

Laws of the Bharathidasan University

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Chapter I Preliminary

1. Short title and commencement.

(a) These laws shall be called the Laws of the Bharathidasan University. (b) They shall come into force from the date of assent of the Chancellor.

2. Definitions.

(a) The "laws of the University" means the provisions and rules laid down in the Act, the statutes, the ordinances and the regulations; (b) "The Act" means the Bharathidasan University Act, 1981 (Tamil Nadu Act 2 of 1982); "section" means a section of the Act; "Clause" means a sub-division of the statutes, the ordinances or the regulations; (c) The "Gazette" means the Tamil Nadu Government Gazette; (d) "Clear days" means the number of days to be reckoned exclusive of both the first and the last days; (e) "Resolution" means substantive proposition originally moved or finally adopted; (f) "Motion" means anything moved either by way of resolution or amendment; (g) "Academic year" means period of twelve months commencing from the first day of June: Provided that in the case of teachers who are granted extension of service till the end of the academic year, the academic year shall mean the period of ten months from the first day of June; (h) "financial year" means a period of twelve months commencing from the first of April every year; (i) "Department" means a Bharathidasan University Department of study and/or research or a Department functioning for a specific purpose maintained from out of the Bharathidasan University fund; (j) "Head of Department" means the officer, in-charge of a Department responsible for its administration including its day-to-day working; (k) "School of excellence" means an institution,

governed by a separate Board to Governors and registered under Societies Registration Act, sponsored by, and affiliated to, the University for Post-graduate Study and Research;(l)"University employee" means every person in the whole-time employment of the University (other than a person so employed in the contingent or work establishment and, paid for from the Bharathidasan University Fund);(m)"Officers" "authorities" and "servants" mean, respectively, the officers, authorities and servants of the University;All other words and expressions used, but not defined in these statutes shall have the meanings respectively assigned to them in the Act.

3. Despatch of notices and papers.

- 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, unless otherwise provided, be given or sent by delivery through messenger or dispatch through post to the address of the person.

4. Addresses.

- Every officer of the University and every member of a University authority or body appointed under the Laws, or any candidate for any examination for a course of study or for any convocation shall furnish to the Registrar or any other officer so designated for that specific purpose, his postal address and subsequent changes, if any, thereon to which communications intended to him from the University are to be sent and dispatch as stipulated in statute 3 shall be sufficient compliance with the requirements of the Laws as to notice.

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

- Where, by any Law, any act or proceeding is directed or allowed to be done or taken in the office of the University or in any statutory office 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 or proceeding shall be considered as done or taken in due time if it is done or taken on the day on which the office reopens.

6. Hours of business.

- The Office of the University and the University department of study and/or research shall be open for transaction of business generally between 10-00 hours and 17-00 hours or as fixed by the Vice-Chancellor, from time to time, by executive order on all days except Sundays and Gazetted holidays of the Government and such other holidays as may be declared by the Government. The Office of the University and the University departments may be closed for a day or part of a day on particular occasions at the discretion of the Vice-Chancellor, provided that arrangements are made for the transaction of any urgent business. In the case of teachers who have definite class work outside the prescribed hours, the hours may be suitably modified in each case with the approval of the Vice-Chancellor.

Chapter II

Officers of the University

(A)The Vice-ChancellorGeneral

1. The Vice-Chancellor shall be the academic and administrative head and chief executive officer of the University.

2. In addition to the powers and duties conferred on the Vice-Chancellor by the Act, as provided in sub-section (8) of section 13, it shall be competent to the Vice-Chancellor to-

(a)sanction the creation of all technical and non-technical posts other than those specified in section 9 of the Act subject to provision for the same in the budget;(b)create all temporary posts of all categories (other than those specified in section 9 of the Act) for a period not exceeding one year at a time subject to the provisions of the same in the budget;(c)abolish or retrench such posts which are considered superfluous in the University subject to the protection given to the individuals in such posts.

3. He shall have power-

(a)to constitute ad hoc committees for any specific purpose;(b)to depute officers, teachers and other employees of the University on University work;(c)to permit the teachers and officers to attend the meetings and conference recognised by the University within and outside the State;(d)to recommend and forward to the University Grants Commission and Union Ministry of Education, the proposals made by the University teaching departments, constituent and affiliated colleges and other recognised institutions for grant of financial under various schemes.

4. He shall have power-

(a)to sanction casual leave to the officers and heads of departments of the University;(b)to sanction leave of all kinds other than casual, to the employees of the University;(c)to sanction honorarium to the subordinate staff.

5. He shall have powers to authorise the publication of results of the examinations.

6. He shall have power to delegate the powers and duties of any officers of the University (in the interest of efficient working) to some other officer of the University whenever he deems fit, notwithstanding anything in the laws of the University.

7. The Vice-Chancellor may visit or cause an inspection and ask for a report-

(i)on the general condition and teaching equipment of any institution or college maintained or recognised by or affiliated to the University or any hostel;(ii)for the purpose of according to it recognition; and(iii)for negotiating the terms and conditions for the taking over of any institution by the University.

8. The Vice-Chancellor shall be competent to transfer any employee or post from one institution or department maintained by the University to another such institution or department maintained by the University.

9. The Vice-Chancellor shall make arrangements for the additional charge in all leave vacancies and such other temporary vacancies where appointment of substitutes are not required.

10. The Vice-Chancellor shall declare the satisfactory completion of the probation of the teachers and officers of the University provided the necessary formalities prescribed for such category are observed strictly.

11. The Vice-Chancellor shall have power to grant advance increments not exceeding five increments at a time, on the basis of the recommendation of the Selection Committee constituted for the selection of candidates.

12. The Vice-Chancellor shall arrange to get the names of two persons nominated on each by the Senate and Syndicate as required in sub-section (2) of section 12 of the Act and shall intimate the names to the Chancellor three months prior to the expiry of his term of office.

13. Financial. - The Vice-Chancellor shall have power-

(a)to sanction grants to researchers and fellowships from the fund and funds placed at the disposal of the University by the Government or by other agencies for the said purpose;(b)to sanction deputation of delegates to conferences and seminars, etc., conducted in other parts of India;(c)to sanction the convening of seminars, committees, discussion groups, etc., the expenditure on each part not exceeding Rs. 25,000;(d)to sanction advances for the principal investigators to the schemes and projects which are financed by the outside agencies and report to the Syndicate in its next meeting;(e)to sanction administrative sanction for all works, original or repairs up to a maximum estimate of Rs. 1,00,000, provided the following conditions are satisfied:-(i)the work is one included in a scheme approved by the Syndicate;(ii)funds have been provided in the University budget;(f)to accept tenders for work or tenders or quotations for supplies required up to an estimate of Rs. 5,00,000 and to record the reasons if they are not the lowest of the tenders or quotations

received;(g)to sanction any expenditure up to Rs. 20,000 and re-appropriation of funds up to Rs. 1,00,000 from one major head to another, provided that such sanction and the re-appropriation do not involve a liability which extends beyond the financial year in question;(h)to sanction loans and advances to the employees of the University provided all conditions prescribed by the Syndicate are satisfied;(i)to sanction reimbursement of amounts spent by the employees of the University for the purpose of medical treatment according to the rules in force in the Government of Tamil Nadu;(j)to sanction permanent advances of the officers and heads of departments of the University;(k)to countersign the Travelling Allowance bills of the Registrar, the Finance Officer, the Controller of Examinations, Deans of Faculties and Heads of the Department in the University;(l)to authorize opening of new Heads of Accounts for projects financed by outside agencies and when necessary to permit the opening of separate accounts in the scheduled banks for this purpose;(m)to open new Heads of Accounts, if there is an urgency and report to the Finance Committee;(n)to effect purchase of patent equipment machines, instruments and other such goods provided there is budgetary allocation and report to the appropriate bodies;(o)to sanction refund of deposits of earnest moneys, securities, etc., on the basis of the recommendation of Heads of Department;(p)the Vice-Chancellor shall have such other financial powers as may be delegated by the Syndicate, from time to time;(q)the Vice-Chancellor shall have power to write off their recoverable value of shortage of stock or irrecoverable loss of money occasioned by fraud or neglect of duty by the University employee or otherwise up to a total amount of Rs. 1,000 in a year. If the amount to be written off in a year exceeds Rs. 1,000, the Syndicate shall record the necessary sanction for the purpose.

14. The Vice-Chancellor may delegate to an officer of the University or body or committee any of his administrative powers and functions other than those to be exercised by himself under the Act and shall as and when report to the Syndicate for information.

15. Representation of the University in other organisations. - The Vice-Chancellor shall be the representative of the University on the Association of Indian Universities, Association of Commonwealth Universities, and other similar bodies or other associations of India or abroad. In case, he is unable to attend meetings, he may depute a officer of the University to represent the University at such meetings with the concurrence of the Chancellor.

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

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

17. The Vice-Chancellor shall also exercise all such powers not expressly mentioned herein, which are necessary for or incidental to the carrying of the administration of the University and its affairs and report to the appropriate authorities of the action taken.

