



# TAMIL NADU PHYSICAL EDUCATION AND SPORTS UNIVERSITY

Melakottaiyur, Chennai-127

Criterion 6 - Governance, Leadership and Management

Key Indicator – 6.2.2

## **6.2.2 – The functioning of the institutional bodies is effective and efficient as visible from policies, admin setup, appointment and service rules, procedures etc**

TNPESU has a distinct organizational structure designed for efficient administration, as reflected in its policies, administrative framework, appointment procedures, service regulations, and more. The University operates in accordance with its statutes and regulations. It functions under the leadership of the His Excellency, The Governor of Tamilnadu as The Chancellor of this University & Honorable Chief Minister of Tamilnadu, with the Ministry of Youth Welfare and Sports Development overseeing its activities. The Pro-Chancellor of the University is also the Honorable Sports Minister of Tamil Nadu. The University is committed to advancing its mission of promoting sports and related fields.

The Planning Board and Syndicate are the primary planning bodies, responsible for formulating strategic and long-term plans for the university's continuous development. The Academic Council, consisting of Heads of Departments, Professors, and industry professionals, ensures that the curriculum and syllabus remain relevant to the evolving demands of the field. Faculty members, along with the Vice-Chancellor, Registrar, Finance Officer, Controller of Examinations, and Director of Distance Education, are actively involved in the functioning of the Academic Council. In addition, the Finance Committee, Research Alliance Committee, and Department Research Committee play crucial roles in maintaining transparency and accountability within the governance framework. The guidelines of the statutory bodies and approval of the University authorities are well defined and disseminated in terms of service rules, procedures and recruitment & promotion policies.



# TAMIL NADU PHYSICAL EDUCATION AND SPORTS UNIVERSITY

Melakottaiyur, Chennai-127

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## TNPESU GOVERNANCE STRUCTURE & STATUES

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4	TNPESU STAUATORY BODIES / AUTHORITIES
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**Weblinks :** <https://www.tnpesu.org/pdf/The-Statutes.pdf>

<https://www.tnpesu.org/upload/POLICIES.pdf>

<https://www.tnpesu.org/grievance.html>



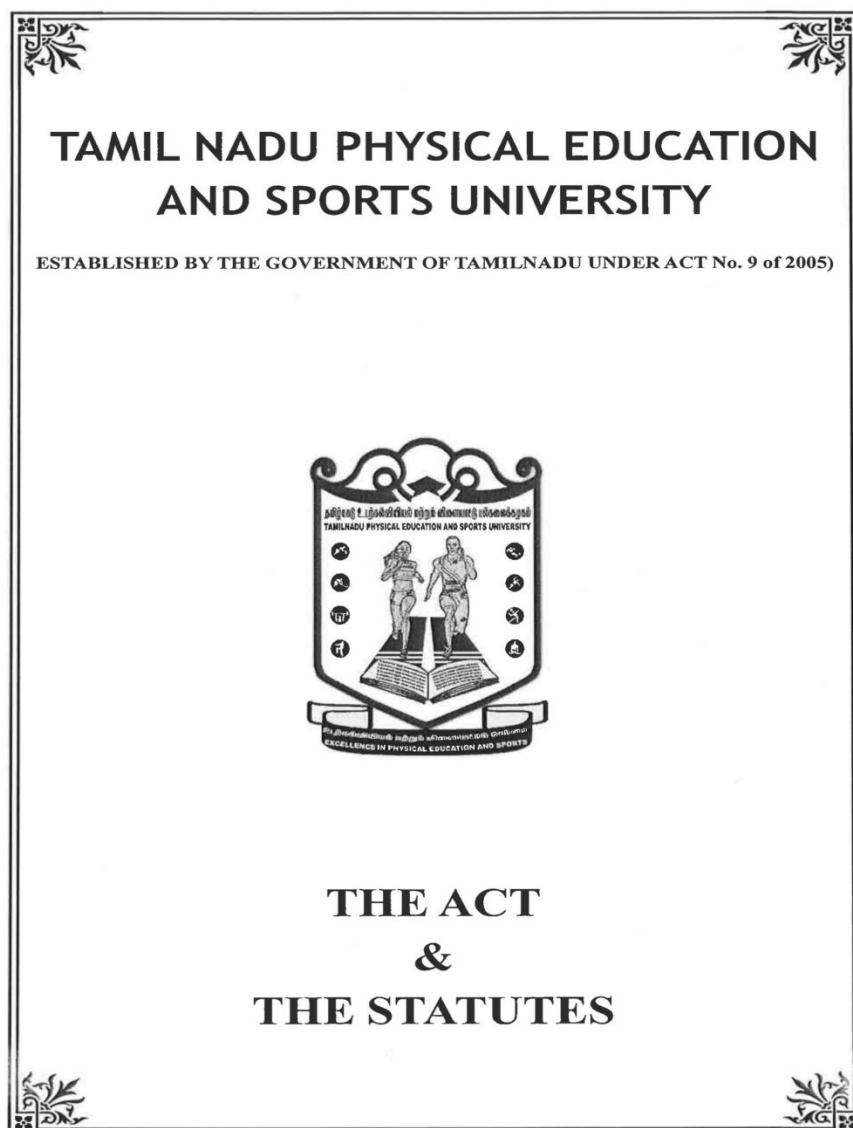


# TAMIL NADU PHYSICAL EDUCATION AND SPORTS UNIVERSITY

Melakottaiyur, Chennai-127

## CRITERION 6 - GOVERNANCE, LEADERSHIP AND MANAGEMENT KEY INDICATOR – 6.2.1

### TNPESU ACT





# TAMIL NADU PHYSICAL EDUCATION AND SPORTS UNIVERSITY

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## CRITERION 6 - GOVERNANCE, LEADERSHIP AND MANAGEMENT KEY INDICATOR – 6.2.1

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GOVERNMENT OF TAMILNADU  
2005

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**TAMIL NADU  
GOVERNMENT GAZETTEE**  
EXTRAORDINARY

PUBLISHED BY AUTHORITY

No. 185] CHENNAI, WEDNESDAY, AUGUST 10, 2005  
Aadi 25, Parthiba, Thiruvalluvar Aandu - 2036

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Part IV - Section 2

Tamil Nadu Acts and Ordinances

### THE TAMIL NADU PHYSICAL EDUCATION AND SPORTS UNIVERSITY ACT, 2004.

#### ARRANGEMENT OF SECTIONS

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2. Definitions

##### CHAPTER – II THE UNIVERSITY

3. Establishment of University
4. Objects and Powers of University
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6. Disqualification for membership
7. Restriction of nomination to Academic Council and Syndicate in certain cases
8. Visitation



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### THE SCHEDULE

The following Act of the Tamil Nadu Legislative Assembly received the assent of the President on the 4<sup>th</sup> August 2005 and is hereby published for general information:-

#### ACT No. 9 OF 2005

An Act to provide for the establishment and incorporation of Physical Education and Sports University in the State of Tamil Nadu for promoting excellence in Physical Education and Sports.

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

### CHAPTER - I PRELIMINARY

Short title,  
extent,  
application  
and commen-  
cement.

1. (1) This Act may be called the Tamil Nadu Physical Education and Sports University Act, 2004.

(2) It extends to the whole of the State of Tamil Nadu.

(3) It applies to—

(a) every college specified in the Schedule which is deemed to be affiliated to the University under this Act;

(b) every other college or Institute situate within the University area which may be affiliated to, or approved by, the University in accordance with the provisions of this Act, statutes or ordinances; and

(c) every college or institute situate within the University area, which conducts any course of study or imparts any training which may qualify for the award of any degree, diploma or other academic distinction in physical education and sports by the University.

(4) This Act shall come into force on such date as the Government may, by notification, appoint and different dates may be appointed for different provisions of this Act.

Definitions

2. In this Act, unless the context otherwise requires,—

(a) “affiliated college” means any college situate within the University area and affiliated to the University and providing courses of study for admission to the examination for degrees of the University and includes a college deemed to be affiliated to the University under this Act;





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(b) "approved college" means any college situate within the University area and approved by the University and providing courses of study for admission to the examination for titles and diplomas of the University and includes a college deemed to be approved by the University under this Act;

(c) "autonomous college" means any college designated as an autonomous college by statutes;

(d) "college" means any college or any institution or approved by, or affiliated to, the University and providing courses of study for admission to the examinations of the University;

(e) "Government" means the State Government;

(f) "hostel" means a unit of residence for the students of the University maintained or recognized by the University in accordance with the provisions of this Act and includes a hostel deemed to be recognized by the University under this Act;

(g) "notified date" means the date specified in the notification issued under sub-section (4) of section 1;

(h) "post-graduate college" means an affiliated college situate within the University area and providing post-graduate courses of study leading up to the post-graduate degrees of the University;

(i) "prescribed" means prescribed by this Act or the statutes, ordinances or regulations;

(j) "Principal" means the head of a college;

(k) "Schedule" means the Schedule appended to this Act;

(l) "statutes", "ordinances" and "regulations" mean respectively the statutes, ordinances and regulations of the University made or continued in force under this Act;

(m) "teachers" mean such Lecturers, Readers, Assistant Professors, Professors and other persons giving instruction in affiliated or approved colleges or in hostels and librarians as may be declared by the statutes to be teachers;

(n) "University" means the Tamil Nadu Physical Education and Sports University;

(o) "University Area" means any to which this Act extends under sub-section (2) of section 1;

(p) "University Centre" means the area within the University area containing one or more departments or colleges competent to engage in higher teaching and research works;

Central  
Act 30 of  
1956

(q) "University Grants Commission" means the Commission established under section 4 of the University Grants Commission Act, 1956;

(r) "University Library" means a library maintained by the University, whether instituted by it or not.



# TAMIL NADU PHYSICAL EDUCATION AND SPORTS UNIVERSITY

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TAMIL NADU GOVERNMENT GAZETTE EXTRAORDINARY 49

The following Act of the Tamil Nadu Legislative Assembly received the assent of the Governor on the 7th June 2007 and is hereby published for general information:—

ACT No. 15 OF 2007.

An Act further to amend the Tamil Nadu Physical Education and Sports University Act, 2004.

Enacted by the Legislative Assembly of the State of Tamil Nadu in the Fifty-eighth Year of the Republic of India as follows:—

1. (1) This Act may be called the Tamil Nadu Physical Education and Sports University (Second Amendment) Act, 2007

Short title and commencement

(2) It shall come into force at once

Tamil Nadu Act 9 of 2005

2. In section 19 of the Tamil Nadu Physical Education and Sports University Act, 2004, (hereinafter referred to as the principal Act) in sub-section (1), under the heading "CLASS II—OTHER MEMBERS", for clauses (a) and (b), the following clauses shall be substituted, namely

Amendment of section 19

"(a) The Principals of the affiliated colleges,

(b) The Professor and Head of all departments in the University;"

3. In section 22 of the principal Act, in sub-section (2), under the heading "CLASS II—OTHER MEMBERS",

Amendment of section 22

(1) for clauses (a) and (b), the following clauses shall be substituted, namely:—

"(a) Three members from among the senior faculty with high qualification, from the Departments of the University nominated by the Chancellor on the recommendation of the Vice-Chancellor by rotation according to seniority;"

(b) Two members from among the experts in physical education nominated by the Chancellor on the recommendation of the Vice-Chancellor;"

(2) for clause (d), the following clause shall be substituted, namely:—

"(d) Two Principals nominated by the Vice-Chancellor from among the affiliated colleges of the University by rotation;"

(By order of the Governor)

S. DHEENADHAYALAN,  
Secretary to Government-in-charge,  
Law Department.



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GOVERNOR'S SECRETARIAT  
RAJ BHAVAN  
CHENNAI - 600 022

K. VIVEKANANDAN, B.E., MBA  
Deputy Secretary to Governor

Lr. No. 3830/U2/2009

To  
The Registrar  
Tamil Nadu Physical Education & Sports University  
Chennai - 600 006

Sir,

Sub: Tamil Nadu Physical Education and Sports University - Draft  
Statutes - Assent of the Chancellor - Requested - Reg.

Ref: Your Letter No. TNPESU/Regr/Statutes/2009 dated 14.09.2009.  
TNPESU/Regr/389/2010-2 dated 29.6.2010 and  
TNPESU/REGR/STATUTES/2011-1 dated 8.4.2011

With reference to your letters cited, I am directed to inform that  
His Excellency the Governor-Chancellor has given assent to the Draft Statutes of  
Tamil Nadu Physical Education & Sports University.

The receipt of this letter may be acknowledged.

Yours faithfully,

C. Ramaprasad  
21/5/11

for Deputy Secretary to Governor



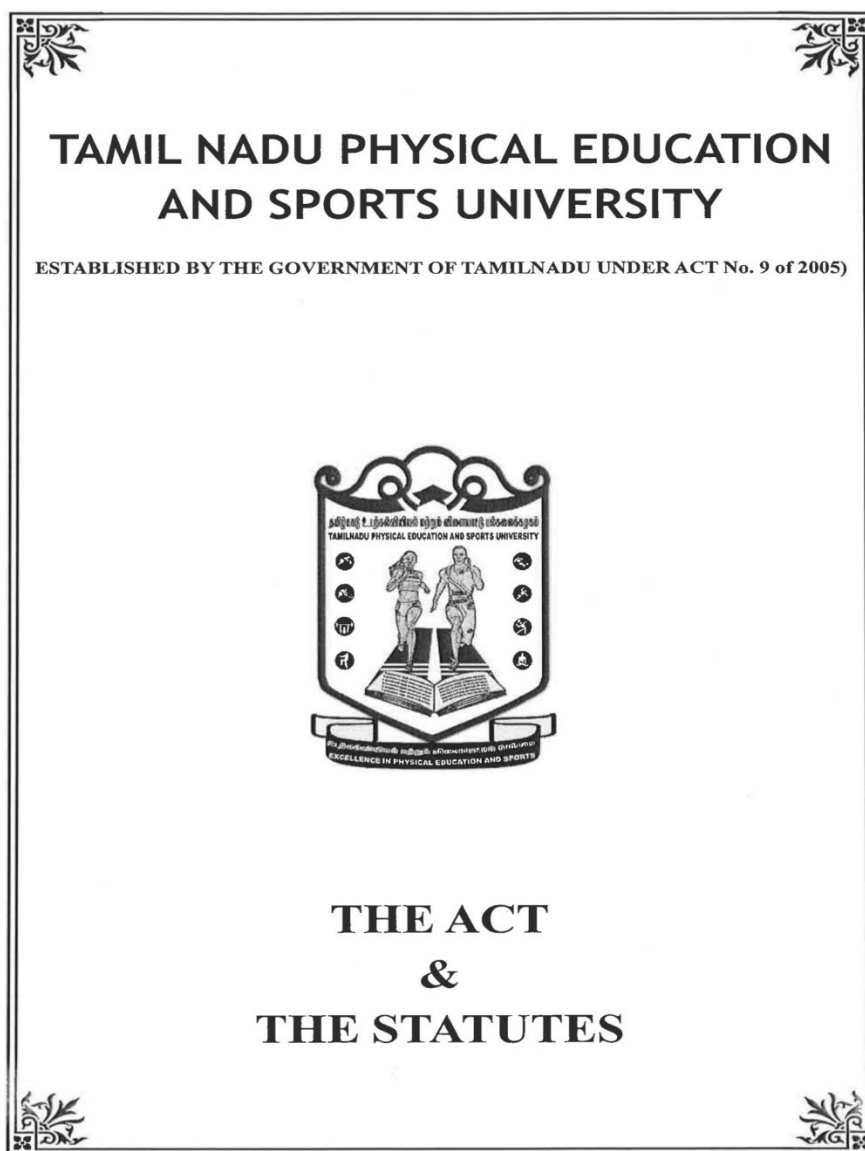


# TAMIL NADU PHYSICAL EDUCATION AND SPORTS UNIVERSITY

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### TNPESU – ABOUT THE UNIVERSITY





# TAMIL NADU PHYSICAL EDUCATION AND SPORTS UNIVERSITY

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## CRITERION 6 - GOVERNANCE, LEADERSHIP AND MANAGEMENT KEY INDICATOR – 6.2.1

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### CHAPTER – II THE UNIVERSITY

3. (1) There shall be established a University by the name “the Tamil Nadu Physical Education and Sports University”.

Establishment  
of  
University

(2) The University shall be a body corporate having perpetual succession and a common seal and shall sue and be sued by the said name.

(3) The headquarters of the University shall be located within the limits of Chennai or in any place within the radius of one hundred kilometers around those limits.

(4) The University shall have the following objects and powers, namely:-

Objectives  
and Powers  
of  
University

(1) to monitor physical education and sports at all levels in the State academically;

Provided that such monitoring shall not infringe on the activities of the Sports Development Authority of Tamil Nadu in any manner;

(2) to offer consultancy services for the development of physical education and sports in the State;

(3) to develop research facilities in physical education and sports and to find out ways and means to identify innovative courses in physical education and sports;

(4) to explore the possibilities of increasing the extension activities in physical education in consultation with the Sports Development Authority of Tamil Nadu;

(5) to institute degrees, titles, diplomas and other academic distinctions in physical education and sports;

(6) to confer degrees, titles and diplomas and other academic distinctions in physical education and sports on persons who shall have carried out research in the University or in any other centre or institution recognized by the University under conditions prescribed;

(7) to confer honorary degrees or other academic distinctions in physical education and sports in the prescribed manner and under conditions prescribed;

(8) to offer programmes of various innovative and updated disciplines to achieve leadership in sports and games through networking with specialized agencies and institutions;



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- (9) to workout the modalities to offer programmes in latest fields for the development of physical education and sports such as sports medicine, sports nutrition, sports psychology, bio-mechanics in consultation with the experts in the field;
- (10) to venture upon international accreditation by working out its mechanism and applicability;
- (11) to motivate the affiliated colleges also to get accredited by working out its mechanism and applicability;
- (12) to conduct and organize seminars, workshops and symposia in promoting physical education and sports with a view to offering programmes in the latest fields and to develop the extension activities;
- (13) to workout the methodology in availing coaching expertise to derive rich guidance of coaching at higher levels;
- (14) to supervise and control hostels and to regulate and enforce discipline among the students of the University and to make arrangements for promoting their health and general welfare;
- (15) to prescribe conditions under which the award of any degree, title, diploma and other academic distinctions may be withheld;
- (16) to co-operate with any other University, authority or association or any other public or private body having in view the promotion of purposes and objects similar to those of the University for such purposes as may be agreed upon on such terms and conditions, as may from time to time, be prescribed;
- (17) to establish and maintain University libraries, research stations and publication bureau;
- (18) to institute research posts and to make appointment to such posts;
- (19) to institute and award fellowships, including traveling fellowships, scholarships, medals and prizes in the manner prescribed;
- (20) to establish, maintain or recognize hostels, for students of the University and residential accommodation for the staff of the University and to withdraw any such recognition;
- (21) to affiliate colleges to the University as affiliated, professional or post-graduate colleges under conditions prescribed and to withdraw affiliation from colleges;

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



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(22) to approve colleges providing courses of study for admission to the examinations for titles and diplomas of the University under conditions prescribed and to withdraw such approval;

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

(23) to designate any college as an autonomous college with the concurrence of the Government, in the manner and under conditions prescribed and to cancel such designation;

(24) to fix fees and to demand and receive such fees as may be prescribed;

(25) to hold and manage endowments and other properties and funds of the University;

(26) to borrow money with the approval of the Government on the security of the property of the University for the purposes of the University;

(27) to enter into agreement with other bodies or persons for the purpose of promoting the objectives of the University including the assuming of the management of any institution under them and the taking over of its rights and liabilities; and

(28) generally to do all such other acts and things as may be necessary or desirable to further the objects of the University.

5. No college imparting physical education and sports within the University area shall be affiliated to any University other than the Tamil Nadu Physical Education and Sports University:

Colleges not to be affiliated to any other University

Provided that this section shall not apply to the colleges, other than the college specified in the Schedule, imparting physical education and sports, affiliated to any other University on the notified date.

6. (1) No person shall be qualified for nomination as a member of any of the authorities of the University, if, on the date of such nomination he is,-

Disqualification for membership

(a) of unsound mind or a deaf mute; or

Restriction of nomination to Academic Council and Syndicate in certain cases

(b) an applicant to be adjudicated as an insolvent or an undercharged insolvent; or

(c) sentenced by a criminal court to imprisonment for any offence involving moral turpitude.





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(2) In case of dispute or doubt, as to whether a person is disqualified under sub-section (1) the Syndicate shall determine and its decision shall be final.

7. (1) Notwithstanding anything contained in section 19 or 22, any person who has completed two terms of three years each, continuously in Academic Council or Syndicate shall be eligible, after a period of three years has elapsed from the date of his ceasing to be such member, for nomination to any of the above mentioned authorities:

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

(2) Nothing contained in sub-section (1) shall have application in respect of

(1) Ex-officio members referred to in section 19 (1);

(ii) Ex-officio members referred to in section 22 (2).

8. (1) The Government shall have the right to cause an inspection or inquiry to be made, by such person or persons as they may direct, of the University, its buildings, libraries, museums, workshops and equipments and of any institution recognized and other work conducted or done by the University, and to cause an inquiry to be made in respect of any matter connected with the University. The Government shall, in every case give notice to the University of their intention to cause such inspection or inquiry to be made and the University shall be entitled to be represented thereat.

Visitation

(2) The Government shall communicate to the Syndicate their views with reference to the results of such inspection or inquiry and may, after ascertaining the opinion of the Syndicate thereon, advise the University upon the action to be taken and fix a time limit for taking such action.

(3) The Syndicate shall report to the Government the action, if any, which is proposed to be taken or has been taken, upon the result of such inspection or inquiry. Such report shall be submitted within such time as the Government may direct.



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(4) Where the Syndicate does not take action to the satisfaction of the Government within a reasonable time, the Government may, after considering any explanation furnished or representation made by the Syndicate, issue such directions as they may think fit and the Syndicate shall comply with such directions. In the event of the Syndicate not complying with such directions within such time as may be fixed in that behalf by the Government, the Government shall have power to appoint any person or body to comply with such directions and make such orders as may be necessary for the expenses thereof.

### CHAPTER – III

#### OFFICERS OF THE UNIVERSITY

Officers  
of  
University

9.The University shall consist of the following officers, namely:-

- (1) The Chancellor;
- (2) The Pro- Chancellor;
- (3) The Vice - Chancellor;
- (4) The Registrar;
- (5) The Finance Officer;
- (6) The Controller of Examinations; and

(7) Such other persons as may be declared by the statutes to be officers of the University.

The  
Chancellor

10. (1) The Governor of Tamil Nadu shall be the Chancellor of the University. He shall, by virtue of his office, be the Head of the University and shall, when present, preside at any Convocation of the University and confer degrees, titles, diplomas or other academic distinctions upon persons entitled to receive them.

(2) Where power is conferred upon the Chancellor to nominate persons to the authorities, the Chancellor shall, in consultation with the Vice-Chancellor, and to the extent necessary nominate persons to represent interests not otherwise adequately represented.

(3) The chancellor may, of his own motion or on application, call for and examine the record of any officer or Authority of University in respect of any proceedings to satisfy himself as to the regularity of such proceedings or the correctness, legality or propriety of any



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### CHAPTER II THE UNIVERSITY

(SEE SECTIONS 3 TO 7 OF TAMIL NADU PHYSICAL EDUCATION AND SPORTS UNIVERSITY ACT, 2004)

#### 1. THE UNIVERSITY :

- (1) There shall be established a University by the name the Tamil Nadu Physical Education and Sports University.
- (2) The University shall be a body corporate, shall have perpetual succession and a common seal and shall sue and be sued by the said name.
- (3) The Head Quarters of the University shall be located within the limits of Chennai or in any place within the radius of One Hundred Kilometres around those limits.

#### 2. OBJECTS AND POWERS OF UNIVERSITY :

The University shall have the following objects and powers namely;

- (i) To monitor physical education and sports at all levels in the State academically: Provided that such monitoring shall not infringe on the activities of the Sports Development Authority of Tamil Nadu in any manner;
- (ii) To offer consultancy services for the development of physical education and sports in the State;
- (iii) To develop research facilities in physical education and sports and to find out ways and means to identify innovative courses in physical education and sports;
- (iv) To explore the possibilities of increasing the extension activities in physical education in consultation with the Sports Development Authority of Tamil Nadu;
- (v) To institute degrees, titles, diplomas and other academic distinctions in physical education and sports;
- (vi) To confer degrees, titles and diplomas and other academic distinctions in physical education and sports on persons who shall have carried out research in the University or in any other centre or institution recognized by the University under conditions prescribed;
- (vii) To confer honorary degrees or the academic distinctions in physical education and sports in the prescribed manner and under conditions prescribed;
- (viii) To offer programmes of various innovative and updated disciplines to achieve leadership in sports and games through networking with specialized agencies and institutions;
- (ix) To workout the modalities to offer programmes in latest fields for the development of physical education and sports such as sports medicine, sports psychology, bio-mechanics, sports management, sports technology, exercise physiology and nutrition and allied areas in consultation with the experts in the field;





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- (x) To venture upon international accreditation by working out its mechanism and applicability;
- (xi) To motivate the affiliated colleges also to get accredited by working out its mechanism and applicability;
- (xii) To conduct and organize seminars, workshops and symposia in promoting physical education and sports with a view to offering programmes in the latest fields and to develop the extension activities;
- (xiii) To work out the methodology in availing coaching expertise to derive rich guidance of coaching at higher levels;
- (xiv) To supervise and control hostels and to regulate and enforce discipline among the students of the University and to make arrangements for promoting their health and general welfare;
- (xv) To prescribe conditions under which the award of any degree, title, diploma and other academic distinction may be withheld;
- (xvi) To co-operate with any other University, authority or association or any other public or private body having in view, the promotion of purposes and objects similar to those of the University for such purposes as may be agreed upon on such terms and conditions, as may from time to time, be prescribed;
- (xvii) To establish and maintain University libraries, research stations and publication bureau;
- (xviii) To institute research posts and to make appointment to such posts;
- (xix) To institute and award fellowships, including travelling fellowships, scholarships, medals and prizes in the manner prescribed;
- (xx) To establish, maintain or recognize hostels, for students of the University and residential accommodation for the staff of the University and to withdraw any such recognition;
- (xxi) To affiliate colleges to the University as affiliated, professional or post-graduate colleges under conditions prescribed and to withdraw affiliation from colleges; Provided that no college shall be affiliated to the University unless the permission of the Government to establish such college has been obtained and the terms and conditions, if any, of such permission have been complied with;
- (xxii) To approve colleges providing courses of study for admission to the examinations for titles and diplomas of the University under conditions prescribed and to withdraw such approval: Provided that no institution shall be approved by the University unless the permission of the Government to establish such institution has been obtained and the terms and conditions, if any, of such permission have been complied with;
- (xxiii) To designate any college as an autonomous college with the concurrence of the Government, in the manner and under conditions prescribed and to cancel such designation;
- (xxiv) To fix fees and to demand and receive such fees as may be prescribed;





# TAMIL NADU PHYSICAL EDUCATION AND SPORTS UNIVERSITY

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- (xxv) To hold and manage endowments and other properties and funds of the University;
- (xxvi) To borrow money with the approval of the Government on the security of the property of the University for the purposes of the University;
- (xxvii) To enter into agreement / MOU with other bodies or persons for the purpose of promoting the objectives of the University including the assuming of the management of any institution under them and the taking over of its rights and liabilities; and
- (xxviii) Generally to do all such other acts and things as may be necessary or desirable to further the objects of the University.
- (xxix) To co-operate with any other University, Authority or Association or any other Public or Private Body having in view the promotion of purposes and objects similar to those of the University for such purposes as may be agreed upon on such terms and conditions as may from time to time be prescribed.

### 3. COLLEGES NOT TO BE AFFILIATED TO ANY OTHER UNIVERSITY AND RECOGNITION OF INSTITUTIONS BY UNIVERSITY

No college imparting physical education and sports within the University area shall be affiliated to any University other than the Tamil Nadu Physical Education and Sports University:

Provided that this section shall not apply to the colleges, other than the college specified in the Schedule to the Act, imparting physical education and sports, affiliated to any other University on the notified date.

### 4. DISQUALIFICATION FOR MEMBERSHIP

- (1) No person shall be qualified for nomination or election as a member of any of the authorities of the University, if, on the date of such nomination or election, he is
  - (a) of unsound mind or a deaf mute; or
  - (b) an applicant to be adjudicated as an insolvent or an undischarged insolvent; or
  - (c) Sentenced by a criminal court to imprisonment for any offence involving moral turpitude.
- (2) In case of dispute or doubt as to whether a person is disqualified, the Syndicate shall determine and its decision shall be final.

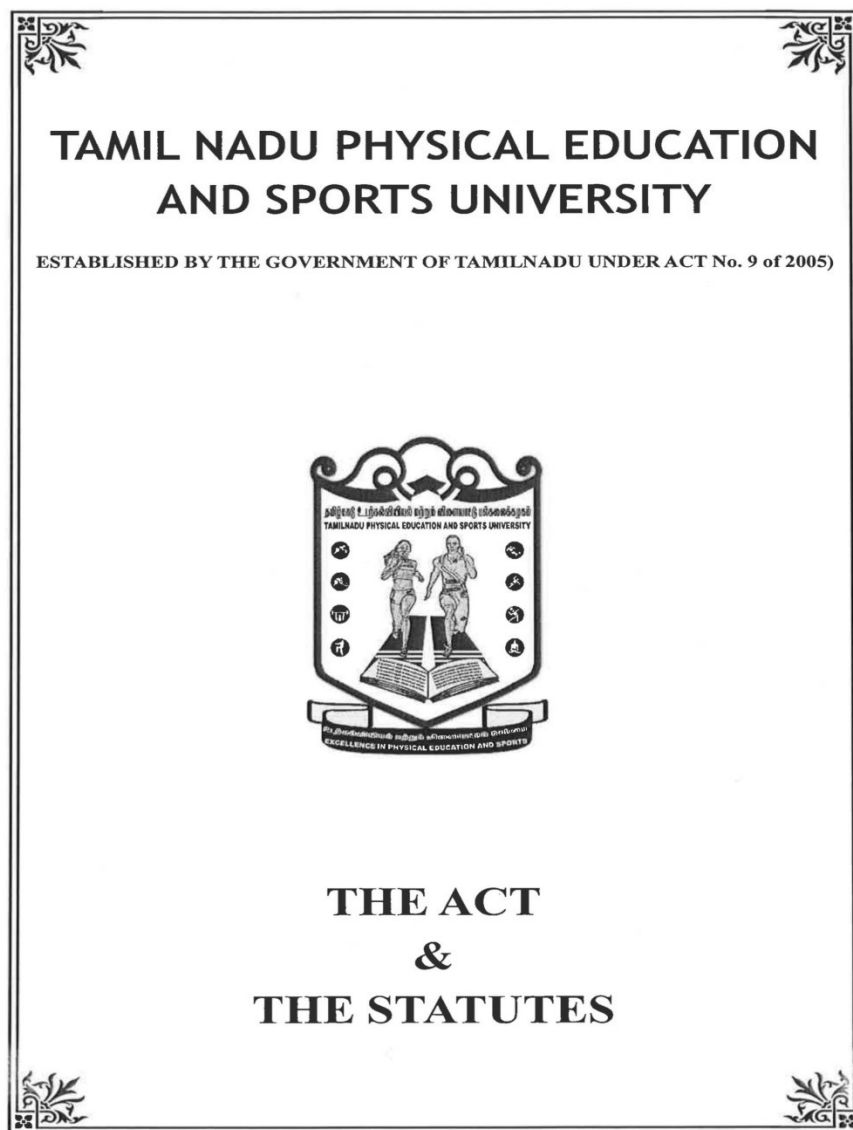


# TAMIL NADU PHYSICAL EDUCATION AND SPORTS UNIVERSITY

Melakottaiyur, Chennai-127

## CRITERION 6 - GOVERNANCE, LEADERSHIP AND MANAGEMENT KEY INDICATOR – 6.2.1

### TNPESU – ADMINISTRATIVE SETUP & OFFICERS





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(4) Where the Syndicate does not take action to the satisfaction of the Government within a reasonable time, the Government may, after considering any explanation furnished or representation made by the Syndicate, issue such directions as they may think fit and the Syndicate shall comply with such directions. In the event of the Syndicate not complying with such directions within such time as may be fixed in that behalf by the Government, the Government shall have power to appoint any person or body to comply with such directions and make such orders as may be necessary for the expenses thereof.

### CHAPTER – III

#### OFFICERS OF THE UNIVERSITY

Officers  
of  
University

9. The University shall consist of the following officers, namely:-

- (1) The Chancellor;
- (2) The Pro- Chancellor;
- (3) The Vice - Chancellor;
- (4) The Registrar;
- (5) The Finance Officer;
- (6) The Controller of Examinations; and
- (7) Such other persons as may be declared by the statutes to be officers of the University.

The  
Chancellor

10. (1) The Governor of Tamil Nadu shall be the Chancellor of the University. He shall, by virtue of his office, be the Head of the University and shall, when present, preside at any Convocation of the University and confer degrees, titles, diplomas or other academic distinctions upon persons entitled to receive them.

(2) Where power is conferred upon the Chancellor to nominate persons to the authorities, the Chancellor shall, in consultation with the Vice-Chancellor, and to the extent necessary nominate persons to represent interests not otherwise adequately represented.

