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TOURISM, CULTURE AND RELIGIOUS ENDOWMENTS DEPARTMENT

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பங்குனி 10, குரோதி, திருவள்ளுவர் ஆண்டு-2056.]

FRAMING OF THE TAMIL NADU DR J JAYALALITHAA MUSIC AND FINE ARTS UNIVERSITY

**Statutes of the Tamil Nadu Dr.J.Jayalalithaa Music and Fine Arts University under the
Tamil Nadu Dr. J. Jayalalithaa Music and Fine Art University Act, 2013.**

No. II(2)/TCRE/725/2025.—

In exercise of the powers conferred by Sections 20(1), 32 and 33 of the Tamil Nadu Dr. J Jayalalithaa Music and Fine Arts University Act, 2013 (Tamil Nadu Act, 30 of 2013), the Syndicate of the Tamil Nadu Dr. J Jayalalithaa Music and Fine Arts University hereby makes the following statutes of the Tamil Nadu Dr. J Jayalalithaa Music and Fine Arts University with the assent of the Chancellor of the University.

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CHAPTER - I

PRELIMINARY

1. Short title and Commencement.- (1) These Statutes shall be called the Statutes of the Tamil Nadu Dr. J. Jayalalithaa Music and Fine Arts University;

It shall come into force from the date of assent of the Chancellor and the same shall be published in the Tamil Nadu Government Gazette.

2. Definitions.- (1) In these Statutes, unless the context otherwise requires,

(a) "Act" means the Tamil Nadu Dr. J. Jayalalithaa Music and Fine Arts University Act 2013 (Tamil Nadu Act 30 of 2013);

(b) 'Academic Year' means a 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 a period of ten months from the first day of June;

(c) "Clause" means a subdivision of the Statutes;

(d) 'Clear days' means the number of days to be reckoned exclusive of both the first and last days;

(e) 'Department' means a Department of Study and/or Research or Extension or a Department functioning for a specific purpose maintained by University from out of the University Fund;

(f) 'Financial Year' means a period of twelve months commencing from the first day of April every year;

(g) 'Gazette' means the Tamil Nadu Government Gazette;

(h) 'Head of the Department' means the teacher in charge of a department responsible for its internal administration including its day-to-day working;

(i) 'Motion' means anything moved either by way of resolution or amendment;

(j) 'Resolution' means substantive proposition originally moved or finally adopted;

2. All the other words and expressions used but not defined in these Statutes shall have the meanings respectively assigned to them in the Act.

Whenever the words importing "masculine gender" appear it shall include females as per the Tamil Nadu General Clauses Act, 1891 (TN Act I of 1891)

3. Notices.- (a) Any notice, intimation or information, required to be given, and any paper, minutes or proceedings required to be sent to any person by the Laws shall, unless otherwise provided, be given or sent by post to the address of that person.

(b) A member of the Academic Council, a Faculty, Board of Studies, Board of Examiners or Committee appointed under the Laws shall, if required by the Registrar, shall give his address to which Communications may be sent, and the posting of communications to that address shall be a sufficient compliance with the requirements of the Laws as to service of notice.

4. Validity of act done on the day following a dies non: Where by any law, any act or proceeding is directed or allowed to be done or taken in the office of the Registrar on a certain day or within a prescribed period, and the office is closed on that day or the last day of the prescribed period, the act 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.

5. Hours of Business: The office of the Registrar shall be open daily for the transaction of business between the hours 10.00 a.m. and 5.45 p.m. with a lunch break of 30 minutes except on Saturdays and Sundays and Gazetted holidays.

The Office may be closed for a day or part of a day on particular occasion at the discretion of the Vice-Chancellor provided that arrangements are made for the transaction of any urgent business. The hours of work for the members of the teaching staff shall be from 10.00 A.M. to 5.45 P.M. with half-an-hour lunch break except in the case of those who have classes in the evenings or mornings. In the cases of teachers who have definite class work in connection with any of the classes conducted, the hours may be suitably modified in each case with the approval of the Vice-Chancellor.

CHAPTER II

THE UNIVERSITY

The University shall have power –

(1) to make such provision as will enable affiliated Colleges and approved institutes to undertake specialization of studies and to organize common libraries and other equipments, infrastructural facilities for research work;

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

(i) shall have pursued an approved course of study in an affiliated College or in an approved institute or in University Departments unless exempted therefrom in the manner prescribed by the Statutes and shall have passed the prescribed examinations of the University; or

(ii) shall have carried on research under conditions prescribed:

(3) to institute, maintain and manage University Music and Fine Arts Colleges, libraries, museums and other institutions necessary to carry out the objects of the University;

(4) to fix fees and to demand and receive such fees prescribed in Appendix.