18. Leave. - The Chancellor shall sanction all leave except casual leave to the Vice-Chancellor.

(B)The Registrar

1. Appointment of Registrar. - The Registrar shall be appointed by the Syndicate on the recommendation of a selection committee consisting of the Vice-Chancellor as the Chairman, one Syndicate member, and one person nominated by the Chancellor from outside the University. His term of appointment shall be for a period of three years. He shall be eligible for reappointment for another term of three years by the Syndicate, on a specific recommendation of the Vice-Chancellor.

2. The Registrar shall be governed as regards leave, provident fund, pension, insurance, retirement benefit and disciplinary proceedings by the statutes governing the conditions of service of the University employees.

3. The Registrar shall be responsible to the Vice-Chancellor in the exercise of the powers and duties presented to him in the Act/Law.

4. The Registrar shall, subject to the immediate direction and control of the Vice-Chancellor, shall carry out his orders and render such assistance as may be required by the Vice-Chancellor in the performance of his official duties.

5. The Registrar shall not be eligible for nomination or election or for appointments as a member of any of the authorities of the University.

6. Resignation/ Reversion. - The Registrar may, by writing, inform the Vice-Chancellor his intention to resign or revert back to the parent department after giving three months notice and it shall be competent for the Syndicate, on the recommendation of the Vice-Chancellor, to accept his resignation or reversion.

7. It shall be in the power of the Syndicate 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 Syndicate is competent to revert him to his original department when it deems fit to do so.

(C)The Finance Officer

1. Appointment. - The Finance Officer shall be appointed by the Government for such period as may be specified by the Government in this behalf.

2. Power and functions. - (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 or appointed by the Government and carry out such instruction as may be issued by the Vice-Chancellor/Syndicate 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 Rs. 1,00,000 only at a time and shall report to the Finance Committee and the Syndicate immediately thereof;(ii)scrutinize every item of new expenditure not provided for in the budget estimate of the University and shall suggest appropriate action to the Vice-Chancellor;(iii)realise and receive grants or other money 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 travelling allowance bills after ensuring that general sanction is received from the competent authorities;(v)make all authorities 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 for the proper accounting in the University office and in the departments and research centers maintained by the University.(h)The Finance Officer shall exercise the powers conferred on him under section 2(4)(h) of the first Statutes on the approval of the Vice-Chancellor.(i)It shall be his duty to scrutinize the quotations and tenders received and counter-sign the comparative statement and make recommendations to the Vice-Chancellor for accepting the tenders, quotation or otherwise.(j)(i)To meet the day of requirements of the Finance Section, shall sanction petty claims of contingent expenditure up to Rs. 200 only at time.(ii)He shall, after obtaining necessary quotations, sanction purchases for the Finance Section not exceeding Rs. 2,000 only if such purchase are urgent and if budgetary provision is available.(iii)[He shall, with the approval of the Vice-Chancellor, sanction payment of bills submitted by the Department of the Government and the co-operative bodies for supplies effected on the basis of orders placed by competent authorities of the University subject to budget allotment

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

4. Notwithstanding anything contained in these Laws, it shall be in the power of the Syndicate to revert the Finance Officer to his parent department, when it deems fit to do so, giving the Government reasonable time to make new appointment to the post.

(D)The Controller of Examinations

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

2. The holder of the post of the Controller of Examinations shall be an academican not lower in rank than that of a professor of an affiliated college.

3. The emoluments and other terms and conditions of service of the Controller of Examination shall be such as may be prescribed by the ordinance:

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

4. 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.

5. Powers and duties. - The Controller of Examinations shall

(a) he 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 concerned 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; (d) he shall countersign the travelling allowance bill and remuneration bills of Examiners and paper-setters and all other- bills relating to examinations.

6. Appointment of Examiner. - The Examiners and question paper, setters shall be appointed by the Controller of Examination with the prior approval of the Vice-Chancellor, from a panel of names approved by the Syndicate.

7. He shall arrange to publish the result of all University examinations with the approval of the Vice-Chancellor/the Syndicate.

8. 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.

9. 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.

10. Resignation/Reversion. - The Controller of Examinations may, by writing, to the Vice-Chancellor his intention to resign or revert back to his parent department after giving three month notice and it shall be competent for the Syndicate on the recommendation of the Vice-Chancellor, to accept his resignation or reversion.

11. It shall be in the power of Syndicate to dispense with the service 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 Syndicate is competent to revert him to his original department when it deems fit to do so.

Chapter III

Authorities of the University

(A)The SenateI. In addition to the functions and duties of Senate conferred by section 21 of the Act, the Senate shall-

- 1. consider the annual Report of the University;**
- 2. consider the audited annual accounts of the University;**
- 3. consider ordinance made by the Syndicate;**
- 4. consider regulations made by the Standing Committees on Academic Affairs;**
- 5. consider the report on affiliated Colleges/ approved Colleges presented by the Syndicate at the end of every three years from the notified date;**

If any resolution is passed by the Senate, the Syndicate shall take action as it deems fit whenever necessary. The Syndicate may either accept or reject the proposal contained in such resolution.II. Meetings of the Senate

6. Meetings convened by the Vice-Chancellor In addition to the ordinary meetings of the Senate as provided in section 22(1) of the Act, the Vice-Chancellor may, whenever he thinks fit, convene meetings of the Senate.

7. Meetings convened on requisition by members The Vice Chancellor shall convene special meeting of the Senate on a requisition in writing signed by not less than fifty per cent of the total number of the Senate:

Provided that any requisition for a special meeting must be forwarded to the Registrar subject to the conditions stipulated in section 22(3) of the Act with a copy of the resolutions or reservations intended to be moved at the meeting and also the name of the proposer of each resolution.

8. Notice of special meetings. - (a) Not less than 30 clear days notice shall ordinarily be given for a meeting of the Senate convened under section 22(1) of the Act.

(b) Not less than 15 clear days notice shall be given for a meeting of the Senate convened under section 22(3) of the Act.

9. Business of special meeting At a special meeting of the Senate convened by the Vice-Chancellor under section 22(3) of the Act, no business other than that brought forward by the Vice-Chancellor shall be transacted or the resolutions given notice by the requisitionists, as the case may be.

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

11. Chairman of the meeting The Vice-Chancellor, as Chairman of the Senate, shall preside at all meetings of the Senate, but if the Vice-Chancellor be not present, the members present shall elect a Chairman among themselves.

12. Hours of the meeting Unless the Senate otherwise resolve it shall ordinarily meet at 10.00 hrs. on the day fixed for the meeting and shall, if there is business, continue to sit till 16.00 hours, with an interval for lunch for an hour as the Chairman may propose.

13. Quorum (a) One third of the total strength of the members of the Senate shall be the quorum for a meeting of the Senate. If a quorum is not present within 15 minutes after the time appointed for a meeting, the meeting shall not be held and the Registrar shall make a record of the fact:

Provided that such quorum shall not be required at convocation of the University or a meeting of the Senate held for the purpose of conferring degrees, titles diplomas or other academic distinctions. (b) No Quorum. - If at any time during the progress of a meeting any member shall call

attention to the number of members present, the Chairman shall, within a reasonable time; count the number of the members present, and if a quorum be not present, he shall declare the meeting dissolved and shall leave the Chair. All such dissolutions shall be recorded by the Registrar and the record shall be signed by the Chairman.

14. Forwarding resolutions for meeting (a) Any member who wishes to move a resolution on the subject item in the agenda at an ordinary meeting shall forward a copy of the resolution to the Registrar so as to reach him not less than 20 clear days before the date of meeting.

(b) 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 resolutions shall be admissible which does not comply with the following conditions:-(i) it shall be clearly and precisely expressed and shall raise substantially one definite issue related to the subject item on the agenda; (ii) it shall not raise issues which do not fall under the items of the agenda for the meeting and which do not fall within the powers of the Senate; (iii) it shall not contain arguments, inferences, ironical expressions or defamatory statements, nor shall it refer to the character or conduct, of persons in their official or public capacity; and (iv) it shall not refer to any matter which is under adjudication by a Court of law.

15. Nature of resolutions No resolutions shall be moved at any meeting of the Senate on a subject which is not primarily the concern of the Senate at that meeting. The Chairman shall be the sole judge as to whether a subject is primarily the concern of the Senate or not, and his decision thereon shall be final.

16. Admissibility of resolution The Vice-Chancellor shall cause each resolution of which notice has been given in accordance with statute 14 of this Chapter to place on the agenda paper of the meeting at which it is to be moved.

17. Identical resolutions A motion substantially identical with one already moved and disposed of at a meeting shall not be placed on the agenda paper at a subsequent meeting:

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

18. Issue of agenda papers Not less than 15 days before the date of an ordinary meeting and not less than 10 days before the date of a special meeting, the Registrar shall issue to every member an agenda paper specifying the day and the hour of the meeting and the business to be brought before the meeting, but the non-receipt of the agenda paper by any member shall not invalidate the proceedings of the meeting, provided that the Syndicate or the Vice-Chancellor may bring any business which is in its or his opinion urgent before any ordinary or special meeting with shorter notice or without placing the same on the agenda paper.

19. 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 seven clear days before the day of the meeting at which the resolution is to be moved.

