

General Statutes of the Dr. M.G.R. Medical University

TAMILNADU

India

General Statutes of the Dr. M.G.R. Medical University

Rule

GENERAL-STATUTES-OF-THE-DR-M-G-R-MEDICAL-UNIVERSITY of 1800

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General Statutes of the Dr. M.G.R. Medical UniversityIn exercise of the powers conferred by section 42 of the Dr. M.G.R. Medical University, Chennai, Act, 1987 (Tamil Nadu Act 37 of 1987), the Governing Council of the Dr. M.G.R. Medical University, Chennai, hereby makes the following statutes:

1. Short title and commencements.

(a)These statutes shall be called "the General Statutes of the Dr. M.G.R Medical University, Chennai".(b)[They shall come into force from the date of assent of the Chancellor.] [These statutes have received the assent of the chancellor, communicated in the D.O. Letter No. 532 / U2/90, dated the 20th February 1990 and dated 26th March 1990 of the secretary to the governor of Tamil Nadu.]

Chapter I Preliminary

2. Definitions.

- In these statutes, unless a different intention appears from the subject or context, -(a)"The Laws" of the University means the provisions of the Act, the Statutes, the Ordinances and the Regulations;(b)"The Act" means the Dr. M.G.R. Medical University, Chennai Act, 1987 (Tamil Nadu Act 37 of 1987) and "section" means a section of the Act;(c)"The University" means the Dr. M.G.R. Medical University, Tamil Nadu as constituted under the Act;(d)"Officers, Authorities, University Professors, University Readers, University Lecturers, University Teachers, Servants" means, respectively, Officers, Authorities, Professors, Readers, Lecturers, Teachers and Servants of the

University;(e)"The Gazette" means the Tamil Nadu Government Gazette;(f)"Clear days" means that the time is to be reckoned exclusive of both the first and the last days;(g)"Resolution" means substantive proposition originally moved or finally adopted;(h)"Motion" means anything moved either by way of resolution or amendment;All words and expressions used herein and defined in the Act shall have the meanings so defined.

3. Statutes etc. by whom made.

- Subject to the provisions of the Act, Statutes and Ordinances are made by the Governing Council and Regulations by the Standing Academic Board.

4. Notices.

(a)Any notice, intimation or information required to be given, and any paper, minutes or proceedings required to be sent to any person by the Laws shall be sent by messenger or post to the address of that person.Addresses : (b) Every officer of the University and every member of a University authority or body appointed under the "Laws shall, if required by the Registrar, give an address to which communications may be sent; and the posting of communications to that address shall be sufficient compliance with the requirements o/ the Laws as to notice or dispatch of papers.

5. Validity of acts done on the day following Dies Non.

- Where, by any Law, any act or meeting or proceeding is directed or allowed to be done or taken in the office of the Registrar on a certain day or within a prescribed period and the office is closed on that day or the last day of the prescribed period, the act of proceedings shall be considered as done or taken in due time, if it is done or taken on the day on which the office reopens.

6. Hours of business.

- The Office of the Registrar and University Departments shall be open for transaction of business between such hours as may be specified by the Vice-Chancellor in this regard from time to time on all days except Second Saturdays, Sundays, Gazetted holidays and such other local holidays as may be declared. The Office and the Departments may be closed for a day or part of a day on particular occasions at the discretion of the Vice-Chancellor, provided that necessary arrangements are made for the transaction of the urgent business.The hours of work for the members of the teaching staff shall be from 10.00 a.m. to 5.30 p.m. except in the case of those who have classes in the evenings or mornings. In the case of teachers who have definite class work in connection with any of the classes conducted, the hours may be suitably modified in each case with the approval of the Vice-Chancellor.

Chapter II

The University

1. Extract of the Act-Section 3-The University. - The Dr. M.G.R. Medical University, Chennai shall be a body corporate, shall have perpetual succession and a common seal and shall sue and be sued by the said name.

2. The headquarters of the University shall be located within the limits of the Chennai Metropolitan Planning area as defined in clause (23-a) of section 2 of the Tamil Nadu Town and Country Planning Act, 1971 (Tamil Nadu Act 35 of 1972).

3. Extract of the Act-Section 4-Objects of the University. - The University shall have the following objects, namely: -

(1)to provide for instruction and training in such branches of learning as it may determine in the field of medical science;(2)to provide for research and for the advancement and dissemination of knowledge in the field of medical science;(3)to institute degrees, diplomas and other academic distinctions;(4)to institute lecturerships, readerships, professorships and other teaching posts required by the University and to appoint persons to such lecturer-ships, readerships, professorships and other teaching posts;(5)to institute and award fellowships, scholarships, studentships, bursaries, exhibitions, medals and prizes in accordance with the statutes;(6)to institute research posts and to appoint persons to such posts;(7)to organize advanced studies and research programmes, from time to time;(8)to organize continuing medical education programmes;(9)to develop research facilities; and(10)to encourage co-operation among the colleges, University laboratories, hospitals and institutions in the University area and to coordinate, with other Universities and other authorities in such manner and for such purposes as the University may determine.

4. Powers of the University-Extract of the Act-Section 5-Powers of the University. - The University shall have the following powers, namely: -

(1)to hold examinations and to confer degrees, diplomas and other academic distinctions on any person who, -(a)shall have pursued an approved course of study or training in a college or University laboratory or an approved institution, unless exempted therefrom in the manner prescribed by the statutes and shall have passed the examinations prescribed by the University; or(b)shall have carried on research under conditions prescribed;(2)to confer degrees, diplomas and other academic distinctions on persons who shall have pursued an approved course of study, training or research in an autonomous college;(3)to confer honorary degrees or other honorary academic distinctions under conditions prescribed;(4)to establish, maintain and manage institutes of research, University colleges, departments, laboratories, hospitals, libraries, museums and other

institutions necessary to carry out the objects of the University;(5)to affiliate colleges to the University as affiliated colleges within the University area under conditions prescribed and to withdraw, such affiliation;(6)to take over any Government college or institution with the approval of the Government;(7)to approve institutions providing training for admission to the examinations for degrees, diplomas and other academic distinctions of the University under conditions prescribed and to withdraw such approval;(8)to designate any college as an autonomous college with the prior concurrence of the Government under conditions prescribed and to cancel such designation;(9)to establish, maintain and manage hostels, to recognise hostels not maintained by the University under conditions prescribed and to withdraw such recognition thereof;(10)to exercise such control over the students of the University through the colleges and institutions, as will secure their health and well being and discipline;(11)to hold and manage endowments and other properties and funds of the University;(12)to borrow for the proposes of the University money with the approval of the Government on the security of the property of the University;(13)to fix fees and to demand and receive such fees, as may be prescribed;(14)to make grants from the funds of the University for the maintenance of National Cadet Corps, National Service Schedule or other similar organisations; and(15)generally to do all such other acts and things as may be necessary or desirable to further the objects of the University.

5. Extract of the Act. Section 6. Colleges not to be affiliated to any other University. - (1) No college or institution within the University area shall be affiliated to any other University other than the Dr. M.G.R. Medical University, Chennai;

(2)No institution affiliated to, or associated with, or maintained by any other University whether within the State of Tamil Nadu or outside the State of Tamil Nadu shall be recognised by the University for the purpose except with the prior approval of the Government and the University concerned.

Chapter III

Visitation

Extract of the Act. Section 60. Visitation. - (1) The Government shall have the right to cause an inspection or inquiry to be made, by such person or persons, as they may direct of the University, its buildings laboratories, libraries, museums, workshops and equipments, and of any institutions maintained, recognized or approved by or affiliated to, the University and also of the examinations, teaching and other work conducted or done by the University and to cause an inquiry to be made in respect of any matter connected with the University, The Government shall in every case give notice to the University of their intention to cause such inspection or inquiry to be made and the University shall be entitled to be represented thereat.(2)The Government shall communicate to the Governing Council their views with reference to the result of such inspection or inquiry and may, after ascertaining the opinion of the Governing Council thereon advise the University upon the action to be taken and fix a time limit for taking such action.(3)The Governing Council shall report to

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

Chapter IV

The Chancellor and the Pro-Chancellor

Extract of the Act. Section 8-The Chancellor. - (1) The Governor of Tamil Nadu, shall be the Chancellor of the University. He shall, by virtue of his office, be the head of the University and shall when present, preside at any convocation of the University and confer degrees, diplomas or other academic distinctions upon persons entitled to receive them.(2)Where power is conferred upon the Chancellor to nominate persons to the authorities of the University, the Chancellor shall nominate persons to the extent necessary to represent interests not otherwise adequately represented.(3)The Chancellor, may on his own motion or on application call for and examine the record of any officer or authority of the University in respect of any proceedings to satisfy himself as to the regularity of such proceedings or the correctness, legality or propriety of any decision taken or order passed therein; and if, in any case, it appears to the Chancellor that any such decision or order should be modified, annulled, reversed or remitted for reconsideration, he may pass orders accordingly:Provided that every application to the Chancellor for the exercise of the aforesaid powers should be preferred within three months from the date on which the proceedings, decision, or order to which the application relates, was communicated to the application.Provided further that no order prejudicial to any person shall be passed unless such, person has been given a reasonable opportunity of making his representation.(4)The Chancellor shall exercise such, other powers and perform such other functions as may be conferred on him by or under the Act.

2. Pro-Chancellor-Extract of the Act-Section 8-Pro-Chancellor. - (1) The Minister in-charge of the portfolio of Health in the State of Tamil Nadu shall be the Pro-Chancellor of the University.

(2)In the absence of the Chancellor or during the Chancellor's inability to act, the Pro-Chancellor shall exercise all the powers and perform all the functions of the Chancellor.(3)The Pro-Chancellor shall exercise such other powers and perform, such other functions as may be conferred on him by or under the Act.

Chapter V

Vice-Chancellor

1. Extract of the Act-Section 10-The Vice-Chancellor. - Every appointment of the Vice-Chancellor shall be made by the Chancellor from out of a panel of three names recommended by the Committee referred to in Statute 8. Such panel shall not contain the name of any member of the said Committee.

2. Extract of the Act-Section 11.-Terms and Conditions of service of Vice-Chancellor. - (1) The Vice-Chancellor shall be whole-time officer of the University and his terms and conditions of service shall be as specified in the following sub-section.

(2)The Vice-Chancellor shall be paid -(i)a salary of Rs. 5,000 (Rupees five thousand only) per mensem or such higher salary as may be fixed by the Government from time to time; and(ii)such other perquisites as may be fixed by the statutes.(3)The Vice-Chancellor shall be entitled to such terminal benefits and allowances as may be fixed by the Governing Council with the approval of the chancellor from time to time:Provided that, where an employee of, -(a)the University; or(b)any other university or college or institution maintained by or affiliated to that university, is appointed as Vice-Chancellor he shall be allowed to continue to contribute to the Provident Fund to which he is a subscriber and the contribution of the university shall be limited to what he had been contributing immediately before his appointment as Vice-Chancellor.(4)The Vice-Chancellor shall be entitled to travelling allowances at such rates as may be fixed by the Governing Council.(5)The Vice-Chancellor shall be entitled to earned leave on full pay at one eleventh of the period spent by him on duty.(6)The Vice-Chancellor shall, on the expiry of the term of his office or upon relinquishment of his office, be entitled to draw cash equivalent of leave salary in respect of the earned leave at his credit subject to a maximum of one hundred and eighty days.(7)The Vice-Chancellor shall be entitled, on medical grounds, to leave with pay for a period not exceeding three months during his term of office.(8)Statute : The Vice-Chancellor shall be entitled, without payment of rent, to the use of a furnished residence throughout her/his term of office, and no charge shall fall on the Vice-Chancellor personally in respect of the maintenance of such residence.

3. Extract of the Act-Section 12-Powers and functions of Vice-Chancellor. - (1) The Vice-Chancellor shall be the academic head and the principal executive officer of the University and shall in the absence of the Chancellor and Pro-Chancellor, preside at any convocation of the University and confer degrees, diplomas or other academic distinctions upon persons entitled to receive them. He shall be a member ex-officio and Chairman of the Senate, the Governing Council, the Standing Academic Board, the Finance Committee and the Planning Board and shall be entitled to be present at, and

to address, any meeting of any authority of the University, but shall not be entitled to vote thereat, unless he is a member of the authority concerned.

(2) It shall be the duty of the Vice-Chancellor to ensure that the provisions of the Act, the statutes, ordinances and regulations are observed and carried out and he may exercise all powers necessary for this purpose. (3) Statute. - The Vice-Chancellor shall have power to convene meetings of the Senate, the Governing Council, the Standing Academic Board, the Finance Committee and the Planning Board. (4) Extract of the Act - Section 12(4). - The Vice-Chancellor shall have power to take action on any matter concerning the affairs of the University and may take such action as he may deem necessary but shall, as soon as may be, thereafter report the action taken to Officer or authority or body who or which would have ordinarily dealt with the matter: Provided that no such order shall be passed unless the person, likely to be affected, has been given a reasonable opportunity of being heard. (5) When action taken by the Vice-Chancellor under sub-section (4) affects any person in the service of the University, such person shall be entitled to prefer an appeal to the Governing Council within thirty days from the date on which he has notice of such action. The Vice-Chancellor shall give effect to the order passed by the Governing Council on such appeal. (6) The Vice-Chancellor shall have powers to give effect to the decisions of the Governing Council. (7) The Vice-Chancellor shall have power to exercise control over the affairs of the University and shall be responsible for the due maintenance of discipline in the University. (8) The Vice-Chancellor shall be responsible for the co-ordination and integration of teaching and research, extension education and curriculum development. (9) The Vice-Chancellor shall exercise such other powers and perform such other functions as may be prescribed by the statutes, from time to time.

4. Term of office of Vice-Chancellor and reappointment. - (1) The Vice-Chancellor shall hold office for a period of three years and shall be eligible for reappointment for a further period of three years;

Provided that no person shall hold office of Vice-Chancellor for more than six years in the aggregate or after attaining the age of sixty-five years [vide Section 10(3) of the Act]. (2) Notwithstanding anything contained in sub-statute (1), where the Chancellor is of the opinion, that a Vice-Chancellor could not be appointed immediately after the expiry of the term of office of the outgoing Vice-Chancellor, he may direct the outgoing Vice-Chancellor, to continue in office for such period, not exceeding a total period of one year, as may be specified in the direction (vide section 10(4) of the Act).

5. Extract of the Act-Section 10(5)-Notice of resignation-Vice-Chancellor. - The Vice-Chancellor may, by writing under his hand addressed to the Chancellor and after giving two months notice resign his office.

6. Extract of the Act-Section 10(6)-Temporary Vacancy. - When any temporary vacancy occurs in the office of the Vice-Chancellor or if the Vice-Chancellor is, by reason of absence or for any other reason unable to exercise the

powers and perform the functions of his office, the senior most Professor of the University shall exercise the powers and perform the function of the Vice-Chancellor till the Governing Council makes the requisite arrangements for exercising the powers and performing the functions of the Vice-Chancellor.

7. Statute Permanent vacancy. - When a permanent vacancy occurs or is about to occur in the office of the Vice-Chancellor, the Registrar, shall under direction of the Governing Council cause a notification of the fact to be published in the Gazette and take immediate steps for the constitution of the committee referred to in Statute I specifying the date and hour of the last day for filing nominations and the place, date and hour for the scrutiny of the nomination papers. The date for filing nominations must be at least 14 clear days after the date of publication of the notification. A copy of the said notification shall be sent to the Chancellor and to each of the members of the Senate, the Governing Council and the Government and placed at the next meeting of the Governing Council immediately after the publication of the notification.

8. The Committee referred to in Statute 1 shall consist of three persons of whom one shall be nominated by the Government, one shall be nominated by the Senate and one Governing Council:

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

9. Procedure for nomination and election of a member by the Senate to the Committee referred to in statute 8. - (1) Each member of the Senate shall have a right to nominate not more than one person who is not a member of any of the authorities of the University, to the Committee referred to in statute 8, Similarly each member of the Governing Council shall have a right to nominate not more than one person who is no a member of any of the authorities of the University to the said Committee.

(2)The Registrar shall call for nominations for election of one person by the members of the Senate and one person by the members of the Governing Council to the said Committee.(3)Every nomination shall be in writing signed by the proposer who shall be a member of the Senate and seconded in writing by another member of the Senate called the seconder in the form prescribed. (Vide Appendix). No nomination shall be valid unless it contains the signature of both, the proposer

and the seconder.(4)The nomination form shall also be signed by the person proposed expressing his consent to be nominated.(5)Every nomination must be presented before the Registrar either by the proposer or of the seconder or the person proposed, before 3 p.m. on the date notified as the date for filling nomination under statute 7.(6)Soon after the expiry of the last day and hour for receipt of nominations, by the Registrar shall scrutinise the nomination papers at the place, date and our notified under Statute 7. The proposer or the seconder or the proposed nominees are entitled to be present at the time of the scrutiny. A list of persons whose nominations have been declared valid by the Registrar shall be published, on the notice board of the office of the University. A copy of the list shall be sent, To the persons nominated for election if lie or they were not present at the time of the scrutiny.(7)Withdrawal of nominations : Any person whose nomination had been declared valid may withdraw his nomination by a letter in writing and presented to the Registrar in person not later than 7 clear days after the date of publication of valid nominations or by a letter in writing and attested by any other member of the Senate and sent by registered post to the Registrar so as to reach him not later than the above said 7 clear days after the date of publication of the above said nominations. Such withdrawal once made shall be final.

