

திருவள்ளூர் பல்கலைக்கழகம்
THIRUVALLUVAR UNIVERSITY
(NAAC Accreditation 'B' Grade)
(State University)
SERKKADU, VELLORE – 632 115



THE ORDINANCES OF THE THIRUVALLUVAR UNIVERSITY

THE ORDINANCES OF THE THIRUVALLUVAR UNIVERSITY

(See Section 24(a) & 35 of the Thiruvalluvar University Act, 2002)

The ordinances shall be made by the Academic Council and shall be approved by the Syndicate.

Words and expressions used, but not defined, in these Ordinances shall have the meanings assigned to them in the Act and the Statutes.

Ordinances:- *(See Section 34 & 35 of the Thiruvalluvar University Act, 2002)*

(i) The admission of students to the University and its approved or affiliated colleges and the levy of fees in University colleges and laboratories; *(See Sections 34(i) and 37 of the Thiruvalluvar University Act, 2002)*

The University shall follow the procedures for the admission of the candidates to the University Courses as per the norms prescribed by the Government of Tamil Nadu from time to time.

Guidelines for UG Admission, PG Admission, M.Phil., and Ph.D. are given in Annexure -1.

LEVY OF FEES IN UNIVERSITY COLLEGES AND LABORATORIES

I Levy of fee structure for the UG/PG students

1. University Departments
 - a. The fee structure as approved by the Syndicate from time to time.
2. Affiliated Colleges
 - a. Government Colleges
 - i. Aided Courses – As per Government of Tamilnadu Norms
 - ii. Unaided Courses - As per Government of Tamilnadu Norms
 - b. Government Aided Colleges
 - i. Aided Courses - As per Government of Tamilnadu Norms.
 - ii. Unaided Courses - As per Government of Tamilnadu Norms
 - c. Self Financing Colleges (Affiliated / Autonomous)
 - i. Unaided Courses - As per Government of Tamilnadu Norms
 - d. University Colleges
As per Government of Tamilnadu Norms.

The General fee are applicable for all the students admitted in the affiliated Colleges under the jurisdiction of Thiruvalluvar University. The General fees are to be remitted to the University Accounts at the time of admission.

The penalty fee towards late payment or deviation of norms are to be remitted to the University Accounts.

II Levy of Fee structure for research Degrees

The fee structure as approved by the Syndicate from time to time.

III Levy of Examination fee structure

The fee structure as approved by the Syndicate from time to time.

IV Levy of Affiliation / Approval related fee structure

1. Affiliation and approval related fee structure
2. Fee related to revival, Penalty and Late submission for affiliation /approval

The fee structure as approved by the Syndicate from time to time for the above.

- (ii) **The Courses of study leading to all Degrees, Titles, Diplomas and other academic distinctions of the University;** *(See Section 34(ii) of the Thiruvalluvar University Act, 2002)*

COURSES APPROVED IN THE UNIVERSITY DEPARTMENTS

(a) PG Programmes

- (1) M.A. Tamil
- (2) M.A. English
- (3) M.A. Economics
- (4) M.A. Ambedkar Studies
- (5) M.Sc. Mathematics
- (6) M.Sc. Chemistry
- (7) M.Sc. Zoology

- (8) M.Sc. Biotechnology
- (9) M.Sc. Computer Science
- (10) M.Sc. Statistics
- (11) M.Sc. Material Science
- (12) M.Sc. Physics
- (13) M.Com.

(b) Research Programmes

(i) M.Phil.

- (1) M.Phil. Tamil
- (2) M.Phil. English
- (3) M.Phil. Economics
- (4) M.Phil. Mathematics
- (5) M.Phil. Chemistry
- (6) M.Phil. Zoology
- (7) M.Phil. Biotechnology
- (8) M.Phil. Computer Science
- (9) M.Phil. Statistics
- (10) M.Phil. Material Science
- (11) M.Phil. Physics
- (12) M.Phil. Commerce

(ii) Ph.D.

- (1) Ph.D. Tamil
- (2) Ph.D. English
- (3) Ph.D. Economics
- (4) Ph.D. Mathematics
- (5) Ph.D. Chemistry
- (6) Ph.D. Zoology
- (7) Ph.D. Biotechnology
- (8) Ph.D. Computer Science
- (9) Ph.D. Statistics
- (10) Ph.D. Material Science
- (11) Ph.D. Physics
- (12) Ph.D. Commerce

COURSES APPROVED IN THE AFFILIATED COLLEGES

UNDER GRADUATE COURSES (UG)

Sl.No.	Name of the Degree
1.	B.A. Tamil
2.	B.Lit. Tamil
3.	B.A. English
4.	B.A. History
5.	B.A. Economics
6.	B.A. Corporate Economics
7.	B.A. Defence and Strategic Studies
8.	B.A. Political Science
9.	B.A. Public Administration
10.	B.A. Functional English
11.	Bachelor of Social Work
12.	B.A. Arabic
13.	B.Sc. Mathematics
14.	B.Sc. Physics
15.	B.Sc. Chemistry
16.	B.Sc. Industrial Chemistry
17.	B.Sc. Bio Chemistry
18.	B.Sc. Zoology
19.	B.Sc. Botany
20.	B.Sc. Plant Biology and Biotechnology
21.	B.Sc. Computer Science
22.	B.Sc. Statistics
23.	B.Sc. Environmental Management
24.	B.Sc. Geology
25.	B.Sc. Nutrition, Food Service Management and Dietetics
26.	B.Sc. Microbiology
27.	B.Sc. Visual Communication
28.	B.Sc. Information System Management

29. B.Sc. Bio Technology
30. B.Sc. Electronics Science
31. B.Sc. Software Computer Science
32. B.Sc. Physical Education
33. B.Sc. Interior Design and Décor
34. B.Sc. Psychology
35. B.B.A
36. B.C.A
37. B.Com
38. B.Com. Computer Application
39. B.Com. Finance and Accounts
40. B.Com. Corporate Secretaryship

POST GRADUATE COURSES (PG)

Sl.No.	Name of the Degree
1.	M.A. Tamil
2.	M.A. English
3.	M.A. History
4.	M.A. Economics
5.	M.A. Public Administration
6.	M.A. Political Science
7.	M.A. Defence and Strategic Studies
8.	Master of Social Work
9.	M.Sc. Mathematics
10.	M.Sc. Physics
11.	M.Sc. Chemistry
12.	M.Sc. Bio Chemistry
13.	M.Sc. Zoology
14.	M.Sc. Botany
15.	M.Sc. Computer Science
16.	M.Sc. Applied Microbiology
17.	M.Sc. Information Technology

18. M.Sc. Bio Informatics
19. M.Sc. Bio Technology
20. M.C.A
21. M.Sc. Foods and Nutrition
22. M.Com
23. M.Com. Computer Application
24. M.B.A.
25. M.B.A. (HRM)
26. M.B.A. (Marketing)

ORIENTAL TITLE

1. Adib-e-Fazil Urdu
2. Afzal-ul-Ulama Arabic

MASTER OF PHILOSOPHY (M.Phil)

Sl.No.	Name of the Degree
1.	M.Phil. Tamil
2.	M.Phil. English
3.	M.Phil. History
4.	M.Phil. Economics
5.	M.Phil. Commerce
6.	M.Phil. Mathematics
7.	M.Phil. Physics
8.	M.Phil. Chemistry
9.	M.Phil. Biochemistry
10.	M.Phil. Zoology
11.	M.Phil. Botany
12.	M.Phil. Microbiology
13.	M.Phil. Computer Science
14.	M.Phil. Biotechnology
15.	M.Phil. Foods and Nutrition
16.	M.Phil. Management

DOCTOR OF PHILOSOPHY (Ph.D)

Sl.No.	Name of the Degree
1.	Ph.D. Tamil
2.	Ph.D. English
3.	Ph.D. History
4.	Ph.D. Economics
5.	Ph.D. Commerce
6.	Ph.D. Corporate Secretaryship
7.	Ph.D. Mathematics
8.	Ph.D. Physics
9.	Ph.D. Chemistry
10.	Ph.D. Biochemistry
11.	Ph.D. Zoology
12.	Ph.D. Microbiology
13.	Ph.D. Botany
14.	Ph.D. Social Work
15.	Ph.D. Social Sciences
16.	Ph.D. Biostatistics
17.	Ph.D. Biotechnology
18.	Ph.D. Foods and Nutrition
19.	Ph.D. Counseling Psychology
20.	Ph.D. Management

(iii) The conditions of residence of students of the University and the levy of fees for residence in hostels maintained by the University;
(See Section 34(iii) of the Thiruvalluvar University Act, 2002)

Every student of the University other than a non-collegiate student shall be required to reside in a hostel or under such other conditions as may be prescribed. *(See Section 40 of the Thiruvalluvar University Act, 2002)*

Student Hostel:

It is desirable that every educational agency provides hostel facilities separately for men and women, in accordance with the UGC norms.

