Section 31 (1) of the Act.

10. At a special meeting of the Academic Senate convened by the Vice-Chancellor under Section 31(3) of the Act, no business other than that brought forward by the Vice-Chancellor shall be transacted or the resolution given notice by the requisitionists, as the case may be. **Business of special meeting**

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Order of speeches

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

Right to make speeches

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

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

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

Speeches by Chairman

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

Right to reply

44. Any member may rise to explain any misconception of expression used by him/her, but he/she shall confine himself/herself strictly to such explanation. Such personal explanation may be offered whilst another member is speaking, only if the member who is speaking gives way by resuming his/her seat. **Personal explanations**
45. (a) The Chairman shall call any member to order, and shall have power to take such action as may be necessary to enforce his/her decision. **Power of Chairman**
- (b) The Chairman may direct any member, whose conduct is, in his/her opinion gross, to withdraw immediately from the Academic Senate. Any member so ordered to withdraw shall do so forthwith and absent himself/herself during the remainder of the day's meeting.
- (c) *Suspension of Meeting*: The Chairman may in the case of grave disorder arising in the Academic Senate suspend any sitting for a time to be specified by him/her.
46. When the meeting on a motion is concluded or if there be no meeting, the Chairman shall put the motion to vote by saying, "The Motion is" followed by the words of the motion, and Academic Senate shall then divide unless the Chairman ascertains that the motion is carried affirmatively, buy a unanimous vote. **Putting motions to vote**
- If there be amendment, he/she shall say, "It has been moved," (followed by the words of the resolution) then he/she shall say, "Since it has been moved by way of amendment" (followed by the words of the amendment) and then, if the amendment be one of the kind specified in sub - clause (a) (i) of Statute 30 of this chapter, he/she shall put the question by saying "shall the words or word proposed to be left out be left out?"

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

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

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

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

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

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

CHAPTER V
RULES AND PROCEDURES FOR THE CONDUCT
OF ELECTION TO THE AUTHORITIES OF THE
TAMIL NADU DR. AMBEDKAR LAW UNIVERSITY
RULES FOR THE CONDUCT OF ELECTIONS UNDER THE ACT

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

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

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

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

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

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

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

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

Such elections shall be conducted as follows:

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

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

- (f) If a member inadvertently spoils a ballot paper he may return it to the Returning Officer who shall, if satisfied of such inadvertence, give him another paper and retain the spoiled paper; and this spoiled paper shall be immediately cancelled and the fact of such cancellation shall be noted on the counterfoil/Registrar.
- (g) In the case of all elections at the close of the poll or when all the members present have voted, the Returning Officer shall, with the help of such members of the University staff as he/she may consider necessary, proceed with the counting of the votes obtained by each candidate and prepare the result sheet. In case of doubt about validity of any ballot paper, the matter shall be decided by the Returning Officer whose decision shall be final.

9. Any candidate or his/her agent can request a recount of the votes by presenting the petition in writing immediately after the counting is completed. The Returning Officer, at his discretion, may order a recount of the votes and the decision of the Returning Officer regarding recounting shall be final. While requesting recount of votes, the candidates or the agents, apart from furnishing reasons for the request, should pay a sum of Rs.500 towards recounting fee for which an official receipt will be issued by the Returning Officer. A candidate or his/her agent may request recounting of votes only once in a particular election.
- Recount of votes**

10. A ballot paper shall be invalid if

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

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

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

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

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

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

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

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

Voting

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

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

Recording of votes of electors physically incapacitated

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

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

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

Procedure on counting

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

Ballot paper cover when rejected

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

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

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

CHAPTER VI

COMMITTEES

A. *The Finance Committee*

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

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

B. The Planning Board

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

C. Other Committees

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

D. Board of Studies

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

**Constitution of
Board**

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

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

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

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

CHAPTER VII

ACADEMIC ACTIVITIES OF THE UNIVERSITY

THE FACULTIES AND DEPARTMENTS

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

(a) Faculty of Constitutional Law

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

(b) Faculty of International Law

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

(c) Faculty of Environmental Law

- (i) Department of Environmental Law

(d) Faculty of Business Law

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

(e) Faculty of Law of Torts

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

(f) Faculty of Criminal Law

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

(g) Faculty of Administrative Law

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

(h) Faculty of Personal Laws

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

(i) Faculty of Law of Property

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

(j) Faculty of Law and Science

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

(k) Faculty of Jurisprudence

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

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

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

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

Provided no such sentence of suspension, etc, shall have effect until approved by the Chancellor.