20. Final agenda The Registrar shall, on the receipt of amendments given in accordance with statute 19 of this Chapter, prepare an amended agenda paper showing all the resolutions as in the original agenda paper and all the admissible amendments together with the resolutions, if any, brought forward by the Syndicate or the Vice-Chancellor under the provisions of Statute 18 supra and after approval of the Vice-Chancellor, shall post a copy of it to each member of the Senate not less than three days before the date of any meeting.

21. Adjournments and adjourned meetings The Chairman shall, if so desired, in a meeting at which quorum is present adjourn the meeting, from time to time, but subject to the provisions of other laws. No business shall be transacted at any adjourned meeting other than the business left unfinished at the meeting from which the adjournment took place.

22. Notice of adjourned meeting When a meeting is adjourned for 15 days or more, not less than 10 days notice of the adjourned meeting and of the business to be transacted at it shall be given. Save as aforesaid, it shall not be necessary to give any notice of an adjourned meeting of the business to be transacted at an adjourned meeting.

23. Order of business At every meeting of the Senate, the following shall ordinarily be the order of business, after the election, if it be necessary of the Chairman for the meeting:-

(i)Business brought forward by the Chancellor.(ii)Business brought forward by the Vice-Chancellor.(iii)Business brought forward by the Syndicate.(iv)Business brought forward by the members of the Senate:Provided, however, that the Chairman at his discretion effect changes in the order of business as he deems fit.

24. Motions without previous notice At any meeting of the Senate, the following resolutions may be moved without previous notice, but shall not be made so as to interrupt a speech-

(i)A resolution relating to business not included in the agenda, but brought forward by the Syndicate or the Vice-Chancellor as target at a meeting other than a special meeting;(ii)Complimentary motion. - At any meeting of the Senate, motion of a complimentary character or condolence nature may, without previous notice, be moved from the chair or by any member with the previous permission of the Chair.

25. Amendments of resolutions at short notice Any member may, with the previous permission of the Chair, move any amendment to any resolution brought forward by the Syndicate or the Vice-Chancellor as urgent business.

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

(i)Amendment of the purely verbal or formal kind which in the opinion of the Chairman do not affect the sense or import of the motion to which they refer;(ii)Amendment of any resolution or amendments 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.

27. Resolution or amendment not on agenda Save as otherwise permitted in Statute 14,19,24, and 25 of this Chapter, no resolution or amendment which is not placed on the agenda shall be moved at the meeting.

28. Motion negative When any motion has been Urgent forwards and has been negative, or other motion of the same kind shall be again brought forward until after the lapse of what the Chairman shall deem at reasonable time nor shall any discussion be allowed on such second or subsequent motion brought forward during a discussion on the same question.

29. Nature of amendments. - (a) Amendment to a motion shall be-

(i)by leaving out a word or words;(ii)by leaving out a word or words, in order to insert some other word or words; and(iii)by adding or inserting a word or words.(b)When the amendment is of the first kind, the form in which it is proposed shall be-"That the words (mentioning them) be left out of the resolution".When the amendment is of the first kind, the form in which it proposed shall be-"That the words (mentioning them) be left out of the resolution and that the words (mentioning them) be added or inserted" and there shall then follow words specifying the place in which the words mentioned are to be added or inserted.When the amendment is of the kind third, the form shall be -"The words (mentioning them) be added or inserted" and there shall follow words specifying the place in which the words mentioned are to be added or inserted.

30. Order of amendments. - The order in which amendments to a resolution are to be brought forward shall be determined by the Chairman.

31. Scope of amendments. - (a) Negative Amendments: No amendment shall be proposed which would reduce the original resolution to its negative or opposite form.

(b)Relevancy of amendments: Every amendment must be relevant to the resolution to which it refers and must be framed so as to form, therewith an intelligible and consistent sentence.(c)Amendment to motion for adjournment: No amendments shall be moved to a motion for adjournment of meeting or debate except one substituting a different day or hour.

32. Proposal of motion. - A mover, when permitted by the Chair, may speak on his motion before he actually proposes it, but a speech is only allowed on the distinct understanding that he speaks to the question and that he concludes by proposing his motion formally.

33. Motion to be seconded. - Every motion at a meeting must be seconded, otherwise it shall drop. Any member may second a motion by saying "I second the motion". A member who second a substantive motion but not an amendment to motion, may second the motion saying "I second the motion and reserve my speech".

When a motion has been moved and seconded, it shall be stated from the Chair, unless it be ruled out of order by the Chairman.

34. Number of resolution and amendment at a time. - Not more than one resolution and one amendment thereto shall be placed before a meeting at the same time.

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

36. Withdrawal of motions. - (a) No motion or amendment shall be withdrawn from the decision of the meeting without its unanimous consent but this consent shall be presumed if the mover states his wish to withdraw the motion and the Chairman, after an interval during which to dissent is expressed announces that it is withdrawn.

(b) A motion cannot be withdrawn in the absence of the member who moved it. Where an amendment has been proposed to a resolution, the original motion cannot be withdrawn, until the amendment has been first disposed of.

37. Motions under statute 2. - No motion shall be moved or seconded by any member who during the discussion of any particular item of business, has already moved or seconded any one of such motion.

38. Duration of speeches. - No speech shall ordinarily exceed 5 minutes in duration provided that the Chairman may at his discretion allow the mover of a resolution or of an amendment when moving the name to speak for more than minutes and has power to make him resume the seat.

39. Order of speeches. - The member who first rises to speak at the conclusion of a speech shall normally be heard. In case of more than one member rising to speak, the Chairman shall decide the priority of speakers.

40. Right to make speeches. - No member can speak to a question more than once except where the mover has the right of reply as provided for in Statute 42. A member who has spoken on a motion and resumed his seat cannot subsequently rise to or second an amendment to the same motion. A member who has moved or seconded an amendment cannot speak again on the original motion after the amendment has been disposed of.

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

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

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

43. Personal explanations. - Any member may rise to explain any misconception of expression 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.

44. Power of Chairman. - (a) The Chairman shall call any member to order, and shall have power to such action as may be necessary to enforce his decision.

(b) The Chairman may direct any member, whose conduct is in his opinion grossly, to withdraw immediately from the Senate and any member so ordered to withdraw shall do so forthwith and absent himself during the remainder of the day's meeting. (c) Suspension of meeting: The Chairman may, in the case of grave disorder arising in the Senate, suspend any sitting for a time to be specified by him.

45. Putting motions to vote. - When the meeting on a motion is conducted or if there be no meeting, the Chairman shall put the motion to vote by saying, "The motion is followed by the words of the motion, and the Senate shall then divide unless the Chairman ascertains that the motion is carried affirmatively, by a unanimous vote".

If there be an amendment he shall say, "It shall be 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 sub-clause (i) of statute 29 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 sub-clause (ii) of the same statute, he shall put the question by saying "shall the following word or words Be left out in order to add or insert the following word or words?" If the amendment be of the kind specified in sub-clause (iii) of the same statute, he shall put the question by saying "shall those words be there added or inserted ?" If an amendment be negatived, the original resolution shall be again stated from the Chair, and any other amendments, if any, thereto may, then, be moved. If an amendment be carried, the resolution as amended shall be stated from the Chair and may, then, be debated as a substantive resolution to which the further amendments, if any, to the original resolution may be moved, and such further amendments shall be disposed of in the same manner as the previous amendment.

46. Decision or resolution-Voting. - All resolutions considered at a meeting of the Senate shall be decided by a University of the votes of the members present unless a particular majority is required by the laws of the University. If the votes including that of the Chairman be equally divided, the Chairman shall have a casting vote.

47. Minutes of the meeting. - The minutes of all proceedings of each meeting of the Senate shall be signed by the Chairman of the meeting. The Registrar within three weeks of a meeting shall send a copy of the minutes of that meeting so signed by the Chairman to each member of the Senate.

48. Procedure when exception is taken. - (a) If no exception is taken by any member who was present at the meeting to the correctness of the minutes within 10 days of the sending of the minute, they shall be deemed to be correct.

(b) If such exception be taken within the time aforesaid by means of a letter addressed to the Registrar, definitely specifying the points which require correction, the minutes and if the Syndicate is satisfied with the points of exception the minutes shall be brought forward by the Syndicate at the next meeting of the Senate for confirmation or correction by such of the members as were present when the business was transacted to which minutes refer. (B) The Standing Committee on Academic Affairs (S.C.AA)

1. The Standing Committee on Academic Affairs shall be an authority of the University under the Senate to co-ordinate and exercise general supervision over the academic affairs of the University, subject to the provisions of the

Act, the statutes and the ordinances.