- (iv) **The conditions of recognition of hostels not maintained by the University;** *(See Section 34(iv) of the Thiruvalluvar University Act, 2002)*

Residence of Students and Recognition of Hostels

(See section 32 (xv) of the Thiruvalluvar University Act, 2002)

The Syndicate shall prescribe such general or special conditions as it may deem necessary for recognition of hostels and shall have power to grant or to withhold recognitions to any hostel that shall be in accordance with the UGC and State Government norms from time to time.

- (v) **The conditions under which the students shall be admitted to the Courses of Study leading to Degrees, Titles, Diplomas and other academic distinctions of the University;** *(See Section 34(v) of the Thiruvalluvar University Act, 2002)*

- 1) The U.G. and P.G. Programmes shall follow the Regulations recommended by the respective Board of Studies and approved by the Academic Council and Syndicate.
- 2) The M.Phil. and Ph.D. programmes shall follow the Regulations recommended by the respective Board of Research Studies and approved by the Academic Council and Syndicate.
- 3) Online /MOOC courses conducted by SWAYAM /NPTEL etc. shall be considered for credit transfer as per the Regulations recommended by the respective Board of Studies /Board of Research Studies and approved by the Academic Council and Syndicate.
- 4) To impart the modern requirement of the teaching profession and to give multidisciplinary exposure and education necessary to produce outstanding teachers, the University Departments shall offer integrated teacher education programmes in the related specialized subjects as recommended by the University Board of Studies and approved by the Academic Council and Syndicate.
- 5) The University Departments shall offer Continuous Professional Development (CPD) Programmes for in-service teachers in the related specialised subjects to provide quality teacher preparation programmes, in both pre-service and in-service modes, for school teachers, and research Programmes to prepare researchers and faculty in higher education as recommended by the University Board of Studies and approved by the Academic Council and Syndicate.
- 6) Value added/Skill based/Certificate/Diploma/Vocational/Open and Distance Learning Courses shall be offered as per the Regulations

recommended by the respective Board of Studies and approved by the Academic Council and Syndicate.

- 7) Only regular full-time teachers are eligible for M.Phil. and Ph.D. guideship as per University norms.
- 8) Teachers on deputation shall be considered for M.Phil. and Ph.D. guideship as per University norms based on the recommendation of the Syndicate.

(vi) **The conduct of examinations of the University and the conditions on which students shall be admitted to such examinations.** *(See Section 34(vi) of the Thiruvalluvar University Act, 2002)*

Admission to University Examinations: *(See Section 38 of the Thiruvalluvar University Act, 2002)*

Attendance Qualifying for University Examinations *(See Section 39 of the Thiruvalluvar University Act, 2002)*

A Candidate (other than private candidates) shall be required to secure 75 per cent attendance and earn satisfactory conduct and progress certificate to qualify for admission to any prescribed examination of the University.

(vii) **The manner in which exemption relating to the admission of students to examinations may be given;** *(See Section 34(vii) of the Thiruvalluvar University Act, 2002)*

Requirement to appear for the examinations:

- a. A candidate shall be permitted to appear for the university examinations for any semester (theory as well as practical) if
 - i. He/she secures not less than 75% of attendance in theory as well as in practicals (separate attendance registers shall be maintained for theory and practicals) in the number of working days during the semester.
 - ii. He/she earns a progress and conduct certificates from the Head of the institution, of having satisfactorily completed the Course of Study prescribed in the scheme of examinations for that Semester as required by these Regulations.
- b. A candidate who has secured less than 75% but 65% and above attendance in any Semester separately for theory and practicals, shall be permitted to take the examination on the recommendations of the

Head of the Institution to condone the lack of attendance on the payment of prescribed fee to the University, separately for theory and practicals.

- c. A candidate who has secured less than 65% but 55% and above attendance in any Semester in theory as well as in practical has to compensate the shortage of attendance in the subsequent Semester besides earning the required percentage of attendance in that Semester and appear for both semester papers together at the end of the later Semester, on the payment of the prescribed fee to the University separately for theory and practical. However, it is left to the discretion of the respective Colleges to drive a befitting methodology (seminar, test, assignment etc.) to record the compensation of lack of attendance in the form of special attendance outside the business hours and then allow the students to pay the prescribed fee and to write the examination. Separate attendance register shall be maintained in theory as well as practical, for compensating the shortage of attendance. During the hours of compensation of attendance, the candidate shall not be given attendance for the regular Semester classes. At any time, the university authorities may scrutinize these records to ensure implementation of these rules and regulations in the interest of the students.
- d. A candidate who has secured less than 55% of attendance in any semester separately for theory and practicals, shall not be permitted to appear for the regular examinations in that particular Semester or in subsequent Semesters. He/she has to rejoin/re-do the semester in which the attendance is less than 55%, on the payment of prescribed fee to the University, separately for theory and practicals, after getting prior approval of the University.
- e. A candidate who has secured less than 65% of attendance in the final semester separately for theory and practicals, has to compensate his/her attendance shortage in a manner as decided by the Head of the department concerned, after getting prior approval of the University. The candidate shall be permitted to rejoin in the final Semester in the subsequent year.
- f. In the case of married woman candidates, the percentage of attendance shall be as per Government norms from time to time.

In addition, the exemption shall be given after getting prior approval of the University, for the students who are,

1. Sports persons participating in National / International level events.
2. Participants of National / International Cultural events.
3. Patients infected by chronicle disease /undergoing special treatments certified by the competent medical authority.

(viii) **The conditions and mode of appointment and duties of examining bodies and Examiners;** *(See Section 34(viii) of the Thiruvalluvar University Act, 2002)*

1. Appointments of Examiners for both theory and practical examinations shall be made from the approved list given by the Syndicate according to the Rules as may be framed by the Syndicate from time to time for selection of Examiners.
2. The Vice-Chancellor may, at any time, cancel the appointment of any Examiner if situation warrants and get ratification of the Syndicate.
3. Examiners appointed by the Vice-Chancellor and ratified by the Syndicate.

The following categories of Examiners shall be appointed for the conduct and evaluation of the examinations. The duties and responsibilities of all the Examiners are given below:

- (a) **Chief Superintendent** – He/She is responsible for conducting all the examinations in the respective Centre. He/She has to report to the University about the requirement of Question Papers/answer scripts/stationeries, etc. in advance. All the question paper packets should be kept in a sealed cupboard. He/She should maintain all the documents / records relevant to the conduct of examinations. He/She has to open the sealed question paper covers for the examinations of that Session in the presence of Additional Chief Superintendent. He/She should ensure the confidentiality and smooth conduct of the examinations.
- (b) **External Additional Chief Superintendent** - He/She has to be present in the examination centre before 30 minutes prior to the commencement of the examinations. He/She should be present with the Chief Superintendent while taking out the question paper packets from the sealed cupboard and verify the correctness of the question paper code before opening the packet. He/She must be available till all the answer scripts are

packed and sealed. He/She has to certify these sealed covers after checking the respective examinations for each Session.

- (c) **Flying Squad** - He/She shall visit the allotted Colleges regularly while maintaining the confidentiality. He/She has to monitor the fairness of the conduct of the examinations to avoid malpractices. Any untoward incident in the Centre should be recorded and reported to the University with proper evidences. The regular inspection report should be submitted to the University countersigned by the Chief Superintendent and Additional Chief Superintendent of the Centre.

