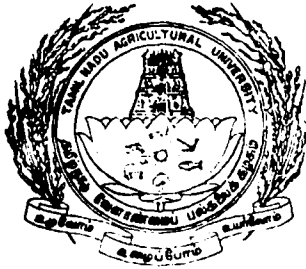


# TAMIL NADU AGRICULTURAL UNIVERSITY

## ACT, STATUTES AND REGULATIONS

(CORRECTED UPTO 30 - 6 - 1993)



COIMBATORE

1994

# THE TAMIL NADU AGRICULTURAL UNIVERSITY ACT, 1971

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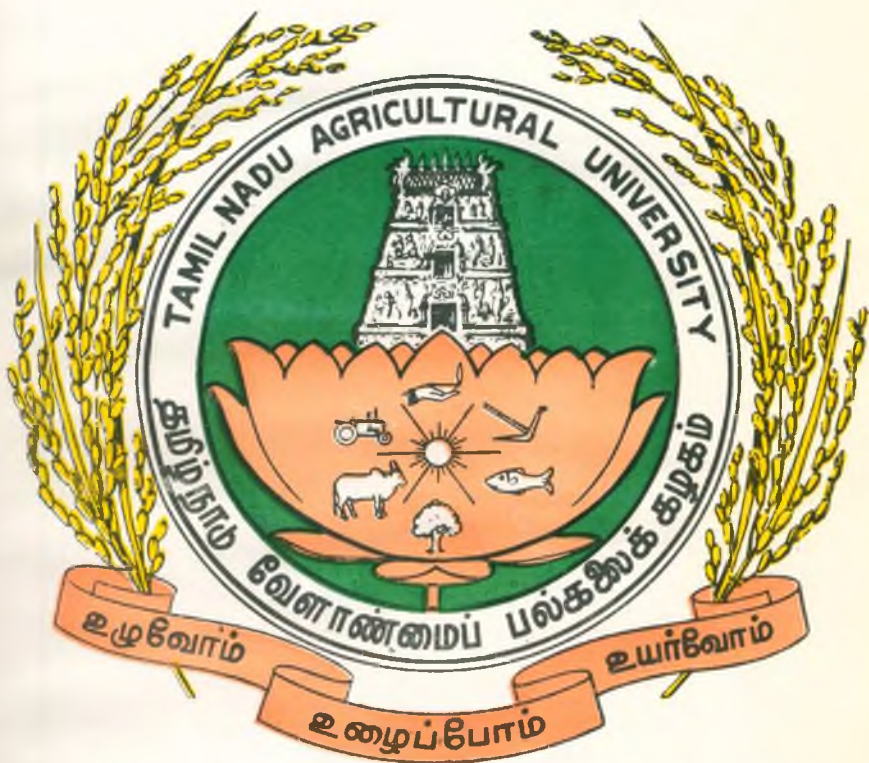
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UNIVERSITY COMMON SEAL



## **What the University Stands For**

### **TAMIL NADU AGRICULTURAL UNIVERSITY, COIMBATORE**

As per Section 3 (2) of the Tamil Nadu Agricultural University Act the Common Seal of the University has been approved by the Chancellor.

The Common Seal of the University is designed to bring out certain salient aspects of Agricultural Education in Tamil Nadu. The Lotus is meant to symbolise prosperity. The Temple is to symbolise State Symbol. The Plough is for Cultivation, Fish for Fisheries, Tree for Forestry, Bullock for Animal Sciences, Tractor for Agricultural Engineering and "Aghal Vilakku" (lamp) for Home Science. The Green background to the Lotus symbolises agricultural prosperity and Sun in the centre indicates the importance of sunlight in development of various branches of Agriculture. The two Earheads of Paddy surrounding the crest is to indicate the importance of Paddy cultivation and use in Tamil Nadu. The motto of the University is indicated in the three words "Uzhuvom" (till), "Uzhaippom" (toil), and "Uyarvom" (triumph).



**ACT**



the purpose under external evaluation system and to review the results under the internal assessment systems and

- (d) to provisionally declare the results of the University Examinations and to recommend to the Academic Council and to the Board of Management for their approval of the award of degrees of the University.



## **CHAPTER III**

### **Officers of the University**

#### **7. Vice-chancellor**

- (1) (a) The Vice-Chancellor shall be paid a salary of Rs.7600/- as fixed pay plus other allowances per mensem.
- (b) The Vice-Chancellor shall be provided with a car or in lieu thereof an allowance of Rs.1000/- per mensem. He shall also be provided with rent free furnished bungalow.
- (c) The Vice-Chancellor shall be entitled to Travelling Allowances as applicable to the grade I officers of the Tamil Nadu Government, for halts and travels in connection with the university business and for reimbursement of other incidental expenses. The Vice-Chancellor shall be paid two times of incidental charges and daily Allowance than that of the grade I officers of the Tamil Nadu Government for halts and travels in connection with the University business.
- (d) The Vice-Chancellor shall be entitled to 12 days of casual leave and two days of restricted holidays in a calender year and leave on full pay for one-eleventh of the period spent on duty. If reappointed for a further term he shall be entitled, in addition to the leave admissible as above, to leave on full pay as may remain to his credit in the previous term of office. The Vice-Chancellor shall also be entitled in case of illness or on account of private affairs, to leave with pay, for a period of not exceeding three months during any three years' tenure of office.

The Vice-Chancellor may surrender 15 days of earned leave at his credit once a year or 30 days once in two years as he prefers, and draw surrender leave salary thereof.

- (e) The Vice-Chancellor shall be entitled to medical concessions as prescribed in the Regulations and
  - (f) The Vice-Chancellor may be deputed by the Board on University business or at the request of the Government on Government business or in the public interest to any part of India or outside India. The period of deputation outside the University shall not exceed three months. The Board shall be competent to make the requisite arrangements for exercising the powers and performing the duties of the Vice-Chancellor during the period of deputation, provided that the arrangements made shall be such as not to entail any additional expenditure to the University.
- (2) In addition to the powers and duties mentioned in section 12 of the Act, the Vice-Chancellor shall exercise the following powers and privileges;
- (a) notwithstanding the provision in sub-section (e) of section 23 of the Act, to sanction the creation of all technical and non-technical posts which carry a basic pay of not more than the minimum basic pay of the post of Assistant Professor.
  - (b) to create and/or fill temporary posts of all categories which carry a basic pay of not more than that of Assistant Professor for a period of not exceeding one year at the first instance and to continue the same for one more year if necessary.

- (c) to abolish or retrench such posts which are considered superfluous in the University, subject to the protection given to the individuals in such posts under section 42 of the Act;
- (d) to transfer personnel from one post to another in the interest of the University, without affecting their emoluments and service conditions;
- (e) to constitute such ad-hoc committees, subject to the approval of the Board for the purposes of 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
- (f) To approve the selection of staff of the University as per the Regulations.
- (g) to suspend and or punish any employee as per the Regulations of the University and to punish and/or dismiss any student as per the rules of the University, and
- (h) to issue orders counting the period of Extraordinary Leave taken by the employee for prosecuting higher scientific and technical studies for the purpose of pension in the University.

## 8. Registrar

- (1) The Registrar shall be responsible to the Vice-Chancellor in the exercise of the powers and duties prescribed to him in the Act and shall exercise such other additional powers and duties delegated to him by the Vice-Chancellor with the prior approval of the Board.

- (2) The Registrar
- (a) shall be responsible for the custody of the records and the common seal of the University
  - (b) shall be responsible for admission of students, for the maintenance of permanent records of each student including his academic accomplishments, conduct, etc;
  - (c) Shall 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 as deemed necessary;
  - (d) shall make arrangements as prescribed for the conduct of examinations and for the due execution of all process connected therewith
  - (e) shall be responsible for making the required arrangements for the promotion of personnel to the promotional posts of non-teaching staff and for the recruitment and appointment of staff and service personnel of all teaching and research posts and for all the first level entrance posts of non-teching posts in the manner prescribed.
  - (f) shall be responsible for the maintenance of the service and leave records of the personnel in accordance with the Regulations and
  - (g) shall grant such leave as permissible to the officers and other employees of the University as per the powers delegated by the Vice-Chancellor.
- (3) The term of office of the Registrar shall be three years renewable for another term of three years after review by the Selection Committee.

- (4) The qualifications, salary and service conditions of the Registrar shall be as prescribed by the Vice-Chancellor with the approval of the Board.

9. Controller of Examinations

- (1) Under Sub-section (9) of section 8 of the Act, the Controller of Examinations shall be an officer of the University and he shall be directly responsible to the Vice-Chancellor in carrying out his duties and responsibilities mentioned in the Statutes and Regulations.
- (2) The Controller of Examinations shall be a whole-time salaried officer of the University and shall be appointed by the Vice-Chancellor with the approval of the Board on such terms and conditions as prescribed in the Regulations.
- (3) Controller of Examinations shall
  - (i) be incharge of conduct of examinations of the University for the various degree programmes offered at different campuses of Tamil Nadu Agricultural University and ensure external evaluation and maintain strict secrecy.
  - (ii) with the introduction of external evaluation in the Semester system, the Controller of Examinations will be responsible for preparing the panel of External Examiners for the various subjects offered in the different degree programmes and get it approved by the Vice-Chancellor.
  - (iii) arrange for the conduct of the final theory examination in each semester in all the campuses simultaneously for multi campus degree programme and for the single campus degree programmes depending upon the

semester attendance schedule of the particular degree programme.

- (a) For central evaluation, the answer papers for randomly selected subjects will be sent to one or two external examiners in every semester and arrange to get back the valued answer papers in time so as to prepare the report cards and forward the results to the University for declaration of results of every semester.
- (iv) arrange for setting the theory question papers by the External Examiners from outside the Tamil Nadu Agricultural University.
- (v) keep a list of papers to be set in various subjects and courses and maintain the lists upto date.
- (vi) prepare the panel of examiners for multicampus degree programme for evaluating the answer papers of the final test and conduct central evaluation of the semester final theory papers of the various courses with the panel of examiners. For single campus degree programmes he will identify a panel of examiners consisting of course teachers as well as external examiners from other Universities in the same discipline and conduct central evaluation of the semester final theory papers.
- (vii) arrange to give dummy - numbers for all the answer papers of the semester final examination before the central evaluation is done.
- (viii) monitor the semester practical examinations with the help of course teachers concerned in the respective campuses under the guidance of the Heads of Departments and Deans concerned. The practical examinations will be conducted

before the semester final theory examination. The Controller of Examinations will arrange to tabulate the practical and theory marks of the mid-semester as well as final test as the case may be and prepare the report cards for each subject at the end of each semester.

- (ix) be responsible for monitoring the course completion of the stipulated credit hours of the various degree programmes and arrange for tabulation of the results and publication after approval by the Vice-Chancellor/Academic Council/ Board of Management.
  - (x) arrange for the conduct of final test for failed students along with the regular stream students and maintain the individual student files for monitoring successful completion of the stipulated credits.
  - (xi) arrange for the contact programmes as and when they are approved by the Academic Council and Board of Management.
  - (xii) be the Custodian of records pertaining to examination and to issue all notices, convening meetings of the Board of Examiners and any committees appointed by the University in connection with the examination.
  - (xiii). perform such other work as may be from time to time prescribed by the University and generally render such assistance as may be desired by the Vice-Chancellor in the performance of his/ her official duties.
4. The Controller of Examinations shall have the financial powers of the Dean as per the ASR.

5. The qualification, salary and service conditions of the Controller of Examinations shall be as prescribed by the Vice-Chancellor with the approval of the Board.

10. Dean of the Faculty

(1) The Dean of the Faculty

- (a) shall be the Head of the Faculty, responsible to the Vice-Chancellor for its academic activities;
- (b) shall be responsible for the inter campus collaboration, and coordination of the academic functions, maintaining and upholding the academic standards, constant review of the educational programmes and progress and in the due observance of the Statutes and other Regulations relating to the Faculty;
- (c) shall formulate and present policies to the Board of Studies for its consideration on matters relating to the Faculty; and
- (d) shall preside over meeting of the Board of Studies of the Faculty.

(2) The Dean for each Faculty shall be appointed in the following manner

Wherever there is only one Dean in a Faculty, he shall automatically be the Dean of the Faculty. In case there are more than one Dean in a Faculty, the Deanship of the Faculty shall rotate once in three years in order of seniority.



## 11. Dean (Post Graduate Studies)

- (1) Under Sub-section (9) of Section 8 of the Act, the Dean, Post-Graduate Studies, shall be an officer of the University and he shall be directly responsible to the Vice-Chancellor in carrying out his duties and responsibilities mentioned in these Statutes and Regulations.
- (2) The Dean, Post-Graduate Studies shall be a whole time salaried officer of the University and shall be appointed by the Vice-Chancellor with the approval of the Board.
- (3) The Dean, Post Graduate Studies
  - (a) shall be responsible to the Vice-Chancellor in the execution of the powers and duties in respect of Post Graduate Studies in all Faculties other than veterinary and animal sciences.
  - (b) shall coordinate the entire post graduate programme in collaboration with other Deans/ Directors/ Heads of Departments.
  - (c) shall administer the fellowships/scholarships for P.G. degree programme in all Faculties.
  - (d) shall coordinate P.G. Studies monitoring implementing involving higher studies.
- (4) The qualifications, salary and service conditions of the Dean, Post- Graduate Studies shall be as prescribed by the Vice-Chancellor with the approval of the Board.

## 12. Dean of College

- (1) In addition to the duties mentioned in section 15 of the Act, the Dean shall have the following duties:
  - (a) shall be responsible for the due observance of the Statutes and Regulations relating to the College

- (b) shall supervise the registration and progress of the students in the college;
  - (c) shall formulate and present policies on academic matters pertaining to the college to the Board of Studies for its consideration;
  - (d) shall be responsible for the proper teaching of courses and for the conduct of research and extension education in various departments and administration of the college.
  - (e) shall be responsible to the Vice-Chancellor for the use and maintenance of lands, buildings, laboratories, libraries, campus development and such other properties of the College and the Research station attached to the College
  - (f) shall be responsible for procurement of stores, equipments and such other items as are necessary for the College;
  - (g) shall be responsible for the maintenance and functioning of the hostels and other facilities connected with residential teaching
  - (h) shall be responsible for performing such other duties as directed by the Vice-Chancellor; and
  - (i) shall provide for protection against theft, fire and other damages.
- (2) In the absence of the Dean on earned leave, etc. another University Officer/Head of the Department nominated by the Vice-Chancellor shall act as the Dean.
- (3) The qualifications, salary and service conditions of the Dean shall be as prescribed by the Vice-Chancellor with the approval of the Board.

### 13. Director of Research - (Agriculture)

- (1) In addition to the duties mentioned in section 16 of the Act, the Director of Research (Agriculture) shall have the following duties:-
  - (a) shall be responsible to the Vice-Chancellor in the execution of the powers and duties prescribed in the Act and to exercise such other additional powers and duties delegated to him by the Vice-Chancellor
  - (b) shall be the co-ordinator for all the research activities of the University; except veterinary and animal sciences.
  - (c) shall be the controlling officer of the Research Stations located outside the College Campuses in the regions allotted to him.
  - (d) shall work in close consultation with the Deans of Colleges and the Director of Extension Education and administration in formulating research policies and programmes of the University.
  - (e) shall formulate and present research policies and projects to the Research Council for its consideration;
  - (f) shall prepare in consultation with the Heads of Research Stations the budgetary needs of different research stations of the University in the region excluding those attached to the Colleges and
  - (g) shall cause to publish Annual Reports, Research highlights, research bulletins, circulars and articles in scientific journals which summarize research findings of the works carried out in the University in collaboration with other Directors and Deans.

- (2) The qualifications, salary and service conditions of the Director of Research shall be as prescribed by the Vice-Chancellor with the approval of the Board.

14. Director, Tamil Nadu Rice Research Institute, Aduthurai

- (1) Under Sub-section (9) of Section 8 of the Act, the Director, Tamil Nadu Rice Research Institute, Aduthurai shall be an officer of the University and he shall be directly responsible to the Vice-Chancellor in carrying out his duties and responsibilities mentioned in these Statutes and Regulations.
- (2) The Director, Tamil Nadu Rice Research Institute, Aduthurai shall be a whole time salaried officer of the University and shall be appointed by the Vice-Chancellor with the approval of the Board.
- (3) The Director, Tamil Nadu Rice Research Institute, Aduthurai shall
  - (a) administer the various Agricultural Research Stations/University Schemes/ICAR and other schemes functioning in the region allotted to him,
  - (b) monitor the various activities undertaken in the Agricultural Research Stations/Schemes in the region in terms of area, manpower planning and placement, budget etc.
  - (c) effectively plan, implement and monitor the training programmes at the stations in the region
  - (d) coordinate with the Director of Research (Agriculture) at the main campus in the development of research policies and priorities and in documentation of research findings.
- (4) The qualifications, salary and service conditions of the Director, Tamil Nadu Rice Research Institute,

Aduthurai shall be as prescribed by the Vice-Chancellor with the approval of the Board.

15. Director of Extension Education

- (1) In addition to the duties mentioned in section 16 of the Act, the Director of Extension Education shall have the following duties.
  - (a) shall be responsible to the Vice-Chancellor in the Extension Education Programme of the University as per the provisions in sub-section (3) of section 16 and section 27 of the Act;
  - (b) shall be the Member-Secretary of the Extension Education Council and formulate and present to the Extension Council policies and programmes of extension education activities of the University;
  - (c) shall supervise and control the extension education activities of the University;
  - (d) shall be in close consultation with the concerned Government Departments and be responsible to provide them with the improved research findings of the University and shall further, in consultation with the concerned Government Departments cause to publish extension bulletins, circulars, news articles and press releases which summarize important research findings of benefit to the farming community; and
  - (e) shall exercise such powers and perform such duties as may be directed by the Vice-Chancellor.
- (2) The qualifications, salary and service conditions of the Director of Extension Education shall be as prescribed by the Vice-Chancellor with the approval of the Board.

16. Director, School of Genetics

- (1) Under Sub-section (9) of the Act, the Director, School of Genetics shall be an officer of the University and he shall be directly responsible to the Vice-Chancellor in carrying out his duties and responsibilities mentioned in these Statutes and Regulations.
- (2) The Director, School of Genetics shall be a whole-time salaried officer of the University and shall be appointed by the Vice-Chancellor with the approval of the Board.
- (3) The Director, School of Genetics shall be
  - (a) responsible to the Vice-Chancellor in the exercise of the powers and duties delegated by the Vice-Chancellor from time to time.
  - (b) responsible for Plant Breeding and Genetics research in the Coimbatore campus
  - (c) responsible and controlling officer for the Departments of Agricultural Botany and Forage Crops at Coimbatore campus.
- (4) The qualifications, salary and service conditions of the Director, school of genetics shall be as prescribed by the Vice-Chancellor with the approval of the Board.

17. Director, Centre for Agricultural and Rural Development Studies

- (1) Under Sub-section (9) of section 8 of the Act, the Director, Centre for Agricultural and Rural Development Studies shall be an officer of the University and he shall be directly responsible to the Vice-Chancellor in carrying out his duties and responsibilities mentioned in these Statutes and Regulations.

- (2) The Director, Centre for Agricultural and Rural Development Studies shall be a whole time salaried officer of the University and shall be appointed by the Vice-Chancellor with the approval of the Board.
- (3) The Director, Centre for Agricultural and Rural Development Studies shall be
  - (a) responsible to the Vice-Chancellor in the execution of the powers and duties delegated to him by the Vice-Chancellor.
  - (b) responsible for research in Social sciences (Agricultural Economics, Agricultural Extension and Rural Sociology) in all campuses and under special schemes.
  - (c) controlling officer of the Department of Agricultural Economics and Agricultural Extension and Rural Sociology in the Coimbatore campus and shall be the technical controlling officer for the above departments in other campuses.
- (4) The qualifications, salary and service conditions of the Director, Centre for Agricultural and Rural Development studies shall be as prescribed by the Vice-Chancellor with the approval of the Board.

18. Director, Soil and Crop Management Studies

- (1) Under sub-section (9) of Section 8 of the Act, the Director, Soil and Crop Management Studies, shall be an officer of the University and he shall be directly responsible to the Vice-Chancellor in carrying out his duties and responsibilities mentioned in these Statutes and Regulations.
- (2) The Director, Soil and Crop Management Studies shall be a whole time salaried officer of the University and

shall be appointed by the Vice- Chancellor with the approval of the Board.

- (3) The Director, Soil and Crop Management Studies shall
  - (a) integrate and co- ordinate the research on soil and crop management in the disciplines of Agronomy, Soil Science, Agrl. Microbiology, Seed Technology and Crop Physiology .
  - (b) identify field problems on soil and crop management in the different agro-climatic regions of Tamil Nadu.
  - (c) design on integrated experimental approach for solving the field problems.
  - (d) formulate a comprehensive soil and crop management technology with emphasis on location specific approach.
- (4) The qualifications, salary and service conditions of the Director, Soil and Crop Management Studies shall be as prescribed by the Vice-Chancellor with the approval of the Board.

19). Director, Centre for Plant Protection Studies

- (1) Under sub-section (9) of Section 8 of the Act, the Director, Centre for Plant Protection Studies shall be an officer of the University and shall be directly responsible to the Vice-Chancellor in carrying out his duties and responsibilities mentioned in these Statutes and Regulations.
- (2) The Director, Centre for Plant Protection Studies shall be a whole time salaried officer of the University and shall be appointed by the Vice- Chancellor with the approval of the Board.



- (3) The Director, Centre for Plant Protection Studies shall identify constraints in the existing pest and disease control practices; development of environmental control strategy for pests, diseases and insects, development of pest and disease resistant varieties, exploitation and augmentation of natural pathogens and parasites; to improve pest surveillance and damage assessment methods; to develop pest management systems; to develop operational research projects and accelerated use of pest management systems; to strengthen facilities for teaching and training at different level and to coordinate research efforts in regional stations towards fruitful uses of resources.
- (4) The qualification, salary and service conditions of the Director, CPPS. shall be as prescribed by the Vice-Chancellor with the approval of the Broad.

20. Director, Water Technology Centre

- (1) Under Sub-section (9) of Section 8 of the Act, the Director, Water Technology Centre shall be an officer of the University and shall be directly responsible to the Vice-Chancellor in carrying out his duties and responsibilities mentioned in these Statutes and Regulations.
- (2) The Director, Water Technology Centre shall be a whole-time salaried officer of the University and shall be appointed by the Vice-Chancellor with the approval of the Board.
- (3) The Director, Water Technology Centre shall be responsible
  - (a) for technical and administrative control of the centre.

- (b) for monitoring water technology research in the main campus
  - (c) for coordination of water management research in the University
- (4) The qualifications, salary and service conditions of the Director, Water Technology Centre shall be as prescribed by the Vice-chancellor with the approval of the Board.

21. Director, Centre for Plant Molecular Biology

- (1) Under sub-section (9) of section 8 of the Act, the Director, Centre for Plant Molecular Biology shall be an officer of the University and he shall be directly responsible to the Vice-Chancellor in carrying out his duties and responsibilities mentioned in these Statutes and Regulations.
- (2) The Director, Centre for Plant Molecular Biology shall be a whole-time salaried officer of the University and shall be appointed by the Vice-Chancellor with the approval of the Board on such terms and conditions as prescribed in the Regulations.
- (3) The Director, Centre for Plant Molecular Biology shall be responsible for monitoring and Co-ordinating the functions of the following Departments.
  - i. Department of Plant Molecular Biology
  - ii. Department of Bio-technology
  - iii. Department of Bio-chemistry

The Bio-technology-oriented schemes functioning in other Directorates shall continue to function in those Departments and the Director of the Centre for Plant Molecular Biology will monitor these schemes along with the concerned Technical Director/Dean.

- (4) The qualifications, salary and service conditions of the Director, Centre for Plant Molecular Biology shall be as prescribed by the Vice-Chancellor with the approval of the Board.

## 22. Director of Students Welfare

- (1) Under Sub-section (9) of Section 8 of the Act, the Director of Students Welfare shall be an officer of the University and he shall be directly responsible to the Vice-Chancellor in carrying out his duties and responsibilities mentioned in these Statutes and Regulations.
- (2) The Director of Students welfare shall be a whole-time salaried officer of the University and shall be appointed by the Vice-Chancellor with the approval of the Board on such terms and conditions as prescribed in the Regulations.
- (3) The qualifications, salary and service conditions of the Director of Students Welfare shall be as prescribed by the Vice-Chancellor with the approval of the Board.
  - i. The Director, Students Welfare will be the Chief Co-ordinator to promote student welfare activities in all the campuses of Tamil Nadu Agricultural University.
  - ii. The Director of Students Welfare will be fully responsible to the University in promoting extra-curricular activities such as inter-university sports and games meet, literary, cultural and other fine arts programmes among the students of the University.
  - iii. The Director of Students Welfare will be incharge of overall control of Students extra-curricular activities in all the campuses of the University.

- iv. The Director of Students Welfare will be responsible for all extra-curricular activities including sports, games maintenance of stadium, play fields, courts, swimming pool, gymnasium, etc. at the main campus.
- v. The Director of Students Welfare will be responsible for proper maintenance of students discipline in the hostels, messes and various functions and activities.
- vi. The Wardens, Deputy Wardens, Assistant Wardens, Director of Physical Education, Physical Director, Physical Directress, Staff Advisers in the main campus will be under the administrative control of the Director of Students Welfare.
- vii. The ECA funds, hostel funds and sports council fund, NSS funds, etc. will be monitored by the Director, Students Welfare.
- viii. The Deans of the other campuses will be in overall charge of the extra-curricular programmes including hostel, NSS & NCC activities at the respective campuses. However, Director of Students Welfare will be overall charge of co-ordinating the students welfare activities in different campuses of the University.
- ix. In Coimbatore campus, Director, Students Welfare will co-ordinate with the Deans of different colleges for smooth running of the academic and co- curricular activities.
- x. The Director of Students Welfare will be in charge of placement cell to provide information to the unemployed graduates.

- xi. The Director of Students Welfare will be in-charge of campus interviews if required by the private agencies.
- xii. The Director of Students Welfare will organise coaching classes for ICAR, All India Service Examinations like IAS/IPS/IFS/ARS and Banking Services examination.
- xiii. The Director of Students Welfare will explore the possibilities through various organisations/agencies for obtaining scholarships /fellowships/ endowments/medals, etc.
- xiv. The Director of Students Welfare will co-ordinate the training and placement cells of different faculties and campuses.

### 23 Director of Publications

- (1) Under Sub-Section (9) of section 8 of the Act, the Director of Publications shall be an officer of the University and he shall be directly responsible to the Vice-Chancellor in carrying out his duties and responsibilities mentioned in these Statutes and Regulations.
- (2) The Director of Publications shall be a whole-time salaried Officer of the University and shall be appointed by the Vice-Chancellor with the approval of the Board on such terms and conditions as prescribed in the Regulations.
- (3) Director of Publications shall
  - i) be incharge of the University Printing Press at Coimbatore and also coordinate the printing work at Agricultural College and Research Institute, Madurai, Tamil Nadu Rice Research

Institute, Aduthurai and new printing presses, if established in other campuses.

- (ii) coordinate the printing of Valarum Velanmai, Seithi Madal, News Letter, Annual Report, Research Highlight and such other publications as required by the University.
  - (iii) also organise to print the journals of Learned Societies, Madras Agricultural Journal, South Indian Horticulture, Journal of Biological Control, Rural Development Review, Traction, Tamil Nadu Journal of Extension Education etc. through printing presses at Coimbatore, Madurai and Aduthurai.
  - (iv) arrange to publish the Research Bulletin (quarterly) and Research Annual. These two publications would bring out important research findings of the University.
  - (v) arrange to edit and publish the lessons of the contact programmes of correspondence courses and Farm Schools on All India Radio as books.
  - (vi) publish the books and Technical Bulletins written by University Scientists.
- (4) The qualifications, salary and service conditions of the Director of Publications shall be as prescribed by the Vice-Chancellor with the approval of the Board.

#### 24. Director of Planning and Monitoring

- (1) Under Sub-section (9) of section 8 of the Act, the Director of Planning and Monitoring shall be an officer of the University and he shall be directly responsible to the Vice-Chancellor in carrying out his duties and responsibilities mentioned in these Statutes and Regulations.

- (2) The Director of Planning and Monitoring shall be a whole-time salaried officer of the University and shall be appointed by the Vice-Chancellor with the approval of the Board on such terms and conditions as prescribed in the Regulations.
- (3) The Director, Planning and Monitoring shall
  - i) prepare comprehensive long term plan for the growth and development of University based on the requirements of the State in terms of teaching research and extension activities.
  - ii) assist the University in manpower planning of the State/Country and to plan for realising the targets.
  - iii) work out efficient systems for better utilisation of resources available with the University.
  - iv) monitor and evaluate the growth and development of individual Institutions and Faculties in the University
  - v) serve as a placement cell for the benefit of the staff and graduates in the University.
  - vi) workout the cost benefit analysis of the proposed programme.
- (4) The qualifications, salary and service conditions of the Director of Planning and Monitoring shall be as prescribed by the Vice-Chancellor with the approval of the Board.

25. Director of Research (Animal Science)

- (1) The following are the duties and responsibilities of the Director of Research (Animal Science).
  - (a) shall be responsible to the Vice-Chancellor in the exercise of the powers and duties prescribed in

the Act and to exercise such other additional powers and duties delegated to him by the Vice-Chancellor.

- (b) shall be responsible for research programmes at Madras campus and other Research Stations, Farmers' Training Centres and Animal Clinics, Research Centres, Livestock Centres in the Veterinary Faculty of the University.
  - (c) shall be the controlling officer of the Research Stations and Farmers' Training Centres of the Veterinary Faculty of the University.
  - (d) shall work in close consultation with the Deans of Colleges, the Director of Extension Education, and Director of Research.
  - (e) shall prepare in consultation with the Heads of Research Stations and Centres, the budgetary needs.
- (2) The qualification salary and service conditions of the Director of Research shall be as prescribed by the Vice-Chancellor with the approval of the Board.

#### 26. Director, Animal Health

- (1) Under sub-section (9) of section 8 of the Act, the Director, Animal Health shall be an officer of the University and he shall be directly responsible to the Vice-Chancellor in carrying out his duties and responsibilities mentioned in these Statutes and Regulations.
- (2) The Director, Animal Health shall be a whole-time salaried officer of the University and shall be appointed by the Vice-Chancellor with the approval of the Board.
- (3) The Director, Animal Health shall be responsible (a) for disease control functioning in an organised and



systematic manner, planning for starting of new units at vulnerable points in the different parts of Tamil Nadu, streamline the various activities for efficient disease diagnosis and timely measure to control diseases and to collaborate with research activities of the college in terms of disease diagnosis and control measures.

- (4) The qualifications, salary and service conditions of the Director, Animal Health shall be as prescribed by the Vice-Chancellor with the approval of the Board.

27. Director, Institute of Animal Nutrition

- (1) Under sub-section (9) of the Section 8 of the Act, the Director, Instt.of Animal Nutrition shall be an officer of the University and he shall be directly responsible to the Vice- Chancellor in carrying out his duties and responsibilities mentioned in these Statutes and Regulations.
- (2) The Director Instt.of Animal Nutrition shall be a whole-time salaried officer of the University and shall be appointed by the Vice-Chancellor with the approval of the Board.
- (3) The Director Instt. of Animal Nutrition shall be responsible
  - (a) to the Vice-Chancellor in exercise of the powers and duties delegated to him by the Vice-Chancellor from time to time.
  - (b) to assess, improve / enhance the nutritive of samai, thenai, varagu, panivaragu, horsegram, ragi, cumbu, cholam etc.
  - (c) to assess the availability of industrial and Agricultural by-products and unconventional feeds formulation of economical rations.

- (d) identify the feeds and fodders for their principles if any which reduces their utilisation and steps to remove them
  - (e) improvement of nutritive worth of poor quality roughages by treatment and processing and
  - (f) establishing a forage testing and evaluation unit
- (4) The qualifications, salary and service conditions of the Director, Animal Nutrition shall be as prescribed by the Vice-Chancellor with the approval of the Board.

28. Comptroller

- (1) In addition to the duties mentioned in the Act, the Comptroller shall perform the following duties
- (a) shall collect income and fees, disburse payments and be responsible for the day-to-day financial transactions of the University and for the proper accounting thereof, and all incidental matters including correspondence relating thereto;
  - (b) shall sign all contracts made on behalf of the University and exercise such other powers as prescribed by the Act, Statutes and Regulations pertaining to accounts and finances of the University for which he shall be directly responsible to the Vice-Chancellor;
  - (c) shall prepare before 1st February the annual financial estimates for the ensuing year and
  - (d) shall perform such other duties as may be prescribed or required by the Vice-Chancellor to be carried out.
- (2) The qualifications, salary and service conditions of the Comptroller shall be as prescribed by the Vice-Chancellor with the approval of the Board.

29. Estate Officer.

- (1) Under sub-section (9) of Section 8 of the Act, the Estate Officer shall be an officer of the University and he shall be directly responsible to the Vice-Chancellor in carrying out his duties and responsibilities mentioned in these Statutes and Regulations.
- (2) The Estate Officer shall be a whole-time salaried officer of the University and shall be appointed by the Vice-Chancellor with the approval of the Board on such terms and conditions as prescribed in the Regulations.
- (3) Estate Officer shall
  - (a) maintain buildings and other physical facilities of the University.
  - (b) plan and direct the construction and/or alteration of University buildings and grounds as ordered by the Vice-Chancellor
  - (c) provide and supervise the supply of electricity water, telephone and other services
  - (d) provide for the installation, use and maintenance of University equipment in co-operation with other officers of the University.
  - (e) to develop masterplans for new campuses / research stations.
  - (f) be responsible for safety in electrical installations.
  - (g) perform such other duties as may be directed by the Vice-Chancellor for the proper functioning of the physical facilities of the University.
- (4) The qualifications, salary and service conditions of the Estate Officer shall be as prescribed by the Vice-Chancellor with the approval of the Board.