2. Constitution. - The Standing Committee on Academic Affairs shall, in addition to the Vice-Chancellor as an ex-officio member and Chairman, consist of the following persons, namely:-

Class I-Ex-Officio MembersThe Director of Collegiate Education. The Director of Technical Education. The Director of Medical Education.The Chairman of all Boards for Under-graduate and Post-graduate courses of studies; andThe Deans of all Faculties.Class II-Other MembersTwo members elected by principals of affiliated colleges from among themselves in accordance with the system of proportional representation by means of single transferable vote.(a)The Vice-Chancellor shall be ex-officio Chairman of the Standing Committee on Academic Affairs,(b)The members of the Standing Committee on Academic Affairs other than ex-officio members, shall hold office for a period of three years and such members shall be eligible for election for not more than another period of three years:Provided that where a member is elected to the Standing Committee on Academic Affairs to a casual vacancy, the period, of office held for not less than one year by any such member shall be construed as a full period of three years for the purpose of this clause:Provided further that where an elected member of the Standing Committee on Academic Affairs is appointed temporarily to any of the offices by virtue of which he is entitled to be a member of the Standing Committee on Academic Affairs ex-officio, he shall, by notice in writing signed by him and communicated to the Vice-Chancellor within seven days from the date of his taking charge of his appointment, choose whether he will continue to be a member of the Standing Committee on Academic Affairs, by virtue of his election or whether he will vacate office as such member and become a member ex-officio by virtue of his appointment and the choice shall be conclusive. On failure to make such a choice, he shall be deemed to have vacated his office as an elected member.(c)The members of the Standing Committee on Academic Affairs shall not be entitled to receive any remuneration from the University except such daily and travelling allowances as maybe prescribed:Provided that nothing contained in this clause shall preclude any member from drawing his normal emoluments to which he is entitled by virtue of the office, he holds.(d)A member of the Standing Committee on Academic Affairs, other than ex-officio member, may tender resignation of his membership at any time before the term of his office expires. Such resignation shall be conveyed to the Chancellor by a letter in writing by the member, and the resignation shall take effect from the date of its acceptance by the Chancellor.(3)The powers and duties of the Standing Committee on Academic Affairs shall be such as may be prescribed by the statutes.Powers and Functions

3. Subject to provisions of the Act, the Senate and the Ordinances, the Standing Committee on Academic Affairs shall have the following powers, namely:-

(a)to make regulations and amend or repeal the same;(b)to advise the Senate and Syndicate on all academic matters;(c)to make proposals to the Syndicate for framing ordinances for the conduct or standard of examinations or the conditions or residence of students;(d)to make regulations for the constitution and functions of the Faculties.

4. It shall also be the duty of Standing Committee on Academic Affairs to give counselling to the Syndicate-

(a)to prescribe the conditions for approving colleges or institution in which provisions is made for the preparation of students for titles or diplomas of the University and to withdraw such approval;(b)to institute lectureships, readerships, professorships, and other teaching posts required by the University;(c)to prescribe the condition for affiliating college to the University and to withdraw affiliation from colleges;(d)to prescribe the manner in which and the conditions to which, a college, may be designated as an autonomous college and such designation may be cancelled;(e)to provide such lectures and instructions for students of University colleges, affiliated colleges and approved colleges and also to provide for lectures and instructions to persons not being students of colleges and grant diplomas to them.(f)to institute fellowships, travelling fellowships, scholarships, studentships, bursaries, exhibitions medals and prizes;(g)to institute a University Extension Board and to maintain it;(h)to institute a Publication Bureau, Students Unions, Employment Information and Guidance Bureau and University Athletic Clubs and to maintain them;(i)to prescribe the qualification of teachers in University colleges, affiliated and approved colleges and hostels;(j)to nominate a person whenever provided from among the members of Standing Committee on Academic Affairs to be in the Selections Committees for making recommendations to the Syndicate for appointment to the posts of Professor, Assistant Professor, Reader, Lecturer and Librarian of institutions maintained by the University.Meetings and Proceedings

4. There shall be two ordinary meeting of the Standing Committee on Academic Affairs in a year on February or March and in September or October on dates to be fixed by the Vice-Chancellor.

The Vice-Chancellor may also, whenever he thinks fit, convene a special meeting of the Standing Committee on Academic Affairs.The Vice-Chancellor may, at his discretion, postpone the date fixed for an ordinary or special meeting of the Standing Committee on Academic Affairs.

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

6. Date for forwarding resolutions. - Any member who wishes to move resolution on the item of the agenda at an ordinary meeting shall forward a copy of the resolution to the Registrar so as to reach him not less than twenty clear days before the date of the meeting. 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.

7. Resolution to be placed on agenda paper. - The Registrar, under the direction of the Vice-Chancellor, shall cause each resolution of which notice has been given and which has not since been withdrawn in accordance with statute 6 of this Chapter and which is in conformity of admissibility to be placed on the agenda paper of the meeting at which it is to be moved.

8. Agenda paper. - Not less than twelve 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 the same to the agenda paper.

9. Notice of amendments. - Any member who wishes to move an amendments 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. 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 paper showing all the resolutions and amendments.

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

12. Quorum. - Twenty or one-third of the members of the Standing Committee on Academic Affairs which ever is less shall be the quorum for a meeting of the Standing Committee on Academic Affairs.

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

Business of Meetings

14. Order of Business. - At every meeting of the Standing Committee on Academic Affairs the following shall be the order of business after the election, if it be necessary of the Chairman:-

(i) Business brought forward by the Vice-Chancellor including business remitted by the Senate and the Syndicate. (ii) Business brought forward by the Faculties. (iii) Business brought forward by the Boards of studies. (iv) Business brought forward by members of the Standing Committee on Academic Affairs

15. Procedure at meetings. - The procedure at meetings of the Standing Committee on Academic Affairs shall be regulated generally by the procedure laid down for the Senate.

(C) The Syndicate

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

2. Meetings of the Syndicate. - (a) The Syndicate shall meet at such times and places as decided by the Vice-Chancellor:

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

3. Quorum for the meeting. - One-third of the total strength of the members of the Syndicate shall be the quorum required for a meeting of the Syndicate.

4. Conduct of the business of the Syndicate. - The conduct of the business of the Syndicate and the procedure for voting shall be mutatis mutandis to those prescribed for the conduct of the business of the Senate.

(D) The Faculties

1. As provided for in section 29(1) and section 4 of the First Statutes in the Act, the following shall be the Faculties of the University:-

(a) Faculty of Arts-Comprising of the Departments noted below:- (i) Department of Indian and other Languages, (ii) Department of Philosophy, (iii) Department of History, (iv) Department of Economics, (v) Department of Political Science, (vi) Department of Library Science, (vii) Department of

Geography.(b)Faculty of Science:(i)Department of Mathematics,(ii)Department of Statistics,(iii)Department of Physics and Astro-Physics,(iv)Department of Chemistry,(v)Department of Botany,(vi)Department of Zoology,(vii)Department of Home Science,(viii)Department of Nursing,(ix)Department of Computer Science,(x)Department of Space Science.(xi)Department of Geology,(xii)Department of Environmental Studies.(c)Faculty of Law:(i)Department of Law.(d)Faculty of Medicine:(i)The System of Modern Medicine and all Indian System Medicines with their branch specialities.(e)Faculty of Engineering and Technology:(i)Energy Engineering,(ii)Micro Electronics,(iii)Process Engineering -(a)Textile;(b)Food processing,(iv)Foundry Engineering.(v)Nuclear Engineering,(vi)Management Courses in-(a)Transportation Management;(b)Educational Management;(c)Water Management;(d)Hospital Management;(e)Energy Management,(vii)Industrial Design,(viii)Acoustics Engineering,(ix)Illumination Engineering,(x)Instrumentation,(xi)Environmental Engineering,(xii)Bio-Engineering,(xiii)Polymer Technology,(xiv)Timber Technology,(xv)Oil technology,(xvi)Computer Technology,(xvii)Pharmaceutical Technology,(xviii)Ceramic Technology,(xix)Machine Tool Technology,(xx)Pumping Machinery,(xxi)Industrial Electronics,(xxii)Industrial Management,(xxiii)Operations Research,(xxiv)Market Research,(xxv)Technology Forecasting,(xxvi)Instrumental Technology,(xxvii)Control Engineering and Automation,(xxviii)Process Vessel Design,(xxix)Thermal Plant Design,(***) Industrial Radiography -Civil Engineering,Mechanical Engineering,Electrical Engineering,(f)Faculty of (Teaching) Education:(i)Department of Education.(g)Faculty of Commerce.Department of Commerce.(h)Faculty of Indian and other Languages:Department of Tamil, Malayalam, Telugu, Kannada, Hindi, English, French, German.(i)Faculty of (Indian System of) Medicine.,(j)Faculty of Fine Arts:(i)Department of Painting and Sculpture.(ii)Department of Music and Dance.(iii)Department of Miniature Painting.(iv)Department of Graphic Art and Traditional Crafts.(v)Department of Commercial Art and Photography.(k)Faculty of Management.Department/School of Management:Provided that it shall be competent to the Syndicate to create additional faculties and assign departments to them as and when found necessary.

2. Constitution. - Appointments to the Faculties shall be made by the Standing Committee on Academic Affairs at a meeting, provided that not less than three-fourths of the total members of every faculty shall be members of the Standing Committee on Academic Affairs:

Provided also that if at any time difficulty is felt in maintaining the proportion prescribed above, the Syndicate on the recommendation of the Vice-Chancellor make ad hoc arrangement as per the rules framed for this purpose, from time to time:Provided further that it shall be competent to the Vice-Chancellor to nominate persons to the Faculties, as he deems fit.

3. Assignment to Faculties. - Every member of the Standing Committee on Academic Affairs subject to the proportion to be maintained as per section 29(2) of the Act, shall be assigned by the order of the Syndicate to one or more of the Faculties at the meeting to the Standing Committee on Academic

Affairs next after his becoming a member of Standing Committee on Academic Affairs.