- (d) **Invigilator** - He/She has to report to the Chief Superintendent before 30 minutes of the commencement of the Examinations. He/She has to check the question paper code as per the examination schedule of that Session with required number of answer scripts and question papers. He/She should check all the entries in the first page of the answer scripts and then sign in the provided space. Attendance sheets with all the students signature should be handed over to the Chief Superintendent at the end of 30 minutes from the commencement of examinations. He/She has to monitor the students to avoid copying or any other malpractice. In case of any malpractice, it should be reported immediately to the Chief Superintendent with all the evidences. The timing should be informed to the students every half an hour by the Invigilators. The alert message should be given before the last 5 minutes and the answer scripts should be collected promptly after the end of the examinations. The collected answer papers should be arranged in the ascending order and checked for absentees. The invigilator has to hand over the answer scripts safely to the Chief Superintendent immediately.

- (e) **Camp Officer** - He/She should make arrangements for safe keeping of all the answer scripts allotted to the Centre. He/She should make necessary arrangements for the allotment of rooms, entries, distribution, collection and verification of the number of answer scripts. He/She has to maintain the attendance of examiners and Staff of that Centre as per University norms. The payment towards the Central Valuation duty and other relevant and eligible camp expenses should be made by strictly following the University norms. He/She has to ensure the evaluation to be completed within the prescribed

period. He/She has to coordinate with the University representative and Chairperson and prepare and maintain the relevant documents / records of that valuation Centre. After the valuation is over the settlement of accounts and relevant documents & records should be handed over to the Controller of Examinations.

- (f) **University representative** - He/She should be available at the valuation centre to assist the Camp Officer for the smooth conduct of the evaluation. He/She should act as a Liaison Officer between the Camp Officer and the Controller of Examination. He/She should support the Camp Officer in getting the number of examiners to enable the valuation to be over within the stipulated period. He/She has to verify the entries of all the foil sheets to avoid the errors /omissions of the required data for the result processing. He/She has to report daily to the Controller of Examination about the status of valuation at that Centre. He/She has to ensure the smooth transition of post examination processing without any difficulty for the timely publication of the results by coordinating with the Controller of Examinations and EDP section.
- (g) **Chairperson for each Board** - He/She has to attend the pre-Board meeting at the office of the Controller of Examinations with all other Chairpersons from other Centres prior to the commencement of the central valuation. He/She has to collect answer keys for all the question papers in that discipline. He/She has to verify and discuss discrepancy of questions, if any, in the pre board meeting to ensure uniform evaluation. He/She has to plan the schedule of valuation to complete the same within the stipulated time. He/She has to coordinate with the University representative to get sufficient number of examiners to ensure the completion of valuation in time. He/She has to allocate the Examiners under each Chief Examiner. He/She has to randomly verify the valuation of answer scripts to ascertain the correctness of the evaluation by each examiner. He/She has to ensure the punctuality of the Chief Examiner as well as Examiner. He/She has to instruct the Chief Examiners to conduct the evaluation as per the keys provided by the Controller of Examination. He/She has to attend the Result Passing Board to analyse the results and

recommend the award of moderation of marks to the Controller of Examinations.

- (h) **Chief Examiner** - He/She has to distribute the answer scripts to the Examiners under his control and maintain the records of the same. He/She has to ensure the proper valuation in accordance with the answer keys provided. He/She has to verify the valuation of answer scripts scrupulously to avoid any errors in the evaluation. He/She has to check the entries made by the Examiners in the answer scripts and the foil sheets and coordinate with the University representative to give the correct data for result processing. He/She has to forward the letters received from the Examiners regarding any malpractice identified during the evaluation to the Chairperson. He/She has to ensure the discipline inside the Valuation Centre.
- (i) **Examiner** - He/She has to carefully go through the question papers and answer keys before starting the evaluation. He/She should evaluate the answer scripts attentively and to make entries without any error. He/She should ensure that marks are awarded to all the questions answered by the students. He/She should calculate the total marks for each answer script correctly and make entries in the foil sheets without any error. He/She has to hand over the corrected answer scripts along with the foil sheets duly signed by the Examiner and Chief Examiner.
- (i) The Board consisting of Chairperson, Chief Examiner and Examiner for each discipline shall be appointed by the Vice-Chancellor and ratified by the Syndicate.
- (ii) The Camp Officer and University representatives for each valuation centre shall be appointed by the Vice-Chancellor and ratified by the Syndicate.
- (iii) The Controller of Examination shall conduct the Result Passing Board meetings for all disciplines. The results will be processed and the same shall be approved by the Vice-Chancellor for publishing the results and shall be ratified by the Syndicate.

The duties assigned by the University such as Additional Chief Superintendents, Practical Examiners, Squad members, Examiners for Central Valuation is part of the routine academic activity. The Vice-Chancellor is empowered to take action against Teachers failing to report for duty since it affects the exam processing to be completed as per the schedule. All the affiliated Colleges should promptly relieve the teachers to take up the examination related work, failing which appropriate action may be initiated against them.

QUESTION PAPER SETTERS

1. (i) Question Paper-Setters shall be from jurisdiction other than Thiruvalluvar University approved by the Vice-Chancellor and ratified by the Syndicate.
 - (ii) Question Paper-Setters shall be appointed for three years and shall be eligible for re-appointment. However, they become ineligible after retirement.
 - (iii) Each question paper setter shall normally be given only two subjects per Semester. However, he/she shall be allotted additional subjects under special circumstances with the prior approval of the Vice-Chancellor.

2. A list of teachers employed in Colleges, arranged in order of subjects, shall be compiled from the annual returns submitted by College and kept up-to-date showing:
 - (i) Name of the teacher;
 - (ii) College in which he/she is working;
 - (iii) Age & Date of retirement;
 - (iv) Qualification with class and date;
 - (v) Present grade and date of appointment to it;
 - (vi) Class and Subject in which he/she teaches;
 - (vii) Number of years of teaching experience in the College; and
 - (viii) Subject specialization for question paper setting;
 - (ix) Previous appointments as Examiner, etc., showing year and level designation assigned;

The names of the teachers of the University, with relevant information and the names of the members recommended by the Boards of Studies, in the case of professional Examinations, may be added to the list of teachers employed in Colleges.

3. The following persons shall not ordinarily be eligible for appointment:-

Person with less than two years teaching experience in a college, to any examinership;

(i) Members of the Syndicate - Except for special reasons which shall be recorded in writing.

4. The remuneration and allowances payable to Examiners and Chairman of Boards appointed under this Ordinance shall be approved by the Syndicate from time to time.

5. All Examiners shall carry out the instructions which the Vice-Chancellor may issue from time to time.

The Examinations should be conducted in a fair manner, failing which all the examinations of that Semester of the default Centre would be cancelled based on the recommendation of Disciplinary Committee. The Centre would be debarred from conducting further examinations. The entire cost of the re-examination conducted in the Centre decided by the Syndicate should be borne by the default institution.

(ix) **The maintenance of discipline among the students of the University;**
(See Section 34(ix) of the Thiruvalluvar University Act, 2002)

Words and expressions used, but not defined, in these Ordinances shall have the meanings assigned to them in the Act and the Statutes.

(a) Powers to vest in the Vice-Chancellor/Heads of affiliated colleges and institutions.

All powers relating to maintenance and enforcement of discipline among and disciplinary action against the students of the University shall vest in the Vice- Chancellor.

The Vice-Chancellor may delegate all or any such of his/her powers, as he /she deems proper, to such other Officers and authorities of the University as he/she may specify in this behalf.

The Principals/ Directors of affiliated colleges and Institutions shall have the authority to exercise all such disciplinary powers over the students in their respective Colleges and institutions.

(b) Acts of indiscipline and misconduct

Without prejudice to the generality of the power to maintain and enforce discipline under this Ordinance, the following shall amount to acts of indiscipline or misconduct on the part of a student of the University and affiliated Colleges and Institutions :-

(i) physical assault, or threat to use physical force, against any member of the teaching or non-teaching Staff of the University or

an affiliated College or Institution or against any student of the University, an affiliated College or Institution.