10. Selection of members. - (a) If the number of persons validly nominated and who have not withdrawn is only one that person shall be deemed to have been duly elected and nominated by the Senate to the Committee referred to in Statute 8 and shall be so declared by the Registrar.

(b)If the number of persons validly nominated and who have not withdrawn is more than one each member of the Senate shall be informed of the date and hour fixed by the Vice-Chancellor for the meeting and a list of such persons shall be sent to each member of the Senate not less than ten clear days fixed for the meeting.(c)The election shall be held at the next ordinary meeting of the Senate immediately preceding the date when the office of the Vice-Chancellor shall fall vacant, provided that the Vice-Chancellor shall convene a special meeting of the senate for election of the nominee if he thinks it necessary.(d)The election shall be conducted by secret ballot at the place specifically set apart for the purpose and the ballot box properly locked and sealed shall be provided to receive the votes of the nominees.(e)All members present at the meeting shall be entitled to vote. No vote can be given by proxy. Members present shall sign in the nominal electoral roll kept for the purpose as a record of voting at the election.(f)Before a member is ready to vote, the Registrar shall ascertain and satisfy himself that the person desiring to vote is a member who has not already voted. The Registrar shall then enter his name upon the counterfoil of the ballot paper in the ballot paper book which shall be provided for the purpose of the election and shall then tear out the ballot paper corresponding to the counterfoil and having initiated the ballot paper on the bank thereof shall hand it over to the member. Every ballot paper, shall contain the names of all nominees arranged in alphabetical order.(g)When a member has received a ballot paper, he shall proceed to the place arranged for marking the vote and shall mark thereon by "X" against the name for whom he intends to vote. The number of nominees for whom each elector may vote shall be only one. The member shall then fold the ballot paper and drop it in the ballot box placed in front of the Registrar.(h)If a member inadvertently spoils a ballot paper, he may return it to the Registrar, who shall if satisfied of such inadvertence, give him another paper, and retain the spoiled paper; and this spoiled paper

shall be immediately cancelled and the fact of such cancellation shall be noted on the counterfoil(i)Two scrutinize shall be selected by the Chairman of the meeting of the Senate to count the votes polled. The counting shall be done in the presence of the members of the Senate present and the Chairman. Person securing the highest number of votes shall be declared by the Chairman of the meeting to have been duly elected and nominated by the Senate to the Committee referred to in statute 8.

11. Chairman of the meeting held for the purpose of the election under Statute 1, shall conduct other items of business if any, but the business of electing a member of the committee shall precede all other business and shall be disposed of before the meeting is adjourned or before any other item, if any on the agenda is considered.

12. Procedure for nomination and election of a member by the Governing Council to the Committee referred to in statute 8. - (1) The Statutes in this Chapter relating to the procedure for nomination and election of a person by the Senate, to the Committee referred to in statute 1 shall as far as may be necessary apply to the nomination and election of a person by the Governing Council to the Committee mentioned in Statute 1 the expression "Governing Council" being read in substitution of the word "Senate" wherever necessary.

(2)Notwithstanding anything contained herein it shall be competent for the Governing Council to elect such nominee to the Committee by a resolution assented to by the majority of the members of the Governing Council after obtaining the consent of the concerned nominee to serve on the committee.

13. Publication of the members of the Committee for submitting the panel of persons for Vice-Chancellor. - The Vice-Chancellor shall intimate the nominees of the Senate and Governing Council to the Chancellor three months prior to the expiry of his term of office. After the Government nominates the third member to the committee the names of the members of the committee shall be published in the Gazette. The member nominated, by the Government shall be the convener of the committee.

14. The Committee shall meet soon after the names of 3 members are published as required in statute 13 and submit to the Chancellor a panel containing the names of 3 persons suitable for holding the office of the Vice-Chancellor. While submitting the panel to the Chancellor the Committee

shall also send a statement showing the age, educational qualification, academic and administrative experience and other distinctions of each of the 3 persons whose names are included in the panel. The panel shall be in alphabetical order.

15. The Chancellor shall appoint one of the persons whose names are given in the panel as the Vice-Chancellor.

16. Arrangements during absence. - The Governing Council, shall have power, subject to the approval of the Chancellor, to make such arrangements as may be necessary for exercising the powers and performing the duties of the Vice-Chancellor during his absence on leave.

17. Deputation of Vice-Chancellor. - The Vice-Chancellor may be deputed by the Governing Council 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 India shall not exceed one month each time. It shall be competent for the Governing Council to make the requisite arrangements for exercising the powers and performing the duties of the Vice-Chancellor during the period of deputation with the approval of the Chancellor.

Provided that the arrangements made shall be such as not to entail any additional expenditure to the University.

Chapter VI

The Registrar

1. Extract of the Act.-Section 13-Appointment of the Registrar. - (1) The Registrar shall be a whole time salaried officer of the University, appointed by the Governing Council on such terms and conditions as may be fixed by the Governing Council.

(2) Statute: The Registrar shall be appointed by the Governing Council on the recommendation of a selection committee consisting of the Vice-Chancellor as the Chairman, three other Governing Council members and one expert from outside the Governing Council nominated by the Chancellor. (3) Section 13(2)-Qualification. - The Registrar shall be -(a)an academician in the field of medical science not lower in rank than that of a professor of five years standing; or (b)an officer of the Government not lower in rank than that of Deputy Secretary to Government.

2. Section 13(3)-Tenure of appointment. - The Registrar shall hold office for a period of three years and shall be eligible for re-appointment for a further period of three years:

Provided that no person appointed as Registrar shall hold office on attaining the age of fifty-eight years.

3. Extract of the Act, Section 13(4)-Registrar shall be the ex-officio-Secretary of the Senate, the Governing Council, Standing Academic Board and the Faculties. - The Registrar shall be the ex-officio secretary of the Senate, the Governing Council, the Standing Academic Board and the Faculties but shall not be deemed to be a member of any of these authorities.

4. Extract of the Act.-Section 13(5)-Vacancy of the office of the Registrar - When the office of the Registrar is vacant, or when the Registrar, by reason of illness, absence or any other reason is, unable to perform the functions and discharge the duties of his office, the functions and the duties of the office of the Registrar shall be performed and discharged by such person as the Vice-Chancellor may appoint for the purpose.

5. Extract of the Act-Section 13(6)-Duties of the Registrar. - It shall be the duty of the Registrar -

(a)to manage the property and investments of the University including trust and endowed property in accordance with the decision of the Finance Committee and the Governing Council;(b)to be the custodian of the records, the common seal and such other properties of the University as the Governing Council shall commit to his charge; and(c)to issue all notices convening meetings of the Senate, the Governing Council, the Standing Academic board, the Faculties, the Boards of Studies, the Boards of Examiners and of any committee appointed by the authorities of the University.

6. Extract of the Act.-Section 13(7)-Powers and functions of the Registrar. - The Registrar shall exercise such powers and perform such other functions and discharge such other duties as may be prescribed by the Governing Council from time to time.

7. Extract of the Act-Section 13(8). - In all suits and other legal proceedings by or against the University, the pleadings shall be signed and verified by the Registrar and all processes in such suits and proceedings shall be issued to, and served on the Registrar.'

8. Statute-Resignation-Reversion. - (1) The Registrar may be writing, inform the Vice-Chancellor his intention to resign or revert back to his parent department after giving three months notice and it shall be competent for the Governing Council, on the recommendation of the Vice-Chancellor, to accept his resignation or reversion.

(2) It shall be in the power of the Governing Council to dispense with the services of the Registrar at any time on payment to him of six months salary and it may at any time discharge him from its services without notice or compensation in the event of misconduct on his part or of a breach by him of any of the conditions on which he was engaged. In the case of Registrar appointed on deputation from other services the Governing Council is competent to revert him to his original department when it deems fit to do so.

9. Salary and allowances. - The salary of the Registrar shall be as may be fixed by the Governing Council, from time to time.

10. Conditions of service. - The Registrar shall devote his whole time to the duties of his office, and shall not absent himself from his duties without the permission of the Governing Council.

11. Leave. - The Governing Council may grant to the Registrar leave of absence according to the rules governing leave and leave allowances as may be applicable to him in his parent body from which he is appointed to the post.

12. Notwithstanding anything in the foregoing statutes, when an officer of Government is appointed as the Registrar on foreign service term, his salary and allowances shall as such as may be fixed by the Governing Council from time to time.

13. Access to University Records. - The Registrar shall, on application previously made for the purpose of fixing a convenient hour, arrange that any member of the Senate, Standing Academic Board, Governing Council or of a Faculty

Family, shall have access to the proceedings of the Senate, Governing Council, Standing Academic Board or Faculty, respectively and to any documents connected with such proceedings.

Chapter VII

The Finance Officer

1. Extract of The Act - section 14 - the Finance Officer. - (1) The Finance Officer shall be a whole-time salaried of the University, appointed by the Governing Council from out of a panel of three names recommended by the Government. He shall hold office for a period of three years subject to such-terms and conditions as may be specified by the Governing Council.

(2)The emoluments and other terms and conditions of service of the Finance Officer shall be such as may be prescribed by the Governing Council.(3)The Finance Officer shall retire on attaining the age of Fifty-eight years.(4)When the office of the Finance Officer is vacant or when the Finance Officer is by reason of illness or absence or any other cause, Unable to perform the functions and discharge the duties of his office, the functions and duties of the office of the Finance Officer shall be discharged by such person as the Vice-Chancellor may appoint for the purpose.(5)The Finance Officer shall be the ex-officio Secretary of the Finance Committee, but shall not be deemed to be a member of such Committee.

2. Extract of the Act - Section 15 - Powers functions and duties of Finance Officer. - (1) The Finance Officer shall, -

(a)exercise general supervision over the funds of the University and shall advise the University as regards its financial policy; and(b)exercise such other powers and perform such other financial functions, as may be assigned to him by the Governing Council, or as may be prescribed by the statutes or ordinances from time to time:Provided that the Finance Officer shall not incur any expenditure or make any investment exceeding such amount as may be prescribed by the statute or ordinances except with the previous approval of the Governing Council.(2)Subject to the control of the Governing Council, the Finance officer shall, -(a)ensure that the limits fixed by the Governing Council for recurring and non recurring expenditure for a year are not exceeded and that all moneys are expended for the purposes for which they are granted or allotted;(b)be responsible for the preparation of annual accounts, financial estimates and the budget for the University and for their presentation to the Finance Committee and the Governing Council;(c)keep a constant watch on the cash and bank balances and of investments;(d)watch the progress of the collection of revenue and advise on the methods of collection employed;(e)ensure that the registers of buildings, land, furniture and equipment are maintained up-to-date, and that stock checking is conducted in respect of equipments and other consumable materials in all offices, centres, laboratories and colleges maintained by the University;(f)bring to the notice of the Vice-Chancellor and unauthorised expenditure or other financial irregularity and suggest appropriate action, to be taken against persons at fault; and(g)call from any office, centre, laboratory and college maintained by the University, any information or returns as he may consider necessary for the performance of his functions and discharge of his duties.

3. Statute

(a)The Finance Officer shall be responsible to the Vice-Chancellor in the exercise of the powers and duties prescribed to him in the Laws of the University and shall be subject to the general direction and control of the Vice-Chancellor.(b)He shall make all arrangements for the transaction of business for the meeting of the Finance Committee.(c)He shall be responsible for the proper maintenance of the Accounts of the University, to make arrangements for the Audit and payment of bills presented at the University Office.(d)He shall arrange to settle objections raised by the Audit appointed by the Government and carry out such instructions as may be issued by the Vice-Chancellor/Governing Council on that Audit Report.(e)He shall make arrangements with the approval of the Vice-Chancellor for the publication of the Audited Statement of Accounts so that it may be submitted to the Government and other appropriate authorities of the University within three months of such publication.(f)The Finance Officer, shall -(i)With the approval of the Vice-Chancellor invest amount not exceeding rupees one lakh only at a time and shall report to the Finance Committee and the Governing Council immediately thereof;(ii)Scrutinise every item of new expenditure not provided for in the budget estimate of the University and shall suggest appropriate action to the Vice-Chancellor;(iii)Realise and receive grants or other moneys due to the University from Central and State Government, University Grants Commission and other bodies, institutions and individuals;(iv)Disburse all salary bills including arrears of salary not exceeding one year contingent bills like electricity, water, land and municipal tax, phone and other rental bills, recoup permanent advances, payment of all T.A. Bills, after ensuring that general sanction is received from the competent authorities:Provided that for the payment of the arrears of salary bills exceeding one year, the specific sanction of the Vice-Chancellor shall be necessary:(v)Make all authorised payments out of the University funds:(vi)Draw cheques on his own signature.(g)He shall adopt, with the approval of the Vice-Chancellor, method of accounting or forms of registers for the proper accounting in the University office and in the departments and research centres maintained by the University.(h)It shall be his duty to scrutinise the quotations and tenders received and countersign and comparative statement and make recommendations to the Vice-Chancellor for accepting the tenders, quotations or otherwise.(i)(a)To meet the day to day requirements of the University, he shall sanction petty claims of contingent expenditure up to Rs. 1,000 (Rupees one thousand only) at a time.(b)He shall, with the approval of the Vice-Chancellor, sanction payment of bills submitted by the Department of the Government and the cooperative bodies for supplies effected on the basis of orders placed by competent authorities of the University subject to budget allotment.

4. The Finance Officer shall not be eligible for election or nomination as a member to any of the authorities of the University.

5. Notwithstanding anything contained in these statutes it shall be in the power of the Governing Council to revert the Finance Officer to his parent department, when it deems fit to do so, giving the Government reasonable time to send a fresh panel of three names to enable the Governing Council to appoint one among them.

Chapter VIII

The Controller of Examinations

1. Extract of the Act - Section 16. - The Controller of Examinations. - (1) The controller of Examinations shall be an academician in the field of Medical Science and a whole-time officer of the University appointed by the Governing Council on such terms and conditions as may be fixed by the Governing Council.

(2) Statute. - The Controller of Examinations shall be appointed by the Governing Council on the recommendation of a selection committee consisting of the Vice-Chancellor as Chairman, one member of the Governing Council and one nominee of the Chancellor from outside the University for a period of three years. (3) Extract of the Act - Section 16 - The Controller of Examinations. - The Controller of Examinations shall hold office for a period of three years and shall be eligible for re-appointment for a further period of three years; Provided that no person appointed as Controller of Examinations shall hold office on attaining the age of fifty-eight years. (4) The controller of Examinations shall exercise such powers and perform such functions and discharge such duties as may be prescribed in the statutes, from time to time.

2. The emoluments and other terms and conditions of service of the Controller of Examinations shall be such as may be fixed by the Governing Council, from time to time.

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

4. Powers and duties. - The Controller of Examinations shall, -

(a) be responsible for the conduct of all University Examinations as prescribed by the authorities of the University and it shall be his duty to arrange with prior approval of the Vice-Chancellor the schedule for the preparation for all University Examinations and all other matters connected with University Examinations; (b) He shall be responsible for the safe custody of all papers, documents, certificates and other confidential files connected with the conduct of all University Examinations; (c) He shall keep the minutes of meeting of boards of Examiners and all committees appointed by the said Boards.

5. Appointment of Examiners. - The Examiners and question paper-setters shall be appointed by the Controller of Examinations with the prior approval of the Vice-Chancellor, from a panel of names approved by the Governing Council.

6. He shall arrange to publish the results of all University Examinations with the approval of the Vice-Chancellor/the Governing Council.

7. The Controller of Examinations shall, in the exercise of the powers and the duties of his office, be subject to the immediate direction and control of the Vice-Chancellor and shall carry out his orders and render such assistance as may be required by the Vice-Chancellor in the performance of his duties.

8. Ineligibility for membership of any authority. - The Controller of Examinations shall not be eligible for nomination or election as a member of any of the University Authorities.

9.

(1)Resignation/Reversion. - The Controller of Examinations may by writing inform the Vice-Chancellor his intention to resign or revert back to his parent department after giving three months' notice and it shall be competent for the Governing Council, on the recommendation of the Vice-Chancellor, to accept his resignation or reversion.(2)It shall be in the power of the Governing Council to dispense with the services of the Controller of Examinations at any time on payment to him of six months salary and it may at any time discharge him from its services without notice or compensation in the event of misconduct on his part or of a breach by him of any of the conditions on which he was engaged. In the case of Controller of Examinations appointed on deputation from other services the Governing Council is competent to revert him to his original department when it deems fit to do so.Academic Officer

10. Statute Academic Officer. - There shall be an Academic Officer to the University. The Academic Officer shall be an academician in the field of Medical Science not below the rank of a Professor. The Academic Officer shall be a whole-time officer of the University.