4. Term of office. - (a) Members of the Faculties who are also members of the Standing Committee on Academic Affairs shall continue to be members of the Faculties as long as they are members of the Standing Committee on Academic Affairs.

(b) Other members nominated shall, ordinarily, hold office for a period of three years from their date of appointment.

5. Deans of Faculties. - (a) Every Dean shall be appointed by the Vice-Chancellor from among the Professors in the Faculty for a period of three years and he shall be eligible for re-appointment:

Provided that a Dean, on attaining the age of fifty-eight years, shall cease to hold office as such: Provided further that if at any time there is no Professor in a Faculty, the Vice-Chancellor, shall exercise the powers of the Dean of the Faculty. (b) When the office of the Dean is vacant or when the Dean is, by reason of illness, absence or any cause, unable to perform the duties of his office, the duties of his office shall be performed by such person as the Vice-Chancellor may appoint for the purpose. (c) The Dean shall be head of the Faculty and shall be responsible for the conduct and maintenance of the standards of the teaching and research in the Faculty. The Dean shall have such other functions as may be prescribed by the ordinances. (d) The Dean shall have the right to be present and to speak at any meeting of the Boards of Studies or Committees of the Faculty, as the case may be, but shall not have the right to vote thereat unless he is a member thereof.

6. Powers of the Faculty. - A Faculty shall have power to-

(a) consider and report on any matter referred to it by the Standing Committee on Academic Affairs, the Senate the Syndicate or the Vice-Chancellor; (b) recommend draft regulation in regard to courses of study and examinations prescribed by the University and to lay such regulations for the consideration of the Standing Committee Academic Affairs; (c) to remit any matter to a Board of Studies within the purview of the Faculty for consideration and report; (d) to consider any report or recommendation of any Board of Studies, if required to do so.

7. Meetings. - Meetings of the Faculty shall be convened at such times as may be necessary by the Registrar as per the directions of the Vice-Chancellor.

All rules framed for the conduct of the meeting of the Senate shall be applicable to the meetings of the Faculty.

8. Minutes of the meeting. - The minutes of the meeting of the Faculty shall be communicated by the Dean to the Registrar for action whenever necessary.

(E)The Finance Committee

1. There shall be a Finance Committee as provided for in section 17 and 32 of the Act.

(1)Vice-Chancellor (Chairman-Ex Officio).(2)The Secretary to Government in-charge of Finance.(3)The Secretary to Government-in-charge of Education.(4)Three members nominated by the Syndicate as provided in sub-section (1)(iv) of section 32 of the Act.

2. Secretary. - The Finance Officer of the University shall be the Ex-Officio Secretary of the Finance Committee, but he shall not be deemed to be a member of the Committee.

3. Term of Officio. - The term of officio of the members of the Finance Committee shall be as provided for in the sub-section (4) of the Section 32 of the Act.

4. Meetings. - The Finance Committee shall meet at least twice in every year.

The Vice-Chancellor shall convene the meetings of the Finance Committee whenever he finds it necessary

5. Powers and Duties. - The powers and duties of the Finance Committee shall be as provided for in sub-sections (5), (6), (7) and (8) of section 32 of the Act:

Provided that it shall be competent to the Syndicate to remit any matter for the consideration of the Finance Committee.The Rules regarding the conduct of meeting of the Syndicate shall whenever applicable to the meetings of the Finance Committee.

Chapter IV

Rules and Procedures for the Conduct of Elections to the Authorities of the Bharathidasan University Rules for the Conduct of Election under the Act

1. Vice-Chancellor to direct the holding of election. - Except as otherwise provided in the Laws of die University, the Vice-Chancellor shall direct the holding of all elections, and shall have power-

(a)to fix the mode and date of elections;(b)to determine the form of notice, nomination, letter of intimation, declaration paper, ballot paper, etc, in any election;(c)to prescribe the method of deciding the validity or invalidity of each ballot paper or of each vote recorded;(d)to declare the results of each election; and(e)to delegate the power to the Returning Officer to decide the validity of each ballot paper or of each vote recorded and to declare the results of each election. The decision of the Vice-Chancellor or the officers named in statute of the Returning Officer to whom the power has been delegated shall be subject to the provisions in section 50 of Chapter X of the Bharathidasan University Act, be final:Provided that it shall be competent for the Vice-Chancellor, when any emergency arises-(i)to assume the powers of the Returning Officer and function as such, either by himself or by deputing any 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 his reasons for such action taken.

2. 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.

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

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

4. Date from which member elected. - In the case of elections held under the Amended Act, if any, taking into consideration the notification of the Government, all those elected shall be declared as members of the authorities from the date of the notification indicated.

5. Objections to elections. - Objections to elections 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.

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.

6. Preservation 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 in statute 7, as the case may be, for a period of one month after the date of election or if any question arises as to the election, until it is disposed finally.

7. Elections conducted by agencies other than the University. - In the 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 the rules framed and shall exercise the powers and perform the duties of the Vice-Chancellor and the Registrar in so far as the particular election is concerned under the above mentioned Statutes and proviso indicated above.

| SI. No. | Name of the electorate | University authority to which elected | Official to hold the election |
|---------|---|---------------------------------------|---|
| 1. | [Tamil Nadu Legislative Council] [Now abolished.] | Senate | Secretary to Legislative Council |
| 2. | Tamil Nadu Legislative Assembly | Senate | Secretary to Legislative Assembly |
| 3. | Head Masters of Higher Secondary Schools within the University Area | Senate | The Director of Higher Secondary Schools (or) a person authorised by him not below the rank of the CEO. |
| 4. | Teachers of affiliated college | Senate | Principal of the respective College. |
| 5. | Do. | Senate. | Do. |

The Returning Officer, may for sufficient reason with the previous consent of the Vice-Chancellor, postpone the date or dates fixed in the programme for the publication of final list of valid nomination, for dispatch of ballot papers for roll 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 programmes.

8. Registrar or any authorized officer to conduct election. - The Vice-Chancellor may direct the Registrar or any other officer of the University to do all things necessary for the conduct of all elections to the various University bodies.

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 authorized person.

9. Notification of Vacancy. - If any vacancy occurs or is about to occur by efflux of time, among the members of any University authority which has to be filled up by an election conducted by the University, a notification of the fact shall be published in the Gazette.

10. Nature of poll. - The Registrar/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 opinion 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)Elections to the Syndicate of 6 members elected by the Senate from among themselves. [Vide section 24(b) Class 11(1) of the Act.](ii)Elections to the Standing Committee on Academic Affairs of two members elected by the principals of affiliated colleges in the Senate from among themselves.(iii)Elections to the Standing Committee of Academic Affairs of five members elected by the Teachers of affiliated colleges in the Senate from among themselves.(iv)Elections to the Syndicate of two members elected by the University Professors from among themselves [Vide section 24(b) Class 11(3) of the Act].(v)Elections to the Syndicate of two members elected by Principals of affiliated colleges from among themselves [Vide section 24(b) Class 11(2) of the Act].Such elections shall be conducted as follows:-(a)The direct polling shall take place by secret ballot on the day of the meeting of the authority concerned, between the hours of meeting as fixed by the Vice-Chancellor on that day.(b)A notice regarding the date on which the poll will be held and a final list of candidates validly nominated shall be sent to every member of the electing authority concerned not less than ten clear days before the date fixed for the poll.(c)All members present at the meeting shall be entitled to vote. No vote shall be given by proxy or by post. Members present shall sign in the nominated/electoral roll kept for the purpose as a record of voting at the election.(d)The Returning Officer shall ascertain that the person desiring to vote is a member who has not already voted and shall enter his name upon the counterfoil of ballot paper/or in a register maintained for the purpose of the election and shall then hand over to the member the ballot paper corresponding to that counterfoil or number in the register after 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 number of any other identifying mark on the ballot paper.(e)When a member has received a ballot paper, he shall proceed to the place arranged for making the vote and shall mark thereon by putting a cross mark thus "X" against the name or names of persons the member intends to vote for. The number of nominees for whom each elector may vote may be less than or equal to, but shall not be more than the number of vacancies to be filled in the number shall then fold the ballot paper and drop it in a ballot box placed in front of the Returning Officer.(f)If a member inadvertently spoils a ballot paper, he may return it to the Returning Officer who shall, if satisfied of such inadvertence, give him another paper and retain the spoiled paper, and this spoiled paper shall be immediately cancelled and the fact of such cancellation shall be noted on the counterfoil/ Register.(g)In the case of all elections at the close of the poll or when all the members present have voted, the Returning Officer shall, with the help of such members of the University staff as he 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.

11. Recount of votes. - Any candidate or his agent can request a recount of the votes 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 recoimt of votes, the candidates or the agents apart from furnishing reasons for the request should pay a sum of Rs.100 towards recounting fee for which an official receipt will be issued by the Returning Officer. A candidate or his/her agent may request re-counting of votes only once in a particular election.