30. Associate Director of Research:

- (1) Under sub-section (9) of section 8 of the Act, the Associate Director of Research shall be an officer of the University and he shall carry out his duties and responsibilities mentioned in these Statutes and Regulations.
- (2) The Associate Director of Research shall be a whole-time salaried officer of the University and shall be appointed by the Vice-Chancellor with the approval of the Board on such terms and conditions as prescribed in the Regulations.
- (3) The Associate Director of Research shall:-
  - i) head the Zonal Research Station and be in-charge of all the Research Stations in the zone in Technical and Administrative matters.
  - ii) be under the Technical and Administrative control of the Director of Research
  - iii) co-ordinate the research, extension and educational activities and seed production in all research stations in the zone.
  - iv) inspect the Research Stations in the zone periodically and review the activities of the stations.
  - v) ensure effective research-extension linkage in the zone.
  - vi) assist the Director of Research in the conduct of R.R.A.C. meetings.
  - vii) orient the research programme to the zone-specific farming situations.
  - viii) co-ordinate Multi-location Trials, Adaptive Research Trials, on-farm Trials, etc. and ensure

effective participation of scientists in the conduct of the trials.

- ix) review the physical implementation of the programme (staffing, civil works, farm developments, etc.) and continuous monitoring of budget utilization.
  - x) ensure updating of status reports and inculcating the spirit of zone - specific research among scientists.
  - xi) monitoring budget-based research, (formulation, operation, completion and dissemination of results)
  - xii) identifying emerging research areas and priorities research to match the man-power availability.
  - xiii) planning to continuously achieve improved living status for the farmers of the zone.
4. The qualifications, salary and service conditions of the Associate Director of Research shall be as prescribed by the Vice-Chancellor with the approval of the Board.

## **CHAPTER IV**

### **Academic activities of the University**

31. Faculties and their functions:- (1) With reference to sub-section (1) of section 24 and sub-section (j) and (e) of section 36 of the Act, the following shall be the Faculties of the University.
- (i) Agriculture
  - (ii) Basic Sciences and Humanities;
  - (iii) Agricultural Engineering;
  - (iv) Veterinary and Animal Sciences;
  - (v) Home Science
  - (vi) Forestry
  - (vii) Fisheries; and
  - (viii) Horticulture
- (2) Additional Faculties shall be created as and when found necessary, with the approval of the Academic Council and the Board.
- (3) The Dean of the respective Faculty shall be responsible to the Vice- Chancellor for the various academic activities of the Faculty.
- (4) Each Faculty shall consist of Departments which shall undertake teaching, research and extension education as recommended by the Academic Council, Research Council and Extension Education Council.
- (5) 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 Board of Studies of the respective Faculty.

### **32. Centres of Excellence**

- (1) Different Centres of Excellence shall be functioning under the Faculty or on inter-faculty programmes. These Centres shall be responsible for promoting excellence in teaching, research and extension activities in the particular field of specialisation. The following shall be the Centres in the University.

#### **Coimbatore**

- (i) Centre for Agricultural & Rural Development Studies
- (ii) School of Genetics
- (iii) Water Technology Centre
- (iv) Centre for Soil & Crop Management Studies
- (v) Centre for Plant Protection Studies
- (vi) Centre for Advanced Studies in Agricultural Microbiology
- (vii) Centre for Plant Molecular Biology and Bio-technology

#### **Other Centres**

##### **Aduthurai**

- (i) Tamil Nadu Rice Research Institute, Aduthurai
- (ii) Centre for Animal Nutrition, Kattupakkam

##### **Tiruchirappalli**

- (i) Centre for Animal Health
2. Additional Centre of Excellence shall also be created if found necessary, with the approval of Academic Council and Board of Management.
3. The Directors of the respective Centre shall be responsible to the Vice- Chancellor for the various academic, research and extension education activities of the Centre.

4. Each Centre shall consist of departments which shall undertake inter disciplinary research, teaching and extension education activities as recommended by the Research Council / Extension Education Council / Academic Council.
33. Departments  
Different Departments of the Faculty shall be recognised and the Head of Department appointed by the Vice-Chancellor. The Department shall be the primary unit of administration for the purpose of Education, Research and where necessary, Extension Education in the particular field of knowledge.
34. Head of Department/Research Station  
The Head of Department / Research Station shall be a person of the rank of a Professor or an Associate Professor /Assistant Professor to be appointed by the Vice-Chancellor. Where there are more than one Professor or Associate Professor / Assistant Professor in the Department, the Vice-Chancellor shall appoint the Head of the Department.
35. Functions of the Heads of Departments/Research Station  
The Head of each Department/Research Station
  - (a) shall be responsible to the Dean/Director of the University for administrative, academic and all other activities of the Department/Station.
  - (b) shall report on the teaching, research and extension education works of the Department/Station to the Dean / Director of the University
  - (c) shall have general supervision of the work of students in the Department
  - (d) shall prepare in time the Budget of the Department/ Station.



- (e). shall be responsible for distribution and expenditure of Departmental funds and for the care of Department's/Station's property
- (f) shall provide for protection against theft, fire and other damages and
- (g) shall carry out any other functions as may be directed by the Dean/Director and the Vice-Chancellor.

**36. Admissions to the University**

- (1) Students shall be admitted to the University in accordance with the Regulations approved by the Academic Council. Any modifications to the Regulations shall be made by the Vice-Chancellor on the recommendation of the Academic Council in consonance with the rules of the Government that are in force and that may be issued from time to time by the Government in this regard.
- (2) The number of students to be admitted will be decided by the Board on the recommendation of the Academic Council.

**37. Courses of Study**

The University shall offer the courses leading to the following undergraduate and postgraduate degree and postgraduate diploma courses

Bachelor of Science in Agriculture

Bachelor of Science in Horticulture

Bachelor of Veterinary Science

Bachelor of Dairy Science and Technology

Bachelor of Fisheries Science

Bachelor of Engineering (Agriculture)

**Bachelor of Science (Home Science)**  
**Bachelor of Science (Forestry)**  
**Master of Science in Agriculture**  
**Master of Science in Horticulture**  
**Master of Veterinary Science**  
**Master of Dairy Science and Technology**  
**Master of Fisheries Science**  
**Master of Engineering (Agriculture)**  
**Master of Science (Home Science)**  
**Master of Science (Food Science and Nutrition)**  
**Master of Science (Environmental Sciences)**  
**Master of Science (Water Management)**  
**Master of Science (Bio-Technology)**  
**Master of Business Management**  
**Post-Graduate Diploma in Sericulture**  
**Post-Graduate Diploma in Plantation Crops**  
**Post-Graduate Diploma in Plant Protection**  
**Doctor of Philosophy**

These and other additional degrees, diplomas and certificate courses shall be offered by the University as decided from time to time by the Academic Council.

The detailed Rules for admission of students, on the courses and curricula, on the method of examination and on award of degree/diploma shall be as prescribed by the Academic Council, on the recommendation of the Board of Studies.

38. System of Instructions

The System of instructions shall be as prescribed by the Board.

39. Student fees and other charges

(1) The fixation, payment and receipt of the University fees shall be determined by the Vice-Chancellor on the recommendation of the Academic Council.

(2) The University fees, other than the hostel fees, shall be classified in the following main categories:-

- (i) Admission fee
- (ii) Tuition fee
- (iii) Laboratory fee
- (iv) Library fee
- (v) Medical fee
- (vi) Examination fee
- (vii) University Registration fee
- (viii) Contributions to such educational social and recreational funds as may be prescribed
- (ix) Hand Book fee and
- (x) Any other fees prescribed from time to time.

(3) The amount chargeable under each category or any modifications in such fees at various levels of academic pursuit, as well as the terms of payment and the provision of penalties for non-payment shall be determined by the Vice-Chancellor on the recommendations of the Academic Council.

40. Scholarships and Fellowships

(1) Appropriate committees shall be constituted by the Academic Council for the institution of Scholarships, Fellowships, Studentships, Medals, Prizes and the like.

- (2) The award of the Scholarships, Fellowships, etc., mentioned in clause (1) above and also the grants-in-aid, loans, etc., shall be as per rules formulated from time to time by the Academic Council.
- (3) Funds and endowments for the existing scholarships, fellowships, prizes, medals, etc., administered either by the Government or by the Government Departments shall be placed at the disposal of the University and shall be granted by the University as per the existing rules, which may be modified as and when found necessary.

#### 41. Convocation

Convocation shall be held by the University for the conferment of Degrees, Diplomas and other academic Distinctions, as per the recommendations of the Academic Council and approved by the Board. The degree shall be conferred either in person or in absentia. The procedure for admission to the Convocation and in respect of the conduct and proceedings of the Convocation shall be as prescribed in the Regulations.

#### 42. Award of Degrees and Diplomas

The Academic Council shall recommend to the Board the award of Degrees, Diplomas and other Academic Distinctions, the procedure for which shall be as approved from time to time by the Academic Council.

#### 43. Honorary Degree and other Academic Distinctions

- (1) The Honorary Degree of Doctor of Science shall be conferred upon a person on the ground that he is, by reason of eminent position and attainments or by virtue of his contribution to learning or eminent services to the cause of Agricultural Education, Research and Development, a fit and proper person to receive such a Degree.

- (2) The Board shall, subject to prior approval by the Chancellor, have powers to confer the Honorary Degree and other Academic Distinctions, on the recommendations of the Academic Council, with atleast a two-third majority of the members present at the meeting.
- (3) All proposals for the conferment of the Honorary Degree and other academic Distinctions shall be made by a Committee consisting of the Vice-Chancellor and the Deans/Directors which shall be placed before the Academic Council and the Board for recommendation before submission to the Chancellor for approval.
- (4) The Honorary Degree shall be conferred at a Convocation, or at a special convocation, and may be taken in person or in absentia.
- (5) The presentation of persons at the Convocation on whom the Honorary Degree to be conferred shall be made by the Vice-Chancellor, or by a person nominated by the Vice-Chancellor.

#### 44. Recognition of Institutions

The University may recognise certain Institutions which are located within the State of Tamil Nadu or outside for purposes of collaboration in teaching and research. Agreements for such collaborative work may also be entered into with sister Universities within the State. For this purpose, the Vice-Chancellor may recognise the Institutions on specific recommendations of the Academic Council or the Research Council, as the case may be.

#### 45. University Library

There shall be a Central University library at the main campus of the University at Coimbatore. There shall also be branch libraries at the other academic campuses and Research Stations of the University. The University Library

shall be headed by the University Librarian who shall be responsible to the Dean/Director nominated by the Vice-Chancellor for proper maintenance and running of the University Library. The Libraries at other campuses and Research Stations of the University shall be under the control of the Head of the Institutions/Research Stations as the case may be. The detailed procedures for acquisition of books, periodicals and other publications and for loaning them to the members shall be as approved by the Vice-Chancellor.

## **CHAPTER V**

### **Research and Extension Education Organisations**

#### **46. Research Council**

- (1) The Research Council shall be the policy making body on Research in the University. The Constitution of the Research Council shall be as follows
  - (i) Vice-Chancellor
  - (ii) Registrar
  - (iii) Deans of Colleges and Directors of the University
  - (iv) Director of Extension Education
  - (v) Director of Agriculture or his/her nominee
  - (vi) Director of Animal Husbandry or his/her nominee
  - (vii) Director of Fisheries or his/her nominee
  - (viii) Principal Chief Conservator of Forests or his/her nominee
  - (ix) Director of Horticulture and Plantation Crops or his/ her nominee
  - (x) Director of Seed Certification or his/her nominee
  - (xi) Director of Agricultural Marketing or his/her nominee
  - (xii) Director of Oilseeds or his/her nominee
  - (xiii) Chief Engineer (Agricultural Engineering) or his/ her nominee
  - (xiv) Director of Sericulture or his/her or nominee

- (xv) Five members nominated by the Vice-Chancellor in rotation from among the Heads of Departments from different disciplines of the University
  - (xvi) Five experts to represent different disciplines from outside the University, nominated by the Pro-Chancellor on the recommendation of the Vice-Chancellor.
  - (xvii) Director of Research - Member-Secretary
- (2) The Vice-Chancellor shall be the Chairman and the Director of Research shall be the Secretary to the Research Council.
  - (3) The Director of Research shall be the co-ordinator for the research activities of the University and the Controlling Officer of the Research Stations located outside the college campuses in the regions concerned and the Deans of the Colleges/Directors of the University shall be responsible for conduct of research in the various departments and research stations located in the college campuses/regions concerned.
  - (4) The term of office of the nominated members shall be three years and may be extended by another term by the Vice-Chancellor in respect of item (xv) and with the approval of the Pro-Chancellor in respect of item (xvi).
  - (5) The Research Council shall meet at least once in six months to identify priorities, approve the programmes of the activities and to review the research activities of the University.

#### 47. Extension Education Council

- (1) The Extension Education Council shall formulate the policies and broad outlines of Extension Education



activities to be carried out by the University in co-operation with the concerned Government Departments.

- (2) The Constitution of the Extension Education Council shall be as follows
- (i) Vice-Chancellor;
  - (ii) Registrar
  - (iii) Deans of Colleges/Directors
  - (iv) Director of Research
  - (v) Director of Agriculture or his/her nominee;
  - (vi) Director of Fisheries or his/her nominee;
  - (vii) Director of Animal Husbandry or his/her nominee;
  - (viii) Principal Chief Conservator of Forests or his/her nominee
  - (ix) Director of Horticulture and Plantation Crops or his/her nominee
  - (x) Director of Seed Certification or his/her nominee
  - (xi) Director of Agricultural Marketing or his/her nominee
  - (xii) Director of Oilseeds or his/her nominee
  - (xiii) Chief Engineer (Agrl. Engineering) or his/her nominee
  - (xiv) Director of Sericulture or his/her nominee
  - (xv) Five experts from outside the University nominated by the Pro-Chancellor on the recommendations of the Vice-Chancellor

- (xvi) One progressive planter and one seed planter nominated by the Pro-Chancellor on the recommendations by the Vice-Chancellor
  - (xvii) Professors of Extension Education in the Colleges, and
  - (xviii) Director of Extension Education - Member - Secretary.
- (3) The Vice-Chancellor shall be the Chairman and the Director of Extension Education shall be the Secretary to the Extension Education Council.
  - (4) The term of office of the nominated members shall be three years and may be extended by another term by the Vice-Chancellor with the approval of the Pro-Chancellor.
  - (5) The Extension Education Council shall meet atleast twice a year to approve the programme of activity and to review the Extension activities of the University.

## **CHAPTER VI**

### **Funds and Accounts**

**48. Chairman of the Finance Committee**

The Vice-Chancellor shall be the Chairman of the Finance Committee. In the absence of the Vice-Chancellor any member chosen by the members present shall preside at the meeting of the Committee.

**49. Management of Funds**

The management of funds and moneys of the University shall be through such regulations and rules prescribed from time to time by the University.

**50. Other Funds**

Other funds as per Section 29 of the Act shall include donations from non-government agencies such as private trusts and individual donations to the University for specific or general purposes. They may be accepted by the University as per the conditions laid down from time to time by the Board.

**51. Publication of Accounts**

The audited accounts of the University as per details given under Section 33 of the Act, shall be published in the name of the Comptroller, with the authority of the approved auditors.

## CHAPTER VII

### Conditions of Service and Recruitment

#### 52. Continuance of Transferred Employees and Recruitment of University Employees

Notwithstanding the provisions under Section 42 of the Act

- (a) Such of the posts which remain or fall vacant or are created by the University after the notified date, shall be filled in through direct recruitment or by transfer from one post to another;
- (b) The procedure to be adopted for recruitment of officers, and other employees for appointments to the posts of the University shall be as prescribed from time to time in the Regulations.

#### 53. Service on deputation

- (a) The State, Central and Quasi Government Employees may be taken on deputation into the University service. The leave salary and pension and/or provident fund contributions of such employees shall be paid if necessary, by the University to the parent body, as per the terms agreed by the Tamil Nadu Agricultural University.

The Vice-Chancellor shall have powers to take in on deputation Government Servants to the University in the same scale of pay for a period upto three years. This will exclude persons in the cadre of University Officers.

- b) University employees may be permitted to take up temporary appointment in the State or Central Government Departments or under any other authorised agencies and such employees shall be considered as on deputation. The leave salary and

pension contribution shall be paid either by the employee or by the employer, as the case may be. The period of such deputation shall not ordinarily exceed 3 years and in any case four years.

54. Service Conditions, Gratuity, Insurance and Provident Fund

Subject to provisions under sections 35 and 38 (1) (a) and (b) of the Act, the service conditions including pension gratuity, Insurance, Provident Fund, Special Provident Fund, Family Benefit Fund, Medical facilities, Loans and Advances for the employees of the University shall be as prescribed in the Regulations of the University.

## **CHAPTER VIII**

### **Miscellaneous**

#### **55. Travelling and Daily Allowances to Non-Officials**

The Travelling and Daily Allowances of the non-official members other than those mentioned in clause 3(4) of the Statutes, and invitees for the University work shall be as prescribed in the Regulations.

#### **56. Staff Housing**

The University may procure, construct, own and take on lease any buildings and use them as residential quarters for the University employees, for the proper functioning of the University. The University may provide and operate for the benefit of its employees health, recreational, schooling and other ancillary facilities. All such facilities shall be administered as provided in the rules framed for the purpose.

#### **57. Students' Hostels, Cafeterias and other accommodations**

The University shall provide to the students, to the extent possible, hostel accommodation and other housing facilities within the University campus, permit them to stay with their parents or guardian, or to stay in any authorised place. The University shall, for the benefit of students, provide and operate cafeterias, health, recreational, shopping and other ancillary facilities as may be deemed fit. The regulations in this regard shall be made by the Academic Council.

#### **58. Civil Works**

(a) The University may construct, procure, own and maintain civil structures such as offices, laboratories, library, farm buildings and other non-residential and residential accommodations for proper functioning of the University.

- (b) The execution of civil works related to such of the items under (a) above shall be undertaken by the Estate Officer with the sanction of competent authorities.
- (c) The detailed procedure for planning, estimation, approval, construction and mode of execution of the civil works shall be as prescribed in the regulations.

#### 59. Annual report

- (a) The Annual report of the University as per Section 41 of the Act shall cover all the Teaching, Research, Extension/Education and Development activities of the University for the year ending 31st March. It shall also include a brief statement on the finances and accounts of the University and on the University Library. The heads of each of the Institution/Wing of the University shall be responsible for the preparation and submission of the annual reports pertaining to their responsibilities within such time as directed by the Vice-Chancellor.
- (b) The Vice-Chancellor, with the assistance of the Registrar shall finalise the Report and place it before the annual meeting of the Board for consideration and forwarded to the State Government.
- (c) The annual meeting of the Board shall ordinarily be held during June/July every year.

#### 60. Powers of Authorities

The powers of the Authorities of the University, not covered by the Act and Statutes, shall be as prescribed in the Regulations. Subject to the provision under Section 26 of the Act, the powers of Committees appointed by the Vice-Chancellor shall be as prescribed by the Vice-Chancellor.

**61. Legal Advisors**

The University shall have one or more Legal Advisors to advise the University on legal matters. The remuneration for the advice given may be as decided by the Vice-Chancellor with the recommendations of the Registrar or the concerned officer of the University. The Vice-Chancellor shall have power to engage advocates on University cases and sanction the payment of fees.

**62. Removal of difficulties**

In case any difficulty arises in giving effect to the provisions of these statutes the Board may pass such order as necessary for the purpose of removing the difficulty, provided such an order is not repugnant to the provisions of the Act.

**63. Rules of the University**

For implementing the provisions of the University Act, Statutes and Regulations and for other purposes not contained therein the Vice-Chancellor, and other employees authorised by the Vice-Chancellor, shall prescribe detailed Rules and Guidelines which shall be followed by the employees.





# **REGULATIONS**



**TAMIL NADU AGRICULTURAL UNIVERSITY**

**REGULATIONS**

**CORRECTED UP TO 30.6.1993**

## **Regulations of the Tamil Nadu Agricultural University**

In exercise of the powers conferred by clause (e) of Section 38, read with sub-section (4) of Section 48 of the Tamil Nadu Agricultural University Act, 1971 (Tamil Nadu Act 8 of 1971), the first Vice-Chancellor of the Tamil Nadu Agricultural University made the Regulations of the Tamil Nadu Agricultural University with the approval of the Chancellor. In exercise of the powers conferred under section (1) of Section 38 of the Act, the authorities of the University made the Regulations and amended from time to time. The amended Regulations are as under:-

### **CHAPTER I**

#### **General**

##### **1. Short title, commencement and interpretation**

- (1) These Regulations shall be called, "The Regulations of the Tamil Nadu Agricultural University".
- (2) They came into force from the date of publication of the Regulations in the Tamil Nadu Government Gazette as amended from time to time.
- (3) Unless the context otherwise requires the words and expressions used in these Regulations shall be interpreted to have the same meaning as they have in the Act and Statutes.

##### **2. Definitions**

- (1) "Act" means the Tamil Nadu Agricultural University Act, 1971 (Tamil Nadu Act 8 of 1971).
- (2) "Clause" means a sub-division of a Regulation.
- (3) "Competent Authority" means the authority empowered to exercise such powers under the Regulations and Rules of the University.

- (4) **“Duty”** includes service as a probationer or apprentice, provided that such service is followed by confirmation, without break.
- (5) **“Employee”** means a whole time appointee in any post of the University.
- (6) **“First Appointment”** means appointment of a person for the first time either on a permanent or temporary basis in the University.
- (7) **“Foreign Service”** means service in which an employee receives his salary with the sanction of the competent authority of the University, from any source other than University funds.
- (8) **“Holiday”** means a day prescribed or notified by the University as such or with reference to any particular office of the University.
- (9) **“Honorarium”** means a recurring or non-recurring payment granted to any person from the University funds as remuneration for work of occasional or intermittent character.
- (10) **“Leave Salary”** means the monthly amount paid by the University to an employee on leave.
- (11) **“Lien”** means the title of an employee to hold substantively or temporarily, either immediately or on the termination of a period or periods of absence of a permanent post.
- (12) **“Month”** means a calendar month. In calculating a period expressed in terms of months and days, complete calendar month, irrespective of the number of days in each month should be first calculated and the odd number of days calculated subsequently.
- (13) **“Officiate”** A University employee officiates in a post when he performs the duties of a post in which

another employee holds a lien. An employee may however, be appointed to officiate in a vacant post on which no other employee holds a lien.

- (14) **“Pay”** means the amount drawn monthly by an employee as the pay which has been sanctioned for the post held by him substantively or in any officiating capacity and including special pay or personal pay, if any, but not other allowances.
- (15) **“Permanent Post”** means a post carrying a rate of pay sanctioned without limit of time.
- (16) **“Personal Pay”** means additional pay granted to an employee.
  - (a) to save him from loss of substantive pay in respect of a permanent post, due to revision of pay or to any reduction of such substantive pay otherwise than as a disciplinary measure; or
  - (b) in exceptional circumstances, on other personal considerations.
- (17) **“Provident Fund”** means the University Provident Fund instituted and maintained under these Regulations.
- (18) **“Subscriber”** means a person eligible to subscribe to the Provident Fund under these Regulations.
- (19) **“Subscription”** means the sum paid to the Provident Fund by a subscriber under these Regulations.
- (20) **“Subsistence grant”** means a monthly grant made to an employee who is not in receipt of pay or leave salary.
- (21) **“Substantive Pay”** means the pay other than special pay, personal pay or emoluments classed as pay by the University, to which an employee is entitled to on

account of a post to which he has been appointed substantively, or by reasons of his substantive position in a cadre.

- (22) **“Substantive Post”** means a post carrying a definite rate of pay sanctioned without any time limit.
- (23) **“Temporary Post”** means a post carrying a definite rate of pay sanctioned for a limited time.
- (24) **“Tenure Post”** means a permanent post which an individual employee may not hold for more than a limited period.
- (25) **“Time scale of pay”** means the scale of pay which rises by periodical increments from a minimum to a maximum.
- (26) **“Transfer”** means movement of an employee from one post to another in the same station or from one station in which he is employed to another station, either to take up the duties of a new post, or in consequence of a change of his headquarters.
- (27) **“Transfer of funds”** means the funds transferred periodically by the Comptroller to the various Cheque Drawing Officers authorised to incur expenditure out of the funds of the University.
- (28) **“Internal transfer of funds”** means the transfer of funds made between two Cheque Drawing Officers, under exceptional circumstances with the concurrence of the Comptroller.
- (29) **“Funds in Transit”** means the transfer of funds accounted for by the Cheque Drawing Officers in the subsequent year.



## **CHAPTER - II**

### **Authorities of the University**

#### **3. Meetings of the Authorities:-**

- (1) There shall be meetings of the Authorities as prescribed in the Act and Statutes.
- (2) The Vice-Chancellor may, whenever he thinks fit, convene special meetings of the Authorities.
- (3) The Vice-Chancellor may at his discretion postpone the date for an ordinary or special meeting.
- (4) The Registrar, under the direction of the Vice-Chancellor shall give not less than two week notice of the date of an ordinary meeting and not less than one week notice for a special meeting.

However, in the case of circulation agenda a minimum of seven days shall be given to respond.

- (5) The Registrar shall with the approval of the Vice-Chancellor send to each member of the Authorities, an Agenda of business to be transacted at the meeting as called for.
- (6) Any member of the Authority, who wishes to move a resolution or to present a subject for inclusion in the Agenda shall forward a copy of the resolution or the subject as the case may be to the Registrar so as to reach him not less than 10 days before the date of the ordinary meeting.
- (7) The Registrar shall place each such resolution or subject before the Vice-Chancellor, who shall direct him, to include it in the Agenda provided
  - (a) it shall be clearly and precisely expressed and shall raise substantially one definite issue;

- (b) it shall not raise issues which do not fall within the powers of the University.
  - (c) it shall not contain arguments, unwarranted inferences, ironical expressions or defamatory statements, nor shall it refer to the character or conduct of persons except in their official or public capacity; and
  - (d) it shall not refer to any matter which is under adjudication by a Court of Law.
- (8) When any resolution or subject is not included in the agenda under the direction of the Vice-Chancellor, the Registrar shall intimate the fact to the member, stating the reasons therefor.
- (9) No business other than that brought forward in the agenda shall be transacted at the meetings without the approval of the Vice-Chancellor; at the special or extra-ordinary meeting only the subject brought forward by the Vice-Chancellor shall be transacted.
- (10) Notwithstanding anything contained in the above section, the Vice-Chancellor may, in case of urgency, obtain the approval of views on decisions of the Board by circulation.

The Vice-Chancellor shall record the majority decision as indicated in the replies received from the members and place the same in the following meeting of the Board.

The Vice-Chancellor will take further action on the majority decision through circulation agenda.

## **CHAPTER - III**

### **Classification of Staff, Recruitments and Appointments**

#### **4. Classification of Staff**

- (1) The employees are classified into several groups based on the time scale of pay. They are as given below (effective from 1.6.88)

**GROUP A** : Employees in the post on time scale of pay-minimum of which is Rs.3000 and above.

**GROUP B** : Employees in the post on time scale of pay-minimum of which is Rs.1640 but below Rs.3000.

**GROUP C** : Employees in the post on time scale of pay-minimum of which is Rs.775 but below Rs.1640.

**GROUP D** : Employees in the post on time scale of pay-minimum of which is below Rs.775.

If the employees occupy Selection Grade or Special Grade Post, their group shall be determined based on the pay scale of the ordinary post.

- (2) The scales of pay of the employees of the University shall be as specified in Appendix.I. The scales of pay of the non-technical employees shall be the same as applicable from time to time to the employees in the corresponding posts in Tamil Nadu Government Service.

The Special pay and other allowances admissible to the employees shall be at the rates applicable to the employees in the corresponding posts in the Tamil Nadu Government Service, as decided from time to time by the University. However, the Board may at its discretion recommend to the Government to fix/revise the scales of pay attached to any of the posts of the

University as and when necessary. The scales of pay of the Teaching employees of the University shall be as prescribed under the University Grants Commission scales and adopted by Tamil Nadu Government from time to time.

- (3) The staff of Fisheries College, Tuticorin and Kumaraperumal Farm Science Centre, Trichy are eligible to draw the admissible House Rent Allowance to Tuticorin and Trichy towns respectively as per the Government rates admissible to these towns from time to time eventhough the College and the Centre are situated outside the Municipal limits.

#### **5. Qualification and Method of recruitment**

- (1) The qualification, method of selection and appointing authority in respect of various posts in the University shall be as specified in Appendix-I. The qualifications and procedures for recruitment prescribed in Appendix-I shall apply to posts in the University after the date to be specified by Government under Section 42 of the Act.
- (2) Applications to the posts of Officers of the University, Professors, Associate Professors and Assistant Professors of the Technical Category shall be made in the prescribed form given in Appendix II. For all technical posts in the University a fee of Rs.10/- shall be collected along with the application from the outside candidates. University employees applying for the posts are exempted from paying of such fees.
- (3) On expiry of the last date for receipt of application, all the applications shall be compiled and placed before a Screening Committee constituted for the purpose by 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 the approved list shall be called for interview to appear before the Selection Committee, on a specified date at their own expense.

(a) (i) All teaching and research posts including Librarian, Deputy Librarian, Assistant Librarian and Physical Education staff shall be filled up as per the guidelines issued by the UGC.

(ii) The other technical posts like Medical Officer/Maintenance Engineers etc. shall be filled up through professional Employment Exchange and shall be filled through advertisement and recruitment after obtaining the Non-availability Certificate.

(b) All non-technical posts other than the first level entrance posts be filled by promotion from the Lower categories.

(c) For all the first level entrance posts of non-technical category recruitment shall be made through the Employment Exchange and from the University employees.

When candidates are not available through Employment Exchange for any post, such posts shall be filled in through advertisement.

(4) For certain higher categories of posts where competent men are not easily available, the University may contact persons either directly or indirectly and place the bio-data of such persons before the Selection Committee for its consideration. When such candidates are called for interview before the Selection Committee the University shall defray the travelling

expenses as admissible to the post. For such of those candidates residing outside India, the Selection Committee shall consider them in-absentia.

- (5) Where necessary, the Selection Committee may with the approval of the Board relax the minimum requirements / qualifications in favour of candidates who are otherwise considered as qualified for selection.
- (6) The Selection Committee shall furnish a panel of not more than three names arranged in the order of merit in respect of each post. While recommending the panel of names for more than one post in the same category, the Selection Committee shall rank all the names in one panel. The Selection Committee may recommend, for specific reasons, a higher starting salary in the scale of pay for any of the candidates included in the panel, for consideration by the appointing authority.
- (7)
  - (i) The period of validity of any panel prepared by a Selection Committee shall be one year from the date of approval.
  - (ii) Any employee appointed from the approved panel gets reverted/ousted for want of vacancy, closure of schemes, etc. shall be reappointed on priority basis to the next vacancy.
  - (iii) Persons in the Panel may be offered lower category posts and such appointment made on a temporary basis by the Vice-Chancellor and reported to the Board.
- (8)
  - (i) The appointment shall be made strictly in the order of ranking from the approved panel.
  - (ii) A maximum time limit of 45 days from the date of receipt of appointment orders for persons within

India and a maximum of three months outside India shall be given for joining the posts.

- (9) In the interest of the University work, any employee shall be liable for transfer to any other post, within the jurisdiction of the University.
- (10) (i) For all recruitments to the post in the University, the University employees including those transferred to the University from the State Government shall be given preference.
- (ii) For all recruitments to the first level entrance posts 50% for the BC/MBC/DNC, 18% for SC and 1% for ST candidates shall be reserved. The roster for reservation for BC/MBC/SC/ST and OC candidates to the first level entrance posts shall be as prescribed by the State Government from time to time.
- (11) The administrative powers of the competent authorities in respect of effecting postings, transfers and deputation, acceptance of resignation etc., are as given in Appendix-XIII.
- (12) The Vice-Chancellor shall have powers to bring contingent paid mazdoors under regular establishment (Provincialisation) as per rules.

## **6. Certificate of Physical Fitness**

- (1) Every employee, at the time of appointment on probation to a post in the University shall produce a certificate of physical fitness issued by the University Medical Officer / Asst. Civil Surgeon.
- (2) Certificate of physical Fitness issued by a Medical Officer not below the rank of a Civil Assistant Surgeon in case of employees on a minimum basic pay of less than Rs.2,200 per mensem and by a Medical Officer

not below the rank of Civil Surgeon in respect of employees whose minimum basic pay in the time scale is Rs.2,200/- and above shall only be valid.

- (3) The certificate shall be in the form given in Appendix-IV.
- (4) The following classes of employees shall be exempted from producing the certificate of physical fitness.
  - (a) All employees transferred to the University under Section 42 of the Act; and
  - (b) All employees on deputation with the University.

### **7. Verification of character and antecedents**

- (1) Every employee shall produce a character and conduct certificate from a responsible person and another from the Institution in which he last studied or worked, at the time of his first appointment to the University.
- (2) 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.

### **3. Verification of date of birth**

- (1) Every employee shall produce authentic evidence to prove the correctness of his date of birth. The following records shall be considered as authentic.
  - (a) Secondary School Leaving Certificate/HSC or University/College records.
  - (b) Certificate from recognised school.
  - (c) Certificate extract from Register of Births.
  - (d) Discharge certificate from Army.



- (e) ~~In the absence of items (a) to (d),~~ a certificate issued by a Medical Officer not below the rank of Civil Surgeon on the assessment of age.
- (f) In the case of an employee, the year of birth is known but not the month and date, the 1st July shall be treated as the date of birth. When both the year and the month of birth are known but not the exact date, 16th of the month shall be treated as the date of birth.

(2) Alteration of date of birth

- (a) If, at the time of appointment, a candidate claims that his date of birth is different from that entered in his S.S.L.C./HSC/University/College/School records, he shall make an application to the University stating the evidence on which he relies and explaining how the mistake occurred. The Registrar with the approval of the Vice-Chancellor shall decide whether the alteration of date of birth may be permitted or the application may be rejected.
- (b) After a person has entered service, an application to correct the date of birth as entered in the official records shall be entertained, provided such an application is made within five years of entry into such service. Such an application shall be made to the University. The application received after five years of entry into service shall be summarily rejected. In considering such a request, it shall be examined whether such an alteration of the date of birth would have had any effect on the appointment to the post at the time of entry into service. The Registrar with the

approval of the Vice- Chancellor may permit the alteration subject to such conditions as he deems fit to impose. The decision of the Vice-Chancellor shall be final.