It shall be competent for the Governing Council to appoint the Academic Officer on contract basis from among the academicians or on deputation from among the Professors in Government Medical Colleges or retired Deans on such terms and conditions as may be specified from time to time. The contract appointment of Academic Officer shall be for a period of one year in the first instance and it may be extended for a further period of two years by the Governing Council:Provided that no person appointed as Academic Officer shall hold office on attaining the age of 65 years.The Academic

Officer will be responsible for the arrangement to hold the meetings of the Boards of Studies. It shall be the duty of the Academic Officer to deal with all academic matters to be placed before the Standing Academic Board, the Senate and the Governing Council: Deputy Registrar, Deputy Controller of Examinations, Senior Accounts Officer and Law Officer

11. Statute. - Appointment of Deputy Registrar/Deputy Controller of Examinations/Senior Accounts Officer and Law Officer

(1) The Governing Council shall appoint the following officers, namely: -(a) Deputy Registrar; (b) Deputy Controller of Examination; (c) Senior Accounts Officer; and (d) Law Officer. (2) The manner of appointment of such officers is as specified in the annexure. Coordinator of University Departments

12. Extract of the Act - Section 41(1). - There shall be a Coordinator Controller of University departments who will act as a liaison Officer between the Vice-Chancellor and the Heads of Departments of the University. He shall perform such functions and discharge such duties as may be prescribed by statutes.

Statute : The Coordinator of University departments shall be an academician in the field of Medical Science not below the rank of a Professor. Dean of Students

13. Extract of the Act - Section 41(2) - There shall be a Dean of students in the University who shall be in-charge of the welfare of, and the discipline among, the students. He shall exercise such powers and perform such functions and discharge such duties as may be prescribed by statutes.

Statute : The Dean of the students shall be an academician in the field of Medical Science not below the rank of a Professor. Miscellaneous

14. Extract of the Act - Section 65. - Vice-Chancellor and other officers, etc. to be public servants. - The Vice-Chancellor, the Registrar, the Finance Officer, the Controller of Examinations and other employees of the University shall be deemed when acting or purporting to act in pursuance of any of the provisions of the Act to be public servants within the meaning of section 21 of the Indian Penal Code (Central Act XIV of 1860).

Chapter IX

The Authorities of the University

1. Extract of the Act - Section 17 - Authorities of the University. - The authorities of the University shall be. -

(1)The Senate;(2)The Governing Council;(3)The Finance Committee;(4)The Standing Academic Board;(5)The Faculties;(6)The Boards of Studies;(7)The Planning Board; and(8)Such other authorities as may be declared by the statutes to be authorities of the University.

2. Extract of the Act - Section 51. Filling of casual vacancies. - All casual vacancies among the members (other than ex-officio members) of any authority or other body of the University shall be filled, as soon as may be, by the person or body who or which nominated or elected the member whose place has become vacant and the person nominated or elected to a casual vacancy shall be a member of such authority or body for the residue of the term for which the person whose place he fills would have been a member:

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

3. Extract of the Act - Section 52. Proceedings of the University authorities and bodies not invalidated by vacancies. - No act or proceeding of any authority or other body of the University shall be invalidated merely by reason of the existence of any vacancy or of any defect or irregularity in the election or appointment of a member of any authority or other body of the University, or of any defect or irregularity in such act or proceeding not affecting the merits of the case or on the ground only that the Senate did not meet twice in an year.

4. Extract of the Act - Section 54. Dispute as to election or nomination. - If any question arises whether any person has been duly elected or nominated as, or is entitled to be, a member of any authority of the University or other body of the University, the question shall be referred to the Chancellor whose decision thereon shall be final.

5. Extract of the Act - Section 55. Constitution of Committee and delegation of powers. - All the authorities members of the University shall have power to constitute or reconstitute committees and to delegate to them such of their powers as they deem fit. Such Committees shall, save as otherwise provided, consist of members of the authority concerned and of such other person, if any, as the authority may deem fit.

6. Extract of the Act - Section 53. Removal from membership of authority. - The Governing Council may. - (1) (a) remove by an order in writing made in this behalf any person from membership of any authority of the University by a resolution passed by a majority of the total membership of Governing Council and by a majority of not less than two-thirds of the members of the Governing Council present and voting at the meeting, if such person has been convicted by a criminal Court for an offence which, in the opinion of the Governing Council, involves moral turpitude or if he has been guilty of gross misconduct; and

(b)for the same reason, withdraw any degree, diploma and other academic distinctions conferred on, or granted to, that person by the University.(2)The Governing Council may also by an order in writing made in this behalf remove any person from the membership of any authority of the University, if he becomes of unsound mind, or deaf-mute or has applied to be adjudicated or has been adjudicated as a insolvent.(3)No action under this section shall be taken against any person unless he has been given a reasonable opportunity to show cause against the action proposed to be taken.(4)A copy of every order passed under sub-section (1) or sub-section (2) as the case may be shall, as soon as may be, after it is so passed, be communicated to the person concerned in the manner prescribed by the regulations.

7. Extract of the Act - Section 46: Disqualification for membership. - (1) No person shall be qualified for nominations or election as a member of any of the authorities of the University, if on the date of such nomination or election, he, -

(a)is of unsound mind or a deaf-mute; or(b)is an applicant to be adjudicated as an insolvent; or an undischarged insolvent; or(c)is sentenced by a criminal Court to imprisonment for any offence involving moral turpitude; or(d)has completed sixty-five years of age.(2)In case of dispute or doubt, the Governing Council shall determine whether a person is disqualified under sub-section (1) and its decision shall be final.

Chapter X

The Senate

1. Extract of the Act - Section 18. The Senate. - (1) the Senate shall consist of ex-officio and other members.

(2)The ex-officio members of the Senate shall be, -(a)the Chancellor;(b)the Pro-Chancellor;(c)the Vice-Chancellor;(d)the Director of Medical Education;(e)the Director of Medical Services and Family Welfare;(f)the Director of Public Health and Preventive Medicine;(g)the Director of Indian

Medicine and Homeopathy;(h)Heads of University Departments of Study and Research;(i)Deans or Principals of all Medical Colleges;(j)Deans of Principals of Colleges and Indian System of Medicine and Homeopathy;(k)Principals of Post-Graduate Dental Colleges;(l)Principals of Post-Graduate College of Nursing;(m)Deans of Principals of Post-Graduate Colleges of Pharmacy;(n)the President of the Tamil Nadu State Medical Council;(o)the President of the Tamil Nadu Homeopathy Council;(p)the President of the Tamil Nadu of Indian Medicine;(q)members of the Governing Council who are not otherwise members of the Senate; and(r)the Librarian of the University Library.Explanation. - In case the Secretary to Government, in-charge of Health and Family Welfare, or the Secretary to Government, in-charge of Finance, or the Secretary to Government, in-charge of Education or the Secretary to Government, in-charge of Law, who is a member of. the Senate by virtue of clause (q), is unable to attend any meeting of the Senate for any reason, he may depute any officer of his department, not lower in rank than that of Deputy Secretary to Government, to attend such meeting. The Officer so deputed shall have the right to take part in the discussions of the meeting and shall have the right to vote; and(3)The other members of the Senate shall be, -(a)one Professor elected by the teachers of each affiliated Medical College from among themselves;(b)one Professor elected by teachers of all affiliated Dental Colleges from among themselves;(c)one Professor elected by teachers of all affiliated colleges of Nursing from among themselves;(d)one Professor elected by teachers of all affiliated colleges of Pharmacy from among themselves;(e)two members elected by the members of the Tamil Nadu Legislative Assembly from among themselves;(f)one member nominated by the President of the Indian Medical Council;(g)one member nominated by the Director-General of Indian Council of Medical Research;(h)one member each nominated by the Chancellor representing -(i)Chambers of Commerce;(ii)Industries including engineering and technology;(iii)Social Sciences;(iv)Other Sciences; and(v)Law; and(i)one member each to be nominated by the Pro-Chancellor to secure the representation of, -(A)the Scheduled Castes and the Scheduled Tribes; and(B)Sports.

2. Extract of the Act - Section Senate 45. - Terms and Office of members of Senate. - (1) Every elected and nominated member of the Senate and the Governing Council shall hold office for a period of three years; and such member shall be eligible for election or nomination for another period of three years.

(2)Any person who has completed two terms of three years each continuously in any one of the authorities referred to in sub-section (1) shall be eligible after a period of three years has elapsed from the date of his ceasing to be such member for election or nomination for a further period of three years.Explanation. - For the purpose of this section, a person who has held office for a period not less than one year in any one of the authorities mentioned in sub-section (1) in a casual vacancy shall be deemed to have held office for a term of three years in that authority.(3)Where an elected or nominated member of any of the authorities is appointed temporarily to any of the offices by virtue of which he is entitled to be an ex-officio member of any other authority, he shall, by notice in writing signed by him and communicated to the Vice-Chancellor within seven days from the day of his taking charge of his appointment, choose whether he will continue to be a member of the authority to which he was elected or nominated by virtue of his election or nomination or whether

he will vacate office as such member and become a member ex-officio of any other authority by virtue of his appointment and the choice, shall be conclusive. On failure to make such choice, he shall be deemed to have vacated his office as an elected or nominated member.(4)Where a person is a member of any authority and by virtue of such membership he is a member of any other authority or authorities and if for any reason, he ceases to be a member of the first mentioned authority, he shall also cease to be a member of other authority or authorities.

3. Extract of the Act - Section 46 - Disqualification for membership. - (1) No person shall be qualified for nomination or election as an member of any of the authorities of the University, if on the date such nomination or election, he, -

(a)is of unsound mind or a deaf mute; or(b)is an applicant to be adjudicated as an insolvent or undischarged insolvent; or(c)is sentenced by a criminal Court to imprisonment for any offence involving moral turpitude; or(d)has completed sixty-five years of age.(2)In case of dispute or doubt, the Governing Council will determine whether a person is disqualified under sub-section (1) and its decision shall be final.

4. Extract of the Act - Section 19. - Senate to review broad policies and programmes of University - Subject to the other provisions of this Act, the Senate shall have the following powers and functions, namely: -

(a)to review, from time to time, the broad policies and programmes of the University and to suggest measures for the improvement and development of the University;(b)to advise the Chancellor in respect of any matter which may be referred by him for advice;(c)to exercise such other powers and perform such other functions as may be prescribed by the Statutes.

5. Extract of the Act - Section 20. - (1) The Senate shall meet atleast twice in every year on the dates to be fixed by the Vice-Chancellor. One of such meetings shall be called the annual meeting.

(2)One-third of the total strength of the members of the Senate shall be the quorum required for a meeting of the Senate:Provided with such quorum shall not be required at an convocation of the University.(3)The Vice-Chancellor may, whenever he thinks, fit, and shall, upon a requisition in writing signed by not less then fifty per cent of the total members of the Senate, convene a special meeting of the Senate.

6. Statute - Meeting of the Senate - Meetings and Proceedings. - The annual report and the audited annual accounts of the University as approved by the Governing Council shall be presented before the Senate at its annual meeting.

The Vice-Chancellor may, at his discretion, postpone the date fixed for an ordinary or a special meeting of the Senate.

7. Statute - The Special Meetings of the Senate. - The Vice-Chancellor shall, upon a requisition in writing signed by not less than fifty per cent of the total members of the Senate, convene a special meeting of the Senate.

A requisition for a special meeting must be in writing signed by the requisitioners, and must be forwarded to the Registrar with a copy of the resolution or resolutions to be moved at such meeting and also the name of the proposer of each resolution.

8. The Registrar shall, under the direction of the Vice-Chancellor, give not less than six weeks' notice of the date of an ordinary meeting. The Registrar shall, with the notice of the annual meeting, also send to each member copies of the annual report and the audited annual accounts and audit report.

9.

(1) Not less than fifteen clear days' notice shall ordinarily be given of a special meeting convened by the Vice-Chancellor but in case of urgency, the Vice-Chancellor may convene a special meeting at shorter notice. The Registrar shall, along with the notice of the meeting, send to each member a statement of the business to be transacted at such meeting. (2) Not less than fifteen clear days' notice of a special meeting convened by the Vice-Chancellor on a requisition under statute 7 shall be given to the members. The Registrar shall along with the notice send to each member a copy of the resolution or resolutions with the name of the mover of each resolution, to be moved at such meeting.

10. Statute - Date for forwarding resolutions for ordinary meetings. - (1) Any member who, wishes to move a resolution at an ordinary meeting shall forward a copy of the resolution to the Registrar so as to reach him not less than thirty clear days before the date of the meeting.

(2) No person can give notice of more than 15 (fifteen) resolutions. (3) A member who has forwarded a resolution may by giving written notice, which shall reach the Registrar not less than two clear days before the date fixed for the dispatch of the agenda paper, withdraw the resolution. (4) The Registrar shall place all such resolutions before the Vice-Chancellor, who shall direct him to include such resolutions in the Agenda, provided that no resolution shall be admissible which does not comply with the following conditions: -(i) It shall be clearly and precisely expressed and shall raise substantially one definite issue; (ii) It shall not raise issues which do not fall within the powers of the University and the Senate; (iii) It shall not contain arguments, inferences, ironical expressions or defamatory statements, nor shall it refer to the character or conduct of persons except in their official or public capacity; (iv) It shall not refer to any matter which is under adjudication by a Court

of Law.

11. Statute - Business of Special Meetings. - (1) At a special meeting of the Senate convened by the Vice-Chancellor no business other than that brought forward by the Governing Council or the Vice-Chancellor shall be transacted.

(2) At a special meeting of the Senate convened by the Vice-Chancellor on a requisition by members under Statute 7, only the resolutions given notice of by the requisitionists and amendments thereto, and such urgent business as may be brought forward by the Governing Council or the Vice-Chancellor shall be transacted.

12. Statute - Inclusion of resolutions in agenda paper. - (1) The Registrar shall include in the Agenda paper of a meeting all resolutions of which due notice has been given, and which have not since been withdrawn in accordance with Statute 10(3) or directed by the Vice-Chancellor not to be included in the agenda under Statute 10(4) supra.

(2) When any resolution is not included in the agenda paper under the direction of the Vice-Chancellor on any of the grounds mentioned in Statute 10, the Registrar shall intimate the fact to the member stating the objection.

13. Statute - Resolutions on report or statement by the Governing Senate Council included in the agenda. - Notwithstanding the notice for resolutions prescribed in Statute 10, any member who wishes to move a resolution on any report or statement by the Governing Council included in the agenda paper, may do so by giving notice of the resolution which shall reach the Registrar not less than nine clear days before the date of the meeting, provided that no such notice will be necessary in the case of resolutions relating to the urgent business brought forward by the Governing Council or the Vice-Chancellor but not included in the agenda.

Resolutions of which due notice has been received by the Registrar under this Statute shall be included in the amended agenda paper.

14. Statute - Date of dispatch of agenda paper. - Not less than twenty-one clear days before the date of an ordinary meeting and not less than fifteen clear days before the date of a special meeting, the Registrar shall, under the directions of the Vice-Chancellor, issue to every member an agenda paper specifying the day and the hour of the meeting and the business to be transacted in the meeting, but the non-receipt of the agenda paper by any

member shall not invalidate the proceedings of the meeting:

Provided that the Governing Council or the Vice-Chancellor may bring any business which in its or his opinion is urgent before any ordinary or special meeting with shorter notice or without placing the same on the agenda paper.

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

Provided that, in case of a special meeting convened of which less than fifteen days' notice has been given, the Vice-Chancellor may accept amendments on shorter notice. The provisions governing the admissibility of resolutions under Statute 10(4) supra shall apply to amendments as well.

16. Statute - Amended agenda paper. - The Registrar shall, under the direction of the Vice-Chancellor, prepare an amended agenda paper showing all the resolutions and amendments and shall post a copy of it to each member of the Senate not less than five clear days before the date of any meeting:

Provided that in the case of a special meeting convened of which less than 15 days' notice has been given, the amended agenda paper may be sent at a shorter interval before the meeting or may be placed at the meeting.

17. Unless the Senate otherwise resolve, the Senate shall meet at 10.00 a.m. on each day appointed for the meeting and the Chairman shall adjourn the meeting at 4.00 p.m. and there shall be an adjournment from 1 to 2 p.m. for lunch:

Provided that, if at the time prescribed for either adjournment proceedings under closure motion are in the progress, the Chairman shall not adjourn the meeting until the questions consequent thereon, as provided in Statute, have been decided: Provided further that, if any voting is in progress, the voting and the proceedings consequent thereon shall be completed before the meeting is adjourned: Provided also that on occasions of emergency the Chairman shall have the power to suspend or adjourn the meeting.

18. Statute - Chairman of meeting. - The Vice-Chancellor shall, in the absence of the Chancellor or the Pro-Chancellor, preside, at all meetings of the Senate; but if the Vice-Chancellor be not present, the members present shall elect a Chairman from among themselves.

19. One-third of the members of the Senate shall be the quorum for a meeting of the Senate. If a quorum is not present within thirty minutes after the time appointed for a meeting, the meeting shall not be held and the Registrar shall make a record of the fact.

20. Statute - When no quorum. - If at any time during the progress of a meeting any member shall call the attention of the Chairman to the number of members present, he shall within a reasonable time count the number of members present, and if a quorum be not present, he shall declare the meeting dissolved and shall leave the Chair. Such dissolution of the meeting shall be recorded by the Registrar and the record shall be signed by the Chairman.