(3) The chancellor may, of his own motion or on application, call for and examine the record of any officer or Authority of University in respect of any proceedings to satisfy himself as to the regularity of such proceedings or the correctness, legality or propriety of any



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decision taken or order passed therein and, if, in any case, it appears to the Chancellor that any such decision or order should be modified, annulled, reversed or remitted for reconsideration, he may pass orders accordingly;

Provided that every application to the chancellor for the exercise of the powers under this section shall be preferred within three months from the date on which the proceedings, decisions or order to which the application relates was communicated to the applicant;

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

(4) No honorary degree or other distinction shall be conferred by the University upon any person without the prior approval of the Chancellor.

(5) The Chancellor shall exercise such other powers and perform such other duties as may be conferred on him by or under this Act.

The Pro-Chancellor 11. (1) The Minister in-charge of the portfolio of Education in the State of Tamil Nadu shall be the Pro-Chancellor of the University.

(2) The Pro-Chancellor shall exercise such powers and perform such duties as may be conferred on him by or under this Act.

The Vice-Chancellor 12. (1) Every appointment of the Vice-Chancellor shall be made by the Chancellor from out of a panel of three names recommended by the Committee referred to in sub-section (2) and such panel shall not contain the name of any member of the said Committee;

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

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





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

(3) The Vice – Chancellor shall hold office for a period of three years and shall be eligible for reappointment for a further period of three years.

Provided that the Vice – Chancellor may, by writing under his hand addressed to the Chancellor and after giving two months notice, resign his office;

Provided further that a person appointed as Vice – Chancellor, shall retire from office if, during the term of his office or any extension thereof, he completes the age of sixty-five years.

(4) When any temporary vacancy occurs in the office of the Vice-Chancellor, or when the Vice-Chancellor is, by reason of illness, absence or for any other reason, unable to exercise the powers and perform the duties of his office, the senior-most Professor of the University shall exercise the powers and perform the duties of the Vice- Chancellor till the Syndicate makes the requisite arrangements for exercising the powers and performing the duties of the Vice-Chancellor.

(5) The Vice-Chancellor shall be a whole-time officer of the University and his emoluments and other terms and conditions of service shall be as follows:-

(a) There shall be paid to the Vice-Chancellor a fixed salary of twenty-five thousand rupees per mensem or such higher salary as may be fixed by the Government from time to time and he shall be entitled without payment of rent to the use of a furnished residence throughout his term of office and no charge shall fall on the Vice-Chancellor personally in respect of the maintenance of such residence. He may be entitled to such other perquisites as may be provided in the statutes.

(b) The Vice-Chancellor shall be entitled to such terminal benefits and allowances as may be fixed by the syndicate with the approval of the Chancellor from time to time;

Provided that, where an employee of –

(i) the University ; or



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(ii) any other University or college or institution maintained by, or affiliated to, that University, is appointed as Vice-Chancellor, he shall be allowed to continue to contribute to the Provident Fund to which he is a subscriber, and the contribution of the University shall be limited to what he had been contributing immediately before his appointment as Vice-Chancellor.

(c) The Vice-Chancellor shall be entitled to traveling allowances at such rates as may be fixed by the Syndicate.

(d) The Vice-Chancellor shall be entitled to earned leave on full pay at one-eleventh of the periods spent by him on active service:

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

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

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

13.(1) the Vice-Chancellor shall be the academic head and the principal executive officer of the University and shall, in the absence of the Chancellor and the Pro-Chancellor, preside at any convocation of the University and confer degrees, titles, diplomas or other academic distinctions upon persons entitled to receive them. He shall be a member ex-officio and Chairman of the Syndicate, Academic Council and the Finance Committee and shall be entitled to be present at, and to address any meeting of any authority of the university but shall not be entitled to vote thereat, unless he is a member of the authority concerned.

Powers  
and  
duties of  
Vice-  
Chancellor.

(2) It shall be the duty of the Vice-Chancellor to ensure that the provisions of this Act, Statutes, ordinances and regulations are observed and carried out and he may exercise all powers necessary for this purpose.



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(3) The Vice-Chancellor shall have power to convene meetings of the Syndicate, the Academic Council and the Finance Committee.

(4) (a) The Vice-Chancellor shall have power to take action on any matter and shall by order take such action as he may deem necessary but shall, as soon as may be, thereafter report the action taken to the officer or authority or body who or which would have ordinarily dealt with the matter;

Provided that no such order shall be passed unless the person likely to be affected has been given a reasonable opportunity of being heard;

(b) When the action taken by the Vice-Chancellor under this sub-section affects any person in the service of the university, such person shall be entitled to prefer an appeal to the Syndicate within thirty days from the date on which he has notice of such action. The Vice-Chancellor shall give effect to the order passed by the Syndicate on such appeal.

(5) The Vice-Chancellor shall give effect to the orders of the Syndicate regarding the appointment, suspension and dismissal of the teachers and other employees of the University and any other decision of the Syndicate.

(6) The Vice-Chancellor shall exercise control over the affairs of the University and shall be responsible for the due maintenance of discipline in the University.

(7) The Vice-Chancellor shall be responsible for the co-ordination and integration of teaching and research, extension education and curriculum development.

(8) The Vice-Chancellor shall exercise such other powers and perform such other duties as may be prescribed by the statutes.

The Registrar 14. (1) The Registrar shall be a whole-time salaried officer of the University appointed by the Syndicate on the recommendation of the Vice-Chancellor. The qualification and the method of recruitment shall be such as may be prescribed. The terms and conditions of service of the Registrar shall be as follows :-

(a) The holder of the post of Registrar shall satisfy the norms prescribed by the University Grants Commission.





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## CRITERION 6 - GOVERNANCE, LEADERSHIP AND MANAGEMENT KEY INDICATOR – 6.2.1

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(b) The registrar shall hold office for a period of three years:

Provided that the Registrar shall retire on attaining the age of sixty years in the case of academician and fifty-eight years in the case of non-academician or on the expiry of the period specified in this clause, whichever is earlier.

(c) The emoluments and other terms and conditions of service of the Registrar shall be such as may be prescribed.

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

(2) (a) The Registrar shall have power to take disciplinary action against such of the employees, excluding teachers of the University and academic staff, as may be specified in the orders of the Syndicate and to suspend them pending inquiry, to administer warnings to them or to impose on them the penalty of censure or withholding of increments;

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

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

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

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

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

(3) The Registrar shall be the ex-officio Secretary to the Syndicate, the Academic Council, the Faculties and the Boards of Studies, but shall not be deemed to be a member of any of these authorities.





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(4) It shall be the duty of the Registrar,-

(a) to be the custodian of the records, the common seal and such other property of the university as the Syndicate shall commit to his charge;

(b) to issue all notices convening meeting of the Academic Council, the Syndicate, the Faculties, the Boards of Studies and of any Committee appointed by the authorities of the University;

(c) to keep the minutes of all proceedings of the meetings of the Academic Council, the Syndicate, the Faculties, the Boards of Studies and of any Committee appointed by the authorities of the University;

(d) to conduct the official correspondence of the Syndicate;

(e) to supply to the Chancellor copies of the agenda of the meetings of the authorities of the University as soon as they are issued and the minutes of the proceedings of such meeting; and

(f) to exercise such other powers and perform such other duties as may be specified in the statutes, the ordinances or the regulations or as may be required, from time to time, by the Syndicate or the Vice-Chancellor.

(5) In all suits and other legal proceedings by or against the University, the pleadings shall be signed and verified by the Registrar and all processes in such suits and proceedings shall be issued to and served on the Registrar.

15. (1) The Finance Officer shall be a whole- time salaried officer of the University appointed by the Syndicate for such period as may be specified by the Syndicate in this behalf.

The  
Finance  
Officer.

(2) Every appointment of the Finance Officer shall be made by the Syndicate from out of a panel of three names of officers not below the rank of Joint Director of Local Fund Accounts or Under Secretary to Government in Finance department, recommended by the Government.

(3) The emoluments and other terms and conditions of service of the Finance Officer shall be such as may be prescribed by the ordinances.

(4) The Finance Officer shall retire on attaining the age of fifty-eight years or on the expiry of the period specified by the Syndicate under sub-section (1), whichever is earlier.



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

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

(7) The Finance Officer shall , -

(a) exercise general supervision over the funds of the University and shall advise the University as regards its financial policy; and

(b) exercise such other powers and perform such other financial functions, as may be assigned to him by the Syndicate or as may be prescribed:

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

(8) Subject to the control of the Syndicate, the Finance Officer shall , -

(a) hold and manage the property and investment on the University including trust and endowed property;

(b) ensure that the limit fixed by the Syndicate for recurring and non-recurring expenditure for a year are not exceeded and that all moneys are expended on the purposes for which they are granted or allotted;

(c) be responsible for the preparation of annual accounts, financial estimates and the budget of the University and for their presentation to the Syndicate;

(d) keep a constant watch on the cash and bank balance and of investments;

(e) watch the progress of the collection of revenue and advise on the methods of collection employed;

(f) ensure that the registers of buildings, lands, furniture and equipments are maintained upto date and that stock checking is conducted, of equipments and other consumable materials in all offices, special centers maintained by the University ;

(g) bring o the notice of the Vice-Chancellor any unauthorised expenditure or other financial irregularity and suggest appropriate action to be taken against person at fault; and



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(h) call form any office and centre, maintained by the University, any information or returns that he may consider necessary for the performance of his duties.

(9) The receipt of the Finance Officer or of the person or persons duly authorized in this behalf by the Syndicate for any money payable to the University shall be a sufficient discharge for payment of such money.

The  
Controller  
of  
Examinations

(16). (1) The Controller of Examinations shall be a whole – time salaried officer of the University appointed by the Syndicate for such period and on such terms and conditions as may be prescribed.

(2) The holder of the post of Controller of Examinations shall satisfy the norms prescribed by the University Grants Commission.

(3) The Controller of Examinations shall exercise such powers and perform such duties as may be prescribed.

Vice-  
Chancellor  
and other  
officers,  
etc., to be  
public  
servants.

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

Central Act,  
XLV of  
1860.

### CHAPTER – IV AUTHORITIES OF THE UNIVERSITY

18. The Authorities of the University shall be the Academic Council, the Syndicate, the Faculties, the Board of Studies, the Finance Committee, the Planning Board and such other Authorities as may be declared by the statutes to be Authorities of the University.

Authorities of  
the  
University

### THE ACADEMIC COUNCIL

19. (1) The Academic Council shall consist of the following members, namely;-

The  
Academic  
Council

### CLASS I – EX – OFFICIO MEMBERS

- (a) The Chancellor;
- (b) The Pro-Chancellor;
- (c) The Vice-Chancellor;
- (d) The Member- Secretary, Sports Development Authority of Tami Nadu, Chennai;
- (e) All Deans of Faculties;
- (f) The Librarian of the University Library;
- (g) The Director of Physical Education of the University.





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### CHAPTER IV OFFICERS OF THE UNIVERSITY

(SECTION 9 OF THE TAMIL NADU PHYSICAL EDUCATION AND SPORTS  
UNIVERSITY ACT, 2004)

#### 1. THE CHANCELLOR AND

#### 2. THE PRO-CHANCELLOR

(Sections 10 and 11 of the Tamil Nadu Physical Education and Sports  
University Act, 2004)

#### 3. THE VICE-CHANCELLOR

(Sections 12 and 13 of the Tamil Nadu Physical Education and Sports  
University Act, 2004)

#### GENERAL:

- (1) The Vice-Chancellor shall be the academic and administrative head and the principal executive officer of the University.
- (2) The Vice-Chancellor shall be a whole-time officer of the University and his emoluments and other terms and conditions of service shall be as follows:-
  - (i) The Vice-Chancellor shall be paid a Fixed pay of Rs.75,000/- (Seventy five thousand rupees per mensem) along with a Special Allowance of Rs.5000/- per month or such higher salary as may be fixed by the UGC/Government from time to time and he shall be entitled without payment of rent to the use of the furnished residence throughout his term of his office and no charge shall fall on the Vice-Chancellor personally in respect of maintenance of residence including service charges such as water, electricity etc., and allowances applicable as per the rules of the Government of Tamil Nadu.
  - (ii) The Vice-Chancellor shall be provided with a car befitting his position throughout his term of office.
  - (iii) The Vice-Chancellor when travelling on University business shall be entitled to travelling and halting allowances applicable to Group 'A' officers as per the rules of the Government of Tamil Nadu and shall be paid 2/3rd of additional allowances such as daily allowances, incidental charges etc., for halts and travels and for such reimbursement of other incidental expenses.
  - (iv) The Syndicate may, by resolution, determine the scale of allowances and perquisites of the Vice-Chancellor listed below consistent with the principles of broad parity with the dispensation of officers of the Government of Tamil Nadu in corresponding rank:-



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- a. Dearness Allowance
- b. Travelling Allowance, Halting Allowances, Additional Allowances such as Daily Allowance, Incidental Charges etc., for halts and travels and for such reimbursement of other incidental expenses
- c. Leave Travel Concession
- d. Medical Facilities
- e. Usage of Staff Car
- f. Telephone
- g. All other Allowances

h. Cook, Gardener, Watchman and Attender at his residence.

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

Provided that the Vice-Chancellor may by writing under his hand addressed to the Chancellor and after giving two months' notice, resign his office;

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

- (4) When any temporary vacancy occurs in the office of the Vice-Chancellor or when the Vice-Chancellor is, by reason of illness, absence for any other reason unable to exercise the powers and perform the duties of his office, the senior-most Professor of the University shall exercise the powers and perform the duties of the Vice-Chancellor till the Syndicate make the requisite arrangements for exercising the powers and performing the duties of the Vice-Chancellor.

### (5) POWERS AND DUTIES OF THE VICE-CHANCELLOR:- (SECTION 13 OF THE ACT)

In addition to the powers and duties conferred on the Vice-Chancellor under section 13 of the Act, the following duties and powers shall also be exercised by him, as provided under sub-section (8) of Section 13 of the Act:

Subject to provision available in the budget, the Vice-Chancellor - shall have the power

- (a) To constitute such adhoc committees / sub committees, for the specific purposes such as admitting students into the University, selecting certain categories of staff as detailed in the Regulations for conducting enquiries into the affairs of the University and for such other purposes;
- (b) To transfer any officer/ employee from one Institution / Department / Centre to another Institution / Department / Centre maintained by the University;



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- (c) To suspend and / or punish or / dismiss any employee as per Statutes of the University and to punish and / or dismiss any student as per the ordinances of the University;
- (d) To depute officers, teachers and other employees of the University on any University work within and outside the State;
- (e) To permit teachers and officers to attend the meetings and conferences recognised by the University within and outside the State;
- (f) To sanction the convening of Seminars, Committees, Discourses, Groups, etc., the expenditure not exceeding Rs.1,00,000/- within the budget provisions for each case.
- (g) To accord administrative sanction for all works original or repairs upto a maximum estimate of Rs.5 lakhs provided the following conditions are satisfied:
  - The work is one included in the scheme approved by the Syndicate;
  - Funds have been provided in the University budget.
- (h) to approve tenders for works or tenders / quotations for supplies required upto Rupees five lakhs on the recommendation of the Purchase Committee;
- (i) To sanction any expenditure upto Rs.50, 000/- and re-appropriation of funds upto Rupees five lakhs from one major head to another, provided that such sanction and the re-appropriation do not involve a liability which exceeds beyond the financial year in question;
- (j) To recommend and forward to University Grants Commission and Union Ministry of Youth Affairs and Sports, Ministry of Human Resources Development and other funding agencies, the proposals made by the University teaching departments, constituent and affiliated colleges and other recognised institutions for grant of financial assistance under various schemes;
- (k) To pay honorarium to persons coming over to Tamil Nadu Physical Education and Sports University for consultation, Special / Invitation Lecture, Chairing / Participation in workshop etc. not exceeding Rs.5000/- per person per day in addition to travelling allowance as per the Tamil Nadu Government Travelling Allowance rules;
- (l) To sanction honorarium to any one assigned with a specific task or job by way of Honorary appointments for effective administrative University system in view of the globalization of Higher Education and also for the establishment, improvement and maintenance of all kinds of infrastructural facilities including playfields etc., to keep pace with the international standard in the University: Provided that the assignment so specified will be limited to a period of one year with the approval of the Syndicate;





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Provided further that if the task so assigned needs further extension of time the Vice-Chancellor is competent to give another extension for the same period with the approval of the Syndicate.

- (m) To authorise the publication of results of all the examinations;
- (n) The Vice-Chancellor may take up review of research / teaching / extension work done in the University departments / affiliated colleges / Constituent colleges;
- (o) The Vice-Chancellor may inspect or cause an inspection and / or ask for a report:-
  - (i) on the general condition and research and teaching equipment of any institution or college maintained or recognised by or affiliated to the University or any hostel;
  - (ii) for the purpose of according any recognition; and
  - (iii) for negotiating the terms and conditions for taking over of any college / institution by the University;
- (p) To make arrangements for the additional charge in all leave vacancies and such other temporary vacancies where appointment of substitutes are not required. He shall be competent to deploy the staff on specific requirement;
- (q) In cases where existing facilities and specialisation are not adequate to provide the services, the Vice-Chancellor is empowered to secure such services through the process of outsourcing with the approval of the Syndicate;
- (r) The Vice-Chancellor shall have Financial Power:-
  - (i) to sanction grants to researchers and fellowships from the funds placed at the disposal of the University by the Government or by any other agencies for the said purpose;
  - (ii) to sanction expenditure on the deputation of delegates to conferences, seminars, etc. conducted in other parts of India;
  - (iii) To sanction advances to the principal investigators of schemes and projects which are financed by the Government and non-governmental / outside agencies as per norms prescribed and report to the Syndicate;
  - (iv) To sanction permanent advances to the officers, and the Heads of the departments in the University as per norms specified by the Syndicate;
  - (v) To authorise 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;
  - (vi) To open new Heads of Accounts, if there is an urgency and report to the Finance Committee;



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- (vii) To accord sanction to effect purchase of patent equipment / machine, instruments and other such goods provided there is budgetary allocation;
- (viii) To sanction refund of deposits of earnest moneys, securities, etc., on the basis of the recommendation of Heads of Departments;
- (s) the Vice-Chancellor shall have such other financial / administrative powers as may be delegated by the Syndicate from time to time;
- (t) the Vice-Chancellor may delegate to an office or the University body or committee any of his administrative powers and functions, other than those to be exercised by himself under the Act and as and when done, shall report to the Syndicate.

### (6) LEAVE:

- (i) The Chancellor shall sanction all kinds of leave except casual leave to the Vice-Chancellor.
- (ii) The Vice-Chancellor shall be entitled to twelve days of casual leave in a calendar year.
- (iii) The Vice-Chancellor is entitled to earned leave on full pay at one eleventh the period spent on active service.
- (iv) The Vice-Chancellor shall also be entitled in case of illness or on account of private affairs, to leave without pay, for a period not exceeding three months during the term of his office.
- (v) The Vice-Chancellor is entitled to surrender earned leave at his credit for encashment subject to the conditions prescribed by the Act.

### 4. THE REGISTRAR

(See Section 14 of the Tamil Nadu Physical Education  
and Sports University Act, 2004)

#### (1) APPOINTMENT OF THE REGISTRAR :

- i) The Registrar shall be appointed by the Syndicate on the recommendation of the Selection Committee. The Selection Committee for making recommendations to the Syndicate for appointment to the post of Registrar shall consist of the Vice-Chancellor as Chairman, one member of the Syndicate and one expert from outside the University nominated by the Chancellor as Member, one Government Nominee, one SC/ST representative and one woman representative.
- ii) The Registrar shall be paid in the scale of pay applicable to the University Professor from time to time.





# TAMIL NADU PHYSICAL EDUCATION AND SPORTS UNIVERSITY

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## CRITERION 6 - GOVERNANCE, LEADERSHIP AND MANAGEMENT KEY INDICATOR – 6.2.1

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### QUALIFICATION AS PRESCRIBED BY UGC AND OTHER CRITERIA

The qualification and other eligibility criteria for appointment as Registrar shall be as per the UGC guidelines in force and as approved by the Syndicate as follows:-

- (i). Master's Degree in Physical Education with a minimum of 55% marks or its equivalent grade.
- (ii). Ph.D., in Physical Education or equivalent published work
- (iii). At least ten years teaching / research experience in a department / college of Physical Education out of which at least 5 years in the post graduate institution / University Department.

(or)

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

(or)

- 15 years of administrative experience of which 8 years as Deputy Registrar or an equivalent post.
- (iv). A minimum score as stipulated in the Academic Performance Indicator (API) based on Performance Based Appraisal System (PBAS) developed by UGC shall be a mandatory requirement.
- Knowledge of Tamil to the Extent of carrying official correspondence and drafting reports.

**Age Limit:** Should have completed 50 years of age.

The Syndicate may prescribe additional qualification as it deems fit from time to time.

- (2) The Registrar shall hold office for a period of three years:

Provided that the Registrar shall retire on attaining the age of sixty years in the case of academician and fifty-eight years in the case of non-academician or on expiry of the period of three years, whichever is earlier.



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- (3) The Registrar shall be governed with regard to leave, provident fund, pension, insurance, retirement benefits and disciplinary proceedings by the Statutes governing the conditions of service of the University employees, as applicable to the University Professor.
- (4) The Registrar shall be responsible to the Vice-Chancellor in the exercise of powers and duties assigned to him in the section 14 (4) of Act and shall exercise such other additional powers and duties assigned to him by the Vice-Chancellor.
  - (a) Subject to the direction and control of the Vice-Chancellor, the Registrar shall be in overall charge of the administration of the University office and shall have powers to fix and define the functions and duties of the officers and employees of the University. He shall evolve and install suitable system of administration and office procedure.
  - (b) He shall be responsible for admission of students and for the maintenance of permanent records of each student including his / her academic accomplishments, conduct, etc.
  - (c) The Registrar with the approval of Vice-Chancellor shall sanction leave of all kinds to teaching and non-teaching employees and maintain the service and leave records of all personnel in accordance with regulations.
  - (d) He shall call for quotations and tenders wherever necessary and prepare comparative statements, scrutinise the quotations and tenders in consultation with the Finance Officer and make recommendations to the Vice-Chancellor for accepting quotations / tenders.
  - (e) He shall sign contracts and other agreements on behalf of the University under the direction of the Vice-Chancellor.
  - (f) The Registrar shall not be eligible for nomination or Election or for appointment as a member of any of the authorities of the University.

### (5) RESIGNATION / REVERSION:

- i) The Registrar may by writing, inform the Vice-Chancellor his intention to resign or revert back to his parent Department after giving three months notice and it shall be competent for the Syndicate, on the recommendation of the Vice-Chancellor, to accept his resignation or reversion.
- ii) The Syndicate shall have the power to dispense with the services of the Registrar at any time by giving a notice of 3 months to him.



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## CRITERION 6 - GOVERNANCE, LEADERSHIP AND MANAGEMENT KEY INDICATOR – 6.2.1

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### (6) DISCIPLINARY POWER:-

The Registrar shall have power to take disciplinary action against such of the employees, excluding teachers of the University and academic staff as may be specified in the orders of the Syndicate / Vice-Chancellor and to suspend them pending enquiry, to administer warnings to them or to impose on them the penalty of censure or withholding of increments.

### (7) DEPUTY REGISTRAR:

It shall be competent for the Syndicate to appoint Deputy Registrars, who shall generally assist the Registrar/Controller of Examinations in the discharge of his administrative duties and carry out such duties as may be assigned to him by the Syndicate and the Vice-Chancellor.

### (8) ASSISTANT REGISTRAR:

It shall be competent for the Syndicate to appoint Assistant Registrars, to generally assist the Registrar / Controller of Examinations / Deputy Registrar in the discharge of his duties. He will discharge such duties as may be assigned to him by the Syndicate and the Vice-Chancellor too.

## 5. THE FINANCE OFFICER

(See Section 15 of the Tamil Nadu Physical Education and Sports University Act, 2004)

### (1) APPOINTMENT : (ACT 15 (1) & 15 (2)) :

- (a) The Finance Officer shall be a whole time salaried officer of the University, appointed by the Syndicate for such period as may be specified by the Syndicate in this behalf.
- (b) Every appointment of Finance Officer shall be made by the Syndicate from out of the panel of three names recommended by the Government.
- (2) In addition to the duties mentioned in the Act, the Finance Officer shall perform the following duties:
  - (a) Shall be responsible to the Vice-Chancellor in the exercise of powers and duties prescribed to him in the laws of the University and shall be subject to the direction and control of the Vice-Chancellor.
  - (b) Shall make all arrangements for the transaction of business for the meeting of the Finance Committee.





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## CRITERION 6 - GOVERNANCE, LEADERSHIP AND MANAGEMENT KEY INDICATOR – 6.2.1

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- (c) 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) Shall arrange to settle objections raised by the audit (LF/AG) and carry out such instructions as may be issued by the Vice-Chancellor / Syndicate on that audit report and Government of Tamil Nadu.
- (e) Shall make arrangements for submitting to the Government and other appropriate authorities of the University the audited statement of accounts after getting the approval of the Vice-Chancellor.
- (f) Shall prepare the monthly accounts of the University and shall produce for audit, which is concurrent, all the registers / records and accounts connected with financial transactions.
- (g) 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 case of financial estimates, he shall consult the Registrar and obtain the estimates for the year got from the departments and other institutions of the University. He shall prepare before 1st February the annual financial estimate for the ensuing year. He shall perform such other duties as may be required by the Vice-Chancellor to be carried out from time to time.
- (h) Shall arrange for the annual stock verification. For this purpose, he shall submit to the Vice-Chancellor in January of every year, proposals for the appointment of stock verifiers, for various departments, sections, etc. He shall ensure that the stock verification as on 31st March is conducted regularly before the end of May of every year. The report of stock verification shall be placed before the Vice-Chancellor for orders.
- (i) The Finance Officer shall:
  - i) With the approval of the Vice-Chancellor, arrange to deposit the amounts;
  - ii) Scrutinise every time 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 Governments, University Grants Commission and other bodies, institutions and individuals;





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## CRITERION 6 - GOVERNANCE, LEADERSHIP AND MANAGEMENT KEY INDICATOR – 6.2.1

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- iv) Shall disburse all salary bills including arrears of salary, contingent bills like electricity, water, land, municipal tax, phone and rental bills, recoup permanent advances / imprest advances, payment of all Travelling Allowance bills after ensuring that general sanction is received from competent Authorities;
- v) Shall make all authorised payments from the University funds;
- vi) In respect of expenses sanctioned by the Vice-Chancellor / Syndicate, the cheques shall be signed by the Finance Officer up to Rs.10,000/- (Rupees Ten thousand only) and the Finance Officer and the Registrar, above Rs. 10,000/- (Rupees Ten thousand only);
- vii) Shall evolve and install suitable system of accounting and business procedure and prescribe Accounts Manual for use in the University Office and Departments;
- (j) Shall, with the approval of the Vice-Chancellor, sanction payment of bills submitted by the departments of the Government and the co-operative bodies for supplies effected on the basis of orders placed by the competent authorities of the University subject to budget allotment;
- (k) Shall scrutinize quotations and tenders received and countersign, the comparative statements and make recommendations to the Vice-Chancellor through the Registrar for accepting the tenders, quotations or otherwise.
- (3) The Finance Officer shall not be eligible for election or nomination as a member to any of the authorities of the University.
- (4) He shall perform such other duties as may be required by the Vice-Chancellor from time to time.

### (5) REVERSION :

The Finance Officer may, by writing, inform the Vice-Chancellor his intention to revert back to his parent Department after giving three months notice and it shall be competent for the Syndicate, to send the information to the Government for orders.



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### 6. CONTROLLER OF EXAMINATIONS

(See Section 16 of the Tamil Nadu Physical Education and Sports University Act, 2004)

#### 1. MODE OF APPOINTMENT:

- i) The Controller of Examination shall be appointed by the Syndicate on the recommendation of the Selection Committee. The Selection Committee for making recommendations to the Syndicate for appointment to the post of Controller of Examination shall consist of the Vice-Chancellor as Chairman, one member of the Syndicate and one expert from outside the University nominated by the Chancellor as Member, one Government nominee, one SC/ST representative and one woman representative.
- ii) He shall hold the office for a term of three years. He shall be eligible for appointment to another term of three years, by the Syndicate, on specific recommendation of the Vice-Chancellor.
- iii) The Controller of Examination shall be paid in the scale of pay applicable to the University Professor from time to time.

#### QUALIFICATION AND OTHER CRITERIA

2. The qualification and other eligibility criteria shall be as per the UGC guidelines in force and as approved by the Syndicate as follows: -

- (i) Master's Degree in Physical Education with a minimum of 55% marks or its equivalent grade
- (ii) Ph.D., in Physical Education or equivalent published work
- (iii) At least ten years teaching / research experience in a department / college of Physical Education out of which at least 5 years in the post graduate institution / University Department.

(or)

- Comparable experience in research establishment and / or other Institution of Higher Education.

(or)

- 15 years of Administrative experience of which 8 years as Deputy Registrar or equivalent post.
- (iv) A minimum score as stipulated in the Academic Performance Indicator (API) based Performance Based Appraisal System (PBAS) developed by UGC shall be a mandatory requirement.



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### OTHER ELIGIBILITY CRITERIA

3. Should have completed 45 years of age. In exceptional cases, age will be relaxed.
4. The Controller of Examinations shall be paid in the scale of University Professor from time to time as the case may be.
5. The Controller of Examinations shall retire on attaining the age of 60 or on the expiry of the period specified by the Syndicate whichever is earlier.
6. 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 office, the duties of his office shall be performed by such person as the Vice-Chancellor may appoint for the purpose.

### 7. POWERS AND DUTIES:

The Controller of Examinations shall

- (a) be responsible for the conduct of all University Examinations as prescribed by the authorities of the University and for the due execution of all process connected therewith, such as scheduling, appointment of question paper setters from the panel of names recommended by the Board of Studies and appointment of Chief Superintendent, Camp Officers, Examiners, Squad members, etc. and all other matters connected with the University examinations with the prior approval of the Vice-Chancellor;
- (b) be responsible for the safe custody of all question / answer papers, documents, certificates and other confidential files connected with the conduct of all University examinations;
- (c) keep the minutes of meeting of Boards of Examiners and all Committees appointed by the said Boards / Syndicate sub-committee and pass on a copy of minutes of such meetings to the Registrar then and there (in a week's time);
- (d) countersign the Travelling Allowance bills and remuneration bills of examiners and paper setters and all other bills relating to examinations;
- (e) place cases relating to malpractices at the examinations with the relevant reports before the Vice-Chancellor;
- (f) maintain the register of matriculates and permanent records of each student including his / her academic accomplishments, conduct, etc.,
- (g) be responsible for the collection of fees for the various examinations and such other fees / costs related to the conduct of examinations / awarding degree;





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- (h) pass on to the Finance Officer the documents of all payments made towards examination fees etc., by the candidates after preparation of nominal rolls;
  - (i) be responsible for the Registration of candidates for research degrees and for the evaluation of the thesis by Boards of Examiners appointed by the Syndicate for the purpose;
  - (j) call for tenders / quotations for printing question papers, degree certificates, registers, forms, etc., for the Examination section and shall countersign the comparative statements in consultation with the Finance Officer and make recommendations to the Vice-Chancellor for accepting the tenders / quotations;
  - (k) arrange to publish the results of the University Examinations with the prior approval of the Vice-Chancellor and intimate the facts to the Syndicate;
  - (l) make all arrangements for the conduct of annual Convocation and maintain all connected records / registers;
  - (m) be responsible for the maintenance of a register of all degrees and diplomas conferred by the University and a register of graduates and other information deemed necessary;
  - (n) be responsible for performing such other duties as directed by the Vice-Chancellor.
8. The Controller of Examinations shall not be eligible for nomination or election as a member of any of the University authorities.
9. (i) The Controller of Examinations may, by writing under his hand, inform the Vice-Chancellor his intention to resign or revert back to his parent department after giving three months notice and it shall be competent for the Syndicate on the recommendation of the Vice-Chancellor to accept his resignation or reversion.
- (ii) It shall be the power of the Syndicate to dispense with the services of the Controller of Examinations at any time by giving a notice of three months to him and his parent organisation from which he is deputed.





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### 7. DEAN OF THE FACULTY

(SEE SECTION 9 (7) OF THE TAMIL NADU PHYSICAL EDUCATION AND SPORTS UNIVERSITY ACT, 2004)

#### (1) THE DEAN OF THE FACULTY :-

- a. shall be the Head of the Faculty, responsible to the Vice-Chancellor for the academic activities;
- b shall be responsible for the due observance of the Statutes and other Regulations relating to the Faculty;
- c with the approval of the Vice-Chancellor, he / she shall formulate and present policies to the Board of Studies for its consideration on matters relating to the Faculty; and

(2) The Dean for each Faculty shall be nominated in the following manner from among the HOD's who shall be Professors:-

Wherever there is only one Head of the University Department in a Faculty, he / she shall be nominated by the Vice-Chancellor as the Dean of the Faculty. In case there are more than one Head of the Department in a Faculty, the Deanship of the Faculty shall be rotated once in three years in the order of seniority among the Heads of Departments.