## **9. Contracts/Agreements**

Every Teaching/Research/Extension 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 prescribed in Appendix-V. An employee who is appointed on a tenure post or in a leave vacancy shall also be required to execute a similar agreement to serve the University for the specified period provided that the Board of Management may exempt any employee or category of employees from executing an agreement.

## CHAPTER - IV

### Service conditions, Leave rules, Travelling Allowance etc.

#### 10. Fixation of Pay

- (1) 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.
- (2) Every employee of the University selected for appointment/promotion by transfer to a higher post involving higher duties and responsibilities 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. The minimum monetary benefit shall be 5% over the pay drawn in the lower post. If the minimum increase falls short of 5%, the pay shall be fixed at the next higher stage if there is no corresponding stage in the scale of pay of higher post.
- (3) Employee promoted/appointed to a higher post on or after 1.5.1981 shall have the option for fixation of his pay to his best advantage, either
  - (i) For fixation of pay under Regulation 10(2) on the date of promotion/appointment, taking into account the pay in the lower post immediately prior to promotion or appointment to the higher post without any further review on accrual of increment in the time scale of pay of lower post.

or

- (ii) the employee on promotion/appointment to a higher post shall have his pay initially fixed in the higher post in a stage next above his pay drawn in the lower post. On the date of accrual of next increment in the lower post, his pay shall be re-fixed as contemplated in Regulation 10(2)
  - (iii) option shall be exercised within one month from the date of promotion/appointment to higher post and the option so exercised shall be final.
  - (iv) if the pay is fixed under Regulation 10(2), the next increment shall be allowed on completion of one year of qualifying service with effect from the date of re-fixation of such pay.
  - (v) for rectification of anomalies arising consequent on the above mode of fixation, among the senior and junior employees, orders of the University are required.
- (4) Fixation of pay under Regulation 10(2) shall be allowed for employees appointed/promoted to a higher post temporarily provided the employee satisfies all the requirements prescribed for the post to which such promotion/appointment is made.
- (5) If the appointment/promotion does not involve higher responsibilities and duties, the pay shall be fixed at the stage in the time scale of pay of the higher post equal to the pay drawn in the lower post. If there is no such stage in scale of the higher post, the pay shall be fixed at the stage next below and the difference shall be allowed as personal pay. If the minimum of the time scale in the higher post is higher than the pay drawn in the lower post, such minimum in the time scale of the higher post shall be fixed.

- (6) When there is an anomaly of a senior in a higher post, happen to draw lesser pay than his junior due to the fact that the senior would have got promotion before earning the increment in the lower post, whereas the junior would have got the promotion after earning the increment in the lower post, the pay of senior shall be stepped-up to that of the junior subject to the following conditions:
- (i) both the senior and junior should belong to the same cadre and post to which they have been promoted/appointed
  - (ii) the scale of pay, both in the lower and higher posts of these employees should be identical
  - (iii) the anomaly should be cleared by the Director of Registrar in 10, 11 and 12
  - (iv) the next increment of the senior will be from the date of such equation
  - (v) equation of pay shall be ordered only by the Registrar
  - (vi) for this purpose, in the case of Technical staff the comparison for such equation shall be based on the employees in the same discipline.
- (7) In the case of revision of the scale of pay of a particular post without any increase in duties and responsibilities the pay shall be fixed from the date of such revision at the same stage in the revised scale equal to the pay drawn in the previous scale, if such a stage exists, otherwise in the next higher stage. The next increment in the new scale shall be allowed on the normal date.

## 11. Probation

- (1) 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. In the case of Office Assistant/ Attendant/ Mazdoor the period of probation shall be one year within a continuous period of two years. When an employee has undergone probation in a lower post, the requirement of probation in a higher post is dispensed with. Well before the expiry of the prescribed period of probation, the superior under whom the employee is working shall recommend to the appointing authority for declaration of satisfactory completion of probation of the employee, if the work and conduct as verified from the personal files 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. In case of group C & D employees, the Head of Office shall declare the satisfactory completion of probation subject to the conditions discussed above.
- (2) 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.
- (3) 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

## **12. Movement to Selection Grade / Special Grade**

The Non-teaching employees of the University stagnating in a particular post due to inadequate promotional opportunities shall be eligible for movement to Selection Grade and Special Grade positions in accordance with the Government orders issued from time to time and adopted by the University.

## **13. Increments.**

- (1) Increments shall normally be drawn on the due dates unless it is ordered to be withheld. Penalty of stoppage of increments, when ordered, shall have the effect of postponing the subsequent increments. The competent authority imposing the penalty of stoppage of increment shall specify the period for which it is stopped and whether it will have the effect of postponing future increments.
- (2) The increments shall be advanced to the first of the quarter viz., January, April, July and October as the case may be (increments falling between 2nd January and 31st March shall be advanced to 1st January and so on).
- (3) Temporary employees who satisfy all the requirements prescribed for holding that post in a regular capacity shall also be sanctioned the increments.
  - (a) **The following periods shall count for increment**
    - (i) Duty in a time scale of pay
    - (ii) Joining time
    - (iii) Foreign service treated as duty
    - (iv) Service in post carrying identical scale of pay

- (v) Training period, treated as duty
- (vi) All periods of leave including extra ordinary leave with Medical Certificate
- (vii) Service in a higher post will count for increment in the lower post
- (viii) Training period
- (ix) Compulsory wait
- (b) The following periods shall not count for increment**
  - (i) Extra-ordinary leave without medical certificate
  - (ii) Overstayal of leave
  - (iii) Overstayal of Joining time
  - (iv) Suspension treated as specific penalty
  - (v) Service in the lower post will not count for increment for higher post.
- (3) The appointing authority shall have the discretion to sanction advance increments in the following case, if the qualifications possessed by them are higher than the minimum qualifications prescribed for the post in which they are employed.
  - (a) One to four advance increments to persons in the accounts and administrative branches.
- (4) The authorities empowered to sanction periodical increments shall be as given in Appendix-XV.

#### **14. Seniority of Members in Service**

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.

**15. 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.

**16. History of service**

There shall be a History of Service maintained in respect of each employee of the University in the form given in Appendix- XI, except for group D employees. These records shall be maintained for each distinct category by the Registrar of the University.

**17. Personal File**

Personal File shall be maintained for all employees, except the Group D employees. The reports for the file shall be prepared in the form given in Appendix-VI.

- (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.

#### **18. 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.
  - (c) to join a new post on return from leave exceeding six months when the employee is not given sufficient notice of his appointment/transfer to the new post
  - (d) to join a post from training held at a fixed place for a period exceeding three months
  - (e) to join a post on expiry of leave, including the leave exceeding 6 months in a remote locality not easily accessible.
- (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 one

station to another. A holiday or Sunday shall count as a day for the purpose of this rule.

- (3) In cases 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 that portion of the journey which he/she travels or might travel.
    - (i) by railway - one day for each 400 kilometers
    - (ii) by motor car - one day for each 130 kilometers or horse drawn conveyance plying for public hire
    - (iii) in any other way - One day for each 25 kilometres
    - (iv) 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; and
  - (d) Sundays do not count as days for the purpose of calculation of joining time but they are included in the maximum period of thirty days. If the day on which an employee has to join duty on expiry of joining time, accidentally happens to be a holiday or a series of holidays he shall be permitted to join duty on expiry of such holidays.
  - (e) When an employee on transfer joins the new post without availing full joining time, the unavailed portion of joining time, subject to a maximum of

15 days, shall be credited to the earned leave account of the employee, provided the earned leave account of the employee plus unavailed joining time do not exceed 240 days.

- (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.
- (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 that on which he receives the order of appointment, but no second period of six days for preparation is admissible.
- (6) If an employee, while in transit from one post to another, is reposted to the original post, such posting shall be construed as appointment to a new post for the purpose of this clause.
- (7) The appointing authority shall have powers to extend joining time upto a maximum of 30 days
  - (i) due to late issue of posting orders by competent authority on administrative reasons.
  - (ii) When an employee is unable to use ordinary mode of conveyance or happens to spend more time on journey due to dislocation of services.
  - (iii) When extension of joining time is considered in public interest and to save expenditure.

- (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.

If the employee, on relief from the old post, proceeds on leave and then joins the new post, the transit pay may be equal to the leave salary.

But in both the above cases, the compensatory allowances other than cash allowances-conveyance allowances at lesser of the two rates are admissible.

- (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 recredited to his leave account.

#### **19. Additional charge Arrangement and Charge Allowance**

Where the Registrar with the approval of the Vice-Chancellor places an employee of the University in additional charge of an executive or a similar post or posts of equal or higher category, he shall be granted additional pay as indicated below:

##### **(1) Full Additional Charge**

Where an employee is directed to attend the duties of another employee in addition to his normal duties, as if he has assumed full charge of the additional post, he is eligible for additional pay for the additional work.

Both the posts should be independent. The period of such additional charge shall be more than 39 days. For lesser period no additional pay is allowed. For this purpose, holidays and casual leave shall be included. Earned leave, unearned leave, etc. shall be excluded. Additional pay shall not be paid for exceeding five months of additional charge arrangement.

- (2) The following shall be the rate of additional pay  
1/5 of the pay drawn by him in the regular post

(or)

1/2 of the minimum of the time scale attached to the additional post whichever is less shall be allowed as additional pay per month.

NOTE: Pay for this purpose includes basic pay and personal pay sanctioned to compensate loss in emoluments.

- (3) Current additional charge  
Where an employee is directed to attend duties of current nature only, but not the various functions which an employee is expected to attend, the employee is not eligible for any additional pay.

- (4) Holding additional charge of more than one post

Further, at the same time, an employee may also be directed to look after the duties of more than one post, in addition to his normal duties and he shall be eligible for additional pay as contemplated under sub-para (2) above for each post.

## **20. Leave**

- (1) The Tamil Nadu Leave Rules of 1933, as amended from time to time, shall be applicable to the employees of the University. The following kinds of leave shall be admissible.
  - (a) Earned leave
  - (b) Unearned leave on private affairs
  - (c) Unearned leave on medical certificate
  - (d) Extraordinary leave
  - (e) Maternity leave
  - (f) Hospital leave
  - (g) Special disability leave
  - (h) Casual leave
  - (i) Special Casual leave
  - (j) Compensation leave
  - (k) Restricted Holidays
- (2) Every employee shall be eligible for 12 days of casual leave in a calendar year and two days of restricted holidays.
- (3) An employee who is 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.
- (4) Special casual leave, not counting against ordinary casual leave, may be allowed to an employee who is detained in a plague camp on the way to rejoin duty, or who is ordered by the appointing authority to absent himself from duty on the certificate of a medical officer on account of the presence of infectious diseases in his house, provided no substitute is appointed.

The following diseases are treated as infectious.

- (a) Small pox
  - (b) Chicken pox
  - (c) Plague
  - (d) Cholera
  - (e) Typhoid
  - (f) Acute influenza pneumonia
  - (g) Diptheria
  - (h) Cerebro-spinal meningitis
  - (i) Any other diseases declared infectious from time to time by the Government.
- (5) An employee may be permitted to surrender the earned leave at his credit and draw leave salary in lieu thereof, subject to the terms and conditions in force from time to time under Tamil Nadu Government Service.
- (6) An employee may be permitted to encash the earned leave at his credit on the date of superannuation, subject to a maximum of 240 days, by the authority competent to grant the earned leave. The concession shall be allowed in the case of death of an employee. In the case of death of an employee the earned leave at his credit may be permitted to be encashed. In both the cases, the encashment may be allowed without waiting for a formal application.
- Provincialised mazdoors shall compute earned leave at 1/11 of the period spent on duty on completion of five years.
- (7) Leave cannot be claimed as a matter of right and when the exigencies of service so demand, leave of any description other than leave on medical certificate 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-XIII.

## **21. Foreign Service**

- (1) In addition to the provisions contained in Statute 36 of this University, the following Regulations shall govern the foreign service conditions of the employees.
  - (a) The Board of Management has empowered the Vice-Chancellor to send the University employees on deputation on foreign service for a period upto three years to Government/Quasi-Government Institutions. The deputation beyond three years to these institutions shall be got approved by the Board of Management. Deputation to private institutions or other agencies should be got approved by the Board of Management.
  - (b) 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.
  - (c) An employee at the time of transfer on foreign service should hold a permanent post in the University.
  - (d) No employee of the University on deputation with an outside agency shall be allowed to retain a lien on his post for more than four years.
  - (e) 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, pension 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 Statute 36 of the University and other terms and conditions prescribed from time to time.

## **22. Code of Conduct of the Employees**

The code of conduct of the employees shall be as given in Appendix-VIII.

## **23. Control and Discipline of the Employees**

- (1) The following penalties may, for good and sufficient reasons and as hereinafter provided, be imposed upon an employee

### Minor Penalties

- (a) Censure
- (b) fine (in the case of Group D employees only)
- (c) withholding of increments
- (d) recovery from pay of the whole or part of any pecuniary loss caused to the University by negligence or breach of orders and
- (e) Suspension

### Major Penalties

- (f) reduction in rank including reduction to a lower post or time scale or to a lower stage in the same scale
- (g) Compulsory retirement

- (h) removal from service of the University and
- (i) Dismissal from service of the University.

**NOTE:**

- (a) The discharge of a person appointed otherwise than under contract to hold a temporary appointment on the expiration of the period of the appointment does not amount to removal or dismissal within the meaning of this Regulation.
  - (b) The removal of person from the University service shall not disqualify him from future employment but the dismissal of a person from the University service shall ordinarily disqualify him from future employment.
- (2) These Regulations shall be applicable to all employees, temporary or permanent, and also those on deputation and on contractual service in the University.
- (3) The detailed procedure governing the discipline and control of the employees shall be as detailed in Appendices IX and X.

**24. Retirement, Extension of service and Re-employment**

- (i) The age of superannuation for all such teachers who were recruited against permanent or temporary posts of the University and those who were transferred and permanently allotted to the University from Government Departments shall be sixty years. Thereafter no extension in service should be given. However it will be open to the University to re-employ a superannuated teacher upto 65 years.
- (ii) The age of superannuation of University employees other than teachers will be governed by the provisions of the State Government.

- (iii) The age of superannuation of the Office Assistants and Provincialised mazdoors transferred from Government department and appointed by the University shall be sixty years.
- (iv) The appointing authority shall have power to extend the age of superannuation of the University employee other than Teaching staff, Office Assistants, Provincialised Mazdoors upto sixty years in respect of non- teaching staff subject to the conditions a, b and c below
  - a) that the services are useful and essential to the University
  - b) that work of the employee has been outstanding in the previous five years and
  - c) that he/she is found to be medically fit.

The date of retirement of University employees shall take effect from the afternoon of the last day of the month in which they attain superannuation.

- (2) For good and sufficient reasons, the Board shall have the power to re-employ a person retired from the service of the University upto a period of four years, at a maximum of two years at a time. The person so re-employed shall be paid salary at the rates decided by the Board based on the merits of the individual case.
- (3) The Board may at its discretion re-employ such of the transferred employees from the State Government service, who retire from the University and Government service and others while on deputation, on superannuation at the age of fifty eight years or otherwise, for a period of not more than two years. The pay plus pension of such re-employed persons shall not exceed the pay last drawn.

- (4) In respect of re-employment of the officers of the University, prior approval of the Board shall be obtained. The pay and allowances of such re-employed persons shall be as decided by the Board.
- (5) No person dismissed from any service shall be eligible for re-employment of any kind in the University.
- (6) The employees of the University may be permitted to retire from service voluntarily on completion of qualifying service of 20 years with pensionary benefits and with a weightage upto 5 years towards qualifying service. The rules relating to the voluntary retirement shall be as per the Government rules issued from time to time. In the case of employee who retires voluntarily the date of retirement shall be treated as non-duty day.
- (7) (a) Employees who have attained the age of 50 years or completed 25 years of qualifying service shall be considered for compulsory retirement subject to the following conditions:
  - (i) cases where an employee's integrity is not in doubt, but his physical or mental condition is such as to make him inefficient for further service or render him unfit to discharge his duties properly.
  - (ii) cases of employees against whom there are repeated complaints of corruption.
  - (iii) cases of employees who although, have done well in the lower grades, are not considered adequate for the responsibilities of the post they occupy or will not be able to perform efficiently in their posts for the next 3 years.

- iv) cases of employees who have close links with the banned organisations.
- (b) The review of compulsory retirement cases will be examined by a committee constituted by the Board and such cases recommended by the committee for compulsory retirement will be placed before the Board for its approval.

In the case of employee retired pre-maturely, the date of retirement shall be treated as "non-duty day".

- (c) The review of cases will be made once in six months. The review of the work of the same individual will be carried out firstly on completion of 25 years of qualifying service or 50 years of age whichever is earlier and again after 5 years of service.

## **25. Issue of Retirement Notice**

Six months prior to an employee attaining the age of superannuation of retirement, a notice shall be sent to him about his impending retirement by the Registrar or other officers of the University.

## **26. Gratuity, Pension and Provident Fund**

- (1) The University shall institute Gratuity, Pension and Provident Fund Schemes for the benefit of the officers and employees of the University.
- (2) In the event of death in harness of an employee of the University, his nominee(s) or heir(s) is/are eligible for gratuity and family pension.
- (3) The rules are given in chapter XII of TNAU Rules and as amended by the Board from time to time.

## **27. 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) Member of the Board of Management shall be entitled to draw daily and travelling allowances as prescribed in Statute 3(4).
  - (b) All employees shall be entitled to draw daily and travelling allowances under the Tamil Nadu Travelling Allowance Rules, with reference to the basic pay plus personal pay.
  - (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 organisations.
  - (d) Members of the 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 actual air fare / A.C. I. Class 1 1/2 / I Class or A.C. 2 tier fare plus Rs.50 per day as Daily Allowance.
  - (f) Outside experts who attend the Selection Committee Meeting shall be paid Rs.150/- as honorarium per day.
- (3) All tours by the employees outside the State of Tamil Nadu shall be authorised by the Vice-Chancellor, on the recommendation of the concerned superior.

- (4) All other tours within the State by the officers and other employees shall be authorised as detailed in Appendices-XIII and XV.
- (5) All travel outside India by the Officers and other employees shall be authorised by the Board of Management on the recommendation of the Vice-Chancellor.
- (6) The Comptroller, with the approval of the Vice-Chancellor shall issue standing orders relating to the preferring of daily and travelling allowance claims.

#### **28. Medical Reimbursement charges**

- (1) The Officers and other employees shall be eligible for medical concessions as prescribed under rules.
- (2) Where there is a University Dispensary, the resident employees shall avail the facilities therein, only under extra-ordinary circumstances they shall take treatment outside the Dispensary under authorisation from the University Medical Officer.
- (3) Non-resident employees may take treatments outside the University Dispensary.
- (4) The University shall from time to time authorise Medical practitioners for attending on the employees.

#### **29. 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.XV.
- (2) The grant of the advances shall be governed by the Rules and other executive order issued by University from time to time.



- (3) The Comptroller shall issue standing orders regarding the procedure and other matters relating to sanction and drawal 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 the University issued from time to time.
  - (a) House Building Advance
  - (b) Marriage Advance
  - (c) Advance for the purchase of motor car, motorcycle, scooter, moped and Bi-cycle
  - (d) Education Advance
- (5) The rate of interest to be charged on such advances shall be the same as that of the State Government on similar advances.

### **30. Acceptance of Examinership and Remuneration**

- (1) The Vice-Chancellor may at his discretion grant permission to the University Officers to accept external examinership and other specific assignments and to receive fee/remuneration. The Deans and Directors may accord similar permission to the employees working under them. In all other cases the Registrar may accord similar permission. The maximum amount that can be received during a calendar year by any such employee shall not exceed Rs.3000/-.

The deputationist should remit one third of any fee/honorarium/ remuneration in excess of Rs.400/- or if a recurring fee of Rs.250/- a year paid to an employee to the University General revenue.

- (2) The period of absence for such work outside the University shall be treated as leave to which the employee is eligible if the employee is to receive

remuneration, and if the employee is to receive no remuneration, the absence shall be treated as on duty.

- (3) The Vice-Chancellor has powers to permit University Officers and employees to serve as members on Committees etc. constituted by the Government without financial commitment to the University.
- (4) The expenditure on payment of renewal fee for driving licence in respect of drivers working in the University shall be met by the University. Photo charges shall also be met by the University on production of vouchers as per the rates prescribed by the Government from time to time.

## **CHAPTER - V**

### **Academic Programme**

#### **31. Withdrawal of Degrees, Diplomas, etc**

The Board, may on the recommendation of the Academic Council by a resolution passed with a majority of not less than two thirds of the members present and voting at the meeting, after providing an opportunity for the concerned person to explain his action in person and/or in writing, withdraw a degree, diploma, certificate or other academic distinctions conferred earlier by the University provided that the withdrawal of an Honorary Degree shall be with the concurrence of the Chancellor.

#### **32. 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 Board.
- b) 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 pay to the University a stipulated sum of money together with interest there on. He should also execute in the same bond an undertaking to serve the University for a stipulated period, on a post assigned to him, on return from deputation.
- (c) The detailed rules for selection and deputation and for execution of bond are given in Chapter-XIII of TNAU Rules and also as amended by the Board from time to time.

## **CHAPTER - VI**

### **Convocation**

#### **33. Convocation for conferring Degrees**

- (1) The Convocation of the University shall be held to confer degrees either in person or in absentia ordinarily once in a year. The date shall be notified by the Registrar with the approval of the Vice-Chancellor and the Chancellor.
- (2) The candidates for degrees shall submit to the Registrar their applications for admission to the Convocation on or before the last date prescribed. The form of application and the fee payable for admission to Convocation, either in person or in absentia, shall be as prescribed. No person shall be admitted to a Convocation who has not, thus, sent his application to the Registrar.
- (3) The date of Convocation shall be duly notified at least 30 days before the date of Convocation. The last date for the receipt of application by the Registrar shall be at least 15 days before the date of Convocation. The fee for the Convocation shall be in person Rs.50/- and in absentia Rs.75/-
- (4) Any person, who having sent application in his name to the Registrar as a candidate for a degree at a Convocation fails to appear on that occasion, shall, when next he applies for his degree, pay again the prescribed fee.
- (5) The Chancellor, Pro-Chancellor, Vice-Chancellor and Deans of Faculties and Colleges, Directors and Members of the Board and Academic Council shall wear the academic robes prescribed for the purpose.
- (6) In the absence of the Chancellor, the Pro-Chancellor shall preside over the Convocation. In his absence the Vice-Chancellor shall preside.

- (7) The presentation of the person at the Convocation on whom degrees are to be conferred shall be by the Dean of the Faculty or one of the Deans in the concerned Faculty nominated by the Vice-Chancellor.
- (8) The detailed proceedings of the convocation ceremony shall be as given in Appendix-XII.
- (9) The Chief Guest of the Convocation shall deliver the Convocation Address.
- (10) Academic robes shall be as prescribed below

**Chancellor:-** A dark green velvet gown made like an Oxford Proctor's dress gown, with two-inch gold lace down the fronts and round the bottom of the sleeves outside. A black velvet academic cap, bound round with gold lace and gold tassel, nine inches long.

**Pro-Chancellor:-** A dark green velvet gown of silk or stuff, same shape as the Chancellor's and trimmed in the same way and a cap like the Chancellor's.

**Vice-Chancellor:-** A scarlet velvet gown of silk or stuff same shape as the Chancellor's and trimmed in the same way, with silver lace. A cap like the Chancellor's but with silver lace and tassel.

**Chief Guest:-** A dark Green velvet gown of silk or stuff, same shape as the Chancellor's and trimmed in the same way, with silver lace. A cap like the Chancellor's but with silver lace and tassel.

**Registrar:-** A black laced velvet gown of silk or stuff and a black velvet academic cap.

**Members of the Board of Management and Academic Council:-** A black gown of silk or stuff and a scarf of white silk or stuff, four inch wide, with a fringe of the same colour, three inches deep; or the

gown and hood prescribed for the University degree taken-a black velvet academic cap.

**Graduates:-** The candidates shall wear white trousers, dark coloured coat, with stiff collar and tie and black cloth academic robe and cap, as prescribed.

The women candidates shall wear the Indian dress of choice and the same academic robe and cap as men.

The specific academic robes for persons taking different degrees at the convocation are as prescribed hereunder

- (i) **Bachelor of Science in Agriculture:-** A gown made of black silk or stuff, cut like the Cambridge B.A. gown. A hood made of black silk or stuff, edged with green.
- (ii) **Bachelor of Science in Horticulture:-** A gown made of black silk or stuff, cut like the Cambridge B.A. gown. A hood made of black silk or stuff, edged with golden yellow.
- (iii) **Bachelor of Engineering (Agriculture):-** A gown made of black silk or stuff, cut like the Cambridge B.A. gown. A hood made of black silk or stuff, edged with scarlet.
- iv) **Master of Science in Agriculture/Horticulture:-** A gown made of black silk or stuff, cut like the Cambridge M.A. gown. A hood made of white silk or stuff.
- (v) **Doctor of Philosophy:-** A gown made of white silk or stuff, cut like the Cambridge M.A. gown. A hood made of white silk or stuff, lined with scarlet silk or stuff.

- (vi) **Bachelor of Veterinary Science:-** A gown made of black silk or stuff cut like that of Cambridge B.A. gown. A hood made of black silk or stuff edged with maroon.
- (vii) **Master of Veterinary Science:-** A gown made of black silk or stuff, cut like the Cambridge M.A. gown. A hood made of white silk or stuff.
- (viii) **Bachelor of Fisheries Science:-** A gown made of black silk or stuff cut like the Cambridge B.A. gown. A hood made of black silk or stuff edged with turquoise blue.
- (ix) **Master of Science in the Faculty of Basic Science and Humanities:-** A gown made of black silk or stuff, cut like the Cambridge M.A. gown. A hood of white silk or stuff.
- (x) **Master of Fisheries Science:-** A gown made of black silk or stuff, cut like the Cambridge M.A. gown. A hood made of black silk or stuff lined with white silk or stuff edged with Turquoise blue.
- (xi) **Master of Engineering (Agriculture):-** A gown made of black silk or stuff, cut like the Cambridge M.A. gown. A hood made of black silk or stuff lined with white silk or stuff.
- (xii) **Bachelor of Science(Home Science):-** A gown made of black silk or stuff cut like the Cambridge B.A. gown. A hood made of black silk or stuff edged with pink.
- (xiii) **Post-Graduate Diploma course in Sericulture:-** A gown made of black silk or stuff cut like the Cambridge M.A.gown. A hood made of white silk or stuff lined with golden yellow.

- (xiv) **Post-Graduate Diploma course in Agricultural Business Management:-** A gown made of black silk or stuff cut like the Cambridge M.A. gown. A hood made of white silk or stuff, lined with green.
  - (xv) **Bachelor of Science in Forestry:-** A gown made of black silk or stuff cut like the Cambridge B.A. gown. A hood made of Black silk or stuff edged with Orange.
  - (xvi) **Master of Science in Forestry:-** A gown of black silk or stuff cut like the Cambridge B.A. gown. A hood made of white silk or stuff.
  - (xvii) **Master of Science in Environmental Sciences:**  
A gown made of black silk or stuff like the Cambridge M.A. gown. A hood made of white silk or stuff.
  - (xviii) **Master of Science in Bio-Technology:-** A gown made of black silk or stuff cut like the Cambridge M.A. gown. A hood made of white silk or stuff.
  - (xix) **Master of Business Management:-** A gown made of black silk or stuff cut like the Cambridge M.A. gown. A hood made of white silk or stuff.
  - (xx) The academic robes for the candidates receiving all other degrees and diplomas to be conferred by the University at the Convocation shall be as approved from time to time.
- (11) The Academic robes for the persons on whom the Honorary Degree or other academic distinction is conferred shall be in the form of a scarlet velvet or stuff with lacings of gold yellow silk and a black cap like that of the Chancellor with gold lining and tassel.



## **CHAPTER - VII**

### **Staff Housing and Students Hostel**

#### **34. Staff Housing**

- (1) (a) The rules for allotment of residential quarters to the University staff and such other outside agencies shall be as approved by the Vice-Chancellor.
  - (b) The Estate Officer in the University Main Campus at Coimbatore, and the Dean and other Heads of the Institutions/Stations/Centres in outside campuses shall be responsible for proper allotment of the quarters and recovery of rent, following the rules therefor.
  - (c) Normally the rent for the University quarters shall be collected at the rates collected for the Government quarters by the Government from time to time.
  - (d) The Estate Officer shall be responsible for annual repairs, and upkeep of all the residential quarters in the University.
- (2) All the civic amenities such as hospital, dispensary, schools, clubs, shopping centre, guest house, etc., shall be maintained by the Estate Officer in respect of the main campus and by the Heads of Institutions/Stations/Centres in outside campuses. The rules for management, utilisation and service at these centres of civic amenities shall be as approved by the Vice-Chancellor.

#### **35. Students' Hostel and Games facilities**

- (1) (a) The University shall maintain separate hostels for Men and Women students, and such

accommodation for the convenience of day scholars in the University. It shall also maintain hostels for teachers and working women in the University and Farmers' home. Hostel for inservice trainees of different categories shall also be provided for and maintained by the University.

- (b) The Dean nominated by the Vice-Chancellor assisted by full time and/or part-time wardens shall be responsible for proper arrangements related to boarding and lodging of all categories of persons in the hostels mentioned under clause (a) above and the messes, canteen and cafeteria attached to them.
  - (c) The Dean nominated by Vice-Chancellor assisted by Physical Directors shall be responsible for providing the required facilities and for the conduct of physical education, indoor and outdoor games and the related activities. He shall also be responsible for proper maintenance of gymnasia, stadia, field tracks and courts, etc.
  - (d) The Dean nominated by the Vice-Chancellor assisted by the Wardens, Physical Directors and such other staff and student representatives of the University shall be responsible for proper maintenance of the student discipline in the hostel and messes and their various functions and activities.
- (2) The Dean nominated by the Vice-Chancellor and/or his assistants in the respective academic campuses shall be responsible for the maintenance of students' hostel, student discipline and all other student welfare activities.

## **CHAPTER - VIII**

### **Scholarships and Medals**

#### **36. Scholarships and Loan Funds**

- (1) (a) The University shall establish and maintain scholarship funds, utilising either the grants made available by the state or Central Government and other agencies, and from its own contributions with the prior approval of the Board. From the Scholarship funds, grants may be made to enrol students in the form of: (a) full scholarship, (b) half scholarship, (c) free-studentship and (d) half free-studentship.
- (b) The University shall establish a Student Loan Fund, either utilising the grants made available by the State or Central Government or other agencies, and from its own funds. From the student Loan Fund such loans as to enable the enrolled students of the University coming from economically backward families to undertake studies leading to Master's or Doctoral degree shall be made available after getting a joint undertaking from the student concerned and his parent/guardian to repay the sum in easy instalments on completion of the studies. The rules pertaining to the award of scholarships, loans and other benefits to students shall be as approved by the Vice-Chancellor and reported to the Academic Council and to the Board of Management for information.

#### **37. Medals**

- (1) (a) At the end of each academic year, a Medal shall be awarded to the best graduating student in each college and in each of the degree

programme, the basis for such an award shall be the overall grade point average obtained by the student in the degree programme.

- (b) No student who has been of questionable conduct shall be eligible for the award.
- (c) The Medal shall be presented to the candidates at the annual Convocation.
- (d) The procedure for selection of candidates and for the award shall be prescribed by the Vice-Chancellor.

## **CHAPTER - IX**

### **Finance**

#### **38. University Funds**

- (1) The Comptroller shall receive all money on behalf of the University and shall deposit it in the State Bank of India/ Nationalised Bank/Scheduled Bank and Co-operative Bank. He will invest unspent money if any when considered possible for short term deposit in any Nationalised or Scheduled Bank or Co-operative Bank with the approval of the Vice-Chancellor.
- (2) He shall from time to time make available by transfer, necessary funds required by the University Officers, Heads of Institutions including research stations and other units.
- (3) The Comptroller shall maintain overall accounts for the University. All the units who operate Bank Accounts as per Clause (2) of this regulation shall render necessary monthly accounts to the Comptroller.
- (4) The Comptroller shall maintain accounts for all repayable advances, Provident Fund, Endowment Funds and other Funds.
- (5) The Comptroller shall authorise payment of Pay and Allowances of all University Officers and shall maintain detailed records therefor. The University Officers shall authorise payment of pay and allowances to the Head of Stations/Centres under their control and shall maintain the detailed records therefor.
- (6) The Comptroller shall arrange for the maintenance of separate accounts for various amounts that do not pertain to the University viz., Scholarships received from outside authorities, funds relating to extra-

curricular activities of the students, etc. He shall, with the approval of the Vice-Chancellor, authorise any employee of the University to maintain the said accounts.

### **39. Accounts**

- (1) The Comptroller shall be responsible for maintaining the accounts under the following broad heads:-
  - (a) Separate heads for each scheme or expenditure which is eligible for a block grant or a matching grant from Government or other bodies.
  - (b) Separate heads for each Department or unit.
  - (c) For such other units as shall be decided by the Comptroller in consultation with the bodies/employees concerned.
- (2) The Comptroller shall issue standing orders for the manner in which the accounts are to be rendered by the various officers and on other matters relating to maintenance of accounts.

### **40. Receipts**

- (1) All receipts due to the University shall be caused to be remitted direct into the State Bank / Nationalised Bank / Scheduled Bank and Co-operative Bank under the respective heads of accounts of the University.
- (2) The Comptroller shall authorise any employee of the University to collect the revenue or fees wherever the remittance in the State Bank/Nationalised Bank / Scheduled Bank / Co-operative Bank is not feasible due to specific reason. In such cases, the authorised employee shall remit the collections of the day, into the State Bank/ Nationalised Bank/Scheduled Bank/ Co-operative Bank on the following working day.

Wherever the Bank is not located in the Headquarters, remittance shall be made on the last working day of the week whenever the collections exceeds Rs.500/- whichever is earlier.

- (3) Grants to the University from the State and Central Governments, Indian Council of Agricultural Research and other agencies shall be received by the Comptroller and credited into the Bank.
- (4) Tuition, examination and other fees due from the students shall be collected by the respective institutions under the authority of the Head of the Institutions concerned and remitted into the Bank under intimation to the Comptroller in the monthly accounts.