21. Statute - Business at adjourned meetings. - No business shall be transacted at any adjourned meeting other than the business left unfinished at the meeting from which the adjournment took place:

Provided that the Governing Council or the Vice-Chancellor may bring any urgent business before an adjourned meeting, with or without notice. When a meeting is adjourned for fifteen days or more, not less than ten clear days' notice of the adjourned meeting and of the business to be transacted at it shall be given. Save as aforesaid it shall not be necessary to give any notice of an adjournment or of the business to be transacted at an adjourned meeting. Business of Meeting

22. Statute - Order of Business. - The business to be transacted at a meeting of the Senate shall be placed on the agenda paper in the following order: -

(i) The answering of questions, if any; (ii) Business brought forward by the Governing Council and the Vice-Chancellor; (iii) Business brought forward by the Standing Academic Board; (iv) Business brought forward by other authorities of the University; (v) Business brought forward by members of the Senate. At any meeting it shall be open to any member to move for a change in the order of business as stated in the agenda paper. If the motion for a change in the order of business as stated in the agenda paper is agreed to by the Senate, the business shall be transacted in the changed order. Questions and Answers

23. Statute - Questions. - At any ordinary meeting of the Senate any member meeting may ask any question for the purpose of obtaining information from the Governing Council on any matter concerning the University.

24. Statute - Disallowance of questions. - The Governing Council may disallow a question on the ground that it cannot be answered consistently with the interests of the University.

25. Statute - Rules regarding questions. - No questions shall be admitted unless it complies with the following conditions, namely: -

(a)it shall not publish any name or statement not strictly necessary to make the question intelligible;(b)it shall not contain statements for the accuracy of which the member asking the question does not take responsibility;(c)it shall not contain arguments, inferences, ironical expressions or defamatory statements;(d)it shall not ask for an expression of opinion or the solution of an abstract legal question or of a hypothetical preposition;(e)it shall not refer to the character or conduct of any person except in his official capacity as connected with the University.

26. Statute - Notice of questions. - Any member who intends to ask a question shall forward to the Registrar a notice in writing to that effect, together with a copy of the question to be asked, so as to reach him not less than thirty clear days before the date of an ordinary meeting.

No person can ask more than 5 (five) questions and no question shall refer to more than one subject.

27. Statute - Admissibility of questions. - After the last date for the receipt of questions the Governing Council shall consider the admissibility or otherwise of the questions and the answers that should be given thereto.

28. Statute - Disallowance of questions and Governing Council's decision. - (a) The Governing Council shall decide on the admissibility of a question and shall disallow any question which, in its opinion, contravenes the provisions of these Statutes, notifying to the person concerned the ground on which the question was disallowed.

(b)The Governing Council may also disallow, at its discretion, -(1)any question which involves the preparation of elaborate statements or statistics; and(2)any question the answer to which involves an excessive amount of time and labour.(c)The decision of the Governing Council be final and no discussion thereon shall be permitted at any meeting of the Senate.

29. Statute - Answer to questions. - Questions which have been admitted and the answers thereto shall be printed and circulated to members of the Senate along with the amended agenda.

30. Statute - Answering of questions at meetings. - The Chairman shall call out the name of each questioner in the order in which the names are printed specifying the serial number of his question and make a sufficient pause to give him or any other member a reasonable opportunity of rising in his place and putting a supplementary question. Supplementary questions must be put immediately after the principal question to which they relate.

Unless otherwise decided upon by the Senate at a meeting, the time allotted for answering questions shall not exceed one hour.

31. Statute - Supplementary questions. - Any member may put a supplementary question for the purpose of further elucidating any matter of fact, regarding which an answer has been given, provided that the Chairman shall disallow T supplementary question, if, in his opinion, it infringes the laws. The decision of the Chairman shall be final and no discussion shall be permitted at any meeting of the Senate.

Supplementary questions shall be answered by members nominated by the Governing Council for the purpose.

32. Statute - Answering to supplementary questions. - The Chairman may decline to allow a supplementary questions being put without notice, and the member nominated to answer any supplementary question may decline to answer it without notice, in which case the supplementary question may be put by the questioner only in form of fresh question at a subsequent meeting of the Senate.

33. Statute - No discussion on questions. - No discussion shall be permitted in respect of any question or of any answer given to a question.

34. Statute - Correction of mistakes. - At any meeting the Chairman, may, without any formal motion made, permit the correction of clerical or typographical mistakes in notices of motions or in reports or statements or other business placed before the meeting.

35. Statute - Complimentary motions. - At any meeting of the Senate, motions of a complimentary character, may without previous notice, be moved from the Chair or by any member with the previous permission of the Chair.

36. Statute - Amendments to resolutions with short notice. - At any meeting of the Senate any member may move any amendment to any resolution brought forward by the Governing Council or the Vice-Chancellor under the proviso contained in Statute 14 or to a resolution moved by a member under Statute 13 of this Chapter, or to a resolution included in the Agenda of special meeting convened on less than fifteen clear days' notice.

37. Statute - Motions without notice. - At any meeting of the Senate the following resolutions may be moved without previous notice: -

(i)A resolution relating to business not included in the agenda but brought forward by the Governing Council or the Vice-Chancellor under Statute 13 of this Chapter.(ii)A motion for a change in the order of business as stated on the agenda paper.(iii)A motion directing the Governing Council the Standing Academic Board, a Faculty, a Board of Studies or any Committee to review or reconsider its decision or recommendation and to report at a subsequent meeting of the Senate.(iv)A motion for the appointment of a Committee to consider and report on any matter before the Senate at the time.(v)A motion remitting any matter before the Senate at the time to the Governing Council or the Standing Academic Board or a Faculty or a Board of Studies for its consideration and report.(vi)A motion for the adjournment of the meeting or the debate on any question to a specified time.(vii)A motion for the adjournment of the debate on any question to the next meeting of the Senate.(viii)A motion that the Senate resolve itself into a committee to consider any matter before the Senate at the time.(ix)A motion that the meeting be dissolved.(x)A motion that the meeting pass to the next business on the Agenda paper.(xi)A motion that the question be now put.

38. Statute - Amendments without previous notice. - At any meeting of the Senate the following amendments may be moved without previous notice: -

(i)Amendments to a motion for a change in the order of business as stated in the agenda paper, substituting an order of business as stated in the agenda paper, substituting an order different from that in the motion (37-ii).(ii)Amendments to a motion directing the Governing Council, the Standing Academic Board, a Faculty, a Board of Studies or a Committee to review or reconsider its decision or recommendation (37-iii).(iii)Amendments of a motion for the appointment of a Committee (37-iv).(iv)Amendments to a motion remitting any matter to the Governing Council or the Standing Academic Board, or a Faculty or a Board of Studies (37-v).(v)Amendments to a motion for the adjournment of the meeting or debate to a specified time (37-vi).(vi)Amendments to motions brought forward by the Governing Council or the Vice-Chancellor at special meetings on less than fifteen clear days' notice or at ordinary meetings on less than twenty-one clear days' notice, and to

resolutions moved by members under Statute 15 of this Chapter.(vii)Amendments to any resolution or amendment on the agenda paper which, in the opinion of the Chairman, have been rendered necessary by and are consequential upon, any motion passed by the Senate at the same meeting.(viii)Amendments of a purely verbal or formal kind which in the opinion of the Chairman, do not affect, the sense or import of the motion to which they refer.

39. Statute - Resolutions or amendments not on agenda paper. - Save as permitted in Statutes 35, 36, 37 and 38 of this Chapter, no resolution or amendment which is not placed on the agenda paper shall be moved at the meeting.

Motions In General

40. Statute - Form of resolution - Every resolution to be moved at a meeting shall be affirmative in form, and shall begin with the word 'That'.

41. Statute - Motions not moved. - Any resolution or amendment standing in the name of a member who is absent from the meeting, or who declines to move it, may be moved by any other member.

42. Statute - Motions to be seconded. - Every motion at a meeting must be seconded; Otherwise it shall drop.

Any member may second a resolution by saying 'I second the motion' and may reserve his speech by adding 'I reserve my speech'. When a motion has been moved and seconded, the question shall be stated from the Chair, unless the motion be ruled out of order by the Chairman.

43. Statute - Moving of amendments. - An amendment may be moved at any time after the question has been stated from the Chair, and before it is put. The order in which amendments to a resolution are to be moved shall be determined by the Chairman.

44. Statute - Form of amendments. - An amendment to a resolution shall be -

(i)by leaving out certain words;(ii)by inserting or adding certain words;(iii)by leaving out certain words to insert or add others. When the amendment is of the first kind, the form in which it is moved shall be 'That the words (mentioning them) be left out'. When the amendment is of the second kind, the form shall be 'That the words (mentioning them) be added or inserted' and there shall then follow words specifying the place in which the words mentioned are to be added or inserted. When the amendment is of the third kind, the form shall be 'That the words (mentioning them) be left out' and 'That the words (mentioning them) be added or inserted' followed by words specified the place

in which the words mentioned are to be added or inserted.

45. Statute - Relevancy of amendments. - An amendment must not reduce the original motion to its negative or opposite form.

Every amendment must be relevant to the resolution to which it is moved and must be so worded that, if carried, the question as amended would form an intelligible and consistent whole. An amendment must not be virtually an independent proposition.

46. Not more than one resolution and one amendment; thereto shall be placed before a meeting at the same time.

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

47. Statute - Withdrawal of motions. - (1) No resolution or amendment shall be withdrawn from the decision Of the meeting without its unanimous consent. To withdraw the motion, the member who moved it must signify his desire in the meeting. The Chairman shall then take the census of the meeting by asking, "Is it your pleasure that the motion be withdrawn?", Provided that no one objects, he shall declare the motion withdrawn.

(2) Where an amendment has been proposed to a resolution, the original motion cannot be withdrawn until the amendment has been first disposed of.

48. Statute - Ruling out of order resolution or amendment. - The Chairman may rule, a resolution or an amendment, out of order at any time before the question is put to vote.

Procedure on Motions

49. Statute - Procedure on motions under Statute 37. - Motions made under Statute 37(iii-x) of this Chapter shall take precedence of any question that may be before the meeting at the time and must be disposed of before such question.

50. Statute - Procedure on motion under Statute 37(vi), (viii), (ix), (x) when negatived. - When a motion under Statute 37(vi), (viii), (ix), (x) of this Chapter has been brought forward and has been negatived, no other motion of the same kind shall again be brought forward during the debate on the same question until after the lapse of a reasonable time in the opinion of the Chairman nor shall, if a debate is permissible on such motions, any debate or discussion be allowed on such second or subsequent motions.

51. Statute - Procedure - Change in the order of business. - A motion for a change in the order of business as stated in the agenda paper shall be made immediately after the answering of questions, if any, and before the commencement of other business. It cannot be moved at any other time.

52. Statute - Procedure for considering previous decision. - A motion directing the Governing Council, the Standing Academic Board, or any other authority of the University, or Committee to review or reconsider its decision or recommendation maybe made at any time during the debate on any such decision or recommendation, but shall not be made so as to interrupt a speech. The motion shall specify the matter proposed to be referred to the Governing Council or other authority of the University or Committee and may also indicate generally the direction in which the mover desires review or reconsideration. The motion may also include a direction that the authority or Committee shall report to the Senate by a specified date. Provided however that, if no date is mentioned for the submission of the report, such report shall be made at the next meeting of the Senate, and if it is not possible to do, the fact shall be reported to the Senate at such meeting.

53. Statute - Motion for appointment of a Committee. - A motion for the appointment of a Committee to consider and report upon any question before the Senate, at the time may be made at any time, but not so as to interrupt a speech. The motion shall state the purpose for which the Committee is to be constituted and the names of its members and convenor. The motion may include an instruction, and may also specify the date for the submission of the report. An amendment to such a motion may be for enlarging or restricting the purposes for which the Committee is to be appointed or the questions remitted to it or for giving it an instruction or for adding to or omitting the names of members proposed to form it or for fixing

a date, or a different date to the one already fixed in the original motion for the submission of the report, provided, however, that, if no date is mentioned for the submission of the report such report shall be made at the next meeting of the Senate and if not possible to do so, the fact shall be reported to the Senate at such meeting.

If the power of the resolution or of any amendment thereto proposes to include in the Committee persons who are not members of the Senate or who being members are not present at the meeting, he shall state at the meetings that he has obtained the consent of such persons to their names being proposed for inclusion.

54. Statute - Motion remitting any matter to an authority. - A motion remitting any matter to the Governing Council, or any other authority of the University may be made at any time but not so as to interrupt a speech. The motion shall specify the matter proposes to be remitted and may also indicate generally the direction in which the matter remitted is to be considered. The motion may also include an instruction and may specify a date for the submission of the report by the authority, provided, however that, if no date is mentioned for the submission of the report, such report shall be made at the next meeting of the Senate and if it is not possible to do so, the fact shall be reported to the Senate at such meeting.

55. Statute - Motion for adjournment. - A motion for the adjournment of the meeting or debate to a specified time may be made at any time, but not so as to interrupt a speech. The motion shall be in the form, 'That this meeting do now adjourn to', or 'That the debate on this question be now adjourned to', followed by words indicating the day and hour proposed for the adjourned meeting or debate.

An amendment to any motion for adjournment of the meeting or debate shall be for substituting a different day or hour for the one originally proposed. If the motion for the adjournment of the debate be carried, the debate shall stand adjourned to the time specified in the motion and the meeting shall pass to the next business, if any, on the agenda. If the motion for adjournment of the debate is carried the member who moved it may claim precedence or take part at a later period in the debate when it is resumed. A member who moved the adjournment of the debate with the intention of taking part in it when resumed must confine himself when moving the motion for adjournment to the bare words of the motions. If the motion for adjournment is negatived, the mover cannot speak again on the main question.

56. Statute - Motion for resolving into a Committee. - A motion that the Senate resolve itself into a Committee may be made at any time, but not so as to interrupt a speech. The motion shall specify the item or items or business to be considered in committee.

57. Statute - Motion for dissolution. - A motion for the dissolution of a meeting shall be in the form 'That this meeting do now dissolve' and may be made at any time but not so as to interrupt a speech.

If the Chairman shall be of the opinion that the motion for dissolution is an abuse of the rules of the meeting, he may decline to state the question thereupon to the meeting. If the motion be carried the business still before the meeting shall drop and the Chairman shall declare the meeting dissolved.

58. Statute - Motion to pass to the next business on the agenda. - A motion to pass to the next business shall be in the form That the meeting do now pass to the next business on the agenda paper and may be moved at any time after the main question has been stated by the Chair, but not so as to interrupt a speech.

The member moving the motion shall confine himself to the words of the motion. The member who seconds the motion shall confine himself to the words 'I second the motion'. If the Chairman shall be of the opinion that the motion to pass over to the next item is an abuse of the rules of this meeting, he may decline to put the question to the meeting. If he accepts the motion, it shall be put forthwith without amendment or debate. If the motion is carried, the main question together with the amendments to it, if any, moved or given notice of, shall drop.

59. Statute - Closure motion. - A motion for closure shall be in the form 'That the question be now put' and may be moved at any time, after a question has been stated from the Chair, but not so as to interrupt a speech. A member who moves the closure shall confine himself to the words, 'I move that the question be now put'.

The member who seconds the motion shall confine himself to the words, 'I second the motion'. Unless it shall appear to the Chairman that such motion is an abuse of the rules of the meeting or an infringement of the rights of the minority, or that the question before the meeting has not been sufficiently discussed, it shall be put forthwith and decided, without amendment or debate. When the motion 'That the question be now put' has been carried and the question consequent thereon has been decided a member may claim without any further closure motion that such further question or questions which may be necessary to bring to a decision any question already stated from the Chair be put; and unless the Chairman withholds his assent, such further question or questions which may be necessary to bring to a decision any question already stated

from the Chair be put; and unless the Chairman withholds his assent, such further question or questions shall be put forthwith and decided without amendment or debate. Speeches

60. Statute - When speeches allowed - A member can speak only when there is a question before the meeting or when he moves or seconds a motion, except, -

(1)When putting a question or answering a question put;(2)When speaking to a point of order;(3)When offering a personal explanation; or(4)When with the special permission of the Chair, making a statement.A member in possession of the meeting may speak before moving any motion which he intends to move, but he shall speak to the question and shall conclude his speech by formally moving the motion.

61. Statute - How often speeches permitted. - Except as otherwise provided, a member may not speak more than once to the same question.

A member who has spoken to the main question may not move or second an amendment to it or a motion under statute 37 during the debate on the same question; but he may speak to any such new question when moved and seconded by other members, if debate is permissible.A member who has moved or seconded an amendment or a motion under statute 37(iii-x) may not, after such amendment or motion has been disposed of, move or second any other amendment, or motion under Statute 37(iii-x), or speak to the main question, he may however speak or move or second an amendment, to any such new motion when moved and seconded by other members if amendment or debate is permissible:Provided that a member may move or second more than one amendment to a main question, when the main question relates to the framing, cancellation or modification of Statutes, Ordinances or Regulations;Provided further that a member who successfully moves the adjournment of the debate on any question to a special time may claim precedence or take part at a later period in the debate when it is resumed under Statute 55.A member who complains that his speech has been misunderstood, or that his conduct or character has been impugned in the debate, may be allowed to make a personal explanation.A member may with the special permission of the Chair, make a statement on any matter arising from the debate on any question.

62. Statute - Condition for right of reply for mover. - When the Chairman has ascertained that no other member entitled to address the meeting desires to speak, the mover of the resolution may reply upon the whole debate, provided that the mover of a resolution of the kind specified in statute 37 (iii-viii) or of an amendment shall have no right or reply. No member shall speak to a question after the mover has entered on his reply.

63. Statute - Duration of speeches. - No speech shall normally exceed five minutes in duration. But in the cases of moving a resolution or of an amendment, the mover, when moving the same, may speak for fifteen minutes and that the Chairman may, at his discretion allow a longer duration to of any speaker:

Provided that the Chairman may at his discretion limit the duration of speeches on any subject at any stage to a shorter duration than that above specified.