(5) to create and manage affiliated College fund;

(6) to make grants from the funds of the University for the maintenance of University Training corps;

(7) to exercise such control over the students of the University and affiliated colleges to secure their health and well-being;

(8) to institute and provide funds for the maintenance of –

(i) Publication Bureau;

(ii) Employment Bureau;

(iii) University Sports Union;

(iv) Other similar associations;

(9) to encourage co-operation among the affiliated Colleges and approved Institutions and co-operate with other Universities and other authorities in such manner and for such purposes as the University may determine.

CHAPTER – III

OFFICERS OF THE UNIVERSITY

1. Chancellor:-

(i) The Chancellor shall have the power to appoint the Vice Chancellor from out of a panel of three persons submitted by the Search Committee constituted for this purpose by the Government.

(ii) However, if he considers it necessary, the Search Committee shall submit a second panel of three different names and he shall appoint one of the persons in the second panel as Vice Chancellor.

2. Pro-Chancellor,-

(i) The Minister in charge of the portfolio of Culture in the State of Tamil Nadu shall be the Pro-Chancellor of the University.

(ii) In the absence of the Chancellor or during the Chancellor's inability to act, the Pro-Chancellor shall exercise powers of the Chancellor.

3. Vice-Chancellor.-

In addition to the powers and duties mentioned in Section 12 of the Act, the Vice-Chancellor shall be competent;

(i) to sanction the creation of technical and non- technical posts other than those specified in the Act subject to provision for the same in the budget.

(ii) to create and/or fill temporary posts of all categories [other than those specified in the Act] for a period not exceeding one year at a time subject to provision of the same in the budget;

(iii) to abolish or retrench such posts which are considered superfluous in the University subject to the protection given to the individuals in such posts;

(iv) to transfer personnel from one post to another in the interest of the University, without affecting their emoluments and service conditions;

(v) to constitute such adhoc committees, subject to the approval of the Syndicate for the purpose of admitting students into the University, selecting certain categories of staff as detailed in the Regulations; for conducting inquiries into the affairs of the University and for such other purposes;

(vi) to approve the selection of staff of the University as per the Regulations;

(vii) to suspend or punish any employee as per the Regulations of the University and to punish and /or dismiss any student as per the Rules of the University;

(viii) to issue orders counting the period of extraordinary leave taken by the employees for prosecuting higher studies for the purpose of pension in the University;

(ix) to represent the University in Inter-University conferences or associations within the country. To represent outside the country, he shall seek the approval of the Syndicate.

(x) to be present at and address any meeting of any authority of the University but not to vote there unless he is a Member/Chairman of the authority concerned;

(xi) he shall be responsible for the maintenance of discipline among the staff, the students and employees of the University and shall have the powers necessary for this purpose;

(xii) he shall have the right to inspect all colleges and institutions of the University and he may express his views thereon to the appropriate authority of the University.

(xiii) he shall have the powers to institute an inquiry in respect of any matter concerning the University;

(xiv) the Vice-Chancellor shall have powers to change, modify and reallocate the functions and duties of the University Officers and other employees of the University; and

(xv) the Vice-Chancellor shall have such other financial powers as may be delegated by the Syndicate from time to time;.

(xvi) the Vice-Chancellor shall have power to write off the irrecoverable value of shortage of stock or irrecoverable loss of money occasioned by fraud or neglect of duty by the University employee or otherwise upto a total amount in a year as determined by the Syndicate from time to time. If the amount to be written off in a year exceeds this monetary limit, the Syndicate shall accord necessary sanction for this purpose.

(xvii) 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 report to the Syndicate for information.

(xviii) The Vice-Chancellor shall be 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 the meetings he may depute a person/officer of the University to represent the University at such meetings with concurrence of the Chancellor if it is abroad.

(xix) 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.

(xx) The Vice-Chancellor shall be provided with furnished rent free bungalow and no charge shall fall on the Vice-Chancellor personally in respect of the maintenance of such residence. Until he is provided with a free furnished bungalow, he shall be granted house rent allowance as fixed by the Syndicate or as enhanced by the Government from time to time.

(xxi) The Vice-Chancellor shall be entitled to all other allowances and perquisites eligible under the salary fixed by the Government from time to time.