- (ii) remaining absent from the class, test or examination or any other curricular or co-curricular activity without genuine reason which he/she is expected to participate in;
- (iii) carrying of, use of or threat to use, any weapon;
- (iv) misbehaviour or cruelty towards any other student, teacher or any other employee of the University, a College or Institution;
- (v) use of drugs or other intoxicants except those prescribed by a qualified doctor;
- (vi) any violation of the provision of the Protection of Civil Rights Act 1955 & The Scheduled Castes and Scheduled Tribes (Prevention of Atrocities) Act 1989 and its amendments made thereof;
- (vii) indulging in or encouraging violence or any conduct which involves moral turpitude; any form of gambling;
- (viii) violation of the status, dignity and honour of a student belonging to a scheduled caste or a scheduled tribe;
- (ix) discrimination against any student or a member of Staff on grounds of caste, creed, language, place of origin, social and cultural background or any of them;
- (x) practising casteism and untouchability in any form or inciting any other person to do so;
- (xi) any act, whether verbal or otherwise, derogatory to women; (The sexual Harassment of women at workplace (Prevention, Prohibition and Redressal) Act, 2013)
- (xii) drinking or smoking;
- (xiii) any attempt at bribing or corruption of any manner or description;
- (xiv) willful destruction of the property of the University or an affiliated College or Institution;
- (xv) behaving in intemperate or disorderly manner in the premises of the University or the College or the Institution, as the case may be, or encouraging or inciting any other person to do so;
- (xvi) creating discord, ill-will or intolerance among the students on sectarian or communal grounds or inciting any other student to do so;
- (xvii) causing disruption of any manner or disruption of the academic functioning of the University system;
- (xviii) indulging in or encouraging any form of disruptive activity connected with tests, examinations or any other activity of the University or the College or the Institution, as the case may be.
- (xix) Truancy and unpunctuality;
- (xx) Ragging as defined in UGC norms.
- (xxi) Misconduct in social media.

(c) Penalties for breach of discipline.

Without prejudice to the generality of his/her powers relating to the maintenance of discipline and taking such action in the interest of maintaining discipline as deemed appropriate by him/her:

The Vice-Chancellor, Directors/ Principals of affiliated Colleges or Institutions as the case may be, may in the exercise of his/her powers aforesaid, order or direct that any student –

- (i) be expelled from the University, College or Institution, as the case may be, in which case he/she shall not be re-admitted to the University, College or Institution from where he/she is expelled but it shall not preclude his/her admission to any other affiliated College or Institution with the prior approval of the Vice-Chancellor; or
- (ii) be, for a stated period, rusticated in which case he/she shall not be admitted to the University or an affiliated College or institution, till the expiry of the period of rustication; or
- (iii) be not, for a stated period, admitted to a Course or Courses of Study of the University; or
- (iv) be imposed with the fine of a specified amount of money approved by the Vice-Chancellor.

(d) Declaration to be signed by a student

At the time of admission, every student shall be required to sign a declaration that he/she shall submit to the disciplinary jurisdiction of the Vice-Chancellor and authorities of the University or the Director or the Principal, as the case may be, of the College or Institution, as the case may be.

(e) Total prohibition of Ragging and penalties thereof.

Ragging in any form shall be strictly prohibited within the premises of the University, a College or an Institution, as the case may be, or in any part of the University system as well as on public transport, or at any other place, public or private.

Any individual or collective act or practice of ragging shall constitute an act of gross indiscipline and shall be dealt with under the provisions of this Ordinance.

Ragging, for the purposes of this Ordinance, shall ordinarily mean any act, conduct or practice by which the dominant power or status of senior students is brought to bear upon the students who are in any way considered

junior or inferior by the former and includes individual or collective acts or practices which-

- (i) Involve physical assault or threat to use physical force;
- (ii) Violate the status, dignity and honour of students, in particular women students and those belonging to a scheduled caste or a scheduled tribe;
- (iii) Ridicule or contempt or commit an act which may lower their self esteem; and
- (iv) Entail verbal abuse, mental or physical torture, aggression, corporal punishment, harassment, trauma, indecent gesture and obscene behaviour.

The Dean of the School or Director of the Institution or the Principal of the College, as the case may be, shall take immediate action on the receipt of any information that ragging has taken place or is likely to take place.

Notwithstanding anything mentioned above, the Chairman of the Board of Discipline of a University teaching department or the Convener of the Board of Discipline of an affiliated College or Institution may also *suo moto* inquire into any incident of ragging or likelihood of such incident and make a report to the Vice-Chancellor clearly pinpointing, among other details, the identity of the student or the students who were involved in the incident and the nature of the incident.

The Chairman or the Convener of the Board of Discipline, as the case may be, may also submit an interim report to the Vice-Chancellor establishing the identity of the perpetrators of ragging and the nature of the incident.

The Chairman of a Board of Discipline is satisfied that for any reason, to be recorded in writing, it is not feasible to hold an inquiry, he/she may so advise the Vice-Chancellor accordingly.

Where the Vice-Chancellor is satisfied, on receipt of a recommendation to this effect or otherwise, that it is not expedient to hold an inquiry into an incident of ragging, he/she shall order accordingly for reasons to be recorded in writing.

(f) Constitution of the Boards of Discipline.

The Boards of Discipline at the level of the University Departments and affiliated Colleges and Institutions shall be constituted by the Vice-Chancellor as follows :-

(A) University Departments :

- (i) A Professor of the University to be nominated by Vice-Chancellor by rotation as Convener.

- (ii) Two senior teachers of the University to be nominated by the Vice-Chancellor as Members.
- (iii) One senior lady teacher of the University to be nominated by the Vice-Chancellor as Member
- (iv) Dean/ Deans of the concerned School / Schools to which the act of indiscipline or misconduct by a student or students pertains to.

(B) Affiliated colleges or institutions :

- (i) The Director of the institution or the Principal of the College concerned will be the Chairman/Chairperson.
- (ii) Two senior teachers of the Institution or the College to be nominated by the Principal/Trust or the Society running the College or the Institution as Members.
- (iii) One senior lady teacher of the College or the Institution to be nominated by the Principal/Trust or the Society running the College or the Institution as Member.
- (iv) A senior teacher of the Institution or the College of the programme to which the act of indiscipline or misconduct by a student or students pertains to, as Member.

The nominated members shall hold office for a period of two years and a vacancy occurring in the Board of Discipline shall be filled for the remaining period of the term of the member whose departure has caused the vacancy.

Three members of the Board of Discipline including the Chairperson shall form the quorum.

In the absence of the Chairperson, the senior most member of the Board of Discipline shall act as the Chairperson.

(g) Functions of the Board of Discipline

The Board of Discipline shall perform the following functions:-

- (i) To consider matters concerning maintenance of discipline among the students in the University Department or the College or the Institution, as the case may be.
- (ii) To enquire into the acts of indiscipline or misconduct committed by a student or students whenever such cases are referred to the Board of Discipline by the Dean of the concerned School or the Principal of a College or Director of an Institution and to submit their findings, conclusions and recommendations for the quantum of punishment under the provision of this Ordinance to the Vice- Chancellor or the person authorised by the Vice-Chancellor in this behalf/ Director of the institution/ Principal of the College, as the case may be.

- (iii) To supervise and monitor the disciplinary climate prevailing in the University or the College or the Institution, as the case may be.
- (iv) To take preventive and precautionary steps such as issue of notices, warnings, instructions etc. as the case may be, for the purpose of forestalling acts of individual or collective indiscipline, misconduct and ragging, etc.
- (v) To maintain liaison with the police authorities and the concerned departments of the Government, neighbouring Institutions and the concerned authorities of the University regarding maintenance of law and order in the University or the College or the Institution, as the case may be.
- (vi) To perform such other functions as may be assigned to it by the Vice-Chancellor / Director of the institution/ Principal of the college from time to time.

The decision in each case shall be conveyed by the Chairman/ Convener of the Board of Discipline concerned, communicating the penalty or penalties, if any, imposed on a student or students.

A student or students who are aggrieved with the penalty imposed upon them, may appeal to the Vice-Chancellor whose decision in this regard shall be final and binding on the parties.

(x) The fee to be charged for courses of study, research, experiment and practical training and for admissions to the examinations for Degrees, titles, diplomas, and other academic distinction of the University; *(See Section 34(x) of the Thiruvalluvar University Act, 2002)*

Already given in 34 (i), (iii), (vi)

(xi) The qualifications and emoluments of teachers of the University; *(See Section 34(xi) of the Thiruvalluvar University Act, 2002)*

The qualifications and emoluments of teachers of the Thiruvalluvar University shall be as per UGC norms from time to time.

(xii) The conditions subject to which persons who may hereafter be permanently employed may be recognized as qualified to give instruction in constituent colleges, affiliated colleges and approved colleges and hostels; *(See Section 34(xii) of the Thiruvalluvar University Act, 2002)*

As per UGC regulations amended from time to time.