64. Statute - Order of speeches. - The member who first rises to speak at the conclusion of a speech has the right to be heard. In case of more than one member rising simultaneously the Chairman shall decide who is in possession of the meeting.

65. Statute - Speeches by Chairman. - The Chairman has the same right of moving or seconding or speaking to a resolution or an amendment as any other member, but he shall vacate the Chair while so engaged and the Chair shall during such time be taken by a member, nominated by him. Without leaving the Chair, the Chairman may, however, at his discretion or at the request of any member explain to the meeting the scope of any resolution or amendment or make any statement on any matter arising from or connected with the proceedings of the meeting.

66. Statute - Personal explanation. - Any member may rise to explain any misconception of expressions used by him but, he shall confine himself strictly to such explanation. Such personal explanation may be offered whilst another member is speaking, only if the member who is speaking gives way by resuming his seat.

67. Statute - Point of order. - Any member may call the Chairman's attention to a point of order even whilst another member is speaking, but he shall confine himself to a statement of the point of order and shall not make a speech on such point of order. No point of order can be raised while the Chairman is taking the votes on a question or taking a poll, except with his permission and only on a matter arising out of or during the vote or poll. The Chairman may deal with the matter immediately, or when the vote or the poll is completed.

68. Statute - Putting questions to vote. - When the debate on a resolution is concluded or if there be no debate, the Chairman shall put the question to the vote by saying, The question is followed by the words of the resolution and the Senate shall then divide unless the Chairman ascertains that the question is carried affirmatively by an unanimous vote. If there be an amendment, he shall say, 'It has been, moved, 'followed by the words of the resolution; then he shall say, 'Since it has been moved by way of amendment, followed by the words of the amendment, and then, if the amendment be one of the kind specified in clause (1) of statute 44 of this Chapter he shall put the question by saying, 'Shall the words or word proposed to be left out be left out ?'. If the amendment be of the kind specified in clause (ii) of the same Statute he shall put the question by saying, 'Shall these words be there added or inserted?'. If the amendment be of the kind specified in clause (iii) of the same Statute Senate, he shall put. the question by saying, 'Shall the following words or word be left out in order to add or insert the following words or word ?'.

Voting

69. Statute - Decision on question. - All questions considered at meetings of the Senate shall be decided by a majority of the votes of the members present and voting unless a particular majority is specifically required by the Statutes of the University. The Chairman shall be entitled to vote on any question. If the votes be equally divided, the Chairman shall have a casting vote.

70. Statute - Manner of taking votes - Poll. - On any motion being put to vote, the manner in which the vote of the meeting shall be taken shall be left to the discretion and direction of the Chairman, if, as soon as the Chairman announces the result of the voting on any particular motion, any member demands a poll, the same shall be taken. In that case the vote of each member voting shall be recorded and the names of members who abstain from voting shall also be recorded.

General

71. A member must speak on the question under consideration. The Chairman may direct a member who persists in irrelevance or tedious repetition either of his own arguments or the arguments used by other members in debate to discontinue his speech.

72. If the Chairman rises, the member speaking or offering to speak must sit down at once.

73. Statute - Powers of Chairman point of order. - The Chairman shall be the sole judge on any point of order, and may call any member to order and shall have all powers necessary to enforce his decisions on all points of order.

74. Statute - Powers of Chairman to maintain order. - The Chairman may direct any member whose conduct is in his opinion grossly disorderly, to withdraw immediately from the meeting and any member so ordered to withdraw shall do so forthwith and absent himself during the remainder of the day's meeting.

75. Statute - Powers of Chairman to suspend sittings. - The Chairman may in the case of grave disorder arising at a meeting, suspend the meeting for a time to be specified by him.

76. Statute - Minutes of meeting. - The minutes of all proceedings of each meeting of the Senate shall be signed by the Chairman of the meeting. The Registrar shall within four weeks after a meeting send a printed copy of the minutes of that meeting duly signed to each member of the Senate.

77. Statute - Exception to correctness of the minutes. - If no exception is taken by any member who was present at the meeting to the correctness of the minutes within ten days of the sending of the minutes, they shall be deemed to be correct.

78. Statute - Procedure when exception is taken. - If exception be taken within the time aforesaid by means of a letter addressed to the Registrar definitely specifying the points which require correction the minutes, the minutes shall be brought forward by the Governing Council at the next meeting of the Senate for confirmation or correction by such of the members as were present when the business was transacted to which the minutes

refer.

79. Statute - Protests. - Any member intending to protest against a motion passed at a meeting of the Senate to which the assent of the Chancellor is required, shall give notice in writing of his intention to the Registrar within forty-eight hours from the date of the meeting and shall within fourteen days from such date lodge his protest with the Registrar. The Registrar shall forward a copy of the protest to the mover of the motion. The mover of the motion may, within fourteen days from the receipt of the protest, prepare and send to the Governing Council a memorandum in support of the decision of the Senate. The Governing Council shall submit the protest and memorandum, if any, together with a copy of the motion for the consideration and orders of the Chancellor. In every such case the Governing Council and the Vice-Chancellor may submit to the Chancellor any other papers which they may desire to be considered by the Chancellor.

Senate In Committee

80. Statute - Senate in Committee Procedure of. - The proceedings of the Senate in Committee shall be governed by the same rules of debate as those of the Senate except that no notice of a motion shall be required and that a motion need not be seconded and that a member may speak on a motion any number of times.

81. Statutes - Resolutions of Senate in Committee to be confirmed by Senate. - The resolution passed at meetings of the Senate in Committee shall be embodied in a report by the Registrar, which shall be laid before the Senate at the same or at a subsequent meeting. The resolution of the Senate in Committee shall not become final unless they are confirmed by the Senate in open meetings.

82. Statute - Admission of press and visitors. - Representatives of the Press and Visitors maybe admitted to meeting of the Senate if they have obtained the previous permission of the Vice-Chancellor.

83. Statue - Attendance register at meetings. - Meetings of the Senate attending a meeting shall sign in a Register kept for the purpose before they take their places at the meeting.

Chapter XI

Governing Council

1. Extract of the Act - Section 21(2) - The Governing Council composition. - (1) The Chancellor shall, as soon as may be, after the First Vice-Chancellor is appointed under section 47, constitute the Governing Council.

(2)The Governing Council, shall in addition to the Vice-Chancellor, consist of ex-officio and other members.(a)The ex-officio members of the Governing Council shall be, -(b)the Secretary to Government, in-charge of Health and Family Welfare;(c)the Secretary to Government, in-charge of Finance;(d)the Secretary to Government, in-charge of Education;(e)the Secretary to Government, in-charge of Law;(f)the Director of Medical Education;(g)the Director of Medical Services and Family Welfare;(h)the Director of Indian Medicine and Homeopathy;Explanation. - In case any ex-officio member of the Governing Council referred to in clause (a), (b), (c) or (d), is unable to attend any meeting of the Governing Council for any reason, he may depute any officer of his department not lower in rank than that of a Deputy Secretary to Government, to attend such meeting. The Officer so deputed shall have the right to take part in the discussion of the Committee and shall have the right to vote.(4)The other members of the Governing Council shall be, -(a)two members elected by the Senate from among its members;(b)two members elected by the Deans or Principals of affiliated Colleges providing courses of study and training in medical science from among themselves;(c)one member elected by the University Professors from among themselves; and(d)one expert in Medical Education, nominated by the Chancellor on the recommendation of the Vice-Chancellor.

2. Extract of the Act - Section 22 - Powers of Governing Council. - The Governing Council shall have the following powers, namely: -

(1)to make statutes and amend or repeal the statutes;(2)to make ordinances and-amend or repeal the same;(3)to hold, control and administer the properties and funds of the University;(4)to provide for instruction and training in such branches of learning in medical science as it may think fit;(5)to institute departments of study in the University in such discipline of learning in medical science as it may deem fit;(6)to provide for research and advancement and dissemination of knowledge in medical science;(7)to institute lectureships, readerships, professorships and any other teaching posts required by the University;(8)to prescribe, in consultation with expert committees to be appointed for the purpose, the conditions for affiliating colleges to the University or approval of institutions by the University and to withdraw such affiliation or approval;(9)to institute degrees, diplomas and other academic distinctions;(10)to confer degrees, diplomas and other academic distinctions on persons who -(a)shall have pursued an approved course of study or training in a college, or University laboratory or an approved institution unless exempted therefrom in the manner prescribed by the statute have passed the examinations prescribed by the University; or (b) shall have carried on research under conditions prescribed by the statutes;(11)to confer honorary degrees or other honorary academic distinctions on the recommendations of not less than two thirds

of its members;(12)to consider and take such action as it may deem fit on the annual report, the annual accounts and the financial estimates;(13)to prescribe the qualifications of teachers in the University departments and colleges of the University and the affiliated college in the statutes;(14)to appoint, on the recommendations of the Selection Committee, of Experts appointed for the purpose, University Lecturers, Professors, Readers and Teachers, fix their emoluments, define their duties and the conditions of their services and provide for filling up of temporary vacancies;(15)to make statutes specifying the mode of appointment of persons to administrative and other posts, provide for filling up of temporary vacancies and define their duties and their terms and conditions of Service;(16)to take disciplinary proceedings against the University Professors, Readers, Lecturers, Teachers and other employees of the University in the manner prescribed by the statutes and to impose such penalties as may be specified in the statutes and to place them under suspension pending enquiry;(17)to cause an inspection of all colleges, hospitals and other institutions affiliated or to be affiliated, to the University and take such action as may be deemed necessary;(18)to prescribe, in consultation with the Standing Academic Board, the manner in which and the conditions subject to which, a college or institution may be designated as an autonomous college or institution and to cancel such designation;(19)with the concurrence of the Government, to designate any college as an autonomous college and to cancel such designation;(20)to recognize, on the report of inspection commission, any college or institution outside the University area;(21)to raise, on behalf of the University, loans from the Central or any State Government, or any Corporation owned or controlled by the Central or any State Government or the public;(22)to borrow money for the purposes of the University with the approval of the Government on the security of the property of the University;(23)to appoint examiners on the recommendation of the Boards of Studies and to fix their remuneration;(24)to charge and collect such fees as may be prescribed by the statutes;(25)to conduct the University examinations and approve and publish the results thereon;(26)to appoint members to the Boards of Studies;(27)to make ordinances, regarding the admission of students to the University, or prescribing examinations to be recognized as equivalent to University examinations;(28)to establish and maintain hostels;(29)to recognize hostels not maintained by the University, and to suspend or withdraw recognition of any hostel which is not conducted in accordance with the conditions subject to which such hostel was recognised;(30)to supervise an residence of the students of the University and to make arrangements for securing their health and well-being;(31)to award fellowship, travelling fellowships, studentships, medals all places in accordance with the statutes;(32)to manage any Publication bureau, employment bureau and University prizes instituted by the University;(33)to review the instruction and teaching of the University;(34)to promote research within the University and to require reports, from time to time, of such research;(35)to administer all properties and funds placed at the disposal of the University for specific purposes; and(36)to accept, on behalf of the University, endowments, bequests donations, grants and transfers of any movable and immovable property of the University made to it

3. Statute - Meetings of the Governing Council. - (1) The Governing Council shall meet at such times and places and shall, subject to the provisions of sub-statutes (2) and (3), observe such rules of procedure at its meeting as may be decided by the Vice-Chancellor. Five member shall constitute the quorum for the meeting.

(2)The Vice-Chancellor or in his absence any member chosen by the members present, shall preside at a meeting of the Governing Council.(3)All questions at any meeting of the Governing Council shall be decided by a majority of the votes of the members present and voting and in the case of equality of votes, the Vice-Chancellor or the member presiding, as the case may be, shall have and exercise a second or casting vote.(4)(a)The Governing Council may, for the purpose of consultation, invite any person having special knowledge of practical experience in any subject under consideration to attend any meeting. Such person may speak in and otherwise take part in, the proceedings of Such meeting but shall not be entitled do vote.(b)The person so invited shall be entitled to such daily and travelling allowances as are admissible to a member of the Governing Council

4. Statute - Procedure of meeting of the Governing Council. - The procedure for meeting of the Governing Council shall be governed by the following, namely: -

(i)the Registrar shall give a twenty-five clear days' notice to the members of the Governing Council inviting items for inclusion in the agenda;(ii)The members may send the items, if any, within five days from the receipt of the said notice;(iii)On receipt of the items, if any, from the members, the Registrar shall prepare the agenda with necessary notes and communicate the same to all the members of the Governing Council before ten clear days of the date of meeting;(iv)If the members propose subsequently any other items for inclusion in addition all agenda, they may do so before five clear days of the date of the meeting;(v)The Vice-Chancellor shall have power either to include or not to include any of such items in the additional agenda;(vi)The additional agenda shall be supplied to the members in the meeting of the Governing Council;(vii)if in the opinion of the Vice-Chancellor such additional agenda is not feasible to be placed in the same meeting such items may be included in the agenda for the next meeting of the Governing Council.

5. Extract of the Act - Section 24 - Members not entitled to remuneration. - The members of the Governing Council shall not be entitled to receive any remuneration form the University except such travelling and daily allowances as may be prescribed by the statutes;

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

6. Extract of the Act - Section 25 - Resignation of members. - A member of the Governing Council, other than ex-officio members, may tender resignation of his membership at any time before the expiry of the term of his office. Such resignation shall be conveyed to the Chancellor by a letter in writing by the member and the resignation shall take effect from the date of his acceptance by the Chancellor.

7. Extract of the Act - Section 26 - Governing Council to prepare Annual Report. - (1) The annual report of the University shall be prepared by the Governing Council and shall be placed before the Senate on or before such date as may be prescribed by the statutes and shall be considered by the Senate at its next annual meeting. The Senate may pass resolution thereon and communicate the same to the Governing Council.

(2)The Governing Council shall inform at a subsequent meeting of the Senate the action taken by it on the resolution passed by the Senate.(3)A copy of the annual report and a copy of the resolution passed by the Senate together with information on the action taken under sub-statute(2)shall be submitted to the Government by the Governing Council for information.

8. Extract of the Act - Section 27 - Governing Council to submit annual account. - (1) Tire annual accounts of the University shall be submitted by the Governing Council to such examination and audit as the Government may direct.

(2)The Governing Council shall settle objections raised in such audit and carry out such instructions as may be issued by the Government on the audit report, as prescribed in the statutes.(3)The account when audited shall be published by the Governing Council in such manner as may be prescribed by the ordinances and copies thereof shall be submitted to the Senate at its next meeting and to the Government within three months of such publication.

9. Extract of the Act - Section 33 - Constitution of other authorities. - The Governing Council may constitute such other authorities of the University as may be necessary in the manner prescribed in the statute.

10. Statute. - The Governing Council may constitute any new authority of the University by a majority of its member present and voting in the meeting for the said purpose.

Admission of Students

11. Extract of the Act - Section 35 - Admission to University Course. - (1) No person shall be admitted to a course of study or training a College or University laboratory or an approved institution appear for any Examination held by the University for Conferred any degree, diploma or other academic distinction unless he, -

(a)has passed the qualifying examination prescribed there by the University; and(b)fulfills such other conditions as may be prescribed by regulations.(2)The Governing Council may, on the recommendations of Standing Academic Board, exempt from the provisions of sub-standing (1) and candidate who has undergone an equivalent course of study training in any college or institution outside the University area.(3)The question whether such candidate has undergone the equivalent course of study or training shall be decided by the Standing Academic Board with reference to the syllabus, the course contents and the purpose of study or training.

12. Extract of the Act - Section 36 - Admission to University Examinations. -

(1) No candidate shall be admitted to any University examination unless, -

(a)he is enrolled as a member of a University college University laboratory, affiliated college or approved institution; and(b)he has satisfied the requirements as to the attendance prescribed by the regulations.(2)The Governing Council may, on the recommendation of the Standing Academic Board, grant exemption to any candidate from the provisions of sub-statute (1) subject to such conditions, as it may deem fit.Statutes and Ordinances

13. Extract of the Act - Section 42 - Statutes. - (1) The Governing Council may, from time to time, make statutes and amend repeal the same.

(2)Subject to the provisions of this Act, the statutes may provide for, -(a)the holding of convocation to confer degrees and honorary academic distinctions;(b)the conferment of honorary degrees and honorary academic distinctions;(c)the constitution, powers and functions of the authorities of the University;(d)the manner of filling vacancies among members of the authorities of the University;(e)the allowances to be paid to the members of the authorities of the University and committees thereof;(f)the procedure at meetings of the authorities including the quorum for the transaction of business at such meetings;(g)the authentication of the orders of decisions of the authorities of the University;(h)the formation of departments of research at the University;(i)the term of office and methods of appointment and conditions of service of the Officers of the University other than the Chancellor and the Pro-Chancellor;(j)the qualification of the teachers and other persons employed by the University and affiliated colleges or institutions;(k)the classification, the method of appointment and determination of the terms and conditions of service of teachers and other person employed by the University;(l)the institution of pension, gratuity, Insurance or provident fund for the benefit of the officers, teachers and other persons employed by the University;(m)the institution of Fellowships, Travelling Fellowships, scholarships, studentships bursaries, exhibitions, medals and prizes and the conditions of award thereof;(n)the conditions of affiliation of colleges to of the University;(o)the manner in which, and the conditions subject to which a college may be designated as an autonomous college and conditions subject to which, such designation may be cancelled and matters incidental to the administration of autonomous colleges including the constitution or reconstitution, powers and duties of the committee on academic affairs in the college, Boards of Studies and Boards of Examiners;(p)the establishment and maintenance of halls, hostels and laboratories;(q)the conditions for recognition of hostels other than those maintained by the University;(r)the conditions for residence of students of the University in the

halls and hostels and the levy of fees and other charges for such residence;(s)the delegation of powers vested in the authorities or officers of the University; and(t)any other matter which is required to be or may be prescribed by the statutes.(3)A statute passed by the Governing Council shall be submitted to the Chancellor who may assent thereto or withhold his assent. A Statute passed by the Governing Council shall have no validity until it has been assented to by the Chancellor.