#### (3) THE DEAN SHALL:

- a) i) be the Head of the Faculty and shall be responsible for the conduct and maintenance of the Standards of Teaching and Research in the Faculty;
- ii) be nominated as the member of the Syndicate;
- iii) preside over the meetings of the Faculty;
- b) co-ordinate and direct the work of the Departments under the Faculty and shall function under the overall control of the Vice-Chancellor;
- c) review from time to time the work and progress of the teaching and projects implemented in the departments along with the Heads of the Departments / Teachers / Researchers in every department under the Faculty;
- d) review the budget estimate of each department and propose such changes if any, for the effective implementation of the research projects or / and studies; and
- e) have the right to be present and to speak at any meeting of the Boards of Studies or the Committees of the Faculty, as the case may be, but shall not have the right to vote thereat unless he is a member thereof.

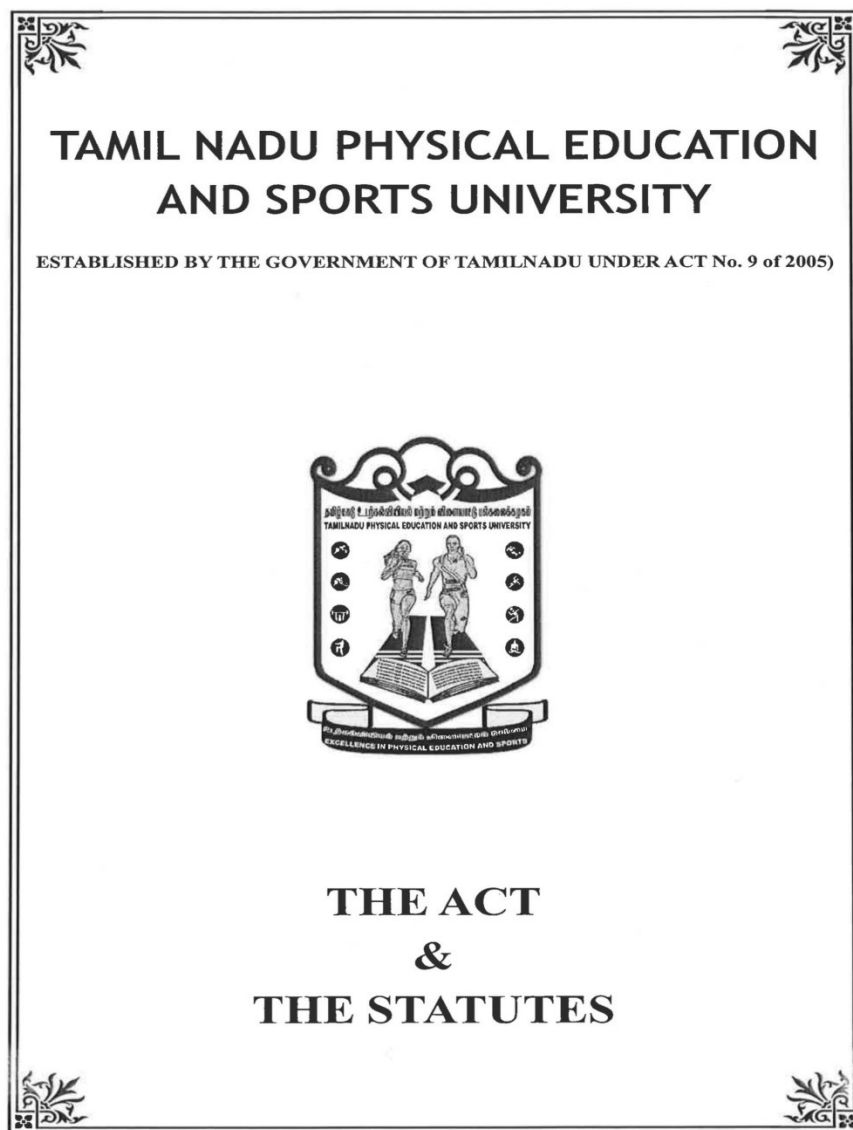


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### TNPESU – STATUTORY BODIES / AUTHORITIES





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(h) call form any office and centre, maintained by the University, any information or returns that he may consider necessary for the performance of his duties.

(9) The receipt of the Finance Officer or of the person or persons duly authorized in this behalf by the Syndicate for any money payable to the University shall be a sufficient discharge for payment of such money.

The  
Controller  
of  
Examinations

(16). (1) The Controller of Examinations shall be a whole – time salaried officer of the University appointed by the Syndicate for such period and on such terms and conditions as may be prescribed.

(2) The holder of the post of Controller of Examinations shall satisfy the norms prescribed by the University Grants Commission.

(3) The Controller of Examinations shall exercise such powers and perform such duties as may be prescribed.

Vice-  
Chancellor  
and other  
officers,  
etc., to be  
public  
servants.

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

Central Act,  
XLV of  
1860.

### CHAPTER – IV AUTHORITIES OF THE UNIVERSITY

18. The Authorities of the University shall be the Academic Council, the Syndicate, the Faculties, the Board of Studies, the Finance Committee, the Planning Board and such other Authorities as may be declared by the statutes to be Authorities of the University.

Authorities of  
the  
University

### THE ACADEMIC COUNCIL

19. (1) The Academic Council shall consist of the following members, namely;-

The  
Academic  
Council

#### CLASS I – EX – OFFICIO MEMBERS

- The Chancellor;
- The Pro-Chancellor;
- The Vice-Chancellor;
- The Member- Secretary, Sports Development Authority of Tami Nadu, Chennai;
- All Deans of Faculties;
- The Librarian of the University Library;
- The Director of Physical Education of the University.



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### CLASS II – OTHER MEMBERS

- (a) The Principals of the College of Physical Education specified in the Schedule;
  - (b) One member each from the college of Physical Education specified in the Schedule, nominated by rotation by the Vice-Chancellor;
  - (c) Members of the Syndicate who are not otherwise members of the Academic Council;
  - (d) One member having special knowledge in the field of Physical Education nominated by the Syndicate.
- (2) (a) Save as otherwise provided, nominated member of the Academic Council shall hold office for a period of three years and such member shall be eligible for nomination for not more than another period of three years.
- (b) Where a member is nominated to the Academic Council to a casual vacancy, the period of office held for not less than one year by any such member shall be construed as a full period of three years for purpose of this clause :

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

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

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

(4) The Vice-chancellor shall be the ex-officio Chairman of the Academic Council.





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(5) The members of the Academic Council shall not be entitled to receive any remuneration from the University except such daily and travelling allowances as may be prescribed:

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

(6) A member of the Academic Council other than an ex-officio member, may tender resignation of his membership at any time before the term of his office expires. Such resignation shall be conveyed to the Chancellor by a letter in writing by the member and the resignation shall take effect from the date of its acceptance by the Chancellor

Power and  
functions of  
the  
Academic  
Council

20. (1) The Academic Council shall be the principal academic body of the University and shall subject to the provisions of the Act and the statutes have the control and general regulation of teaching and examination in the University and be responsible for the maintenance of the standards thereon. In addition, it shall also act as the body to review the broad policies and programmes of the University.

(2) The Academic Council shall have the following powers and functions as the principal academic body of the University, namely:-

(a) to exercise general control on teaching and other educational programmes and maintain and promote the standards thereof;

(b) to make regulations and amend or repeal the same;

(c) to make regulations—

(i) regarding the admission of students to the university and the number of students to be admitted;

(ii) regarding the courses of study leading to degrees, diplomas and other academic distinctions;

(iii) regarding the conduct of examinations and maintenance and promotion of standards of education;

(iv) prescribing equivalence of examinations, degrees, diplomas and certificates of other Universities, Colleges, Institutions and Boards;

(v) for the assessment, evaluation and grading of students performance;

(d) to advise the Syndicate on all academic matters including the control and management of libraries;



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- (e) to make recommendation to the Syndicate for the institution of Professionship, Readership, Lecturership and other teachings posts including posts in research and in regard to the duties and emoluments thereof;
  - (f) to formulate, modify or revise schemes for the constitution or reconstitution of departments of teaching and research;
  - (g) to make recommendations to the Syndicate regarding post-graduate teaching and research;
  - (h) to make recommendations to the Syndicate regarding the qualifications to be prescribed for teaching;
  - (i) to make recommendations to the Syndicate for the conferment of honorary degrees or other distinctions;
  - (j) to review and act upon the proposals of Boards of Studies in formulating rules, regulations, syllabi and methods of evaluation, introduction of new courses and modification of existing courses;
  - (k) to make recommendations to the Syndicate regarding institution of fellowships and scholarships;
  - (l) to recommend to the Syndicate measures for promoting collaboration between industries and Governmental employers on the one hand and the University on the other;
  - m) to delegate to the Vice-Chancellor or to any of the committees of the Academic Council, any of its powers; and
  - (n) to assess and make recommendations laying down standards of accommodation, equipment, apparatus, library, maintenance and other Physical facilities required for each faculty.
- (3) Subject to the other provisions of his Act, the academic Council in its capacity as a reviewing body shall have the following powers and functions, namely:-
- (a) to review, from time to time, the broad policies and programmes of the university and to suggest measures for the improvement and development of the university;
  - (b) to advise the Chancellor in respect of any matter, which may be referred to it for advice; and
  - (c) to exercise such other powers and perform such other functions as may be prescribed by the statutes.



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## CRITERION 6 - GOVERNANCE, LEADERSHIP AND MANAGEMENT KEY INDICATOR – 6.2.1

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21. (1) The Academic Council shall meet at least twice in every year on such dates to be fixed by the Vice-Chancellor. One of such meetings shall be called the annual meeting. The Academic Council may also meet at such other times as it may, from time to time, determine.

(2) One-third of the total strength of the members of the Academic Council shall be the quorum required for a meeting of the Academic Council.

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

(3) The Vice-Chancellor may, whenever he thinks fit and shall upon a requisition in writing signed by not less than fifty percent of the total members of the Academic Council, convene a special meeting of the Academic Council.

### THE SYNDICATE

22. (1) The Chancellor shall, as soon as may be, after the first Vice-Chancellor is appointed under section 52, constitute the Syndicate.

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

### CLASS I- EX - OFFICIO MEMBERS

- (a) The Secretary to Government in charge of Higher Education;
- (b) The Secretary to Government in charge of Sports and Youth Welfare;
- (c) The Secretary to Government in charge of Health and Family Welfare;
- (d) The Secretary to Government in charge of School Education;
- (e) The Secretary to Government in charge of Law;
- (f) The Member-Secretary, Sports Development Authority of Tamil Nadu, Chennai;
- (g) The Director of Collegiate Education.





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### CLASS II-OTHER MEMBERS

(a) Three Members nominated by the Chancellor from among the senior faculty with high qualification, one each from the Department of Physical Education from the Bharathiar University, Coimbatore, the Alagappa University, Karaikudik and the Annamalai University, Annamalai Nagar on the recommendation of the Vice-Chancellor by rotation according to seniority.

(b) Two members from among the experts in Physical Education nominated by the Chancellor

(c) One member nominated by the Tamil Nadu Olympic Association;

(d) Two Principals nominated by the Vice-Chancellor from among the affiliated colleges of the University by rotation.

(3) The Vice-Chancellor shall be the ex-officio Chairman of the Syndicate.

(4) In case of the absence of the Secretary to Government in-charge of Higher Education, Sports and Youth Welfare, Health and Family Welfare, School Education and Law is unable to attend the meetings of the Syndicate for any reason, he may depute any officer of his department not lower in rank than that of Deputy Secretary to Government to attend the meeting.

(5) (a) Save as otherwise provided, the members of the Syndicate, other than the ex-officio members, shall hold office for a period of three years and such members shall be eligible for nomination for not more than another period of three years.

(b) Where a member is nominated to the Syndicate in a casual vacancy, the period of office held for not less than one year by any such member shall be construed as a full period of three years for the purpose of this clause;

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

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





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

(7) The members of the Syndicate shall not be entitled to receive any remuneration from the University except such daily and traveling allowance as may be prescribed.

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

(8) A member of the Syndicate, other than ex-officio member, may tender resignation of his membership at any time before the term of his office expires. Such resignation shall be conveyed to the Chancellor by a letter in writing by the member and the resignation shall take effect from the date of its acceptance by the Chancellor.

Power of  
Syndicate

23. The Syndicate shall have the following powers, namely:-

- (1) to make statutes and amend or repeal the same;
- (2) to make ordinances and amend or repeal the same;
- (3) to co-operate with other Universities, other academic, authorities and colleges in such manner and for such purposes as it may determine;
- (4) to provide for instruction and training in such branches of learning as it may think fit;
- (5) to prescribe the conditions for approving colleges or institutions in which provision is made for the preparation of students for titles or diplomas of the University and to withdraw such approval;
- (6) to provide for research and advancement and dissemination of knowledge;
- (7) to institute lecturerships, readerships, professorships and any other teaching posts required by the University;
- (8) to prescribe the conditions for affiliating colleges to the University and to withdraw affiliation from colleges;
- (9) to prescribe the manner in which, and the conditions subject to which, a college may be designated as an autonomous college and such designation may be cancelled;



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(10) to provide for such lectures and instructions for students of affiliated colleges and approved colleges as the Academic Council may determine and also to provide for lectures and instructions to persons not being students of colleges and to grant diplomas to them;

(11) to institute degrees, titles, diplomas and other academic distinctions;

(12) to confer degrees, titles, diplomas and other academic distinctions on persons who-

a. shall have pursued an approved course of study in an affiliated or approved college or have been exempted therefrom in the manner prescribed and shall have passed the prescribed examinations of the University;

b. shall have carried on research under conditions prescribed;

(13) to confer honorary degrees or academic distinctions on the recommendations of not less than two- third of the members of the Syndicate,

(14) to establish and maintain hostels;

(15) to institute fellowships, travelling fellowships, scholarships, studentships, bursaries, exhibitions, medals and prizes;

(16) to prescribe the fees to be charged for the approval and affiliation of colleges, for admission to the examinations, degrees, titles and diplomas of the University, and for all or any of the purposes specified in Section 4;

(17) to consider and take such action as it may deem fit on the annual report, the annual accounts and the financial estimates;

(18) to institute a University Extension Board and to maintain it;

(19) to institute publication bureau, student's unions, employment bureau and University athletic clubs and to maintain them;

(20) to enter into any agreement with the Central or any State Government or with a private management for assuming the management of any institutions and for taking over its properties and liabilities or for any other purposes not repugnant to the provisions of this Act;

(21) to make statutes regulating the method of nomination to the authorities of the University and the procedure at the meeting of the Academic Council, Syndicate and other authorities of the University and quorum of members required for the transaction of business by the authorities of the University other than the Academic Council;



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(22) to recommend to the Government the recognition of an area within the University area as University Centre;

(23) to hold, control and administer the properties and funds of the University;

(24) to direct the form, custody and use of the common seal of the University;

(25) to regulate and determine all matters concerning the University in accordance with this Act, the statutes, the ordinances and the regulations;

(26) to administer all properties and funds placed at the disposal of the University for specific purposes;

(27) to suspend and take disciplinary action on the employees of the University;

(28) 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, bequests, donations, grants and transfers shall be reported to the Academic Council at its next meeting;

(29) (a) to raise, on behalf of the University, loans from the central or any State Government or the public or any corporation owned or controlled by the Central or any State Government;

(b) to borrow money with the approval of the Government, on the security of the property of the university for the purposes of the University;

(30) to affiliate colleges within the University area to the University and to recognize colleges as approved colleges;

(31) to designate any college as an autonomous college and to cancel such designation;

(32) to recognize hostels not maintained by the University and to suspend or withdraw recognition of any hostel which is not conducted in accordance with the ordinance and the conditions imposed there- under ;



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- (33) to arrange for and direct, the inspection of all affiliated and approved colleges and hostels;
- (34) to prescribe the qualifications of teachers in affiliated and approved colleges and hostels;
- (35) to award fellowships, travelling fellowships, scholarships, studentships, bursaries, exhibitions, medals and prizes in accordance with the statutes;
- (36) to charge and collect such fees as may be prescribed;
- (37) to conduct the University examinations and approve and publish the results thereof;
- (38) to make ordinances regarding the admission of students to the University or prescribing examinations to be recognized as equivalent to University examinations;
- (39) to appoint members to the Boards of Studies,
- (40) (i) to appoint examiners, after consideration of the recommendation of the Boards of Studies; and  
(ii) to fix their remuneration;
- (41) to supervise and control the residence and discipline of the students of the affiliated and approved colleges and make arrangements for securing their health and well-being;
- (42) to institute and manage University centres, libraries, museums, institutes of research and other institutions established or maintained by the University.
- (43) to manage hostels instituted by the University;
- (44) to regulate the working of the University Extension Board ;
- (45) to review the instruction and teaching of the University;
- (46) to promote research within the University and to require reports, from time to time, of such research;
- (47) to exercise such other powers and perform such other duties as may be conferred or imposed on it by this Act or the Statutes, Ordinances and Regulations; and





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(48) (a) 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;

(b) the Syndicate may consult the Academic Council in respect of any academic matter, where it considers such consultation is necessary.

Meetings of Syndicate 24. (1) the Syndicate shall meet at such time and places and shall, subject to the provisions of sub-sections (2) and (3), observe such rules of procedure in regard to transaction of business at its meetings including the quorum at meetings as may be prescribed;

Provided that the Syndicate shall meet at least once in every three months.

(2) The Vice- Chancellor or in his absence any member chosen by the members present, shall preside at a meeting of the Syndicate.

(3) all questions at any meeting of the Syndicate shall be decided by a majority of the votes of the members present and voting and in the case of an equality of votes, the Vice-Chancellor or the member presiding, as the case may be, shall have to exercise a second or casting vote.

(4) (a) The Syndicate may, for the purpose of consultation, invite any person having special knowledge or practical experience in any subject under consideration to attend any meeting. Such person may speak in, and otherwise take part in, the proceedings of such meeting but shall not be entitled to vote.

(b) The Person so invited shall be entitled to such daily and traveling allowances as are admissible to a member of the Syndicate.

(25) The Annual Report of the University shall be prepared by the Syndicate and shall be submitted to the Academic Council on or before such date as may be prescribed and shall be considered by the Academic Council at its next annual meeting. The Academic Council may pass resolutions thereon and communicate the same to the Syndicate, which shall take action in accordance therewith. The Syndicate shall inform the Academic Council of the action taken by it. A copy of the report with a copy of the resolution thereon, if any, of the Academic Council shall be submitted to the Government.

Annual  
Report



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(26). (1) The Annual Accounts of the University, shall be submitted to such examination and audit as the Government may direct and a copy of the annual accounts and audit report shall be submitted to the Government.

Annual  
Accounts

(2) The University shall settle objections raised in such audit and carry out such instructions as may be issued by the Government on the audit report.

(3) The accounts, when audited, shall be published by the Syndicate in such manner as may be prescribed and copies thereof shall be submitted to the Academic Council at its next meeting and to the Government within three months of such publication.

(4) The Government shall cause the annual audited accounts and annual report to be laid before the Legislative Assembly together with their comments.

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

The Finance  
Committee

(a) The Vice-Chancellor;

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

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

(d) The Member-Secretary, Sports Development Authority of Tamil Nadu, Chennai;

(e) Three members nominated by the Syndicate from among its members of whom one shall be the senior faculty of the University and one shall be the person nominated to the Syndicate by the Chancellor.

(2) The Vice-Chancellor shall be the Ex-officio Chairman of, and the Finance Officer shall be the Ex-Officio Secretary to, the Finance Committee.

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

(4) The Finance Committee shall meet at least twice in every year to examine the accounts and to scrutinize proposals for expenditure.

(5) The annual accounts of the University prepared by the Finance Officer shall be laid before the Finance Committee for consideration and comments and thereafter submitted to the Syndicate for approval.



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(6) The Finance Committee shall recommend limits for the total recurring expenditure and the total non-recurring expenditure for the year based on the income and resources of the University.

(7) The Finance Committee shall-

- (a) review the financial position of the University from time to time;
- (b) make recommendation to the Syndicate on every proposal involving investment or expenditure for which no provision has been made in the annual financial estimates or which involves expenditure in excess of the amount provided for in the annual financial estimates;
- (c) make recommendations to the Syndicate on all matters relating to the finances of the University; and
- (d) perform such other functions as may be prescribed.

(8) The financial estimates of the University prepared by the Finance Officer shall be laid before the Finance Committee for consideration and comments. The said estimates, as modified by the Finance Committee, shall then be laid before the Syndicate for consideration. The Syndicate may accept the modifications made by the Finance Committee.

The Planning Board.  
28. (1) There shall be constituted a Planning Board of the University which shall advise generally on the planning and development of the University and review the standard of education and research in the University.

(2) The Planning Board shall consist of the following members, namely:-

- (i) the Vice-Chancellor, who shall be the Ex-officio Chairman of the Board; and
- (ii) not more than eight persons of high academic standing.

(3) The members of the Planning Board shall be appointed by the Chancellor and shall hold office for such period as he may determine.

(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 Council on any academic matter.



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29. There shall be a Board of Studies attached to each Department of teaching. The constitution and powers of the Boards of Studies shall be such as may be prescribed by the ordinances.

The Board of  
Studies

30. The constitution and powers of such other bodies, as may be declared by the statutes to be authorities of the University, shall be such as may be prescribed.

The  
Constitution  
of other  
authorities

### CHAPTER – V. STATUTES, ORDINANCES AND REGULATIONS

Statutes

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

- (1) the holding of convocation to confer degrees;
- (2) the conferment of honorary degrees and academic distinctions;
- (3) the constitution, powers and functions of the authorities of the University;
- (4) the manner of filling vacancies among members of the authorities;
- (5) the allowances to be paid to the members of the authorities and committees thereof;
- (6) the procedure at meetings of authorities including the quorum for the transaction of business at such meetings;
- (7) The authentication of the orders or decisions of the authorities;
- (8) The formation of departments of teaching at the affiliated and approved colleges.
- (9) the term of office and methods of appointment and conditions of service of the officers of the University other than the Chancellor and the Pro-Chancellor;
- (10) the qualification of the persons employed by the University;
- (11) the classifications, the method of appointment and determination of the terms and conditions of service of persons employed by the University;
- (12) the institution of pension, gratuity, insurance or provident fund for the benefit of the persons employed by the University;
- (13) the institution of fellowships, travelling fellowships, scholarships, studentships, bursaries, exhibitions, medals and prizes and the conditions of award thereof;





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- (14) the establishment and maintenance of halls and hostels;
- (15) the conditions for residence of students of the University in the halls and hostels and the levy of fees and other charges for such residence;
- (16) the conditions of recognition of approved institutions and of affiliation to the University of affiliated colleges;
- (17) the manner in which, and the conditions subject to which, a college may be, designated as an autonomous college or the designation of such college may be cancelled and the matters incidental to the administration of autonomous colleges including the constitution or reconstitution, powers and duties of Academic Council, Staff Council and Boards of Studies.
- (18) the delegation of powers vested in the authorities or officers of the University; and
- (19) any other matter which is required to be or may be prescribe by the statutes.

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

Statutes how made

(2) The Academic Council may propose to the Syndicate the draft of any statute or of any amendment to or of repeal of, a statute, to be passed by the Syndicate and such draft shall be considered by the Syndicate at its next meeting.

(3) The Syndicate may consider the draft proposed by the Academic Council under sub-section (2) and may either pass the draft or reject or return it with or without amendments to the Academic Council for reconsideration.

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

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



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

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

- (a) the admission of the students to the colleges and the levy of fees;
- (b) the courses of study leading to all degrees, titles, diplomas and other academic distinctions of the University;
- (c) the conditions of residence of students and the levy of fees for residence in hostels;
- (d) the conditions of recognition of hostels not maintained by the University;
- (e) the conditions under which the students shall be admitted to the courses of study leading to degrees, titles, diplomas and other academic distinctions of the University;
- (f) the conduct of examinations of the University and the conditions on which students shall be admitted to such examinations;
- (g) the manner in which exemption relating to the admission of students to examinations may be given;
- (h) the conditions and mode of appointment and duties of examining bodies and examiners;
- (i) the maintenance of discipline among the students of the University;
- (j) the fees to be charged for courses of study, research experiment and practical training and for admissions to the examinations for degrees, titles, diplomas and other academic distinctions of the University;
- (k) the qualifications and emoluments of teachers;
- (l) the conditions subject to which persons who may hereafter be permanently employed may be recognized as qualified to give instruction in affiliated colleges and approved colleges and hostels; and
- (m) any other matter which by this Act or the statutes is required to be or may be prescribed by the ordinances.



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34. (1) Save as otherwise provided in this section, ordinances shall be made by the Academic Council. Ordinances  
how made.

(2) All ordinances made by the Academic Council shall have effect from such date as may be fixed by the Academic Council, but every ordinance so made shall be submitted as soon as may be after it is made to the Syndicate and shall be considered by the Syndicate at its next meeting.

(3) The Syndicate shall have power by a resolution passed by a majority of not less than two-thirds of the members present at such meeting, to modify or cancel any such ordinance and such ordinance shall from the date of such resolution have effect in such modified form or be of no such effect as the case may be.

35. (1) The Syndicate and the Academic Council may make regulations consistent with the provisions of this Act, the statutes and the ordinances, for all or any of the matters which by this Act and the statutes and ordinances are to be provided for by regulations and also for any other matter solely concerning such authorities. Regulations  
how made.

(2) All such regulations shall have effect from such date as the Syndicate or the Academic Council, as the case may be, may appoint in that behalf.

(3) Each of the authorities referred to in sub section (1) shall make regulations providing for the giving of notice to the members thereof of the date of meeting and of the business to be considered at the meetings and for the keeping of the proceedings of the meetings.

(4) The Syndicate may direct the amendment in such manner as it may specify, of any regulation made under this section or the annulment of any regulation made thereunder by itself or by the Academic Council.



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### CHAPTER V

#### AUTHORITIES OF THE UNIVERSITY

(See Section 18 of the Tamil Nadu Physical Education and Sports University Act, 2004)

The authorities of the University shall be:

- 1) The Academic Council;
- 2) The Syndicate;
- 3) The Faculties;
- 4) The Board of Studies;
- 5) The Finance Committee;
- 6) The Planning Board.

#### 1. THE ACADEMIC COUNCIL

(See Section 19 of the Tamil Nadu Physical Education and Sports University Act, 2004 as amended under the Tamil Nadu Physical Education and Sports University (second amendment) Act 2007)

The Academic Council shall subject to the provisions of the Act and Statutes have the control and general regulation of teaching and examination in the University and be responsible for the maintenance of the standards thereon. In addition, it shall also act as the body to review the broad policies and programmes of the University.

#### CONSTITUTION OF THE ACADEMIC COUNCIL

- 1) The Academic Council shall consist of the Members as specified in Section 19 of the Act.
- 2) Powers and Functions (Section 20 of the Tamil Nadu Physical Education and Sports University Act, 2004):-

In addition to the powers and duties mentioned in the Act, the Statutes and the Ordinances, the Academic Council shall have the following powers, namely:-

- a) to make recommendations to the Syndicate to conduct Convocations for the conferment of degrees;
- b) to make recommendations to the Syndicate for the conferment of Honorary Degree of Doctor of Science / Literature (Honoris Causa) and other academic distinctions;





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- c) to make recommendations for the creation of additional faculties when found necessary, for the approval of the Syndicate;
- d) to make recommendations to the Vice-Chancellor to modify the regulations regarding admission of students into the University;

Provided the modifications are made in conformity with the rules and regulations of the Government that are already in force and that may be issued from time to time in this regard;

- e) to make recommendations for the approval of the Vice-Chancellor regarding the fixation, payment and receipt of fees and penalty for non-payment in time by the students of the University and affiliated colleges;
- f) to constitute committees for the institution of scholarships, fellowships, studentships, medals, prizes, grants-in-aid, etc., and to formulate rules for such awards from time to time;
- g) to advise the Syndicate on all academic matters;
- h) to make proposals to the Syndicate for framing ordinances for the conduct and standard of examinations and the conditions of residence of students;
- i) to make Regulations for the constitution and functions of the Faculties;
- j) to make Regulations for the encouragement of co-operation and reciprocity among University Colleges, Departments, Laboratories and Research Centres with a view to promote academic standards;
- k) to make Regulations regarding courses of study, examinations and the conditions on which students of University Colleges, Departments and Laboratories and Research Centres shall be admitted to examinations of the University;
- l) to approve, modify or reject the recommendations of boards of studies regarding text books and syllabi required to be prescribed under the regulations;
- m) to make proposals to the Syndicate for the framing of Ordinances, for the management of University Colleges, Laboratories, Libraries, Museums, Institutes of Research and Hostels instituted and managed by the University;
- n) to recommend to the Syndicate schemes for the constitution or reconstitution of departments of teaching;
- o) to advise the Syndicate on the promotion of research in the University;
- p) to receive and to consider reports from the Syndicate reviewing the courses of study and teaching of the University and the research work done in the University.



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### MEETINGS AND PROCEEDINGS

#### 3) MEETINGS OF THE ACADEMIC COUNCIL.

i) The Academic Council shall meet at least twice every year on such dates to be fixed by the Vice-Chancellor. One of such meetings shall be called the annual meeting. The Academic Council may also meet at such other times as it may, from time to time, determine.

ii) One-third of the total strength of the members of the Academic Council shall be the quorum required for a meeting of the Academic Council:

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

iii) The Vice-Chancellor may, whenever he thinks fit and shall upon a requisition in writing signed by not less than fifty per cent of the total members of the Academic Council, convene a special meeting of the Academic Council.

#### 4) NOTICE OF MEETINGS:-

The Registrar shall, under the direction of the Vice-Chancellor, give not less than two weeks notice of the date of an ordinary meeting.

#### 5) DATE FOR FORWARDING RESOLUTIONS:-

Any member who wishes to move a resolution on the item of the agenda at an ordinary meeting shall forward a copy of the resolution to the Registrar so as to reach him not less than twenty days before the date of the meeting. A member who has forwarded a resolution may, by giving a written notice, which shall reach the Registrar not less than two clear days before the date fixed for the despatch of the agenda paper, withdraw the resolution.

#### 6) RESOLUTION TO BE PLACED ON AGENDA PAPER:-

The Registrar, under the direction of the Vice-Chancellor, shall cause each resolution of which notice has been given which is in conformity of admissibility, to be placed on the agenda paper of the meeting at which it is to be moved.



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### 7) AGENDA PAPER:-

Not less than twelve days before the date of every meeting, the Registrar shall issue to every member an agenda paper specifying the day and the hour of the meeting and 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 Vice-Chancellor may bring any business which in his opinion is urgent before any meeting with shorter notice or without placing the same on the agenda paper.

### 8) NOTICE OF AMENDMENTS:-

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

### 9) AMENDED AGENDA PAPER:-

The Registrar shall, on the receipt of amendments prepare, under the direction of the Vice-Chancellor, an amended paper showing all the resolutions and amendment.

The Registrar shall supply copy of the amended Agenda to each member of the ACADEMIC COUNCIL not less than five clear days before the date of the meeting.

### 10) QUORUM:-

One third of the total strength of the members of the ACADEMIC COUNCIL shall be the quorum. In case, there is no quorum in a meeting, a second meeting shall be convened by giving 15 days notice and no quorum is required for such a meeting.

### 11) CHAIRMAN OF THE MEETING:-

The Vice-Chancellor shall preside at all meetings of the Academic Council. In the absence of the Vice-Chancellor, the ACADEMIC COUNCIL may elect one of the members present as the Chairman for that meeting.





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### BUSINESS OF MEETING

#### 12) ORDER OF BUSINESS:-

- Business brought forward by the Vice-Chancellor including business remitted by the Syndicate.
- Business brought forward by the Faculties.
- Business brought forward by the Board of Studies.
- Business brought forward by members of the Academic Council.

#### 13) PROCEDURE AT MEETINGS:-

- The procedure at meetings of the academic council shall be regulated generally by the procedure laid down for the Syndicate, so far as it is applicable. Members of the academic council attending a meeting shall sign in a Register kept for the purpose before they take their places at the meeting.
- The Registrar shall be the Ex-Officio Secretary of the academic council but shall not be deemed to be a member.
- The minutes and proceedings of the meeting shall be prepared within three weeks by the Registrar and circulated among the members after the approval of the Vice-Chancellor, or the Chairman who presides over the meeting.

### 2.THE SYNDICATE

(See Sections 22 to 24 of the Tamil Nadu Physical Education  
and Sports University, Act 2004)

- The Syndicate shall be the executive authority of the University to regulate and determine all the matters concerning the University in accordance with the Act.

#### (2) POWERS OF THE SYNDICATE:

In addition to the powers provided under Section 23 of the Tamil Nadu Physical Education and Sports University, Act 2004, the Syndicate shall exercise the following powers:

- Approve the institution of all the academic posts of the University, on the recommendation of the Academic Council / Vice-Chancellor;
- Create / redesignate / convert technical and non-technical posts not covered under sub-section (7) of section 23 of the Act and abolish or retrench such posts on the recommendation of the Vice-Chancellor;





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- c) The Syndicate shall normally meet at the place as decided by the Vice-Chancellor;
- d) The official members and other members of the Syndicate shall be paid Daily and Travelling Allowances on par with Group 'A' officers of the State Government at the rates, admissible under rules as approved by the Syndicate;
- e) The proceedings of the Syndicate shall be recorded by the Registrar and within seven days after the meeting, the signed copy shall be circulated among its members after approval by the Vice-Chancellor or the presiding officer as the case may be;
- f) The annual report of the University shall be prepared under the direction of the Vice-Chancellor and submitted to the Syndicate meeting at which it is to be considered.