(xiii) Any other matter which by this Act or the Statutes is required to be or may be prescribed by the Ordinances. *(See Section 34(xiii) of the*

Thiruvalluvar University Act, 2002)

- (a) A Disciplinary Committee consisting of Syndicate Members would enquire into the reported malpractices in the examinations and recommend for the appropriate action to be taken in this regard.
- (b) The Affiliation Committee consisting of Syndicate Members will periodically review the status of affiliation granted to colleges to monitor the conduct of the Colleges.
- (c) The Vice-Chancellor may order for a surprise visit to affiliated colleges to ensure the proper functioning of Institutions and to ensure the providing of quality education.
- (d) Annual Inspection of affiliated Colleges to be carried out continuously to monitor the progress of the College and to enable the University to forward the application for 2(f), 12(B) and autonomous status.
- (e) The University shall have its own Journals having the Editorial Board consisting of faculty members in the respective disciplines which are approved by the Vice-Chancellor and ratified by the Syndicate.
- (f) The University shall conduct job-oriented Certificate Courses that should be approved by the Vice-Chancellor and ratified by the Academic Council and the Syndicate.
- (g) The University shall sign Memorandums of Understanding (MoUs) approved by the Vice-Chancellor and ratified by the Syndicate.
- (h) The University shall offer Awards of Excellence for exceptional services to teaching and non-teaching Staff annually, nominated by the Vice-Chancellor and ratified by the Syndicate.

(i) THE BOARDS OF STUDIES *(See Section 29 of Thiruvalluvar University Act, 2002)*

1. Categories of Boards of Studies

(a) Board of Studies for University Departments

There shall be a Board of studies for each department of teaching and research in the University.

(b) Board of Studies for Affiliated Colleges

There shall be two Boards of Studies, one for the Under-Graduate and the other for the Post-Graduate Courses for each Department of Teaching.

(c) Board of Research Studies for University Departments and Affiliated Colleges

There shall be a 'Board of Research Studies' common to all the Branches of Studies for Research Programmes.

(d) Board of Studies for Online/Distance Education

The online / distance education courses shall be approved by the Board of Studies of the respective University Department.

(a) Board of Studies for University Departments

(1) Constitution of Boards of Studies

- (i) There shall be a Board of Studies for each faculty of Teaching or groups of related subjects in the University.
- (ii) The Board of Studies of each Department shall consist of the following:
 - a. Head of the Department - Chairperson.
 - b. Dean of the faculty concerned - Ex-officio Member.
 - c. All teachers in the respective Department shall be the members of the Board.
 - d. Two external experts, one from other state and one from other University in the respective subjects.
 - e. One representative from industry/corporate sectors/ NGOs/Public institution/R&D Organizations and consultancy Organizations.
 - f. One prominent alumnus.

(2) Term of Office

Members of the Board of Studies other than ex-officio members shall normally hold the Office for a period of not exceeding three years.

(3) Chairperson

The Chairperson of each Board of Studies will be nominated by the Syndicate from among the members of Board concerned. The total teaching experience in the concerned subject and the academic eminence of the individual will be the main basis for nomination.

In the event of a vacancy in the Office of the Chairperson or the Chairperson leaves India, the Vice-Chancellor shall appoint another Member of the Board temporarily to act as Chairperson in the vacancy or until the Chairperson returns to India.

The Chairperson shall have the power to co-opt experts to attend as observers, at specific meeting as and when necessary with the prior

permission of the Vice-Chancellor.

The Chairperson shall have the power to co-opt two student representatives from the University Department of Study and Research or from the affiliated Colleges offering PG courses during specific meetings as and when necessary with the prior permission of the Vice-Chancellor.

The Chairperson of each Board will prepare the Agenda and Notes on agenda well in advance and circulate the same to the members of the Board before convening the meetings of the Boards of Studies.

(4) Functions

It shall be the duty of each Board of Studies to consider and report on any matter referred to.

- (i) To propose Course of Study for various Programmes offered in the respective Faculty of the University.
- (ii) To propose Curricula of the University and suggest to the Academic Council with regard to all clarifications in connection with the Syllabi.
- (iii) Each Board shall:
 - (a) recommend subject experts to the Syndicate, suitable for appointment as Examiners in the respective subject with which it deals;
 - (b) recommend text books and reference books whenever necessary;
 - (c) make recommendations in regard to Courses of Study, Regulations and panel of examiners in the subject with which it deals;
- (iv) The Board of Studies shall exercise such other powers and perform such other duties as directed by the Academic Council and the Syndicate.

(5) Meetings

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

(6) Quorum

Five members shall form a Quorum for any meeting of the Boards of Studies. In case there is no Quorum the Vice-Chancellor may co-opt available subject experts locally. The members present shall discuss the agenda for the meeting and the Minutes of the discussion shall be

circulated among members of the Board, with agenda, for information.

(7) Minutes of the Meeting

The final Minutes of every meeting shall be prepared by the Chairperson, signature obtained from the members and the same shall be forwarded to the Registrar within one week from the date of the meeting held.

(8) Opinion by Circulation

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

(9) Decisions of the Board only Recommendatory in Nature

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

(b) Boards of Studies for Affiliated Colleges

1. Constitution of Boards of Studies

- (i) There shall be Two Board of Studies, One for Under Graduates (UG) and one for Post Graduate (PG) Courses offered in the Affiliated Colleges.
- (ii) The Board of Studies of each Department shall consist of the following:
 - a. Syndicate shall nominate the Chairperson of the UG/PG Board of Studies based on the teaching experience in UG/PG respectively.
 - b. The Chairperson of UG board of study will be the Ex-officio Member of PG Board of Studies.
 - c. The Chairperson of PG board of study will be the Ex-officio Member of UG Board of Studies.
 - d. Each Board shall consist of no fewer than three or more than Twelve members, depending upon the subject out of these at least one member from other State and one from other University within the State and two from non-academic institution including alumnus and seven from the qualified faculty members having more teaching experience in the

respective course. There shall be only one member from each Institution for each Board of Studies.

- e. The experience in UG teaching shall be considered for UG Board of Studies and the experience in PG teaching shall be considered for PG Board of Studies
- f. The Head of the Department of the University shall be Ex-officio member of the respective PG Board of Studies.

2. Term of Office

- (i) Members of the Board of Studies other than ex-officio members shall normally hold the office for a period of not exceeding three years and the next opportunity shall pass on to other teachers on rotation. However, the Syndicate shall extend the term of Board of Studies till such time a new Board of Studies is constituted.
- (ii) Provided, however, it shall be competent for the Syndicate to reconstitute Board of Studies as and when found necessary before the normal expiry of the period of Office.
- (iii) Provided also that the Syndicate may declare any member of the Board to have vacated his membership for reasons to be recorded.
- (iv) Provided also that it shall be competent for the Syndicate to invite any expert to be a member of any Board of Studies.

(1) In the absence of Chairperson

In the event of vacancy in the office of the Chairperson or if the Chairperson is unable to function, the Vice-Chancellor shall appoint another member of the Board of Studies temporarily to act as Chairperson.

(2) Functions

- (i) To frame Regulations regarding eligibility, duration of study, method of assessment, mode and duration of examination, passing minimum, etc, for the respective Course of Study.
- (ii) To frame detailed Syllabus, recommend textbooks, reference materials, and method of teaching for the respective Course of Study.
- (iii) To recommend a Panel of Question paper Setters, Examiners for the respective Course of Study.
- (iv) To consider and report on any matter referred to it in accordance with the Laws (Statutes, Ordinances and Regulations) of this University by the Syndicate or by the Academic Council or the

Vice-Chancellor or the Faculty or the Dean of the Faculty Concerned.

(3) Meetings

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

(4) Quorum

The Chairperson shall preside at all Meetings of the Board of Studies, and in his/her absence, at any particular Meeting, the members present shall elect the Chairperson. The quorum will be one third of the total members of the Board.

In case there is no Quorum the Vice-Chancellor may co-opt available subject experts locally. The members present shall discuss the Agenda for the meeting and the Minutes of the discussion shall be circulated among members of the Board, with Agenda, for information.

(5) Minutes of the Meeting

The final Minutes of every Meeting shall be prepared by the Chairperson, signature obtained from the members and the same shall be forwarded to the Registrar within one week from the date of the meeting held.