(xxii) The Vice-Chancellor when travelling on University business shall be entitled to travelling and halting allowances on the scales laid down in Tamil Nadu Travelling Allowances Rules.

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 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.

4. Registrar,- (i) Method of appointment.- The Registrar shall be appointed by the Syndicate on the recommendations of the Vice-Chancellor as Chairman and one other Syndicate member and one expert from outside the University to be nominated by the Chancellor.

(ii) The Syndicate has powers to dispense with the services of the Registrar at any time on payment of three months salary to him and the Syndicate has also powers to discharge the Registrar from his duties at any time without notice or compensation in the event of misconduct on his part or a breach by him of any of the conditions on which he was engaged. In the case of Registrar appointed on deputation under foreign service conditions, the Syndicate is competent to revert him to the parent department when it deems fit to do so.

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

(iv) Invitation of quotations/tenders. - He shall call for quotations and tenders wherever necessary and prepare comparative statements, scrutinize the quotations and tenders in consultation with the Finance Officer and make recommendations to the Vice-Chancellor for consideration and acceptance.

(v) Financial powers. - (i) The Registrar shall sanction expenditure for administrative purposes upto the monetary limit prescribed by the Syndicate from time to time.

(ii) to sanction contingent expenditure on each occasion (subject to the annual ceiling) as fixed by the Syndicate from time to time.

(iii) shall sign all cheques exceeding the monetary limit as fixed by the Syndicate.

(vi) Conditions of service. - The Registrar shall devote his whole time to the duties of his office, and shall not absent himself from his duties without the permission of the Vice-Chancellor.

(vii) Leave. - The Syndicate may grant to the Registrar leave of absence according to the Special Leave Rules governing leave and leave allowances to Government officers of the Superior Services in the Fundamental Rules and in this respect the provisions of Part IV, Chapter X of the Fundamental Rules (1924 Edition) shall apply.

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

(ix) Access to University records. - The Registrar shall, on application previously made for the purpose of fixing a convenient hour, arrange that any member of the Academic Council, of the Syndicate, or of a Faculty, shall have access to the proceedings of the Syndicate, Academic Council or Faculty respectively, and to any documents connected with such proceedings.

(x) In addition to the provisions made in the Statutes and Act the Registrar shall:

(a) Sanction the indents for stationery articles from the University Stores or to purchase them from Co-operative Stores. If any stationery articles are not available with the Co-operative Stores, the same may be purchased from the Open Market after following the tender/quotation procedures;

(b) sign contracts and other agreements on behalf of the University under the directions of the Vice-Chancellor or Syndicate;

(c) with the approval of the Vice-Chancellor make available the files relating to the subjects coming up before the meetings of the authorities to the members of such authorities provided, they give a requisition in writing to the Registrar.

(d) be the custodian of the records, the common seal and such other properties of the University, as the Syndicate shall commit to his charge;

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

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

(g) conduct the official correspondence of the Syndicate;

(h) issue memo and call for explanation from the employees excluding teaching and academic staff giving sufficient time as he may think fit;

(i) frame charges;

(j) conduct enquiry by himself or through a committee constituted by him;

(k) issue further notice to the delinquent staff to show cause for the proposed punishment minor or major;

(l) Submit a detailed report along with his recommendations to sub-committee of the Syndicate.(m) be responsible to the Vice-Chancellor in exercise of the powers and duties assigned to him in the Laws of the University;

(n) carry out the orders of the Vice-Chancellor and render such assistance as may be required by the Vice-Chancellor in the performance of the official duties;

(o) grant casual leave to all the employees of the University other than Finance Officer, Controller of Examinations and Heads of Departments;

(p) with the approval of the Vice-Chancellor issue orders granting increments to the employees of the University

(q) issue orders relating to the declaration of probation.

(r) issue orders relating to the grant of leave other than casual leave;

(s) not be eligible for nomination or election or for appointment as a member of any of the authorities of the university;

(t) by writing inform the Vice-Chancellor his intention to resign or revert to his parent department if he is employed in the university under foreign service condition 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 to his parent department;

(u) subject to general direction and control of the Vice-Chancellor shall be in charge of the administration of the University office and shall have power to fix and define functions and duties of the officers and employees of the University;

5. The Finance Officer, – (i) Appointment, - The Finance Officer shall be appointed by the Syndicate from out of a panel of three names recommended by the Government in Finance Department in the cadre of Deputy Secretary to Government,

The Syndicate is competent to revert the Finance Officer at the expiry of his term or earlier to his parent department when it deems it fit to do so.