### (3) MEETINGS OF THE SYNDICATE:-

- (a) The Syndicate shall meet at such times and places as decided by the Vice-Chancellor:  
Provided that the Syndicate shall meet at least once in every three months.
- (b) In case of urgency, the Vice-Chancellor may convene a special meeting at short notice;
- (c) The Vice-Chancellor if present shall preside over the meeting, but if the Vice-Chancellor is not present, the members present shall elect a presiding officer from among themselves.

### (4) QUORUM FOR THE MEETINGS:

One third of the members of the Syndicate shall be the quorum required for a meeting of the Syndicate. In case, if there is no quorum, a second meeting shall be convened by giving 15 days notice in advance and no quorum is required for such a meeting.

### (5) CONDUCT OF THE BUSINESS OF THE SYNDICATE:

The Conduct of business of the Syndicate and procedure for voting shall be mutatis mutandis of those prescribed for the conduct of the business of the Academic Council.

- (6) The Syndicate shall have powers to take action on its own motion or on receipt of complaints of any malpractice indulged in any way by any member of the Staff of the University or College / Research Departments of the University, Colleges affiliated, recognised and approved by the University or any Superintendent of the examinations or by an examiner or by any student of the University, College / Research Departments of the University or colleges affiliated to, recognised and approved by the University and take appropriate action thereon.



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### (7) SYNDICATE TO INCUR UNFORESEEN EXPENDITURE:

The Syndicate may incur expenditure outside or in excess of the provision made in the budget as approved by the Finance Committee in case such expenditure is unforeseen and does not involve recurring commitment, and subject also to the condition that it shall be reported to the Finance Committee for ratification. This is outside the Vice-Chancellor's discretionary fund.

(8) New scheme or project of any kind to be financed either in whole or in part by the University Grants Commission or by the Government or by the University shall be undertaken with the Finance Committee's approval. In the case of recurring commitment in regard to such projects, no such commitment shall be made or undertaken unless the State Government or the University Grants Commission grants would be forthcoming for meeting the recurring cost of the scheme, or other endowment or funds would meet the cost of such projects permanently.

### (9) PENSION, PROVIDENT FUND FOR STAFF:

The University shall institute for the benefit of officers, teachers and employees of the University such scheme of Pension-cum-Gratuity and Provident Fund as the Tamil Nadu Government may decide and approved by the Syndicate. The funds earmarked and invested for such purpose shall be deemed to be trust funds, and cannot be applied for any other purposes than those specified in the scheme or diverted for other purposes temporarily.

### (10) OPINION BY CIRCULATION:

It shall be open to the Vice-Chancellor, in urgent cases, to obtain the opinion of the Syndicate by Circulation. Such opinion together with the action taken thereon shall be reported to the Syndicate in the next meeting for information.



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### 3. THE FACULTIES OF THE UNIVERSITY:

#### 1) DETAILS OF THE FACULTIES

- i) The Tamil Nadu Physical Education and Sports University shall have the following faculties:-
  - a) Faculty of Physical Education;
  - b) Faculty of Yoga and Allied Health Sciences;
  - c) Faculty of Technology and Management;
  - d) Such other Faculties as may be instituted by competent authorities from time to time.
- ii) The Dean of the respective Faculty shall be responsible to the Vice- Chancellor for the various academic activities of the Faculty.
- iii) Each faculty shall consist of departments, which shall undertake teaching, research and extension education as recommended by the academic council and the Boards of Studies.
- iv) The courses and subjects of study under each of the Faculty shall be as prescribed from time to time by the ACADEMIC COUNCIL in consultation with the Boards of Studies of the respective Faculty.

#### 2) DEANS OF FACULTIES

(See Section 45 of the Tamil Nadu Physical Education and Sports University Act, 2004)

- a) The Dean shall be appointed by the Vice-Chancellor from among the Professors under the Faculty, and shall hold office for a period of three years and shall be eligible for reappointment:

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

- b) When the post of the Dean is vacant or when the Dean is by reason of illness, absence or any other cause unable to perform the duties of his office, the Vice-Chancellor may appoint a member of the Faculty who shall be any one of the Heads of Department in the Faculty to act as Dean and the person so appointed shall discharge the functions of the Dean in consultation with the Vice-Chancellor.
- c) The Faculty shall be reconstituted once in three years by the Syndicate.





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### 3) THE DEAN SHALL:

- a) i) be the Head of the Faculty and shall be responsible for the conduct and maintenance of the Standards of Teaching and Research in the Faculty;  
ii) will be nominated as Member of the Syndicate;  
iii) Preside over the meetings of the Faculty;
- b) co-ordinate and direct the work of the Departments under the Faculty and shall function under the overall control of the Vice-Chancellor;
- c) review from time to time the work and progress of the teaching and projects implemented in the departments along with the Heads of the Departments / Teachers / Researchers in every department under the Faculty;
- d) review the budget estimate of each department and propose such changes if any, for the effective implementation of the research projects or / and studies; and
- e) have the right to be present and to speak at any meeting of the Boards of Studies or the Committees of the Faculty, as the case may be, but shall not have the right to vote thereat unless he is a member thereof.

### 4) POWERS OF FACULTIES SHALL BE:

- a) to consider and report on any matter referred to it by the Syndicate, and by the Vice-Chancellor;
- b) to consider and co-ordinate the resolutions of the Boards of studies of the departments under its purview;
- c) to make recommendations to the Syndicate in all matters connected with the upkeep and improvement of standard in research and teaching;
- d) to endorse, add and recommend names of experts for evaluation of theses, books, research reports and academic work of teachers and research scholars;
- e) to recommend and to supplement the list of names of experts who can be invited as special fellows from India and elsewhere;
- f) to propose additions or alterations in the Statutes and laws pertaining to the improvement of research and studies in the University;
- g) to call for proposals for research and studies from the Boards of Studies on the Subjects dealt with by the Faculties;
- h) to remit any matter to the Boards of Studies on the subjects comprised of the Faculty, regarding research proposals and studies;





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- i) to suggest to the Syndicate new areas of research and arrange for programmes of work especially of interdisciplinary type;
- j) to appoint committees of the Faculty to consider and report on matters referred to them;
- k) to propose procedures to implement projects funded by outside agencies;
- l) To recommend to the Vice-Chancellor the calling of joint meetings of the Faculties to consider any matter of interest common to more than one Faculty.

### 5) MEETINGS:

- a) Every Faculty shall meet at least once in every academic year.
- b) The notice of every meeting shall be issued by the Registrar.
- c) (The Vice-Chancellor may at any time cause a meeting of a Faculty to be convened.)

### 6) JOINT MEETINGS:

- a) The Vice-Chancellor may direct two or more Faculties to hold a joint meeting for the disposal of any question affecting more than one Faculty.
- b) Notice for the joint meetings of two or more Faculties shall be issued by the Registrar.

### 7) NOTICE OF MEETING:

Fifteen days' clear notice shall be given for a meeting of the Faculty or for the joint meeting of the Faculties. The said meetings shall be presided over by the Vice-Chancellor and in his absence by any one of the Deans of the Faculties nominated by the Vice-Chancellor for that purpose.

### 8) QUORUM:

- a) One third of the members in the said Faculty forms the quorum.
- b) The quorum of the joint meeting of two or more Faculties shall be one third of the total number of members in the said faculties, no one member however being counted more than once.

### 9) PROCEDURE ON THE CONDUCT OF THE MEETINGS:

The conduct of Business at meetings of Faculties shall be regulated in accordance with the Statutes governing the meetings of the Syndicate wherever applicable.

### 10) RECORDING OF THE MEETINGS:

The Chairman of the meeting shall cause to record the minutes of the meeting. The minutes of the meeting shall be forwarded by the Registrar to the members of the Faculty / or the Faculties if it is a joint meeting.



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### 11) UNIVERSITY DEPARTMENTS OF STUDY AND RESEARCH:

A University Department of Study and Research shall be under the direct control of the University.

#### DEPARTMENTS

Different Departments shall be grouped under a faculty on the basis of related discipline and the Heads of the Departments shall be appointed by the Vice-Chancellor and shall be rotated once in three years. The Department shall be the primary unit of administration for the purpose of Education, Research and wherever necessary extension education in the particular field of knowledge.

### 12) SUBJECTS - PROVISION OF DEPARTMENTS:

There shall be University Departments of Study and Research in the following branches of knowledge:

- a) Department of Physical Education;
- b) Department of Yoga;
- c) Department of Exercise Physiology and Bio-mechanics;
- d) Department of Sports Management and Sports Psychology & Sociology;
- e) Department of Advanced Sports Training and Technology; and such other departments as required from time to time and approved by the authorities.

#### a) Suspension or Abolition of Professorship, etc.

The Syndicate shall have powers to abolish or suspend any Professorships, Associated Professorships, Assistant Professorships or other teaching posts on report from the Vice-Chancellor thereon.

#### b) Classification of Teachers:

The teachers of the University shall be classified as Professors, Associate Professors and Assistant Professors. The duties of the Associate Professors and Assistant Professors are to teach and to engage in research activities and extension activities. The duties of Professors shall include in addition to teaching, research and extension, the guidance and co-ordination of studies in their subjects in consultation with the colleagues.



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### c) Emeritus Professors:

Notwithstanding anything contained in the Statutes, it shall be competent for the Syndicate to appoint distinguished Professors of repute who have retired from service of this or any other University or affiliated colleges of this or any other University as Emeritus Professors on such terms as may be decided upon by the Syndicate.

### d) Honorary Teachers:

It shall be open to the Syndicate to appoint teachers in this University on payment of honorarium only (without salary) to take part in the work of the University in their respective subjects.

### e) Duties of Professors:

It shall be the duty of the University Professors,

- i) To deliver lectures, conduct classes, engage in research and any other academic work related to the Department;
- ii) To direct and supervise the work of research students in branches of knowledge related to the subject of their specialisation concerned; and
- iii) To make recommendations to the Academic Council and the Syndicate, if required, with regard to any course of study or examination of the University or on other matters relating to the subject connected with the respective areas of their specialisation.
- iv) Such other work assigned from time to time by the Vice-Chancellor.

### F) DUTIES OF ASSOCIATE PROFESSORS AND ASSISTANT PROFESSORS:

- i) The duties of the Associate Professors and Assistant Professors are to teach and to engage in research and extension work. They are also to guide and supervise the work of research students in branches of knowledge related to the subject and of such other work assigned by the Head of the Department and the Vice-Chancellor from time to time.
- ii) Nothing contained in the Statutes shall preclude the proper authority from entrusting any work connected with the University, academic or administrative, from time to time, to any member of the University.





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### 4. THE BOARDS OF STUDIES

- 1) a) There shall be a Board of Studies for each department or groups of related subjects in the University.
- b) The Board of Studies shall consist of the following members:
  - i) University Head of the Department of the concerned Faculty - Chairman.
  - ii) Dean of the concerned faculty - Ex-officio Member.
  - iii) Three Professors in the Department to be nominated by the Vice- Chancellor as Members on rotation.
  - iv) Two Associate Professors and One Assistant Professor in a Faculty to be nominated by the Vice-Chancellor on rotation.
  - v) One or more Deans / Head of the Departments of other Faculties of the University to be nominated by the Vice-Chancellor -Members on rotation.
  - vi) Two experts in the concerned subjects from outside the University within the State to be nominated by the Vice-Chancellor -Members.
  - vii) Two experts in the concerned subject outside the State to be nominated by the Vice-Chancellor - Members.

#### 2) TERM OF OFFICE:

Members of the Boards of studies other than Ex-officio members shall normally hold the office for a period of not exceeding three years 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/her membership if he / she leaves India or for other valid reasons such as transfer from this University area.

#### 3) CHAIRMANSHIP:

In the event of a vacancy in the post of the Chairman, the Vice-Chancellor shall appoint a Member of the Board to act as Chairman until a permanent arrangement is made.





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### 4) FUNCTIONS:

- 1) It shall be the duty of each Board of Studies,
  - i) To consider and report on any matter referred;
  - ii) To propose course of study for various programmes offered in the respective Faculty of the University;
  - iii) To propose Curricula of the University and advise the Academic Council with regard to all questions referred to in connection with the syllabi for various Under Graduate and Post Graduate Programmes;
  - iv) To recommend to the Syndicate persons suitable for appointment as Examiners in the subject with which it deals;
  - v) To recommend text books whenever necessary;
  - vi) To make recommendations in regard to courses of study, regulations and panel of examinations in the subject with which it deals;
- 2) The Board of studies shall exercise such other powers and perform such other duties as directed by the Academic Council and the Syndicate;

### 5) MEETINGS:

Meetings of Boards of studies shall be convened by the Registrar under the 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 dealing urgent with any University business, the Vice-Chancellor may direct the Registrar or any other officer of the University to act as convenor.

### 6) QUORUM

Three members shall form a Quorum for any meeting of the Boards of Studies. In case there is no Quorum the Vice-Chancellor may co-opt available subject experts locally. The members present shall discuss the agenda for the meeting and the minutes of the discussion shall be circulated among members of the Board, with agenda, for information.

### 7) MINUTES OF THE MEETING:

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.



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### 8) OPINION BY CIRCULATION:

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 in the next meeting.

### 9) DECISIONS OF THE BOARD ONLY RECOMMENDATORY IN NATURE:

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

10) There shall also be a Board of Research studies common to all the branches of studies other than the one mentioned in 1(a). This board shall not have more than ten members. The functions of this board shall be prescribed by the Syndicate from time to time. However, the following shall ordinarily be the functions of the Board of Research studies:-

- (a) To advise the Vice-Chancellor and the Syndicate on all matters concerning the research programmes undertaken in the University departments and departments of research in the affiliated and constituent colleges and centres of research recognised by this University and formulate the rules governing research degrees.
- (b) To plan for inter-disciplinary research programmes.
- (c) To make recommendations with regard to general guidelines to be followed in making selection of research students for admission and for award of fellowships.



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### 5. THE FINANCE COMMITTEE

(SEE SECTION 27 OF THE TAMIL NADU PHYSICAL EDUCATION AND SPORTS UNIVERSITY ACT, 2004)

1) THERE SHALL BE A FINANCE COMMITTEE AS PROVIDED FOR IN SECTION 27 OF THE ACT.

2) SECRETARY:

The Finance Officer of the University shall be the ex-officio Secretary of the Finance Committee but he shall not be deemed to be a member of the Committee.

3) CONVENING OF MEETINGS OF THE FINANCE COMMITTEE:-

- a) The meeting of the Finance Committee shall be convened by the Vice-Chancellor. The meetings shall normally be convened in January to consider the Financial Estimates and in July to consider the annual accounts, budget estimate, revised estimate, etc. and at such other times as the Vice-Chancellor may consider necessary.
- b) A week's notice of the meeting shall ordinarily be given but the Vice-Chancellor may convene the meeting at a short notice.
- c) In all questions coming up for consideration, the majority decision shall prevail. In the event of a tie, the Vice-Chancellor shall have a second and casting vote.
- d) The procedure regarding the conduct of meeting of the Syndicate shall wherever applicable be applied to the meetings of the Finance Committee.

4) A) POWERS AND DUTIES:

The powers and duties of the Finance Committee shall be as provided for in the Act.

B) ANNUAL ACCOUNTS: (SECTION 26 OF THE ACT)

- i) The annual accounts prepared by the Finance Officer shall be submitted to such examination and audit as the Government may direct and a copy of the annual accounts and audit reports shall be submitted to the Government/Finance Committee.
- ii) The Finance Officer shall, before such date as may be specified by the Vice - Chancellor, prepare the annual financial estimates for the ensuing year.
- iii) The annual accounts and the annual financial estimates prepared by the Finance officer shall be placed before the Syndicate together with the remarks of the Finance Committee for approval and the Syndicate may pass a resolution with reference thereto and communicate the same to the Finance Officer who shall take action in accordance therewith:



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Provided that it shall be competent to the Syndicate to remit any matter for the consideration of the Finance Committee.

- c) To perform such other functions and exercise such other powers assigned to it by the Syndicate from time to time concerning financial matters.

### 5) MINUTES OF THE MEETINGS:

Minutes of the meeting shall be recorded by the Finance Officer, and within seven days after the meeting shall be circulated among the members after approval by the Vice-Chancellor. The finance officer shall transmit immediately after each meeting a copy of the minutes to the Registrar, who shall place the same before the Syndicate at its next meeting.





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### 6. THE PLANNING BOARD.

(SEE SECTION 28 OF THE TAMIL NADU PHYSICAL EDUCATION AND SPORTS UNIVERSITY ACT, 2004)

- 1) There shall be constituted a Planning Board of the University which shall advise generally on the planning and development of the University and review the standard of education and research in the University.
- 2) The Planning Board shall consist of the following members, namely:-
  - a) the Vice-Chancellor, who shall be the Ex-officio chairman of the Board; and
  - b) not more than eight persons of high academic standing.
- 3) the members of the Planning Board shall be appointed by the Chancellor and shall hold office for such period as he may determine.
- 4) The Planning Board shall, in addition to all other powers vested in it by the Act, have the right to advise the Syndicate and the Academic Council on any academic matter.
- 5) The Board shall have the following powers:
  - a) to advise generally on the planning and development of the University;
  - b) to keep under review the standard of education and research in the University; and
  - c) to advise the Syndicate and Academic Council on any academic matter.

#### 6) MEETING AND MINUTES:

- a) The Board shall meet at least once in a year;
- b) The Registrar shall issue the notice for convening the meetings of the board;
- c) The minutes shall be prepared by the Registrar, with the approval of the Vice-Chancellor, or the Chairman who presides over the meeting, and circulated among its members within ten days after the meeting.



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### TNPESU – POLICIES



தமிழ்நாடு உடற்கல்வியியல் மற்றும் விளையாட்டுப் பல்கலைக்கழகம்  
**TAMIL NADU PHYSICAL EDUCATION AND SPORTS UNIVERSITY**  
(Estd. by the Govt. of Tamil Nadu Under Act No.9 of 2005. A State Govt. University)

## POLICIES

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## RESEARCH PROMOTION POLICY



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### **Tamil Nadu Physical Education and Sports University Chennai - 600127**

#### **RESEARCH PROMOTION POLICY**

##### **1. Preface :**

Tamil Nadu Physical Education and Sports University promotes research among the faculty members and research scholars by creating vibrant and scientific atmosphere. Reputation of any educational institution depends on scholarship, research productivity and innovation. The success of a University in attaining its objectives is greatly contingent upon the alignment of the faculty with all the aspects of research initiatives, being undertaken at the university. Therefore, the present research policy aims to help Tamil Nadu Physical Education and Sports University to achieve excellence and contribute to organisations and society.

##### **2. Definition of Terms:**

Research Promotion indicates the schemes and activities which promote general and academic research in the university.

##### **3. General Research Policy**

1. Focus on research along with academic curricula to serve the society in general and to promote and develop skill and knowledge in research activities among scholars and compulsory element of research work in Master's programme- dissertations and thesis and miniprojects - both individual and group -even in undergraduate level.
2. Following strictly the modalities of Regulations and Norms proposed by University Grants Commission for the admission of research scholars and for guideship by eligible supervisors.
3. Networking with educational researchers, universities, academic bodies and research institutions in higher education in India and abroad, international institutions and





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organizations in order to facilitate improved co-operation between all partners involved in higher education development and management and exchange of experiences and challenges in research through Memorandum of Understanding facilitating research collaborations and exchange programmes.

4. Subscription to important peer reviewed international and national journals both in print form and e-form by the University library for reference work by the scholars.
5. Submission of research proposals by faculty members and scholars to funding agencies and Institutional support in the form of infrastructure and Internal Research Funding facilities to members who undertake funded projects .
6. Encouragement to scholars to apply for research fellowships and grants.
7. All individual and institutional research activities to be integrated with the vision of the University in order to create and disseminate knowledge, new thoughts, perceptions and methodologies to meet the needs of the society and challenges of the globe through outreach activities.
8. Strengthening of both basic and applied research.
9. Providing a base for introducing an inquisitive spirit, creative novel ideas and transformative approach in all disciplines of Sciences, Home Science, Humanities, Education and Engineering with inter disciplinary approach in research
10. Promoting execution of the national vision regarding research policies ∞ Adoption of all possible elements in the curricula that nurture research at all levels of education
11. Encouragement of academia-research- industry partnership through trainings, exchange of knowledge, expertises through special lectures by resource persons and infrastructure facilities related to research and development.
12. Encouragement of consultancy projects involving the expertise and research knowledge of the faculty as the major input and sharing of the revenue thus generated between the



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faculty involved in research and the institution which is a striking feature of the research policy of the University.

13. Ensuring by the University that we have the resources and support to fulfil the potential in order to remain at the forefront of the national research community.
14. Facilitating the sharing and transfer of knowledge including dissemination of information on research and innovations, case studies and effective practices among various stakeholders at state, national and international levels through the print and electronic forms as journal articles and text books and through conduct and participation in seminars and conferences.
15. Establishing and monitoring of Intellectual Property Rights Cell, Human and Animal Ethical Committees and Research Advisory Committee in order to streamline research activities of the University.

### **4. Committees for Promotion of Research**

- 1.1 Research Alliance: The research alliance of this University consists of Voce Chancellor, Heads of the Department, Research Coordinator and Experts to lead the university research activities and to solve the issues related to general and academic Research of this University
- 1.2 .Departmental Research Committee shall tune up the ideas of the research aspirants and will provide necessary access to the research by conducting discussion for allotment of guides
- 1.3 Doctoral Committees consists of experts takes the responsibilities of brain storming the research ideas of the scholar into a socially contributing research titles, may also monitor the progress of the scholar though out the programmes
- 1.4Travel Grant and Seed Money Committee The Travel Grant and Seed Money Committee is constituted by the Vice Chancellor to scrutinize the applications of the faculty members in getting financial assistance for either International or National travel under UGC unassigned Travel Grant Scheme for attending International or National Academic Conferences/Seminars/Symposia/ Workshops and to promote research in the University.



# TAMIL NADU PHYSICAL EDUCATION AND SPORTS UNIVERSITY

Melakottaiyur, Chennai-127

## CRITERION 6 - GOVERNANCE, LEADERSHIP AND MANAGEMENT KEY INDICATOR – 6.2.1

1.5. Institutional Ethics committees: Institutional Ethics committees as per UGC/ ICMR guidelines is looking after the ethical issues of the research activities in the University.

### **5. Objectives of the Research Promotion Policy**

a. To provide support to teachers/technical officers/administrative staff/all administrative officers of the University from administration, finance and examination sections for participating in international conference/seminars/symposia/workshop held abroad.

b. International travel fare and maintenance to teachers selected under international collaboration exchange programmes of CSIR, ICMR, TANII and other agencies.

c. International travel grant to teachers and officers for attending training programmes.

d. Support to teachers/ scientific/ technical officers and administrative staff for workshops held in India.

e. Incentive to Teachers who receive state, national and international recognitions /awards for their exemplary research contributions as per the approval of finance and syndicate committee of the University.

f. Plagiarism Check as per the UGC guidelines : The Plagiarism Check is carried out in the research reports submitted by the Research Scholars and faculty members with the UGC approved software.

g. Grants and Seed money for the promotion of research is applied in the University as per the approval of finance and syndicate committee of the University.

h. Research ethics is included in the research methodology course work of the research scholars in this University.

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## CRITERION 6 - GOVERNANCE, LEADERSHIP AND MANAGEMENT KEY INDICATOR – 6.2.1



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TAMILNADU PHYSICAL EDUCATION AND SPORTS UNIVERSITY, CHENNAI

Accredited with "B++" Grade by NAAC

India's First State University in Physical Education and Sports

### TNPESU INSTITUTIONAL ETHICS COMMITTEES

The Basic Responsibility of an Institutional Ethics Committee (IEC) is to ensure a competent review of all ethical aspects of the project proposal received by it in an object manner. IECs should provide advice to the researchers on all aspect of the welfare and safety of the research participant after ensuring the scientific soundness of the proposed research through appropriate scientific review committee. In institutions where this is lacking, the IEC may take up the dual responsibility of review of both, the scientific content and ethical aspects of the proposal. It is advisable to have separate committees for each, taking care that the scientific review precedes the scrutiny for ethical issues. The scientific evaluations should ensure technical appropriateness of the proposed study. The IECs should specify in writing the authority under which the committee is established.

**The Responsibilities of an IEC can be defined as follows:-**

1. To protect the dignity, rights and well being of the potential research participants.
2. To ensure that universal ethical values and international scientific standard are expressed in terms of local community values and customs.
3. To assist in the development and the education of a research community responsive to local health care requirements.

The IECs should be multidisciplinary and Multi-sectorial in compositions. Independence and competence are the two hallmarks of an IEC. The number of the person in an ethics committee should be kept fairly small (8-12 members). It is generally accepted that a minimum of five persons is required to form the quorum without which a decision regarding the research should not be taken. The IEC should appoint from among its members a Chairman who should be from outside the institutions and not head of the same institutions to maintain the independence of the committee. The Member Secretary should be from the same institutions and should conduct the business of the committee. Others members should be mix of Medical / Non – Medical, specific persons including lay persons to represent the different points of view. The compositions may be as follows.

Vice - Chancellor

Tamil Nadu Physical Education and Sports University  
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1. Chair Person
2. One-Two Persons from Basic Medical Science Area
3. One-Two Clinicians from Various Institutes
4. One Legal Experts or Retired Judge
5. One Social Scientist / Representative of Non Government Voluntary Agency
6. One Philosopher / Ethicist / Theologian
7. One Lay Person from the Community
8. Member – Secretary

The Guidelines for preparing standard operating procedures for Institutional Ethics Committee (IEC) for Human Research of Indian Council for Medical Research (ICMR) will be followed for clearing the research proposals.

Vice - Chancellor

Tamil Nadu Physical Education and Sports University  
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### TNPESU CODE OF CONDUCT

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## CODE OF CONDUCT FOR STUDENTS, TEACHERS AND NON-TEACHING STAFF



# TAMIL NADU PHYSICAL EDUCATION AND SPORTS UNIVERSITY

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## CRITERION 6 - GOVERNANCE, LEADERSHIP AND MANAGEMENT KEY INDICATOR – 6.2.1

### **Tamil Nadu Physical Education and Sports University Chennai - 600127**

#### **Code of Conduct for Students, Teachers and Non- Teaching Staff**

##### **1. Preface**

Tamil Nadu Physical Education and Sports University Code of conduct for Students, Teachers and Non-Teaching Staffs drawn to ensure proper and smooth functioning of the University and to preserve the goodwill and reputation of the University.

##### **2. Definition of Code of conduct**

A code of conduct is a legal document that provides guidelines on acceptable behaviors of individuals in an organization.

#### **SECTION - A**

##### **CODE OF CONDUCT FOR STUDENTS.**

1. Students, (Men, Women and Transgender) should attend the University decently dressed up. They should adhere to the cultural values and ethos of the University.
2. Students are required to attend the class punctually. Latecomers will be admitted only in exceptional cases and with the permission of the Heads of Departments.
3. All the applications for leave shall be made in writing in advance and shall include the details of the reason ,name, roll number and duration of leave .and it shall be endorsed by the Heads of Department/Deputy warden of the Hostel. Any medical leave shall be supported by a certificate issued by an authorized medical practitioner
- 4.. The Students are required to attend the classes on the re opening of the University and on the closing day of every semester compulsorily.
- 5 If the students are attending any curricular co- curricular and extra curricular activities, they should submit the on duty letter in the prescribed format duly signed by the staff in charge to the authorities in advance.
6. Loitering on Verandahs, canteens, hostel blocks corridors, stair case, play fields other passages and other places should be avoided as it disturbs the academic atmosphere in the





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campus. Strict action will be initiated against students who are found in the above places during the class hours.

7. While moving from one class to another, strict silence must be observed.

8. Whenever the students are free, they are expected to go to the Library. During free periods, they are advised to train themselves in physical activities in the ground.

9. While inside the class rooms, the students should avoid unnecessary gossip, speech that would disturb their focus and attention, besides causing nuisance to the other class students and teachers.

10. Students are required to go through all the circulars exhibited on the Notice Board and act accordingly.

11. Use of Cell phones by Students inside the class rooms, whether the classes are on or not, and in the examination rooms are strictly prohibited. Cell phones would be seized, if students are found using them inside the Class rooms./examination rooms

12. Possession of Cell phones or any other book or papers inside the examination Hall is strictly prohibited. Bringing and keeping the cash and other valuables in their bags at the time of University examinations will be students own risk. Students are therefore advised not to bring cell phones and other valuables at the time of University examinations.

13. Students are warned that smoking, drinking, using drugs are injurious to health and therefore using them anywhere and at time is dangerous. Use of Tobacco, alcohol, drugs inside the University is strictly forbidden.

14. Students should not involve in any form of ragging inside or outside the campus.

15. Collection of cash or donations for any purpose by the Students are not permitted.

16. The tuition fees, hostel fees, mess fees should be remitted in time. If they don't remit the fees in time, their names will be removed from the enrolment list and transfer certificate will be issued to them.

17. The students should park their vehicles in the area allotted. They are advised not to indulge rash driving.

18. Students during their stay in the university should not exchange greeting cards, photographs, gifts, articles or letters with the students of opposite sex gossiping of any kind should be avoided during sports events, tour, travel, rehearsal for fine arts etc.

19. The Students should not either make or receive payments unlawfully





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20. The Students are forbidden from organizing any meeting in the University campus for any purpose without the prior permission of the authorities of the University.

21. No student shall enter the administrative office and building except on business and at the stipulated time and with the prior permission of the Head of Department.

22. Any property lying and unclaimed by any one should be handed over to the authorities

23. Students should exercise utmost care in handling furniture/ equipment/ apparatus/ sports goods. All breakages, losses and damages shall be reported to the Head of Department at once.

24. The Students should switch off the fans and lights when they leave the classrooms and hostel rooms.

25.. Every student should wear the Identity card issued with his/her photo affixed on it duly attested by the authorities are expected to wear their rope identity cards inside and outside the class. They should be shown on demand while transacting business at the bank or in the University office library, while applying for railway/bus pass, while participating in inter-Universities events and other tournaments. This ID card shall be carried by the Students while entering into the University Examination without which their entry hall may be denied. It should be shown to the security staff manning the University gates.

26.. If any student has any grievance, he/her should approach the concerned Students redressal Cell or the Head of Department.

27. Students are strictly forbidden from participating any political agitations of all kinds.

28. If any student found attending any political meeting or engages in any political activity and conduct herself/himself in a way which is detrimental to the University functioning severe action will be taken

29. Organized absence from the classes and soliciting absence from other Students are also serious breach of discipline which may lead to drastic action.

30.. Students should not resort to any method of protest for whatever reason. If they have any problems and issues, they should address the Student Grievance Redressal Cell and the Head of Department.

31. The Students should not air any of the problems or issues on the social media such as face book, twitter, U tube or in the press.

32.. The students should not indulge in any activity or any act of indiscipline which may bring disrepute to the University.



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33. Students should not indulge in any violent activity or group violence. The students found involved in violent behavior inside or outside the campus and in group violence inside the camp leading to bloody clashes, would be severely dealt with.

### SECTION - B

#### CODE OF CONDUCT FOR TEACHING STAFF

1. Teaching faculty should handle the subjects assigned to them as per the time table.
2. They should complete the syllabus in time. They should produce good results in the subjects handled by them and are accountable for the same.
3. Mentor and Mentee system shall be effectively implemented. They should monitor the respective group of students who are attached to them.
4. Assignment topics for each course are to be given to the students within a week of the beginning of the semester
5. Assignments should be written in the Note books, the note books are to be collected from the students in time and returned to them after correction.
6. Internal tests are to be conducted in a semester. Answer books are to be valued and marks are to be informed to the Students. Marks for the assignments, internal test, seminars if any attended are to be entered in the counseling report.
7. Teaching faculty should help, guide, encourage and assist the students to ensure that the teaching learning process is effective and successful. Value based education should be their motto.
- 8.. They should maintain decorum both inside and outside the class room and set a good example to the students.
9. They should carry out other academic, co-curricular, organizational activities and extension activities that may be assigned to them from time to time.
10. They should report in time to duty as per the working hours prescribed and should be available in the campus unless and otherwise they are assigned duties elsewhere.
11. They should obtain written permission for reporting late in the morning or leaving early in the evening without detriment to their duties. This is subject to restrictions regarding frequency permission for going out of the University shall not be given during office hours.
12. They should remain in the University campus throughout the University hours.



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13. Prior written permission is required at least a day in advance while availing CL or OD,
14. Not all staff members will be allowed to go on OD/on leave on a particular day.
15. No teaching faculty should involve himself/herself in any act of moral turpitude on his/her part or bring discredit/disrepute to the University.
16. No Associations shall be formed without the permission of the University.
17. No Teaching faculty should involve himself/herself in any form of political activity inside or outside the campus. They shall not be associated with any political party or any organization which takes part in politics or shall subscribe to or assist in any other matter any political movement
18. No teacher shall contest or participate in or canvass for any election.
19. No teaching faculty shall bring or attempt to bring any political or other influence on his superior authority in respect of the individual service interests,
20. No teacher shall engage himself or participate in any activity which is anti secular or which tends to create disharmony in society or in any demonstration which is prejudicial to the interest of the Nation and Integrity of India. the security of States, friendly relation with foreign states, public order, decency, or morality or which involves contempt of court defamation or incitement of an offence.
21. No one employed in this University shall indulge in any criticism of the policies of the Government /University either directly or indirectly or participate which brings disrepute to the Government/University
22. No teaching faculty shall discriminate against any student on grounds of caste, creed, sect, religion, sex, nationality or language.
23. No teaching faculty shall incite students against the other students, teacher or the University authorities
24. They should assess impartially the performance of the students in tests, examinations, assignments, practical's, dissertations, thesis etc. He should not indulge in over making, under making or other attempts at victimization on any ground.
25. After the results are published, the Heads of Departments should examine the results of their Departments and discuss with the other teaching faculty in the Department meetings how to improve the progress of the students and to take follow up action.