14. Extract of the Act - Section 43 - Ordinances. - (1) The Governing Council may, from time to time make ordinances and amend or repeal the same.

(2)Subject to the provisions of this Act and the statutes, the ordinances may provide, for -(a)the admission of the students to the University and to its affiliated colleges and the levy of fees for admission to the University, Colleges and University laboratories;(b)the courses of study leading to all degrees, diplomas and other academic distinctions of the University;(c)the conditions under which the students shall be admitted to the courses of study leading to degrees, diplomas and other academic distinctions of the University;(d)the conduct of examinations of the University and the conditions subject to which students shall be admitted to such examinations;(e)the manner in which exemption relating to the admission of students to examination may be given;(f)the conditions and mode of appointment and duties of examining bodies and examiners;(g)the maintenance of discipline among the students of the Universities;(h)the fees to be charged for courses of study, research, experiment and practical training and for admission to the examinations for degrees, diplomas and other academic distinctions of the University;(i)any other matter expressly required or allowed by this Act or the statutes.(3)In making the ordinances the Governing Council shall consult, -(a)the Boards of Studies in matters relating to the appointment and duties of examiners; and(b)the Standing Academic Board in matters relating to the conduct or standard of examination.(4)All ordinances made by the Governing Council shall have effect from such date as the Governing Council may specify and every ordinance so made shall be submitted, as soon as may be, to the Chancellor and the Senate for information.

15. Extract of the Act - Section 45 - Term of Office of members of Senate and Governing Council. - (1) Every elected and nominated member of the Senate and Governing Council, shall hold office for a period of three years and such member shall be eligible for election or nomination for another period of three years.

(2)Any person who has completed two terms of three years each, continuously in any one of the authorities referred to in sub-section (1) shall be eligible after a period of three years has elapsed from the date of his ceasing to be such member for election or nomination for a further period of three years.Explanation. - For the purpose of this section, a person who has held office for a period not less than one year in any of the authorities mentioned in subsection (1) in a casual vacancy shall be deemed to have held office for a term of three years in that authority.(3)Where an elected or nominated member of any of the authorities is appointed temporarily to any of the offices by virtue of which he is entitled to be an ex-officio member of any other authority, he shall, by notice in

writing signed by him and communicated to the Vice-Chancellor within seven days from the date of his taking charge of his appointment, choose whether he will continue to be a member of the authority to which he was elected or nominated by virtue of his election or nomination or whether he will vacate office as such member and become a member ex-officio of any other authority by virtue of his appointment and the choice shall be conclusive. On failure to make such a choice, he shall be deemed to have vacated his office as an elected or nominated member.(4)Where a person is a member of any authority and by virtue of such membership, he is a member of any other authority or authorities and if for any reason, he ceases to be a member of the first mentioned authority, he shall also cease to be a member of other authority or authorities.Disqualification for Membership

16. Extract of the Act - Section 46 - Disqualification for membership. - (1) No person shall be qualified for nomination or election as a member of any of the authorities of the University, if on the date of such nomination or election, he, -

(a)is of unsound mind or a deaf-mute; or(b)is an applicant to be adjudicated as an insolvent; or an undischarged insolvent; or(c)is sentenced by a criminal Court to imprisonment for any offence involving moral turpitude; or(d)has completed sixty-five years of age.(2)In case of dispute or doubt, the Governing Council shall determine whether a person is disqualified under sub-section (1) and its decision shall be final.Removal From Membership and Withdrawal of Degree, Diploma or Other Academic Distinctions of University

17. Extract of the Act - Section 53 - Removal from membership and withdrawal of degree, diploma or other academic distinctions of University. - (1) The Governing Council may, -

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

Chapter XII

Finance Committee

1. Extract of the Act - Section 28 - The Finance Committee. - (1) The Finance Committee shall consist of the following members, namely: -

(a)the Vice-Chancellor;(b)the Secretary to Government, in-charge of Finance;(c)the Secretary to Government, in-charge of Health and Family Welfare; and(d)three members nominated by the Governing Council from among its members.(2)If for any reasons, the member referred to in clause (b) or clause (c) of sub-section (1), is unable to attend any meeting of the Finance Committee, he may depute any officer of his department concerned not lower in rank than that of deputy Secretary to Government to attend such meeting. The officer so deputed shall have the right to take part in the discussions of the Finance Committee and shall have the right to vote.(3)The Vice-Chancellor shall be the ex-officio Chairman and the Finance Officer shall be the ex-officio Secretary of the Finance Committee.(4)The members nominated by the Governing Council under clause (d) of sub-section (1), shall hold office for a period of three years.(5)The annual accounts of the University prepared by the Finance officer shall be laid before the Finance Committee for consideration and comments and thereafter submitted to the Governing Council for approval.(6)The annual financial estimates of the University prepared by the Finance Officer shall be laid before the Finance Committee for consideration and comments. The said estimates, as modified by the Finance Committee, shall then be laid before the Governing Council for consideration. The Governing Council may approve the financial estimates with such modifications as it deems fit.(7)The Finance Committee shall -(a)meet at least once in three months to examine the accounts and to scrutinize proposals for expenditure;(b)review the financial position of the University, from time to time;(c)make recommendation to the Governing Council on every proposals involving investment or expenditure for which no provision has been made in the annual financial estimates or which involves expenditure in excess of the amount provided for in the annual financial estimates;(d)prescribe the methods and procedure and forms for maintaining the accounts of the University and College;(e)make recommendation to the Governing Council on all matters relating to the finances of the University;(f)perform such other functions as may be prescribed by the statutes.

2. Statute - Meetings of Finance Committee. - The procedure for conducting the meeting shall be as prescribed for Governing Council wherever they are applicable.

3. Statute - Powers of the Finance Committee. - The Finance Committee shall have power -

(1)to consider and recommend to the Governing Council on behalf of the University to raise loans from the Central or any State Government or the Public or any Corporation owned or controlled by the Central or any State Government;(2)to consider and recommend to the Governing Council the terms and conditions for the borrowal of money with the approval of the Government if involves

pledging of immovable properties;(3)to consider and recommend to the Governing Council the holding and controlling of the administration of the properties and funds of the University;(4)to consider and recommend to the Governing Council the mode of administration of all properties and all funds placed at the disposal of the University for specific purposes;(5)to advise the Governing Council to determine as to how the provident fund amount of the University may be invested;(6)to consider the draft replies prepared by the Finance Officer to the objections raised by the Audit and recommend to the Governing Council for its consideration and publication before submitting to the Senate and to the Chancellor and to the Government; and(7)to perform such other functions and exercise such other powers assigned to it by the Governing Council from time to time concerning financial matters.

4. Statute - Casting vote by the Vice-Chancellor. - All questions at any meeting of the Finance Committee shall be decided by a majority of the votes of the members present and voting and, in the case of equality of votes, the Vice-Chancellor or the member presiding, as the case may be, shall have and exercise a second or casting vote.

Chapter XIII

Standing Academic Board

1. Extract of the Act - Section 29 - The Standing Academic Board. - (1) There shall be a Standing Academic Board of the University which shall, subject to the provisions of this Act, the statutes and the ordinances, coordinate and exercise general supervision over the academic affairs, of the University.

(2)The Standing Academic Board shall consist of the following ex-officio members, namely -(a)the Vice-Chancellor;(b)the Director of Medical Education;(c)the Director of Medical Services and Family Welfare;(d)the Director of Public Health and Preventive Medicine;(e)the Director of Indian Medicine and Homeopathy;(f)the Presidents of the Faculties of the University; and(g)the Chairman of the Boards of Studies of the University.(3)Subject to the provisions of this Act, the statutes and the ordinances, the Standing Academic Board shall have the following powers, namely -(a)to make regulations and amend or repeal the same;(b)to advise the Governing Council on the promotion of research in the University; and(c)to suggest measures for revisions and innovations in academic and research programmes.(4)The Standing Academic Board shall ordinarily meet twice in a year. The Board may, however, meet on other occasions as may be decided by the Governing Council.(5)One-third of the total strength of the members of the Standing Academic Board shall be the quorum required for a meeting of the Standing Academic Board.(6)The Vice-Chancellor shall preside at all meetings of the Standing Academic Board. If the Vice-Chancellor cannot be present at a meeting of the Standing Academic Board due to any reason, the members present may elect a Chairman from among themselves.

2. Statute - Notwithstanding anything contained in sub-section (2) of Section 30 of the Act, the Standing Academic Board may, on the recommendation of the Governing. Council, appoint any teacher of the University as a member of a Faculty.

Meetings and Proceedings

3. Statute - Meeting of the Standing Academic Board - (i) There shall be two ordinary meetings of the Standing Academic Board in a year on dates to be fixed by the Vice-Chancellor.

(ii)The Vice-Chancellor may, at his discretion, postpone the date fixed for an ordinary or a special meeting of the Standing Academic Board.

4. Statute - Notice of Meeting. - The Registrar shall, under the direction of the Vice-Chancellor, give not less than six weeks' notice of the date of an ordinary meeting.

5. Statute - Special meeting of the Standing Academic Board. - The Vice-Chancellor may, whenever he thinks fit and shall, upon a requisition in writing signed by not less than one-third of the total strength of the members of the Standing Academic Board, convene a special meeting of the Standing Academic Board. The requisition must be in writing, and signed by requisitionists and must be forwarded to the Registrar with a copy of the resolutions to be moved and the name of the proposer of each resolution.

6. Statute - Date for forwarding resolutions. - (i) Any member who wishes to move a resolution at a meeting shall forward a copy of the resolution to the Registrar so as to reach him not less than thirty clear days before the date of the meeting. A member who has forwarded a resolution, may, be giving written notice which shall reach the Registrar not less than two clear days before the date fixed for the dispatch of the agenda paper, withdraw the resolution.

(ii)No person can give notice of more than 15 (fifteen) resolutions.

7. Statute - Resolutions to be placed on agenda paper. - The Registrar, under the direction of the Vice-Chancellor, shall cause each resolution of which notice has been given and which has not since been withdrawn in accordance with statute six of this chapter to be placed on the agenda paper of the meeting, at which it is to be moved.

8. Statute - Agenda paper. - Not less than twenty-one clear, days before the date of every meeting, the Registrar shall issue to every member an agenda paper specifying the day and the hour of the meeting and business to be brought before the meeting, but the non-receipt of the agenda paper by any member shall not invalidate the proceedings of the meeting:

Provided that the Vice-Chancellor may bring any business which in his opinion is urgent before any meeting with shorter notice or without placing the same on the agenda paper.

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

10. Statute - Amended agenda paper. - The Registrar shall, on the receipt of amendments given in accordance with statute 9 of this Chapter, prepare under the direction of the Vice-Chancellor an amended agenda paper showing all the resolutions and amendments.

11. Statute - Despatch of amended agenda paper. - The Registrar shall post a copy of the amended Agenda to each member of the Standing Academic Board not less than five clear days before the date of the meeting.

12. Statute quorum. - One-third of the total strength of the members of the Standing Academic Board shall be the quorum required for a meeting of the Standing Academic Board.

13. Statute - Chairman of Meeting. - The Vice-Chancellor, if present shall preside at all meetings of the Standing Academic Board, but if the Vice-Chancellor is not present the members present shall elect a Chairman from among themselves.

Business of Meetings

14. Statute - Order of business. - At every meeting of the Standing Academic Board the following shall be the order of business after the election, if it be necessary, of the Chairman.

(i)Any motion for a change in the order of business as stated in the Agenda paper.(ii)Business brought forward by the Vice-Chancellor including business remitted by the Senate and the Governing Council.(iii)Business brought forward by the Faculties.(iv)Business brought forward by the Boards of Studies.(v)Business brought forward by members of the Standing Academic Board.Procedure

15. Statute - Procedure at meeting - The procedure at meetings of the Standing Academic Board and of the Standing Academic Board in Committee shall be regulated generally by the procedure laid down for the Senate so far as it is applicable.

16. Statute - Admitting of press and visitors. - Representatives of the Press and visitors may be admitted to meetings of the Standing Academic Board if they have obtained the previous permission of the Vice-Chancellor.

17. Statute - Attendance Register at Meetings. - Members of the Standing Academic Board attending a meeting shall sign in a Register kept for the purpose before they take their places at the meeting.

18. Extract of the Act - Section 44. - (1) The Standing Academic Board may make regulations consistent with the Act, the Statutes and the Ordinances, the carry out the duties assigned to it thereunder.

(2)All such regulations shall have effect from such date as the Standing Academic Board may specify and every regulation so made shall be placed before the Governing Council for information.

Chapter XIV

Faculties

1. Extract of the Act - Section 30 - Faculties. - The University shall consist of the following Faculties, namely: -

(a)Faculty of Basic Medical Sciences;(b)Faculty of Medicine : Paediatrics and Medical specialities;(c)Faculty of Surgery, Obstetrics and Gynaecology and Surgical Specialities;(d)Faculty of

Community Health, Social Sciences and History of Medicines;(e)Faculty of Dentistry, Pharmacy and Nursing;(f)Such other Faculty as may be prescribed by the Statutes;(g)Faculty of Bio-medical Sciences;(h)Faculty of Siddha;(i)Faculty of Ayurvedha;(j)Faculty of Unani;(k)Faculty of Homeopathy; Omitted(l)Faculty of Naturopathy and Yoga; and(m)Socio Medical Faculty.

2. Statute - Constitution. - The constitution and functions of the Faculties shall, in all other respects, be such as may be prescribed by the regulations.

3. Statute - Appointment of a member of Faculty. - Notwithstanding anything contained in statute 2, the Standing Academic Board may, on the recommendation of the Governing Council, appoint any teacher of the University as a member of a Faculty.

Chapter XV

The Planning Board

1. Extract of the Act - Section 31 - The Planning Board. - (1) There shall be constituted a Planning Board which shall advise generally on the planning and development of the University and review from time to time the standards of education and research in the University.

(2)Constitution : The Planning Board shall consist of the following members, namely: -(a)the Vice-Chancellor, who shall be the Chairman of the Planning Board; and(b)not more than eight person of high academic standing nominated by the Governing Council;(3)Powers of the Planning Board: The Planning Board shall, in addition to all other powers vested in it by the Act, have the right to advise the Governing Council and the Standing Academic Board on any academic matter.(4)Term of Office: The term of office of the nominated members of the Planning Board shall be three years and they are eligible for re-nomination after the expiry of their term of office.

2. Statute - Meeting and minutes. - (a) The Board shall meet atleast once in a year.

(b)The Registrar shall issue the notice for convening the meetings of the Board;(c)The minutes shall be prepared by the Registrar with the approval of the Vice-Chancellor or the Chairman who presides over the meeting.

Chapter XVI

Boards of Studies

1. Extract Of The Act - section 32 - the Boards of Studies. - (1) There shall be Boards of Studies attached to each department of study or research.

(2)The Constitution and powers of the Board of Studies shall be such as may be prescribed by the statutes.

2. Statute - Constitution of Boards. - (a) Each Board shall ordinarily consist of not less than five and not more than fifteen members .who are experts/ teachers in the relevant field.

(b)There shall be a 'Chairman' nominated by the Vice-Chancellor, from among the members of the Board.(c)The members of the Board shall be appointed by the Governing Council on the recommendation of the Vice-Chancellor.

3. Statute - Term of office. - Members of the Board of Studies shall normally hold office for a period of three years or such period as may be fixed at the time of the appointment: Provided that the Vice-Chancellor may declare any member of a Board to have vacated his membership if he leaves India or for other valid reasons: Provided further that it shall be competent for the Governing Council to appoint as a member of a Board any person in his official capacity.

4. Statute - Chairman. - The Chairman shall be nominated by Vice-Chancellor from among the members of the Board.

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

5. Statute - Functions. - It shall be the duty of each Board of Studies to consider and report on any matter referred to it in accordance with the law of this University, by the Vice-Chancellor, or the Governing Council or by the Standing Academic Board or the Faculty or the Dean of the Faculty concerned with the subject with which it deals.

6. Statute - Powers. - Each Board shall, -

(a)recommend to the Governing Council persons suitable for appointment as Examiners in the subject with which it deals;(b)recommended text-books whenever necessary;(c)make recommendation in regard to courses of study and examinations in the subject with which it deals.

7. Statute - Meetings. - Meetings of Boards of Studies shall be convened by the Registrar under direction of the Vice-Chancellor at such times and places as may be necessary, where in the temporary absence of a Chairman, a meeting of a Board of Studies is required to be convened for the purpose of urgently dealing with any University business, the Vice-Chancellor may direct the Registrar or any other officer of the University to act as Convener.