9. *Qualifications for teachers in the Departments of the University:*
The following shall be qualification of the teachers in the departments of the University:

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

- (c) The rates of leave salary and pension contribution shall be on the scale prescribed by the State Government in respect of the Government servants of similar category of service.
- (d) In cases where leave salary contributions is paid to the University, the proportionate basic pay for the period of leave availed of by the deputationist during the period of deputation shall be paid by the University.
- (e) In the exigencies of service, the Syndicate shall have the right to refuse any request for deputation; or may recall any deputationist before the expiry of the period of deputation.
- (f) The University shall not be liable for actions of the deputationists during the period of deputation. Any agreement or commitment between the deputationist and the employer during the period of deputation shall not be binding the University.

32. There shall be Central University Library at the Main Campus of the University. There shall also be departmental libraries attached to this University. The University Library shall be headed by a University Librarian who shall be responsible to the Vice-Chancellor for proper maintenance and running of the University libraries and departmental libraries. The libraries will be headed by Deputy Librarian/ Assistant Librarian, who will work under the general guidance and supervision of the Librarian. The detailed procedure for acquisition of books and periodicals and other publications and for lending them to the members shall be approved by the Vice-Chancellor.

33. Library and Information System Staff: As per Schedule VI.

CHAPTER VIII

CONVOCATIONS

1. Convocations for the purpose of conferring degrees shall ordinarily be held once a year in the month of September or at such other times as the Chancellor may direct.
2. All the candidates who are declared to have passed the respective Examinations by the duly constituted Examiners and as approved by the Syndicate, shall be admitted to their several degrees at the convocation that follows and the Diplomas issued as and when the candidates submit to the University their applications in the prescribed form along with the prescribed fees.

Date of application
3. A candidate for a degree may on payment of the prescribed fee be admitted in-absentia to that degree.

**Degree
'In-absentia'**
4. No candidate who has already proceeded to a Degree and has been awarded the Diploma shall be admitted to the same Degree, a second time at a convocation notwithstanding the fact that the person may have qualified in an additional subject.

**Non-admission to
a Convocation a
second time for
the same Degree**
5. The Diplomas of the University shall be valid only if they bear the seal of the University and are signed by the Vice-Chancellor and Registrar.

**Seal of the
University**
6. The Chancellor/Vice-Chancellor may invite an eminent person to address the candidates.

**Convocation
address**

7. The Chancellor, Pro-Chancellor, Vice-Chancellor and Member of the Syndicate shall wear the academic robes prescribed and assemble in the Syndicate Room at the appointed hour. In the absence of the Chancellor, the Pro-Chancellor shall preside; in his/her absence the Vice-Chancellor shall preside in their absence a member of the Syndicate nominated by the Syndicate for this purpose shall preside. **Assembly of Syndicate**

8. The approval of the Syndicate, for admission for the degree will be supplicated on behalf of the candidates by a member of each Faculty in a special meeting of the Syndicate convened for this purpose. **Approval of the Syndicate for the admission of candidates**

9. The Member of the Syndicate shall say, “Mr./Madam Chancellor I request that the Syndicate may be pleased to admit those persons, whom the Vice-Chancellor on the reports of the Examiners has certified to be qualified for the Degree/Diploma.... to the Degree/Diploma.” **Procedure for approval of various faculties**

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

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

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

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

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

14. The Chancellor, Pro-Chancellor, Vice-Chancellor, Honorary Degree awardees, the Chief Guest, Registrar, Members of the Syndicate and Academic Senate having taken their seats, the Chancellor shall call for the Invocation, "*Thamizh Thai Vazhthu*". **Invocation**
15. Immediately following the invocation, and at the request of the Chancellor, the Vice-Chancellor will deliver the welcome address and present a report on the academic achievements of the University during the year. **WelcomeAddress and report by the Vice-Chancellor**
16. The Chancellor shall say, "This convocation of The Tamil Nadu Dr. Ambedkar Law University has been called to confer (upon persons on whom the Syndicate has decided to confer honorary degrees)..... degree/diploma upon the candidates who, in the examinations recently held for the purpose have been certified to be worthy of the same". **Declaring the Convocation open**
17. The Chancellor shall say, "I invite the Vice-Chancellor to read the citation and present Mr.X for the candidature of the Honorary Degree of Doctor of Laws." **Presentation of candidate(s) for Honorary Degree(s)**

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

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

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

The Chief Guest will deliver the Convocation Address.