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26. They should not resort to threats of physical harms, forcible detention, harassment, intimidation, sexual harassment of any staff, or students of the University with the intention of interfering with the performance of his duties.

27. No one shall indulge in any criticism of the University administration in such a manner as savours of defiance and insubordination or causes or is likely to cause embarrassment to the administration. Further, No teaching faculty shall in any radio broadcast or any document publish anomalously or in his own name or in the name of any other person or in any communication to the press make any statement or public utterance or express an opinion

(i) which is in the name of character assassination reflection on the personal life of his superiors or

ii) Which is in the nature of criticism of individuals as distinct from policy decision. provided that nothing on this shall apply to any statement made or view expressed by a teacher in his official capacity or in the due performance of the duties assigned to him on academic matters.

28. No teaching faculty except in accordance with any general or special orders of the University or in the performance of good faith or duties assigned to him divulge or communicate directly or indirectly any official documents or other confidential information whatsoever to any teacher or to any other person to whom he is not authorized to divulge or communicate it shall be the duty of the everyone to honour the confidence reposed in him by the University and not to divulge any information obtained by him in the course of official duties to make use of which would be improper.

29. No teaching staff shall refuse to carry out the decision of the appropriate administrative or academic bodies of the University.

30. They should attend the University neatly dressed and adopting the dress regulations as per the occasion demands.

31. No one shall send circulars/distribute pamphlets/handbills to the staff, organize meetings in the campus without the permission from the authorities of the University.

32. A teaching faculty who gets involved in certain criminal proceedings shall immediately inform the University irrespective of the fact whether he has been released on bail or not.

33. No teaching faculty shall except with the previous sanction of the University shall have recourse to any court of law or the press for the vindication of any official act which has been subject matter of adverse criticism or an attack of defamatory character

34. The Teaching faculty are barred from using cell phones inside the class rooms

35. They should always wear identity badges inside the University campus.





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36. The HODs should submit the Departments time table and individual teacher time table to the University on the last working day of the previous semester. Any change must also be reported in writing.

37. The Teaching faculty shall attend, department academic meetings, seminars workshops etc and also University functions like Sports day, University day, Independence day, Republic day celebrations etc without fail.

38. For making any representation, they should make it only after class hours and should desist meeting the University Authorities as a group.

39. The HODs are responsible for all the properties belonging to their department. It is their responsibility to keep them clean and in working order. Any loss or damage to the property like, tables, chairs, laboratory equipments, electrical appliances etc shall be reported to the Registrar in writing immediately.

40. All the department meeting shall not be convened during class hours.

41. They should attend any work assigned to them in connection with an examination conducted by the University.

42. No teaching staff employed in this University shall engage directly or indirectly in any trade, or business in private tuition works.

43. An 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 shall not accept while in University service additional employment or any employment on part time basis with or without emoluments or honorary work without previous sanction of the Vice Chancellor or any other authority in writing.

44. Every employee shall at all times maintain absolute integrity and devotion to duty. The whole time of the University employee is at the disposal of the University which pays him/her and he/she may be employed in any manner required by the proper authority without claim for additional remuneration.

45. NO employee shall indulge his/her private affairs avoiding habitual indebtedness or insolvency. Any employee who becomes the subject of a legal proceeding shall forthwith report the facts of the case to University.

46. No university employee shall except with the previous sanction of the Vice Chancellor or of the prescribed authority ask for or accept contributions or otherwise associate himself/herself with the raising of funds or other collections in cash or in kind in pursuance of any object whatsoever.



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## CRITERION 6 - GOVERNANCE, LEADERSHIP AND MANAGEMENT KEY INDICATOR – 6.2.1

47. No employee of this University shall accept or permit any member of his/her family or any person acting on his/her behalf to accept any gift.

### SECTION - C

#### CODE OF CONDUCT FOR NON TEACHING STAFF

1. The Non- Teaching Staff should report in time to duty as per the working hours prescribed and should be available in the campus unless and otherwise they are assigned duties elsewhere by the University Authorities.

2. They should obtain written permission for reporting late in the morning or leaving early in the evening without detriment to their duties. This is subject to restrictions regarding frequency permission for going out of the University shall not be given during office hours.

3. They should remain in the University campus throughout the University hours.

4. Prior written permission is required at least a day in advance while availing CL or OD.

5. Not all staff members will be allowed to go on OD/on leave on a particular day.

6. No non-teaching should involve himself/herself in any act of moral turpitude on his/her part or bring discredit/disrepute to the University.

7. No Associations shall be formed without the permission of the University.

8. No non-teaching staff should involve himself/herself in any form of political activity inside or outside the campus. They shall not be associated with any political party or any organization which takes part in politics or shall subscribe to or assist in any other matter any political movement

9. No non-teaching shall contest or participate in or canvass for any election.

10. No non-teaching shall bring or attempt to bring any political or other influence on his superior authority in respect of the individual service interests,

11. No non-teaching shall engage himself or participate in any activity which is anti secular or which tends to create disharmony in society or in any demonstration which is prejudicial to the interest of the Nation and Integrity of India, the security of States, friendly relation with foreign states, public order, decency, or morality or which involves contempt of court defamation or incitement of an offence.



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12. No one employed in this University shall indulge in any criticism of the policies of the Government /University either directly or indirectly or participate which brings disrepute to the Government/University

13. No non-teaching staff shall discriminate against any student on grounds of caste, creed, sect, religion, sex, nationality or language.

14. No non-teaching staff shall incite against the other staff or the University authorities

15. They should not resort to threats of physical harms, forcible detention, harassment, intimidation, sexual harassment of any staff, or students of the University with the intention of interfering with the performance of his duties.

16. No one shall indulge in any criticism of the University administration in such a manner as savours of defiance and insubordination or causes or is likely to cause embarrassment to the administration. No teaching faculty shall in any radio broadcast or any document publish anomalously or in his own name or in the name of any other person or in any communication to the press make any statement or public utterance or express an opinion

(i) Which is in the name of character assassination reflection on the personal life of his superiors or

ii) Which is in the nature of criticism of individuals as distinct from policy decision. provided that nothing on this shall apply to any statement made or view expressed by a teacher in his official capacity or in the due performance of the duties assigned to him on academic matters.

17. No teaching faculty except in accordance with any general or special orders of the University or in the performance of good faith or duties assigned to him divulge or communicate directly or indirectly any official documents or other confidential information whatsoever to any teacher or to any other person to whom he is not authorized to divulge or communicate such document or information. It shall be the duty of the every one to honour the confidence reposed in him by the University and not to divulge any information obtained by him in the course of official duties to make use of which would be improper.

18. No non-teaching staff shall refuse to carry out the decision of the appropriate administrative or academic bodies of the University.

19. They should attend the University neatly dressed and adopting the dress regulations as per the occasion demands.

20. No one shall send circulars/distribute pamphlets/handbills to the staff, organize meetings in the campus without the permission from the authorities of the University.





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21. A non-teaching faculty who gets involved in certain criminal proceedings shall immediately inform the University irrespective of the fact whether he has been released on bail or not.
22. No non-teaching faculty shall except with the previous sanction of the University shall have recourse to any court of law or the press for the vindication of any official act which has been subject matter of adverse criticism or an attack of defamatory character
23. They should always wear identity badges inside the University campus.
24. The non-teaching faculty shall attend, department meetings, University functions like Sports day, University day, Independence day, Republic day celebrations etc without fail.
25. For making any representation, they should desist meeting the University Authorities as a group.
26. The Section heads are responsible for all the properties belonging to their department. It is their responsibility to keep them clean and in working order. Any loss or damage to the property like, tables, chairs, electrical appliances etc shall be reported to the Registrar in writing immediately.
27. They should attend any work assigned to by the authorities
28. No non-teaching staff employed in this University shall engage directly or indirectly in any trade, or business, in private tuition works.
29. An 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 shall not accept while in University service additional employment or any employment on part time basis with or without emoluments or honorary work without previous sanction of the Vice Chancellor or any other authority in writing.
30. Every employee shall at all times maintain absolute integrity and devotion to duty. The whole time of the University employee is at the disposal of the University which pays him/her and he/she may be employed in any manner required by the proper authority without claim for additional remuneration.
31. NO employee shall indulge his/her private affairs avoiding habitual indebtedness or insolvency. Any employee who becomes the subject of a legal proceeding shall forthwith report the facts of the case to University.
32. No university employee shall except with the previous sanction of the Vice Chancellor or of the prescribed authority ask for or accept contributions or otherwise associate himself/herself with the raising of funds or other collections in cash or in kind in pursuance of any object whatsoever.





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32. No employee of this University shall accept or permit any member of his/her family or any person acting on his/her behalf to accept any gift.

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## POLICY ON SYSTEMS AND PROCEDURES FOR MAINTAINING AND UTILIZING PHYSICAL, ACADEMIC AND SUPPORT FACILITIES



# TAMIL NADU PHYSICAL EDUCATION AND SPORTS UNIVERSITY

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## CRITERION 6 - GOVERNANCE, LEADERSHIP AND MANAGEMENT KEY INDICATOR – 6.2.1

### **Tamil Nadu Physical Education and Sports University Chennai – 600127**

#### **Policy on Systems and Procedures for Maintaining and Utilizing Physical, Academic and Support facilities**

##### **1. Preface**

Tamil Nadu Physical Education and Sports University has extraordinary infrastructure facilities to deliver teaching, learning and research activities. The University campus infrastructure facilities and its utilization of physical, academic, classrooms, computers, Laboratory, Library and sports complex are maintained systematically with effective supervision.

##### **2. Definition of Physical, Academic and Support Facilities**

*Physical facilities include buildings, their internal configuration, building support systems and major equipment. Academic facilities include class rooms, staff rooms, conference / seminar halls, Library and Laboratories. Support facilities include Play Field / Sports Complex and Gym.*

##### **3. Maintenance of Physical Facilities:**

As per the direction of the University authorizes, the camp supervisor and his support staff are asked to maintain the Physical facilities of the University. This University has taken a step to appoint a Civil Engineer specifically to look after the campus maintenance. The Plumber cum Electrician is instructed to take care of the pipelines, motors, water tank, generator, lights. Support staff are asked to maintain sewage and drainage system periodically..

The cleanliness of the campus and class rooms, laboratories, playfields, sports facilities are maintained by the outsourcing staff appointed by the University under the direction of various Head of the Departments. All the out sourcing staff are made available on all days except Sunday. The plants, trees and Green garden are maintained by the gardeners who are appointed through outsourcing.



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Staff in-charge of transport with drivers are instructed to monitor and maintain various vehicles of this University. Greenery of the campus is increased by periodical tree plantation work.

### **4. Maintenance of Academic Facilities (Class rooms, furniture, Library and laboratories)**

Respective department staff are instructed to maintain Class room with furniture, teaching aids and laboratories and supervised by the Head of the Department. Staff of the respective Department are instructed to monitor effective utilization of the laboratories. Students optimally utilize all the class rooms during all working hours and are also instructed to keep the class rooms clean.

### **5. Maintenance of Computers:**

Staff in charge for Computer laboratory is directed to maintain the computers in the Computer center, various departments, library and the laboratory. He/ She will be assisted by the university administrative section office staff. E wastes must be discharged properly under the supervision of the nominated committee.

### **6. Maintenance of Play Field / Sports Complex and Gym:**

Staff in charge along with support staff are instructed to maintain the university outdoor play fields, indoor stadium and men and women Gym separately.

### **7. University Play Grounds for the Use of Public and other Institutions on Rental Basis**

*The University play grounds facilities may be extended for the use of public and other institutions on rental basis without disturbing the regular activities of the university,. The rents for the various facilities are approved by the finance and syndicate of this university time to time.*

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# TAMIL NADU PHYSICAL EDUCATION AND SPORTS UNIVERSITY

Melakottaiyur, Chennai-127

## CRITERION 6 - GOVERNANCE, LEADERSHIP AND MANAGEMENT KEY INDICATOR – 6.2.1

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## E-GOVERNANCE POLICY



# TAMIL NADU PHYSICAL EDUCATION AND SPORTS UNIVERSITY

Melakottaiyur, Chennai-127

## CRITERION 6 - GOVERNANCE, LEADERSHIP AND MANAGEMENT KEY INDICATOR – 6.2.1

**Tamil Nadu Physical Education and Sports University  
Chennai - 600127**

### **E-GOVERNANCE POLICY**

#### **1. Preface**

E-governance is the application of information & communication technologies to transform the efficiency, effectiveness, transparency and accountability of informational & transactional exchanges with in government, between govt. & govt. agencies of National, State, Municipal & Local levels, citizen & businesses, and to empower citizens through access & use of information. It is the use of ICT by different actors of the society with the aim to improve their access to information and to build their capacities. E-governance is no more and no less than governance in an electronic environment. It is both governance of that environment and governance within that environment, using electronic tools.

The concept of governance applied to the University is related to the exercise of controlling the power of different centers and departments which are part of the University. This kind of exercise is based on the drawing of an adequate system which executes different levels of institutional and relational power. The demand to automate university process is becoming important in line with university quality assurance

#### **2. Definition of E Governance**

E-governance or Electronic Governance is the application of information & communication technologies to transform the efficiency, effectiveness, transparency and accountability of informational & transactional exchanges with in the University, between Govt. & University and other agencies and to empower the stakeholders through access & use of information

#### **3. Objectives:**

- Implementation of E-governance in various functioning of this University
- Achieving efficiency in the administration
- Promoting transparency and accountability



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- Achieving paperless administration in the University
- Facilitating online internal and external communication between various entities of the University
- Providing effortless access to information
- Making the University to a Global Outreach

#### 4. Policy:

- In order to provide simpler and efficient system of governance within the University, it is decided to adopt and implement e-governance in maximum activities of Universities functioning.
- The University has already started with e-governance in many aspects of functioning like administration, library, admission and student support, accounts, etc. But, now it was resolved to implement e-governance in many more areas and with this aim in view, this policy have been drafted to suite this framework.

E-governance to be implemented and followed up in the following areas: For convenience purposes, this policy is divided into various areas of operation. These areas of operation are illustrative and the syndicate reserves the right to implement e-governance even in the areas not enlisted herewith.

- ❖ **Website:** The website of this University needs to be revamped taking into account the new changes. The website should act as a mirror of the University's vision and mission on about all activities, important notices, etc should be made easily available to the students and other stakeholders including general public. For this purpose, a tie up has been established with National Informatics Center (NIC) to design the University webpage for Student admission, support and examination. Along with it, training should be given to the existing staff and persons should be identified who will undertake the responsibility of website administration and updation at the University level.



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- ❖ **Student Admission and Support:** The University has decided to process all admissions in online mode. This will cover admissions including affiliated colleges to all courses whether graduate, post graduate, Ph.D. or distance education courses. The Syndicate of the University is having the full authority to take appropriate decisions and identify the government service providers responsible for implementation of this aspect of the policy.
- ❖ **Pay Roll and Financial Accounting:** For ease of maintaining accounts, the University is already computerized with necessary software. But, with new accounting methods and compliances, it has become necessary to design Faculty and Staff Pay Management Software as well. Accordingly, requirements should be assessed by the Vice Chancellor by discussion with Finance Officer and other accounts staff and accordingly new software may be purchased. Appropriate security measures should be taken for maintaining confidentiality of the transactions. Training to the existing staff and updation of the existing software must be done on timely basis. Procurement for University has been initiated through Government e Marketing (GeM) and from other stakeholders through e tender facility.
- ❖ **Faculty Empowerment:** Faculties of this University will be provided with a desktop to integrate with technology for virtual learning, research and teaching. All the staff members have been provided with Institution email ids for sharing official information. As an initiative of Paperless Communication, a separate social media group has been initiated for staff members to communicate circulars and messages. Faculties are encouraged to pursue online courses through Swayam and develop e contents for betterment of students through elearning.
- ❖ **Library:** This University has the privilege of having one of the best library with eLibrary facilities in the country. To continue with this legacy, this University needs to add more and more e-learning resources for the benefit of the faculties, researchers and students. Similarly newer e-learning resources like e journals, and ebooks should be identified and subscribed taking into account the recommendations of the library advisory committee. Recommendations of the faculties of various department and students also need to





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taken into account while subscribing to these resources. Appropriate training to the staff and the students for using the e-learning resources should be provided.

- ❖ **Administration:** To provide a hassle free, convenient and economical process, maximum of the administration of the society should be handled with ICT based technology. Facilities should be provided for online leave management of employees, e copy of salary certificates, and internal communication between the employees. Students also must be able to obtain maximum services like eligibility certificates and bonafide certificates in online mode.
- ❖ **Examination:** As per the directions of the UGC, it is mandatory to handle examination in online mode with e governance. Filling of examination forms, revaluation forms, attendance certificate, obtaining hall tickets, uploading of internal and external marks has to be done in online manner. Utmost secrecy and confidentiality needs to be maintained while handling examinations and work needs to be done utmost care and caution. Controller of Examinations needs to supervise the entire process of examination under the guidance of the Vice Chancellor of this University.
- ❖ **Alumni:** In order to strengthen alumni interaction, a separate alumni portal should be started providing facilities like registration, information of University activities, prominent alumni, milestones achieved by alumni, feedback and many other aspects. For this purpose, a separate section of alumni will be added in the existing webpage to take care of the entire activity.
- ❖ **Social Media Outreach:** As per the direction of MHRD, this University has initiated the sharing of information regarding University's Activities and Achievements will be shared in social media platforms like Facebook, Instagram and Twitter with the Students, other educational institutions and community.

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## GREEN CAMPUS, ENVIRONMENT AND ENERGY USAGE POLICY



# TAMIL NADU PHYSICAL EDUCATION AND SPORTS UNIVERSITY

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## CRITERION 6 - GOVERNANCE, LEADERSHIP AND MANAGEMENT KEY INDICATOR – 6.2.1

### **Tamil Nadu Physical Education and Sports University Chennai - 600127**

#### **GREEN CAMPUS, ENVIRONMENT AND ENERGY USAGE POLICY**

##### **1. Preface :**

Tamil Nadu Physical Education and Sports University protects its own environment with its green campus initiative and keeps pollution free campus. Environment development is its basic work with the educational policies implemented on the campus. Environmental conscious administration, the staff and the students of the University look after the environment carefully.

##### **2. Definition of Terms:**

A Green Campus is a place where environmental friendly practices and education combine to promote sustainable and eco-friendly practices in the campus. The green campus concept offers an institution the opportunity to take the lead in redefining its environmental culture and developing new paradigms by creating sustainable solutions to environmental, social and economic needs of the mankind.

##### **3. Objectives of the Green Campus, environment and energy usage policy:**

- i. To create awareness regarding environmental policy amongst the students and the staff members.
- ii. To maintain pollution free campus by avoiding tobacco, pan-masala, chewing on the campus.  
As per the govt. rules and regulations regarding the instructions of tobacco free campus signboards are displayed at various places on the campus.
- iii. To Use Solar Energy on University Campus by installing Solar Lamps and Solar water Heaters .
- iv. To sensitize the students and staff regarding the use of drinking water properly and other water sources sensibly.
- v. To encourage tree plantation and maintenances of trees in the campus among students and staff.



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- v. To bring in use the 'Rain Water Harvesting' on the campus.
- vi. To maximize the use of ICT and minimize the use of paper. It will help to go towards 'Paperless Office'.
- viii. To use the solid waste through vermin-compost on the campus and use it as a fertilizer.
- viii. To use 'Use me' dust bins in the campus so as to keep campus clean
- ix. To protect and nurture the Flora and Fauna on the campus
- x. To maintain green campus, 'Green Audit' is done regularly.

#### **4) Green Campus Environment and Energy Usage Practices in the University**

##### **(a) Restricted Entry of Automobiles:**

The movement of automobiles vehicles such as two wheeler, cars and other heavy vehicles are restricted from the administrative block of the University. The car parking and two wheeler parking are available next to the administrative block so that no vehicles could enter into campus beyond administrative block.

##### **(b) Use of Bicycles/Battery powered vehicles:**

The University encourages the use of bicycles by the students as well as the staff of the University so as to make the campus pollution free.

##### **(c) Pedestrian Friendly Pathways:**

The pedestrian friendly pathway will be added for the people from the main gate to the administrative block of the University campus.

##### **(d) Ban on use of Plastic:**

The University has banned the use of single use plastics inside the campus. In this regard, the plastics awareness day was observed in the university campus so as to make the students and staff known the impact of the uses of single use plastics.

##### **(e) Green Audit:**

The University campus has more than 1,200 well grown trees which make the campus Eco-friendly. The University, with the help of Forest Department, conduct tree plantation drive in the University regularly. An exclusive green house has been setup in the University in which more than one hundred ornamental plants which looks beautiful. Besides these initiatives, lawns





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with plants are there in front of the administrative building, science block, hostels & also cycling velodrome. All these efforts make the University campus greenish and eco-friendly. The forest officials visited the campus for conducting the green audit and submitted the report. Wherever possible in the front position of the University buildings such as administrative service block, hostel, indoor stadium and cycling velodrome are landscaped with plants and trees and the same are well maintained.

### (f) Energy Audit:

The University ensures that no energy is wasted unnecessarily in its campus. The university has employed adequate man power to monitor energy consumption in the university campus which leads to energy conservation of the total lighting requirements. At least 20% of the lightings is through LED bulbs. The University has decided to replace all the existing bulbs by LED bulbs in another one year. The students of different classes are informed to optimize the use of energy in their respective classes. Further, the University has also taken initiatives to conserve energy through sensor base technology for some of the facilities especially at the Administration Block of the University

### (g) Environmental Audit:

The university takes at most care in conserving the environment in the campus through the following initiatives:

- i. The usage of single use plastics is totally banned in the campus.
- ii. All automobiles (two wheelers & four wheelers) are not allowed inside the campus after administrative buildings of the University.
- iii. Parking for both two wheelers and four wheelers are available near to the administrative building of the University.
- iv. Students and Staff are encouraged to use bicycles for local mobility.
- v. Wastages are segregated as biodegradable & non-biodegradable and the same are collected by local panchayat (municipality) people.
- vi. The NSS unit of the university in collaboration with forest officials conducts programmes of planting of trees regularly in the campus.
- vii. The University maintains the ecosystem in such a way that wild birds and animals are safe and free to move around.



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viii. The University makes sure that the lake and the quarry available inside the campus are not contaminated but protected and preserved carefully.

(h) Beyond the campus environmental promotion activities:

The University recognizes the need for preserving the environment not only within the campus but also beyond the campus through the efforts of students of all courses continuously by the Village Placement Program (VPP). At least one day is fully devoted by the students for exclusively planting of trees in the nearby villages out of the total five days of the Village Placement Program. This is a compulsory academic program for all the final year students. By this initiatives of the University, the schools, temples, other public places of nearby villages are cleaned and planted trees for conserving the environment.

(i) Water Conservation facilities available in the Institution:

1) Rain Water Harvesting:

The 125 acre University campus consists of a lake of 15 acres and a quarry of 8 acres. The buildings of the University having provisions for rain water harvesting and the downstream of the campus make way for the rain water to store in the lake and also quarry which are the source of water for the entire campus. It is very well maintained taken care of by the University.

2) Borewell / Open well recharge:

The University has three open wells which are very well maintained and also has a bore well which is used to bring water from the quarry to different buildings of the University.

3) Construction of Tanks and bunds:

The University has one overhead tank with the capacity of 20,000 liters which caters to the need of hostel and mess. Besides this, each building has a overhead tank for providing water for the use of people in the respective building.

4) Maintenance of Water bodies and distribution system in the campus:

The University maintains water bodies properly and make sure that the distribution of water to different building optimally through a systematic distribution system without any wastage of water.



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### (j) SOLID WASTES:

- In the University campus, the solid wastes are categorized as biodegradable and non-biodegradable and the same are accumulated at different collection bins, the people from local Panchayat collect this solid wastes twice in a week.
- The paper wastes generated from different sections of the University are disposed once in three months.
- All the others kinds of scraps such as wooden material, plastics, steels, materials are disposed by Scraps Disposal Committee once in three months.

### (k) LIQUID WASTES:

- The University makes sure that the use of water is optimized by all the Departments and Sections. The liquid wastes from the rest rooms and wash rooms of the hostel, administrative building and academic building, quarters etc., are reused for watering the plants and trees in the nearby area of the respective buildings. In order to avoid the wastages of water, the plumbers of the Estate Office check the pipe lines and taps regularly to arrest water leakages if any.
- The drinking water facilities are very well taken care of and thereby, it is ensured that no drinking water is wasted in the campus.

### (n) E-WASTES MANAGEMENT

- The e- wastes accumulated from different Departments and sections of the University are taken back by the company which is maintaining the computer hardware in the University through an agreement.

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## CONSULTANCY POLICY





# TAMIL NADU PHYSICAL EDUCATION AND SPORTS UNIVERSITY

Melakottaiyur, Chennai-127

## CRITERION 6 - GOVERNANCE, LEADERSHIP AND MANAGEMENT KEY INDICATOR – 6.2.1

### **Tamil Nadu Physical Education and Sports University Chennai - 600127**

### **Consultancy Policy**

#### **1. Preface**

Tamil Nadu Physical Education and Sports University recognises the importance of consultancy services and encourages eligible and capable staff to initiate and execute consultancy projects in apart from from active research and teaching.

The University strives to promote and enhance the external profile and the societal impact of the University includes the expertise and research inclination of the faculty members. This creates mutually beneficial opportunities for collaborative research and consultancy services. The consultancy projects and services enrich and broaden the professional experience and knowledge of the teaching faculties. Consultancy services in an academic environment functions as a tool for contributing to the national economic growth.

#### **2. Definition of Consultancy Services**

The consultancy services includes an assignment or job basically for providing expert advice, problem solving, targeted training, testing and field / laboratory based experimental work, market research and survey. The faculty member of the university or the department involved in consultancy are referred as consultants and the industry or private party or any other outside agency seeking consultancy is referred as the beneficiary.

#### **3. General Principles of Consultancy**

1. A consultancy work may be undertaken by the faculty members in their area of expertise.
2. The consultancy services should be undertaken only with prior permission of the University.
3. It should not interfere with the discharge of prime duties of the consultant-



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the faculty member or the department.

4. Consultancy services should not be in conflict with the interest of the University.
5. In the context of consultancy services, the consultant should not directly or indirectly get associated with any activities which may be unethical or inappropriate.
6. The two types of consultancy are Individual Consultancy and Institutional Consultancy. Individual Consultancy is offered by a faculty member in his/her individual capacity. Institutional Consultancy is offered by a team of faculty members from the same discipline or different discipline of the University.
7. In the case of foreign consultancies, the University will permit to take up the consultancy based on the nature of the consultancy work. The consultant team has to execute a bond with the University.

### **4. Policy on Revenue sharing**

The consultancy fees for the consultant should be mentioned in the budget proposal submitted by the beneficiary and should be approved by the University.

The distribution ratio of the consultancy fee is 60:40 for individual consultancy services or projects and 50:50 for Institutional consultancy services or projects.

The budget administration of agreed consultancy projects must be in –line with the Tamil Nadu Physical Education and Sports University Financial process requirements.

### **5. Nature of tasks considered for Consultancy**

*The nature of the tasks are in the major areas such as Physical Education, Yoga, Sports Sciences, Sports Training & Coaching, Sports Management and Sports Technology in the following sub areas and related areas.*

- a. Establishment of Sports Infrastructure
- b. Establishment of Sports Science / Sports Technology Laboratories



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- c. Designing Sports Equipment
- d. Efficacy testing of new products
- e. Offering consultancy work in their site/institution
- f. Private agencies requesting for training of their staff
- g. Annual consultancy on contract for training to improve fitness of the staff of other agencies.
- h. Field visit for testing/ diagnosis, counseling and problem solving

### **6. General Procedure**

- (i) Consultancy proposal should be received through proper channel from the

Beneficiary by the consultant.

- (ii) The University will examine the proposal and approval will be sanctioned based on the merit and suitability of the proposal.

- (iii) The University will consider the following aspects before recommending the proposal:

- a. Extent to which the consultancy work will be undertaken by the faculty or the department in addition to their normal duties and work load.
- b. During the days of Institutional commitments, the consultants should not neglect their duties and concentrate on consultancy work alone.
- c. The consultancy fees should be carefully proposed in the budget submitted by the beneficiary.
- d. The entire consultancy service or project should be focused on the interest of the University in the long run.
- e. All issues related to the progress of the consultancy work, handling of the budget amount and the stipulated time frame should be legally discussed with the competent authorities and should be mentioned in the agreement.

- (iv) The Registrar of this University will issue the approval letter after getting the consent of the Vice Chancellor of this University.

- (v) A Memorandum of Understanding should be signed among the beneficiary, consultant and the University before undertaking the consultancy assignment.

**Disclaimer:**



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Tamil Nadu Physical Education and Sports University decision will be final and binding in all matters regarding.

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## INFORMATION TECHNOLOGY POLICY



# TAMIL NADU PHYSICAL EDUCATION AND SPORTS UNIVERSITY

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## CRITERION 6 - GOVERNANCE, LEADERSHIP AND MANAGEMENT KEY INDICATOR – 6.2.1

### **Tamil Nadu Physical Education and Sports University Chennai - 600127**

### **Information Technology Policy**

#### **1. Preface**

Tamil Nadu Physical Education and Sports University Information Technology (IT) Policy sets forth the central policies that govern the responsible usage of all users of the University's information technology resources. This comprises the IT facilities allocated centrally or by individual departments. Every member of the University is expected to be familiar with and adhere to this policy. Users of the campus network and computer resources ("users") are responsible to properly use and protect information resources and to respect the rights of others.

The IT Policy applies to all University faculty, staff and students and all others using the IT resources, whether personally or of University owned, which access, transmit or store various types of related information.

#### **2. Definition of Information Technology**

*Information Technology encompasses all forms of technology used to create, store, exchange and utilize information in its various forms including official data/documents, conversations, still images, motion pictures and multimedia presentations.*

#### **3. Objectives**

Each user of the University Information Resources must ensure that it is used for promoting the mission of the University towards teaching, learning, research, and administration. In particular, the major objectives of this document are:

- (i) To ensure the integrity, reliability, availability, and superior performance of the University IT Systems



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(ii) To ensure that the IT resources protects the official e-identity (allocated by the University) of an individual

(iii) To ensure that all the users of the University are responsible for adhering to the procedures governing the implementation of this Policy document and any other matter incidental to those rules

### 4. IT usage and Prohibitions

- (a) The users of the University shall make effective usage of campus collaboration systems, internet, wireless resources, official websites and Management Information Systems (MIS), Learning Management System, Remote Login based facilities of the University and e-Library resources.
- (b) The University shall stress upon the users to comply with University policies and legal obligations (including licenses and contracts).
- (c) The University shall strive to arrange for awareness programmes to acquaint the users with the effective usage of IT resources.
- (d) Prohibited Use - The users shall not send, view or download fraudulent, harassing, obscene, threatening, or other messages or material that are a violation of applicable law or University policy. In particular, contributing to the creation of a hostile academic or work environment is prohibited.
- (e) Copyrights and Licenses - Users must not violate copyright law and must respect licenses to copyrighted materials. For the avoidance of doubt, unlawful file-sharing using the University's information resources is a violation of this policy.
- (f) Social Media - Users must abide by the rules of the University towards the usage of social networking sites, mailing lists, news rooms, chat rooms and blogs.
- (g) Commercial Use - The University IT resources shall not be used for any commercial and promotional purposes, through advertisements, solicitations or any other message passing medium, except as permitted under University rules.

### 5. Security and Integrity

- (a) Personal Use - The University IT resources should not be used for activities violating the basic functionality and mission of the University, except in a purely incidental manner.



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- (b) The users must refrain from making any unauthorized access of information in order to promote secure access of Network and Computers.
- (c) The competent system administrator may access the information resources for a legitimate purpose.
- (d) Firewall - Additional procedures to maintain a secured flow of internet and intranet based traffic in the campus shall be managed through the use of Unified Threat management (firewall).
- (e) Anti-virus and security updates - The regular updation of the anti-virus policy and security updates should be done for the protection of computing resources.

### **(6) IT Asset Management**

- (a) Asset Management: The University shall lay down business processes for the management of hardware and software assets that facilitates the usage of IT resources in the University. This shall include procedures for managing the purchase, deployment, maintenance, utilization, energy audit, and disposal of software and hardware applications within the University.
- (b) Copying and Distribution: The University shall ensure that there is no violation in the copying and distribution of proprietary and licensed software.
- (c) Risks: The University shall emphasize on managing the risks involved for the usage of IT resources. This shall include standard procedures for identification, minimization and monitoring of risk impact by preventive and corrective measures. This should also include procedures for timely data backup, replication and restoring policies, power backups, audit policies, alternate internet connectivity for a fail-safe internet access.
- (d) Open Source Asset: The University shall endeavor towards the promotion and effective usage of open source software.