12. A ballot paper shall be invalid if-

(a)it does not bear the Registrar's/Returning Officer's initials; or(b)a voter signs his/her name or writes any word or make any mark in it, by which it becomes recognizable; or(c)no vote is recorded thereon; or(d)the number of votes recorded thereon exceeds the number of vacancies to be filled; or(e)it is void for uncertainty:Provided that where more than one vote can be given on the same ballot paper if one of the marks is so placed as to render it doubtful to which candidate it is intended to apply, the vote concerned but not whole ballot paper shall be invalid on that count.

13. Wherever applicable the Tellers officials entrusted with counting of ballots shall, after preparing the result sheet, deliver it to the Returning Officer, who shall declare the result of the elections as stated in statute 14.

14. 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 they cannot all be declared elected, the final election shall be made by drawing lots in such manner as the Returning Officer may determine.

15. After election process is over, all ballot papers shall be put in a cover, sealed and deposited in the custody of the Registrar/officer nominated for the purpose for a period of three months, after which these can be destroyed.

16. Eligibility of acting persons to take part in elections. - When persons holding office as Principals of colleges, teachers in colleges, or Headmasters of Higher Secondary Schools are entitled to take part in an election, the persons for the time being acting such as Principals, Teachers or

Headmasters and performing the duties of each such office shall have all the rights and powers vested in them by the Act and by these Laws.

17. (a) Teachers of affiliated colleges for the purpose of section 20(a) sub-section (1), 24(b) sub-section (4) of the Act means teachers in colleges as defined in section 2(n) of the Act including Directors of Physical Education in colleges but excluding Tutors, Demonstrators and Physical Instructors,

(b)"Headmasters of Higher Secondary Schools" means Headmasters of complete Higher Secondary Schools within the territorial jurisdiction of the University area recognized by the Local Government.

18. Nominations. - Each elector 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 an elector in writing and shall be seconded in writing, by another elector. 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/she is not already a member of the authority, to which he/she seeks election, or if he/she is already a member, that his/her term of office as such would expire before the membership for which he/she is seeking election, takes effect, and nomination paper must reach the Registrar/Returning Officer within the date and hour fixed which shall be, in the case of the election of members of the senate by registered graduates, not later than fourteen clear days and in the case of all elections, not later than ten clear days after the publication of the notification in the Tamil Nadu Government Gazette.

(a)An elector shall be eligible to subscribe either as proposer, or as seconder in nomination papers, only as many times as there are vacancies but not more.(b)Nomination papers shall be enclosed in an envelope superscribed "Nomination to the by" and sent by registered post (acknowledgement due) so as to reach the Registrar within the date and hour fixed or delivered to the Registrar, during office hours either in person or by messenger within the date and hour fixed.(c)Nomination papers that are not enclosed in an envelope superscribed as specified and sent by registered post or are not delivered in person or by messenger as required above shall 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 though another electorate without his having previously resigned his membership.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, provided the date of membership in that vacancy shall be

posterior to the date on which he ceases to be a member of that authority.

19. Scrutiny of nomination papers. - (a) All nomination papers shall be scrutinized by the Returning officer or the officer authorized by him in his behalf on the date and hour and at the place appointed and notified in the notice of vacancy. Candidates and a representative of each candidate 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, the candidates so validly nominated shall be declared duly elected. (c) If the number of such candidates declared elected is less than the number of vacancies, the constituency shall be called upon to elect a person or persons as the case may be, to fill the remaining vacancies. (d) If after scrutiny, the number of candidates validly nominated is greater than the number of vacancies, the final list of candidates for the election 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.

20. Withdrawal of nomination. - 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 their person authorized by him not later than Three 'O' Clock in the A.N of the day fixed for withdrawal, which shall be give five clear days after the last date for receipt of nomination. A Candidate who has withdrawn his candidate shall not be allowed to cancel the withdrawal or to be renominated as a candidate for the same election.

21. Publication of valid nominations. - The Returning Officer or other 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.

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

23. 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 and within the time specified does not exceed or is less than the number of vacancies to be filled, all such candidates shall be declared to be duly elected and if the number of such candidates declared elected is less than the number of vacancies, the constituency shall be called upon to elect a person or persons, as the case may be, to fill the remaining

vacancies.

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

24. Despatch of ballot papers. - The Registrar/Returning Officer shall forward to each elector (through the post wherever necessary) a numbered declaration paper, a ballot paper on which the names of the candidates with their addresses arranged in alphabetical order and which shall bear on it the Registrar/Returning Officer's initials and the last date of posting, a ballot paper cover and an envelope addressed to the Registrar/Returning Officer together with a letter of intimation stating the number of vacancies, the date and hours fixed for the poll and the day and the hour fixed for the scrutiny and counting of votes. The papers shall be forwarded to the address entered against the name of the elector in the electoral roll or if the elector has since the publication or preparation of the roll changed his address and intimated the fact in writing to the Registrar at least 14 days before the first date of despatch of ballot papers, to the address so given.

The date fixed for the poll shall be, for the elections of members of the Senate by registered graduates, not less than fourteen clear days from the last date of posting the ballot papers and for other elections, not less than ten clear days after the date of posting of the ballot papers.

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

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

26. Recording of votes electors-Physically incapacitated. - If an elector 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 elector to mark the ballot paper for him and of its having been so marked by him in the presence of the elector.

The following persons are empowered to attest votes of incapacitated electors:-(1)Stipendiary Magistrates.(2)A Gazetted Officer.(3)Principals of affiliated or approved colleges.(4)Headmasters of Recognized Higher Secretary School.(5)Member of the Senate or Syndicate.

27. Procedure when voting papers are lost or spoilt. - An elector who has not received his ballot and other connected papers sent by post, or who has lost them or whose paper, before their dispatch back to the Registrar/Returning Officer have in-adventently been spoilt may transmit a declaration to that effect signed by himself and request the Registrar 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 Registrar/Returning Officer who shall cancel them on receipt in every case when new papers are issued, a mark shall be placed against the number of elector's name in the Register (electoral roll) to denote that new papers have been issued in place of those not received lost or spoilt.

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

29. Ballot paper cover when rejected. - A ballot paper cover shall be rejected, if-

(i)it is not the cover sent by the Registrar/ Returning officer; or(ii)the envelop contains no declaration paper outside the ballot paper cover; or(iii)the declaration paper is not the one sent by the Registrar/Returning Officer; or(iv)the declaration or attestation is not in accordance with the rules; or(v)the ballot paper is placed outside the ballot paper cover; or(vi)the more than one declaration paper or cover containing ballot paper have been enclosed in one and the same envelop; or(vii)the declarations 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.

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

31. Election as per section 20(a) Class II. - Other members sub-section (1) of the Act-

The election of one member to the Senate by the teachers of each affiliated college other than the principal 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.(Teachers of the college for the purpose of this rule means as defined in section 17 of this Chapter.)(b)not less than seven clear days before the date of election notice of election shall be issued by the Returning Officer furnishing information regarding:-(i)the number of vacancies to be filled;(ii)Last date and hour for filing the nominations;(iii)Date and hour for the scrutiny of nominations;(iv)Date and hour for the publication of valid list of nominations(v)Last date and hour for withdrawal of candidature;(vi)The place, date and time of issue of ballot paper, polling scrutiny; and(vii)Counting of votes.(c)a copy of notice as issued above shall be published in the college notice board.(d)the Principal shall be the Returning Officer for the election. In the absence of the Principal, the teacher holding charge of the Principal shall be the Returning Officer. In such cases, the fact may be informed to the Registrar in advance.(e)Provided that, if after the scrutiny of nominations and after the time for withdrawal of candidature is over, the Returning Officer finds that the number of candidature validly nominated is less than or equal to the number of vacancies to be filled, he shall declare such candidate or candidate, to be duly elected and if the number of valid nominations exceed the number of vacancies to be filled, further process for the election shall be proceeded with, as per the notice issued earlier in this regard.Other rules for the conduct of election shall generally conform to the rules prescribed for University elections.

32. Election without proportional representation. - In the elections enumerated below, the procedure prescribed in the prescribed statutes and below shall be followed:-

(a)Election of one member to the senate by the teachers of such affiliated College.(b)Election of one member to the senate by the Secretary of the college Committee from among themselves of the private colleges within the University area, as defined in the Tamil Nadu Private Colleges (Regulations) Act, 1976 (President's Act 19 of 1976).(c)Election of one member to the senate by the headmasters of Higher Secondary Schools in each revenue district within the University area.(d)Election of two members to the senate by the registered graduates in each revenue district within the University area from among themselves.(e)Election of two members to the senate by the members of the Tamil Nadu Legislative Assembly from among themselves.(f)Election of one

member to the senate by the Member of the [Tamil Nadu Legislative Council] [Now abolished.] from among themselves.(g)Election of six member to the Syndicate by the Members of the Senate from among themselves.(h)Election of two members to the Syndicate by the University Professors from among themselves of whom one shall be from the Faculty of Science.

33. Ballot papers when invalid. - A ballot paper shall be invalid if-

(a)it does not bear the Registrar's/Returning Officer's initials; or(b)a voter signs his name or writes any word or makes any mark on it by which it becomes recognizable; or(c)no vote is recorded thereon; or(d)the number of votes recorded thereon exceeds the number of vacancies to be filled; or(e)it is void for uncertainty:Provided that where more than one vote can be given on the same ballot paper if one of the marks is so placed as to render it doubtful to which candidate it is intended to apply the vote concerned but not the whole ballot paper shall be invalid on that account.