#### **41. Budget**

- (1) The Comptroller shall prepare the budget estimate for the University and place it before the Vice-Chancellor for getting the approval of the Board. The procedure for collecting the required data and for finalisation of the budget proposals shall be as prescribed from time to time. Particulars about the receipts in respect of fees, rent from buildings and farm receipts shall be shown separately in the Budget of the University.
- (2) If an occasion arises to incur an expenditure not authorised in the annual financial estimate as approved by the Board, the Vice-Chancellor shall authorise the incurring of the expenditure if it relates to inevitable items of payments. All such cases shall first be placed before the Finance Committee for its comments and then to the Board for ratification.
- (3) After the close of the financial year the Comptroller shall prepare a statement of excess expenditure

and/or savings for placing before the Board by the Vice-Chancellor for getting the ratification of the Board.

- (4) If an excess expenditure under one head can be met from the savings under another head, the Vice-Chancellor shall permit reappropriation of funds, on the recommendation of the Comptroller.
- (5) For incurring an expenditure on new schemes or civil works not contemplated in the financial statement of that year the Comptroller shall prepare a supplementary statement showing the estimated amount of expenditure to be placed before the Finance Committee and the Board for consideration.

However, the initial expenditure on Indian Council of Agricultural Research and other schemes financed by outside agencies will be met from the University funds. Wherever the schemes are sanctioned to the University on matching grant basis, such schemes requiring less than Rs.3.00 lakhs each as matching share of the University be implemented by reappropriation of funds under the authority of the Vice-Chancellor and those requiring more than Rs.3.00 lakhs each be placed before the Board for necessary sanction.

#### **42. Drawal of money**

- (1) The authorised employee shall draw bills required for his office establishment, contingencies etc. in the manner prescribed by the University. The following shall be authorised to draw bills for their respective offices (a) Registrar, (b) Comptroller, (c) Deans, (d) Directors, (e) Estate Officer, (f) Heads of Departments, (g) Heads of Research Stations, (h) Personal Assistant to Vice-Chancellor and (i) Such others authorised from time to time.



- (2) All the officers authorised as per Regulation 42(1) to draw bills shall operate the Bank Accounts.
- (3) All bills relating to pay, allowances, contingencies, etc. shall be passed by authorised employee and cheques issued. The authorised employee shall disburse the amount and maintain proper accounts and acquittances. The authorised employees at other centres shall draw bills and issue cheques. All authorised employees shall take such safeguards and checks to ensure that the money drawn is on proper bills supported by proper sanctions.
- (4) All authorised employees shall prefer claims according to the financial sanctions and powers delegated to them by the competent authority. Each contingent bill should be accompanied by sanction order issued by the competent authority.
- (5) All amounts shall be drawn only after the supplies are received or services rendered. In exceptional cases where the amount is required to be paid in advance, the concurrence of the Comptroller should be obtained. In such cases, the advance drawn should be adjusted by detailed bills as soon as the supply is received or services are rendered.

The above clause shall not apply in respect of the following items

1. Payment of quarterly tax on University vehicles where cash has to be remitted in Treasury.
2. Purchase of hydrogen/nitrogen/fuel/gas/oxygen etc. where the companies insist payment in advance.
3. Clearance of parcels from railways or transport companies.

4. Purchase of seeds
  5. Purchase of stamps
  6. Purchase of fertilizers through common pool
  7. V.P. Parcels from post office
  8. Purchase of fruits and other ingredients by the Food Technology Department
  9. Purchase of rare chemicals
  10. Repairs of calculators, typewriters and other laboratory equipments
  11. Fuel charges for vehicles for approved tour by road
  12. Purchase of tyres and tubes for carts
  13. Purchase of saw dust and wood shavings from Tamil Nadu Fisheries Development Corporation
  14. Advance for the Deposits to Government / Quasi-Government Department or organisation.
- (6) Every authorised employee shall be given a permanent advance for meeting unforeseen and petty expenses for carrying out his duties and responsibilities. The amount of permanent advance shall be fixed by the Vice-Chancellor in consultation with the employee concerned and the Comptroller.
- (7) The Comptroller shall issue standing orders regarding preparation of bills, furnishing of certificates and other procedural matters.

#### **43. Delegation of Financial Powers**

- (1) The officers and other employees of the University shall exercise such financial and sanctioning powers as are specified in Appendix-XIV and XV subject to the

general control of immediate superior and the Vice-Chancellor, provided that the Vice-Chancellor may order that an officer or employee shall not exercise a particular power, or shall exercise the powers with such modification as he considers necessary.

- (2) The financial powers to be exercised shall be subject to the availability of funds in the budget and to the prescribed rules and procedures.
- (3) The Vice-Chancellor may delegate such powers to an officer or employee and may withdraw the powers so delegated from any such officer or employee as he deems necessary.

## CHAPTER - X

### Civil Works

#### 44. Execution of Civil Works

- (a) The Estate Officer shall be responsible for initiation of action on execution of Civil Works in the University., He may take the counsel of other Officers of the University and Heads of Departments in assessing the need for initiating such action. All proposals to execute Civil Works costing Rs.15,000 at a time and above shall be placed before the Vice-Chancellor for consideration, who shall, when convinced, sanction such items of work costing not more than Rs.3.00 lakhs at a time and place all other items before the Finance Committee for consideration. Such items of work recommended by the Finance Committee shall be placed before the Board for approval.
- (b) When once the work is approved by the competent authority, the Estate Officer shall take necessary steps to prepare detailed plans and estimates taking the help of private or Government architects who shall be paid remuneration as per prescribed rates for the work done. The University may employ one or more Consulting Architects for constructing major works.

The following procedure shall be adopted in selecting the Architects and the execution of works :

- (i) For every year for different regions tenders should be invited to fix Architects to prepare scheme, drawings, detailed working drawings including all internal services and structural designs along with bar bending schedule. For particular works after preparation of detailed plans etc. by the Architects, the Engineering wing of the University prepare the detailed estimate,

check the structural designs, take action to invite tenders, execute agreement, carryout the work measure, check measure, bills and make payment.

(ii) The Architect's fees shall be as follows

1. Preparation of site plans, details of plan elevations, sectionals plans and other detailed working drawings including all internal services 3/4%
2. Preparation of structural design and structural drawings including bar bending schedules 1/2%

1 1/4%  
on the total cost

(iii) The fees should be calculated on the value of the estimated cost prepared by the University and a lumpsum paid. The architects will not be entitled for any increase in fees due to increased cost of completion of work. As regards the payment for their inspection Rs.50/- per day to be paid towards incidental and other charges with actual first class train fare.

(iv) For complicated actual designs, if necessary, the University can get the designs checked by the Structural Research Centre, Guindy or the Public Works Department.

(v) After the detailed drawings and structural designs are received from the Architects and after the detailed estimates are prepared by the

Engineering wing for works over Rs.1.00 lakh, the Vice-Chancellor will discuss with the Heads of Department concerned and Estate Officer at site and finalise the same.

- (vi) The technical sanction amount shall under no circumstances exceed the administrative sanction amount.
- (c) The Estate Officer shall then call for tenders, open or closed depending upon the type of work and cost estimates and decide on the contractors to entrust the work. Normally the best contractor should be entrusted with the work, irrespective of the tender rates, but proper justification for such decision should be given by the Estate Officer. Where necessary he may consult architects or government engineers before making recommendations in this regard to the Vice-Chancellor.
- (d) The Estate Officer shall obtain the approval of the Vice-Chancellor for entrusting the works to any tenderer, whose tender cost exceeds Rs.15,000 and also in all cases where the tender rate is more than 10 per cent of the estimated rates.
- (e) The Vice-Chancellor shall authorise acceptance of tender rates upto 20 per cent above the estimated rates. All other tenders which exceed 20 per cent of the estimates should be rejected in the normal course and the work retendered. In case the rate tendered in response to retender exceeds 20 per cent of the cost estimates, the University may nominate a contractor to execute the work within 20 per cent in excess of the cost estimate and place the matter to the Board for ratification.
- (f) All works costing above Rs.1 lakh shall be tendered and constructed as per the above procedure. All

others shall be constructed departmentally or through local limited tenders, as decided by the Vice-Chancellor in consultation with the Estate Officer and other concerned person.

- (g) The detailed procedures for tendering and for the proforma for preparing tender documents, entering into agreement with the architects, contractors etc. shall be the same as those prescribed by the Public Works Department of the State Government with suitable modification.

## **CHAPTER - XI**

### **Miscellaneous**

#### **45. Purchase of Stores**

- (1) The University shall acquire purchase and procure stores required for the proper functioning of the University.
- (2) The items relating to stores may be in the nature of:-
  - a. Live-stock
  - b. dead-stock
  - c. laboratory chemicals including glasswares and hardwares.
  - d. furniture and other such items
  - e. Stationary
  - f. Electrical goods
  - g. Costly laboratory equipments
  - h. Heavy machineries for farm, civil and other operations
  - i. Light and heavy vehicles including jeep, car, lorry, bus and farm vehicles.
  - j. Pesticides, fertilizers and other related items
  - k. Seeds and Plants; and
  - l. Such other items.
- (3) The financial powers for purchase and procurement of the various items listed above are detailed in Appendix-XIV.



- (4) The Officers or other employee of the University empowered to purchase or acquire the stores articles shall be responsible for acquiring, procuring or purchasing them and for proper accounting and supply, distribution and utilisation of the items, in the best interest of the University.
- (5) The detailed procedure for purchase of equipment, live- stock/dead-stock and consumable stores shall be as per rules prescribed from time to time by the authorities concerned with the approval of the Vice-Chancellor.

#### **46. Patent Rights**

- (1) Patents for inventions arising out of investigations undertaken at the University on behalf of an external agency may be taken exclusively in the name of the University or jointly in the name of the University and the sponsoring agency, as may be decided by the Vice- Chancellor, whose decision shall be final.
- (2) All rights in respect of any investigations carried out by the University and patents obtained therefor excepting those referred to above, shall vest in and be the absolute property of the University. The Board may transfer by way of sale, exchange or otherwise deal with the rights of the University in any such investigations and patents as it deems fit.
- (3) All applications for patents in respect of such investigations shall be filled in by the Registrar of the University or jointly by the Registrar and the sponsoring agency in respect of joint patents. The investigators concerned shall not have any personal rights in respect of patents obtained on the results of their investigations.

- (4) The Board, on the recommendation of the Dean of the College and the Vice-Chancellor, shall grant a suitable award for outstanding investigation by an individual or a team of research workers, which attracts patent rights and other financial benefits to the University.
- (5) The University may accept funds from Non-Government Agencies for testing Chemicals, Micronutrients with the approval of the Board. The procedures for accepting such funds are given in chapter X of the Tamil Nadu Agricultural University Rules and as amended from time to time by the Board.
- (6) The Non-Governmental Agencies should not be allowed to use the name of Tamil Nadu Agricultural University in certifying the pesticides /chemicals/ micro-nutrients tested by the University.

#### **47. Removal of difficulties**

In case any difficulty arises in giving effect to the provisions of these Regulations the Board and or Academic Council may pass such orders as are necessary for the purpose of removing the difficulty, provided such orders are not repugnant to the provisions of the Act and the Statutes.



## **APPENDICES**

## APPENDIX

### Recruitment of Staff for

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Serial Number, Names of the posts and scales of pay (1)	Qualification (2)
1. Registrar Rs.4500-150-5700-200-7300 with a spl.pay of Rs.100/- p.m.	1. Ph.D.degree 2. Minimum of six years of service as Professor in the University (Persons in all faculties in the University can apply)
2. Dean Rs.4500-150-5700-200-7300 with a spl.pay of Rs.100/- p.m.	1. Ph.D. degree 2. Minimum of six years of service as Professor in the University (Persons in the concerned faculties can alone apply)

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## Appointment in the University

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Constitution of Selection  
Committee  
(3)

Appointing Authority  
(4)

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- |  |  |
|--|--|
| a) Vice-Chancellor -<br>Chairman   | Vice-Chancellor with the<br>approval of the Board of<br>Management |
| b) A representative from the<br>ICAR nominated by the<br>ICAR - Member   |  |
| c) A representative from the<br>State Government<br>nominated by the<br>Government - Member                                      |  |
| d) A representative from the<br>other Agricultural University<br>Vice-Chancellor nominated<br>by the Vice-Chancellor -<br>Member |  |
| a) Vice-Chancellor -<br>Chairman   | Vice-Chancellor with the<br>approval of the Board of<br>Management |
| b) A representative from the<br>ICAR nominated by the<br>ICAR - Member   |  |
| c) A representative from the<br>State Government<br>nominated by the<br>Government - Member                                      |  |
| d) A representative from the<br>other Agricultural University<br>Vice-Chancellor nominated<br>by the Vice-Chancellor -<br>Member |  |

Serial Number, Names of the posts and scales of pay (1)	Qualification (2)
3. Director of Research(Agri) Rs.4500-150-5700-200-7300 with a spl.pay of Rs.100/- p.m.	1. Ph.D.degree 2. Minimum of six years of service as Professor in the University (persons In all faculties can apply)
4. Director, Tamil Nadu Rice Research Institute, Aduthurai Rs.4500-150-5700-200-7300 with a spl.pay of Rs.100/-p.m.	-do-
5. Director of Extension Education Rs.4500-150-5700-200-7300 with a spl. pay of Rs.100/- p.m.	1. Ph.D. degree 2. Minimum of six years of service as Professor in the University (Persons in all faculties can apply)

Constitution of Selection Committee	Appointing Authority
(3)	(4)
a) Vice-Chancellor - Chairman	Vice-Chancellor with the approval of the Board of Management
b) A representative from the ICAR nominated by the ICAR - Member	
c) A representative from the State Government nominated by the Government - Member	
d) A representative from the other Agricultural University Vice-Chancellor nominated by the Vice-Chancellor - Member	

-do-

-do-

-do-

-do-



Serial Number, Names of the posts and scales of pay (1)	Qualification (2)
6. Director Centre for Plant Protection Studies Rs.4500-150-5700-200-7300 (with a spl.pay of Rs.100/-p.m.)	1. Ph.D. Degree 2. Minimum of six years of service as Professor in the University (Persons from the field of Agrl. Entomology, Plant Pathology and Nematology alone can apply)
7. Director Centre for Agricultural and Rural Development Studies Rs.4500-150-5700-200-7300 (with a spl.pay of Rs.100/-p.m.)	1. Ph.D.Degree 2. Minimum of six years of service as Professor in the University (Persons from the field of Agricultural Economics and Agrl. Extension and Rural Sociology alone can apply)
8. Director Soil and Crop Management Studies Rs.4500-150-5700-200-7300 (with a spl.pay of Rs.100/-p.m.)	1. Ph.D.Degree 2. Minimum of six years of service as Professor in the University (Persons from the field of Agronomy, Soil Science and Agrl.Chemistry, Agri. microbiology, Seed Technology and Crop Physiology alone can apply)

Constitution of Selection Committee	Appointing Authority
(3)	(4)
a) Vice-Chancellor -Chairman	Vice - Chancellor with the approval of the Board of Management.
b) A representative from the ICAR nominated by the ICAR - Member	
c) A representative from the State Government nominated by the Government - Member	
d) A representative from other Agricultural University Vice-Chancellor nominated by the Vice-Chancellor - Member	
-do-	-do-
-do-	-do-

Serial Number, Names of the posts and scales of pay (1)	Qualification (2)
9. Director Water Technology Centre Rs.4500-150-5700-200-7300 (with a spl.pay of Rs.100/-p.m.)	1. Ph.D.degree 2. Minimum of six years of service as Professor in the University (Persons from the field of water Technology can apply)
10. Director School of Genetics Rs.4500-150-5700-200-7300 (with a spl.pay of Rs.100/-p.m.)	1. Ph.D. degree 2. Minimum of six years of service as Professor in the University(Persons from the field of Plant Breeding and Genetics can alone apply)
11. Director of Publications Rs.4500-150-5700-200-7300 (with a spl.pay of Rs.100/-p.m.)	1. Ph.D. degree 2. Minimum of six years of service as Professor in the University . 3. Professors belonging to all disciplines are eligible to apply for the post. (Preference shall be given for candidates who are having experience in writing and editing scientific and popular books/articles and journals).

Constitution of Selection Committee	Appointing Authority
(3)	(4)
a) Vice-Chancellor -Chairman	Vice-Chancellor with the
b) A representative from the ICAR nominated by the ICAR - Member	approval of Board of Management
c) A representative from the State Government nominated by the Govt. -Member	
d) A representative from other Agricultural University Vice-Chancellor nominated by the Vice-Chancellor - Member	
-do-	-do-
-do-	-do-

Serial Number, Names of the posts and scales of pay (1)	Qualification (2)
12. Controller of Examinations Rs.4500-150-5700-200-7300 (with a spl.pay of Rs.100/-p.m.)	1. Ph.D. degree 2. Minimum of six years of service as Professor in the University 3. Professors belonging to all disciplines are eligible to apply for the post
13. Director of Planning & Monitoring Rs.4500-150-5700-200-7300 (with a spl.pay of Rs.100/-p.m.)	-do-
14. Director of Students Welfare Rs.4500-150-5700-200-7300 (with a spl.pay of Rs.100/-p.m.)	-do
15. Director, Centre for Plant Molecular Biology Rs.4500-150-5700-200-7300 (with a spl.pay of Rs.100/-p.m.)	1. Ph.D.degree 2. Minimum of six years of service as Professor in the University 3. Professors belonging to all disciplines are eligible to apply for the post.

Constitution of Selection Committee (3)	Appointing Authority (4)
a) Vice-Chancellor -Chairman	Vice-Chancellor with the
b) A representative from the ICAR nominated by the ICAR - Member	approval of Board of Management
c) A representative from the State Government nominated by the Govt. -Member	
d) A representative from other Agricultural University Vice-Chancellor nominated by the Vice-Chancellor - Member	
-do-	-do-
-do-	-do-
-do-	-do-

Serial Number, Names of the posts and scales of pay (1)	Qualification (2)
16. Director of Research (Animal Sciences) Rs.4500-150-5700-200-7300 (with a spl.pay of Rs.100/-p.m.)	1. Ph.D.degree 2. Minimum of six years of service as Professor in the University (Persons possessing qualification and experience in the Faculty of Veterinary and Animal Science can alone apply)
17. Director of Animal Nutrition Rs. 4500-150-5700-200-7300 (with a spl.pay of Rs.100/-p.m.)	-do-
18. Director of Animal Health Rs.4500-150-5700-200-7300 (with a spl.pay of Rs.100/-p.m.)	-do-

Constitution of Selection Committee (3)	Appointing Authority (4)
a) Vice-Chancellor -Chairman	Vice-Chancellor with the
b) A representative from the ICAR nominated by the ICAR - Member	approval of Board of Management
c) A representative from the State Government nominated by the Govt. -Member	
d) A representative from other Agricultural University Vice-Chancellor nominated by the Vice-Chancellor - Member	

-do-

-do-

-do-

-do-



Serial Number, Names of the posts and scales of pay (1)	Qualification (2)
19. Comptroller Rs.3000-100-3500-125-4500	<ol style="list-style-type: none"> <li data-bbox="549 302 911 383">1. B.Com., or equivalent Degree</li> <li data-bbox="549 386 911 920">2. Experience as a Chartered Accountant or Cost and works Accountant of India or should have passed Subordinate Accounts Service Examination of any State or Central Govt. or an equivalent or higher examination and have had experience or service in Govt. or Quasi Govt. or any other reputed organisations, for a minimum of ten years.</li> <li data-bbox="549 924 911 1165">3. Experience as a Senior Accounts Executive or in an Independent position for atleast five years in Government or Quasi Govt. or any other reputed organisation</li> </ol>

Constitution of Selection Committee (3)	Appointing Authority (4)
a) Vice-Chancellor - Chairman	-do-
b) Secretary to the Government of Tamil Nadu, Finance Dept. - Member	
c) One Expert from outside the University nominated by the Board from a panel of not less than three names prepared by the Vice-Chancellor - Member	

Serial Number, Names of the posts and scales of pay (1)	Qualification (2)
20. Estate Officer Rs. 3000-100-3500-125-4500	<ol style="list-style-type: none"> <li>1. A minimum of second class degree in Civil Engineering</li> <li>2. Post-graduate degree in Civil or Structural Engineering desirable</li> <li>3. Experience in construction of large building costing not less than rupees one crore is essential</li> <li>4. Experience in the organisation and management of residential colonies in a large educational industrial or other undertakings is desirable</li> </ol>
21. Associate Directors of research Rs. 4500-150-5700-200-7300	<ol style="list-style-type: none"> <li>1. Ph.D. Degree</li> <li>2. Minimum three years of service as Professor in the University</li> <li>3. Persons possessing qualification and experience from all faculties. In respect of the post in Hilly Tribal zone at Thadiyankudisai, persons possessing qualification and experience from Horticulture faculty alone can apply.</li> </ol>

Constitution of Selection Committee (3)	Appointing Authority (4)
<ul style="list-style-type: none"> <li>a) Vice-Chancellor -chairman</li> <li>b) One of the ex-officio members of Board nominated by the Board - Member</li> <li>c) Two experts from outside the University in the concerned field of not below the rank of Chief Engineer of Central or State Govt. nominated by the Board from a panel of not less than four names prepared by the V.C. - Members.</li> </ul>	<p>Vice-Chancellor with the approval of the Board of Management</p>
<ul style="list-style-type: none"> <li>a) Vice-Chancellor -Chairman</li> <li>b) A representative from the ICAR nominated by the ICAR - Member</li> <li>c) A representative from the State Government nominated by the Government. - Member</li> <li>d) A representative from other Agrl. University Vice Chancellor nominated by the Vice - Chancellor - Member</li> </ul>	<p>Vice - Chancellor with the approval of the Board of Management</p>

Serial Number, Names of the posts and scales of pay (1)	Qualification (2)
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Note :

- i. Due Weightage will be given to total service
- ii. Preference will be given to Heads of Research Stations/Heads of Departments/ Professors who have served in Research Stations of the TNAU. However this rule will not be applied for persons working in some of the disciplines which do not have any equivalent positions in sub-stations.

22. Professor Rs. 4500-150-5700-200-7300	Ph.D.degree with five years of service as Associate Professor
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Serial Number, Names of the posts and scales of pay (1)	Qualification (2)
23. Professor, Centre for Plant Molecular Biology Rs. 4500-150-5700-200-7300	A doctorate degree in Molecular Biology or Agricultural Sciences/ Biological Sciences with specialisation in Molecular Biology with basic degree in agricultural Science Biological Sciences with ten years of experience in teaching or research
24. Associate Professor Rs.3700-125-4950-150-5700	<ol style="list-style-type: none"> <li>1. Ph.D.degree in the concerned field of specialisation</li> <li>2. 13 years of service</li> </ol>

**Note :**

The Associate Professors are eligible for appointment to the position of professor in accordance with the provisions contained in G. O. MS-No. 208 Agricultural (AU) Dept. dated 27-3-89 under career advancement.





Serial Number, Names of the posts and scales of pay (1)	Qualification (2)
25. Associate Professor Centre for plant Molecular Biology Rs. 3700-125-4950-150-5700	A doctorate degree in Molecular Biology/ Agricultural Sciences/ Biological Sciences with specialisation in Molecular Biology with basic degree in Agricultural Sciences/ Biological Sciences with five years of experience in teaching or research
26. Assistant Professor Rs.2200-75-2800-100-4000	<ol style="list-style-type: none"> <li>1. Master's degree in the relevant subject with at least 55% marks or its equivalent grade, and good academic records.</li> <li>2. Minimum OGPA of 3.20/4.00 or its equivalent is essential.</li> <li>3. Should have qualified in the comprehensive test</li> </ol>

Note :

The Assistant Professors are eligible for appointment to Senior Scale, Selection Grade and Associate Professor positions in accordance with the provisions contained in G.O.Ms. No. 208 Agriculture (AU) Dept. dt. 27.3.89 under career advancement.

Constitution of Selection Committee (3)	Appointing Authority (4)
a) Vice-Chancellor - Chairman b) Two External Experts nominated by the Vice-Chancellor among the panel of External experts approved by the Board of Management - Members c) Faculty Dean - Member d) Director concerned - Member e) Head of the Dept. concerned - Member	Vice-Chancellor
a) Dean of the Faculty - Chairman b) University Officer Concerned - Member c) Head of the Department concerned - Member d) Head of the Dept.of allied subject - Member	Vice-Chancellor

Serial Number, Names of the posts and scales of pay (1)	Qualification (2)
27. Librarian Rs.4500-150-5300-200-7300	<ol style="list-style-type: none"> <li>1. First or second class M.A./M.Sc./M.Com. plus a First or Second class B.Lib. Science or a Diploma in Library Science, the degree of M.Lib.Science being a preferential qualification.</li> <li>2. At least 10 years of experience as Librarian or in a responsible Professional Capacity in a University Library.</li> <li>3. Good academic qualifications and research experience (with publications) The qualifications must be in general comparable to those of Professors in the University.</li> </ol>
28. Deputy Librarian Rs.3700-125-4950-150-5700	<ol style="list-style-type: none"> <li>1. First or second class M.A./M.Sc./M.Com. plus a first or Second class B.Lib. Science or diploma in Library Science. The degree of M.Lib.Science being a preferential qualification.</li> <li>2. Atleast seven years of experience as Librarian or in a responsible professional capacity in a Library.</li> </ol>

Constitution of Selection Committee (3)	Appointing Authority (4)
<ul style="list-style-type: none"> <li>a) Vice-Chancellor</li> <li>b) Two Deans of Colleges nominated by the Vice-Chancellor - Members.</li> <li>c) One expert in Library Science from outside the university nominated by the Board from a panel of names prepared by the Vice-Chancellor - Member</li> </ul>	Vice-Chancellor

-do-

-do-

Serial Number, Names of the posts and scales of pay (1)	Qualification (2)
29. Assistant Librarian Rs.2200-75-2800-100-4000	<p>3. Good academic qualification and research experience (with publications). The qualifications must be in general, comparable to those of Associate Professor in the University.</p> <p>1. First or Second Class B.A/B.Sc./B.Com. degree plus a first class or second class M.Lib. Science degree. (or)</p> <p>2. First or Second class M.A/M.Sc./M.Com degree and a first or second class B.Lib Science or a diploma in Library Science. (or)</p> <p>3. A Master's degree in Library Science with first or high second class.</p>
30. Deputy Director of Physical Education Rs.3700-125-4950-150-5700.	<p>1. Master's degree in Physical Education</p> <p>2. Minimum ten years experience in organising sports and tournaments as Physical Director in University/College</p>

Constitution of Selection Committee (3)	Appointing Authority (4)
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|---|-----------------|
| a) One of the Deans nominated by the Vice-Chancellor - Chairman                 | Vice Chancellor |
| b) Two Heads of Department/Professor nominated by the Vice-Chancellor - Members |                 |
| c) Librarian - Member   |                 |

- |   |                 |
|---|-----------------|
| a) Vice-Chancellor -Chairman  | Vice-Chancellor |
| b) Two External experts in the cadre of Director of Physical Education in other Universities in Tamil Nadu State nominated by the Vice chancellor - Members |                 |
| c) One of the Deans nominated by the Vice-Chancellor - Member   |                 |

Serial Number, Names of the posts and scales of pay (1)	Qualification (2)
31. Physical Director Rs.2200-75-2800-100-4000	<ol style="list-style-type: none"> <li>1. Master's degree in Physical Education or a Master's degree in Arts or Science with the Post-graduate Diploma in Physical Education</li> <li>2. Experience as Physical Director in a College or University or a Higher Secondary School for a period of not less than three years.</li> <li>3. Higher qualification including N.C.C., Training shall be preferred.</li> </ol>
32. Head of Computer Centre Rs. 4500-150-5700-200-7300	<ol style="list-style-type: none"> <li>1. Ph.D. in computer Science/Applied Electronics (or) Ph.D. in Agrl. Statistics/ Maths/ Statistics with specialisation in Computer applications (or) M.E. in Agrl.Engg. with P.G. Diploma in Computer application/ specialisation in Computer Science</li> <li>2. Knowledge in the area of Computer applications to various real life problems with special reference to agriculture</li> </ol>

Constitution of Selection Committee (3)	Appointing Authority (4)
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|---|-----------------|
| a) Registrar - Chairman   | Vice-Chancellor |
| b) One of the Deans<br>nominated by the<br>Vice-Chancellor - Member |                 |
| c) Director of Students<br>Welfare - Member                         |                 |

- |  |      |
|--|------|
| a) Vice-Chancellor -Chairman   | -do- |
| b) Two Experts from the<br>panel of External experts<br>approved by the Board of<br>Management - Members |      |
| c) Dean of the Faculty<br>-Member  |      |
| d) Director concerned<br>-Member   |      |



Serial Number, Names of the posts and scales of pay (1)	Qualification (2)
33. System Analyst Rs.3700-125-4950-150-5700	<p data-bbox="557 320 930 707">3. A total of ten years experience in computer management, operation programme development of which three years should be as System Analyst.</p> <p data-bbox="557 547 930 707">4. Experience in management of computer centre with a minimum of large scale computer</p> <p data-bbox="557 782 930 1135">1. M.Sc. in Computer Science/Applied Electronics (or) M.E.(Ag.Engg) with P.G.Diploma in computer application/specialisation in Computer Science (or) Phd. in Agricultural Statistics/Maths with specialisation in computer application.</p> <p data-bbox="557 1160 930 1380">2. Experience for 5 years in the field of Computer Science, Management operation and Programme development with Special reference to Agriculture.</p>

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Constitution of Selection  
Committee

(3)

Appointing Authority

(4)

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- a) Vice-Chancellor -Chairman
- b) Two Experts from the  
panel of External experts  
approved by the Board of  
Management - Members
- c) Dean of the Faculty  
-Member
- d) Director concerned  
-Member

Vice - Chancellor

Serial Number, Names of the posts and scales of pay (1)	Qualification (2)
34. Programmer (Assistant Professor cadre) Rs.2200-75-2800-100-4000	<ol style="list-style-type: none"> <li data-bbox="581 320 948 740">1. M.Sc. in Computer Science/Applied Electronics (or) M.E.(Ag.Engg) with P.G.Diploma in computer application/specialisation in Computer Science (or) M.Sc.Statistics/Agri. Statistics/Maths with specialisation in Computer application</li> <li data-bbox="581 762 948 887">2. Two years experience in programme development and operation of Computer.</li> <li data-bbox="581 908 948 971">3. Knowledge of different Computer languages.</li> </ol>

Constitution of Selection Committee (3)	Appointing Authority  (4)
a) Dean of the Faculty -Chairman	Vice-Chancellor
b) Director concerned - Member	
c) Head of the Department - Member	
d) Head of the Department of allied subject - Member	

Sl No. (1)	Name of the posts and Scales of pay (2)	Qualification (3)
35	Chief Administrative Officer Rs. 3700-125-4700-150-5000	By promotion
36.	Senior Administrative Officer Rs.3000-100-3500-125 -4500	By promotion
37.	Senior Accounts Officer Rs.3000-100-3500-125-4500	By promotion

Constitution of the Selection Committee (4)	Method of Recruitment (5)	Appointing Authority (6)
—	By promotion from the post of Senior Admn. Officer/ Senior Accounts Officer taking into account the seniority in the cadre of Superintendent.	Registrar with the approval of the Vice-Chancellor
—	By promotion from among the Administrative officers/Accounts Officers taking into account the seniority in the cadre of Superintendent.	-do-
—	By promotion from among the Accounts Officer/ Administrative officer taking into account the seniority in the cadre of Asst. Accounts Officer.	-do-

Sl No. (1)	Name of the posts and Scales of pay (2)	Qualification (3)
38.	Law Officer Rs.3000-100-3500-125-4500	<ol style="list-style-type: none"> <li>1. Must possess a degree of a recognised University.</li> <li>2. Must possess a Law Degree of a recognised University.</li> <li>3. Must possess experience in handling cases for not less than eight years at High Court level, before the Labour Courts/ Tribunals and other Courts.</li> <li>4. Must have proven record of conducting and winning cases for the employer.</li> <li>5. Must possess good capacity in drafting court documents.</li> <li>6. Possess antecedents of good conduct and character.</li> <li>7. Since the duties attached to the post are of confidential in nature, the qualification of Stenography and Typewriting may be considered as additional qualification.</li> </ol>

Constitution of the Selection Committee (4)	Method of Recruitment (5)	Appointing Authority (6)
—	By promotion from the feeder category of Assistant Law Officer.	Registrar with the approval of Vice-Chancellor



Sl No. (1)	Name of the posts and Scales of pay (2)	Qualification (3)
39.	Administrative Officer Rs.2200-75-2800-100-4000	Minimum General Educational Qualification.
40.	Accounts Officer Rs.2200-75-2800-100-4000	1. Minimum General Educational qualification
41.	Asst.Accounts officer Rs.2000-60-2300-75-3200	<ol style="list-style-type: none"> <li>1. Minimum General Educational qualification</li> <li>2. A Pass in Account Test for Subordinate officers. Part II</li> <li>3. B.Com or a Pass in Accountancy Lower grade.</li> <li>4. Five years experience in the post of Superintendent.</li> </ol>
42.	Assistant Law Officer Rs.2000-60-2300-75-3200	<ol style="list-style-type: none"> <li>1. A Law degree of a recognised University (B.L., L.L.B., B.G.L, or B.A.L.)</li> <li>2. Knowledge in typewriting and shorthand</li> </ol>

Constitution of the Selection Committee (4)	Method of Recruitment (5)	Appointing Authority (6)
—	By promotion according to Seniority from among the cadre of Superintendents	Registrar with the approval of Vice-Chancellor
—	By promotion according to seniority from the cadre of Asst. Accounts Officer	Registrar with the approval of the Vice-Chancellor
—	By promotion from the post of Superintendent	-do-
-	By promotion from among the Superintendents/ Assistants	-do-

Sl No. (1)	Name of the posts and Scales of pay (2)	Qualification (3)
		3. Experience in handling legal cases and must possess good capacity in drafting court documents 4. Knowledge of labour laws and matters connected with labour and employment
43.	Superintendent/ Senior Accountant Rs.1600-50-2300-60-2660.	Minimum General Educational qualification
44.	Assistant Rs.1200-30-1560-40-2040	1. Minimum General Educational qualification 2. A Pass in Account Test for Subordinate officers Part I
45.	Junior Assistant Rs.975-25-1150-30-1660	Pass in Pre-University class/Higher Secondary course or any other qualification recognised as equivalent thereto.