### **7. Operating Aspects:**

- (a) University Governance - The University shall endeavour to ensure fair implementation of this policy so as to meet with the objectives of its formation. The responsibility of operational aspects of IT resources is as per the hierarchical flow of the University governance structure.





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(b) The respective Heads of the Departments shall be responsible for compliance with all University policies relating to the use/ownership of information resources, keeping in mind the Vision and Mission of the University.

(c) Staff in-charge assigned by the University Authorities shall coordinate various activities related to the adherence of the IT Policy.

(d) Individual Users - The users are solely responsible for the activities they perform on Institute/University servers with their "UserName/Password" pairs and IP (Internet Protocol) addresses assigned to them.

### **8. Violation of Policy:**

Any violation of the basic objectives and areas mentioned under the IT Policy of the University shall be considered as a violation and as a misconduct and gross misconduct under University Rules.

### **9. Implementation of Policy:**

For implementation of this policy, the University will decide necessary rules from time to time.

### **10. Review and Monitoring:**

The Policy document needs to be reviewed at least once in two years and updated if required, so as to meet the pace of the advancements in the IT related development in the industry. Review of this policy document shall be done by a committee nominated by the Vice-Chancellor.



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## POLICY ON GRIEVANCE REDRESSAL (SEXUAL HARASSMENT COMMITTEE AND ANTIRAGGING COMMITTEE)



# TAMIL NADU PHYSICAL EDUCATION AND SPORTS UNIVERSITY

Melakottaiyur, Chennai-127

## CRITERION 6 - GOVERNANCE, LEADERSHIP AND MANAGEMENT KEY INDICATOR – 6.2.1

### **Tamil Nadu Physical Education and Sports University Chennai - 600127**

#### **POLICY ON GRIEVANCE REDRESSAL**

#### **(SEXUAL HARASSMENT COMMITTEE AND ANTI-RAGGING COMMITTEE)**

##### **1. Preface**

Tamil Nadu Physical Education and Sports University Policy on Grievance Redressal is drawn to ensure and develop a responsive and accountable attitude among all the stakeholders in order to maintain a harmonious educational atmosphere and in order to prevent and prohibit all forms of sexual harassment and ragging in the university campus and other connected places.

##### **2. Definition of terms**

Grievance Redressal" primarily covers the receipt and processing of complaints from stakeholders.

Sexual Harassment is uninvited and unwelcome verbal or physical behavior of a sexual nature.

Ragging involves abuse, humiliation or harassment of new entrants or junior students by the senior students. It often takes a malignant form wherein the newcomers may be subjected to psychological or physical torture.

##### **3. Grievance Redressal Mechanism:**

(i) The Vice-Chancellor shall constitute an Internal Complaints Committee (ICC) with an inbuilt mechanism for gender sensitization against sexual harassment and Anti Ragging Committee as per the UGC/MHRD/AICTE/ NCTE, State and Central Government guidelines.

##### **4. Process of making complaint:**

(1). An aggrieved person shall submit a written complaint to the ICC or Anti ragging Committee as case may be.

(2) Friends, relatives, colleagues, co-students, psychologist, or any other associate of the victim may file the complaint in situations where the aggrieved person is unable to make a complaint on account of physical or mental incapacity or death.



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### 5. Process of conducting inquiry: -

#### (a) Sexual Harassment:

(1) The ICC shall, upon receipt of the complaint, send one copy of the complaint to the respondent within a period of seven days of such receipt.

(2) Upon receipt of the copy of the complaint, the respondent shall file his or her reply to the complaint along with the list of documents, and names and addresses of witnesses within a period of ten days.

(3) The inquiry has to be completed within a period of ninety days from the receipt of the complaint. The inquiry report, with recommendations, if any, has to be submitted within ten days from the completion of the inquiry to the Vice Chancellor of the University. Copy of the findings or recommendations shall also be served on both parties to the complaint.

(4) The Vice Chancellor of the University shall act on the recommendations of the Committee within a period of thirty days from the receipt of the inquiry report, unless an appeal against the finding is filed within that time by either party.

(5) An appeal against the findings or recommendations of the Committee may be filed by either party before the Vice Chancellor of the University within a period of thirty days from the date of the recommendations.

(6) The identities of the aggrieved party or victim or the witnesses or the offender shall not be made public or kept in the public domain.

(7) And other procedures prescribed in the Act of the University and prescribed by UGC/MHRD/AICTE/ NCTE, State and Central Government guidelines, time to time.

#### (b) Ragging:

The Anti-Ragging Committee upon receipt of the complaint and through enquiry shall punish a student found guilty of ragging after following the procedure and in the manner prescribed hereinunder:-

a) The Vice Chancellor of the University, on the recommendation of Anti-Ragging Committee shall take an appropriate decision, in regard to punishment or otherwise, depending on the facts of each incident of ragging and nature and gravity of the incident of ragging established in the recommendations of the Anti-Ragging Squad.

b) The Anti-Ragging Committee may, depending on the nature and gravity of the guilt established by the Anti-Ragging Squad, award, to those found guilty, one or more of the following punishments, namely;





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- i Suspension from attending classes and academic privileges.
- ii Withholding/withdrawing scholarship/fellowship and other benefits.
- iii Debarring from appearing in any test/examination or other evaluation process.
- iv Withholding results.
- v Debarring from representing the institution in any regional, national or international meet, tournament, youth festival etc.
- vi Suspension/expulsion from the hostel.
- vii Cancellation of admission
- viii Rustication from the institution for period ranging from one to four semesters.
- ix Expulsion from the institution and consequent debarring from admission to any other institution for a specified period. Provided that whether the persons committing or abetting the act of ragging are not identified, the institution shall resort to collective punishment.
- (x) And other procedures prescribed in the Act of the University and prescribed by UGC/MHRD/AICTE/ NCTE, State and Central Government guidelines, time to time.

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தமிழ்நாடு உடற்கல்வியியல் மற்றும் விளையாட்டுப் பல்கலைக்கழகம்

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## RESOURCE MOBILIZATION POLICY AND STRATEGIES FOR OPTIMAL UTILISATION OF RESOURCES



# TAMIL NADU PHYSICAL EDUCATION AND SPORTS UNIVERSITY

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## CRITERION 6 - GOVERNANCE, LEADERSHIP AND MANAGEMENT KEY INDICATOR – 6.2.1

### **Tamil Nadu Physical Education and Sports University Chennai - 600127**

#### **“RESOURCE MOBILISATION POLICY AND STRATEGIES FOR OPTIMAL UTILISATION OF RESOURCES”**

##### **1. Preface:**

‘To promote and nurture logarithmic, multi-dimensional ‘Resource mobilisation model’ with inbuilt strategies for effective and efficient utilisation of resources based on principles of financial jurisprudence’

##### **2. Definition:**

Resource mobilization refers to all activities involved in securing new and additional resources for your organization. It also involves making better use of, and maximizing, existing resources. Optimum Utilization of Resources includes utilization of all the physical & human resources productively. This leads to efficacy in the University provides maximum utilization of scarce resources by selecting its best possible alternate use in institution from out of various uses.

##### **3. Objectives:**

(i) To diversify the avenues of ‘Resource mobilization’ for Tamil Nadu Physical Education and Sports University in all to be self-sustained through the domain strengths of Physical Education, Yoga, Sports Sciences, Sports Training and Coaching, Sports Management and Sports Technology and Research by maximal utilization of the potentials of faculty members, researchers, students and administrative/support staff.

(ii) To fully utilize the infrastructure, instructional facilities and expertise of Tamil Nadu Physical Education and Sports University through strategies of effective deployment of manpower, feedback-based appraisal system, forging productive collaborations leading to



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international brand-building of Tamil Nadu Physical Education and Sports University and co-ordinating all these sectors through a strategy management system.

(iii) To build 'Academia-Industry Synergy' in academic, R&D and suitable sectors through international type working models implemented by a professional administration and dedicated domain-specific manpower.

#### **4. Road Map to Reach the above Objectives:**

(i) Diversification of the Educational avenues of 'Resource mobilization'

(ii) Receiving State and Central Government grants/funds.

(iii) While tuition and other fees from students of TNPESU constitute the core component of the resources mobilized.

(iv) Increasing international collaborations, intake of foreign/NRI students across all programmes facilitate additional resource.

(v) Introducing Job oriented, innovative, and skills integrated domain knowledge programmes in to open up another avenue of students admission to impart skills and entrepreneurship to the youth.

(vi) Establishing Skill Development Centre (SDC) at TNPESU.

(vii) Strengthening the Open-Distance Education (ODL) to offer teaching and training programmes of employability nature.

(viii) Introducing twinning/joint degree programmes and 'study-abroad programmes' in partnership with MOU-signed foreign universities which are ranked through World University Ranking gaining within the TOP 500 ranks.

(ix) Enhancing the future scope for resource generation through novel teaching and research programme.





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- (x) Endowment funds encouraged in order to support/recognize meritorious candidates
- (xi) Mobilization of Corpus Fund to award merit cum means scholarships to students out of the interest earned.
- (xii) Mobilization of funds through extension of play ground and sports infrastructure facilities to the use of public and other agencies/ institution on rental basis without affecting the routine work of the University.
- (xiii) Resources through Research & Development activities
- (xiv) University level guidelines for Extra-mural research projects funded by National/Governmental funding agencies like UGC, ICSSR, TANIL, ICMR, DST, AICTE, AYUSH, CSIR, Ministry of Human Resource etc., and other International agencies have yielded significant resources to provide essential research manpower, hi-tech equipment infrastructure besides a sizable over-head charges to TNPESU.
- (xv) Receiving Corporate Social Responsibility Funds (CSR) for developmental activities.
- (xvi) Facilitating Incubation center s/Start-ups to utilise the infrastructure and faculty-expertise have resulted in the establishment.
- (xvii) Corpus Fund creation: Reasonable surplus is earned which shall improve the corpus fund of TNPESU in order to strengthen the financial stability in the future years.
- (xix) Institutional mission and effective strategies are designed to attract funding through Corporate sectors of national/international stature, Alumni contribution, International Foundations/Charities and NGOs.

### **5.Optimumutilization of Resources and Financial jurisprudence:**

As per the direction of finance and syndicate committee,the University has evolved an unique investment pattern where short term and long term fixed deposits in nationalized banks and government power finance corporations The interest earned on maturity of the deposits has been



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the significant financial resource. The day-to-day deposits kept in bank account, maintained under the flexi-account scheme of the bank also earn interest and no money is left idle in the bank account.

### **6. Institutional Resource monitoring mechanism:**

(i) The effective and efficient use of the financial resources is monitored by suitable institutional mechanisms. The annual budget of revenue expenditure and capital is recommended by the Finance Committee and approved by the Syndicate of the University. Due analysis of the income and expenditure is made and presented to both Finance Committee and the Syndicate. Since the recurring expenses and capital expenditure are projected in the budgeted resources of the university.

(ii) The University has a mechanism for both internal and external audit. The institutional accounts are regularly audited by both internal and external statutory audits.

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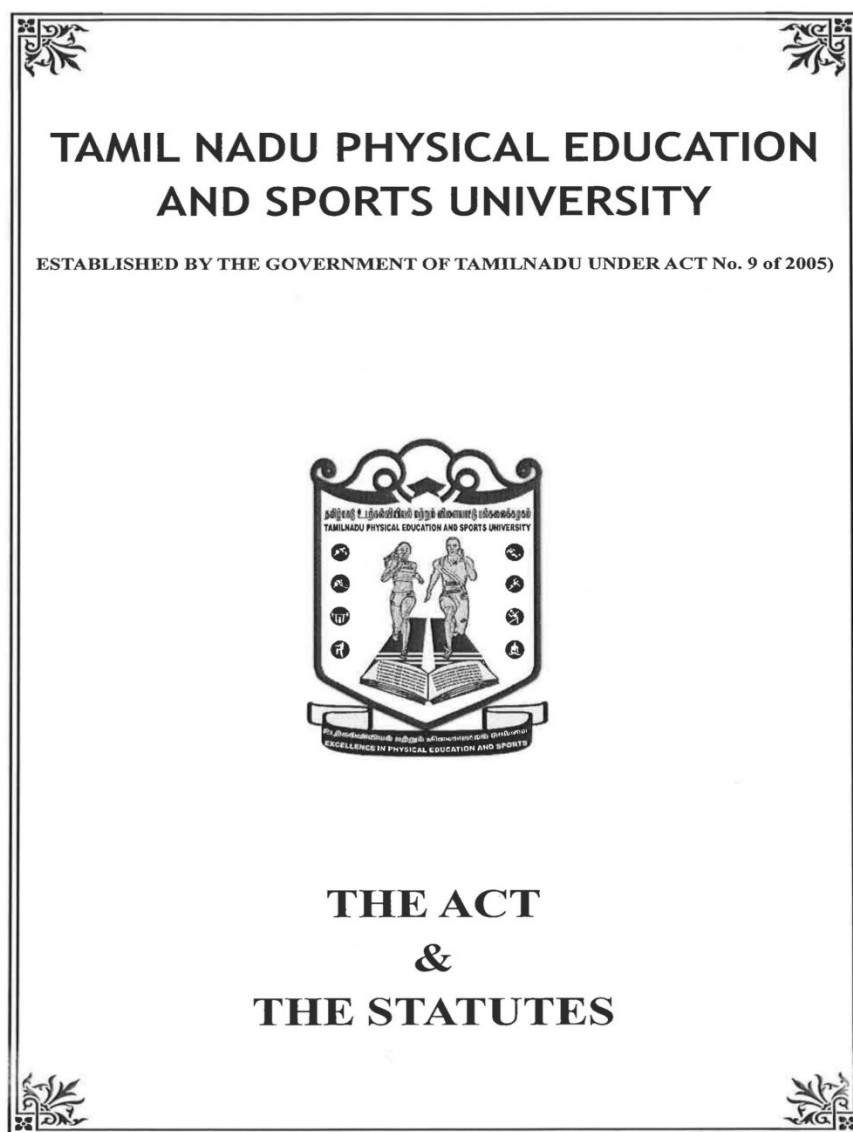


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### TNPESU – APPOINTMENT, SERVICE RULES & PROCEDURES





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- Attendance (38) No attendance at instruction given in any college or institution, Qualifying for other than that conducted, affiliated or approved by the University Examination. shall qualify for admission to any examination of the University.
- Residence (39) Every student of the University other than a non-collegiate & student shall be required to reside in a hostel or under such other Hostels. conditions as may be prescribed.

### CHAPTER – VII UNIVERSITY FUNDS

40. The University shall have General Fund to which shall be credited—

General Fund

- (a) its income from fees, grants, donations and gift, if any;
- (b) any contribution or grant made by the Central Government or any State Government or any local authority or the University Grants Commission or any other similar body or any corporation owned or controlled by the Central or any State Government;
- (c) endowments and other receipts; and
- (d) the money borrowed by it.

### CHAPTER – VIII CONDITIONS OF SERVICE

41. (1) The University shall institute for the benefit of its officers and other persons employed by the University, such pension, gratuity, insurance and provident fund as it may deem fit, in such manner and subject to such conditions as may be prescribed.

Pension, Gratuity etc.,

Central Act XIX of 1925

(2) Where the University has so instituted a provident fund under sub-section (1), the Government may declare that the provisions of the Provident Funds Act, 1925, shall apply to such funds as if the university were a local authority and the fund a Government Provident Fund.

(3) The University may, in consultation with the Finance Committee, invest the Provident Fund in such manner as it may determine.

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

Condition of Service

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





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43. (1) There shall be a Selection Committee for making recommendations to the Syndicate for appointment to the posts of Professor, Assistant Professor, Reader, lecturer and Librarian of the University. Selection Committee

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

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

(3) The Vice-Chancellor shall preside at the meetings of a Selection Committee.

(4) The meetings of a Selection Committee shall be convened by the Vice-Chancellor.

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

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

(7) Appointments to temporary posts shall be made in the manner indicated below;—

(i) if the temporary vacancy is for a duration longer than one academic session, it shall be filled on the advice of the Selection Committee:

Provided that if the Vice-Chancellor is satisfied that in the interest of work it is necessary to fill the vacancy, the appointment may be made on a temporary basis by a local Selection Committee referred to in clause (ii) for a period not exceeding six months;

(ii) if the temporary vacancy is for a period less than a year, appointment to such vacancy shall be made on the recommendation of a local Selection Committee consisting of the Dean of the Faculty concerned, the Head of the Department and a nominee of the Vice-Chancellor:



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Provided that if the same person holds the offices of the Dean and the Head of the Department, the Selection Committee may consist of two nominees of the Vice-Chancellor:

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

(iii) No teacher appointed temporarily shall, if he is not recommended by a selection committee for appointment under this Act, be continued in service on such temporary employment unless he is subsequently selected by a local Selection Committee or a Selection Committee, for a temporary or a permanent appointment, as the case may be.

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

Terms and  
Conditions of  
Service of  
Heads of  
Departments.

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

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

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

(3) A person appointed as Head of the Department shall hold office as such for a period of three years and shall be eligible for reappointment:

Provided that a Head of the Department on attaining the age of sixty years shall cease to hold office as such.

(4) A Head of the Department may resign his office at any time during his tenure of office.

(5) A Head of the Department shall perform such functions as may be prescribed by the ordinances.



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

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

(3) The Vice-Chancellor shall preside at the meetings of a Selection Committee.

(4) The meetings of a Selection Committee shall be convened by the Vice-Chancellor.

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

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

(7) Appointments to temporary posts shall be made in the manner indicated below;—

(i) if the temporary vacancy is for a duration longer than one academic session, it shall be filled on the advice of the Selection Committee:

Provided that if the Vice-Chancellor is satisfied that in the interest of work it is necessary to fill the vacancy, the appointment may be made on a temporary basis by a local Selection Committee referred to in clause (ii) for a period not exceeding six months;

(ii) if the temporary vacancy is for a period less than a year, appointment to such vacancy shall be made on the recommendation of a local Selection Committee consisting of the Dean of the Faculty concerned, the Head of the Department and a nominee of the Vice-Chancellor:





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

(iii) No teacher appointed temporarily shall, if he is not recommended by a selection Committee for appointment under this Act, be continued in service on such temporary employment unless he is subsequently selected by a local Selection Committee or a Selection Committee, for a temporary or a permanent appointment, as the case may be.

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

Terms and  
Conditions of  
Service of  
Heads of  
Departments.

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

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

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

(3) A person appointed as Head of the Department shall hold office as such for a period of three years and shall be eligible for reappointment:

Provided that a Head of the Department on attaining the age of sixty years shall cease to hold office as such.

(4) A Head of the Department may resign his office at any time during his tenure of office.

(5) A Head of the Department shall perform such functions as may be prescribed by the ordinances.





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

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

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

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

(3) The Dean shall be the Head of the Faculty and shall be responsible for the conduct and maintenance of the standards of teaching and research in the Faculty. The Dean shall have such other functions as may be prescribed by the ordinances.

(4) The Dean shall have the right to be present and to speak at any meeting of the Board of Studies or Committees of the Faculty, as the case may be, but shall not have the right to vote thereat unless he is a member thereof.

### CHAPTER – IX MISCELLANEOUS

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

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

47. No act or proceeding of any authority or other body of the University shall be invalidated merely by reason of the existence of any vacancy or of any defect or irregularity in the nomination or appointment of a member of any authority or other body of University Proceedings of the University authorities and bodies not to be invalidated by vacancies.



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of any defect or irregularity in such act or proceeding not affecting the merits of the case or on the ground only that the authority or other body of the University did not meet at such intervals as required under this Act.

48. (1) The Syndicate may remove by an order in writing made in this behalf any person from membership of any authority of the University by a resolution passed by a majority of the total membership of the Syndicate and by a majority of not less than two thirds of the members of the Syndicate present and voting at the meeting, if such person has been convicted by a criminal court for an offence which in the opinion of the Syndicate involves moral turpitude or if he has been guilty of gross misconduct and for the same reason, the Syndicate may withdraw any degree or diploma conferred on, or granted, to that person by the University.

Removal from membership of University.

(2) The Syndicate may also by an order in writing made in this behalf remove any person from the membership of any authority of the University if he becomes of unsound mind or deaf-mute or has applied to be adjudicated or has been adjudicated, as an insolvent.

(3) No action under this section shall be taken against any person unless he has been given a reasonable opportunity to show cause against the action proposed to be taken.

(4) A copy of every order passed under sub-section (1) or sub-section (2) as the case may be, shall, as soon as may be after it is so passed, be communicated to the person concerned in the manner prescribed by regulations.

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

Disputes as to the constitution of University authorities and bodies.

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

Constitution of Committees.



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

Power to obtain information.

Provided that in the case of information which the University considers confidential, the University may place the same before the Chancellor and the Pro-Chancellor.

52. Notwithstanding anything contained in sub-section (1) of section 12, within three months of the notified date, the first Vice-Chancellor shall be appointed by the Government on a salary to be fixed by them for a period not exceeding three years and on such other conditions as they think fit:

Appointment of First Vice-Chancellor

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

53. Notwithstanding anything contained in sub-section (1) of section 14, within three months of the notified date, the First Registrar shall be appointed by the Government on a salary to be fixed by them for a period not exceeding three years and on such conditions as they think fit:

Appointment of First Registrar.

Provided that the person appointed as first Registrar shall retire from office if, during the term of his office, he completes the age of sixty years in case of academician and fifty-eight years in case of non-academician.

54. (1) It shall be the duty of the first Vice-Chancellor to make arrangements for constituting the Syndicate and the Academic Council and such other authorities of the University within six months after the notified date or such longer period, not exceeding one year as the Government may, by notification, direct.

Transitory power of the first Vice-Chancellor.

(2) The first Vice-Chancellor shall, in consultation with the Government, make such rules as may be necessary for the functioning of the University.





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(3) The authorities constituted under sub-section (1) shall commence to exercise their functions on such date as the Government may, by notification, specify in this behalf.

(4) It shall be the duty of the first Vice-Chancellor to draft such statutes, ordinances and regulations as may be necessary and submit them to the respective authorities competent to deal with them for their disposal. Such statutes, ordinances and regulations, when framed, shall be published in the Tamil Nadu Government Gazette.

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

Certain Tamil  
Nadu Acts not  
to apply

55. (1) Subject to the provisions of sub-sections (2) to (6), the Chennai University Act, 1923, the Bharathiar University Act, 1981, the Manonmaniam Sundaranar University Act, 1990 and the Periyar University Act, 1997 (hereafter in this section referred to as the University Act) shall, with effect on and from the notified date, cease to apply in respect of colleges specified in the Schedule.

Tamil Nadu  
Act VII of  
1923.

Tamil Nadu  
Act 31 of  
1990.

Tamil Nadu  
Act 45 of  
1997.

(2) Such cessor shall not affect—

(a) the previous operation of the said University Acts in respect of the colleges referred to in sub-section (1);

(b) any penalty, forfeiture or punishment incurred in respect of any offence committed against the said University Acts; or

(c) any investigation, legal proceedings or remedy in respect of such penalty, forfeiture or punishment and any such investigation, legal proceedings or remedy may be instituted, continued or enforced and any such penalty, forfeiture or punishment may be imposed as if the Tamil Nadu Physical Education and sports University Act, 2004 had not been passed.

(3) Notwithstanding anything contained in sub-section (1), all statutes, ordinances and regulations made under the University Acts and in force on the notified date shall, in so far as they are not inconsistent with the provisions of this Act, continue to be in force





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in respect of the colleges specified in the Schedule, until they are replaced by statutes, ordinances and regulations made under this Act.

(4) Notwithstanding anything contained in this Act, the statutes, ordinances and regulations continued in force under sub-section (3) or made under this Act, every person who immediately before the notified date was a student of a college specified in the Schedule, affiliated to or approved by, the Chennai University, Bharathiar University, Manonmaniam Sundaranar University and Periyar University or was eligible to appear for any of the examination of the Chennai University, Bharathiar University, Manonmaniam Sundaranar University and Periyar University shall be permitted to complete his course of study in the Tamil Nadu Physical Education and sports University and the Tamil Nadu Physical Education and sports University shall make arrangements for the instruction, teaching and training for such students for such period and in such manner as may be determined by the Tamil Nadu Physical Education and sports University in accordance with the course of study in the Chennai University, Bharathiar University, Manonmaniam Sundaranar University and Periyar University and such students shall during such period be admitted to the examinations held or conducted by the Chennai University, Bharathiar University, Manonmaniam Sundaranar University and Periyar University and the corresponding degree, diploma or other academic distinctions of the Chennai University, Bharathiar University, Manonmaniam Sundaranar University and Periyar University shall be conferred upon the qualified students on the result of such examinations by the Chennai University, Bharathiar University, Manonmaniam Sundaranar University and Periyar University.

(5) All Colleges specified in the Schedule which immediately before the notified date;

(a) continue to be affiliated to, or recognized by the Chennai University, Bharathiar University, Manonmaniam Sundaranar University and Periyar University; and

(b) provide courses of study for admission to the examination for degrees and diplomas of the Chennai University, Bharathiar University, Manonmaniam Sundaranar University and Periyar University, shall be deemed to be colleges affiliated to the Tamil Nadu physical Education and Sports University under this Act and the provisions of this Act shall as far as may be applied accordingly.



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(6) Subject to the provisions of sub-section (2) but without prejudice to the provisions of sub-sections (3) to (5), anything done or any action taken before the notified date under any provision of the said University Acts in respect of any College specified in the schedule to which the provisions of this Act apply shall be deemed to have been done or taken under the corresponding provisions of this Act and provisions of this Act and shall continue to have an effect accordingly unless and until superseded by anything done or any action taken under the corresponding provisions of this Act.

56. (1) the Librarian shall be a whole time officer of the University appointed by the Syndicate on the recommendation of the Selection Committee constituted for the purpose, for such period and on such terms and conditions as may be prescribed. The Librarian

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

57. (1) The Syndicate may invite a person of high academic distinction and professional attainments to accept a post of Professor of in the University on such terms and conditions as it deems fit, and appointment. Special mode  
on the person agreeing to do so, appoint him to the post.

(2) The Syndicate may appoint a teacher or any other member of the academic staff working in any other university or organization for undertaking a joint project in accordance with the manner laid down in the ordinances.

58. The Syndicate shall, at the end of every three years from the notified date, submit a report to the Government on the condition of affiliated and approved colleges within the University area. The Government shall take such action on it as they deem fit. Report on  
Affiliated  
Colleges

59. The Government may, by notification, alter, amend or add to the Schedule or omit any college or institution specified in the Schedule and upon the issue of such notification, the Schedule shall be deemed to be amended accordingly. Power to  
amend  
Schedule.

60.(1) If any difficulty arises as to the first constitution or reconstitution of any authority of the University after the notified date or otherwise in giving effect to the provisions of this Act, the Government may, by notification, make such provision, not inconsistent with the provisions of this Act, as may appear to them to be necessary or expedient for removing the difficulty: Power to  
remove  
difficulties.



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

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

### THE SCHEDULE

1. YMCA college of Physical Education, Chennai.
2. SRI Ramakrishna Mission Vidyalaya Maruthi College of Physical Education, Coimbatore.
3. Sivanthi Adithanar College of Physical Education, Tiruchendur.
4. Sri Sarada College of physical Education for Woman, Salem.

(By Order of the Governor)

L. JAYASANKARAN  
Secretary to Government  
Law Department





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### CHAPTER VIII

#### CONDITIONS OF SERVICE AND RECRUITMENT

(SEE SECTIONS 41, 42, 43 AND 44 OF THE TAMIL NADU PHYSICAL  
EDUCATION AND SPORTS UNIVERSITY ACT, 2004)

##### 1. GENERAL:

###### I) TITLE:-

These Statutes shall be known as "Service Statutes of the Establishment under the Tamil Nadu Physical Education and Sports University."

###### II) APPLICABILITY :-

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 the case of those on Foreign Service from Government Department, Local bodies or any other University, public sector undertakings, etc., these Statutes will be subject to specific terms, if any, on which the persons are lent on Foreign Service to the University. Unless specified, the rules of the Government will be applicable.

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

###### III) CLASSIFICATION OF STAFF:

- a) The employees of the University shall be classified as follows: (based on the scale of pay as adopted by the State Government from time to time)

Group A - Employees whose minimum pay in the time-scale is Rs.37400-67000+8800/- or more per month

Group B - Employees whose minimum pay in the time-scale is Rs 15,600-39100+6600/- and above but below Rs.37400-67000+8700/- per month

Group C - Employees whose minimum pay in the time scale is Rs.9300-34800+4400/- and above but below Rs.15600-39100+6000/- per month

Group D - Employees in the post of pay scale the minimum of which is below Rs.4800-10000+1400/- per month





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- b) The Scales of pay of the employees of the University shall be as specified in Appendix-II. The special pay and other allowances admissible to the employees shall be at the rates applicable to the employees in the corresponding post in the Tamil Nadu Government Service, as decided from time to time by the University. However the Syndicate shall have powers to revise the scales of pay and allowances attached to any of the posts of the University as and when necessary on recommendation of Finance Committee.

### iv) RECRUITMENT

The Syndicate on the recommendations of the Finance Committee shall have the powers to create teaching and non-teaching posts, from time to time based on need.

### 2. QUALIFICATION AND METHOD OF RECRUITMENT:-

- (i) Recruitment to the various posts shall be made:
- i) by direct recruitment;
  - ii) by transfer;
  - iii) by promotion through selection from the lower category;
  - iv) by deputation on foreign service from Central or State Government or other Universities or Affiliated Colleges or from Public Sector undertakings and local bodies;
  - v) By contract appointments.
- (ii) The qualification, method of recruitment and appointing authority in respect of various posts in the University shall be as specified in the Appendix-II. The qualifications and procedures for recruitment prescribed in Appendix-II shall apply to the posts in the University. Appointments to Temporary post shall be made as per section 43 (7) of the Act.
- (iii) The application form and application fees for technical and non-technical shall be as prescribed by the Syndicate from time to time.
- (iv) On expiry of the last date for receipt of applications, all the applications shall be compiled and placed before a Screening Committee constituted for the purpose by



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the Vice-Chancellor. The Screening committee, after tabulating the applications and comparing the qualifications of the applicants, shall prepare a list of names of candidates to be called for interview and place it before the Vice-Chancellor for his approval. When necessary, the candidates from among the approved list shall be called for interview to appear before the Selection Committee on a specified date, at their own expense.

- (v) Any employee shall be liable for transfer to any other department within the jurisdiction of the University.

(Note: Direct recruitment shall be made by obtaining a list of qualified candidates from the Employment Exchange and through open advertisement.)

### 3. RESERVATIONS:-

The rules of communal reservation as in force in the Tamil Nadu Government Service from time to time shall apply in the case for all direct recruitments for the post which has cadre strength more than one.

### 4. CRITERIA FOR PROMOTION:-

All promotions shall be based on seniority from among candidates possessing the qualifications prescribed.

### 5. SELECTION COMMITTEE-

#### (i) Constitution of Selection Committee:

All appointments of staff by direct recruitment shall be made by the Syndicate on the recommendation of the Selection Committee, constituted for this purpose. In the case of appointments to teaching posts the selection committee shall be constituted in accordance with the Section 43 of the Act as given below. For non-teaching posts group A, other than Officers specified in Section 9 of the Act viz., The Registrar, The Finance Officer, The Controller of Examinations, or such other persons as may be declared to be Officers of the University, B and C, the Selection Committee shall be as given below:



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### I – Group “B” & “C”

Vice-Chancellor	-	Chairman
Nominee of the Government	-	Member
Registrar	-	Member
One Head of the Department / Professor (Nominated by the Vice-Chancellor)	-	Member
Two Experts from Outside the University Nominated by the Vice-Chancellor	-	Member
Special Nominee for SC/ST whenever SC/ST Candidates appear for the interview and such other Nominee as ordered for Selection Committee by State Government / UGC if any	-	Member
Special Nominee for Women nominated by the Vice-Chancellor whenever Women candidates appear for the interview and such other Nominee as ordered for Selection Committee by State Government / UGC if any	-	Member

### II - Group ‘D’

Registrar	-	Chairman
Government Nominee	-	Member
Two experts from outside the University nominated by the Vice-Chancellor	-	Member
Special Nominee for SC/ST whenever SC/ST candidates appear for the interview	-	Member
Special Nominee for Women whenever Women candidates appear for the interview.	-	Member

In the case of teaching staff, the qualifications / procedure prescribed by the U.G.C for various categories and approved by the Syndicate shall generally be followed and for non-teaching staff such procedure prescribed by the Syndicate from time to time will be followed, subject to such modifications, as the Syndicate might consider necessary.

#### (ii) Special Qualification for Technical Persons:

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.



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### (iii) Submission of Certificates:

Every person appointed as Member of the Staff of the University shall, before actually joining the University should produce:

- a. Evidence of age;
- b. Community Certificate, if necessary;
- c. Evidence of Educational Qualification;
- d. Proper relief certificate from the previous employer, if necessary ; and
- e. A certificate of medical fitness as in Appendix-III from a medical officer not below in rank of a Assistant Civil Surgeon in the case of Group D and Civil Surgeon in the case of other employees that the person is Physically fit for the job and that he suffers from no disability, contagious diseases which would affect the discharge of his duties in the University.

### 6. TEMPORARY APPOINTMENT BY THE VICE-CHANCELLOR

Appointments to temporary post shall be made as per sub section (7) of section 43 of the Act.