(6) Opinion by Circulation

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

(7) Decisions of the Board only Recommendatory in Nature

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

(c) Boards of Research Studies

(1) There shall also be a 'Board of Research Studies' common to all the

Branches of Studies other than Professional. The Board shall not have more than twenty members, out of which one will be from outside the state and one will be from outside the University but within the State, two non-academic members, eight representatives from Affiliated Colleges, and eight members from among the University teachers based upon their seniority / research credentials giving at least one representation to each subject.

(2) The Dean of Research and the Dean of Academic will be co-opted members of the Boards of Research Studies.

(3) Term of Office

Members of the Board of Studies other than ex-officio members shall normally hold the Office for a period of not exceeding three years.

The functions of this Board shall be prescribed by the Syndicate from time to time. However, the following shall ordinarily be the functions of the Board of Research Studies:-

- (1) to advise the Vice-Chancellor and the Syndicate on all matters convening the Research Programmes undertaken in the University Department and Departments of Research in the Affiliated Colleges;-
- (2) to collect requests from various Departments of Research for Course for Research Students in fields falling under the purview of other Departments and to make recommendations in regard to such Courses;
- (3) to plan for inter-disciplinary Research Programmes;
- (4) to make recommendations with regard to general guidelines to be followed in making selection of Research Scholars for Admission and for the award of Fellowships; and
- (5) to identify areas of Research and recommend them to the Syndicate.

(d) Board of Studies in Distance Education / ODL

(1) There shall be a separate Board of Studies in Distance Education / ODL for the Institute of Distance Education. This Board shall consist of a maximum of 12 members. Out of these:-

- i. The Professor-Cum-Director of the Institute of Distance Education will be the Chairperson of the Board.
- ii. The Head of the Department of each Subject, viz, Education, Management Studies, Commerce, History, Tamil, English, Economics. Mathematics and Statistics etc., from the University

Departments shall be also be Ex-Officio Member of the respective Board.

- iii. There shall be a member from the Affiliated Colleges on the basis of Seniority and on rotation for the Courses offered under Distance Education.
- iv. One Principal from among the Principals of Affiliated Colleges where the contact Programmes are conducted be also included as member based on the seniority and on rotation.
- v. Two senior faculties from Colleges within the University.
- vi. Two experts from Industry.

(j) Staff Housing:-

- (1) (a) The rules for allotment of residential quarters to the University staff and such other outside agencies shall be as approved by the Vice-Chancellor.
 - (b) The Registrar in the University Campus shall be responsible for proper allotment of the quarters and recovery of rent, following the rules thereof.
 - (c) Each occupant shall pay the house rent as per Government of Tamil Nadu norms from time to time as house rent when he/she occupies any quarters of the University or any other building allotted to him/her by the University and the allottee is not eligible for house rent allowance.
 - (d) The Registrar shall be responsible for annual repairs, and upkeep of all the residential quarters in the University Campus.
- (2) All the civic amenities such as hospital, dispensary, schools, clubs, shopping centre, guest house, etc., shall be maintained by the Registrar. The rules for management, utilization and service at these centres of civic amenities shall be as approved by the Vice-Chancellor.

(k) Student's Hostel and Games Facilities:-

- (a) The University shall maintain separate hostels for (i) Post Graduate,

(ii) Research Scholars, (iii) women students, and (iv) Transgender and such accommodation for the convenience of day scholars in the University. It shall also maintain hostels for Staff and working women in the University. Hostel for in-service trainees of different categories shall also be provided for and maintained by the University.

(b) The Director of Admission and Students Affairs assisted by Deputy Wardens shall be responsible for proper arrangements related to boarding and lodging of all categories of persons in the hostels mentioned under clause(a) above and the messes, canteen and cafeteria attached to them. The detailed rules for the purpose shall be as approved by the Vice-Chancellor.

(c) The Director of Students Welfare assisted by Director of Physical Education shall be responsible for providing the required facilities and for the conduct of Physical Education, indoor and outdoor games and the related activities. He shall also be responsible for proper maintenance of gymnasia, stadia, field tracks and courts, etc.

(d) The Director of Students Welfare, assisted by the Deputy Wardens, Director of Physical Education and such other Staff and student representatives of the University shall be responsible for proper maintenance of the student discipline in the hostel and messes and their various functions and activities. The detailed rules in this regard shall be as approved by the Vice-Chancellor.

(I) UNIVERSITY LIBRARY

1. Management

- (i) The affairs of the University Library shall be managed by the Syndicate. It shall be competent for the Syndicate to appoint a Committee consisting of not more than six members of the Syndicate to advise the Syndicate on matters connected with the University Library and to delegate to it from time to time such powers of management of the library as it may deem fit.
- (ii) All funds intended for the University Library shall be included in one consolidated account called "The University library Account". The accounts of the University Library shall be maintained by the Librarian.
- (iii) All payments on account of the Library shall be made by the Registrar, the charges being debited to the University Library Account.
- (iv) Books and periodicals required for the University Library shall be acquired by the Syndicate after consulting the Boards of Studies and

the Head of Departments of the University. Books for the Sectional Libraries shall be acquired by the Syndicate on the basis of lists supplied by the Heads of Department.

All purchases of books and periodicals shall be made by the Registrar on indents prepared by the Librarian.

Purchase and payment of Bills: Bills for books and periodicals and for other articles purchased for the University Library shall be checked and passed by the Librarian and then forwarded to the Registrar for payment.

- (v) Exchange relationship: The Syndicate shall determine the Universities and other Institutions with which exchange relationship may be opened and shall determine in consultation with the Boards of Studies and Heads of Departments concerned the publications that may be exchanged.
- (vi) * The Rules of the University Library shall be framed by the Syndicate after considering the recommendations of the Academic Council, if any, in this behalf.

2. Rules of The Thiruvalluvar University Library

(a) Library Working Hours

The working hours of the Main Library as well as are given below:-

Sl.No.	Name of the library	Working Hours (including Holidays)
1.	Main Library	7.00 a.m. to 8.00 p.m. Saturday & Sunday 10.00 a.m.to 5.00 p.m.

(b) Library users

The users of the Thiruvalluvar University Library (TUL) are classified under the following categories:

- (i) University Faculty/ Research Scholars/ Students/Staff
- (ii) Affiliated College Faculty/ Research scholars/Students
- (iii) Institutional Membership
- (iv) Industrial Associate Membership
- (v) Users from other Universities/ Foreigners

2.1 Consultation

Book(s) may be consulted within the library premises by users from all categories mentioned above by production of their proper identity – bonafide

certificate, HOD letter, letter from higher authorities in case of government, letter from Supervisor/ Research Guide, letter from a member of any of the authorities of the University or the University Librarian. As for foreigners their embassy should recommend them.

2.2 Loan / Fee

User categories (i) – (iv) are allowed to borrow book(s) on loan. The loan period is 28 days for all categories of users. The details of the number of library borrower tickets fees etc., are given below:

(i) University Faculty / Research Scholar/ Students/ Staff

Faculty	10 Tickets	Free of Charge
Staff (Non-Teaching)	2 Tickets	Free of Charge
Ph.D. (Research Scholars)	5 Tickets	Charge
M.Phil. Students	3 Tickets	Charge
Students	3 Tickets	Charge

N.B: Ph.D., M.Phil., Scholars and Students have to pay a refundable deposit of Rs.250/-

(ii) Affiliated College Faculty/ Research Scholar/ Students

The affiliated College will be issued 10 library tickets along with 10 ID cards against payment of Rs. 2000/- (non-refundable) as annual library service charge.

(iii) Institutional Membership

Institutions/ organizations will be issued up to 5 library tickets along with 5 ID cards against payment of Rs. 2000/- (refundable deposit) with Rs.200/- as annual service charges per card. The cards should be renewed annually.

(iv) Industrial Associate Membership

Industries will be issued upto 5 library tickets along with 5 ID cards against payment of Rs.5000/- (Refundable deposit) with Rs.1000/- as annual service charges per card. The cards should be renewed annually.

N.B: to become a borrowing member of the Library, an intending person/ party shall fill up a form of application and shall make a cash deposit/cash payment, if any according to the category of membership, subject to satisfying the other conditions of eligibility.