(ii) In addition to the provisions made in section 14 of the Act, the Finance Officer shall:-

(a) be responsible to the Vice-Chancellor in the exercise of powers and duties assigned to him and shall be subject to the direction and control of the Vice-Chancellor;

(b) make all arrangements for the transaction of the business for the meeting of the Finance Committee;

(c) be responsible for the proper maintenance of the accounts of the University;

(d) make available all records for the audit;

(e) arrange for scrutiny and payment of bills presented;

(f) arrange to settle the objections raised by the audit;

(g) make arrangements with the approval of the Syndicate, for the publication of the audited accounts, copies of which shall be submitted to the Syndicate at its next meeting and to the Government within three months from the date of publication of the report;

(h) make arrangements to invest the funds of the University as approved by the Vice-Chancellor;

(i) take necessary action to realise the grants and other moneys due to the University from the Central and State Government, University Grants Commission and other funding agencies;

(j) prepare a monthly statement of receipts and expenditure and submit it to the Vice-Chancellor on the 10th of the succeeding month through the Registrar;

(k) adopt methods and procedure and prescribe forms for maintaining the accounts of the University as stipulated by the Finance Committee;

(l) to sanction contingent expenditure on each occasion subject to the annual ceiling as fixed by the Syndicate from time to time.

(m) in respect of expenses sanctioned by the Registrar/Vice-Chancellor, sign the cheques upto the monetary limit fixed by the Syndicate

and

shall sign cheques along with the Registrar if the amount exceeds the monetary limit.

(n) disburse all salary bills, contingent bills, recoup permanent advances, pay all T.A. Bills after ensuring that general sanction is received from the competent authorities; and

(o) Scrutinise the quotations and tenders received and sign along with the Registrar, the comparative statement and make necessary recommendations.

6. Controller of Examination, -

(i) The Controller of Examination shall be appointed by the Syndicate on the recommendations of the Vice-Chancellor. The Controller of Examination shall hold office for a period of three years:

Provided that he will retire on attaining the age of sixty years. He shall be eligible for reappointment for another term of three years or upto his date of retirement whichever is earlier by the Syndicate on the specific recommendation of the Vice-Chancellor.

(ii) The Controller of Examination shall by writing inform the Vice-Chancellor his intention to resign or revert to his parent departments if he is working under foreign service conditions in the University after giving three months' notice and it shall be competent for the Syndicate, on the recommendation of the Vice-Chancellor to accept his request for resignation or for reversion back to the parent department.

(iii) Duties and Powers of the Controller of Examinations.— The Controller of Examinations 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 besides the following duties and responsibilities:-

(a) He shall be entirely responsible for the successful conduct of all examinations of the University and for the maintenance of secrecy;

(b) He shall put up to the Syndicate the recommendations of the Boards of Studies regarding list of persons suitable for appointment as question paper setters in July preceding the year for which papers are to be set;

(c) He shall put up to the Syndicate the list of persons, recommended by the Boards of Studies as suitable for appointment as Examiners in November each year for the succeeding year;

(d) He shall arrange for the tabulation of the results and their publication after approval by the Vice-Chancellor.

(e) He shall obtain from each Chairperson of the Board, a statement of work done by the Examiners, i.e., the number of papers set or valued, together with the absentees statement. Such statement shall be signed by the Examiner and counter-signed by the Chairman of concerned subject. After department's check, the statements shall be immediately passed on to the Finance Officer for his scrutiny and payment. Such payment shall be made immediately;

(f) He shall also keep a list of question papers to be set in the various subjects and courses and maintain the lists up-to-date;

(g) He shall draw the time-table for various examinations, in such a way that no two examinations in the same course of subject clash with another, taking note at the same time of expediting the examinations within the minimum period;

(h) He shall also maintain a list of halls and centres suitable for the conduct of the examinations and their capacity;

(i) He shall take all other actions that are necessary for the smooth conduct of the examinations and for maintaining the secrecy of the question papers, marks, results, etc.;

(j) He shall also be the custodian of the confidential examination records and tabulated results of all examinations;

(k) He shall be responsible for the issue of Statement of Marks or grade statements, certificates, diploma and degrees within justifiable time;

(l) He shall be responsible for the safe custody of all question/answer papers, documents, certificates and other confidential files connected with the conduct of all University examinations;