### 7. PROBATION;

#### i) Period of Probation:-

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.

#### ii) (a) Completion of Probation:

On completion of the period of probation the University shall make an assessment of the work of the probationers and on the basis of such an assessment either declare him/her to have completed his/her probation satisfactorily or extend his/her 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 after the date of completion of probation and discharge her/him from service after giving her/him a reasonable opportunity of showing cause against the proposed termination of probation. If an assessment at the end of the extended period of probation shows that his/her work is not satisfactory, his/her appointment shall then be terminated. Such an order shall be issued within three months after the date of the completion of the extended period: Provided that such action on the employee shall be based on the approval of the Syndicate.





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### (b) Mode of Assessment of Academics:

A committee presided over by the Vice-Chancellor and consisting of the Head of the Department/Professor of concerned Department, shall evaluate the work of the probationer his/her self appraisal report endorsed by the HOD every six months and make recommendations whether he/she can be declared as having completed his/her probation satisfactorily or otherwise.

(c) The Syndicate will decide whether those who have completed probation in one cadre need to be put on probation in subsequent promotion/selection.

### 8. FURNISHING OF SECURITY AND AGREEMENT

#### (a) Security Deposit:-

Any person appointed to the categories for which security is considered necessary by the Syndicate shall furnish the security in cash or in any other manner as prescribed by the Syndicate from time to time.

#### (b) Verification of character and antecedents:-

- (i) Every employee shall produce a character and conduct certificate from a responsible person and another from the Head of the institution in which he/she last studied or worked, at the time of his/her first appointment to the University.
- (ii) Any employee shall be liable for any action as the appointing authority may deem fit, if at any time such authority comes to know that the antecedents of the employee had been doubtful.

#### (c) Contract Agreement:

Every employee of the University appointed on a regular basis shall be required to execute an agreement to serve the University for a minimum period of three years, in the form specified in the Appendix IV. An employee who is appointed on a tenure post or in a leave vacancy or on contract basis shall also be required to execute a similar agreement to serve the University for the specified period, provided that the Syndicate may exempt any employee or category of employees from executing such an agreement.



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### CHAPTER IX SERVICE CONDITIONS, LEAVE RULES, TRAVELLING ALLOWANCE, ETC.

#### 1) FIXATION OF PAY:-

- i) Ordinarily a person on his first appointment to a post in the University shall start at the minimum of the time scale applicable to that post or at a stage in the scale as specified in the Regulations. Higher start in the time-scale may be granted by the appointing authority, provided the Selection Committee recommends a higher start in deserving cases.
- ii) Every employee of the University selected for appointment to a higher post shall have his pay fixed at the minimum of the time-scale applicable to such higher post or at the stage in the said time-scale next above the pay notionally arrived at by increasing his pay in the lower post by one increment, whichever is higher.
- iii) If for any reason an employee holding a post in the University in a substantive capacity is transferred to a post carrying a different time-scale of pay than what he was originally entitled to, his pay should be protected in the scale, the difference in pay being treated as personal pay, to be merged in further increments.
- iv) If an employee of the University holding a post in a time-scale in a substantive capacity is transferred to a lower post on a lower time-scale of pay due to reduction in establishment strength or for other reasons than punishment of the employee, in the interest of University work, his pay in the lower post shall be so fixed that there is no monetary loss to him. The difference between the pay drawn by him in the previous post and the pay ordinarily admissible in the lower post being treated as personal pay.

#### 2) PROBATION:-

- i) Every employee on his first appointment to the service of the University shall be on probation for a period of two years on duty, within a continuous period of three years. Well before the expiry of the prescribed period of



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probation, the superior under whom the employee is working shall recommend to the appointing authority declaration of satisfactory completion of probation of the employee, if the work and conduct as verified from the personal files (Appendix - VII) are satisfactory, or to extend the probation by a specified period if the work and conduct have not been satisfactory. In either case the decision of the appointing authority shall be communicated to the employee in writing within six months from the date of completion of the prescribed period of probation.

- ii) If the work and conduct of the employee do not show an improvement even during the extended period of probation, it shall be open to the appointing authority to order a further extension of probation subject to overall maximum of four years, or to terminate the services of the employee.
- iii) The following periods shall not count for probation:-
  - (a) any kind of leave other than casual leave or compensation leave; and
  - (b) holidays prefixed or suffixed to leave other than casual leave and compensation leave.

### 3. INCREMENT:-

I) An increment shall normally be drawn as a matter of course unless it is stopped beforehand by a specific order of the competent authority as a measure of disciplinary action. All orders regarding withholding of an increment should indicate the period for which it is withheld and whether the withholding shall have the effect of postponing further increments.

- a. The following periods shall count for increment:-
  - i) all periods of duty in a post of a time-scale;
  - ii) all periods of leave with pay and allowance;
  - iii) all periods of extra ordinary leave on medical certificate; and
  - iv) study leave granted for prosecution and successful completion of higher studies leading to a post-graduate degree or its equivalent.
- b. The following periods shall not count for increment;
  - i) extra ordinary leave without medical certificate;





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- ii) suspension not treated as duty or as leave but as penalty;
- iii) overstay of leave; and
- iv) overstay of joining time.

II) the authorities empowered to sanction periodical increments shall be as given in Appendix- VI.

### 4. SENIORITY OF MEMBERS IN SERVICE:-

- i) The seniority of an employee shall, unless he has been reduced to a lower rank as a punishment, be determined by the rank obtained by him in the list of candidates drawn by the Selection Committee, unless otherwise decided by the Vice-Chancellor.
- ii) The seniority of employees in a given category of post shall be determined on the basis of total service in the post in that category.

### 5. SERVICE BOOK:-

There shall be a Service Book for every employee in which shall be entered all matters relating to his service in the University. The service book shall contain in particular a history of his service from the date of his appointment including increment, promotion, reward, punishment and all other special events of his service career. The service book shall also contain a leave form for the employee showing a complete record of all earned as well as unearned leave except casual leave, taken by him. The Service Book shall be in the form as prescribed for the employees of the Tamil Nadu Government.

### 6. PERSONAL FILE:-

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





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### 7. JOINING TIME AND TRANSIT PAY:-

(1) Joining time shall be allowed to an employee to enable him:

- (a) to join a new post either at the same or a new station on transfer, while on duty, and
- (b) to join a new post in a new station on return from any kind of leave of not more than six months.

The rules of the Government of Tamil Nadu will be followed.

(2) One day joining time shall be allowed in order to join a new post when the appointment does not necessarily involve a change of residence from the station to another. A holiday or Sunday shall count as duty for the purpose of this rule.

(3) In case involving a change of station, six days shall be allowed for preparation, and in addition, a period to cover the actual journey calculated as follows:-

(a) for the portion of the journey which he travels or might travel:

By railway	- One day for each 400 kilometres.
By motor car or horse drawn	- Conveyance plying for public hire One day for each 130 Kilometres
In any other way	- One day for each 25 K.m.
By aircraft	- Actual time occupied in the journey.

(b) for any fractional portion of any distance prescribed in Clause (a), an extra day is allowed;

(c) travel by road not exceeding 8 kilometres to or from a railway station at the beginning or end of a journey does not count for joining time.

(4) An employee on joining time will be regarded as on duty and is entitled to pay and allowances admissible for that period. An employee who does not join his post within the joining time is not entitled to any pay or leave salary after the expiry of joining time. Wilful absence from duty after the expiry of joining time may be treated as misbehaviour and action taken as deemed fit, for such absence.



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- (5) If an employee is appointed to a new post while in transit from one post to another, his joining time begins on the day following the day on which he receives the order of appointment.
- (6) If an employee, while in transit from one post to another, is re-posted to the original post, such posting shall be construed as appointment to a new post for the purpose of this instruction.
- (7) The appointing authority shall have powers to regularise the excess joining time availed by an employee due to late receipt of posting orders; on no account the joining time shall exceed 30 days.
- (8) An employee on joining time shall be entitled to pay and allowances which he would have drawn if he had continued in the old post or the pay which he will draw on taking charge of the new post, whichever is less.
- (9) When an employee joins his post before the expiry of his leave without availing full joining time admissible, the period of joining time not availed shall be considered as leave not enjoyed and a corresponding period of leave sanctioned shall be re-credited to his leave account.

### 8. ADDITIONAL CHARGE ARRANGEMENT AND CHARGE ALLOWANCE:-

Where a competent authority places an employee of the University in additional charge of an executive or a similar post or post of equal or higher category, he shall be granted additional charge allowance as followed in the Government of Tamil Nadu.

### 9. FOREIGN SERVICE:-

- (1) In addition to the provisions contained in section 35 of the Act of this University, the following Regulations shall govern the Foreign Service conditions of the employees;
  - (i) No employee of the University shall be sent on Foreign Service except with the approval of the Syndicate;
  - (ii) Transfer on foreign service should not ordinarily be made unless the duties to be performed after the transfer are such as should be rendered by an employee of the University or involves such technical knowledge in which experts are not easily available from any other source;



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- (iii) An employee at the time of transfer on Foreign Service should hold a permanent post in the University;
- (iv) No employee of the University on deputation with an outside agency shall be allowed to retain a lien on his post for more than three years;
- (v) the Vice-Chancellor shall in every case of deputation on foreign service, lay down the duration, emoluments and other conditions including all the costs involved in the transfer by way of travelling and daily allowances, etc., and provident fund and leave salary contribution to be made by the foreign employer.

- (2) Persons who are appointed in the University on deputation either from Government or from other Universities / Institutions shall be governed by the regulations of the University, and such other terms and conditions prescribed from time to time.

### 10. DEPUTATION FOR HIGHER STUDIES:-

- a) The University may depute any of its employees for higher studies in India or abroad leading to a certificate, diploma or degree in such subjects for which there are no adequate training facilities in the University. The procedure for selection of candidates for deputation shall be as approved by the Syndicate.
- b) The employee selected for deputation for higher studies shall be paid his full salary during the period of deputation, the travelling expenses and suitable maintenance allowance.
- c) The employee selected for the deputation shall execute a bond with the University ensuring successful completion of the course of study and/or the degree programme for which he is to be deputed, failing which he should also execute in the same bond an undertaking to serve the University for a stipulated period of five years on a post assigned to him, on return from deputation.
- d) The detailed rules for selection and deputation and for execution of bond with the University shall be as approved by the Syndicate.

### 11. RETIREMENT, EXTENSION OF SERVICE AND RE-EMPLOYMENT:-

- (1) The age of superannuation for all such employees who are recruited and appointed against permanent or temporary posts of the University shall be fifty-eight years. Others shall be governed by the Regulations of the respective parent organisations to which they belong or UGC. The appointing authority shall have power to extend the age of superannuation of the University employees up to sixty years, subject to the following conditions:-





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- a that his services are useful and essential to the University;
- b that work of the employee has been outstanding in the past five years; and
- c that he is found to be medically fit.

(2) For good and sufficient reason, the Syndicate shall have the power to re-employ a person retired from the service of the University up to a maximum of two years. The person so re-employed shall be paid salary at the rates decided by the Syndicate based on the merits of the individual case.

(3) The Syndicate may at its discretion re-employ such of the transferred employees from the state Government service, who retire from the University while on deputation, on superannuation at the age of fifty-eight years or otherwise, for a period of not more than two years at a time, up to a maximum of sixty years of age of the incumbent. The pay and allowances of such re-employed persons shall be as decided by the appointing authority.

(4) In respect of re-employment of the officers of the University, prior approval of the syndicate shall be obtained. The pay and allowances of such re-employed persons shall be as decided by the Syndicate.

(5) No person dismissed from any service shall be eligible for re-employment of any kind in the University.

### 12. ISSUE OF RETIREMENT NOTICE:-

Six months prior to an employee's attaining the age of superannuation or retirement, a notice shall be sent to him about his impending retirement, by the Registrar or other officers of the University.

### 13. GRATUITY-CUM-PENSION-CUM-PROVIDENT FUND:-

- (1) The University shall institute Gratuity-cum-pension-cum-provident fund scheme for the benefit of the officers and employees of the University as per Tamil Nadu Government rules.
- (2) In the event of death in harness of an employee of the University, his/her nominee(s) or heir(s) is/are eligible for gratuity and family pension.
- (3) Necessary rules shall be framed separately for the provisions made in paragraphs (1) and (2) above.





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### 14. DAILY AND TRAVELLING ALLOWANCES:-

- (1) Officers and other employees of the University and other persons who have to travel on University business shall be paid daily and travelling allowances as per the Tamil Nadu Government Travelling Allowance Rules, as amended from time to time.
- (2) (a) Members of the Syndicate shall be entitled to draw daily and travelling allowances as applicable to Grade I Officers under the Tamil Nadu Government Travelling Allowance Rules.  
(b) All employees shall be entitled to draw daily and travelling allowances under the Tamil Nadu Travelling Allowances Rules, with reference to the basic pay plus personal pay, if any.  
(c) Employees of the State or Central Government or Corporate Bodies who have to travel on University business shall be paid daily and travelling allowances admissible under the Rules governed by their respective parent organisation.  
(d) Members of the Syndicate, Academic Council, Board of Studies, other Committees specially constituted and other invitees, who do not come under any of the categories mentioned above, but travel on University business shall be paid daily and travelling allowances applicable to Grade I Officers of the Government of Tamil Nadu.
- (3) All tours by the employees outside the State of Tamil Nadu shall be authorised by the Vice-Chancellor, on the recommendation of the superior concerned.
- (4) All other tours within the State by the Officers and other employees shall be authorised as detailed in Appendix- VI.
- (5) All travel outside India by the Officers and other employees shall be authorised by the Syndicate on the recommendation of the Vice-Chancellor.
- (6) The Finance Officer with the approval of the Vice-Chancellor shall issue standing orders relating to the preferring of daily and travelling allowance claims.

### 15. MEDICAL REIMBURSEMENT CHARGES:-

- (1) The Officers and other employees shall be eligible for medical concessions as per Tamil Nadu Government Medical Attendance Rules.



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- (2) Where there is a University Dispensary, the resident employees shall avail the facilities therein; only under extraordinary circumstances they shall take treatment outside the Dispensary, under authorisation from the University Medical Officer.
- (3) Non-resident employees may take treatments outside University Dispensary, under authorisation from the University Medical Officer.
- (4) The University shall from time to time appoint Medical practitioners for attending on the employees.
- (5) The Finance Officer with the approval of the Vice-Chancellor, shall issue standing orders regarding claims under Medical Concession Rules.

### 16. LOANS AND ADVANCES:-

- (1) The employees of the University shall be eligible to draw the various advances as applicable to the employees of the Tamil Nadu Government. The authorities empowered to sanction the advances are as given in Appendix-VI.
- (2) The grant of the advances shall be governed by the Rules and other executive orders issued by Tamil Nadu Government from time to time.
- (3) The Finance Officer with the approval of the Vice-Chancellor shall issue standing orders regarding the procedure and other matters relating to sanction and drawl of the above advances.
- (4) Subject to availability of funds, the University may at its discretion grant the following loans and advances to the officers and other employees, as per the rules and orders of Tamil Nadu Government issued from time to time:
  - (a) Festival Advance,
  - (b) Handloom Advance,
  - (c) Education Loan.

### 17. ACCEPTANCE OF EXAMINERSHIP AND REMUNERATION:-

- (1) The period of absence for such work outside the University shall be treated as leave to which he is eligible if he is to receive remuneration; and if he is to receive no remuneration, the absence shall be treated as on duty.
- (2) The Vice-Chancellor may at his discretion grant permission to employees of the University to accept external examinership and other specific assignments and to receive fee remuneration. The maximum amount that can be received during a calendar year by any such employee shall not exceed Rs.5,000/- or such other amount fixed from time to time with the approval of the Syndicate.



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### 18. NOTICE FOR LEAVING EMPLOYMENT:

#### (1) NOTICE BY APPROVED PROBATIONER:-

An approved probationer of the University other than the staff in Group D shall not leave or discontinue his/her service on his/her own accord without first giving three calendar months notice or by paying an amount equivalent to his salary of three calendar months in lieu thereof. The appointing authority shall have the right to accept or refuse the request on valid grounds.

#### (2) NOTICE BY OTHERS:-

A probationer or a temporary employee of any Group and a regular employee of Group D shall not leave or discontinue his/her service on his/her own accord without first giving one calendar month notice or salary in lieu thereof.

### 19. RETIREMENT:

#### (A) AGE OF RETIREMENT:-

Non-Teaching employee of Groups A,B,C and D shall retire from the University service on the last day of the month in which he/she completes his/her 58th year of age. The age of retirement for teaching staff is 60 and they will retire on the last day of the month in which he completes his/her 60th year of age:

Provided that the age of retirement is subject to change as per the Government order issued from time to time; Provided further that the teaching staff who retires in the middle of the Academic Year shall be allowed to continue beyond the age of superannuation till the end of the academic year.

#### (B) RE-EMPLOYMENT:-

Provided that the Syndicate may re-employ any such employee for one year in respect of non-teaching staff and two years in respect of teaching staff in recognition of outstanding contribution to the University on such terms and conditions as may be prescribed by the Syndicate:

Provided that such re-appointments are subject to review by a committee appointed by the Syndicate every year provided further that any such employed person shall cease to continue in office on attaining the age of 62 in the case of teachers and 60 in the case of non-teaching employees.





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### 20. COMPULSORY/VOLUNTARY RETIREMENT - NOTICE ISSUANCE:

#### (1) TEACHING & NON-TEACHING STAFF:-

Notwithstanding anything contained in these Statutes, the Syndicate, based on the specific recommendations of a committee constituted for reviewing the status of an employee whose function in the discharge of his duties is found to be gravely inferior or his conduct and character are not befitting the status of the University may order to compulsorily retire the employee in the interest of the University:

Provided that the employee is given all the reasonable opportunities to explain his/her case as per the rules in force. Such non-teaching and teaching staff shall be given notice of not less than three months or the pay and allowances in lieu of such notice. The Fundamental Rules as applicable to the Employees of the Government of Tamil Nadu shall apply mutatis mutandis to the teaching and non-teaching staff of the Tamil Nadu Physical Education and Sports University.

When a member has been compulsorily retired from service as a penalty he may be granted by the authority competent to impose such penalty, at a rate not less than 2/3rd of normal pensionary benefits which will be due to him if he retires normally on the date of compulsory retirements.

#### (2) VOLUNTARY RETIREMENT:

Any teaching and non-teaching staff who has completed the qualifying service as stipulated in the Fundamental Rules may opt to retire by giving notice of not less than three months in writing to the Syndicate. However he/she cannot withdraw such notice subsequently except with the specific approval of that authority and the withdrawal should be before the date from which he originally wanted to retire.

#### EXPLANATION NO. I

In computing the notice period of three months, the date of service of the notice shall be excluded; the period if any spent on leave during the notice period shall also be excluded.

#### EXPLANATION NO. II

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.





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### (3) REVIEW PETITION:-

Any employee, compulsorily retired may file a review petition if he/she desires within one month to the Syndicate from the date of receipt of the orders.

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.

### 21. SCALE OF PAY AND ALLOWANCES:

#### (1) PAY AND REVISION OF PAY:-

The scales of pay admissible to various categories of posts in the University shall be fixed as given in Appendix-II:

Provided that the Dearness Allowance, House Rent Allowance, City Compensatory Allowance shall be regulated as per the rules applicable to the employees of the Government of Tamil Nadu from time to time.

#### (2) SANCTION OF ADVANCE INCREMENTS:-

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 approve fixation of pay at a higher stage in the pay scale based on the recommendation of the selection committee. Such higher fixation shall be subject to a maximum of five additional increments unless it is a question of protecting the previous emoluments of the selected candidates.

#### (3) CAREER ADVANCEMENT SCHEME:-

The following guidelines are subject to modifications made by the UGC from time to time:

The following Career Advancement Scheme shall be applicable to the Teachers:

- (i) Persons entering the teaching profession in universities and colleges shall be designated as Assistant Professors and shall be placed in the Pay Band III of Rs.15600 - 39100 with AGP of Rs.6000. Lecturers already in service in the pre-revised scale of Rs.8000-13500, shall be re-designated as Assistant Professors with the said AGP of Rs.6000. Their CAS promotions would be subject to the norms laid out.



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- a) C A S promotions of Assistant Professors from one A G P to the higher A G P shall be conducted by a "Screening cum Evaluation Committee" adhering to the norms laid out as API and P B A S.
- b) The "Screening cum Evaluation Committee" for C A S promotion of assistant professors / equivalent cadres in Librarians / Physical Education from one A G P to the other higher A G P shall consist of -

### 1. For University teachers:

- a) The Vice Chancellor as the Chairperson of the Selection Committee
- b) The Dean of the concerned Faculty
- c) The Head of the Department / Chairperson of the School
- d) One subject expert in the concerned subject nominated by the Vice
- e) Chancellor from the University panel of experts.

### 2. For College teachers:

- a. The Chairman of the Governing body of the College or the Director of Higher Education / collegiate education at the State level (in the case of Govt. Colleges) or his nominee not below the rank of principal as the Chairperson of the selection committee.
  - b. Principal of the college.
  - c. Head of the concerned department from the college.
  - d. One subject expert in the concerned subject nominated by the Vice-Chancellor from the University panel of experts.
  - e. The quorum for these committees in both categories shall be three including the one subject expert / University nominee need to be present.
- (ii) An Assistant Professor with completed service of four years, possessing Ph.D., degree in the relevant discipline shall be eligible, for moving to AGP of Rs.7000.
  - (iii) Assistant Professors possessing M.Phil degree or post-graduate degree in professional courses approved by the relevant statutory Body, such as I.L.M / M. Tech etc., shall be eligible for the AGP of Rs.7000 after completion of 5 years service as Assistant Professor.



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- (iv) Assistant Professors who do not have Ph.D or M.Phil., or a Master degree in the relevant Professional course shall be eligible for the AGP of Rs.7000 only after completion of 6 years' service as Assistant Professor.
- (v) The upward movement from AGP of Rs.6000 to AGP of Rs.7000 for all Assistant Professor shall be subject to their satisfying other conditions as laid down by the UGC in these Regulations.
- (vi) The pay of the incumbents to the post of Lecturer (Senior Scale) (i.e the unrevised scale of Rs.10,000-15200) shall be re-designated as Assistant Professor, and shall be fixed at the appropriate stage in Pay Band III of Rs.15600-39100 based on their present pay, with AGP of Rs.7000.
- (vii) Assistant Professors with completed service of 5 years at the AGP of Rs. 7000 shall be eligible, subject to other requirements laid down by these UGC Regulations, to move up to the AGP of Rs.8000.
- (viii) Posts of Associate Professor shall be in the Pay Band IV of Rs.37400-67000, with AGP of Rs.9000. Directly recruited Associate Professors under these Regulations shall be placed in the Pay Band IV of Rs.37400-67000 With an AGP of Rs.9000, at the appropriate stage in the Pay Band in terms of the conditions of appointment.
- (ix) Incumbent Readers and Lecturers(Selection Grade) who have completed 3 years in the current pay scale of Rs.12000-18300 on 1.1.2006 shall be placed in Pay Band III of Rs.37400-67000 with AGP of Rs.9000 and shall be re-designated as Associate Professor.
- (x) Incumbent Readers and Lecturers (Selection Grade) who had not completed three years in the pay scale of Rs.12000-18300 on 1.1.2006 shall be placed at the appropriate stage in the Pay Band of Rs.15600-39100 with AGP of Rs.8000 till they complete 3 years of service in the grade of Lecturer (Selection Grade) / Reader, and thereafter shall be placed in the higher Pay Band III of Rs.37400-67000 and accordingly re-designated as Associate Professor.
- (xi) Readers / Lecturers (Selection Grade) in service at present shall continue to be designated as Lecturer (Selection Grade) or Readers, as the case may be, until they are placed in the Pay Band of Rs.37400-67000 and re-designated as Associate Professor in the manner described in (ix) and (x) above.





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- (xii) The incumbent Reader who is selected on or after 1.1.2006, shall be re-designated as Associate Professor from the date of his / her selection, and will be placed in the Pay Band IV of Rs.37400-67000 with a AGP of Rs.9000.
- (xiii) Assistant Professors completing 3 years of teaching in the AGP of Rs.8000 shall be eligible, subject to other API conditions prescribed by these Regulations, to move to the Pay Band IV of Rs.37400-67000 with AGP of Rs.9000 and to be designated as Associate Professor.
- (xiv) Associate Professor completing 3 years of service in the AGP of Rs.9000 and possessing a Ph.D., Degree in the relevant discipline shall be eligible to be appointed and designated as Professor, subject to satisfying the required credit points as per API based on PBAS methodology provided in Appendix III, Table I-III stipulated in these Regulations through a duly constituted selection committee as suggested for the direct recruitment of Professor. No teacher other than those with a Ph.D shall be promoted, appointed, or designated as Professor. The Pay Band IV for the post of Professors shall be Rs.37400-67000 with AGP of 10000.
- (xv) The incumbent Readers who have completed 6 years as Reader / Associate Professor on or after 1.1.2006, shall be eligible for promotion as Professor and to be placed in the Pay Band IV of Rs.37400-67000 provided one earns the required API score as per Tables I and II through the PBAS methodology stipulated in these Regulations.
- (xvi) In the case of Associate Professors in Colleges, promotion to the post of Professor under CAS shall be further subject to (xx) and (xxi) of these Regulations as given below.
- (xvii) The pay of a directly recruited Professor shall be fixed at a stage not below Rs.43000 in the Pay Band IV of Rs.37400-67000, with the applicable AGP of Rs.10000.
- (xviii) Ten percent of the posts of Professors in a University shall be in the higher AGP of Rs.12000, however, teachers promoted to the posts with higher AGP of Rs.12000, shall continue to be designated as Professor. Eligibility for elevation as a Professor in the higher Academic Grade Pay of Rs.12000, shall be a minimum of 10 years of teaching and research experience as





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professor either in the pre-revised scale of Professor's Pay of Rs.16400-22400 or the revised scale of Pay Band IV of Professor with AGP of Rs.10,000/- on satisfying the required API score as per Tables I and II through the PBAS methodology stipulated in these Regulations through a duly constituted Expert Committee; As this AGP elevation for Professor is applicable to only University departments, additional credentials are to be evidenced by (a) post-doctoral research outputs of high standard; (b) awards / honours / recognitions / patents & IPR on products & processes developed/ technology transfer achieved; and (c) Additional research degrees like D.Sc., D. Litt., LL.D etc., The selection is to be conducted by the University by receiving PBAS proformas from eligible professors based on seniority, three times in number of the available vacancies. In case the number of candidates available is less than three times the number of vacancies, the zone of consideration will be limited to the actual number of candidates available. The assessment process shall be through an Expert-Committee evaluation of all credentials submitted along with duly filled PBAS proforma by eligible professors as stipulated in Table-II (A) of Appendix-III for teachers in University departments. No separate interview need to be conducted for this category.

- (xix) Discretionary award of advance increments for those who enter the profession as Associate Professors or Professors with higher merit, high number of research publications and authority of the concerned University or recruiting institution while negotiating with individual candidates in the context of the merits of each case, taking into account the pay advance increments is not applicable to those entering the profession as Assistant Professor / Assistant Librarian / Assistant Director of Physical Education to those who are entitled for grant of advance increments for having acquired Ph.D/M.Phil/M.Tech etc.,

### PROFESSORS IN UNDER GRADUATE AND POST GRADUATE COLLEGES

- (xx) Ten percent of the number of the posts of Associate Professor in an Under Graduate College shall be that of Professors and shall be subject to the same criterion for selection / appointment as that of Professors in Universities provided that there shall not be more than one post of Professor in each Department; and provided further that One-fourth (25%) of the posts of



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Professor in UG Colleges shall be directly recruited or filled on deputation by eligible teachers and the remaining three-fourths (75%) of posts of Professors shall be filled by CAS promotion from among eligible Associate Professors of the relevant Department of the Under Graduate College. Sanctioned posts include the posts approved under both direct recruitment and CAS promotion. Identification of posts of Professor in an Under Graduate College for being filled through direct recruitment / deputation shall be carried out by the affiliating / concerned University acting in consultation with the College. Where the number of posts of Professor worked out as a percentage of the number of posts of Associate Professor for CAS promotion or direct recruitment / deputation is not an integer, the same shall be rounded off to the next higher integer.

The selection process is to be conducted by the University by receiving PBAS proformas from eligible Associate Professors based on seniority and three times in number of the available vacancies. In case the number of candidates available is less than three times the number of vacancies, the zone of consideration will be limited to the actual number of candidates available. The selection shall be conducted through the API scoring system with PBAS methodology and selection committee process stipulated in these Regulations for appointment of Professors; In the direct recruitment of the 25% of the posts, 'Rota-Quota system shall be followed starting with promotions. The direct recruitment quota shall be rotated in an alphabetical order.

- (xxi) There shall be one post of Professor in each Department of a Post-Graduate College which shall be subject to the same criterion for selection / appointment as that of Professors in Universities, provided that one-fourth (25%) of the posts of Professor shall be filled on deputation/direct recruitment from among eligible teachers and the remaining three-fourths (75%) of posts shall be filled through merit promotion from among the eligible Associate Professors in the relevant department of the Post-Graduate college. Identification of posts of Professor in a Post-Graduate College for being filled through direct recruitment / deputation shall be carried out by the affiliating/concerned University acting in consultation with the College. The decision regarding whether the posts of Professor will be for CAS promotion or direct recruitment /deputation shall be within the competence of the University acting in consultation with the College. Where the number of posts of professor for CAS promotion or direct recruitment / deputation worked out as a percentage of the total number of posts in a Post Graduate College is not an integer, the same shall be rounded off to the next higher integer.



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The selection process is to be conducted by the University by receiving PBAS proformas from eligible Associate Professors based on seniority and three times in number of the available vacancies. In case the number of candidates available is less than three times the number of vacancies, the zone of consideration will be limited to the actual number of candidates available. The selection shall be conducted through the API scoring system with PBAS methodology, selection committee process stipulated in these Regulations for appointment of Professors; In the direct recruitment of the 25% of the posts, 'Rota-Quota system' shall be followed starting with promotion. The direct recruitment quota shall be rotated in an alphabetical order.

### (4) OTHER ASPECTS OF RECRUITMENT :-

For the purpose of career advancement and promotion, past service rendered prior to joining the University in an organization to which the guidelines of the UGC are applicable shall count as qualifying service, subject to fulfilment of the specific conditions set out in the Regulations issued by the University Grants Commission vide Regulations No.F.3-1/2009 (PS), dated 23.09.2009.

### (5) APPLICABILITY OF FUNDAMENTAL RULES:-

The Fundamental Rules of the Tamil Nadu Government shall apply in general regarding pay fixation, increments, joining time, Foreign Service, Additional Charge, etc., unless it is otherwise provided in these statutes.

## 22. RECORD OF SERVICE:

### (1) SERVICE REGISTER:-

There shall be a service register for every employee in which all matters relating to his/her service in the University shall be entered. The service register shall contain in particular a history of service from the date of his appointment including increment, promotion, reward, punishment and all other special events of his/her service career. The service register shall also contain a leave form for the employee showing a complete record of all kinds of leave other than casual leave taken by him/her. The service register shall be in the form as prescribed for the employees of the Tamil Nadu Government.

### (2) PERSONAL PERFORMANCE APPRAISAL FILE:

The personal performance appraisal file shall be maintained for all employees. The form and procedure shall be as followed in the Tamil Nadu Government from time to time. The officers, who are to write, countersign and maintain the personal files shall be as prescribed in the Appendix-VII.





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### 23. LEAVE:

#### (1) (A) KINDS OF LEAVE:-

The following are the various kinds of leave admissible to the employees (Teaching & Non-Teaching) of the University:-

- i. Earned Leave
- ii. Maternity Leave
- iii. Unearned Leave on Medical Certificate
- iv. Unearned Leave on Private Affairs
- v. Study Leave
- vi. Sabbatical Leave (applicable for Teaching Staff)
- vii. Casual leave including Special Casual leave
- viii. Other types of leave as provided in the Tamil Nadu Government Leave Rules.

(b) The Tamil Nadu Government Leave Rules shall be applicable in all cases except in the following:

All temporary women employees shall be eligible for maternity Leave, but they should have completed one year of service. They shall first be sanctioned earned leave at their credit and the balance shall be sanctioned as Maternity Leave.

(c) Quantum of earned leave for teachers is 15 full days per year.

#### (d) Study Leave:-

The employees of the University shall be eligible for study leave as detailed below:-

- (i) **Conditions:** - They should belong to A and B group of employees and execute a bond adopted in this regard by this University. The employees should have completed at least five years of service and there should be five years before the time of retirement.
- (ii) **Quantum of Leave:-** Study leave shall be granted for twelve months at a time and 24 months in all.