2.3 Renewal

Book(s) may be renewed for a further period of 28 days provided the book (s) is/are not under reservation. Renewal can be executed by production of the book(s) on the issue counter for the locally placed Users. Distantly

placed users may renew the book(s) by telephone reply post-card by mentioning the correct information about the book(s).

The renewal application should reach the librarian not later than three but not more than six clear days before the date on which the book(s) are due. If another reader has applied for the book(s), the librarian shall inform the member to that effect and the member shall return the book(s) on the due date.

Not more than two consecutive renewals are allowed for the same book(s) without its production on the issue counter for inspection.

2.4 Reminder

First reminder will be sent immediately after the due date, the second will be sent after 14 days of the first reminder. If the book(s) is/are not returned within 14 days of the second reminder date by production of book(s) on the counter, action will be taken to recover the book(s) as per University rules.

2.5 Overdue Charges

If a book is not returned when due, an overdue charges will be collected as under:

For 28 days from the due date	:	Rs.1/- per day/volume
29 th day from the dues date onwards	:	Rs.2/- per day/volume

It will hold for all other user categories except University Faculty and Staff. They are exempted from overdue charges for the total period of 56 days from the due date. After that overdue charges will be levied for them as per general overdue charge collection procedure.

2.6 Loss of Book(s)

If a borrower loses a book the following should be done immediately:

- (a) It should be intimated in writing to the Librarian stating the reasons for the loss.
- (b) A new copy or a latest edition of the lost book(s) may be replaced by the said borrower.
- (c) The above two steps should be taken by the said borrower within 3 months time.

N.B: During the loss period his/her due will be arrested from the date of his/her written complaint/intimation. If he/she is not able to return the book(s) he/she has to pay the prevailing cost of the book(s) plus 25% of the cost as Library service charge with the overdue charges if any.

2.7 Loss of Library Borrower Ticket

(a) A member who has lost a ticket shall make a written report of the same to the Librarian.

(b) Three months time shall lapse after the date of such notice before a duplicate can be issued. During this period, the member shall attempt to trace and recover the ticket, if possible, and send a second report at the end of the period, stating the result of his/ her endeavours.

(c) If the ticket has not been traced, the member shall give an indemnity Bond in the prescribed form and pay a fee of Rs.20/- for each duplicate ticket required.

(d) After the receipt of the Indemnity Bond and the Fee, the duplicate ticket will be issued.

(e) If a member, who has lost one or more of his/her tickets, applies for withdrawal of deposit amount no action will be taken on such application till the expiry of six months after the report of loss of tickets. If the tickets are not recovered by the member before the end of the period, the members shall give an indemnity Bond in the prescribed form in respect of the lost ticket(s). After the receipt of the indemnity Bond, the application for withdrawal shall be dealt with in the usual way.

2.8. No Due Certificate

Production of 'No Due Certificate' from the University Librarian to the effect that nothing is outstanding against the user shall be considered obligatory by the concerned authorities before accepting / acting on any of the occasions mentioned under.

Authority	User Category	Reason
The Registrar	Faculty / Staff of Thiruvalluvar University	Resignation/ Retirement Foreign assignment on leave with loss of pay
H.O.D	Ph.D./M.Phil/ Research Scholars of Thiruvalluvar University	Thesis submission/ Discontinuation of Research
H.O.D	Students of Thiruvalluvar University	Issue of Hall - Ticket / Certificates for the final semester of the Programme

2.9 Refund Claim

(a) One week notice shall be given before a deposit is withdrawn. No deposit will be repaid until all the book(s) outstanding against the member and

all his member's tickets have been duly returned. In case a ticket is lost, the procedure laid down in Rule 2.7 shall be followed.

- (b) If a member, who has lost one or more of his/her tickets applies for withdrawal of deposit amount no action will be taken on such application till the expiry of six months after the report of loss of ticket(s). If the holder of the ticket(s) is/are not a member shall give an indemnity Bond in the prescribed form in respect of the lost ticket(s). After the receipt of the indemnity Bond, the application for withdrawal shall be dealt with in the usual way.
- (c) If within three years of the death of a member, no claim is made by his/her heir(s) for refund of the deposit amount, the deposit of such members may lapse to the University.

3. General Rules

- (a) No person will be admitted in the Library unless the person is properly dressed.
- (b) Readers desirous of using the Library shall enter their name and address legibly in a register (Gate-Register) which is kept for the purpose. Such signature shall be taken as an acknowledgement that the person agrees to conform to the rules of the library.
- (c) Readers may not write upon, damage or make any mark upon any book, manuscript or map belonging to the Library.
- (d) No tracing or mechanical reproduction shall be made without express permission from the librarian.
- (e) Silence shall be strictly observed in the library.
- (f) Before leaving the Library, readers shall return to the Assistant at the counter any book(s), manuscript(s) or map(s) which they had taken for consultation.
- (g) Readers shall be responsible for any damage or injury done to the book(s) or any other property belonging to the library and shall be required to replace such book(s) or other property damaged or injured, or pay the value there of; if one book of a set is injured, the whole set shall be replaced.
- (h) Cases of incivility or other failure in the service should be reported immediately to the Librarian or in his/her absence, to the senior member of the Staff present.
- (i) Sticks, umbrellas, boxes and other receptacles and such other articles as are prohibited by the counter staff and those things shall be left at the depository counter.
- (j) Spitting and smoking are strictly prohibited. Pet animals are not allowed entry into the library.
- (k) Books which are out of print or not easily procurable shall be available only for reference.

- (l) Before leaving the counter the member must satisfy himself/ herself as to whether the book lent to him/her is in sound condition, and if not, the member must immediately bring the matter to the notice of the Librarian or in his absence to the senior member of the staff present; otherwise, he is liable to be held responsible for the book. If one book of a set is damaged, the whole set must be replaced, the value being immediately remitted to the library for return after the set is actually replaced.
- (m) Members are not allowed to sub-lend the book(s) of the library to any other person.
- (n) Theses, Periodicals, Dictionaries, Works which might be difficult to replace and such other works as may be from time to time be considered necessary shall not be lent out.
- (o) Loans may at any time be terminated by order of the Librarian.
- (p) A member against whom any overdue or other charges is outstanding will not be allowed to borrow book(s) or withdraw the deposit until the member has paid the amount due.
- (q) The Syndicate may refuse, under special circumstances, any application for membership without assigning any reason thereof.
- (r) The Syndicate may grant special loans on such conditions as it may prescribe.
- (s) Any infringement of the rules will render the privilege of admission to and of borrowing book(s) from the library to forfeiture.

4. Donations of book to library

- (d) The Thiruvalluvar University Library may accept donations of manuscript(s), book(s), periodical(s), pamphlet(s), etc., from individuals, Government, Institutions, Societies and other Corporate bodies.
- (e) All donations of current publications are to be sent directly to the Librarian who will acknowledge their receipt.
- (f) Larger collections offered by individuals or Corporate bodies shall be preceded by a list of such collections. In the absence of such a list, information at least should be given regarding the nature of collection offered and also the donors.
- (g) Inform the conditions, if any attached to the proposed list. The librarian will examine the list or the collection itself if possible and forward to the Registrar with his recommendations. The opinion of the Chairman of the respective Boards of Studies will also be invited if found necessary.
- (h) The decision of the Syndicate regarding the acceptance or the rejection of the offer will be communicated by the Librarian to the intending donor as it is received from the Registrar. If it is a case of acceptance, the Librarian will make suitable arrangements for the conveyance of the

collection to the Library, the conveyance charges being borne either by the library or by donor.

- (i) The University will not ordinarily accept donations to which special conditions are attached, such as keeping the collection in a separate place, right of periodical inspection by the donor, etc. It is open to the University, however, to accept any gift, even those to which special conditions are attached, provided the authorities are of the opinion that the collection is likely to be of real value to the University. Each case will be decided on its own merit.
- (j) Accepted donations become the absolute property of the Library and will not be returned.
- (k) After making suitable acknowledgement to the donor, all items of the collection after acceptance will be included in the stock for use.
- (l) All book(s) shall be accessioned other than those not accepted which shall be returned promptly to the donor.

(h) CODE OF PROFESSIONAL ETHICS FOR UNIVERSITY AND COLLEGE TEACHERS

PREAMBLE

1. Goal of Higher Education in our Country:

The basic purpose of education is to create skill and knowledge and awareness of our glorious national heritage and the achievements of human civilization, possessing a basic scientific outlook and commitment to the ideals of patriotism, democracy secularism, socialism and peace, and the principles enunciated in the Preamble to our Constitution.