(m) He shall keep the minutes of meeting of Boards of Examiners and all Committees appointed by the said Boards/Syndicate and pass on a copy of minutes of such meetings to the Registrar then and there (in a week's time);

(n) He shall countersign the Travelling Allowance bills and remuneration bills of examiners and question paper setters and all other bills relating to examinations;

(o) He shall be responsible for the Registration of candidates for research degrees and for the evaluation of the thesis by Boards of Examiners appointed by the Vice-Chancellor/ Syndicate for the purpose;

(p) He shall call for tenders/quotations for printing question papers, degree certificates, registers, forms, etc., for the examination section and shall countersign the comparative statements in consultation with the Finance Officer and make recommendations to the Vice-Chancellor for consideration and acceptance;

(q) He shall institute systems and practices for prevention of malpractices and detection of malpractices in the examinations;

(r) He shall place before Vice-Chancellor/ Disciplinary Sub-Committee of the Syndicate through the Registrar, all cases of malpractices detected by him and he shall assist the Vice-Chancellor/ Sub-Committee in the investigation and inquiry of such cases. Such investigation/ inquiry report shall be placed before the Syndicate for necessary action;

(s) He shall bring to the notice of the Registrar/Vice-Chancellor any discrepancy or error that may be noticed in regard to any matter connected with the examination and cause necessary rectification with the approval of the Vice-Chancellor;

(t) He shall be responsible for the conduct of University Examination as prescribed by the authorities of the University;

(u) He shall arrange with the prior approval of the Vice-Chancellor schedules for all University Examinations and for all other matters connected with University Examinations;

(v) 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;

(w) He shall keep in his custody the minutes of the meetings of Boards of Examinations and all committees appointed by such boards;

(x) He shall countersign all bills relating to examinations and the travelling allowance and remuneration bills of examiners and question paper setters.

(y) He shall issue orders of appointments to examiners, question paper setters with prior approval of the Vice-Chancellor;

(z) He shall arrange to publish the results of all University Examinations with approval of the Vice-Chancellor;

(aa) He shall put up to the Syndicate the recommendations of the Boards of Studies regarding lists of persons suitable for appointment as Examiners including question paper setters, sufficiently in advance;

(bb) He shall place cases relating to malpractices at the examinations with the relevant reports before the Vice-Chancellor;

(cc) He shall maintain the Register of Matriculates;

(dd) He shall be responsible for collection of fees for the various examinations;

(ee) He shall pass on to the Finance Officer the counterfoils of all payments made towards examination fees etc., by the candidates after the preparation of the nominal rolls;

(ff) He shall be responsible for the registration of candidates for research degrees and for the evaluation of the thesis by boards of examiners appointed by the Syndicate for the purpose;

(gg) He shall call for tenders/quotations for printing registers, forms etc. for the examination section and shall countersign the comparative statements in consultation with the Finance Officer and make recommendations to the Vice-Chancellor for consideration and acceptance.

(hh) He shall sanction expenditure for the purchase of necessary items for printing forms relating to examinations on the basis of the accepted quotations subject to Budget provision;

(ii) He shall meet day-to-day requirements of the examination section and sanction petty claims of contingent expenditure at a time as per the monetary limit prescribed by the Syndicate;

(jj) He shall carry out such orders and instructions as may be issued from time to time by the Vice-Chancellor;

(kk) He 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; and

(ll) He shall not eligible for nomination or election as a member of any of the University authorities.

7. Dean of Faculties. – (i) The Dean for each Faculty shall be nominated in the following manner: -

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

(ii) Duties of the Dean of Faculty. – The Deans of the Faculties shall, -

(a) be the Head of the Faculty, accountable to the Vice-Chancellor for the academic activities and responsible for the due observance of the Statutes and other Regulations relating to the faculty;

(b) With the approval of the Vice-Chancellor, formulate and present policies to the Board of Studies for its consideration on matters relating to the faculty;

(c) review the budget estimate of each department and propose such changes if any, for the effective implementation of the research projects or/and studies;

(d) have the right to be present and to speak at any meeting of the Boards of Studies or the Committees of the Faculty, as the case may be, but shall not have the right to vote unless he is a member thereof;

(e) preside over meetings of the Board of Studies of the Faculty; and carry out such other responsibilities as may be assigned by the authorities from time to time.

8. Other Officers of the University, -

(i) It shall be competent for the Syndicate to appoint Liaison Officer, Senior Deputy Registrar, Deputy Registrars, Assistant Registrars, Director for Students Welfare and Public Relations Officer and such other officers as may be required from time to time in the scales of pay as prescribed by the Government of Tamil Nadu from time to time and they shall devote their whole time to the duties of the respective offices and shall perform such work as may be assigned from time to time by the Vice-Chancellor.