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- (iii) **Purpose:** - The purpose of grant of such leave is to continue academic pursuit in or outside India.
- (iv) **Leave Salary:** - Pay allowed during study leave is full pay if deputed by the University. Administrative powers of competent authorities to sanction leave are given in the Appendix - VIII.
- (v) Every employee shall be eligible for 12 days of casual leave in a calendar year. Besides, three days of restricted/or optional holidays shall be allowed to be availed in a calendar year on the days notified by the Government.
- (vi) An employee may be required by the competent authority to work on a holiday, shall be eligible for compensation leave, subject to a maximum of 20 days in a year, provided such leave shall be availed within a period of six months from the holiday in which worked.
- (vii) An employee may be permitted to surrender the earned leave at his/ her credit and draw leave salary in lieu thereof, subject to the terms and conditions in force time to time under Tamil Nadu Government Service.
- (viii) An employee may be permitted to encash the earned leave at his/her credit on the date of superannuation, subject to a maximum of 240 days, by the authority competent to make appointment to the post concerned. The concession shall be allowed up to a maximum of 30 days in the case of death of an employee. The rule is otherwise subject to change according to the Tamil Nadu Government Rules, as amended from time to time. The unavailed portion of unearned leave on half average pay also will qualify for encashment on superannuation; half of the total period at credit shall be reckoned for the purpose.
- (ix) Leave cannot be claimed as a matter of right and when the exigencies of service so demand, leave of any description may be refused or the employee may be compulsorily recalled from leave by the sanctioning authority. The Administrative powers of the competent authorities in respect of grant of leave to the employees of the University shall be as specified in Appendix-VIII.

### (2) HOLIDAY & VACATION:

Full-time teachers of the University shall be entitled to a summer vacation of two months from 1st May to 30th of June (both days inclusive).



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### (3) SABBATICAL LEAVE:

#### (I) ELIGIBILITY:

The Teachers of the University shall be eligible for grant of sabbatical leave for a period of one year at the end of every six years of continuous service in the University for undertaking study research and writing of books within the country or abroad.

#### (II) SERVICE

In reckoning the service in the Teachers grade for this purpose six years of service rendered without any break will be taken into account. That is, 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 of service an additional period of equal duration will have to be rendered for the completion of six years of service for the purpose of Sabbatical Leave.

#### (III) DURATION:

- (a) Sabbatical Leave shall be granted for a period of twelve months including Vacation. Vacation will not be allowed to be prefixed or suffixed with Sabbatical Leave.
- (b) Sabbatical Leave may be availed of, only twice during the entire period of service of a teacher in the University, provided he/she has rendered approved service of not less than six years before each spell of Sabbatical Leave.

#### (4) SERVICE BENEFITS:

During the period of Sabbatical Leave, the Teacher shall be allowed to draw the normal increments on the due date and the period of leave shall also count as regular service for the purpose of pension / retirement benefits, provided that the Teacher rejoins the University on the expiry of his leave.

#### Note:

The programme to be followed during Sabbatical Leave shall be submitted for approval (by the University) along with the application for grant of leave.



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### (5) SALARY:

A Teacher shall during the period of Sabbatical Leave, be paid full pay and allowances (subject to the prescribed conditions being fulfilled) at the rate applicable to him/her immediately prior to his/her proceedings on Sabbatical Leave. 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 teachers on sabbatical leave.

### (6) RESTRICTIONS:

- (i) A Teacher on sabbatical leave shall not take up during the period of that leave any regular appointment under another organisation in India or abroad.
- (ii) Sabbatical leave cannot be granted as a matter of right. The Syndicate reserves the right to stipulate conditions/rules for the purpose of granting sabbatical leave.
- (iii) The Teacher shall submit the proposed programme to be followed during the sabbatical leave to the University. On return from the leave a report on the nature of study / research or writing undertaken during the period of leave shall be submitted to the University.

### (7) (A) GRANT OF CASUAL LEAVE:-

The Casual leave shall be sanctioned by the Vice-Chancellor for the Heads of the Department, the Deans, the Registrar, the Controller of Examinations and the Finance Officer. The Heads of Departments shall sanction the casual leave for the teaching and non-teaching staff of their departments. The Registrar, the Controller of Examinations and the Finance Officer shall grant the casual leave to the staff working under them.

### (B) GRANT OF LEAVE OTHER THAN CASUAL LEAVE:-

The Vice-Chancellor shall sanction the earned leave and the medical leave to the teaching and non-teaching staff of Groups A and B. The Registrar under delegation from the Vice-Chancellor shall grant all kinds of leave to the non-teaching staff of Groups C and Groups D.

### (8) RECALL FOR DUTY:-

Leave cannot be claimed as a matter of right and when the exigencies of services so demand leave of any kind may be refused or the employee may be compulsorily recalled from leave by the authority empowered to grant it viz., the Vice-Chancellor, The Registrar, The Dean, the Head of Department and such other authorities. If in administrative interest





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it is so required the Vice-Chancellor shall have the over-riding power to revoke or cancel any related orders passed by other officers when duly represented. The administrative powers of the competent authorities shall be as specified in Appendix VIII.

### (9) NOT TO BE EMPLOYED DURING LEAVE:-

A University employee on leave shall not accept or take up any employment of service or receive any remuneration provided that it shall not apply in cases of sabbatical and study leave. Wilful absence from duty after the expiry of leave may be treated as misconduct attracting disciplinary actions.

### 24. DISCIPLINE:

#### 1. APPLICABILITY :

Subject to the provisions of the Act, these Statutes shall apply to all University employees temporary or permanent and also on deputation and on contractual service in the University except persons employed on daily wage basis / outsourcing basis.

#### 2. Control and Discipline of the University Servants :

- (i) **Penalties:** The following penalties may, for good and sufficient reasons and as herein after provided, be imposed upon an University Employee viz.

##### A Minor Penalties :

- a) Censure ;
- b) Fine (in the case of persons for whom such penalty is permissible under these Statutes);
- c) Withholding increments with or without cumulative effect;
- d) Recovery from pay of the whole or part of any pecuniary loss caused to the University by negligence or breach of orders; and

##### B Major Penalties :

- (a) Reduction to a lower rank in the Seniority list or to a lower post or time scale or to a lower stage in the same scale;
- (b) Compulsory retirement;
- (c) Removal from the Service of the University; and
- (d) Dismissal from Service of the University.





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### Explanation:

The removal of a person from the University service shall not disqualify him from future employment by the University but the dismissal of a person from the University service shall ordinarily disqualify him from future employment by the University.

(i) The following shall not amount to penalty within the meaning of these Statutes.

- (a) Withholding of increments of an University employee for failure to pass a departmental examination or consequential to the extension of probation in accordance with the Statutes or orders governing the service or post or the terms of his appointment;
- (b) Non-promotion of an University employee, whether in an officiating or substantive capacity, after consideration of his case, to a higher grade or post, for promotion to which he is eligible;
- (c) Reversion to a lower service, category, class, grade or post of an University Servant officiating in a higher service, category, class, grade or post on the ground that he is considered, after assessment found to be unsuitable for such higher service, category, grade, or post or on administrative grounds unconnected with his conduct;
- (d) Reversion to his previous service, category, class, grade or post of an University Servant on probation to another service, category, class, grade or post during or at the end of the period of probation in accordance with the terms of his appointment or the Statutes governing probation;
- (e) Replacement of the Service of a person whose services have been borrowed from the Central Government or State Government or local authority, at the disposal of the authority which had lent his services;
- (f) The procedure governing the discipline and control of the employees are as in Appendix - IX to this Chapter.



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### 3. Suspension:-

An employee may be placed under suspension from service, where

- (i) an enquiry into grave charges against him is contemplated, or is pending ; or
- (ii) a complaint against him of any criminal offence is under investigation or trial;
- (iii) An University employee who is detained in custody whether on a criminal charge or otherwise, for a period longer than forty eight hours shall be deemed to have been placed under suspension by an order of the competent authority with effect from the date of his detention.
- (iv) An employee shall be deemed to have been placed under suspension by an order of the competent authority, with effect from the date of his conviction for the offence, if he is sentenced to a term of imprisonment exceeding forty eight hours.

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

**Explanation: 1.** Grave Charges for the purpose of (a) above shall include:

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



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### 4. Continuance of suspension in case of further enquiry:-

Where a penalty of dismissal, removal or compulsory retirement from service imposed upon a University employee under suspension is set aside and the case is remitted for further enquiry or action or with any other directions, on appeal or on review under these statutes the order of his suspension shall be deemed to have continued in force on and from the date of the original order for dismissal, removal or compulsory retirement and shall remain in force until further orders.

### 5. Continuance of suspension in certain other cases:-

a) Where a penalty of dismissal, removal or compulsory retirement from service imposed upon an University employee is set aside by a decision of the court with the direction to the competent authority to hold a further inquiry against him, the University employee shall be deemed to have been placed under suspension by the Competent Authority from the date of the original order of dismissal, removal or compulsory retirement and shall continue to remain under suspension until further orders.

b) Where an University employee is suspended or deemed to have been suspended (whether in connection with any disciplinary proceedings or otherwise) and any other disciplinary proceedings is commenced against him during the continuance of that suspension, competent authority may, for reasons to be recorded by him in writing, direct that the University employee shall continue to be under suspension until the termination of all or any of such proceedings.

### 6. Modification / Revocation of Suspension :

a) An order of suspension made or deemed to have been made under these Statutes, may, at any time, be revoked / modified by the Authority which issued the order of suspension or by any authority to which that authority is subordinate.

b) If an University employee who has been detained for a period exceeding 48 hours is later released on bail, such release shall not affect the deemed suspension which will continue to be in force until revoked by the competent authority.





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- c) Any University employee who is arrested for any reason, shall intimate promptly the fact of his arrest and the circumstances connected therewith to his immediate superior even though he might have been released on bail subsequently. Failure on the part of the University Servant to so inform his immediate superior officer shall be regarded as suppression of material information and will render him liable to disciplinary action on this ground alone, apart from the action that may be called for on the outcome of the police case against him.

### 7. Competent Authority and order of Suspension:-

- a) An University employee can be placed under suspension only by a specific order made in writing by the competent authority. The order of suspension shall be in the form given in Appendix - X to this Statutes.
- b) Except in case in which an University employee is deemed to have been placed under suspension, the order of suspension shall take effect only from the date on which it is made.
- c) The Competent Authority to place any University employee under suspension shall be, as given in Appendix IX to this Statutes.

### 8. Subsistence Allowance:-

An University employee under suspension shall be entitled to a subsistence allowance at an amount equal to 50% of the pay and Dearness Allowance, if any, which he would have drawn, if he had been on leave on half pay:

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

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





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- ii) The amount of subsistence allowance may be reduced by a suitable amount not exceeding 50 percent of the subsistence allowance admissible during the period of the first six months, if in the opinion of the said authority, the period of suspension has been prolonged due to reasons, to be recorded in writing, directly attributable to the employee;
- iii) No payment of subsistence allowance shall be made unless the employee furnishes a Certificate that he is not engaged in any other employment, business, profession or vocation.
- iv) A suspended employee shall not be entitled to any leave for the period of suspension. When an employee who has been suspended is finally reinstated, he shall get full pay unless the competent authority has expressly ordered a deduction to be made for the suspension period as a punishment. In the case of dismissal or removal from service no recovery is necessary of the subsistence allowance already paid to him.

### 9. Appeal against orders of suspension :-

An University employee may appeal against an order of suspension to the Vice-Chancellor or Syndicate, as the case may be.

### 25. DISCIPLINARY ACTION AGAINST EMPLOYEES DRAWN ON FOREIGN SERVICE TERMS:

The Government of Tamil Nadu Rules regarding disciplinary action in respect of officers on foreign service shall be applicable in respect of all employees working in the University on deputation. If the Syndicate feels it necessary, such officer may be reverted back to the Department concerned with a report to take action on such employees in respect of alleged irregularities committed by him during his/her employment in the University.

### 26. CONDUCT AND DISCIPLINE:

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



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- (ii) No University employee shall indulge in any criticism of the University administration in such a manner as savours of defiance and insubordination or causes or is likely to cause embarrassment to the administration.
- (iii) No University employee shall associate himself with or take an active part in politics. The Syndicate's decision on this aspect of an employee's conduct shall be final.
- (iv) Employees shall not submit directly applications for appointment to higher posts in the University / else where or for advance increments or for other kind of preferment. But they may submit their claims to higher posts etc., through proper channel.
- (v) 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 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.
- (vi) Persons on appointment and employees on transfer to posts dealing with cash, stores and other valuables including books shall at the discretion of the Syndicate furnish security to the University for such an amount and of such character as may be determined by the Syndicate. This shall be a condition attached to the posts and shall not entitle the employees concerned, who fill the posts to claim any additional remuneration or compensation or privilege on this account.
- (vii) 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 Vice-Chancellor and the Registrar will be the authorities to make the requisition of a preliminary enquiry and order a detailed enquiry by the Director of Vigilance and Anti-Corruption in respect of A/B Groups and C/D 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.

The competent authorities to impose penalties shall be as detailed in Appendix - IX

- (viii) Every Employee of the Tamil Nadu Physical Education and Sports University shall at all times maintain absolute integrity and devotion to duty. The whole time of a University Employee is at the disposal of the University, which pays him / her, and he/ she may be employed in any manner required by the proper authority without claim for additional remuneration.



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- (ix) Every Employee shall abide by and comply with the Act, statutes, ordinances framed there under and as amended from time to time, and all orders and directions of his / her superior authorities.
- (x) Every Employee shall extend the utmost courtesy and attention to all persons with whom he has to deal in the course of his / her duties.
- (xi) Every Employee shall endeavour to promote the interests of the University and shall not act in any manner prejudicial thereto.
- (xii) No Employee shall be a member of any political organisation or take active part in any political activity.
- (xiii) No Employee shall participate in any demonstration or resort to any form of strike in connection with his / her official duties and conduct.
- (xiv) No Employee shall join or continue to be a member of any Association of the employees of the University which has not obtained the recognition of the University, or recognition in respect of which has been refused or withdrawn.
- (xv) No Employee shall except in accordance with any general or special order of the University, or in the performance in good faith of the duties assigned to him, communicate directly or indirectly any official document or information to any University employee or any other person to whom he / she is not authorised to communicate such documents or information.
- (xvi) No Employee shall, except with the previous sanction of the University, engage directly or indirectly in any trade or business or undertake any other employment / consultancy.
- (xvii) No Employee shall manage his / her private affairs, avoiding habitual indebtedness or insolvency. Any employee who becomes the subject of a legal proceeding or insolvency shall forthwith report the full facts of his / her case to the University.
- (xviii) No Employee shall bring or attempt to bring any political or other influence to bear upon any superior authority, to further his / her interests in respect of matters pertaining to his / her service under the University.
- (xix) No University employee shall, except with the previous sanction of the Vice - Chancellor or of the prescribed authority ask for or accept contributions to or otherwise associate himself / herself with the raising of any funds or other collections in cash or in kind in pursuance of any object whatsoever.





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- (xx) Save as otherwise provided in these rules, no University employee shall accept or permit any member of his / her family or any person acting on his / her behalf to accept any gift.

**Explanation:** The expression 'Gift' shall include free transport, boarding, lodging or other service or any other pecuniary advantage when provided by any person other than a near relative or personal friend having no official dealings with the University.

**Note:**

1. A casual meal or other social hospitality shall not be deemed to be a gift.
  2. A University employee shall avoid accepting lavish / frequent hospitality and gifts from any individual having official dealings with him or from industrial or commercial firms, organisations, etc.,
- (xxi) No employee shall, except with the previous permission of the Vice - Chancellor, own wholly or in part, or conduct or participate in the editing or managing of any newspaper or other periodical publication other than the University publication.
- (xxii) No employee shall, except with the previous permission of the Vice - Chancellor, or in the bonofide discharge of his duties, participate in a radio broadcast or contribute any article or write any letter either anonymously or in his / her own name or in the name of any other person to any newspaper or periodical: Provided that no such permission shall be required if such broadcast or such contribution is of a purely literary, artistic, scientific, educational or cultural character.
- (xxiii) No University employee shall, except with the previous sanction of the Vice - Chancellor or the prescribed authority, have recourse to any court or the press for vindication of any official act which has been the subject matter of adverse criticism or an attack of a defamatory character.
- (1) The University employee shall submit a report to the prescribed authority regarding such action.
- (xxiv) No employee shall, except with the previous permission of the Vice - Chancellor give evidence,
- (1) before any public committee;
  - (2) Nothing in this rule shall apply to:
    - (a) evidence given before a committee which has power to compel the attendance of witness or the production of documents, or
    - (b) evidence given before an authority holding before any judicial or any enquiry committee.





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(xxv) It shall be the duty of an employee who has been arrested on a criminal charge made or a proceeding taken against him / her in connection with his / her position as an employee or otherwise which is likely to embarrass him / her in the discharge of his / her duties or involve moral turpitude, to intimate the fact of his arrest and the circumstances connected therewith, to the Vice-Chancellor promptly in writing even though he/ she might have subsequently been released on bail. Failure on the part of the employee concerned to inform so will be regarded as suppression of a material information and will render him / her liable to disciplinary action on this ground alone, apart from any action that may be taken against him / her on the conclusion of the case against him / her.

(xxvi) Any contravention of any law by an employee, which involves moral turpitude, shall be regarded as a serious matter, of which notice shall be taken departmentally. Where such contravention is followed by a conviction in a court of law, the employee may be punished departmentally on the basis of that conviction alone without following the procedure laid down for departmental enquiries.

(xxvii) No University employee shall, except with the previous knowledge of the Vice - Chancellor acquire or dispose any movable property in the shape of shares, securities or debentures or any immovable property by lease, mortgage, sale, gift or otherwise in his / her own name or in the name of any member of his / her family.

### NOTE:

(a) The above rule is applied only to cases in which the value of the movable or immovable property exceeds the amount equivalent to one year's salary of the University employee concerned.

(b) The Syndicate may, at any time by general or special order, require the employees to submit to the Vice-Chancellor within the period specified in the order, a full and complete statement of such movable and immovable property held or acquired by him / her or by member of his / her family as may be specified in the order. Such statements shall include details of the means by which or the source from which such property was acquired.

(xxviii) All employees of the University shall be subject to the general and overall control of the Vice - Chancellor.



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(xxix) The Vice - Chancellor may direct, by general or special order, that any power exercisable by him or any other officer or employee of the University under these rules shall be exercisable also by such officer or other employee as may be specified in the order, subject to such conditions, if any, as may be specified in the order.

### 27. PROCEDURE RELATING TO DISCIPLINE, CONTROL AND APPEAL PERTAINING TO THE UNIVERSITY EMPLOYEES :-

#### (1) Disciplinary Proceedings :-

The Vice Chancellor in the case of Teaching Staff and Group A & B non-teaching employees and the Registrar in the case of Group C & D non-teaching employees be the officers empowered to initiate disciplinary proceedings such as calling for explanations from and / or issuing memoranda or show cause notice to an University employee for considering the imposition of any of the penalties as mentioned in Appendix-IX.

When a prima facie case is made out by the competent authority and an enquiry is found necessary such enquiry shall be conducted by an enquiry committee constituted by the Syndicate.

The authority which may impose the penalties mentioned in these Statutes shall be as detailed in Appendix-IX.

- i) **Bar on Jurisdiction** : Where in any case, a higher authority has imposed or declined to impose a penalty for reasons to be recorded under these Statutes, a lower authority shall have no jurisdiction to proceed further under these Statutes in respect of the case;
- ii) The fact that a lower authority has imposed or declined to impose a penalty in any case, shall not debar a higher authority from exercising his jurisdiction under this Statutes in respect of the same case;
- iii) The order of a higher authority imposing or declining to impose in any case, a penalty under these Statutes, shall supersede any order passed by a lower authority in respect of the same case;
- iv) The fact that a lower authority has dropped a charge against a person as not proved, shall not debar a higher authority from reviving it, for reasons to be recorded and taking suitable action on the charge so revived.



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### (2) PROCEDURE FOR IMPOSING MINOR PENALTIES :

- a. In every case where it is proposed to impose on an employee any of the minor penalties, he shall be given a reasonable opportunity of making any representation that he may desire to make and such representation, if any, shall be taken in to consideration before the order imposing the penalty is passed:

Provided that the requirements of this Sub-Clause shall not apply where it is proposed to impose on an University employee any of the minor penalties on the basis of facts which have led to his conviction by a Court martial or where the employee concerned has absconded or where it is for other reasons impracticable to communicate with him.

- b. Record of proceedings in respect of Minor Penalties :

The record of proceedings under Clause (1) shall include :

- i) A Copy of the intimation to the University employee of the proposals to take action against him;
- ii) A Copy of the Statement of allegations communicated to him;
- iii) His representations, if any, and
- iv) The orders of the case together with the reasons therefor.

The authority which may impose any of the minor penalties on an University employee shall be as mentioned in Appendix - IX to this Chapter.

### (3). Procedure for imposing major Penalties:

- i) In every case where it is proposed to impose on an Employee of the University any of the major penalties, the ground on which it is proposed to take action shall be reduced to the form of a definite charge or charges, which shall be communicated to the person charged, together with a statement of the allegations on which each charge is based and of any other circumstances which it is proposed to take into consideration in passing orders on the case.

It is mandatory on the part of the disciplinary authority to enclose a questionnaire as indicated in Appendix-XI.





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He shall be required, within a reasonable time, to put in a written statement of his defence and to state whether he desires an oral inquiry or only to be heard in person or both. An oral enquiry shall be held if such an inquiry is desired by the person charged or is directed by the authority concerned. At that inquiry oral evidence shall be heard as to such of the allegations as are not admitted, and the person charged shall be entitled to cross-examine the witness, to give evidence in person and to have such witnesses called, as he may wish, provided that the officer conducting the inquiry may, for special and sufficient reason to be recorded in writing, refuse to call a witness.

Whether or not the person charged desired or had an oral inquiry, he shall be heard in person at any stage, if he so desires, before passing of final orders. After the enquiry has been completed, the person charged shall be entitled to put in, if he so desires, any further written statement of his defence. If no inquiry is held and if he had desired to be heard in person, a personal hearing shall be given to him. A report of the inquiry or personal hearing (as the case may be) shall be prepared by the authority holding the inquiry or personal hearing whether or not such authority is competent to impose the penalty. Such report shall contain a sufficient record of the evidence, if any, and a statement of the findings and the grounds thereof;

- ii) After the enquiry or personal hearing referred to in clause (i) has been completed and the report finalized by the enquiry officer indicating clearly whether the charge/charges have been proved beyond reasonable doubt the competent authority shall communicate a copy of the report of the enquiry officer to the delinquent employee and call up on his representation if any on the finding of the enquiry officer within a reasonable time not ordinarily exceeding one month;
- iii) Any representation in this behalf submitted by the person charged shall be taken into consideration before final orders are passed, provided that such representations shall be based only on evidence adduced during the inquiry;
- iv) The requirements of sub-clause (i) shall not apply where it is proposed to impose on an University employee any of the major penalties on the basis of facts which have lead to his conviction in a criminal court whether or not he





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has been sentenced at once by such court to any punishment; but he shall be given a reasonable opportunity of making any representation that he may desire to make and such representation, if any, shall be taken to consideration before the order imposing the penalty is passed;

- v) The requirements of sub-clause (i) shall not apply where it is proposed to impose on an University employee any of the major penalties on the basis of facts which have lead to his conviction by a Court martial or the employees concerned has absconded or where it is for other reasons, impracticable to communicate with him;
- vi) All or any of the provisions of Clauses (2) and (3) may, in exceptional cases, for special and sufficient reasons to be recorded in writing, be waived where there is difficulty in observing exactly the requirements of the sub-clauses and these requirements can be waived without injustice to the person charged;
- vii) If any question arises whether it is reasonably practicable to follow the procedure prescribed in sub-clause 3 (i), the decision thereon of the authority empowered to dismiss or remove such persons or reduce him in rank, as the case may be, shall be final.

### (4) APPEALS :

- i) Every University employee shall be entitled to appeal, as hereinafter provided, from an order passed by an authority imposing upon him any of the penalties specified in these Statutes to the next higher authority, viz.,
  - (a) An appeal from an order imposing a penalty by an authority other than the Vice-Chancellor or the Syndicate shall lie with the Vice-Chancellor;
  - (b) An appeal from the order imposing a penalty by the Vice-Chancellor shall lie with the Syndicate;
  - (c) An appeal from the order imposing a penalty by the Syndicate shall lie with the Chancellor.

### Explanation:

No appeal under this ordinance shall be entertained unless it is submitted within a period of sixty days from the date on which the order appealed against was received by the appellant.



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In the case of an appeal against an order imposing any of the penalties specified in these Statutes, the appellate authority shall consider,

- a) Whether the facts on which the order was based have been established;
  - b) Whether the facts established afford sufficient ground for taking action; and
  - c) Whether the penalty is excessive, adequate or inadequate and after such consideration, shall pass such order as it thinks proper.
- ii) Any error or defect in the procedure followed in imposing a penalty may be disregarded by the appellate authority if such authority considers, for reasons to be recorded in writing, that the error or defect was not material and has neither caused injustice to the person concerned, nor affected the decision of the case;
  - iii) In the case of an appeal, the appellate authority shall pass orders, as appears to it just and equitable, having regard to all the circumstances of the case;
  - iv) Every person preferring an appeal shall do so separately and in his own name;
  - v) Every appeal preferred under these Statutes shall contain all material statements and arguments relied on by the Appellant, shall contain no disrespectful, defamatory or improper language, and shall be addressed to the authority to whom the appeal is preferred and shall be submitted through the authority against whose order the appeal is preferred and through the usual official channel.

### **Withholding of Appeals :**

An appeal may be withheld by an authority not lower than the authority from whose order it is preferred, if,

- (a) It is an appeal in a case in which under these Statutes no appeal lies;
- (b) It is not preferred within sixty days after the date on which the appellant was informed of the order appealed against and no reasonable cause is shown for the delay; or



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

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

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

- f) When the appeal is withheld the authority withholding the appeal shall forward to the appellate authority, a copy of such order communicated to the University employee;
- g) No appeal shall lie against withholding of an appeal by a competent authority;
- h) The authority, by whom an order imposing of any of the minor penalties specified in the Statutes may be reversed or altered in cases in which no appeal is preferred, shall be the appellate authority;
- i) Every appeal which is not withheld under these Statutes shall be forwarded to the appellate authority from whose order the appeal is preferred, with an expression of opinion;
- j) An appellate authority may call for any appeal admissible under this Statutes which has been withheld by a subordinate authority and may pass such orders thereon, as it considers fit;
- k) Nothing contained in these Statutes shall be deemed to preclude an authority higher than the appellate authority to review cases either on its own initiative or on representations from the University employee against the orders of the punishing authority or the appellate authority.





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### 28. PENSION CUM GRATUITY:-

#### ELIGIBILITY AND BENEFITS:

The Tamil Nadu Government Pension rules in force and as amended from time to time are applicable to the Tamil Nadu Physical Education and Sports University employees.

### 29. EMPLOYEE WITH PENSIONABLE SERVICE :-

- a. The employees who held posts with pensionable service in the State / Central Government / University / Government / Government Aided Institutions and resigned / or relived to take another post prior to 01.04.2003 and later absorbed in the University service be allowed in the Old Pension Scheme.
- b. The Tamil Nadu Physical Education and Sports University for this purpose shall create a Corpus to facilitate an Employee on retirement to receive his / her Pension Benefits.

### 30. CONTRIBUTORY PENSION SCHEME :-

#### 1. APPLICABILITY :

- a) The Tamil Nadu Physical Education and Sports University Contributory Pension Scheme shall be applicable to all regular employees, appointed in the University.
- b) This scheme is not applicable to those who were on pensionable service with their previous employer, appointed in Tamil Nadu Physical Education and Sports University on deputation / lien and subsequently absorbed in regular services in Tamil Nadu Physical Education and Sports University.

#### 2. MANDATORY:

It is mandatory for all the employees, excluding those falling under 1(b) above, to become members of the scheme.

#### 3. CONTRIBUTION TO THE SCHEME BY EMPLOYEE:

Each employee will pay a monthly contribution of 10% of Basic Pay and DA from his salary to the Contributory Pension Scheme.

#### 4. MONTHLY CONTRIBUTION OF EMPLOYER:

A matching contribution shall be made by the University for each employee who contributes to the scheme as per Government rules in force.





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### 5. SALARY DEDUCTION :

- a) The contribution towards Contributory Pension Scheme shall be recovered from the Salary of the employees every month.
- b) Employees' contribution has to be deducted from the supplementary bill also (eg) arrears pay, incremental arrears, D.A. arrears consequent on D.A. revision.

### 6. MAINTENANCE OF THE ACCOUNT:

A separate Account has to be opened and operated for Contributory Pension Scheme. Index Numbers to each of the Employees shall be allotted, who join the Contributory Pension Scheme, as in the case of General Provident Fund, by the concerned authority on receipt of application from the employees in the form prescribed.

### 7. NOMINATION:

Nomination has to be filed at the time of admission and has to be revised upon the marriage of the subscriber and thereafter once in five years. Necessary entry to the effect of filing the nomination along with the nominee (s) shall be noted in the Service Register.

### 8. RECOVERY:

Recovery from pay bills of the employees shall be made by the Pay bill Division only after obtaining Index Numbers from the Division concerned..

### 9. RECOVERY SCHEDULE :

- a) Schedule of Recovery to the pay bill showing the contribution to Pension Scheme is prescribed separately;
- b) Every Drawing and disbursing officer should prepare this schedule and enclose along with the pay bill;
- c) Recovery schedule attached to the pay bill by the Drawing and Disbursing officer shall be removed and handed over to the officer concerned;
- d) The reason for non-recovery from a particular employee in any month should be furnished by the Drawing & Disbursing officer concerned in the recovery schedule without fail.



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### 10. ENTRY IN S.R:-

- a. The Index Numbers allotted to each employee joining Contributory Pension Scheme shall be entered in the first page of S.R. with the necessary attestation.
- b. Payments under the scheme:  
Payments to the employees or their legal heirs will be subject to the same rules that are applicable to the employees of the Government of Tamil Nadu from time to time.

### 31. TRAVELLING ALLOWANCE AND TRANSFER TRAVELLING ALLOWANCE:-

#### GOVERNMENT AND SPECIAL RULES :

- (1) The Tamil Nadu Travelling Allowances Rules are applicable to the University employees. The rates of Travelling Allowances and Daily Allowances shall be adopted, as in the case of the Tamil Nadu Government Servants, for all University employees, and special rates for certain categories as shown in the Appendix -XII shall be adopted for particular group of officers of the University and members of the various authorities and committees.
- (2) The Transfer Travelling Allowance shall be claimed as per the Tamil Nadu Government Travelling Allowance Rules.

### 32. PROVIDENT FUND SCHEME FOR THE EMPLOYEES OF THE TAMIL NADU PHYSICAL EDUCATION AND SPORTS UNIVERSITY :-

(As applicable to the Tamil Nadu Government Officers and Employees from time to time).

#### GENERAL

##### (1) TITLE :-

These Statutes shall be called 'Provident Fund- Cum- Insurance Scheme Statutes' for the employees of the Tamil Nadu Physical Education and Sports University.

##### (2) APPLICATION :-

These Statutes shall apply to all the employees of the University, both teaching and non- teaching and the words and expressions contained therein shall be defined as follows:



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- (i) 'Fund ' shall mean the University Provident Fund (UPF) established and maintained under these Statutes.
- (ii) 'Pay' includes, pay, substantive and officiating, special pay, personal pay, leave salary and all dearness allowances.
- (iii) 'Subscriber' shall mean a person eligible to subscribe to the fund under these Statutes and subscribing thereto.
- (iv) 'Subscription' shall mean the sum remitted to the fund by a subscriber under these Statutes.

### (3) COMPOSITION OF THE FUND:

The fund shall be made up of (a) subscription and (b) interest on the subscriptions.

### (4) INVESTMENT OF THE FUND :

The corpus and all moneys of the fund shall be invested in interest bearing securities / Nationalised Banks as approved by the Syndicate on the recommendations of the Finance Committee.

#### Note :

In the case of employees who are already subscribers to other Provident Funds of the Government or local bodies etc., the amounts at their credit shall be transferred to the fund, if they are absorbed later in the University.

### (5) SUBSCRIPTION:

#### (I) MINIMUM RATE OF SUBSCRIPTION:

The minimum rate of subscription payable by each subscriber, based on his emoluments, shall be not less than 12% of Pay + GP as given in G.O. No. 461. (Finance Allowance) dated, 12.09.2009.

#### (II) VOLUNTARY INCREASE OF SUBSCRIPTIONS :

Voluntary increase over and above the rate of subscription is permissible and it shall be made by a subscriber only on two occasions in a year, namely in the pay for March drawn in April and in the pay for September drawn in October. Such members are also allowed to reduce the rate of subscription once in a year subject to the condition that the minimum of 12% is to be maintained.



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### (III) SPECIAL P.F. CUM GRATUITY SCHEME :

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.

### (IV) WHEN TO CEASE SUBSCRIPTION :

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

### (V) RATE OF INTEREST :

Compound interest at the rate allowed every year to the Government servants of Tamil Nadu under General Provident Fund shall be allowed on the subscriptions less deducting the amount of advance, if any remaining unpaid.

### (VI) GROUP INSURANCE :

The employees of the University come under the Group Insurance Scheme as applicable to Tamil Nadu Government employees.

### (VII) LOANS AND ADVANCES :

The employees of the University shall be eligible to draw loans and advances as applicable to the Tamil Nadu Government employees. The Officers empowered to sanction increment, advances, etc., are as given in Appendix - VI.

### 33. FINANCIAL POWERS :-

The financial powers for purchase and procurement of the various items are listed in Appendix - XIII.

### 34. INTERPRETATION :-

On all questions of interpretation of these Statutes, the decision of the Syndicate of the University shall be final. For any matter not specifically covered in these Statutes, such rules and orders as applicable to the Tamil Nadu Government Servant, shall apply.






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