Constitution of the Selection Committee (4)	Method of Recruitment (5)	Appointing Authority (6)
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-	By promotion according to seniority from among the Cadre of Assistants.	Registrar with the approval of Vice-Chancellor
-	By promotion according to seniority from among the Cadre of Junior Asst/ Typist Steno-typist	-do-
a) Registrar - Chairman	By direct recruitment from among the	-do-
b) One of the University officer nominated by the Vice-Chancellor - Member	Employment Exchange candidates and	
c) One Head of the Dept. nominated by the Vice- Chancellor - Member	eligible employees of TNAU	

Sl No.	Name of the posts and Scales of pay	Qualification
(1)	(2)	(3)
46.	Steno-typist 1200-30-1560-40-2040.	<ol style="list-style-type: none"> <li>1. Minimum General Educational qualification</li> <li>2. Typewriting English and Tamil (Higher) Shorthand English and Tamil (Higher) (or) Typewriting English and Tamil (Higher) Shorthand English (Lower) Shorthand Tamil (Higher)) (or)</li> <li>3. Typewriting English and Tamil Higher/ shorthand English-Higher, Shorthand Tamil - Lower</li> </ol>
47.	Typist Rs.975-25-1150-30-1660 with spl.pay as prescribed for Tamil Nadu Govt. employees	<ol style="list-style-type: none"> <li>1. Minimum General Educational qualification</li> <li>2. (a) Typewriting English-Higher/ Typewriting Tamil (Higher) (or) (b) Typewriting English (Lower)/ Typewriting Tamil (Higher) (or) (c) Typewriting English (Higher)/ Typewriting Tamil-Lower</li> </ol>

Constitution of the Selection Committee (4)	Method of Recruitment (5)	Appointing Authority (6)
a) Registrar - Chairman b) One of the University officers nominated by the Vice-Chancellor - Member c) One Head of the Dept. nominated by the Vice-Chancellor - Member	By direct recruitment from among the Employment Exchange candidates and eligible employees of the University.	Registrar with the approval of the Vice-Chancellor
-do-	-do-	-do-

Sl No. (1)	Name of the posts and Scales of pay (2)	Qualification (3)
48.	Telephone Operator Rs.975-25-1150-30-1660 with spl.pay as prescribed for Tamil Nadu Govt. employees	<ol style="list-style-type: none"> <li>1. Minimum General Educational qualification</li> <li>2. Certificate of Pass in the Telephone Operators Training issued by an institution recognised by Govt.of India / Tamil Nadu.</li> </ol>
49.	Record Clerk Rs.775-12-835-15-1030	Must have completed SSLC (X standard)
50.	Office Assistant/ Duffadar/Attendant Rs.750-12-870-15-945	<ol style="list-style-type: none"> <li>1. Pass in III Form or VIII Std.</li> <li>2. Good Physique</li> <li>3. Must know cycling</li> </ol>

Constitution of the Selection Committee (4)	Method of Recruitment (5)	Appointing Authority (6)
a) Registrar - Chairman b) One of the University officers nominated by the Vice-Chancellor - Member c) One Head of the Dept. nominated by the Vice-Chancellor - Member	By direct recruitment from among the Employment Exchange candidates and eligible employees of the University.	Registrar with the approval of the Vice-Chancellor
a) One of the University officers nominated by the Vice-Chancellor - Chairman b) One head of the Dept/stations and one Senior Scientist nominated by the Vice-Chancellor - Members	-do-	-do-
-do-	-do-	-do-



Sl No. (1)	Name of the posts and Scales of pay (2)	Qualification (3)
51.	Senior Agrl. Officer	Minimum General Educational qualification
52.	Junior Agricultural Officer Rs.2000-60-2300-75-3200- 100-3500	Minimum General Educational qualification
53.	Agricultural Supervisor Rs.1640-60-2300-75-3200	Minimum General Educational qualification

Constitution of the Selection Committee (4)	Method of Recruitment (5)	Appointing Authority (6)
--	By promotion according to seniority from the cadre of Junior Agricultural officer.	Registrar with the approval of the Vice-Chancellor.
--	a) By promotion from the cadre of Agricultural Supervisor.  b) Successful Completion of three months in service training conducted by University.	Registrar with the approval of the Vice-Chancellor.
--	By promotion from the cadre of Agricultural Assistant who have completed 18 years of regular service.	-do-

Sl No. (1)	Name of the posts and Scales of pay (2)	Qualification (3)
56.	Lab.Assistant Rs.950-20-1150-25-1500	1. Pass in SSLC or other course recognised as equivalent thereto
57.	Vehicle Supervisor Rs.1200-30-1560-40-2040	<ol style="list-style-type: none"> <li>1. Pass in SSLC or other course recognised as equivalent thereto</li> <li>2. According to seniority in the cadre of Driver</li> <li>3. Five years of service as Driver in University.</li> <li>4. A current Driving licence to drive heavy motor vehicles</li> </ol>
58.	Driver Rs.975-25-1150-30-1660	<ol style="list-style-type: none"> <li>1. A current Driving licence to drive light Motor Vehicles and practical experience in driving a light motor vehicle for a period of not less than two years</li> <li>2. Read and write regional language</li> </ol>

Constitution of the Selection Committee (4)	Method of Recruitment (5)	Appointing Authority (6)
a) One of the University Officers nominated by the Vice-Chancellor - Chairman	By direct recruitment from among the Employment	Registrar with the approval of the Vice-Chancellor
b) One Head of the Dept./Station and one Senior Scientist nominated by the Vice-Chancellor - - Members	Exchange candidates and eligible employees of the University.	
--	By promotion among the Drivers of the University.	Registrar with the approval of the Vice-Chancellor
a) One of the University Officers nominated by the Vice-Chancellor - Chairman	By direct recruitment from among the Employment	Registrar with the approval of the Vice-Chancellor
b) One Head of the Dept./Station and one senior scientist nominated by the Vice-Chancellor - Members	Exchange candidates and eligible employees of the University.	

Sl No. (1)	Name of the posts and Scales of pay (2)	Qualification (3)
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Note: Bus Drivers/Lorry drivers shall possess a current licence to drive heavy vehicles in addition to other qualifications prescribed for Drivers. They shall be paid a special pay as prescribed by Government of Tamil Nadu.

59.	Senior Tractor Driver Rs.1200-30-1560-40-2040	<ol style="list-style-type: none"> <li>1. A current tractor driving licence</li> <li>2. Practical experience in driving tractor for a period of not less than four years</li> <li>3. Knowledge in the Mechanism of Tractors</li> <li>4. Must have a strong Physique</li> <li>5. Must know to read and write regional language</li> </ol>
60.	Junior Tractor Driver Rs.975-25-1150-30-1660	<ol style="list-style-type: none"> <li>1. A current tractor driving licence issued by the Competent authority under the Government of Tamil Nadu</li> <li>2. Practical experience in driving tractor for a period of not less than two years</li> <li>3. Strong Physique</li> </ol>

Constitution of the Selection Committee	Method of Recruitment	Appointing Authority
(4)	(5)	(6)

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By promotion according to seniority from the cadre of Junior Tractor Driver

Registrar with the approval of the Vice-Chancellor

- |    |   |   |  |
|----|---|---|--|
| a) | One of the University officers nominated by the Vice-Chancellor<br>- Chairman                         | By direct recruitment from among the employment exchange candidates and eligible employees of the University. | Registrar with the approval of the Vice-Chancellor |
| b) | One Head of the Dept./Station and one Senior Scientist nominated by the Vice-Chancellor<br>- Members. |   |  |

Sl. No.	Name of the posts and Scales of pay (1) (2)	Qualification (3)
61.	Cleaner Rs.750-12-870-15-945	<ol style="list-style-type: none"> <li>1. Must possess good physique</li> <li>2. Must possess General knowledge of work connected with cleaning greasing and oiling any machinery</li> </ol>
62.	Library Assistant Rs.1200-30-1560-40-2040	<ol style="list-style-type: none"> <li>1. Must be in possession of a certificate in Library Information Science issued by the University of Madras or any other recognised organisation</li> <li>2. Must have good handwriting</li> </ol>
63.	Library Attendant Rs.750-12-870-15-945	Minimum General Educational qualification

Constitution of the Selection Committee	Method of Recruitment	Appointing Authority
(4)	(5)	(6)
a) One of the University Officers nominated by the Vice-Chancellor - Chairman	By direct recruitment from among the employment exchange candidates and eligible employees of the University.	Registrar with the approval of Vice-Chancellor
b) One Head of the Dept./ Station and one Senior Scientist nominated by the Vice-Chancellor - Members		

-do-

-do-

-do-

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-do-



Sl No. (1)	Name of the posts and Scales of pay (2)	Qualification (3)
64.	Senior Artist-cum-Photographer Rs.1400-40-1600-50-2300-60-2600	<ol style="list-style-type: none"> <li>1. Must have worked as Artist, Artist-cum-Photographer for a minimum period of 5 years.</li> <li>2. Preference will be given to candidate possessing training in colour processing, slide making, printing etc.</li> </ol>
65.	Artist-cum-Photographer Rs.1400-40-1600-50-2300-60-2600	Diploma in Fine Arts, Photography, Cinematography, Painting, drawing, etc.
66.	Photographer Rs.1200-30-1560-40-2040	Certificate, All India Trade Certificate, etc., in Photography, Drawing, Printing, etc.

Constitution of the Selection Committee (4)	Method of Recruitment (5)	Appointing Authority (6)
--	By promotion according to seniority from the cadre of the Artists, Artist cum Photographer.	Registrar with the approval of Vice-Chancellor
a) One of the University Officers nominated by the Vice-Chancellor - Chairman b) One Head of the Dept./ Station and One Senior Scientist nominated by the Vice-Chancellor - Members	By direct recruitment from among the employment exchange candidates and eligible employees of the University.	-do-
a) One of the University Officer nominated by the Vice-Chancellor - Chairman b) One Head of the Dept./ Station and One Senior Scientist nominated by the Vice-Chancellor - Members	By direct Recruitment from among the Employment Exchange employees and eligible candidates of the University.	Registrar with the approval of the Vice-Chancellor

SI No.	Name of the posts and Scales of pay	Qualification
(1)	(2)	(3)
67.	Artist 950-20-1150-25-1500	Experience in the respective field
68.	Cine Operator Rs.1200-30-1560-40-2040	<ol style="list-style-type: none"> <li>1. Must have passed VIII Std.</li> <li>2. Must have obtained Cinema Operators Certificate issued by the Government of Tamil Nadu</li> <li>3. Must have practical experience for a period of not less than three years in Cinema theatre after obtaining the cinema operator certificate</li> </ol>

Constitution of the Selection Committee (4)	Method of Recruitment (5)	Appointing Authority (6)
a) One of the University Officer nominated by the Vice-Chancellor - Chairman	By direct Recruitment from among the Employment Exchange candidates and eligible employees of the University.	Registrar with the approval of the Vice-Chancellor
b) One Head of the Dept./ Station and One Senior Scientist nominated by the Vice-Chancellor - Members		
-do-	-do-	-do-

Sl No. (1)	Name of the posts and Scales of pay (2)	Qualification (3)
69.	Museum Curator Rs.825-15-900-20-1200	Practical training in Taxidermy and Photography for a period of not less than six months each
70.	Refrigerator Operator Rs.825-15-900-20-1200	<ol style="list-style-type: none"> <li data-bbox="574 806 859 932">1. ITI. Certificate in Refrigeration and Air-conditioning or Fitter Trade</li> <li data-bbox="574 932 943 1256">2. Experience for not less than 2 years in the operations and maintenance of machinery in Refrigeration section with instantaneous coolers and Homogenisers in an Industry preferably in Dairy/Food processing</li> </ol>

Constitution of the Selection Committee	Method of Recruitment	Appointing Authority
(4)	(5)	(6)
a) One of the University Officers nominated by the Vice-Chancellor - Chairman	By direct Recruitment from among the Employment Exchange candidates and eligible employees of the University.	Registrar with the approval of the Vice-Chancellor
b) One Head of the Dept./Station and one Senior Scientist nominated by the Vice-Chancellor - Members		
-do-	-do-	-do-

Sl No. (1)	Name of the posts and Scales of pay (2)	Qualification (3)
71.	Offset Machine Operator Rs.1320-30-1560-40-2040	<ol style="list-style-type: none"> <li>1. Pass in S.S.L.C.</li> <li>2. Should possess the appropriate technical trade certificate from the Institutions approved/ recognised by the Government</li> <li>3. Three years experience in operating the offset printing machines is a desirable qualification</li> </ol>
72.	Machine Operator Rs.1100-25-1150-30-1660	<ol style="list-style-type: none"> <li>1. Pass in SSLC</li> <li>2. Should possess the appropriate technical trade certificate from the Institutions approved/ recognised by the Government</li> <li>3. Three years experience in operating the printing machine</li> </ol>
73.	Compositor Rs.950-20-1150-25-1500	<ol style="list-style-type: none"> <li>1. A pass in S.S.L.C. or Equivalent Exam.</li> <li>2. ITI. Certificate (Composing and Proof reading)</li> <li>3. Experience of three years</li> </ol>

Constitution of the Selection Committee	Method of Recruitment	Appointing Authority
(4)	(5)	(6)
a) One of the University Officers nominated by the Vice-Chancellor - Chairman	By direct Recruitment from among the Employment Exchange candidates and eligible employees of the University.	Registrar with the approval of the Vice-Chancellor
b) One Head of the Dept./Station and one Senior Scientist nominated by the Vice-Chancellor - Members		
-do-	-do-	-do-
-do-	-do-	-do-



Sl No. (1)	Name of the posts and Scales of pay (2)	Qualification (3)
74.	Binder Grade-I Rs. 975-25-1150-30-1660	By Promotion
75.	Binder Grade-II Rs. 950-20-1150-25-1500	<ol style="list-style-type: none"> <li>1. A Pass in S.S.L.C. or equivalent Examination</li> <li>2. Training in book binding from 3 years of trade Test in I.T.I. for 1 year in Binding or undergone apprenticeship training for 3 years in Binding</li> </ol>
76.	Offset Cameraman-cum-Plate maker Rs. 1200-30-1560-40-2040	<ol style="list-style-type: none"> <li>1. A Pass in VIII Standard</li> <li>2. Practical experience for 5 years in handling Offset Camera(Gallery Camera) and Plate making (using Aluminium Plates) in a Private reputed and standard offset presses.</li> <li>3. Preference will be given to those who have acquired special qualification in the above art, in any Government approved institutions.</li> </ol>

Constitution of the Selection Committee (4)	Method of Recruitment (5)	Appointing Authority (6)
—	By promotion according to seniority from among Grade II Binders	Registrar with the approval of the Vice-Chancellor
<p>a. One of the University Officers nominated by the Vice-Chancellor - Chairman</p> <p>b. One Head of the Dept./Station and one Senior Scientist nominated by the Vice-Chancellor - Members</p>	By direct recruitment from among the Employment Exchange candidates and eligible employees of the University.	-do-
—	By Promotion from among the post of Offset Assistant Cameraman-cum -Platemaker	Registrar with the approval of the Vice-Chancellor

Sl No. (1)	Name of the posts and Scales of pay (2)	Qualification (3)
77.	Offset Assistant Cameraman-cum-Plate maker Rs. 975-25-1150-30-1660	<ol style="list-style-type: none"> <li>1. A pass in VIII Standard</li> <li>2. Practical experience of 2 years in handling offset Camera (Gallery Camera and plate making using Aluminium plates) in a private reputed and Standard Offset presses.</li> <li>3. Preference will be given to those who have acquired special qualification in the above art, in any Government approved Institutions.</li> </ol>
78.	Video-cameraman Rs.1640-60-2600-75-2900	<ol style="list-style-type: none"> <li>1) A Diploma in Cinematography awarded by the Tamil Nadu Board of Technical Education and Training, Madras and</li> <li>2) Practical experience as independent Chief Cameraman for a period of not less than three years in the production of feature films or documentary films or news reel films.</li> </ol>

OR

Constitution of the Selection Committee (4)	Method of Recruitment (5)	Appointing Authority (6)
<p>a. One of the University Officers nominated by the Vice-Chancellor - Chairman</p> <p>b. One Head of the Dept./Station and one Senior Scientist nominated by the Vice-Chancellor - Members</p>	<p>By direct recruitment from among the Employment Exchange candidates and eligible employees of the University</p>	<p>Registrar with the approval of the Vice-Chancellor</p>
-do-	-do-	-do-

Sl No. (1)	Name of the posts and Scales of pay (2)	Qualification (3)
		<ol style="list-style-type: none"> <li>1. Minimum General Educational Qualification and</li> <li>2. Practical experience as a Cameraman for a period of not less than seven years</li> </ol>
79.	Darkroom Attendant Rs. 950-20-1150-25-1500	<ol style="list-style-type: none"> <li>1. A Pass in SSLC or equivalent Examination</li> <li>2. Atleast 2 years experience in film processing</li> </ol>
80.	Executive Engineer (Civil/Mechanical/Electrical) Rs. 3000-100-3500-125-4500	<ol style="list-style-type: none"> <li>1. B.E. or its equivalent examination approved by the recognised University</li> <li>2. 5 years experience in the cadre of Assistant Executive Engineer</li> </ol>

Constitution of the Selection Committee (4)	Method of Recruitment (5)	Appointing Authority (6)
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- |    |  |   |  |
|----|--|---|--|
| a) | One of the University Officers nominated by the Vice-Chancellor<br>- Chairman                        | By direct recruitment from among the Employment Exchange candidates and employees of the University | Registrar with the approval of the Vice-Chancellor |
| b) | One Head of the Dept./Station and One Senior Scientist nominated by the Vice-Chancellor<br>- Members |   |  |
| -- |  | By promotion according to seniority from among the cadre of Assistant Executive Engineer            | Registrar with the approval of the Vice-Chancellor |

Sl No. (1)	Name of the posts and Scales of pay (2)	Qualification (3)
81.	Assistant Executive Engineer (Civil/ mechanical/ Electrical) Rs. 2200-75-2800-100-4000	1. B.E. or its equivalent examination approved by the recognised University 2. 5 years experience in the cadre of Assistant Engineer or Junior Engineer
82.	Assistant Engineer (Civil/ Mechanical/ Electrical) Rs. 2000-60-2300-75-3200-100-3500	1. B.E. or its equivalent examination approved by the recognised University
83.	Junior Engineer (Civil/ Mechanical/Electrical) Rs.1640-60-2600-75-2900	Diploma in Engineering with not less than two years field experience
84.	Draughting Officer Grade-I (Civil/ Mechanical) Rs.2000-60-2300-75-3200-100-3500	1. A pass in the Special Examination for group certificate in Building Drawing which has been prescribed for Draughtsman in the Government Technical Examination or

Constitution of the Selection Committee (4)	Method of Recruitment (5)	Appointing Authority (6)
--	By promotion according to seniority from among the cadre of Asst. Engineer/ Jr.Engineer.	Registrar with the approval of the Vice-Chancellor
a. One of the University Officers nominated by the Vice-Chancellor - Chairman	Direct Recruitment or conversion of qualified Jr. Engineer	Registrar with the approval of the Vice-Chancellor
b. Estate Officer - Member		
c. One Head of the Dept./Station nominated by the Vice-Chancellor - Members		
-do-	By direct recruitment	-do-
--	By promotion according to seniority from among the Grade.II Draughting Officer (Civil/ Mechanical)	Registrar with the approval of the Vice-Chancellor



Sl No. (1)	Name of the posts and Scales of pay (2)	Qualification (3)
		2. A pass in the D.C.E. or D.M.E. diploma examination conducted by the State Board of Technical Education and Training Tamilnadu or
		3. A certificate granted by the Industrial Training Institute Government of Tamil Nadu for the Completion of the course of Industrial Training in the trade, Draughtsman (Civil/Mechanical) or
		4. The Diploma awarded in Draughtsman (Civil) or (Mechanical) Trade by the Director General Resettlement and Employment (now Director General of Employment and Training) Government of India or
		5. The National Trade certificate in Draughtsman (Civil or Mechanical Trade) awarded by the National Council for Training in Vocational Trades, Government of India

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Constitution of the Selection Committee	Method of Recruitment	Appointing Authority
(4)	(5)	(6)

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Sl No. (1)	Name of the posts and Scales of pay (2)	Qualification- (3)
85.	<b>Draughting Officer Grade-II (Civil/Mechanical) Rs.1640-60-2600-75-2900</b>	<ol style="list-style-type: none"> <li data-bbox="580 327 970 596">1. A Pass in the special Examination for group certificate in Building Drawing which has been prescribed for Draughtsman in the Government Technical Examination or</li> <li data-bbox="580 613 970 848">2. A Pass in the D.C.E. or D.M.E. Diploma Examination conducted by the State Board of Technical Education and Training, Tamil Nadu or</li> <li data-bbox="580 848 970 1134">3. A Certificate granted by the Industrial Training Institute Government of Tamil Nadu for the completion of the course of Industrial Training in the trade, Draughtsman (Civil/Mechanical) or</li> <li data-bbox="580 1134 970 1459">4. The Diploma awarded in Draughtsman (Civil) or (Mechanical) Trade by the Director General Resettlement and Employment (Now Director General of Employment and Training) Government of India or</li> </ol>

Constitution of the Selection Committee (4)	Method of Recruitment (5)	Appointing Authority (6)
--	By promotion according to seniority from among the Draughting Officer Grade-III	Registrar with the approval of the Vice-Chancellor

Sl No. (1)	Name of the posts and Scales of pay (2)	Qualification (3)
86.	Draughting Officer Grade-III Rs.1350-30-1440-40-1800- 50-2200	<p>5. The National Trade Certificate in Draughtsman (Civil or Mechanical Trade) awarded by the National Council for Training in vocational trades, Government of India</p> <p>1. A pass in the Special Examination for group certificate in Building drawing which has been prescribed for Draughtsman in the Government Technical Examination OR</p> <p>2. Pass in the D.C.E.or D.M.E. Diploma Examination conducted by the State Board of Technical Education and Training, Tamil Nadu OR</p> <p>3. A certificate granted by the Industrial Training Institute Government of Tamil Nadu for the completion of the course of Industrial Training in the trade, Draughtsman (Civil/ Mechanical) OR</p>

Constitution of the Selection Committee (4)	Method of Recruitment (5)	Appointing Authority (6)
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- |    |  |   |  |
|----|--|---|--|
| a) | One of the University Officers nominated by Vice-Chancellor<br>- Chairman                        | By Direct recruitment from among the Employment Exchange candidates and employees of the University | Registrar with the approval of the Vice-Chancellor |
| b) | One Senior Engineer and One Head of the Department nominated by the Vice-Chancellor<br>- Members |   |  |

Sl. No.	Name of the posts and Scales of pay (1) (2)	Qualification (3)
		<p>4. The Diploma awarded in Draughtsman (Civil) or (Mechanical) trade by the Director General Resettlement and employment (Now Director General of Employment and Training) Government of India</p> <p style="text-align: center;">OR</p> <p>5. The National Trade Certificate in Draughtsman (Civil or Mechanical Trade) awarded by the National Council for Training in Vocational trades, Government of India.</p>
87.	Assistant Draughtsman (Civil/Mechanical/Electrical) Rs.975-25-1150-30-1660	<p>1. Certificate course in Draughtsmanship</p> <p>2. Diploma in Mechanical Engineering/Electrical/ Civil with Machine hand drawing as major subject.</p>

Constitution of the Selection Committee	Method of Recruitment	Appointing Authority
(4)	(5)	(6)

- |   |   |  |
|---|---|--|
| a) One of the University Officers nominated by Vice-Chancellor<br>- Chairman                        | By Direct recruitment from the candidates from the Employment Exchange and eligible | Registrar with the approval of the Vice-Chancellor |
| b) One Senior Engineer and One Head of the Department nominated by the Vice-Chancellor<br>- Members | employees of the University.  |  |



Sl No. (1)	Name of the posts and Scales of pay (2)	Qualification (3)
88.	Blue Print Operator Rs.775-12-835-15-1030.	<ol style="list-style-type: none"> <li>1. Should have passed VIII Std.</li> <li>2. Should possess ITI Certificate in respective trade</li> <li>3. Experience in the type of work for not less than 1 year preferably in a factory or workshop</li> </ol>
89.	Agricultural Engineering Maistry Rs. 825-15-900-20-1200	<ol style="list-style-type: none"> <li>1) Must be able to read and write the regional language</li> <li>2) Must have practical experience in skilled work in Government workshop or in an Engineering firm for a period of not less than three years</li> <li>3) Preference will be given to persons who have passed in Civil/ Engineering subjects in the Government Examination</li> </ol>

Constitution of the Selection Committee (4)	Method of Recruitment (5)	Appointing Authority (6)
a) One of the University Officer nominated by Vice-Chancellor - Chairman	By direct recruitment from the candidates from employment	Registrar with the approval of the Vice-Chancellor
b) One Senior Engineer and One Head of the Department nominated by the Vice-Chancellor - Members	Exchange and eligible employees of the University.	
a) One of the University Officer nominated by the Vice-Chancellor - Chairman	By direct recruitment from candidates from	Registrar with the approval of the Vice-Chancellor
b) One Senior Engineer and One Head of the Dept./ Station nominated by the Vice-Chancellor - Members	Employment Exchange and eligible employees of the University.	

Sl No.	Name of the posts and Scales of pay	Qualificatiør
(1)	(2)	(3)
90.	Irrigation Assistant Rs.775-12-835-15-1030	1) Must have studied upto VIII Std. 2) Atleast two years experience in the concerned Engineering wing
91.	Mason Rs. 750-12-870-15- 945	1) Must be able to read and write the regional language 2) Must have practical experience in Masonary work for not less than 3 years 3) Preference will be given to I.T.I. candidates 4) Age below 40 years in general, however age may be taken into account for OC/BC/SC as per Govt. orders. If suitable person with the required age is not available the maximum age of 40 years may be for all community.

Constitution of the Selection Committee (4)	Method of Recruitment (5)	Appointing Authority (6)
a) One of the University Officers nominated by the Vice-Chancellor - Chairman	By direct recruitment from candidates	Registrar with the approval of the Vice-Chancellor
b) One Senior Engineer and One Head of the Dept./Station nominated by the Vice-Chancellor - Members	Employment Exchange and eligible employees of the University.	
a) One of the University Officers nominated by the Vice-Chancellor - Chairman	-do-	-do-
b) One Senior Engineer and One head of the Dept./nominated by Vice-Chancellor - Members		

Sl No. (1)	Name of the posts and Scales of pay (2)	Qualification (3)
92.	Agricultural Engineering Foreman Rs.1320-30-1560-40-2040	<p>1. Diploma in mechanical Engineering or Agricultural Engineering awarded by the State Board of Technical Education and training Tamil Nadu with one year's practical experience in a workshop after obtaining the diploma</p> <p>or</p> <p>practical experience in the Tractor work operations and in the running of internal combustion engines for a period of not less than 10 years with a minimum educational qualification of a pass in the III Form/ VIII std. or must hold a certificate in the appropriate trade issued by the Government I.T.I. with one year's practical experience</p>

Constitution of the Selection Committee (4)	Method of Recruitment (5)	Appointing Authority (6)
-- --	By promotion according to seniority from the cadre of senior mechanic	Registrar with the approval of the Vice-Chancellor

Sl. No. (1)	Name of the posts and Scales of pay (2)	Qualification (3)
93.	Mechanic Grade-III Rs.950-20-1150-25-1500	<ol style="list-style-type: none"> <li data-bbox="590 327 948 714">1. The certificate in Mechanical Engineering of the Chengalvaraya Nayakar's Technical Institute, Madras or any other Institute approved/ recognised by Government of Tamil Nadu or a certificate in the appropriate trade of the I.T.I.</li> <li data-bbox="590 739 948 999">2. Practical experience in a workshop or a factory for a period of not less than three years and experience in repairs and maintenance of tractors pump units and Agricultural Machinery.</li> </ol>
94.	Mechanic Grade II Rs.1200-30-1560-40-2040	By promotion

Constitution of the Selection Committee (4)	Method of Recruitment (5)	Appointing Authority (6)
a) One of the University Officers nominated by the Vice-Chancellor - Chairman b) One Senior Engineer and One Head of the Dept. nominated by the Vice-Chancellor - Members	By direct recruitment from the Employment Exchange candidate and eligible employees of the University.	Registrar with the approval of the Vice-Chancellor
--	By promotion according to seniority from the cadre of Artisans and Mechanic Grade III	-do-



Sl No. (1)	Name of the posts and Scales of pay (2)	Qualification (3)
95.	Artisans Rs.950-20-1150-25-1500	1. Must have the ability to read and write regional language
	1. Fitter	
	2. Turner	
	3. Welder	2. Must have an experience of not less than three years in the respective field
	4. Miller	
	5. Blacksmith	
	6. Coppersmith	
	7. Tinsmith	or
	8. Machinist	A certificate in the appropriate trade issued by the Industrial Training Institute
	9. Machine Attendant	
	10. Tinker	
	11. Carpenter	
	12. Moulder	
	13. Plumber	
	14. Sheetmetal worker	
	15. Hammerman (Rs.800-1150)	
96.	Electrical Foreman Rs.1200-30-1560-40-2040	1. A Diploma in Electrical Engineering. OR
		2. A Pass in III Form with 12 years experience in the type of work

Constitution of the Selection Committee (4)	Method of Recruitment (5)	Appointing Authority (6)
a) One of the University Officers nominated by the Vice-Chancellor - Chairman b) One Senior Engineer and one Head of the Dept. nominated by the Vice-Chancellor - Members	By direct recruitment from the candidates of Employment Exchange and eligible employees of the University.	Registrar with the approval of the Vice-Chancellor
--	By promotion according to seniority from among the cadre of Electricians	-do-

Sl No. (1)	Name of the posts and Scales of pay (2)	Qualification (3)
97.	Electrician Rs.950-20-1150-25-1500	<ol style="list-style-type: none"> <li data-bbox="578 354 941 450">1. Must have ability to read and write in the Regional Language</li> <li data-bbox="578 472 941 665">2. Must have previous experience in any Engineering firms or an Electrical undertaking for a period of not less than five years</li> <li data-bbox="578 687 941 1036">3. Must have a through knowledge of all Electrical Appliances with Special reference to motor testing, battery repairing, armature winding, attending to the Installations like electric motors, giving connections to motors and starters etc.</li> </ol>

Note:- Preference will be given to persons holding certificate in Electrical Engineering issued by Private Engineering Institutions like Chengalvaraya Technical Institute and Government Industrial Training Institutes etc.

Constitution of the Selection Committee	Method of Recruitment	Appointing Authority
(4)	(5)	(6)
a) One of the University Officers nominated by the Vice-Chancellor - Chairman	By direct recruitment from the candidates of Employment Exchange and eligible	Registrar with the approval of the Vice-Chancellor
b) One Senior Engineer (Electrical) and One Head of the Dept., nominated by the Vice-Chancellor - Members	employees of the University.	