(ii) The officers appointed under clause (i) above shall be governed by the statutes of the University, Rules of the Government of Tamil Nadu with regard to leave, provident fund, gratuity, pension and retirement benefits as amended/issued from time to time.

(iii) Registrar and other officers, etc., to be public servants, - The Registrar, the Finance Officer, the Controller of Examinations and other employees of the University shall be deemed, when acting or purporting to act in pursuance of any of the provisions of this Statutes, shall be deemed to be public servants within the meaning of section 21 of the Indian Penal Code.

CHAPTER – IV
AUTHORITIES OF THE UNIVERSITY
I. SYNDICATE

1. Powers and Duties of the Syndicate. – The Syndicate shall be the executive authority of the University to regulate and determine all matters concerning the University in accordance with the Act, Statutes and Regulations.

(i) Subject to the powers and Duties of the Syndicate conferred by section 20 (1) of the Act. –

(a) the Syndicate shall approve the institution of all the technical posts of the University, on the recommendation of the Academic Council/ Board of Studies/Vice-Chancellor;

(b) the Syndicate shall create/redesignate/convert posts and abolish or retrench such posts on the recommendation of the Vice-Chancellor;

(c) the Syndicate shall normally meet at the place as decided by the Vice-Chancellor;

(d) the Syndicate may invite a person of high academic distinction and professional attainments to accept a post of a Professor in the University on such terms and conditions as it deems fit and on the person agreeing to do so, appoint him to the post;

(e) the Syndicate may appoint a teacher or any other member of the academic staff working in any other University or organization for undertaking a joint project in accordance with the terms and conditions prescribed;

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

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

(h) the Annual Accounts shall be submitted to such examination and audit, as the Government may direct and a copy of the Annual accounts and audit report shall be submitted to the Government with the approval by the Syndicate;

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

(j) the Syndicate may, in unforeseen circumstances incur expenditure (which does not involve recurring commitment) even though such expenditure is not covered by budgetary provision. However, it shall be reported to the Finance Committee for ratification.

(k) new scheme or project of any kind to be financed either in whole or in part by the University Grants Commission or by the Government or by the University shall be undertaken with the Finance Committee's approval. In the case of recurring commitment in regard to such projects, no such commitment shall be made or undertaken unless the State Government or the University Grants Commission grants would be forthcoming for meeting the recurring cost of the scheme, unless the financial position of the University is sound enough to make the cost of such projects permanently.

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

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

(2) Meetings of the Syndicate. – The Syndicate shall meet at such times and places as decided by the Vice-Chancellor. In case of urgency, the Vice-Chancellor may convene a special meeting at short notice. The Vice-Chancellor if present shall preside over the meeting, but if the Vice-Chancellor is not present the members present shall elect a Chairman from among themselves.

(3) Business of the Meeting. - At every meeting of the Syndicate, the following shall be the order of business, if it be necessary of the Vice-Chancellor: -

- (i) Any motion for a change in the order of business as stated in the agenda paper;
- (ii) Business brought forward by the Vice-Chancellor and the Syndicate;
- (iii) Business brought forward by the faculties;
- (iv) Business brought forward by the Boards of Studies;
- (v) Business brought forward by members of the Academic Council.

II. Academic Council

4. Powers and Duties of the Academic Council. -Subject to the duties of the Academic Council conferred by section 23(2) of Act, the Academic Council shall have the following powers: -