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

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

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

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

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

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

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| <p>21. After administering the pledge to the candidates, the Chancellor shall say : “By virtue of the authority vested in me as Chancellor of THE TAMIL NADU Dr. AMBEDKAR LAW UNIVERSITY, I admit you to the several Degrees/Diplomas of Law for which you have been declared qualified in this University and in token thereof you have been presented with those Degrees/ Diplomas and I authorise you to wear the robes ordained, as insignia of your Degree/Diplomas”.</p> | <p>Conferment of the Degrees</p> |
| <p>22. When all the candidates have been admitted, the Registrar shall lay the Record of Degrees that have been conferred, known as the Registrar of Graduates, before the Chancellor who shall sign the same.</p> | <p>Signing of the register of Graduates</p> |
| <p>23. At the conclusion of the proceedings, the Chancellor, Pro-Chancellor, Vice-Chancellor, the Chief Guest, recipient(s) of Honorary Degree(s), Registrar and Members of the Syndicate shall rise and then the Chancellor say: “I dissolve this Convocation”.</p> | <p>Dissolution of the Convocation</p> |
| <p>24. Then the National Anthem will be played.</p> | <p>National Anthem</p> |

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Classification of Service:

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

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

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

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

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

Mode of recruitment:

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

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

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

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

Reservation

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

Group 'A' and 'B'

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

Group 'C' and 'D'

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

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

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

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

**Temporary
appointment by the
Vice-Chancellor**

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

V. Probation.

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

**Period of
probation**

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

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

**Completion of
probation**

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

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

VI. *Furnishing of Security and Agreement*

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

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

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

VII. Notice for Leaving Employment :

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

VIII. Retirement :

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

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

IX. Compulsory/Voluntary Retirement-Notice-Issuance

1. (a) Notwithstanding anything contained in these Statutes, the Syndicate on the basis of recommendations made by a committee constituted by it every year for this purpose of review, shall, if it is of the opinion that it is in the interest of the University Teaching Staff by giving him/her notice of not less than three months in writing or three months pay and allowances in lieu of such notice, after he/she has attained the age of fifty years or completed twenty years of qualifying service.

Procedure for compulsory retirement of teaching staff
- (b) Any teaching staff after completion of a qualifying service of 20 years or attaining fifty years of age may opt to retire by giving notice of not less than three months in writing to the University. Notice may be waived by competent authority under circumstances warranted to do so.

Procedure for voluntary retirement of teaching staff
2. Notwithstanding anything contained in these Statutes, the Syndicate on the basis of recommendations made by the Committee constituted by the Syndicate every year for this

Procedure for voluntary/ compulsory retirement of non-teaching staff

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

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

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

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

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

X. Scale of Pay and Allowances

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

XI. *Record of Service* :

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

XII. *Leave* :

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

***Special rules regarding teaching staff* :**

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

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

(ii) **Service:** In reckoning the service in the Professor's grade for this purpose, six years service rendered in this University without any break will be taken into account, i.e. it should not be intervened by any absence for a period exceeding three months of the University session (excluding vacation). For any absence for a period exceeding three months, service for an additional period of equal duration will have to be rendered for the completion of six years service for the purpose of Sabbatical leave.

(iii) **Duration:**

(a) Sabbatical leave shall be granted for a period of twelve months including vacations. Vacation or any other leave will not be allowed to be prefixed or suffixed with Sabbatical leave.

(b) Sabbatical leave may be granted in two spells of one year each only during the entire period of service of a Professor in the University, provided he/she has rendered approved service of not less than six years before each spell of Sabbatical leave.

(iv) **Service benefits:** During the period of Sabbatical leave, the professor shall be allowed to draw the increment on the due date and the period of leave shall also count as service for the purpose of pension/retirement benefits, provided that the professor rejoins the University on the expiry of his/her leave.

(v) **Salary:** During the period of Sabbatical leave the professor shall be paid full pay and allowance as otherwise admissible at the rates applicable to him/her immediately prior to his/her proceeding on Sabbatical leave and increased rates by way of accrual of increment etc. under Rule 4 above. The University shall not, however, fill up his/her post. The teaching

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

(vi) Restrictions:

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

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

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

XIII. Discipline and Control:

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

Minor penalties**Kinds of penalties**

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

Major penalties

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

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

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

Procedure

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

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

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

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

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

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

Disciplinary action against employees appointed on Foreign Service terms:

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

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

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

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

XIV. Conduct and Discipline :

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

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

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

XV. Pension-cum-Gratuity :

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

XVI. Travelling allowance and transfer travelling allowance:

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

XVII. *Provident Fund* :

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

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

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

XVIII. *Pension Fund Account :*

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

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

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

XIX. Power to add or to amend :

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

XX. Interpretation :

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

XXI. Savings :

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

CHAPTER X

MISCELLANEOUS

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

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