Sl No. (1)	Name of the posts and Scales of pay (2)	Qualification (3)
98.	Lineman Rs.950-20-1150-25-1500	<ol style="list-style-type: none"> <li>1. A Diploma in Electrical Engineering or equivalent qualification OR</li> <li>2. Practical experience in electrical operation and maintenance including H.T. lines and Transformers for a period of not less than three years</li> </ol>
99.	Wireman Rs.950-20-1150-25-1500	<ol style="list-style-type: none"> <li>1. Must have ability to read and write the regional language</li> <li>2. Must have previous experience as a wireman in any Engineering workshop or firm for a period of not less than three years</li> <li>3. Must have practical knowledge in               <ol style="list-style-type: none"> <li>(a) Maintenance work of low tension</li> <li>(b) distributive line</li> <li>(c) Transformers</li> <li>(d) House wiring etc.</li> </ol> </li> <li>4. Must be able to attend to minor repairs of electrical equipment</li> </ol>

Constitution of the Selection Committee	Method of Recruitment	Appointing Authority
(4)	(5)	(6)
a) One of the University Officers nominated by the Vice-Chancellor - Chairman	By direct recruitment from candidates of Employment Exchange and	Registrar with the approval of the Vice-Chancellor
b) One Senior Engineer (Electrical) / One Head of the Dept. nominated by the Vice-Chancellor - members	eligible employees of the University	
-do-	By direct recruitment from candidates of Employment Exchange and eligible employees of the University (or) By promotion from the cadre of Helper to Wireman	-do-

Sl No. (1)	Name of the posts and Scales of pay (2)	Qualification (3)
100.	Helper to Wireman Rs. 775-12-835-15-1030	<ol style="list-style-type: none"> <li>1. Must have passed IV class or IV Std. in a school approved/ recognised by the Director of Public Instruction, Madras under Madras Educational Rules.</li> <li>2. Must have practical experience in electrical operation and maintenance for not less than one year.</li> <li>3. Must have practical experience of not less than one year in household wiring</li> </ol>
101.	Gasman/ Pump attendant Rs.950-20-1150-25-1500	<ol style="list-style-type: none"> <li>1. Must be able to read and write the regional language.</li> <li>2. Must have previous experience in handling Electric Motors and pumpset for a period of not less than one year</li> </ol>
102.	Motor Pump Attendant Rs.950-20-1150-25-1500	-do-

Constitution of the Selection Committee (4)	Method of Recruitment (5)	Appointing Authority (6)
a) One of the University Officer nominated by the Vice-Chancellor - Chairman b) One Senior Engineer (Electrical)/ One Head of the Dept. nominated by the Vice - Chancellor - Members	By direct recruitment from candidates of Employment Exchange and eligible employees of the University.	Registrar with the approval of the Vice-Chancellor
a) One of the University Officers nominated by the Vice-Chancellor - Chairman b) One Senior Engineer and one Head of the Dept./ Station nominated by the Vice-Chancellor - Members	-do-	-do-
-do-	-do-	-do-



Sl No.	Name of the posts and Scales of pay (1) (2)	Qualification (3)
103.	Pumpset Driver/Fitter Rs.950-20-1150-25-1500	<ol style="list-style-type: none"> <li>1. A certificate of competence for driving engines and a knowledge of the general mechanism of all types of engines and</li> <li>2. Practical experience for a period of not less than six months</li> <li style="text-align: center;">OR</li> <li>3. Practical experience as an Engine Driver and working in oil engines and pumps for a period of not less than three years</li> </ol>
104.	Male/Female Nursing Assistant Rs.750-12-870-15-1845	<ol style="list-style-type: none"> <li>1. Must have passed III Form or VIII Std. in a recognised school</li> <li>2. Must have passed the nursing assistant training course examination conducted by the Government Medical College Hospital of Tamil Nadu or other Institution recognised by Govt. of Tamil Nadu.</li> <li>3. Experience as Female/ Male Nursing Assistant in a Government Hospital or in a Hospital of repute for a period of not less than one year</li> </ol>

Constitution of the Selection Committee (4)	Method of Recruitment (5)	Appointing Authority (6)
a) One of the University Officer nominated by the Vice-Chancellor - Chairman	By direct recruitment from the candidates of the	Registrar with the approval of the Vice-Chancellor
b) One Senior Engineer and One Head of the Dept./ Station nominated by the Vice-Chancellor - Members	Employment Exchange and eligible employees of the University.	
a) One of the University Officer nominated by the Vice-Chancellor - Chairman	By direct recruitment from candidates of Employment Exchange.	-do-
b) One Senior Medical Officer and		
c) One Head of the Dept. concerned nominated by the Vice-Chancellor - Members		

Sl No. (1)	Name of the posts and Scales of pay (2)	Qualification (3)
105.	Sanitary Inspector Rs.1350-30-1440-40-1800-50-2200	<ol style="list-style-type: none"> <li>1. Sanitary Inspector Certificate granted by the Additional Director of Health and Family Planning, Tamil Nadu as the Chairman of the Board of Examiners, constituted in this behalf by the State Government</li> <li>2. The L.M.P. Diploma (OR)</li> <li>3. Pass in the Sanitary Inspector Examination in the State of Tamil Nadu (OR)</li> <li>4. Quinquennial training and pass in the examination prescribed for health and Sanitary Inspectors in the State of Tamil Nadu. (OR)</li> <li>5. Sanitary Inspectors certificate issued on behalf of the National Council of Rural Higher Education, New Delhi at the end of the course at Rural Institute, Gandhigram.</li> </ol>

Constitution of the Selection Committee (4)	Method of Recruitment (5)	Appointing Authority (6)
a) One of the University Officers nominated by the Vice-Chancellor - Chairman	By direct recruitment through Employment Exchange	Registrar with the approval of the Vice-Chancellor
b. One Senior Medical Officer and		
c. One Head of the Dept.concerned nominated by the Vice-Chancellor - Members		

Sl No. (1)	Name of the posts and Scales of pay (2)	Qualification (3)
106.	Malaria Field Assistant Rs.800-15-1010-20-1150	<ol style="list-style-type: none"> <li>1. Must have passed III Form/VIII Std.</li> <li>2. Must have a good physique, good vision and capacity for outdoor works</li> <li>3. Must have undergone the preliminary training for a period of not less than one month in the regional Malaria Organisation at Thanjavur or Coimbatore or in the central Malaria Laboratory attached to the Office of the Director of Public Health, Madras.</li> </ol>
107.	Medical Officer Rs.2200-75-2800-100-4000	<ol style="list-style-type: none"> <li>1. A degree in Medical Science of a recognised University</li> <li>2. Experience as a Registered Medical Practitioner for a period of not less than five years.</li> <li>3. Experience of working in an educational institution for a period of not less than three years shall be a preferential qualification</li> </ol>

Constitution of the Selection Committee	Method of Recruitment	Appointing Authority
(4)	(5)	(6)
a) One of the University Officers nominated by the Vice-Chancellor - Chairman	By direct recruitment through Employment Exchange candidates.	Registrar with the approval of the Vice-Chancellor
b) One Senior Medical Officer and		
c) One Head of Dept. concerned nominated by the Vice-Chancellor - Members		
a) Vice-Chancellor - Chairman	By direct recruitment through employment exchange	Vice-Chancellor
b) Registrar - Member		
c) One of the Deans nominated by the Vice-Chancellor - Member		

Sl No. (1)	Name of the posts and Scales of pay (2)	Qualification (3)
108.	Staff Nurse Rs. 1400-40-1600-50-2300-60-2600	<ol style="list-style-type: none"> <li data-bbox="573 359 935 646">1. Successful training for a period of not less than three years in General Sick Nursing in an Institution approved by the State of Tamil Nadu Government and declared as a registered Nurse.</li> <li data-bbox="573 685 935 908">2. Passing the examination for Mid-wife conducted by the Institution approved by the Government of Tamil Nadu and declared as a Registered Mid-wife.</li> <li data-bbox="573 947 935 1132">3. Must have practical experience for a period of not less than two years in a Government Hospital or a Hospital of repute as a Nurse.</li> <li data-bbox="573 1170 935 1265">4. Must have passed Tamil in S.S.L.C. or equivalent examination.</li> <li data-bbox="573 1303 935 1359">5. Training in Obstetrics and Gynaecology</li> </ol>

Constitution of the Selection Committee	Method of Recruitment	Appointing Authority
(4)	(5)	(6)
a) One of the University Officers nominated by the Vice-Chancellor - Chairman	By direct recruitment through Employment Exchange	Registrar with the approval of the Vice-Chancellor
b) One Senior Medical Officer and		
c) One Head of the Dept. concerned nominated by the Vice-Chancellor - Members		



Sl No.	Name of the posts and Scales of pay	Qualification
(1)	(2)	(3)
109.	Pharmacist Rs.1350-30-1440-40-1800-50-2200	<ol style="list-style-type: none"> <li>1. A Minimum General Educational Qualification</li> <li>2. Preferably a pass in intermediate/ P.U.C. examination in Arts and Science of any University or any other examination recognised as equivalent with Physics, Chemistry and Natural Science as optional subjects</li> <li>3. A Diploma in Pharmacy</li> <li>4. Practical experience in the working of a Pharmacy approved by the State Pharmacy Council for a period of not less than five years.</li> </ol>
110.	Marker Rs.750-12-870-15-945	<ol style="list-style-type: none"> <li>1. A pass in VIII Standard</li> <li>2. Must have good physique</li> <li>3. Experience as Marker in any private sports clubs or Govt./Quasi Government organisations with knowledge in indoor and outdoor games is desirable.</li> </ol>

Constitution of the Selection Committee (4)	Method of Recruitment (5)	Appointing Authority (6)
a) One of the University Officers nominated by the Vice-Chancellor - Chairman	By direct recruitment through Employment Exchange	Registrar with the approval of the Vice-Chancellor
b) One Senior Medical Officer and		
c) One Head of the Dept. concerned nominated by the Vice-Chancellor - Members		
a) One of the University Officers nominated by the Vice-Chancellor - Chairman	By direct recruitment from candidates of Employment Exchange and	Registrar with the approval of the Vice-Chancellor
b) One Physical Director and	eligible	
c) One Head of the Dept. concerned nominated by the Vice-Chancellor - Members	employees of the University.	

Sl No.	Name of the posts and Scales of pay	Qualification
(1)	(2)	(3)
111.	Computer Operator (TNAUVAS Post)	<ol style="list-style-type: none"> <li>1. B.Sc./B.A. degree in Statistics/Maths / Economics/ Physics with specialisation in computer applications and operations</li> <li>2. Five years experience in Computer Operation</li> <li>3. Knowledge in Computer languages</li> </ol>
112.	Data Entry Operator Rs.1200-30-1560-40-2040	<ol style="list-style-type: none"> <li>1) B.Sc./B.A.degree in Statistics/Maths/ Economics/ Physics with certificate in typing/data entry operation</li> <li>2) One year experience in data entry operation in a Micro/Mini Computer</li> <li>3) Knowledge in computer languages</li> <li>4) TNAU employees with more than 10 years experience in punch card operations are eligible for this post if they have minimum general educational qualification.</li> </ol>

Constitution of the Selection Committee (4)	Method of Recruitment (5)	Appointing Authority (6)
a) One of the University Officers nominated by the Vice-Chancellor - Chairman	By direct recruitment through Employment Exchange	Registrar with the approval of the Vice-Chancellor
b) One Senior Engineer and		
c) One Head of the Dept. concerned nominated by the Vice-Chancellor - Members		
a) One of the University Officers nominated by the Vice-Chancellor - Chairman	By direct recruitment from candidates of Employment Exchange and eligible employees of the University.	Registrar with the approval of the Vice-Chancellor
b) One Senior Engineer and		
c) One Head of the Dept. concerned nominated by the Vice-Chancellor - Members		

Sl No. (1)	Name of the posts and Scales of pay (2)	Qualification (3)
113.	Bosun (Certified) (TANUVAS)	Mercantile Marine Dept. Bosun's Certificate with five years fishing experience in different classes of vessels operating different gears
114.	Engine Driver (TANUVAS)	MMD Engine Driver II Class certificate with five years experience in Marine Diesel Engines with working knowledge of different types of gears
115.	Refrigerator Mechanic (TANUVAS)	<ol style="list-style-type: none"> <li>1. ITI certificate in Mechanical or Refrigeration and Air-Conditioning Mechanism</li> <li>2. Experience in handling refrigeration equipment plant and machinery maintenance or repairs for not less than three years in any workshop or factory after obtaining ITI Certificate and must have passed VIII Standard</li> </ol>

Constitution of the Selection Committee	Method of Recruitment	Appointing Authority
(4)	(5)	(6)
a) One of the University Officers nominated by the Vice-Chancellor - Chairman	By direct recruitment from candidates of Employment Exchange and	Registrar with the approval of the Vice-Chancellor
b) One Dean, Fisheries and One Head of the Dept. (Fish) nominated by the Vice-Chancellor - Members	eligible employees of the University.	
-do-	-do-	-do-
a) One of the University Officers nominated by the Vice-Chancellor - Chairman	By direct recruitment from candidates of Employment Exchange and	-do-
b) One Senior Engineer and One Head of the Dept. nominated by the Vice-Chancellor - Members	eligible employees of the University.	

Sl No. (1)	Name of the posts and Scales of pay (2)	Qualification (3)
116.	Deckhand (TANUVAS)	Working experience as Deck hand for not less than three years in different classes of vessels. Training from CIFNET preferable
117.	Fishery Assistant (TANUVAS)	<ol style="list-style-type: none"> <li>1. Minimum General Educational qualification</li> <li>2. Must have undergone 10 months training in any Fisherman Training Centre organised by the Tamil Nadu Government under State Fisheries Department</li> </ol>
118.	Iceman (TANUVAS)	<ol style="list-style-type: none"> <li>1. Must have passed VIII Std.</li> <li>2. National Trade Certificate such as Fitter or Mechanic or Welder or Electrician or Wireman</li> </ol>

Constitution of the Selection Committee	Method of Recruitment	Appointing Authority
(4)	(5)	(6)
a) One of the University Officers nominated by the Vice-Chancellor - Chairman	By direct recruitment from candidates of Employment Exchange and eligible employees of the University.	Registrar with the approval of the Vice-Chancellor
b) One Senior Engineer and Head of the Dept. (Fish) nominated by the Vice-Chancellor - Members	Exchange and eligible employees of the University.	
-do-	-do-	-do-
a) One of the University Officers nominated by the Vice-Chancellor - Chairman	-do-	-do-
b) One Senior Engineer and One Head of the Dept. (Fish) nominated by the Vice-Chancellor - Members	-do-	-do-



Sl No. (1)	Name of the posts and Scales of pay (2)	Qualification (3)
119.	Seaman (TANUVAS)	<ol style="list-style-type: none"> <li>1. Three years experience in marine fishing</li> <li>2. To read and write regional language</li> </ol>
120.	Livestock Inspector Gr.I. Rs.1400-40-1600-50-2300- 30-2600	<p>Must have completed SSLC and passed the final examination of the Veterinary and Livestock Inspector's course conducted at the Madras Veterinary College</p>

Constitution of the Selection Committee (4)	Method of Recruitment (5)	Appointing Authority (6)
a) One of the University Officers nominated by the Vice-Chancellor - Chairman b) One Senior Engineer and One Head of the Dept. (Fish) nominated by the Vice-Chancellor - Members	By direct recruitment from candidates of Employment Exchange and eligible employees of the University.	Registrar with the approval of the Vice-Chancellor
a) One of the University Officers nominated by the Vice-Chancellor - Chairman b) Two Senior Professors nominated by the Vice-Chancellor - Members	By promotion from among the post of Livestock Inspector Gr.II/ By direct recruitment through Employment Exchange and eligible candidates of the University	-do-

Sl No.	Name of the posts and Scales of pay	Qualification
(1)	(2)	(3)
121.	Livestock Inspector Gr.II Rs.1200-30-1560-40-2040	Must have passed the final examination of the stockman course conducted by the M.V.C. or other recognised institutions
122.	Technician Gr.II (TANUVAS)	<ol style="list-style-type: none"> <li>1. Must have successfully undergone the short term training course for Lab.Technician conducted at the M.V.C. other recognised/ approved centres</li> <li>2. Must possess not less than 10 years of Lab. Experience in the Lab. at the M.V.C. Madras showing proficiency and competency in Lab. Technology</li> </ol>
123.	Bio-matric Sub-Assistant (TANUVAS)	<ol style="list-style-type: none"> <li>1. Must have passed Government Technical Examination in Typewriting by the Higher grade and Shorthand by lower grade</li> <li>2. Must have put in atleast five years of total service in the Tamil Nadu Ministerial service</li> </ol>

Constitution of the Selection Committee (4)	Method of Recruitment (5)	Appointing Authority (6)
a) One of the University Officers nominated by the Vice-Chancellor - Chairman b) Two senior Professors nominated by the Vice-Chancellor - Members	By direct recruitment through employment exchange and eligible candidates of the University.	Registrar with the approval of the Vice-Chancellor
a) One of the University Officers nominated by the Vice-Chancellor - Chairman b) Two Heads of Departments nominated by the Vice-Chancellor - Members	By direct recruitment from Employment Exchange and eligible candidates in the University. By promotion from among the post of Attenders/Lab. Assistants	-do-
-do-	By promotion from among the holders of the posts of Junior Assistant in the Tamil Nadu Ministerial service	Registrar with the approval of the Vice-Chancellor

Sl No. (1)	Name of the posts and Scales of pay (2)	Qualification (3)
	124. Machine Punch Card Operator (TANUVAS)	<p data-bbox="591 349 946 824">3. Training: No person shall be eligible for appointment to the post unless he has successfully undergone the training in the maintenance of breeding records and processing of data on economic trails in the subjects of Bio-metric for a period of three months in the Dept. of Genetics of the Madras Veterinary College.</p> <p data-bbox="591 850 946 908">1. Minimum General Educational qualification</p> <p data-bbox="591 942 946 1068">2. Pass in the Government Technical Examination in English Typewriting by higher grade</p> <p data-bbox="591 1093 946 1312">3. Must have undergone the training in the working of the International Business Machine or similar Machine for a period of not less than three months</p> <p data-bbox="591 1337 946 1459">4. Must have worked as Typist in any institution for a period of not less than two years</p>

Constitution of the Selection Committee (4)	Method of Recruitment (5)	Appointing Authority (6)
--	------------------------------	-----------------------------

- |    |  |   |  |
|----|--|---|--|
| a) | One of the University Officers nominated by the Vice-Chancellor<br>- Chairman        | By direct recruitment through the Employment Exchange and eligible employees of the University. | Registrar with the approval of the Vice-Chancellor |
| b) | Two Heads of Dept. nominated by the Vice-Chancellor<br>- Members<br>(One Maths Head) |   |  |

Sl- No. (1)	Name of the posts and Scales of pay (2)	Qualification  (3)
125.	Mill Operator (TANUVAS)	<ol style="list-style-type: none"> <li>1. Minimum General Educational qualification and</li> <li>2. A certificate from ITI in trade of Machinist/ Fitter/ Turner/ Mechanic or equivalent qualification</li> </ol>
126.	Master Flayer (TANUVAS)	<ol style="list-style-type: none"> <li>1. Practical experience in Flaying for five years in a Government or Municipal Slaughter House where not less than 15 cattle and 500 sheep goats are slaughtered daily</li> </ol>
127.	Master Packer (TANUVAS)	<ol style="list-style-type: none"> <li>1. Completed Secondary School Leaving Certificate</li> <li>2. Must have five years experience in running or working in mutton shop</li> <li>3. Must have two years experience in slaughter of animals dressing and jointing of carcasses</li> </ol>

Constitution of the Selection Committee (4)	Method of Recruitment (5)	Appointing Authority (6)
a) One of the University Officers nominated by the Vice-Chancellor - Chairman  b. Two Heads of the Dept. nominated by the Vice-Chancellor - Members	By direct recruitment through the Employment Exchange and eligible candidates in the University	Registrar with the approval of the Vice-Chancellor
-do-	-do-	-do-
-do-	-do-	-do-



Sl No. (1)	Name of the posts and Scales of pay (2)	Qualification* (3)
128.	Boilerman (TANUVAS)	<ol style="list-style-type: none"> <li>1. Pass in SSLC or equivalent Examination</li> <li>2. Must possess III grade certificate issued by Chief Inspector of Boiler</li> <li>3. Two years experience in maintenance and operation of electrically operated or oil fired boiler and water treatment plants</li> </ol>
129.	Special Attender (TANUVAS)	<ol style="list-style-type: none"> <li>1. Appointment by transfer from the category of Attender</li> <li>2. Pass in the III Form/ VIII Std. or an Army First class certificate</li> <li>3. Should not have completed 40 years of age</li> <li>4. Should have put in not less than five years of experience in the post of Attender</li> </ol>
130.	Counter (TANUVAS)	<ol style="list-style-type: none"> <li>1. VIII Std. Passed</li> <li>2. Must have experience in Flock Sheep and Cattle section for atleast three years</li> </ol>

Constitution of the Selection Committee (4)	Method of Recruitment (5)	Appointing Authority (6)
a) One of the University Officers nominated by the Vice-Chancellor - Chairman	By direct recruitment through the Employment Exchange and eligible employees of the University	Registrar with the approval of the Vice-Chancellor
b) Two Heads of Dept. concerned nominated by the Vice-Chancellor - Members		
--	By promotion from among the Lab. Assistants / Attenders	-do-
a) One of the University Officers nominated by the Vice-Chancellor - Chairman	By direct recruitment through Employment Exchange and eligible employees of the University.	-do-
b) Two Heads of Departments concerned nominated by the Vice-Chancellor - Members		

Sl. No. (1)	Name of the posts and Scales of pay (2)	Qualification (3)
131.	Flockman (TANUVAS)	<ol style="list-style-type: none"> <li>1. Must read and write regional language</li> <li>2. Atleast three years experience in Flock Cattle and Sheep and Poultry farms</li> </ol>
132.	Chick Sexer (TANUVAS)	<ol style="list-style-type: none"> <li>1. A pass in SSLC Examination or equivalent Examination</li> <li>2. Should have undergone practical training atleast for a period of six months in a recognised institution in the hatchery in the work of chick sexing</li> </ol>
133.	Shepherd Rs.775-1030 (TANUVAS)	<ol style="list-style-type: none"> <li>1. VIII Standard passed</li> <li>2. Must have experience in fending sheep and lambs for a minimum period of five years</li> <li>3. Must have put in not less than three years experience as attendant in the Clinical Dept./ Animal Nutrition/ Dairy Science/ Sheep Farm</li> </ol>

Constitution of the Selection Committee (4)	Method of Recruitment (5)	Appointing Authority (6)
a) One of the University Officers nominated by the Vice-Chancellor - Chairman	By direct recruitment through Employment Exchange and eligible employees in the University.	Registrar with the approval of Vice-Chancellor
b) Two Heads of Department concerned nominated by the Vice-Chancellor - Members		
-do-	-do-	-do-
-do-	-do-	-do-

Sl No. (1)	Name of the posts and Scales of pay (2)	Qualification (3)
134.	Sheep Shearer (TANUVAS)	<ol style="list-style-type: none"> <li>1. Must be able to read and write regional language</li> <li>2. Two years experience in Sheep Shearing</li> </ol>
135.	Chowkidar (TANUVAS)	<ol style="list-style-type: none"> <li>1) VIII Standard passed</li> <li>2) Ex-serviceman shall be given preference</li> <li>3) Good Physique and should know cycling</li> </ol>

Constitution of the Selection Committee (4)	Method of Recruitment (5)	Appointing Authority (6)
a) One of the University Officers nominated by the Vice-Chancellor - Chairman	By direct recruitment through Employment Exchange and eligible	Registrar with the approval of Vice-Chancellor
b) Two Heads of Departments concerned nominated by the Vice-Chancellor - Members	employees of the University.	
-do-	-do-	-do-

## APPENDIX - II

For Technical Posts Only

# TAMIL NADU AGRICULTURAL UNIVERSITY

Application for the post of .....

### ADVERTISEMENT NO.

1. Name in full :  
(in BLOCK letters)
2. Father's Name :
3. Date of birth (supported by  
certified evidence) :
4. Place of Birth and Nativity  
(District and State) :
5. Community to which belongs :  
(OC/BC/SC/ST/MBC)
6. Present address to which  
communication should  
be sent :
7. Mother tongue :
8. Vernacular language in  
College/School :
9. Other languages known  
to read :  
to write :  
to speak :

10. Educational qualifications (University Education)

Institutions Studied	Years of Study	Part-time/ Full time	Degree or Diploma	Whether passed in one appearance	Class or Grade	Specialisation

(Attach attested copies of certificates in support of each degree or diploma)

11. Experience regarding previous and present employment :

Sl. No.	Employer	Post held	Pay Drawn	Period of Employment * YMD	
				From	To

\* Period spent on study for Masters degree should not be included except the part time study period

Total

(Attach a separate sheet, if space is not sufficient)

12. Teaching, Research, Extension, Administrative and Farm Management Experience:

A. Teaching:

Classes	College in which taught	Duration *		YMD
		From	To	
i) Undergraduate				
ii) Postgraduate				

\* The period of teaching experience gained simultaneously for Undergraduate and Post graduate courses should be shown under "Post graduate" only

Total \_\_\_\_\_



**B. Research:**

Subject	Place of work	Duration *		YMD
		From	To	

**C. Extension Experience :**

Position	Period *		YMD
	From	To	

**D. Administrative Experience :**

Position	Nature of work	Period *		YMD
		From	To	

**E. Farm Management Experience :**

Position	Place	Period *		YMD
		From	To	

**13. Research Papers published :**

(Attach a separate sheet, if space is not sufficient;  
attach one copy of the reprints of papers published)  
(Number to be indicated - List of publications should  
be appended)

\* The period spent on study for Masters degree should not be included except the part time study period.

14. Books published:

Sl.No	Title	Author	Co-author(s)
1			
2			
3			
4			

15. Scale of pay in the present post and basic pay drawn as on date of the application :

16. Are you willing to accept the basic pay in the scale applicable for the post?  
If not, what is the minimum pay you request for?  
Give reasons in support of the request :

17. Is there any commitment to serve any organisation; if so give details :

18. Other countries visited, if any and the duration and purpose of visit :

19. List three referees intimately known to you with their address who can certify your professional competency :

- 1.
- 2.
- 3.

20. Awards/Scholarships/Fellowships

21. Any other information regarding experience etc. in support of satisfying the rules prescribed for the post now applied for :

22. Names of Professional societies in which you are member and position if any. : Society  
1.  
2.  
3.

I certify that the informations furnished above are true and correct to the best of my knowledge and belief. Should there be any incorrect or false information having been furnished or that may come to light in due course, I bind myself for such action as the University may decide.

Place :

Signature :

Date :

Name and Designation  
of the applicant

List of enclosures:

- 1.
- 2.
- 3.
- 4.
- 5.

## **TERMS AND CONDITIONS OF APPOINTMENT AND OTHER INSTRUCTIONS TO CANDIDATES**

### **INFORMATION**

1. Candidates must be Indian Nationals
2. Candidates who are abroad may apply on plain paper together with an International Money Order to cover the Registration fee of Rs.20/-
3. Candidates who satisfy the conditions prescribed to the satisfaction of the University authorities should be prepared to appear before the University staff Selection Committee for an interview at their own cost.
4. Candidates may be called for interview as per the list prepared by the Screening Committee appointed for the purpose and approved by the Vice- Chancellor. The summoning of the candidate for interview merely indicates that it is felt that he with others may be suitable for the post and conveys no assurance whatsoever that he will be recommended or selected or his conditions specified in the application will be accepted.
5. It will be open to the University not to fill up any of the posts now advertised.
6. The University reserves the right to fill up larger number of posts than the number advertised.
7. Any attempt by the candidate, either directly or indirectly to influence the Selection Committee or other authorities of the University will disqualify the candidate for the post.
8. All technical post of equivalent pay scales are interchangeable within the broad disciplines/departments, at the discretion of the University.

9. The service conditions and other terms of appointment in the University shall be subject to the approval of the Board of Management of the University.
10. Candidates who are selected shall be liable for transfer to any other post within the jurisdiction of the University.
11. Selection of candidates already in employment will be subject to the employer's agreement to relieve them.
12. The age of retirement is sixty years.

### **INSTRUCTIONS**

1. The application form shall be filled in, complete in all respects, giving correct information. Defective and incomplete applications and those with wrong or false information will be rejected.
2. The application form, fully filled in, along with a crossed Postal Order for Rs.20/- drawn in favour of the Registrar, Tamil Nadu Agricultural University, Coimbatore should be sent so as to reach the Registrar of the University before the prescribed time and date. Applications unaccompanied by the Postal Order, will be rejected. The University employees are exempted from payment of Registration fees.
3. Persons who are already working in State or Central Government or any other organisation should send their applications through proper channel. Any delay in sending the applications through proper channel is not the responsibility of the University. Advance copies of the applications to reach the Registrar, Tamil Nadu Agricultural University, Coimbatore - 641 003, within the prescribed time limit shall be entertained provided the original application forwarded through proper channel reaches the Registrar before the candidates are called for interview or the Screening Committee meets.

4. Candidates may send copies of testimonials from persons intimately acquainted with his work and character and must also give name and address of three persons in India to whom references can be made. If he has been in employment he should either give his present or most recent employer or immediate superior, as a referee or submit a recent testimonial from him. He should also submit an attested copy of the entry relating to his date of birth, from the Matriculation or Secondary School Leaving Certificate, attested copies of his Degree certificate or/and Diploma testimonials.
5. If a candidate desires to name as a referee any person residing outside India he should write to that person asking him to send direct to the Registrar, Tamil Nadu Agricultural University, Coimbatore - 641 003, a statement of his opinion concerning the candidate's character and suitability for the post. The reply will be treated as confidential.
6. Evidence of Degree/Diploma Certificates and testimonials should be brought in original at the time of interview.
7. Separate application with separate Registration fee is required for each post.
8. Applications should reach the Office of the Registrar, Tamil Nadu Agricultural University, Coimbatore - 641 003, before the time and date fixed.

## APPENDIX - III

# TAMIL NADU AGRICULTURAL UNIVERSITY

## APPLICATION FOR THE POST OF

1. Name of the candidate :  
(in BLOCK letters)
2. Father's name :
3. Present Office Address :
4. Sex :
5. Date of birth  
(supported by  
certified evidence) :
6. Age as on date :
7. Nationality :
8. Religion/Caste :
9. Community/OC/BC/  
SC/ST/MBC  
(Latest Community  
Certificate to be  
enclosed) :
10. Second language  
in the school :
11. Native District :
12. Tests passed  
(copy of the certificate  
to be enclosed) :
13. Technical  
examinations passed :

14. Experience :

Post held	Office	From	To	Service	Regular Service	Total Service

15. Any other information :

Signature

Recommendation of the Head of the Department/Office

Transmitted to the Registrar

The particulars furnished were verified with Service Register and found correct.

Head of the Department/Office

NOTE: While sending the applications, the confidential reports of the candidates may be sent separately on the same day. The cover containing the confidential reports may be superscribed as

“For Selection to the post of .....



**APPENDIX - IV**  
**Certificate of Physical Fitness**

I\* \_\_\_\_\_  
\_\_\_\_\_ do hereby certify that I have examined (full name) \_\_\_\_\_ a candidate for employment under the Tamil Nadu Agricultural University for the post of \_\_\_\_\_ and cannot discover that he/she has any disease, communicable or otherwise constitutional affliction or bodily infirmity except that his/her weight is in excess of/below the standard prescribed, are except.

I do/do not consider this a disqualification for the employment he/she seeks.

I do further certify that in my opinion his/her general physical condition is such as to enable him/her to perform efficiently the active duties of executive services.

His / her age is according to his / her own statement \_\_\_\_\_ years and by appearance about \_\_\_\_\_ years.

I also certify that he/she has marks of small pox/vaccination chest measurement in centimetres on full inspiration/full expiration.

Difference (expansion) \_\_\_\_\_ in centimetres

Weight in Kilograms : \_\_\_\_\_

His/her vision is normal

Hypermetropic (                    ) (here enter the degree of defect and strength of correction glasses).

Myopic (                    ) ( here enter the degree of defect and the strength of correction glasses).

Astigmatic (simple or mixed) (                    ) (here enter the degree of defect and strength of correction glasses).

\* Name and rank of Officer granting the certificate

Hearing is normal, defective (much or slight).

Urine - Does chemical examination show (i) albumin, (ii) sugar, state specific gravity.

Personal Marks (atleast two should be mentioned)

1.

2.

Station :

Signature

Date :

Rank

Designation

## APPENDIX - V

# TAMIL NADU AGRICULTURAL UNIVERSITY

## Form for Agreement

(To be executed by University employees)

AGREEMENT made this \_\_\_\_\_ day of \_\_\_\_\_  
One thousand nine hundred and \_\_\_\_\_ between  
the \_\_\_\_\_ Tamil Nadu Agricultural University  
(hereinafter known as University) of the one part and  
Dr./Thiru/Thirumathi/Selvi \_\_\_\_\_  
\_\_\_\_\_ of the other part.

WHEREAS the University have agreed to engage the  
said person to serve in the Tamil Nadu Agricultural University on  
the salary hereinafter mentioned for a period of three years.

Now these presents witness and the parties hereto do hereby  
agree as follows:-

1. That the University shall employ the said person \_\_\_\_\_  
\_\_\_\_\_ and the said person shall serve the University  
as \_\_\_\_\_ in the University from the date of his  
taking charge of such appointment until such employment  
shall be determined as hereinafter provided.
2. That the said person shall be on probation for a period of  
two years from the date of taking charge of his/her  
appointment, but the University may before the expiry of the  
period, extend his/her probation for such period as may be  
deemed fit.
3. That the said person shall employ himself/herself honestly,  
efficiently, obediently and diligently under the orders and  
instructions of the Vice- Chancellor, or other superior of the  
said University under whom he/she shall from time to time  
be placed in the said University, in which capacity he/she  
shall discharge all such duties pertaining to that office and

do all things which may be required of him/her or which are necessary to be done in his/her capacity as aforesaid and shall require of him/her.

4. That the said person shall not normally or on any pretence absent himself/herself from his/her duties without first having obtained the permission of his/her superior authorities authorised in this behalf or in case of sickness or inevitable accident without forwarding where necessary a satisfactory Medical Certificate as may be required by the leave rules which may be in force in the said University.
5. That the said person shall devote his/her whole-time to the duties of the said employment and shall not on his/her own account or otherwise either directly or indirectly carry on or be concerned in any trade, business, or canvassing work, private tuition or the like.
6. That the said person shall confirm to all the provisions in the Act, Statutes, Regulations and Rules in force and as may be amended in future in the said University and obey all lawful orders and directions as he/she shall from time to time receive from any authorised superior of the said University.
7. (i) That the University shall have the powers to take action on the said person as provided in the Act, Statutes, Regulations and Rules of the University  
(ii) That the said person shall be entitled to have his/her services terminated by remitting an amount of Rs.30,000/- (Rupees thirty thousand only) if he/she wants to leave the organisation before the expiry of the agreement period. The obligatory period of three years has to be fulfilled in full. In the event of his/her decision to resign the post in the meantime he/she should remit the amount of Rs.30,000/- (Rupees thirty thousand only) **irrespective of the period he/she had already served**. The claim of the executor to remit the amount in proportion to the unexpired portion of bond

period will not be entertained. The agreement period will not include the period spent by him/her on extraordinary leave, suspension etc. In the event of expulsion of him/her on disciplinary grounds also the amount should be remitted by him/her or by sureties.

(iii) During the obligatory period of service, the University shall not forward any application of the executor for employment outside.

8. That the said person shall be paid, for such time as he/she shall be in service of the said University, monthly salary in the scale of Rs. \_\_\_\_\_ starting on an initial salary of Rs. \_\_\_\_\_ with effect from (date) \_\_\_\_\_ and the additional allowances admissible from time to time.
9. That in the event of the temporary absence of the said person from duty by reason of illness or leave or otherwise, he/she shall be paid such salary only as shall be determined by the rules in force from time to time in the said University.

In Witness whereof \_\_\_\_\_ and \_\_\_\_\_ have hereunto set their hands.

Signed by the above named \_\_\_\_\_ of the University on behalf of the University in the presence of \_\_\_\_\_

Signature

Witness \_\_\_\_\_

Signed by the above named \_\_\_\_\_ party of second part in the presence.

Witness \_\_\_\_\_

Signature

## Draft Bond to be executed by the Sureties

KNOW ALL MEN by these presents that I/We, (i) Thiru \_\_\_\_\_ S/o Thiru \_\_\_\_\_ and (ii) Thiru \_\_\_\_\_ S/o Thiru \_\_\_\_\_ hereby held and firmly bound unto the Tamil Nadu Agricultural University, Coimbatore in the sum of Rs. \_\_\_\_\_ (Rupees \_\_\_\_\_ only) of lawful good money to be paid to the University (hereinafter called the employer), we bind ourselves and also our respective heirs, executors, administrators and representatives and execute this surety bond.

WHEREAS the above named Tamil Nadu Agricultural University has agreed to provide a job to Thiru \_\_\_\_\_ S/o Thiru \_\_\_\_\_ and for that purpose appointed him as per the service Rules of the University and on his executing a personal bond for Rs. \_\_\_\_\_ (Rupees \_\_\_\_\_ only) and on agreement to serve the University for a period of THREE years as per the terms and conditions contained in the said agreement and upon the said employee and the above (we) sureties entering into this bond in favour of the University for the amount and terms hereunder contained.