- (i) to make recommendations to the Syndicate to conduct Convocations for the conferment of degrees;
- (ii) to make recommendations for the creation of additional faculties when found necessary, for the approval of the Syndicate;
- (iii) to make recommendations to the Vice-Chancellor to modify the regulations regarding admission of students into the University. Provided such modifications are in conformity with the rules and regulations of the Government that are already in force and that may be issued from time to time in this regard;
- (iv) to make recommendations for the approval of the Vice-Chancellor regarding the fixation, payment and receipt of fees and penalty for non- payment in time by the students of the University and affiliated colleges;
- (v) to constitute committees for the institution of scholarships, fellowships, studentships, medals, prizes, grants-in-aid, etc., and to formulate rules for such awards from time to time;
- (vi) to make Regulations and amend or repeal the same;
- (vii) to advise the Syndicate on all academic matters;
- (viii) to make proposals to the Syndicate for framing Statutes for the conduct or standard of examinations or the conditions of residence of students;
- (ix) to make Regulations for the constitution and functions of the faculties;
- (x) to make Regulations for the encouragement of co-operation and reciprocity among University Colleges, Departments, and Research Centres with a view to promote academic standards;
- (xi) to make Regulations regarding courses of study, examinations and the conditions on which students of University Colleges, Departments and Research Centres shall be admitted to examinations of the University;
- (xii) to approve, modify or reject the recommendations of boards of studies regarding text books and syllabi required to be prescribed under the regulations;
- (xiii) to make proposals to the Syndicate for the framing of Statutes, for the management of University Colleges, Laboratories, Libraries, Museums, Institutes of Research and Hostels instituted and managed by the University;
- (xiv) to recommend to the syndicate schemes for the constitution or reconstitution of departments of teaching;
- (xv) to advise the Syndicate on the promotion of research in the University;

(xvi) to receive and to consider reports from the Syndicate reviewing the courses of study and teaching of the University and the research work done in the University;

(xvii) to nominate a person wherever provided, from among the members of the Standing Committee on Academic Affairs to be in the Selection Committee for making recommendation to the Syndicate for appointments to the posts of Professor, Reader and Lecturer in the Departments of Study and Research and Institutions maintained by the University.

5. Allowances for Members of the Syndicate and Academic Council. - Every Member of the Syndicate and Academic Council shall be entitled to daily and travelling allowances and to such other allowances on par with Group 'A' officers of the State Government as may be fixed by the Government from time to time for attending the meetings.

Faculty

6. The University shall have the following Faculties: -

- (a) Faculty of Vocal;
- (b) Faculty of Instrumental Music;
- (c) Faculty of Fine Arts;
- (d) Faculty of Performing Arts;

and

such other Faculties as may be instituted by the competent authorities from time to time.

(i) The Dean of the respective Faculty shall be responsible to the Vice-Chancellor for the various academic activities of the faculty.

(ii) Each faculty shall consist of departments, which shall undertake teaching, research and extension education as recommended by the Academic Council and the Board of Studies.

(iii) The courses and subjects of study under each of the faculty shall be as prescribed from time to time by the Academic Council in consultation with the Board of Studies of the respective Faculty.

(iv) Functions of Faculty. -

Faculty shall have power, to consider and report on any matter referred to it by the Academic Council. the Syndicate or the Vice-Chancellor;

(a) to frame Regulations pertaining to courses of study and examinations prescribed by the University and to lay such Regulations before the Academic Council;

(b) to remit any matter to a Board of Studies within the purview of the faculty for consideration;

(c) to appoint Committees of the Faculty for matters within the powers of the faculty;

(d) to convene meetings of the faculty, inter-faculty meeting for the discussion of any matter which is inter-disciplinary in nature; and

(e) to organize activities for Quality Improvement Programme (QIP) and research in the faculty.

(v) Meetings. -

(a) Meetings of a Faculty shall be convened by the Dean as often as necessary on a written requisition to the Vice-Chancellor or on the Written requisition of not less than two third of the members constituting the faculty for the time being.

(b) A member of a faculty is competent to suggest a subject for inclusion in the agenda paper for the next meeting to be held. In such case the Dean shall write to the Registrar with his appropriate recommendations to include such matter in the agenda paper of the next meeting of the faculty and suggest the proposed date of the faculty meeting.

(vi) Notice of Meetings and Agenda. - The Registrar shall cause notice of every meeting of the faculty to be issued to each member of the faculty. Ordinarily, the Faculty meeting is held with a notice of 10 days stating the time and place of meeting and such notice shall contain the details of all the business to be brought before the meeting. In the case of urgency, meetings may be summoned at less than ten days' notice. The agenda paper of a meeting of a Faculty shall be considered at the meeting. However, the Dean may, for reason of urgency, bring any matter before any meeting without previous notice.

(vii) Chairman. - The Dean shall preside at all meetings of the faculty. In his absence, the members present shall elect a Chairman from among themselves.

(viii) The Procedure for convening meetings of Faculty. - Subject to the foregoing Regulations, the procedure of convening meetings of Faculty shall be determined by the Dean in accordance with the regulations in this Chapter. With regard to any point of order or matter of procedure the decisions of the Chairman shall be final.

(ix) Quorum. - The quorum for a meeting of a Faculty shall be one-third of the strength of the faculty.