8. Statute - Quorum. - One third members shall form a quorum for any meeting of the Boards of Studies. In case there is no quorum the agenda for the meeting shall be discussed by the members present and the minutes of the discussion shall be circulated among members of the Board, with agenda, for approval.

9. Statute - Minutes of the meeting. - The Final minutes of every meeting shall be prepared by the Chairman, signature obtained from the members and forwarded to the Registrar within one week from the date of the meeting held.

10. Statute - Opinion by circulation. - It shall be open to the Vice-Chancellor, in urgent cases, to obtain the opinion of any Board of studies by circulation. Such opinion together with the action taken thereon shall be reported to the Board as and when necessary.

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

Chapter XVII

Legislation

1. Statute - Laws of the University. - The Laws of the University shall consist of the Act, Statutes, Ordinances and Regulations.

2. Extract of the Act - Section 42 - Statute. - (1) The Governing Council may, from time to time, make statutes and amend or repeal the same.

(2) Subject to the provisions of this Act, the statutes may provide for, -(a) the holding of convocation to confer degrees and academic distinctions; (b) the conferment of honorary degrees and honorary

academic distinctions;(c)the constitution, powers and functions of the authorities of the University;(d)the manner of filling vacancies among members of the authorities of the University;(e)the allowances to be paid to the members of the authorities of the University and committees thereof;(f)the procedure at meetings of the authorities including the quorum for the transaction of business at such meetings;(g)the authentication of the orders of decisions of the authorities of the University;(h)the formation of departments of research at the University;(i)the term of office and methods of appointment and conditions of service of the officers of the University other than the Chancellor and the Pro-Chancellor;(j)the qualification of the teachers and other persons employed by the University and affiliated colleges or institutions;(k)the classification, the method of appointment and determination of the terms and conditions of service of teachers and other persons employed by the university;(l)the institution of pension, gratuity, insurance or provident fund for the benefit of the offices, teachers and other persons employed by the University;(m)the institutions of fellowship, travelling fellowship, scholarship, studentship, bursaries exhibitions, medals and prizes and the conditions of award thereof;(n)the conditions of affiliation of colleges to the University;(o)the manner in which, and the conditions subject to which, a college may be designated as an autonomous college and the condition subject to which, such designation may be cancelled and matter incidental to the administration of autonomous colleges including the constitution or reconstitution, powers and duties of the committee on academic affairs in the college, Boards of Studies and Boards of Examiners;(p)the establishment and maintenance of halls, hostels and laboratories;(q)the conditions for recognition of hostels other than those nominated by the University;(r)the conditions for residence of students of the University in the halls and hostels and the levy of fees and other charges for such residence;(s)the delegation of powers vested in the authorities or officers of the University; and(t)any other matters which is required to be or may be prescribed by the statutes.(3)A statute passed by the Governing Council shall be submitted to the Chancellor who may assent thereto or withhold his assent. A statute passed by the Governing Council shall have no validity until it has been assented to by the Chancellor.

3. Extract of the Act-Section 43-Ordinances. - (1) The Governing Council may, from time to time, make ordinances and amend or repeal the same.

(2)Subject to the provisions of this Act and the statutes, the ordinances may provide for, -(a)the admission of the students to the University and to its affiliated colleges and the levy of fees for admission to the University colleges and University laboratories;(b)the courses of study leading to all degrees, diplomas and other academic distinctions of the University;(c)the conditions under which the students shall be admitted to the courses of study leading to degrees, diplomas and other academic distinctions of the University;(d)the conduct of examinations of the University and the conditions subject to which students shall be admitted to such examinations;(e)the manner in which exemption relating to the admission of students to examination may be given;(f)the conditions and mode of appointment and duties of examining bodies and examiners;(g)the maintenance of discipline among the students of the University;(h)the fees to be charged for courses of study, research, experiment and practical training and for admission to the examinations for degrees, diplomas and other academic distinctions of the University; and(i)any other matter expressly required or allowed by this Act or the statutes.(3)In making the ordinances, the Governing Council shall consult, -(a)the Boards of Studies in matters relating to the appointment and duties of

examiners; and(b)the Standing Academic Board in matters relating to the conduct of standard of examination.(4)All ordinances made by the Governing Council shall have effect from such date as the Governing Council may specify and every ordinance so made shall be submitted, as soon as may be, to the Chancellor and the Senate for information.

4. Extract of the Act - Section 44 - Regulations. - (1) The Standings Academic Board may make regulations consistent with this Act, the statutes and the ordinances, to carry out the duties assigned to it thereunder.

(2)All such regulations shall have effect from such date as the Standing Academic Board may specify and every regulation so made shall be placed before the Governing Council for information.

Chapter XVIII

Selection Committee

1. Extract Of The Act-Section 64-Selection Committee. - (1) There shall be Selection Committee for making recommendations to the Governing Council for appointment to the posts of Professor, Assistant professor, Reader, Lecturer and Librarian of institutions maintained by the University.

(2)The Selection Committee for appointment to the posts referred to in subsection (1) shall consist of the Vice-Chancellor, the Chairman of the Board of Studies concerned and persons not less than two but not exceeding four, who are experts in the subject in which the appointment is to be made, nominated by the Governing Council:Provided that at least two experts shall be present at the Selection Committee meeting:Provided further that, in the case of selection for appointment of Readers and Lecturers, one of the experts shall be the University Professor and Head of the Department in the subject, if there is one.

Chapter XIX

University Funds

Extract of the Act-Section 34-General Funds. - The University shall have a General Fund to which shall be credited, -(a)its income from fees, grants, donations and gifts, if any;(b)any contribution of grant received from the Central Government or any State Government or any Local Authority or the University Grants Commission or any other similar body or any corporation owned or controlled by the Central or any State Government; and(c)endowments and other receipts.

Chapter XX

Librarian

1. Extract Of The Act - section 61 - librarian - (1) The Librarian shall be a whole-time officer of the University appointed by the Governing Council on the recommendation of the Selection Committee constituted for the purpose, for such period and on such terms and conditions as may be prescribed.

(2)The Librarian shall exercise such powers and perform such duties as may be assigned to him by the Governing Council. Appendix Dr. M.G.R Medical University, Tamil Nadu Nomination Paper Nomination for election of one member by the Senate to the Committee for recommending the panel of three names for Vice-Chancellorship.:Name of the candidate.:(please state also the academic degrees taken for inclusion after the name in the ballot paper).Address of the candidate.:Name of the Proposer.:Signature of the Proposer.:Address:Date:Name of the Secunder.Signature of the Secunder.Address:Date:Consent of the Candidate I hereby declare that I am not a member of any of the authorities of the University and I consent to be nominated as a member of the committee, by the Senate, for recommending the panel of three persons for Vice-Chancellorship.DateSignature of the candidate.Annexure

No.	Name of the post	Method of appointment	Qualification
(1)	(2)	(3)	(4)
1.	Deputy Registrar.	(i) By deputation from among Under Secretaries to Government or academicians not below the rank of Readers (or) (ii) By promotion from among Assistant Registrar. (ii) In the case of promotion must have served as Assistant Registrar for a period of not less than 3 years.	(i) Must possess a degree;
2.	Deputy Controller of Examinations.	By deputation from among Readers or Assistant Professors in the field of Medical Science.	Must have had teaching experience for a period of not less than 10 (ten) years.
3.	Senior Accounts Officer.	(i) By direct recruitment. (or) (ii) By deputation from among the Accounts Officers from Treasuries and Accounts (or) (iii) By promotion from among Superintendents.	(i) Graduate preferably in commerce. (ii) CA or AICWA (iii) Minimum 3 years experience in Accounting Service/Audit function. Age : Not more than 40 years in case of

4.	Law Officer.	(i) By deputation from among Under Secretaries to Government, Law Department (or)	direct recruitment.
		(ii) By promotion from among Superintendents, (or)	(i) Must possess B.L./LL.B (three years) Degree. (ii) Must have had experience in Law Department, Government of Tamil Nadu or in the Legal Cell of the University for a period of not less than seven years. (iii) In the case of direct recruitment must have enrolled as an Advocate and must have been practicing Advocate for a period of not less than 10 (ten) years.
		(iii) By direct recruitment.	

Chapter XXI

Elections to the Authorities of the University

1. All elections to the authorities of the University and the matters connected therewith shall conform to the provisions of this Chapter.

2. Interpretation - (1) In this Chapter unless the context otherwise requires, -

(i) "Act" means the Dr. M.G.R. Medical University, Chennai Act, 1987 (Tamil Nadu Act 37 of 1987); (ii) "Ballot Box" includes any box, bag or other receptacle used for the insertion of ballot paper by voters; (iii) "Counterfoil" means the counterfoil attached to a ballot paper printed under the provisions of these statutes; (iv) "Voter" means any person entitled to vote under the provisions of the Dr. M.G.R. Medical University, Chennai Act, 1987; (v) "Form" means a form appended to these statutes; (vi) "Electoral Roll" means the list of names of the voters entitled to vote in an election under the Act, and "Electoral Roll Number" of a person means the serial number of the entry in the electoral roll in respect of that person; (vii) "Returning Officer" (a) in relation to an election conducted by the University means the Registrar or any other officer authorized by the Vice-Chancellor to conduct the elections; (b) in relation to the elections conducted by agencies other than the University means the official specified in column (4) in statute 9(1). (viii) "section" means a section of the Dr. M.G.R. Medical University, Chennai Act, 1987. (2) The Tamil Nadu General Clauses Act, 1867 (Tamil Nadu Act 1 of 1867) shall apply for the interpretation of these statutes, as it applies for the interpretation of an Act of Tamil Nadu.

3. Vice-Chancellor to direct the holding of elections. - (1) Except as otherwise provided in the statutes of the University, the Vice-Chancellor shall direct the holding of all elections, and shall have power, -

(a)to fix the date of elections;(b)to determine the form of notice, nomination, letter of intimation, declaration paper, ballot paper, etc., in any election;(c)to prescribe the method of deciding the validity or invalidity of each ballot paper or of each vote recorded;(d)to declare the results of each election;(e)to delegate the powers to the Returning Officer to decide the validity of each ballot paper or of each vote recorded and to declare the results of each election.(2)The decision of the Vice-Chancellor or the officers named in these statutes or the Returning Officer to whom the power has been delegated shall, subject to the provisions in section 54 in Chapter-X of the Dr. M.G.R. Medical University, Chennai Act, 1987 be final:Provided that it shall be competent for the Vice-Chancellor, when any emergency arises, -(i)to assume the powers of the Returning Officer and function as such, either by, himself or deputing any other person when in the course of the conduct of any election, the Returning Officer cannot carry out his duties; and(ii)to postpone the date or dates fixed in the programme for transaction of business connected with the elections at any intermediate stage. The Vice-Chancellor shall record the reasons for such action taken.(3)The following members shall be elected to the Senate from various categories as detailed below [vide selection 18(3) of the Act]: -(a)One Professor elected by the teachers of each affiliated Medical College from among themselves;(b)One Professor elected by teachers of all affiliated Dental College from among themselves;(c)One Professor elected by teachers of all affiliated Colleges of Nursing from among themselves;(d)One Professor elected by teachers of all affiliated Colleges of Pharmacy from among themselves; and(e)Two members elected by the members of the Tamil Nadu Legislative Assembly from among themselves.(4)There shall be five members elected to the Governing Council from various categories as detailed below [vide Section 21(4) of the Act]: -(a)Two members elected by the Senate from among its members;(b)Two members elected by the Deans or Principals of affiliated Colleges providing courses of study and training in medical science from among themselves; and(c)One member elected by the University Professors from among themselves.

4. Election not invalid by reason of vacancies in the electorate. - No election to an authority of the University shall be invalid by reason of any vacancy among the persons entitled to vote at such election or by the loss during transmission of any notice or ballot paper.

5. Dates from which elections take effect. - (1) The results of all elections shall be published in the Tamil Nadu Government Gazette.

(2)Elections shall take effect, in the case of anticipatory elections, from the date of the occurrence of the vacancy and in other cases, from the date of declaration of the results of the election.

6. Objections to Elections. - (a) Objections to elections shall be made in writing and shall be forwarded to the Vice-Chancellor so as to reach him within seven clear days after the declaration of the results of the elections.

(b) The Vice-Chancellor on receipt of the objections shall consider the merit of the objections and issue his verdict within thirty days from the date of receipt of the objections. Conduct of Elections

7. Registrar or any Authorized Officer to be Returning Officer to conduct Election. - (1) The Vice-Chancellor may appoint the Registrar or any other officer of the University as Returning Officer to do all things necessary for the conduct of elections to the various University bodies.

(2) The Vice-Chancellor may also delegate in writing the powers connected with the conduct of elections of the University to the Registrar or any other officer of the University.

8. Elections conducted by the University. - All elections other than those indicated in statute 9 shall be conducted by the University as specified below
-

Name of the University Electorate	Authority to which elected	Official to hold the election
(1)	(2)	(3)
1. Senate Members.	Governing Council.	Registrar/Officer of the University nominated for the purpose
2. Deans/Principals of the affiliated Colleges.	Governing Council.	Registrar/Officer of the University nominated for the purpose
3. University Professors.	Governing Council.	Registrar/Officer of the University nominated for the purpose.

9. Elections conducted by Agencies other than the University. - (1) In case of elections enumerated below, the Vice-Chancellor shall direct the holding of the election within a date specified by him and the officers referred to shall thereupon hold the election in accordance with those statutes and shall exercise of the powers and perform the duties of the Vice-Chancellor and the Registrar in so far as the particular election is concerned under the aforementioned statutes:

Name of the Electorate	University Authority to which elected	Official to hold the election
(1)	(2)	(3)

1. Members of the Tamil Nadu Legislative Assembly.	Senate.	Secretary to Legislative Assembly.
2. Teachers of each affiliated Medical College	Senate.	Dean/Principal of the respective College.
3. Teachers of all affiliated Dental Colleges	Senate.	Director of Medical Education.
4. Teachers of all affiliated Colleges of Nursing.	Senate.	Director of Medical Education.
5. Teachers of all affiliated Colleges of Pharmacy.	Senate.	Director of Medical Education.

(2) The Returning Officer, may for sufficient reason to be recorded in writing, with the provisions consent of the Vice-Chancellor, postpone the date or dates fixed in the programme for the publication of final list of valid nomination, for despatch of ballot papers for poll or for scrutiny and counting of votes, when at any intermediate stage of an election, any objection or any question is raised, which necessitates the postponement of the programme.

10. Eligibility of Acting Persons to take part in Elections. - When persons holding office as Deans or principals of affiliated Colleges, Heads of University departments of study and research are entitled to take part in an election, the persons for the time being acting such as Deans, Principals, Heads of Departments of study and Research and performing the duties of each such office, as the case may be, on proper authority shall have all the rights and powers, except the right to contest the election to the Governing Council, vested in them by the Act and by these statutes.

Procedure for Elections

11. Notice of vacancy. - If any vacancy occurs or is about to occur by efflux of time, among the members of any authority of the University which has to be filled up by an election conducted by the University, a notice of the fact shall be published in the Tamil Nadu Government Gazette. The notice shall be in Form I.

12. Nature of Poll. - The Returning Officer specified for the purpose shall notify the nature of polling -

Save as otherwise provided, in all elections under the Act, the method of postal voting with the option to deposit the envelopes in a ballot box on the day of the poll shall be adopted except in regard to the elections enumerated below: -(i) Election to the Governing Council of two members elected by the Senate from among themselves [vide Section 21(4) (a) of the Act]; (ii) Election to the Governing

Council of two members elected by Deans or Principals of affiliated Colleges providing courses of study and training in medical science from among themselves [vide Section 21 (4)(b) of the Act];(iii)Election to the Governing Council of one member elected by the University Professors from among themselves [vide Section 21 (4)(c) of the Act].

13. Nominations. - (1) Each voter shall be at liberty to nominate a qualified person to fill the vacancy. Every nomination shall be in the prescribed form and shall be made by a voter in writing and shall be seconded in writing by another voter. Every such nomination shall be accompanied by a statement signed by the nominee agreeing to serve on the authority, if elected and declaring that he is not already a member of the authority, to which he seeks election;

or if he is already a member, that his term of office as such would expire before the membership for which he is seeking election, takes effect, and nomination paper must reach the Returning Officer within the date and hour fixed which shall be not later than ten clear days after the publication of the notice of election in the Tamil Nadu Government Gazette.(2)(a)A voter shall be eligible to subscribe either as proposer or as seconder in nomination papers, only as many times as there are vacancies but not more than that.(b)Nomination papers shall be enclosed in an envelope superscribed as "Nomination to the.....by....." and sent by Registered post (acknowledgement due) so as to reach the Returning Officer within the date and hour fixed or delivered to the Returning Officer during office hours either in person or by messenger under acknowledgment within the date and hour fixed.(c)Nomination papers that are not enclosed in an envelope superscribed as specified and sent by registered post or are not delivered in person or by messenger as required above shall be liable to be declared invalid.(d)Subject to the proviso hereunder, no person who is a member of an authority through a particular electorate shall be eligible for election to the same authority through another electorate without his having previously resigned his membership:Provided that it shall be competent, however, in the case of an anticipatory vacancy, for a person who is already a member of the authority, elected by a particular electorate to stand as a candidate in such anticipatory vacancy if the date of membership in that vacancy shall be posterior to the date on which he ceases to be a member of that authority.