Now this condition of the above written Bond or obligation is such that if the said employee while in employment whether in original or in any promotion or transferred post under the University shall duly and faithfully devote to and serve, perform and discharge all the duties of his office without causing any injury, loss or damage by reason of any act, default, negligence or error.

We the sureties mentioned above hereby indemnify and keep indemnified the University against any loss or damage

or default in service of the said employee Thiru \_\_\_\_\_  
\_\_\_\_\_ then and in such event  
of his failure to perform duties as per agreement, the above said  
bond shall be enforced against us and the University shall  
recover such losses or damages that may be caused by the  
default or negligence or otherwise by the said employee from us.  
This Bond shall remain in force until such time the employee  
remains in service of the University as per the terms and  
conditions of the agreement entered into between the employee  
and the University. In token of our knowledge of the contents of  
the agreement between the employee and the University, we  
have also attested the said agreement on the date of his  
execution of the agreement.

In Witness whereof, we have signed this bond on the  
day of \_\_\_\_\_ 19 \_\_\_\_\_ at Coimbatore/\_\_\_\_\_

Surety : 1)

Address :

Surety : 2)

Address :

Witness:

1.

2.

## APPENDIX - VI

# TAMIL NADU AGRICULTURAL UNIVERSITY

## PERSONAL FILE FOR GROUP A & B OFFICER'S ASSESSMENT OF WORK

### PART - 1

#### PERFORMANCE ASSESSMENT REPORT OF GROUP A & B OFFICERS FOR THE PERIOD FROM \_\_\_\_\_ TO \_\_\_\_\_

1. Name and designation  
of the officer reported on :
2. Grade pay and present pay :
3. Date of birth :
4. Date of entry into service :
5. Date of appointment/  
promotion to the present post :
6. Length of service under  
the reporting officer :
7. Qualification
  - a) Educational qualification :
  - b) Special qualification :
  - c) Training undergone :
8. Date from which the officer  
is working under the  
reporting authority :
9. Physical capacity :
10. Knowledge of rules and  
regulations :



11. Capacity for noting and drafting :
12. Promptness :
13. Productivity in terms of volume of work :
14. Capacity for control and supervision tact, initiative and drive :
15. Relation with colleagues, superiors and public :
16. a) Brief description of the duties of the officer :
- b) His promptness in disposing of disciplinary cases, if any, handled during the period :
- c) His impartiality :
- d) His method of approach of public needs :
- 17\*. Effectiveness in the development and protection of Scheduled Caste and/or Scheduled Tribes :
- a) Attitude towards scheduled caste and/or Scheduled Tribes :

- b) Sensitivity to social justice :
  
- c) Ability to take quick and effective action to prevent and quell atrocities and ensure justice to Scheduled Castes and or/Scheduled Tribes :
  
- d) Effectiveness in bringing about the development of Scheduled Castes and or/Scheduled Tribes :

**\* (Applicable in case of officers dealing with development and protection of Scheduled Castes and/or Scheduled Tribes)**

- 18. a. Whether the officer has been punished during the period under report and if so, whether a copy of the orders of punishment has been kept in the personal file (Specify the details of punishment) :

- b. If the officer has received any commendation? A copy of the commendation should be added to the personal file (Specify the details) :

19. General narrative report with reference to the nature of work turned out, special responsibilities, extenuating or aggravating circumstances, etc. :

20. Overall rating :

- i) Outstanding
- ii) Very good
- iii) Good
- iv) Satisfactory
- v) Satisfactory with some shortcomings
- vi) Not really satisfactory

(Please put a ring round the appropriate grading and strike out other gradings)

Signature of the Reporting Officer

Name  
in BLOCK letters

Designation

Date

Signature of Scrutinising Officer

Name  
in BLOCK letters

Designation

Date

Acknowledgement for having the report for the

period from \_\_\_\_\_ to \_\_\_\_\_

Signature

Name  
in BLOCK letters

Designation

Date

## PART - II

### POTENTIAL ASSESSMENT REPORT FOR THE PERIOD FROM \_\_\_\_\_ TO \_\_\_\_\_

1. Name and designation  
of the reported officer :
2. Personality and bearing :
3. Dependability (compliance  
with instructions) :
4. Effectiveness and acceptance  
of responsibility :
5. Special talents and future  
potential of the officer and  
how they can be best utilised  
by the Department :
6. Conduct and character :
7. Fitness for promotion  
out of turn :
8. General remarks :

Signature of Reporting Officer

Name  
in block letters

Designation

Date

## REMARKS OF REVIEWING AUTHORITY

1. Length of service under the reviewing officer :
2. State clearly whether the reviewing officer fully agree with the remarks of the reporting officer recorded in Part-I of the proforma. If he does not agree with any adverse remarks of the reporting officer, these remarks should be specifically mentioned for expunction or modification. :
3. Is he specifically suited for particular job? If so, nature of placement should be suggested. :
4. Aptitude and potential of the Officer and suggestion for possible lines of growth and development, as also for training. :

Signature of Reviewing Officer

### Note:

1. In writing this part of the report, both favourable and adverse remarks should be supported by a few specific instances.
2. Remarks of the integrity of the officers should be supported by dependable facts and not based on mere hearsay.

## APPENDIX

### Officers empowered to write, scrutinise

Serial Number and Designation/Class of the Employee	Authority to write personal files
1. Officers	Vice-Chancellor
2. Heads of Departments and Professors	Deans/Directors
3. Associate Professor	Head of the Departments/ Directors/Deans
4. Assistant Professor	Associate Professor/ Professors/Directors/Deans
5. Librarian, Medical Officer	Dean
6. Deputy Registrar, Chief Administrative Officer, Senior Administrative Officer, Senior Accounts Officer, Law Officer, Assistant Registrar/Assistant Accounts Officer/ Administrative Officer/ Accounts Officer	Concerned Head of office under whom the person is working
7. Personal Assistant to the Vice-Chancellor	Vice-Chancellor
8. Executive Engineer	Estate Officer

## VII

### and maintain personal files

Authority to scrutinise and countersign the personal file and to communicate the adverse remarks	Authority to maintain personal file
Vice-Chancellor	Vice-Chancellor
Vice-Chancellor	Deans/Directors
Deans/Directors/ Vice-Chancellor	Deans/Directors
Heads of the Department/Station/Deans/ Directors/ Vice-Chancellor	Head of the Department/ Station/Deans/Directors
Vice-Chancellor	Dean
Controlling officer	Concerned Head of Office under whom the person is working.
Vice-Chancellor	Vice-Chancellor
Vice-Chancellor	Estate Officer



Serial Number and Designation/Class of the Employee	Authority to write personal files
9. Asst. Executive Engineer	Head of Office
10. Director of Physical Education/Physical Director	Dean
11. Deputy Librarian/ Assistant Librarian/Library Assistant and other staff working in the Library	Librarian/Dean/Director
12. Other Group 'C' Employees	Immediate Superior

Note: The Heads of Research Stations concerned are empowered to write and maintain the Personal Files of all the staff working under their station (The Director of Research/ Director of Extension Education/Dean concerned will scrutinise and countersign the Personal files).

Authority to scrutinise and countersign the personal file and to communicate the adverse remarks

Authority to maintain personal file

Dean/Director/Estate Officer

Head of office

Registrar/Vice-Chancellor

Dean

Dean/Director/  
Vice-Chancellor

Librarian/Dean/Director

Vice-Chancellor, Registrar, Comptroller, Deans, Directors, Estate Officer, Head of Office as the case may be

Head of Office

## **APPENDIX VIII**

### **Code of Conduct of the Employees**

1. Every employee of the Tamil Nadu Agricultural 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 and he may be employed in any manner required by the proper authority without claim for additional remuneration.
2. Every employee shall abide by and comply with the Act, Statutes, Regulations and Rules framed thereunder and as amended from time to time, and all orders and directions of his superior authorities.
3. Every employee shall extend the utmost courtesy and attention to all persons with whom he has to deal in the course of his duties.
4. Every employee shall endeavour to promote the interests of the University and shall not act in any manner prejudicial thereto.
5. No employee shall be a member of any political organisation or take active part in any political activity.
6. No employee shall participate in any demonstration or resort to any form of strike in connection with their official duties and conduct.
7. 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. The rules and conditions for granting of recognition to service Associations in the University are given in Chapter XX of Tamil Nadu Agricultural University Rules and also as amended from time to time by the Board of Management.

8. 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 is not authorised to communicate such documents or information.
9. No employee shall, except with previous sanction of the University, engage directly or indirectly in any trade or business or undertake any other employment.
10. An employee shall so manage his private affairs as to avoid habitual indebtedness or insolvency. Any employee who becomes the subject of a legal proceeding or insolvency shall forthwith report the full facts of his case to the University.
11. No employee shall bring or attempt to bring any political or other influence to bear upon any superior authority to further his interests in respect of matters pertaining to his service under the University.
12. 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 with the raising of any funds or other collections in cash or in kind in pursuance of any object whatsoever.
13. Save as otherwise provided in these rules, no University employee shall accept or permit any member of his family or any person acting on his 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:

- (i) A casual meal or other social hospitality shall not be deemed to be gift.
  - (ii) 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.
14. (i) 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 University publication.
- (ii) No employee shall, except with the previous permission of the officers of the University concerned, in respect of the officers of the University, the Vice-Chancellor participate in a radio broadcast or contribute any article or write any letter either anonymously or in his 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 of such contribution is of a purely literary, artistic, scientific, educational or cultural character.
15. (i) 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.
- (ii) Nothing in this rule shall be deemed to prohibit a University employee from vindicating his private character or any act done by him in his private capacity and were any action for vindicating his private character or any act done by him in private capacity is

taken, the University employee shall submit a report to the prescribed authority regarding such action.

16. (i) No employee shall, except with the previous permission of the Vice- Chancellor give evidence before any public committee.
  - (ii) Nothing in this rule shall apply to (a) evidence given before a Committee which has power to compel the attendance of witnesses or the production of documents; (or) (b) evidence given before an authority holding before any judicial or any inquiry committee.
17. It shall be the duty of an employee who has been arrested on a criminal charge made or a proceeding taken against him in connection with his position as an employee or otherwise which is likely to embarrass him in the discharge of his duties or which involves moral turpitude, to intimate the fact of his arrest and the circumstances connected therewith, to the Vice- Chancellor promptly in writing even though he might have subsequently been released on bail. Failure on the part of the employee concerned to so inform will be regarded as suppression of a material information and will render him liable to disciplinary action on this ground alone, apart from any action that may be taken against him on the conclusion of the case against him.
  18. 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 the conviction alone without following the procedure laid down for departmental inquiries.
  19. (i) No University employee shall, except with the previous knowledge of the Vice-Chancellor acquire or dispose of any movable property in the shape of shares, securities or debentures, or any immovable property

by lease, mortgage, sale, gift or otherwise in his own name or in the name of any member of his family.

Note:

The above rules 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.

- (ii) The Board of Management 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 or by any member of his 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.
  - (iii) Provided that the Vice-Chancellor or the officers of the University may exercise the powers to call for the property statements under this sub-rule, when a specific vigilance enquiry calls for it.
  - (iv) The University employees are prohibited from the possession and consumption of liquor or any intoxicative drink/drugs. The University employees are also prohibited from possession of liquor permits.
20. All employees of the University shall be subject to the general and overall control of the Vice-Chancellor.
21. 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.

## **APPENDIX IX**

### **Procedure relating to Discipline and Control among the University staff**

1. The authority which may impose the penalties mentioned in the Regulations are as detailed in Appendix-X.
2. (a) Where in any case a higher authority has imposed or declined to impose a penalty for reasons to be recorded under this Regulation a lower authority shall have no jurisdiction to proceed under this Regulation in respect of the same case.  
  
(b) 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 Regulation in respect of the same case.  
  
(c) The order of a higher authority imposing or declining to impose in any case a penalty under this Regulation shall supercede any order passed by a lower authority in respect of the same case.  
  
(d) The fact that a lower authority has dropped a charge against a person as not proved shall not debar a higher authority from reviving it, for reasons to be recorded and taking suitable action on the charge so revived.
3. In every case where it is proposed to impose on an employee any of the minor penalties shall be given a reasonable opportunity of making any representation that he may desire to make and such representation, if any, shall be taken into consideration before the order imposing the penalty is passed.
4. (1)(a) (i) In every case where it is proposed to impose on an employee of the University any of the major penalties



the grounds on which it is proposed to take action shall be reduced to the form of a definite charge or charges, which shall be communicated to the person charged, together with a statement of the allegations on which each charge is based and of any other circumstances which it is proposed to take into consideration in passing orders on the case. He shall be required, within a reasonable time, to put in a written statement of his defence and to state whether he desires on oral enquiry or only to be heard in person. An oral inquiry shall be directed by the authority concerned. At that inquiry oral evidence shall be heard as to such of the allegations as are not admitted and the person charged shall be entitled to cross-examine the witnesses to give evidence in person and to have such witnesses called, as he may wish, provided that the authority conducting the inquiry may for special and sufficient reason to be recorded in writing, refuse to call a witness. After the inquiry 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. The proceedings shall contain a sufficient record of the evidence and a statement of the findings and the grounds thereof.

- (ii) After the inquiry referred to in Clause (i) has been completed and after the authority competent to impose the penalty mentioned in that clause has arrived at provisional conclusions in regard to the penalty to be imposed, the person charged shall be supplied with a copy of the report of the enquiring authority and be called upon to show cause, within a reasonable time not ordinarily exceeding one month, against the particular penalty proposed to be inflicted. Any representation in this behalf submitted by the

person charged shall be taken into consideration before final orders are passed, provided that such representation shall be based only on the evidence adduced during the inquiry.

Note:

An opportunity to show cause against the imposition of any of the penalties referred to in this regulation shall be given, after the authority competent to impose the penalty arrives at a provisional conclusion in regard to the penalty to be imposed either by such authority himself or under his direction, by a subordinate authority who is superior in rank on whom it is proposed to impose the penalty.

- (b) (i) The requirements of sub-clause (a) shall not apply where it is proposed to impose on a member of service any of the minor penalties on the basis of fact which have led to his conviction in criminal court whether or not he has been sentenced at once by such court to any punishment; but he shall be given a reasonable opportunity of making any representation that he may desire to make and such representation, if any, shall be taken into consideration before the order imposing the penalty is passed.
- (ii) The requirements of sub clauses (a) shall not apply where it is proposed to impose on a member of a service any of the major 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.
- (c) (i) All or any of the provisions of Clauses 4 and 5 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 those requirements can be waived without injustice to the person charged.

- (ii) If any question arises whether it is reasonably practicable to follow the procedure prescribed in sub-clause (a) the decision thereon of the authority empowered to dismiss or remove such persons or reduce him in rank, as the case may be, shall be final.
- (d) (1) 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 and if such suspension is necessary in the public interest.
- (2) A 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 suspended under this rule.
- (3) Where a penalty or dismissal, removal or compulsory retirement from service imposed upon a member of the University service under suspension is set aside in appeal or on review under these Regulations and the case is remitted for further inquiry or action or with any other directions, the order of his suspension shall be deemed to have continued in force on and from the date of the original order for dismissal, removal or compulsory retirement and shall remain in force until further orders.
- (4) Where a penalty or dismissal, removal or compulsory retirement from service imposed upon a University employee is set aside or declared or rendered void in consequence of or by a decision of a court of law and the disciplinary authority on a consideration of the circumstances of the case, decides to hold a further inquiry against him on the allegations on which the penalty or dismissal, removal or compulsory retirement was originally

imposed the University employee shall be deemed to have been placed under suspension by the appointing authority from the date of the original order of dismissal, removal or compulsory retirement and shall continue to remain under suspension until further orders.

5. An order of suspension made or deemed to have been made under this Regulation may at any time be revoked by the authority which made or is deemed to have made the order or by any authority to which that authority is subordinate.

### **APPEAL**

6. Every University employee shall be entitled to appeal from an order passed by an authority imposing upon him by any of the penalties specified in the Regulations, to the next higher authority. The Vice-Chancellor shall have powers to dispose of the final appeal petitions on service matters in respect of Group C and D employees.

(i) In the case of an appeal against an order imposing any penalty specified in the Regulations the appellate authority shall consider.

- a) Whether the facts on which the order was based have been established;
- (b) Whether the facts established afford sufficient ground for taking action; and
- (c) Whether the penalty is excessive, adequate or inadequate; and after such consideration, shall pass such order as it thinks proper.

(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.

7. In the case of an appeal the appellate authority shall pass such orders as appears to it just and equitable, having regard to all the circumstances of the case.
8. Every person preferring an appeal shall do so separately and in his own name.
9. Every appeal preferred under the Regulation shall contain all material statement 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 from whose order the appeal is preferred and through usual official channel.
10. An appeal may be withheld by an authority not lower than the authority from whose order it is preferred if:
  - (1) It is an appeal in case in which under this Regulation no appeal lies; or
  - (2) It is not preferred within two months after the date on which the appellant was informed of the order appealed against, and no reasonable cause is shown for the delay; or
  - (3) 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 it is addressed to an authority to which no appeal lies under the Regulation;  
  
Provided that in every case in which appeal is withheld, the appellant shall be informed of the fact and the reasons for it.
11. No appeal shall lie against withholding of an appeal by a competent authority.

12. The authority by whom an order imposing any of the minor penalties specified in the Regulations may be reversed or altered in cases which no appeal is preferred shall be the appellate authority or any higher authority.
13. Every appeal which is not withheld under these Rules shall be forwarded to the appellate authority by the authority from whose order the appeal is preferred with an expression of opinion.
14. An appellate authority may call for any appeal admissible under this Regulation which has been withheld by a subordinate authority and may pass such orders thereon as it considers fit.
15. Nothing contained in this Regulation shall be deemed to preclude an authority higher than the appellate authority to review cases either on its own initiative or on representation from University employees against the orders of the punishing authority or appeal authority.
16. (1) An employee under suspension shall be entitled to a subsistence allowance at an amount equal to leave salary and dearness allowance (if any) which an employee would have drawn if he had been on leave on half pay.

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

- (i) The amount of subsistence allowance may be increased by a suitable amount not exceeding 50 per cent of the subsistence allowance admissible during the period of the first twelve 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.

(ii) The amount of subsistence allowance may be reduced by a suitable amount, not exceeding 50 per cent of the subsistence allowance admissible during the period of the first twelve 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.

(2) No payment shall be made unless the employee furnished a certificate that the employee is not engaged in any other employment, business, profession or vocation.

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

17. The rules 1 to 16 prescribed above in this Appendix shall be applicable to the transferred employees for their misdeeds committed during their service under Government and the University is competent to impose the appropriate punishment on them.





# APPENDIX

## Competent authority

Designation/Class of employee of the University	Censure	Fine in the case of class IV employees only	Withholding of increments	Reduction in rank including reduction to a lower post or time scale to a lower stage in the same scale
(1)	(2)	(3)	(4)	(5)
1. Officers	Vice-Chancellor	..	Vice-Chancellor	Vice-Chancellor
2. Head of Dept. and Professors	-do-	..	-do-	-do-
3. Assoc.Professor/Director of Physical Education	Dean/Director	..	-do-	-do-
4. Assistant Professor	-do- Chancellor	..	-do- -do-	-do- -do-
6. Deputy Registrar, Asst. Registrar, Law Officer, Chief Administrative Officer, Senior Administrative Officer, Senior Accounts Officer, Administrative Officer/Accounts Officer, Asst. Accounts Officer	-do-	..	-do-	-do-
7. Personal Assistant to Vice-Chancellor	-do-	..	-do-	-do-
8. Executive Engineer	-do-	..	-do-	-do-
9. Assistant Executive Engineer	Estate Officer/ Head of Dept.	..	Estate Officer/ Head of Dept.	Vice-chancellor
10. Physical Director	Dean	..	Dean	Registrar
11. Assistant Librarian/ Library Assistant & Other staff working in the Library.	Librarian/ Dean	..	Dean	Registrar
12. Other Group C Employees	Immediate superior	..	Immediate superior	Concerned University Officer
13. Group D Employees	-do-	Immediate Superior	-do-	-do-

# X

## to impose penalties

Recovery from pay of the whole or part of any pecuniary loss caused to the University by negligence or breach of orders. (6)	Suspension (7)	Compulsory retirement (8)	Removal from service (9)	Dismissal from Service (10)
Vice-Chancellor	Vice-Chancellor	Board	Board	Board
-do-	Dean/Director/Head of Dept.	-do-	-do-	-do-
-do-	Dean/Director/Registrar/Head of Dept.	-do-	-do-	-do-
-do-	-do-	-do-	-do-	-do-
-do-	Dean	-do-	-do-	-do-
-do-	Registrar/Comptroller/	-do-	-do-	-do-
		Estate Officer	Dean/	Director/Head of Dept
-do-	Vice-Chancellor	-do-	-do-	-do-
-do-	Estate Officer	-do-	-do-	-do-
Estate Officer/Head of Dept.	Estate Officer/Head of Dept.	Board	Board	Board
Dean	Dean	V.C.	V.C.	V.C.
Dean	Dean	V.C.	V.C.	V.C.
Immediate Superior	Concerned University Officer	Registrar	Registrar	Registrar
-do-	Immediate Superior	Concerned University Officer	Concerned University Officer	Concerned University Officer

## APPENDIX - XI

### History of Service as on .....

1. Name of the employee :
2. Name of the post now held :
3. Community  
(SC/ST/BC/OC/MBC) :
4. Father's name :
5. Native District :
6. Mother Tongue :
7. Date of Birth :
8. Qualification :
9. Date from which  
continuously employed  
in the University :
10. Date of regular appointment :
11. Date of completion of  
probation :
12. Date of confirmation :
13. Special training undergone :  
Name of the course  
Period  
From To

- 14. Medals and other awards obtained :
- 15. Teaching experience :
- 16. Research experience in :
- 17. Other special qualifications/  
particulars if any :

I certify that the informations furnished above are true and correct.

Place : Signature :  
Date : Designation :

## APPENDIX XII

### Proceedings of the Convocation Ceremony

#### Convocation

DATE	MONTH	YEAR
------	-------	------

1. Arrival of THE CHANCELLOR

Guard of Honour : N.C.C. Cadets

Reception by :

The Pro-Chancellor

The Vice-Chancellor

The Members of the Board of Management and

The Members of the Academic Council

2. Robing

3. Group photograph

After the group photograph, the procession will form itself in front of the robing room

4. Procession

(i) Registrar

(ii) Members of the Board of Management and the Academic Council (in pairs)

(iii) Vice-Chancellor

(iv) Pro-Chancellor

(v) Chancellor and the Chief Guest  
(Followed by Aides-de-camp)

As the procession moves, the band plays the march.

5. As the procession enters the Convocation Hall, all the graduates and the invitees in the Hall will rise and keep standing.
6. As the CHIEF GUEST and THE CHANCELLOR enter the Hall, the band will play the National Anthem. While the National Anthem is on, the procession passes and every one in the Hall stands to attention.
7. At the end of the National Anthem, all others standing, the procession proceeds towards the dais, the band playing the march.
8. At the foot of the dais, the Registrar will stand to the right of the central steps facing the procession.
9. The members of the Academic Council and the Board of Management will part near the central steps, when members on the right go upon the dais by the steps to the right and the members on the left by the steps to the left.
10. The **Vice-Chancellor** and the **Pro-Chancellor** will ascend the dais by the central steps and proceed to the right and left respectively.
11. **The Chancellor** and **The Chief Guest** will proceed to their seats on the dais by the central steps.
12. The Registrar follows **The Chancellor** and **The Chief Guest** by the Central steps and proceeds to his seat.
13. After **The Chief Guest** and **The Chancellor** take their seats, all others in the Hall will resume their seats.
14. **The Vice-Chancellor** will then welcome **The Chancellor**, **The Pro-Chancellor**, **The Chief Guest**, the invitees and the candidates, which will be followed by a brief report of the salient features of the activities of the University.

15. At the conclusion of this report, The Vice-Chancellor will request The Chancellor in the following words, to declare the Convocation open:

“Mr.Chancellor, I have the honour to request you, Sir, to declare the Convocation open”.

16. The Chancellor will declare open the Convocation with the following words:

“This Convocation of the Tamil Nadu Agricultural University, Coimbatore has been called to confer degrees upon the candidates who in the examinations held for the purpose have been certified to be worthy of the same. Let the candidates stand forward”.

17. (a) All the candidates standing. The Chancellor shall put to them the following questions:

“Do you sincerely promise and declare that if admitted to the degrees for which you are candidates and for which you have been recommended, you will in your daily life and conversation conduct yourselves as becoming members of the University?”.

- (b) All the candidates will collectively say:

“I do promise”.

- (c) “Do you promise that to the utmost of your opportunity and ability you will support and promote the cause of morality and sound learning?”.

- (d) All the candidates will collectively say:

“I do promise”.

- (e) “Do you promise that you will as far as in your lives, uphold and advance social order and the well-being of your fellowman?”

- (f) All the candidates will collectively say:  
“I do promise”.
- (g) “Do you promise that you will faithfully and carefully fulfill the duties of the agricultural professions, that you will, on all occasions, maintain their purity and reputation and that you will never deviate from the straight path of their honourable exercise by making your knowledge subservient to unworthy ends?”.
- (h) All the candidates will collectively say :  
“ I do promise”.

With this, the candidates will resume their seats.

18. Then **the Chancellor** shall say:

“Let the candidates be now presented”

19. The Dean of the Faculty of Veterinary and Animal Sciences will present to **the Chancellor** the candidates taking the Degree of Doctor of Philosophy (Veterinary and Animal Sciences) in person in the following words:

“Sir, I beg to present to you the candidates for the Degree of Doctor of Philosophy (Veterinary and Animal Sciences) whose names are set out in the list. They have been examined and found qualified for the Degree of Doctor of Philosophy (Veterinary and Animal Sciences) to which I pray they may be admitted”.

“Candidates for the Degree of Doctor of Philosophy (Veterinary and Animal Sciences) will please stand forward”.

20. Candidates for the Degree of Doctor of Philosophy (Veterinary and Animal Sciences) will stand at their seats and bow to **the Chancellor**.



21. When the candidates are so presented, **the Chancellor** shall say to the candidates, who will remain standing.

“By virtue of the authority vested in me as **the Chancellor** of the Tamil Nadu Agricultural University, Coimbatore, I admit you to the Degree of Doctor of Philosophy (Veterinary and Animal Sciences) in this University”.

22. The candidates will then proceed to **the Chancellor** in the order in which the Dean announces their names one by one, receive the Diploma, bow to **the Chancellor** and return to their seats.

23. The Dean (Postgraduate Studies) will present to **the Chancellor** the candidates taking the Degree of Doctor of Philosophy (Agriculture) in person in the following words:

“Sir, I beg to present to you the candidates for the Degree of Doctor of Philosophy (Agriculture) whose names are set out in the list. They have been examined and found qualified for the Degree of Doctor of Philosophy (Agriculture) to which I pray they may be admitted”.

“Candidates for the Degree of Doctor of Philosophy (Agriculture) will please stand forward”.

24. Candidates for the Degree of Doctor of Philosophy (Agriculture) will stand at their seats and bow to **the Chancellor**.

25. When the candidates are so presented, **the Chancellor** shall say to the candidates, who will remain standing.

“By virtue of the authority vested in me as **the Chancellor** of the Tamil Nadu Agricultural University, Coimbatore, I admit you to the Degree of Doctor of Philosophy (Agriculture) in this University”.

26. The candidates will then proceed to **the Chancellor** in the order in which the Dean announces their names one by one, receive the Diploma, bow to **the Chancellor** and return to their seats.
27. The Dean (Post-Graduate Studies) will present to **the Chancellor** the candidates taking the Degree of Doctor of Philosophy (Horticulture) in person in the following words:
- “Sir, I beg to present to you the candidates for the Degree of Doctor of Philosophy (Horticulture) whose names are set out in the list. They have been examined and found qualified for the Degree of Doctor of Philosophy (Horticulture) to which I pray they may be admitted”.
- ‘Candidates for the Degree of Doctor of Philosophy (Horticulture) will please stand forward’.
28. Candidates for the Degree of Doctor of Philosophy (Horticulture) will stand at their seats and bow to **the Chancellor**.
29. When the candidates are so presented, **the Chancellor** shall say to the candidates, who will remain standing:
- “By virtue of the authority vested in me as **the Chancellor** of the Tamil Nadu Agricultural University, Coimbatore, I admit you to the Degree of Doctor of Philosophy (Horticulture) in this University”.
30. The candidates will then proceed to **the Chancellor** in the order in which the Dean announces their names one by one, receive the Diploma, bow to **the Chancellor** and return to their seats.

31. The Dean of the Faculty of Veterinary and Animal Sciences will then present to **the Chancellor** the candidates taking the Degree of Master of Veterinary Science in person in the following words:

“Sir, I beg to present to you the candidates for the Degree of Master of Veterinary Science, whose names are set out in the list. They have been examined and found qualified for the Degree of Master of Veterinary Science to which I pray they may be admitted”.

“Candidates for the Degree of Master of Veterinary Science will please stand forward”.

32. Candidates for the Degree of Master of Veterinary Science will stand at their seats and bow to **the Chancellor**.
33. When the candidates are so presented, **the Chancellor** shall say to the candidates, who will remain standing:

“By virtue of the authority vested in me as **the Chancellor** of the Tamil Nadu Agricultural University, Coimbatore, I admit you to the Degree of Master of Veterinary Science in this University”.

34. The candidates will then proceed to **the Chancellor** in the order in which the Dean announces their names one by one, receive the Diploma, bow to **the Chancellor** and return to their seats.

35. The Dean (Postgraduate Studies) will then, present to **the Chancellor** the candidates taking the degree of Master of Engineering (Agriculture) in person in the following words:

“Sir, I beg to present to you the candidates for the Degree of Master of Engineering (Agriculture) whose names are set out in the list. They have been examined and found qualified for the Degree of Master of Engineering (Agriculture) to which I pray they may be admitted”.

“Candidates for the Degree of Master of Engineering (Agriculture) will please stand forward”.

36. Candidates for the Degree of Master of Engineering (Agriculture) will stand at their seats and bow to the **Chancellor**.

37. When the candidates are so presented, the **Chancellor** shall say to the candidates who will remain standing:

“By virtue of the authority vested in me as the **Chancellor** of the Tamil Nadu Agricultural University, Coimbatore, I admit you to the Degree of Master of Engineering (Agriculture) in this University”.

38. The candidates will then proceed to the **Chancellor** in the order in which the Dean announces their names one by one, receive the Diploma, bow to the **Chancellor** and return to their seats.

39. The Dean (Postgraduate Studies) will then, present to the **Chancellor** the candidates taking the Degree of Master of Science (Agriculture) in person in the following words:

“Sir, I beg to present to you the candidates for the Degree of Master of Science (Agriculture) whose names are set out in the list. They have been examined and found qualified for the Degree of Master of Science (Agriculture) to which I pray they may be admitted”.

“Candidates for the Degree of Master of Science (Agriculture) will please stand forward”.

40. Candidates for the Degree of Master of Science (Agriculture) will stand at their seats and bow to the **Chancellor**.

41. When the candidates are so presented, **the Chancellor** shall say to the candidates who will remain standing:

“By virtue of the authority vested in me as **the Chancellor** of the Tamil Nadu Agricultural University, Coimbatore, I admit you to the Degree of Master of Science (Agriculture) in this University”.

42. The candidates will then proceed to **the Chancellor** in the order in which the Dean announces their names one by one, receive the Diploma, bow to **the Chancellor** and return to their seats.

43. The Dean (Postgraduate Studies) will then present to **the Chancellor** the candidates taking the Degree of Master of Science (Horticulture) and Master of Science (Food Science & Nutrition) in person in the following words:

“Sir I beg to present to you the candidates for the Degrees of Master of Science (Horticulture) and Master of Science (Food Science & Nutrition) whose names are set out in the list. They have been examined and found qualified for the Degrees of Master of Science (Horticulture) and Master of Science (Food Science & Nutrition) to which I pray they may be admitted”.

“Candidates for the Degrees of Master of Science (Horticulture) and Master of Science (Food Science and Nutrition) will please stand forward”.

44. Candidates for the Degrees of Master of Science (Horticulture) and Master of Science (Food Science and Nutrition) will stand at their seats and bow to **the Chancellor**.

45. When the candidates are so presented, **the Chancellor** shall say to the candidates, who will remain standing:

“By virtue of the authority vested in me as **the Chancellor** of the Tamil Nadu Agricultural University, Coimbatore, I

admit you to the Degrees of Master of Science (Horticulture) and (Food Science and Nutrition) in this University”.

46. The candidates will then proceed to **the Chancellor** in the order in which the Dean announces their names one by one, receive the Diploma, bow to **the Chancellor** and return to their seats.

47. The Dean (Fisheries Science) will then present to **the Chancellor** the candidates taking the Degree of Master of Fisheries Science in person in the following words:

“Sir, I beg to present to you the candidates for the Degree of Master of Fisheries Science whose names are set out in the list. They have been examined and found qualified for the Degree of Master of Fisheries Science to which I pray they may be admitted”.

“Candidates for the Degree of Master of Fisheries Science will please stand forward”.

48. Candidates for the Degree of Master of Fisheries Science will stand at their seats and bow to **the Chancellor**.

49. When the candidates are so presented, **the Chancellor** shall say to the candidates who will remain standing:

“By virtue of the authority vested in me as **the Chancellor** of the Tamil Nadu Agricultural University, Coimbatore I admit you to the Degree of Master of Fisheries Science in this University”.

50. The candidates will then proceed to **the Chancellor** in the order in which the Dean announces their names one by one, receive the Diploma, bow to **the Chancellor** and return to their seats.

51. The Dean (Postgraduate Studies) will then present to the **Chancellor** the candidates taking the Postgraduate Diploma (Sericulture) in person in the following words:

“Sir, I beg to present to you the candidates for the Postgraduate Diploma whose names are set out in the list. They have been examined and found qualified for the Postgraduate Diploma (Sericulture) to which I pray they may be admitted”.

“Candidates for the Postgraduate Diploma (Sericulture) will please stand forward”.