34. Declaration of results. - The nominee or the nominees receiving the highest number of votes shall be declared to be duly elected. When two or more nominees receive an equal number of votes and they cannot all be declared elected, the final election shall be made by drawing lots.

The Vice-Chancellor or the Officer authorized by him on this behalf shall then declare the names of the candidates who have been duly elected.

35. Elections with proportional representation. - In the elections enumerated below, the procedure prescribed in the following statutes shall be followed, the elections being held with the system of proportional representation by means of the single transferable vote:-

(a)Election of two members to the Syndicate by the principals of affiliated colleges from among themselves.(b)Election of two members to the Syndicate by the teachers of affiliated college other than principals from among themselves.

36. Voting. - All voters shall be entitled to vote. Each voter shall have only one vote.

37. Invalid ballot papers. - The ballot paper covers other than those rejected under statute 28, shall be opened and the ballot papers taken out and mixed together in the Vice-Chancellor presence. The Vice-Chancellor shall then proceed to counting the votes, rejecting as invalid any ballot paper-

(a)which does not bear the Registrar's initials; or(b)on which a voter sign his name or writes any word, or makes any mark, by which it becomes recognizable; or(c)on which the figure 1 is not

marked; or(d)on which the figure 1 is set opposite the names of more than one candidate; or(e)on which the figure 1 and some other figure are set opposite the names of the same candidate; or(f)which is void for uncertainty.On which every paper so rejected, the Vice-Chancellor shall endorse the word "invalid" and such papers shall be kept in a separate bundle.

38. Definition of terms. - In the following statutes,-

(i)"continuing candidates" means candidate not elected or not excluded from the poll at any given time;(ii)"exhausted papers" means ballot papers on which no further preference is recorded for a continuing candidate; provided that a paper shall also be deemed to be exhausted in any case in which-(a)the names of two or more candidates, whether continuing or not, are marked with the same figure and are next in order of preference; or(b)the name of the candidate next in order of preference, whether continuing or not is marked;(b-i) by a figure not following consecutively after some other figure on the ballot paper;(b-ii) by two or more figure;(iii)"First Preference" means the figure 1 set opposite the name of any candidate; "Second Preference" similarly means of the figure 2 -"Third-preference" the figure 3, and so on;(iv)"original votes" in regard to any candidate means, the votes derived from ballot papers on which a first preference is recorded for such candidate;(v)"surplus", means the number by which the votes of any candidate, original and transferred exceeds the quota as defined in statute 41;(vi)"transferred votes" in regard to any candidate means votes credited to such candidate' which are derived from ballot papers on which a second or subsequent preference is recorded for such candidate;(vii)"unexhausted papers" means ballot papers on which a further preference is recorded for a continuing candidate.

39. Procedure for elections with proportional representation. - In carrying out the operations prescribed in the statutes hereinafter contained:-

(i)all fractions shall be disregarded; and(ii)all preference recorded for candidates already elected or excluded from the poll shall be ignored.

40. Division into parcels according to first preferences. - After the invalid ballot papers, if any, have been rejected, the remaining paper shall be divided into parcels according to the first preferences recorded for each candidate and the number of papers in each parcel noted.

41. Quota. - The number of the papers in all the parcels shall then be added together and the total divided by a number exceeding by one the number of vacancies to be filled, and the result increased by one shall be the number sufficient to secure the return on a candidate (hereinafter called the quota).

If at the time a number of candidates equal to the number of persons to be elected has obtained the quota, such candidate shall be treated as elected and no further steps shall be taken.

42. Candidate when elected. - Any candidate in whose parcel the number of votes on the first preferences being counted is equal to, or greater than, the quota, shall be deemed declared.

43. Transfer of surplus papers. - If the number of the papers in any such parcel is equal to the quota, the papers shall be set aside as finally dealt with.

If the number of the papers in any such parcel is greater than the quota, the surplus shall be transferred to the continuing candidates indicated on the ballot papers as next in the order of the voter's preference, in the manner prescribed in the following statutes.

44. Surplus how dealt with. - (a) If and whenever as the result of any operation prescribed by these statutes a candidate has a surplus, that surplus shall be transferred in accordance with the provisions of this statutes;

(b) If, in ascertaining the number of papers to be transferred from a sub-parcel, fractional parts are found to exist and if, owing to the existence of such fractional parts, the number of papers to be transferred is less than surplus, as many of these fractional parts taken in the order of their magnitude, beginning with the largest, as are necessary to make to the total number of papers to be transferred equal to the surplus, shall be reckoned as the value of unity and, the remaining fractional parts shall be ignored. If two or more fractional parts are of equal magnitude, that fractional part shall be deemed to be the larger which arises from the larger sub-parcel, and if the sub-parcels in question are equal in size, preference shall be given to the candidate who obtained the larger number of original votes; (c) If more than one candidate has a surplus, the largest surplus shall be dealt with first and the orders in order of magnitude; provided that ever' surplus arising on the first count of votes, shall be dealt with before those arising on the second count, and so on; (d) Where two or more surpluses are equal, the Vice-Chancellor shall decide, which shall be dealt with first; (e) (i) If the surplus of any candidate to be transferred arises from original votes only, all the papers in the parcel belonging to the candidates whose surplus is to be transferred shall be examined and the unexhausted papers divided into sub-parcels according to the next preferences recorded thereon. A separate sub-parcel shall also be made of the exhausted papers. (ii) The number of the papers in each sub-parcel and the total of all unexhausted papers shall, then, be ascertained. (iii) If the total number of the unexhausted paper is equal or less than the surplus, all the sub-parcel shall be transferred to the continuing candidates. (iv) If the total number of the unexhausted papers is greater than the surplus, they shall be transferred from each sub-parcel the number of papers which bears the same proportion to the number of papers in the sub-parcels the surplus bears to the total number of unexhausted papers in the order in which such papers have been transferred; (f) If the surplus of any candidate to be transferred arises from transferred as well as original votes, all the papers to the sub-parcel last transferred to the candidate shall be re-examined, and the unexhausted papers divided into sub-parcel according to the next preference recorded thereon. The sub-parcel shall be dealt within the same manner as is provided in the case of

the sub-parcel referred to in clause (e);(g)The papers transferred to each candidate shall be added in the form of a sub-parcel to the papers already belonging to such candidate;(h)All papers in the parcel or sub-parcel of an elected candidate not transferred under this statute shall be set aside as finally dealt with.

45. Exclusion of candidate lowest on the poll. - (i) If after all the surpluses have been transferred as hereinbefore directed less than the number of candidates required has been elected, the candidate lowest in the poll shall be excluded from the poll and his unexhausted papers distributed among the continuing candidates according to the next preferences recorded thereon. Any exhausted paper shall be set aside as finally dealt with.

(ii)The papers containing original votes of an excluded candidate shall first be transferred.(iii)The papers containing transferred votes of an excluded candidate shall then be transferred in the order of the transfer in which he obtained them.(iv)Each of such transfers shall be deemed to be a separate transfer.(v)If the total of the votes of the two or more candidates lowest on the poll, together with any surplus votes not transferred is less than the votes credited to the next highest candidate, those candidates may, in one operation, be excluded from the poll and their votes transferred in accordance with the direction given in clauses (i) to (iv) above.(vi)The process directed by this statute shall be repeated on the successive exclusions of the candidates lowest on the poll until the last vacancy is filled either by the election of a candidates with the quota, or as hereinafter provided.

46. If as a result of a transfer of papers under these statutes, the number of votes obtained by a candidate is equal to, or greater than the quota, the transfer on proceeding shall be completed, but no further papers shall be transferred to him.

47. (a) If after the completion of any transfer under these statutes, the number of the votes of any candidate shall be equal to, or greater than, the quota, he shall be deemed elected.

(b)If the number of the votes of any such candidate shall be equal to the quota, the whole of the papers on which such votes are needed shall be set aside as finally dealt with.(c)Distribution of Surplus. - If the number of the votes of any such candidate shall be greater than the quota, his surplus shall there upon be distributed in the manner herein-before provided, before the exclusion of any other candidate.

48. (a) When the number of continuing candidate is reduced to the number of vacancies remaining unfilled, the remaining candidates shall be deemed elected.

(b)When only one vacancy remains unfilled and the number of the votes of some one continuing candidates exceeds the total of all the votes of the other continuing candidates, together with any surplus not transferred, that candidate shall be deemed elected.(c)When only one vacancy remains unfilled and there are only two continuing candidates and those two candidates have each the same number of votes and no surplus remains capable of transfer, one candidate shall be excluded under the next succeeding statute, and the other deemed elected.

49. Equal surpluses. - Two or more candidates lower on the poll. - If when there is more than one surplus to be distributed, one more surpluses are equal or if at any time it becomes necessary to exclude a candidate and two or more candidates have the same number of votes and are lowest on the poll, regard shall be had to the original votes of each candidate and the candidate for whom fewest original voters are recorded shall have his surplus first distributed, or shall be first excluded, as the case may be. If the number of their original votes is the same, the Vice-Chancellor shall decide by lot which candidate shall have his surplus distributed or be excluded.