Higher Education has to produce leaders of society and economy in all areas of manifold activities with a commitment to the aforesaid ideals.

Higher Education should strive for academic excellence and progress of Arts and Science, Education, Research and Extension should be conducted in conformity with our national needs and priorities and ensure that our best talents make be fitting contributions to international endeavour on societal needs.

2. Teachers and their Rights

Teachers should enjoy full civic and political rights of our democratic Country. Teachers have a right to adequate emoluments, social position, just

conditions of service, professional independence and adequate social insurance.

THE CODE OF PROFESSIONAL ETHICS

I. TEACHERS AND THEIR RESPONSIBILITIES:

Whoever adopts teaching as a profession assumes the obligation to conduct himself/herself in accordance with the ideals of the profession. A teacher is constantly under the scrutiny of his/her students and the society at large. Therefore every teacher should see that there is no incompatibility between his/her precepts and practice. The national ideals of Education which have already been set forth and which he/she should seek to inculcate among students must be his/her own ideals. The profession further requires that the teachers should be calm, patient and communicative by temperament and amiable in disposition.

Teachers should -

- (i) Adhere to a responsible pattern of conduct and demeanour expected of them by the community;
- (ii) Manage their private affairs in a manner consistent with the dignity of the profession;
- (iii) Seek to make professional growth continuous through study and research;
- (iv) Express free and frank opinion by participation at professional meetings, seminars, conferences, etc., towards the contribution of knowledge;
- (v) Maintain active membership of professional organizations and strive to improve education and profession through them;
- (vi) Perform their duties in the form of teaching, tutorial, practical and seminar work conscientiously and with dedication;
- (vii) Discourage and not indulge in plagiarism and other non ethical behaviour in teaching and research;
- (viii) Abide by the Act, Statute and Ordinance of the University and to respect its ideals, vision, mission, cultural practices and tradition;
- (ix) Co-operate and assist in carrying out functions relating to the educational responsibilities of the college and the University such as; assisting in appraising applications for admission, advising and counseling students as well as assisting in the conduct of University and College examinations including supervision, invigilation and evaluation; and

- (x) Participate in extension, co-curricular and extra-curricular activities including community service.

TEACHERS AND STUDENTS:

Teachers should -

- (i) Respect the right and dignity of the students in expressing his/her opinion.
- (ii) Deal justly and impartially with students regardless of their religion, caste, political, economic, social and physical characteristics.
- (iii) Recognize the difference in aptitude and capabilities among students and strive to meet their individual needs.
- (iv) Encourage students to improve their attainments, develop their personalities and at the same time contribute to community welfare.
- (v) Inculcate among students scientific temper, spirit of inquiry and ideals of democracy, patriotism, social justice, environmental protection and peace;
- (vi) Treat the students with dignity and not behave in a vindictive manner towards any of them for any reason;
- (vii) Pay attention to only the attainment of the students in the assessment of merit.
- (viii) Make themselves available to the students even beyond their class hours and help and guide students without any remuneration or reward.
- (ix) Aid students to develop an understanding of our national heritage and national goals, and
- (x) Refrain from inciting students against other students, colleagues or administration.

II. TEACHERS AND COLLEAGUES:

Teachers should –

- (i) Treat other members of the profession in the same manner as they themselves wish to be treated.
- (ii) Speak respectfully of other teachers and render assistance for professional betterment.
- (iii) Refrain from lodging unsubstantiated allegations against colleagues to higher authorities.
- (iv) Refrain from allowing considerations of caste, creed, religion, race or sex in their professional endeavour.

IV TEACHERS AND AUTHORITIES:

Teachers Should –

- (i) Discharge their professional responsibilities according to the existing rules and adhere to procedures and methods consistent with their profession in initiating steps through their own institutional bodies and/or professional organizations for change of any such rule detrimental to the professional interest.
- (ii) Refrain from undertaking any other employment and commitment including private tuitions and coaching classes which are likely to interfere with their professional responsibilities.
- (iii) Co-operate in the formulation of policies of the institution by accepting various offices and discharge responsibilities which such offices may demand.
- (iv) Co-operate through their organizations in the formulation of policies of the other institutions and accept offices.
- (v) Co-operate with the authorities for the betterment of the institutions keeping in view the interest and conformity with dignity of the profession.
- (vi) Adhere to the conditions of contract.
- (vii) Give and expect due notice before a change of position takes place; and
- (viii) Refrain from availing themselves of leave except on unavoidable grounds and as far as practicable with prior intimation, keeping in view their particular responsibility for completion of academic schedule.

V. TEACHERS AND NON-TEACHING STAFF:

Teachers should -

- (i) Treat the non-teaching staff as colleagues and equal partners in a cooperative undertaking within every educational institution.
- (ii) Help in the function of joint staff-councils covering both the teachers and the non-teaching staff.

VI. TEACHERS AND GUARDIANS

Teachers should -

- (vii) Try to see through teachers' bodies and organisations, that institutions maintain contact with the guardians, their students, send reports of their performance to the guardians whenever necessary and meet the guardians in meetings convened for the purpose for mutual exchange of ideas and for the benefit of the institution.

VII TEACHERS AND SOCIETY

Teachers should-

- (v) Recognise that education is a public service and strive to keep the public informed of the educational programmes which are being provided;
- (vi) Work to improve education in the community and strengthen the community's moral and intellectual life ;
- (vii) Be aware of social problems and take part in such activities as would be conducive to the progress of society and hence the country as a whole;
- (viii) Perform the duties of citizenship, participate in community activities and shoulder responsibilities of public offices;
- (ix) Refrain from taking part in or subscribing to or assisting in any way activities, which tend to promote feeling of hatred or enmity among different communities, religions or linguistic groups but actively work for national integration.

VII. THE VICE-CHANCELLOR/PRO-VICE-CHANCELLOR/RECTOR

The Vice-Chancellor/Pro-Vice-Chancellor/Rector should-

- (a) Provide inspirational and motivational value-based academic and executive leadership to the university through policy formation, operational management, optimization of human resources and concern for environment and sustainability;
- (b) Conduct himself/herself with transparency, fairness, honesty, highest degree of ethics and decision making that is in the best interest of the University;
- (c) Act as steward of the university's assets in managing the resources responsibility, optimally, effectively and efficiently for providing a conducive working and learning environment;
- (d) Promote the collaborative, shared and consultative work culture in the University, paving way for innovative thinking and ideas;
- (e) Endeavour to promote a work culture and ethics that brings about quality, professionalism, satisfaction and service to the nation and society.
- (f) Refrain from allowing considerations of caste, creed, religion, race, gender or sex in their professional endeavour.

College Principal should:

- (a) Provide inspirational and motivational value-based academic and executive leadership to the college through policy formation, operational management, optimization of human resources and concern for environment and sustainability;

- (b) Conduct himself/herself with transparency, fairness, honesty, highest degree of ethics and decision making that is in the best interest of the college;
- (c) Act as steward of the College's assets in managing the resources responsibility, optimally, effectively and efficiently for providing a conducive working and learning environment;
- (d) Promote the collaborative, shared and consultative work culture in the college, paving way for innovative thinking and ideas;
- (e) Endeavour to promote a work culture and ethics that brings about quality, professionalism, satisfaction and service to the nation and society.
- (f) Adhere to a responsible pattern of conduct and demeanor expected of them by the community;
- (g) Manage their private affairs in a manner consistent with the dignity of the profession;
- (h) Discourage and not indulge in plagiarism and other non ethical behaviour in teaching and research;
- (i) Participate in extension, co-curricular and extra-curricular activities, including the community service.
- (j) Refrain from allowing considerations of caste, creed, religion, race, gender or sex in their professional endeavour.

Director Physical Education and Sports (University/College)/Librarian (University/College) should;

- (a) Adhere to a responsible pattern of conduct and demeanor expected of them by the community;
- (b) Manage their private affairs in a manner consistent with the dignity of the profession;
- (c) Discourage and not indulge in plagiarism and other non ethical behaviour in teaching and research;
- (d) Participate in extension, co-curricular and extra-curricular activities, including the community service.
- (e) Refrain from allowing considerations of caste, creed, religion, race, gender or sex in their professional endeavour.