52. Candidates for the Postgraduate Diploma (Sericulture) will stand at their seats and bow to the **Chancellor**.

53. When the candidates are so presented, the **Chancellor** shall say to the candidates who will remain standing:

“By virtue of the authority vested in me as the **Chancellor** of the Tamil Nadu Agricultural University, Coimbatore, I admit you to the Postgraduate Diploma (Sericulture) in this University”.

54. The candidates will then proceed to the **Chancellor** in the order in which the Dean announces their names one by one, receive the Diploma, bow to the **Chancellor** and return to their seats.

55. The Dean of the Faculty of Veterinary and Animal Sciences will then present to the **Chancellor** the candidates taking the Degree of Bachelor of Veterinary Science in person in the following words:

“Sir, I beg to present to you the candidates for the Degree of Bachelor of Veterinary Science whose names are set out

in the list. They have been examined and found qualified for the Degree of Bachelor of Veterinary Science to which I pray they may be admitted”.

“Candidates for the Degree of Bachelor of Veterinary Science will please stand forward”.

56. Candidates for the Degree of Bachelor of Veterinary Science will stand at their seats and bow to **the Chancellor**.

57. When the candidates are so presented, **the Chancellor** shall say to the candidates, **who will remain standing**:

“By virtue of the authority vested in me as **the Chancellor** of the Tamil Nadu Agricultural University, Coimbatore, I admit you to the Degree of Bachelor of Veterinary Science in this University”.

58. The candidates will then proceed to **the Chancellor** in the order in which the Dean announces their names one by one, receive the Diploma, bow to **the Chancellor** and return to their seats.

59. Then, the Dean of the Faculty of Agricultural Engineering will present **the Chancellor** the candidates taking the Degree of Bachelor of Engineering (Agriculture) in person in the following words:

“Sir, I beg to present to you the candidates for the Degree of Bachelor of Engineering (Agriculture) whose names are set out in the list. They have been examined and found qualified for the Degree of Bachelor of Engineering (Agriculture) to which I pray they may be admitted”.

“Candidates for the Degree of Bachelor of Engineering (Agriculture) will please stand forward”.



60. Candidates for the Degree of Bachelor of Engineering (Agriculture) will stand at their seats and bow to the **Chancellor**.
61. When the candidates are so presented, the **Chancellor** shall say to the candidates, who will remain standing:
- “By virtue of other authority vested in me as the **Chancellor** of the Tamil Nadu Agricultural University, Coimbatore, I admit you to the Degree of Bachelor of Engineering (Agriculture) in this University”.
62. The candidates will then proceed to the **Chancellor** in the order in which the Dean announces their names one by one, receive the Diploma, bow to the **Chancellor** and return to their seats.
63. Then, the Dean of the Faculty of Agriculture will present to the **Chancellor** the candidates taking the Degree of Bachelor of Science (Agriculture) in person in the following words:
- “Sir, I beg to present to you the candidates for the Degree of Bachelor of Science (Agriculture) whose names are set out in the list. They have been examined and found qualified for the Degree of Bachelor of Science (Agriculture) to which I pray they may be admitted”.
- “Candidates for the Degree of Bachelor of Science (Agriculture) will please stand forward”.
64. Candidates for the Degree of Bachelor of Science (Agriculture) will stand at their seats and bow to the **Chancellor**.
65. When the candidates are so presented, the **Chancellor** shall say to the candidates, who will remain standing.

“By virtue of the authority vested in me as **the Chancellor** of the Tamil Nadu Agricultural University, Coimbatore, I admit you to the Degree of Bachelor of Science (Agriculture) in this University”.

66. The candidates will then proceed to **the Chancellor** in the order in which the Dean announces their names one by one, receive the Diploma, bow to **the Chancellor** and return to their seats.

67. Then, the Dean of the Faculty of Horticulture will present to **the Chancellor** the candidates taking the Degree of Bachelor of Science (Horticulture) in person in the following words:

“Sir, I beg to present to you the candidates for the Degree of Bachelor of Science (Horticulture) whose names are set out in the list. They have been examined and found qualified for the Degree of Bachelor of Science (Horticulture) to which I pray they may be admitted”.

“Candidates for the Degree of Bachelor of Science (Horticulture) will please stand forward”.

68. Candidates for the Degree of Bachelor of Science (Horticulture) will stand at their seats and bow to **the Chancellor**.

69. When the candidates are so presented **the Chancellor** shall say to the candidates who remain standing.

“By virtue of the authority vested in me as **the Chancellor** of the Tamil Nadu Agriculture University, Coimbatore, I admit you to the Degree of Bachelor of Science (Horticulture) in this University.”

70. The candidates will then proceed to **the Chancellor** in the order in which the Dean announces their names one by one, receive the Diploma, bow to **the Chancellor** and return to their seats.

71. Then, the Dean of the Faculty of Fisheries Science will present to ~~the Chancellor~~ <sup>the candidates</sup> ~~the candidates~~ <sup>taking the</sup> Degree of Bachelor of Fisheries Science in person in the following words:

“Sir, I beg to present to you the candidates for the Degree of Bachelor of Fisheries Science whose names are set out in the list. They have been examined and found qualified for the Degree of Bachelor of Fisheries Science to which I pray they may be admitted”.

“Candidates for the Degree of Bachelor of Fisheries Science will please stand forward”.

72. Candidates for the Degree of Bachelor of Fisheries Science will stand at their seats and bow to **the Chancellor**.

73. When the candidates are so presented, **the Chancellor** shall say to the candidates who will remain standing:

“By virtue of the authority vested in me as **the Chancellor** of the Tamil Nadu Agricultural University, Coimbatore, I admit you to the Degree of Bachelor of Fisheries Science in this University”.

74. The candidates will then proceed to **the Chancellor** in the order in which the Dean announces their names one by one, receive the Diploma, bow to **the Chancellor** and return to their seats.

75. The Dean of the Faculty of Horticulture will then present to **the Chancellor** the candidates taking the Degree of Bachelor of Science (Home Science) in person in the following words:

“Sir, I beg to present to you the candidates for the Degree of Bachelor of Science (Home Science) whose names are set out in the list. They have been examined and found qualified for the Bachelor of Science (Home Science) to which I pray they may be admitted”.

“Candidates for the Degree of Bachelor of Science (Home Science) will please stand forward”.

76. Candidates for the Degree of Bachelor of Science (Home Science) will stand at their seats and bow to **the Chancellor**.

77. When the candidates are so presented, **the Chancellor** shall say to the candidates who will remain standing:

“By virtue of the authority vested in me as **the Chancellor** of the Tamil Nadu Agricultural University, Coimbatore, I admit you to the Degree of Bachelor of Science (Home Science) in this University”.

78. The candidates will then proceed to **the Chancellor** in the order in which the Dean announces their names one by one, receive the Diploma, bow to **the Chancellor** and return to their seats.

79. The Dean of the Madras Veterinary College, Madras will then present the list of candidates taking the degrees *in absentia* to **the Chancellor** in the following words:

“Sir, I beg to present to you the candidates for the Degrees of Doctor of Philosophy (Veterinary and Animal Sciences) Master of Veterinary Science and Bachelor of Veterinary

Science *in absentia* whose names are set out in the list. They have been examined and found qualified for the respective degrees to which I pray they may be admitted”.

80. The Dean (Postgraduate Studies) will then present the list of candidates taking the Degrees *in absentia* to the **Chancellor** in the following words:

“Sir, I beg to present to you the candidates for the Degree of Doctor of Philosophy (Agriculture), Doctor of Philosophy (Horticulture), Master of Engineering (Agriculture), Master of Science (Agriculture), Master of Science (Horticulture) Master of Science (Food Science and Nutrition), Master of Science (Forestry) Master of Science (Environmental Sciences), Master of Science (Bio-Tech)., Master of Business Management and Postgraduate Diploma *in absentia* whose names are set out in the list. They have been examined and found qualified for the respective degrees and diploma to which I pray they may be admitted”.

81. The Dean, Faculty of Agricultural Engineering will then present the list of candidates taking the Degree *in absentia* to the **Chancellor** in the following words:

“Sir, I beg to present to you the candidates for the Degree of Bachelor of Engineering (Agriculture) *in absentia* whose names are set out in the list. They have examined and found qualified for the Degree of Bachelor of Engineering (Agriculture) to which I pray they may be admitted”.

82. The Dean of the Agriculture College and Research Institute, Madurai will then present the list of candidates taking the Degree *in absentia* to the **Chancellor** in the following words:

“Sir, I beg to present to you the candidates for the Degree of Bachelor of Science (Agriculture) *in absentia* whose

names are set out in the list. They have been examined and found qualified for the Degree of Bachelor of Science (Agriculture) to which I pray they may be admitted”.

83. The Dean, Faculty of Horticulture will then present the list of candidates taking the Degrees *in absentia* to the **Chancellor** in the following words:

“Sir, I beg to present to you the candidates for the Degrees of Bachelor of Science (Horticulture) and Bachelor of Science (Home Science) *in absentia* whose names are set out in the list. They have been examined and found qualified for the Degrees of Bachelor of Science (Horticulture) and Bachelor of Science (Home Science) to which I pray they may be admitted”.

84. The Dean, Faculty of Fisheries Science will then present the list of candidates taking the Degrees *in absentia* to the **Chancellor** in the following words:

“Sir, I beg to present to you the candidates for the Degrees of Master of Fisheries Science and Bachelor of Fisheries Science *in absentia* whose names are set out in the list.

They have been examined and found qualified for the Degrees of Master of Fisheries Science and Bachelor of Fisheries Science to which I pray they may be admitted”.

85. Then **the Chancellor** shall say:

“By virtue of the authority vested in me as **the Chancellor** of the Tamil Nadu Agricultural University, Coimbatore, I admit also the rest of the candidates whose names are set out in the lists to the respective degrees *in absentia*”.

86. The Registrar will then lay the record of the degrees that have been conferred before **the Chancellor** who shall sign the same.

87. Then, the medals and prizes will be presented to the candidates by the **Chancellor** in the order in which the names are called by the Registrar.
88. The medalists and the prize-winners will proceed to the **Chancellor** by the central steps, receive the medals, bow to the **Chancellor** and return to their seats by the steps to the right of the dais.
89. The **Chancellor** will then invite the **Chief Guest Dr/Thiru \_\_\_\_\_** to address the Convocation.
90. Address by the Chief Guest.
91. Institution of Prizes and Endowments by the **Pro-Chancellor**. The **Pro-Chancellor** will then announce institution of University Prizes and Endowments for academic achievements.
92. On conclusion of the announcement by the **Pro-Chancellor**, The **Pro-Chancellor** will say:  
"disolve the Convocation".
93. When the Convocation is dissolved, the band will play the National Anthem. All the persons in the Hall will remain standing till the end of the National Anthem.
94. At the end of the National Anthem, while others remain standing, the procession will then reform in the same order as before, the band playing the march.
95. The Registrar followed by the **Vice-Chancellor** and the **Pro-Chancellor** will walk down the dais by the central steps.
96. The **Chancellor** and The **Chief Guest** followed by the *des-de-camp* will walk down the dais by the central steps.

97. The members of the Board of Management and the Academic Council, in pairs, will walk down the stairs by the central steps and follow the **Chancellor** and the **Chief Guest**.
98. All others in the Hall will remain standing until the procession leaves the Hall.
99. After the procession leaves the Hall, the VIPs followed by graduates and other invitees leave the Hall.
100. The procession will lead to the meeting hall where a joint meeting of the Board of Management and the Academic Council is held under the Chairmanship of the **Chancellor** when the **Pro-Chancellor** proposes vote of thanks to the **Chancellor** and the **Chief Guest** in the following words:
  - (a) "The Board of Management and the Academic Council of the University place on record their grateful thanks to the **Chancellor** Dr/Thiru. .... Governor of Tamil Nadu, for presiding over the Convocation.
  - (b) "The Board of Management and the Academic Council of the University place on record their grateful thanks to the **Chief Guest** of the Convocation Dr/Thiru. .... for the valuable address given to the graduates".
101. Following this, the meeting will come to an end.



## APPENDIX

### Administrative Powers of

Serial Number and Name of post	Posting and Transfer	Grant of leave with substitute	Grant of leave without substitute	Declaration of Probation
(1)	(2)	(3)	(4)	(5)
1. Officer	Vice - Chancellor	Vice- Chancellor	Vice- Chancellor	Vice- Chancellor
2. Heads of Departments Librarian Professors	-do-	-do-	Dean/ Director	-do-
3 Associate Professors Director Of Physical Education Dy. Librarian	-do-	-do-	-do-	-do-
4. Asst. Professors Asst. Director of Physical Education Asst. Librarian	-do-	-do-	Dean/ Director Registrar	Registrar
5. Medical Officer/	-do-	-do-	Dean/ Director	Vice- Chancellor
6. Chief Administrative Officer, Senior Administrative Officer, Senior Accounts officer Asst. Registrar/ Administrative Officer/ Accounts Officer/ Assistant Accounts Officer	-do-	-do-	Head of office	-

# XIII

## the Competent Authorities

Acceptance of Resignation	Deputation within the state to attend conference	Deputation outside the state to attend conference	Deputation for Refresher course/ summer Institute	Permission to accept Examinership and to receive remuneration
(6)	(7)	(8)	(9)	(10)
Board	Vice-Chancellor	Vice-Chancellor	Vice-Chancellor	Vice-Chancellor
Vice-Chancellor	-do-	-do-	-do-	Dean/Director
-do-	Dean/Director	-do-	-do-	-do-
-do-	Dean/Director/Registrar	-do-	-do-	-do-
-do-	Dean/Director	-do-	-do-	-do-
-do-	Registrar	-do-	-do-	Dean/Director/Registrar

Serial Number and Name of post	Posting and Transfer	Grant of leave with substitute	Grant of leave without substitute	Declaration of Probation
(1)	(2)	(3)	(4)	(5)
7. Personal Assistant to Vice-Chancellor	-do-	-do-	Vice-Chancellor	.
8. Executive Engineer	-do-	-do-	-do-	
9. Asst. Executive Engineer/Asst. Engineer	-do-	-do-	Head of Office	Registrar
10. Group B & C Employees under University Library and Estate Office	-do-	-do-	Dean/ Estate Officer	Registrar/ Director / Dean/ Head of office
11. Other Group C & D Employees	Registrar/ Dean/ Director	-do-	Immediate Superior	-do-

1. Approval of the study tour of the Students within the state - Dean
2. Approval of the study tour of the students outside the state  
- Vice Chancellor
3. Permission to students to stay outside the Hostel  
- Director of Students Welfare
4. The Heads of Research Stations shall grant leave without substitute to all the staff members under their control.

Acceptance of Resignation	Deputation within the state to attend conference	Deputation outside the state to attend conference	Deputation for Refresher course/ summer Institute	Permission to accept Examinership and to receive remuneration
(6)	(7)	(8)	(9)	(10)
-do-	Vice-Chancellor	-do-	-do-	-do-
-do-	Registrar	-do-	-do-	-do-
Vice-Chancellor	Registrar	Vice-Chancellor	Vice-Chancellor	Dean/Director Registrar
Registrar	Registrar	-do-	--	--
-do-	--	--	--	--

## APPENDIX

### Financial Powers of the

Sl.No. and nature of powers	Vice-Chancellor	Registrar	Deans and Directors
(1)	(2)	(3)	(4)
1. Purchase of books periodicals, maps etc. (Academic, Technical and office reference)	Full powers	Upto Rs.1000/-	i. Dean-No limit ii. Directors Upto Rs.5000/-p.a.
2. (a) Purchase of Stationery for office use	Full powers	--	--
(b) Local purchase of stationery for office use in case of emergency (Other than white and duplicate paper)	Full powers	Upto Rs.25000/- p.a.	Financial Powers delegated by the Vice-Chancellor every year

**- XIV**

**Officers and Employees**

Heads of Depts.	Heads of Res. Stations/ Centres		Comptroller	Estate Officer
	Prof.	Assoc. / Asst. Professor		
(5)	(6)	(7)	(8)	(9)
Upto Rs.1000/- p.a.	Upto Rs.1000/- p.a.	Upto Rs. 500/- p.a.	Upto Rs. 500/- p.a.	Upto Rs. 500/- p.a.
--	--	--	--	--
Upto Rs.1000/- p.a.	Upto Rs.1000/- p.a.	Upto Rs.1000/- p.a.	Upto Rs.5000/- p.a.	Upto Rs.5000/- p.a.

Sl.No. and nature of powers	Vice-Chancellor	Registrar	Deans and Directors
(1)	(2)	(3)	(4)
3. Printing Works	Full powers	Upto Rs.5000/- p.a.	Upto Rs.5000/- p.a.
4. To rent or lease building or land for University	Full powers	Upto Rs.500/- p.m. in each case	Upto Rs.500/- p.m. in each case
5. (a) Purchase of apparatus, Lab. equipment, electric and electronic instruments, farm machinery and other stores, aprons, Lab. towels and repairs to equipments and machinery	Rs. 3 lakhs at a time	--	Upto Rs. 10,000/- at a time
(b) Materials for Printing Press	Full powers	1. DEE & DP 2. Dean, MVC 3. Dean, MDU 4. D.R., T.R.R.I A.D.T.	Special paper Other materials like types, block making ink and spare parts 10000 3000 2000 2000 5000 2000 3000 2000

Heads of Depts.	Heads of Res. Stations/ Centres		Comptroller	Estate Officer
	Prof.	Assoc. / Asst. Professor		
(5)	(6)	(7)	(8)	(9)
Upto Rs.1000/- p.a.	Upto Rs.5000/- p.a.	Upto Rs.1000/- p.a.	Upto Rs.5000/- p.a.	Upto Rs.1000/- p.a.
---	---	---	---	---
upto 5000/- at a time.-	Upto Rs.5000/- at a time	Upto Rs.1000/- at a time	-	Upto Rs.1000/- at a time
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SI.No. and nature of powers	Vice-Chancellor	Registrar	Deans and Directors
(1)	(2)	(3)	(4)
6. Laboratory or Agro. Chemicals, medicines, Vety. drugs & surgical instruments, specimens etc.	Full powers	--	Upto Rs.10000/- at a time
7. (a) Purchase and repairs of furniture for office and laboratory use	Full powers	--	--
(b) Repairs of furniture of office, Laboratory and rest house	Full powers	Upto Rs.1000/- at a time	Upto Rs.2500/- at a time
8. Construction/ Petty Construction and repairs for original works and repairs to buildings, roads, electrical installations, fencing and other works.	Upto Rs. 3.00 lakhs at a time	--	Upto Rs.5000/- at a time
9. Conduct of exhibition and fairs and participation, including purchases of materials for purposes of exhibitions etc.	Full powers	--	Upto Rs.1000/- at a time

Heads of Depts.	Heads of Res. Stations/ Centres		Comptroller	Estate Officer
	Prof.	Assoc. / Asst. Professor		
(5)	(6)	(7)	(8)	(9)
Upto Rs.5000/- at a time	Upto Rs.1000/- at a time	--	--	--
--	--	--	--	--
Upto Rs.500/- at a time	Upto Rs.500/- at a time	Upto Rs.500/- at a time	Upto Rs.500/- at a time	Upto Rs.2500/- at a time
--	Upto Rs.5000/- at a time	Upto Rs.1000/- at a time	--	Upto Rs.10000/- at a time
Upto Rs.500/- at a time	Upto Rs.1000/- at a time	Upto Rs.500/- at a time	--	--

SI.No. and nature of powers	Vice-Chancellor	Registrar	Deans and Directors
(1)	(2)	(3)	(4)
10. Free supply of seeds and specimens to Institutions	Full powers	-	Upto Rs.1000/- p.a.
11. To purchase type writer, duplicator, calculators etc.	Full powers	Upto Rs.5000/- p.a.-	--
12. To sanction expenditure on entertainments, University functions etc.	Full powers	Upto Rs.1000/- p.a.	Upto Rs.1000/- p.a.
13. To sanction over-time allowance to Ministerial and supporting staff and conveyance charges	Full powers	Upto Rs.2000/- p.a.	--
14. Purchase of motor vehicle with spl. accessories extra fittings for University use	Rs.3.00 lakhs at a time	--	--
15. Maintenance, running charges, repairs and replacement charges on University vehicles	Full powers	Upto Rs.2000/- at a time	Upto Rs.2000/- at a time
16. Photographic charges including purchase of photographic materials	Full powers	--	Full powers

Heads of Depts.	Heads of Res. Stations/ Centres		Comptroller	Estate Officer
	Prof.	Assoc./Asst. Professor		
(5)	(6)	(7)	(8)	(9)
Upto Rs.100/- p.a.	Upto Rs.100/- p.a.	Upto Rs.50/- p.a.	--	--
--	--	--	--	--
--	Upto Rs.1000/- p.a.	--	--	--
--	--	--	--	--
--	--	--	--	--
Upto Rs.1000/- at a time	Upto Rs.1000/- at a time	Upto Rs.1000/- at a time	--	Upto Rs.2000/- at a time
Upto Rs.300/- at a time	Upto Rs.100/- at a time	Upto Rs.100/- at a time	--	Upto Rs.300/- at a time

Sf.No. and nature of powers	Vice-Chancellor	Registrar	Deans and Directors
(1)	(2)	(3)	(4)
17. Advertisement charges	Full powers	Full powers	Full powers
18. Purchase of electrical goods and bulbs	Full powers	-- --	Upto Rs.2000/- at a time
19. Electric current consumption charges	Full powers	Full powers	Full powers
20. To purchase and sell livestock and birds and other experimental animals	Rs.3.00 lakhs at a time	-- --	Upto Rs.10000/- at a time
21. To purchase bicycle for office use	Full powers	Full powers	Full powers
22. Office expenses and contingencies incl. hot and cold weather charges, freight charges	Full powers	Full powers	Full powers
23. Binding of books and records	Full powers	Full powers	Full powers
24. To sanction supply of uniforms and clothings to University employees	Full powers	Full powers	Full powers

Heads of Depts.	Heads of Res. Stations/ Centres		Comptroller	Estate Officer
	Prof.	Assoc. / Asst. Professor		
(5)	(6)	(7)	(8)	(9)
---	---	---	---	---
Upto Rs.100/- at a time	Upto Rs.500/- at a time	Upto Rs.100/- at a time	--	Upto to Rs.5000/- at a time
--	Full powers	Full powers	--	Full powers
Upto Rs.5000/- at a time	---	---	---	---
Sanction for Renewals only	Sanction for Renewals only	Sanction for Renewals only	Full powers	Full powers
Upto Rs.1000/- p.a.	Upto Rs.2000/- p.a	Upto Rs.1000/- p.a.	Upto Rs.2000/- p.a.	Upto Rs.2000/- p.a
Upto Rs.300/- p.a.	Upto Rs.100/- p.a.	Upto Rs.100/- p.a.	Upto Rs.300/- p.a.	Upto Rs.300/- p.a.
Full powers	Full powers	Full powers	Full powers	Full powers

Sl.No. and nature of powers	Vice-Chancellor	Registrar	Deans and Directors
(1)	(2)	(3)	(4)
25. Working expenses on farms and Research Stations, Repairs, Upkeep and maintenance of cattle, cultivation, cost of labour, purchase of seeds and plants, manures, chemicals, and gunnies	Full powers	--	Full powers
26. Experimental cultivation charges	Full powers	--	Full powers
27. Employment of menials paid from contingencies including Casual Labour	Full powers	--	--
28. Games, Sports and physical exercise, provision maintenance of games, courts and athletic fields	Full powers	--	Upto Rs.10000/- p.a. for Deans only
29. Hostel-Purchase of furniture, cooking crockery etc. and repairs and TV	Upto Rs.2.00 lakhs	--	Upto Rs.10000/- p.a. for Deans only
b) Repairs of broken windows etc.	Full powers	--	Upto Rs.1000/- at a time to warden

Heads of Depts.	Heads of Res. Stations/ Centres		Comptroller	Estate Officer
	Prof.	Assoc. / Asst. Professor		
(5)	(6)	(7)	(8)	(9)
Full powers	Full powers	Full powers	--	--
Full powers	Full powers	Full powers	--	--
--	--	--	--	--
--	--	--	--	--
--	--	--	--	--
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Sl.No. and nature of powers	Vice-Chancellor	Registrar	Deans and Directors
(1)	(2)	(3)	(4)
30. Rest House- Purchase of furniture, crochery and other furnishing materials	Upto Rs.2.00 lakhs p.a.	--	upto Rs.5000/- p.a.
31. Refreshment charges, supply of light refreshment during meetings, seminars, conferences and visit of VIPs working lunch and other such charges	Full powers	Upto Rs.5000/- p.a.	upto Rs.1000/- p.a.
32. Dispensary- Hospital furnishing, Pharmaceuticals, medicines, surgical and other allied instruments, Diet articles	Full powers	--	upto Rs.10000/- p.a.
33. To sanction payment of demurrage warfage charges etc.	Full powers	Full powers	Full powers
34. Tour expenses including batta to students	Full powers	-	Full powers

Heads of Depts.	Heads of Res. Stations/ Centres		Comptroller	Estate Officer
	Prof.	Assoc. / Asst. Professor		
(5)	(6)	(7)	(8)	(9)
--	Upto Rs.2500/- p.a.	Upto Rs.1000/- p.a.	--	Upto Rs.5000/- p.a.
Upto Rs.500/- p.a.	Upto Rs.500/- p.a.	Upto Rs.500/- p.a.	Upto Rs.1000/- p.a.	Upto Rs.1000/- p.a.
--	--	--	--	--
Upto Rs.100/- p.a.	Upto Rs.100/- p.a.	Upto Rs.100/- p.a.	Upto Rs.100/- p.a.	Upto Rs.100/- p.a.
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Sl.No. and nature of powers	Vice-Chancellor	Registrar	Deans and Directors
(1)	(2)	(3)	(4)
35. Write off-(a) Irrecoverable value of stores or public money lost through negligence or other causes and unprofitable outlay or work	Rs.10000/- at a time	Rs.1000/- at a time	Rs.1000/- at a time.
(b) Livestock value of birds and animals culled lost or dead, store or other deadstock articles incl. stationery furniture lost or become unserviceable	Rs.1.00 lakh at a time	Rs.1000/- at a time	Rs.1000/- at a time.
(c) Book value of animals/ birds sold out	Limited to purchase power	--	--
(d) Cost of articles become unserviceable due to fair, wear and tear	Limited to purchase power	Limited to purchase power	Limited to purchase power
(e) Negative differences of seeds, fertilizer, pesticides, chemicals, insecticides, manures, firewood, oils and lubricants due to dryage, wastage spillage etc.	Full powers	--	Rs.1000/- at a time

Heads of Depts.	Heads of Res. Stations/ Centres		Comptroller	Estate Officer
	Prof.	Assoc. / Asst. Professor		
(5)	(6)	(7)	(8)	(9)
Rs. 100/- at a time	Rs.100/- at a time.	Rs.100/- at a time.	Rs.10/- at a time-	Rs.1000/- at a time.
Rs.100/- at a time	Rs.100/- at a time	Rs.100/- at a time	Rs 100/- at a time-	Rs.1000/- at a time
--	--	--	--	--
Limited to purchase power	Limited to purchase power	Limited to purchase power	Limited o purchase power	Limited to purchase power
--	Rs.100/- at a time	Rs.100/- at a time	--	--

Sl.No. and nature of powers	Vice-Chancellor	Registrar	Deans and Directors
(1)	(2)	(3)	(4)
(f) The value of books and publications of the Library found lost, damaged, unaccounted for or found short during stock verification	Upto Rs.10000/- p.a	—	Upto Rs.1000/- p.a.
(g) Cost of obsolete publications	Full powers	Full powers	Full powers
(h) Cost of Glassware articles due to breakages by students and staff	Full powers		Full powers for Deans only
(i) Conversion of Seed into grain and to write off the value of negative difference	Full powers	—	—
36. Limited tender system for purchase of special apparatus, chemicals, etc.	Rs.3.00 lakhs	—	Rs.50000/-
37. To dispense with earnest or security deposit when plant and machinery implements or spare parts etc. supplied and erected by the firms	Full powers	—	—

Heads of Depts.	Heads of Res. Stations/ Centres		Comptroller	Estate Officer
	Prof.	Assoc. / Asst. Professor		
(5)	(6)	(7)	(8)	(9)
-	-	-	-	-
Full powers	Full powers	Full powers	-	-
Rs. 1000/- p.a.	-	-	-	-
-	-	-	-	-
-	-	-	-	-
-	-	-	-	-

Sl.No. and nature of powers	Vice-Chancellor	Registrar	Deans and Directors
(1)	(2)	(3)	(4)
38. Refund of revenue collected from students and others including refund of excess recovery from staff members	Full powers	Full powers	Full powers
39. Refund of Deposits E.M.D. and C.M.D.	Full powers	Full powers	Full powers
40. Expenses in connection with law charges	Full powers	Upto Rs.1000/- p.a.	—
41. Waiving of audit recoveries	Full powers	Upto Rs.1000/- at a time	Upto Rs.100/- at a time
42. To sanction purchase of prizes and awards to students	full powers	—	Full powers to Deans only
43. (a) Installation of the telephones, intercom, shifting and extension	full powers	—	—
(b) Repairs and maintenance charges on telephone, telex and intercom, payment of trunk, local calls charges	Full powers	Full powers	Full powers

Heads of Depts.	Heads of Res. Stations/ Centres		Comptroller	Estate Officer
	Prof.	Assoc. / Asst. Professor		
(5)	(6)	(7)	(8)	(9)
-	-	-	-	-
-	Full powers	Full powers	Full powers	Full powers
-	-	-	-	-
-	-	-	Upto Rs.1000/- at a time	-
-	-	-	-	-
-	-	-	-	-
Full powers	Full powers	Full powers	Full powers	Full powers



Sl.No. and nature of powers	Vice-Chancellor	Registrar	Deans and Directors
(1)	(2)	(3)	(4)
44. Postage stamps and telegram charges	Full powers	Full powers	Full powers
45. To sanction merit and other scholarships payable from University funds	Full powers	—	Full powers
a) To sanction stipends to farmers and trainees	Full powers	—	D.E.E. & Director (AH) Full powers
46. Grants-in-aid to students Club, Madras Agrl. Students Union or other recognised bodies	Upto Rs.10000/- at a time	—	—
47. Licence fees, taxes etc. as required by Central or State Govt.Local Bodies etc.	Full powers	Full powers	Full powers

Heads of Depts.	Heads of Res. Stations/ Centres		Comptroller	Estate Officer
	Prof.	Assoc. / Asst. Professor		
(5)	(6)	(7)	(8)	(9)
Full powers	Full powers	Full powers	Full powers	Full powers
-	-	-	-	-
-	-	-	-	-
-	-	-	-	-
Full powers	Full powers	Full powers	Full powers	Full powers

## APPENDIX -

### Powers to

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S.No. & Nature of power	Officers & employees to whom powers are delegated
1. Sanction of Temporary and Partfinal withdrawal from Provident Fund	a) Vice-Chancellor b) Dean, Director  c) Head of Dept/Research Stations/Centre and other authorised Officers including Registrar, Comptroller and Estate Officer
2. Counter signature of Travelling Allowance Bills	a) Officers of the University and members of Board of Management b) Dean, Director  c) Heads of Dept. and authorised persons d) Registrar, Comptroller Estate Officer, Librarian and Director of Students Welfare

## XV

### Sanction Advances

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Officers & employees on whom powers are to be exercised	Extent of power
Officers subordinate to him	Full powers
Drawing Officer and all employees in their offices under them, authorised persons in out-station coming under their control	Full powers
All employees other than those mentioned at (b) above working under them.	Full powers
—	No countersignature is necessary
Drawing officers under them and all employees in their offices	
Employees working under them	
-do-	

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S.No. & Nature of power	Officers & employees to whom powers are delegated
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|--|--|
| 3. (a) Festival Advance  |  |
| (b) Advance for the purchase of handloom cloth                 |  |
| (c) Advance for the purchase of khadi cloth                    |  |
| (d) Advance for the purchase of mosquito net                   | All authorised employees as per Regulation 41. |
| (e) Advance for the travelling allowance for tour and transfer |  |
| (f) Advance for pay on transfer                                |  |
| (g) Advance for the purchase of warm clothing                  |  |

- Note:
- 1) Officers who draw their own salary shall obtain sanction from the controlling authority.
  - 2) Interest at the prescribed rate shall be collected for the tour advance pending more than three months from the date of payment.

- |   |                 |
|---|-----------------|
| 4. (a) Advance for the purchase of motor car, Scooter Motor Cycle and Moped | Vice-Chancellor |
|---|-----------------|

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Officers & employees on  
whom powers are to be  
exercised

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Extent of power

Full powers

All Officers and employees

Full powers

S.No. & Nature of power	Officers & employees to whom powers are delegated
(b) Advance for the purchase of bicycle	Registrar
(c) House Building Advance	Vice-Chancellor
(d) Marriage Advance	Comptroller
(e) Deposits i) Postal ii) Telephone iii) Electricity iv) L.P.Gas Cylinders v) Water and any other deposits payable to Govt./Quasi Govt./ Central Govt.for the service received by the TNAU	Deans / Directors / Heads of Departments / Research Stations
vi) Other deposits	Comptroller
5. Sanction of periodical increments	a) Vice Chancellor  b) Dean/Director  c) Registrar, Comptroller Estate Officer, Librarian Director of Students Welfare  d) Authorised Employees  e) Head of Res. Station concerned

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Officers & employees on  
whom powers are to be  
exercised

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Extent of power

All employees

Full power:

All Officers & employees

Full powers

All Officers & employees

Full powers

—

Full powers

— —

Full powers

All officers working directly  
under him.

Professors and Heads of  
Res. Station under them.

Employees working under  
them.

-do-

All staff working in Research  
Station



S.No. & Nature of power	Officers & employees to whom powers are delegated
6. a) Authorisation for travel by University employees within the State of Tamil Nadu and Pondicherry Union Territory	a) Vice-Chancellor b) Dean/Director  c) Registrar, Comptroller Estate officer, Librarian Director of Students Welfare, Heads of Departments and other authorised employees
b) Authorisation for travel by University employees outside state except Pondicherry Union Territory	Vice - Chancellor

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Officers & employees on whom powers are to be exercised

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Extent of power

Officer subordinate to him.

Full powers

Head of Departments, Professors, Heads of Research Stations and other employees working directly under them.

Only within the State of Tamil Nadu

All employees working under their respective control

-do-

Officers subordinate to him

Full powers