50. Recounting of ballot papers. - Any candidate or his agent may, at any time during the counting of the votes, either before the commencement or after the completion of transfer of the votes (Whether surplus or otherwise) request the Vice-Chancellor to re-examine and re-count the papers of all candidates or of any candidate (not being papers set aside at any previous transfer as finally death with) and the Vice-Chancellor shall, if satisfied of the reasons given for the request, forthwith arrange to re-examine and recount the same. The Vice-Chancellor may also, at his discretion, arrange to re-count votes, either once or more often, in any case in which he is not satisfied as to the accuracy of any previous count, provided that nothing herein shall make obligatory on the Vice-Chancellor to re-count the same votes more than once.

51. Declaration of results. - Then Vice-Chancellor shall, then, declare the names of the candidates who have been duly elected.

52. Election return. - The Registrar 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 counted with the declaration;(d)as invalid.

53. Election as per section 24(b)-Class H-Other members clause(4) of the Act.
- The election of two members to the Syndicate by the teachers of affiliated colleges other than Principals, from among themselves in accordance with the system of proportional representation by means of the single transferable vote.

The Registrar shall issue a notice of the election not less than 10 clear days before the date of election furnishing information regarding number of vacancies to be filled, last date and hour for filing the nominations and scrutiny of nomination papers, publication of list of nominated candidates, withdrawal of candidate, the place, date and hour of issue of ballot papers and polling, scrutiny and counting of votes to the electors (teachers of affiliated colleges) through the principal or a person authorized by him of the respective colleges and a copy of such notice shall be published in the College Notice Board: Provided that, if after the scrutiny of nominations and after the time for withdrawal of candidate is over, the Registrar finds that the number of candidates validly nominated is less than or equal to the number of vacancies to be filled, he shall forward the list of candidate or candidate validly nominated to the Vice-Chancellor and the Vice-Chancellor shall then declare the name of the Candidate or candidates to be duly elected. If the number of valid nominations exceeds the number of vacancies to be filled, the election shall be proceeded with the election shall be conducted by secret ballot at the respective colleges on the date at the time fixed for the poll. Other rules for the conduct of election shall generally conform to the rules prescribed for University election with proportional representation. Soon after the polling is over, the Returning officer (the Principal or the person authorized by him) shall arrange to dispatch the covered and sealed ballot box to the Registrar as directed by him.

54. Electoral Roll Register of Graduates. - The Syndicate shall maintain a register on which-

(a) any graduate of any statutory University in the territory of India who has been a graduate for at least three years; and (b) any registered graduate of any University in the territory of India; shall be entitled to have his name entered and remained for a period of five years, subject to the conditions prescribed hereunder, provided that, in either case, he has been ordinarily resident in the Bharathidasan University area.

55. Conditions of Registration. - (i) A graduate seeking enrolment should be ordinarily resident within the University area for a period of three years proceeding registration.

(ii) He shall apply in the prescribed form to the Registrar for enrolment with a fee of Rs.10. (iii) He shall with application produce evidence-(a) of his having qualified for a degree from a statutory University in the territory of India, and (b) of being ordinarily resident within the Bharathidasan University area for the period as prescribed above. The evidence of residence shall be in the form of a certificate from an officer of the Revenue Department, not lower in rank than that of a Tahsildar.

56. Scrutiny of application and registration. - All applications for registration shall be made to the Registrar in the form prescribed together with the proofs of qualification, and of residence as stated above. The Registrar, on receipt of the application, shall make such enquiries as he deems fit and enroll the graduates in the Register on satisfactory fulfillment of the conditions, for a period of five years. Such registration shall ordinarily take effect from the 1st April or the 1st October following and the period of five years shall be reckoned from such date.

57. Change of address-Notification. - A graduate who has registered shall notify the Registrar any change of address of his residence immediately.

A registered graduate who changes his residence to a place outside the University area shall have his name deleted from the Register of Graduates and any graduate shall be entitled to have his name retained in the Register only so long as he is ordinarily resident within the University area.

58. Eligibility for election. - Graduates who are enrolled at least three months prior to the date of election shall only be eligible to participate in an election; provided that on the occasion of the first election after the notification, all those who registered before such date as maybe fixed in the notification for registration of graduates shall be eligible to participate in the election.

59. Renewal of registration. - At the expiry of the five year period, the number of the Registered Graduates who do not apply for continuance thereon together with the fee prescribed for renewal, if any, shall be deleted from the Register. Applications for renewal shall be made in the prescribed form and fee, if any, and shall be forwarded to the Registrar with a certificate of continued residence in the University area as prescribed above, and shall be sent by registered post, acknowledgment due in an envelope franked "Application for renewal of Registration" at the left hand top comer. Any application not sent in a cover franked as stated above by registered post, acknowledgement due or not delivered in person will not be accepted. Graduates who have so renewed shall be eligible to participate in the elections from the date of renewal.

60. Annual revision. - The Register of Graduates shall be revised every year on the 1st October. Graduates may notify before 31st March proceeding any change in their address or any information relating to any change of

residence or demise of any Registered Graduate.

Any omission or error in the Register of Graduates shall not by itself affect any election.

61. Supply of copy of Register of Graduates. - Any Registered Graduate shall be entitled to peruse the list of Registered Graduates in the office by previous appointment with the Registrar. He shall also be entitled to receive a copy of the list on payment of a sum of Rs.40.

The list of registered graduates shall be maintained district-wise, arranged in the alphabetical order in respect of each district. Register of Head Master of Recognised Higher Secondary Schools:

62. Register of Headmasters. - The Registrar shall maintain for each revenue district in the University area, a Register showing the names and addresses of Headmasters of complete Higher Secondary Schools recognized by the Local Government.

Elections Conducted by the University

| SI. No. | Name of the electorate | University authority to which elected | Official to hold the election |
|---------|--|---|--|
| (1) | (2) | (3) | (4) |
| 1. | Registered Graduates of the University. | Senate | Registrar/ Office of University nominated for the purpose. |
| 2. | Secretaries of the College Committee of the Private Colleges in the University area. | Senate. | Do. |
| 3. | Senate members. | Syndicate. | Do. |
| 4. | Principals of the affiliated colleges. | Do. | Do. |
| 5. | University Professors. | Do. | Do. |
| 6. | Principals of affiliated colleges in the Senate. | Standing Committee on Academic Affairs | Do. |
| 7. | Teachers of affiliated Colleges in the Senate. | Do. | Do. |
| 8. | Senate members. | Committee for recommending a panel of persons for Vice-Chancellorship | Do. |
| 9. | Syndicate Members. | Do. | Do. |

Chapter V

Honorary and Ad Eundem Degrees

1. The Syndicate may, on the recommendation of not less than two-thirds of the members of the Syndicate, confer any of the following honorary degrees upon a person on the ground that he is, by reason of enrolment position and attainments or by virtue of his contribution to learning or eminent service to the cause of education, a fit and proper person to receive such degree:-

Doctor of Laws (LL.D).Doctor of Letters (D. Litt).Doctor of Science (D. Sc.).

2. All proposal for the conferment of honorary degrees shall be made to the Syndicate and the decisions shall be placed before the Chancellor for his assent. After the Chancellor assents to the proposal, the Syndicate shall arrange for the conferment.

3. Every proposal for the conferment of honorary degrees shall be subject to the confirmation of the Chancellor.

4. Honorary degrees shall be conferred only in a convocation and may be taken in person or in absentia.

5. The presentation of persons at the convocation on whom Honorary Degrees are to be conferred shall be made by the Vice-Chancellor or in the absence of the Vice-Chancellor by a person nominated by the Syndicate.

6. The Diploma or Certificate of an Honorary Degree shall be signed by the Vice-Chancellor and the Chancellor.

Ad Eundem Degrees

7. The Standing Committee on Academic Affairs shall recommend to the Syndicate the degree or degrees of other Universities and the conditions under which Ad Eundem degrees may be conferred. The Syndicate, after considering the recommendations, frame draft statutes and submit them to the Senate.

8. The addendum degree shall be granted by a diploma or certificate signed by the Vice-Chancellor.

(B)Legal Adviser and Standing CounselIt shall be competent for the Syndicate to appoint a Legal Adviser /Standing Counsel for the University for such period on such terms as it may decide, to perform such duties as it may fix, from time to time.The Legal Adviser/Standing Counsel so appointed shall not be a member of any of the authorities of the University.Boards of Studies (Ordinances)

1. There may be separate Boards of Studies in such branches of knowledge as the Syndicate may decide to deal with matters relating to subject of study.

2. Constitution of Boards. - (a) Each Board shall ordinarily consist of not fewer than three nor more than twelve 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 Syndicate on the recommendations of the Vice-Chancellor.

3. Term of office. - Members of the Boards 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 that it shall be competent for the Syndicate to appoint as a member of a Board any person in his official capacity.

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

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

5. 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 Laws of this University by the Vice-Chancellor or by Syndicate or by the Standing Committee on Academic Affairs or the Faculty or the Dean of the Faculty concerned with the Subject with which it deals.

6. Powers. - Each Board shall-

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

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

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

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

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

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