14. Scrutiny of nomination papers. - (a) All nomination papers shall be scrutinized by the Returning Officer or other officer authorized by him in his behalf on the date and hour and at the place appointed and indicated in the notice of vacancy. Each candidate or his representative appointed in writing by him may be present at the time of scrutiny.

(b)If, after the scrutiny of nomination papers, the number of Candidates validly nominated is equal to or less than the number of vacancies to be filled, and if such candidate did not withdraw, the candidates so validly nominated shall be declared duly elected.(c)If the number of such candidates declared elected is less than the number of vacancies the electorate shall be called upon to elect a

person or persons as the case may be, to fill the remaining vacancies.(d)If, after scrutiny, the number of candidates validly nominated is greater than the number of vacancies, the final list of candidates for the election shall be published by affixing, the same on the notice board in the Office of the Returning Officer on the same day and a copy of the same shall be forwarded to each of the candidates nominated for election.

15. Withdrawal of nominations. - Any candidate may withdraw his candidature by notice in writing sent by Registered Post so as to reach the Returning Officer or delivered to the Returning Officer or other person duly authorized by him under acknowledgment not later than Three O' Clock in the afternoon, of the day fixed for withdrawal, which shall be five clear days after the last day, for receipt of nomination. A candidate who has withdrawn his candidature shall not be allowed to cancel the withdrawal or to be renominated as a candidate for the same election.

16. Publication of valid nominations. - (a) The Returning Officer or the person authorized by him shall publish on the same day after the time for withdrawal of nominations has expired, a final list of candidates validly nominated.

(b)Members who have filed nominations for a particular election shall not be engaged for any work regarding the conduct of that election.

17. Declaration of Election of validly nominated candidates. - (a) If the number of candidates who are validly nominated and who have not withdrawn their candidature in the manner prescribed and within the time specified does not exceed or is less than the number of vacancies to be filled, all such candidates shall be declared to be duly elected.

(b)If the number of candidates who are validly nominated and who have not withdrawn their candidature in the manner prescribed and within the time specified is greater than the number of vacancies to be filled, the election shall be proceeded in the manner prescribed.

18. Despatch of Ballot Paper. - The Returning Officer shall, except in the elections under clauses (a), (b) and (c) of section (4) of Section 21, forward to each voter a numbered declaration paper, a ballot paper on which the names of the candidates with their addresses arranged in alphabetical order and which shall bear on it the Returning Officer's initials and the last day of posting a ballot paper cover, and an envelope addressed to the Returning Officer together with a letter of intimation stating the number of vacancies,

the date and hours fixed for the poll, and the day and the hour fixed for the scrutiny and counting of votes. The papers shall be forwarded to the address entered against the name of the voter in the electoral roll, or if the voter has since the publication or preparation of the roll changes his address and intimated the fact in writing to the Returning Officer at least 14 days before the first date of despatch of ballot papers, to the address to given.

The date fixed for the poll shall be, not less than fifteen clear days after the date of posting of the ballot papers.

19. Voting in Direct Polling. - The elections shall be conducted as follows: -

(a)The direct polling shall take place by secret ballot on the date and time as fixed by the Vice-Chancellor.(b)A notice regarding the date on which the poll will be held and a final list of candidates validly nominated shall be sent to every member of the electing authority concerned not less than ten clear days the date fixed for the poll.(c)Members desirous of exercising their ballot shall sign in the nominal/ electoral roll and the declaration form kept for the purpose as a record of voting of the election.(d)The Returning Officer shall ascertain that the person desiring to vote is a member who has not already voted and shall enter his name upon the counterfoil of ballot paper/or in a register maintained for the purpose of the election as the case maybe, and shall then handover to the member the ballot paper corresponding to that counterfoil or number in the register and having initiated the ballot paper on the back thereof. Every ballot paper shall contain the names of all candidates for election arranged in alphabetical order. There shall not be serial numbers or any other identifying mark on the ballot paper.(e)When a voter has received a ballot paper he shall proceed to the place arranged for marking the vote and shall mark thereon by putting a cross mark thus 'X' against the names of persons the member intends to vote for. The number of nominees for whom each voter may vote may be less than or equal to, but shall not be more than the number of vacancies to be filled in. The voter shall then fold the ballot paper and drop it in a ballot box placed in front of the Returning Officer.(f)If a voter inadvertently spoils a ballot paper he may return it to the Returning Officer who shall, if satisfied of such inadvertence, give him another paper and retain the spoiled paper. The spoiled paper shall be immediately cancelled and the fact of such cancellation shall be noted on the counterfoil/ register concerned.(g)In the case of all elections at the close of the poll or when all the voters present have voted the Returning Officer shall, with the help of such members of the University Staff as he may consider necessary, proceed with the counting of the votes obtained by each candidate and prepare the result sheet. In case of doubt about the validity of any ballot paper, the matter shall be decided by the Returning Officer whose decision shall be final.

20. Voting in Postal Ballots. - The voter shall after filling up the declaration and the ballot paper in accordance with the directions given in the letter of intimation, enclose the ballot paper in the ballot cover and the declaration paper in the envelope addressed to the Returning Officer and send the envelope by registered post so as to reach the Returning Officer not later

than the day and the latest hour fixed for the poll:

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

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

The following persons are empowered to attest votes of incapacitated voters:(1)Judicial Officers;(2)Group 'A' or 'B' officers of the Government;(3)Deans/Principals of affiliated Colleges;(4)Members of Senate or Governing Council.

22. Procedure when voting papers are lost or spoilt. - A voter who has not received his ballot and other connected papers sent by post, or who has lost them or whose paper, before their despatch back to the Returning Officer have inadvertently been spoilt, may transmit a declaration to that effect signed by himself and request the Returning Officer to send him new papers in place of those not received, lost or spoilt; and if the papers have been spoilt, the spoilt papers shall be returned to the Returning Officer who shall cancel them on their receipt by him. In every case when new papers are issued, a mark shall be placed against the number of voter's name in the Register (electoral roll) to denote that papers have been issued in place of those not received, lost or spoilt.

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

24. Ballot paper cover when invalid and to be rejected. - A ballot paper cover shall be rejected, if, -

(i)if it is not the cover sent by the Returning Officer; or (ii) the envelope contains no declaration paper out side the ballot paper cover; or(iii)the declaration paper is not the one sent by the Returning Officer; or (iv) the declaration or attestation is not in accordance with the statutes; or (v) the ballot paper is placed outside the ballot paper cover; or(vi)more than one declaration paper or cover containing ballot paper have been enclosed in one and the same envelope; or(vii)the declaration paper is not duly signed.In each case of rejection, the word "rejected" shall be endorsed on the ballot paper cover or the declaration paper.

25. Ballot papers when invalid and to be rejected. - A ballot paper shall be rejected as invalid, -

(a)if it bears any mark or writing by which the voter can be identified; or(b)if votes are given on it in favour of more than the required number of candidates to be elected; or(c)no vote is recorded thereon; or(d)if the mark indicating the vote thereon is placed in such manner as to make it doubtful to which candidate the vote has been given; or(e)if it is spurious ballot paper; or(f)if it is so damaged or mutilated that its identity as a genuine ballot paper cannot be established; or(g)it does not bear the returning officer's initials:Provided that where more than one vote can be given on the same ballot paper and if one of the marks is so placed as to render it doubtful to which candidate it is intended, to apply, the vote concerned but not the whole ballot paper shall be invalid on that account.

26. Persons who may be present at scrutiny and counting of votes. - No person other than the Vice-Chancellor, the Returning Officer and such persons as the Vice-Chancellor may appoint to assist the Returning Officer, the candidates and or not more then one representative of each candidate appointed in writing by him shall be present at the scrutiny and counting of votes.

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

28. Declaration of results. - (1) Wherever applicable the officials entrusted with the counting of votes shall, after preparing the result sheet deliver it to the Returning Officer, who shall declare the result of the elections.

(2)The candidate or candidates equal in number to the number of vacancies, receiving the largest number of votes shall be declared duly elected. When two or more candidates receive an equal number of votes and if all of them cannot be declared elected, the final election shall be made by drawing lots in such manner as the Returning Officer may determine.(3)After the election process is over, all ballot papers shall be put in a cover, sealed and deposited the custody of the Returning Officer appointed for the purpose for a period of three months, after which these can be destroyed.Election Under Section 18(3) (A)

29. Procedure for election as per clause (a) of sub-section (3) of section 18. - The election of one Professor to the Senate by the teachers of each affiliated medical college from among themselves shall be governed by the following: -

(a)The election shall be held by secret ballot on the day fixed by the University among the teachers of the college.(b)Notice of election shall be issued by the Returning Officer not less than seven clear days before the date of election furnishing the information regarding the following, namely: -(i)the number of vacancies to be filled;(ii)last day and hour for filling the nominations;(iii)date and hour for the scrutiny of nominations;(iv)date and hour for the publication of list of valid nominations;(v)last day and hour for withdrawal of candidate;(vi)the place, date and time of issue of ballot paper, polling, scrutiny; and(vii)counting of votes.(c)a copy of notice is issued above shall be published in the notice board of the college concerned.(d)The Dean or Principal shall be the Returning Officer for the election. In the absence of the Dean/Principal, the Professor/Teacher holding charge of the Dean/ Principal shall be the Returning Officer. In such cases the fact may be informed to the Registrar in advance.(e)If after the scrutiny of nominations and after the time for withdrawal of candidature is over, the Returning Officer finds that the number of candidates validly nominated is only one, he shall declare the candidate to be duly elected and if the number of valid nominations is more than one, further process for the election shall be proceeded with, as per the notice issued earlier in this regard.Other rules for the conduct of election shall generally conform to the rules prescribed for the University elections.Election Returns

30. Preservations of election papers. - The ballot papers together with the other election documents of each election shall be preserved in the office of the Registrar or the Office of the officer referred to in the Statutes 8 and 9 as the ease may be, for a period of three months after the date of election or if any question arises as to the election, until it is disposed of finally.

31. Election Returns. - The Returning Officer shall prepare a form showing -

(1)The number of voters who voted;(2)the number of ballot papers rejected -(a)as being received too late;(b)for being sent by ordinary post or in other than the prescribed way;(c)for irregularities connected with the declaration;(d)as invalid;Election Disputes

32. Extract of the Act-Section 54-Dispute as to election or nomination. - If any question arises whether any person has been duly elected or nominated as, or is entitled to be a member of any authority of the University or other body of the University, the question shall be referred to the Chancellor whose decision thereon shall be final.

AppendixForm INotice of ElectionNotice is hereby given that -(1)an election is to be held of-number(s) to the Senate/Governing Council by(2)forms of nomination paper may be obtained at the office of the undersigned between - hours and - hours on or before 20(3)nomination papers may be delivered by a candidate or his proposer to the Returning Officer between.....a.m. andp.m. on any day (other than Public holiday) no later than.....(4)the nomination papers will be taken up for scrutiny on at(5)the list of valid nominations will be published at..... on(6)notice of withdrawal of candidature may be made as per the statutes of the Dr. M.G.R. Medical University on or before.... p.m. on.....(7)in the event of the election being contested the poll will be taken up as per the provisions of the statutes of the University.(Returning Officer)Place:Date:Seal:Form IIDr. M.G.R. Medical University, Chennai Nomination Paper For All ElectionsElection to the.....by the.....Name of the candidate:(Please state also the academic degrees taken for including after the name in the ballot paper).Age and date of birth.Address of the candidate.Number of the candidate in the electoral roll, if any.Previous period of membership on the Senate/ Governing Council, if any (elected or nominated).(Please mention the date of the membership takes effect and date of expiry in each body),Name of the proposer.Number of the proposer in the electoral roll, if any.Signature of the proposer.Date:Address.Name of the seconder.Number of the seconder in the electoral roll, if any.Signature of the seconder.Date:Address.Consent of the CandidateElection to the.....I hereby declare that -(A)I am not a member of the above authority to which I seek election;(B)My term of office as member of the above authority to which I seek election would also expire before the membership for which I am seeking election takes effect and I agree to serve in the..... if elected;(C)I have not served for a period exceeding two periods of three years in the past in any of the authorities, viz., the Senate and the Governing Council as per the provisions of the Act;(D)The facts stated above are true to the best of my knowledge and belief and in the event of any defect or mistake being found out in the aforesaid declaration of mine, my nomination is liable to be rejected.Date :Signature of the candidate.Note : Among (A) and (B) above, please strike out the clause which is not applicable.Form IIIDr. M. G.R. Medical University, Chennai Declaration Paper(For all Elections)(Election to the.....by the.....Serial No.:Voter's Name:and number in the electoral roll, if any.Voter s DeclarationI,.....(Name in full and designation) declare that I am a voter for the above election to the.....by the.....of the university and have signed no other declaration paper at the election.Date:Station:Signature:Address:Form IVDDr. M. G.R. Medical University, ChennaiElection

to the.....by the.....Letter of IntimationSir/Madam,

1. The persons whose names are printed on the ballot paper sent herewith have been nominated as candidates for election to theshould you desire to vote at this election, I have to request that you will -

(a)fill up and sign the declaration paper;(b)mark your vote, in the column provided for the purpose in the ballot paper as instructed on the ballot paper;(c)enclose the ballot paper in the smaller cover and stick it; and(d)put the shall cover and the declaration paper in the envelope addressed to me and return the same to me either by registered post so as to reach me not later than 4.00 p.m. on or deposit; or cause to be deposited the envelope addressed to me in the ballot box provided for the purpose at the Office of the Returning Officer between 11 a.m. and 4 p.m. and on the same day.Note. - Every elector should send his or her cover containing election -papers individually by registered post, if it cannot be deposited in the ballot box on the above date.

2. Ballot papers will be rejected. - (1) if the envelope enclosing the ballot paper cover and the declaration paper is not either (i) sent by registered post and received not later than the hour fixed for the closing of the poll or (ii) deposited in the ballot box at the office of the Returning Officer on the date and between the hours fixed;

(2)if the outer envelope contains no declaration outside the smaller cover;(3)if the ballot paper is not enclosed in the smaller cover;(4)if the declaration paper is not the one sent by the Registrar to the voter;(5)if more than one declaration paper or cover containing ballot paper have been enclosed in one and the same envelope;(6)if the declaration or attestation is not in order;(7)if the ballot paper is invalid.

3. A ballot paper will be invalid. - (a) if it bears any mark or writing by which the elector can be identified;

or(b)if votes are given on it in favour of more than the required number of candidates to be elected;(c)no vote is recorded thereon; or(d)if the mark indicating the vote thereon is placed in such manner as to make it doubtful to which candidate the vote has been given; or(e)if it is spurious ballot paper; or(f)if it is so damaged or mutilated that its identify as a genuine ballot paper cannot be established; or(g)it does not bear the Returning Officer's initials.

4. Declaration papers need not be attested, but in the case of voter who is incapacitated from blindness or other physical cause from voting in the manner prescribed it shall be competent for him to record his vote by the hand of any of the following persons

(i)Judicial Officers;(ii)Group 'A' or 'B' Officers of the Government;(iii)Deans. Principal of affiliated Colleges;(iv)Members of Senate or Governing Council.Such persons shall on the declaration paper, certify the incapacity and attest the fact of his having been requested by the voter to mark the ballot paper for him and of its having been so marked by him in the presence of the voter.If a voter inadvertently spoils a ballot paper, he can return it to the Returning Officer, who will, if satisfied of such inadvertence, issue to him another paper.The scrutiny and counting of votes will begin on.....No person shall be present at the scrutiny except the Vice-Chancellor, the Registrar/the Returning Officer and such persons as the Vice-Chancellor may appoint to assist the Returning Officer, the candidates and not more than one representative of each candidate appointed in writing by him.University Buildings, Returning OfficerDate:Form VDr. M. G.R. Medical University, Chennai(Ballot paper for all elections).Election of.....Face of ballot paperName of candidate and address.Mark showing the Voter's choice.....(Please see instructions on the back).Instructions.

1. The number of vacancies to be filled in

2. Place cross mark X against the name of the candidate (or each of the candidates) for whom you wish to vote.

3. A ballot paper will be invalid -

(a)if it bears any mark of writing by which the voter can be identified; or(b)if votes are given on it in favour of more than the required number of candidates to be elected; or(c)if no vote is recorded thereon; or(d)if the mark indicating the vote thereon is placed in such manner as to make it doubtful to which candidate the vote has been given; or(e)if it is spurious ballot paper; or(f)if it is so damaged or mutilated that its identify as a genuine ballot paper cannot be established; or(g)if it does not bear the Returning Officer's initials: Provided that where more than one vote can be given on the same paper and if one of the marks is so placed as to render it doubtful to the candidates, it is intended to apply, the vote concerned but not the ballot paper shall be invalid on that count.Form VIDr. M. G.R. Medical University, Chennai Face of Ballot Paper CoverBallot Paper.Form VIIFor all Elections.Face of EnvelopeElection to the (By registered post)Poll on.....ToThe Returning OfficerDr. M.G.R. Medical University,Chennai, Madras -7.NoForm VIIDr. M.G.R. Medical University, Chennai Certificate of Attestation to be Made on the Declaration PaperElection to the.....By the.....Certified that Thiru.....who is a voter in election to elect member to the authority of the Dr. M.G.R. Medical University, Chennai is suffering from incapacity and that he has requested the undersigned to attest and mark the Ballot Paper on his behalf.Certified further that the ballot paper has been marked by the undersigned in the presence of the voter as desired by him.