(x) Proceedings to be communicated to Academic Council. - The Proceedings of the meetings of the faculties shall be communicated by the Registrar to the Academic Council and other authorities concerned.

The Syndicate shall have power to reconstitute Faculties or add new Faculty or delete any Faculty or to re-arrange Departments or add new Departments or delete any Department as and when it deems necessary to achieve higher academic excellence.

The Syndicate shall, take effective steps to establish Faculties and Departments specified in this Statutes for the development of the University.

7. University Departments. –

(i) University Departments of Study and Research. - A University Department of Study and Research is one established by Statute and under the direct control of the University.

(ii) Departments. - Different Departments of the Faculty shall be recognised and the Heads of the Departments shall be appointed by the Vice-Chancellor. The Department shall be the primary unit of administration for the purpose of Education, Research and wherever necessary extension education in the particular field of knowledge.

(iii) Subjects-Provision of Departments. - There shall be University Departments of Study and Research in the following branches of knowledge: -

(a) The Faculty of Vocal Music shall comprise the following Department of Teaching and Research: -

(i) Department of Vocal Music.

(b) The Faculty of Instrumental Music shall comprise of the following Departments of Teaching and Research: -

(i) Department of Percussion Instruments;

(ii) Department of String Instruments; and

(iii) Department of Wind Instruments.

(c) The Faculty of Fine Arts shall comprise of the following Departments of Teaching and Research: -

(i) Department of Painting; and

(ii) Department of Visual Communication Design.

(d) The Faculty of Performing Arts shall comprise of the following Departments of Teaching and Research: -

(i) Department of Dance.

(iv) Head of Department. - The Head of a Department shall be a person of the rank of a Professor or Reader to be appointed by the Vice-Chancellor. Where there are more than one Professor in the Department, the Vice-Chancellor shall appoint the Head of the Department on a rotation basis.

In a Department in which there is a University Professor / Reader / Lecturer appointed as the Head of the Department, all the other members of the Faculty in the Department shall work under the direction and supervision of such Head of the Department.

(v) Functions of the Head of Department. - The Head of each Department shall: -

- (a) be responsible to the Vice-Chancellor / Registrar / Dean for administrative, academic and all other activities of the Department;
- (b) shall report on the teaching, research and extension education works of the department to the Vice-Chancellor/Registrar/Dean;
- (c) shall have general supervision of the work of students in the department;
- (d) shall prepare the Departmental budget in time;
- (e) shall be responsible for distribution and expenditure of departmental funds and for the care of departmental property; and
- (f) shall carry out any other functions as may be directed by the Vice-Chancellor.

8. Functions of the Finance Committee. - Subject to the powers and duties of the finance committee conferred by section 26 of Act, the Finance committee shall have the following functions:-

- (a) The Powers and duties of the Finance Committee shall be as provided in the Act; and
- (b) Annual Accounts, -
 - (i) The annual accounts prepared by the Finance Officer shall be submitted to such examination and audit as the Government may direct and a copy of the annual accounts and audit reports shall be submitted to the Government / Finance Committee;
 - (ii) The Finance Officer shall, before such date as may be prescribed by the Statutes, prepare the annual financial estimates for the ensuing year.
 - (iii) The annual accounts and the annual financial estimates prepared by the Finance Officer shall be placed before the Syndicate together with the remarks of the Finance Committee for approval and the Syndicate may pass a resolution with reference thereto and communicate the same to the Finance Officer who shall take action in accordance therewith. Provided that it shall be competent to the Syndicate to remit any matter for the consideration of the Finance Committee.
 - (iv) To perform such other functions and exercise such other powers assigned to it by the Syndicate from time to time concerning financial matters.
- (c) The meeting of the Finance Committee shall be convened by the Vice-Chancellor. The meetings shall normally be convened in January to consider the Financial Estimates and in July to consider the annual accounts, budget estimate, revised estimate, etc., and at such other times as the Vice-Chancellor may consider necessary.
- (d) A week's notice of the meeting shall ordinarily be given but the Vice-Chancellor may convene the meeting at a short notice.
- (e) In all questions coming up for consideration, the majority decision shall prevail. In the event of a tie, the Vice-Chancellor shall have a second and casting vote.
- (f) The rules regarding the conduct of meeting of the Syndicate shall wherever applicable be applied to the meetings of the Finance Committee.
- (g) Minutes of the Meeting: Minutes of the meeting shall be recorded by the Finance Officer, and within seven days after the meeting shall be circulated among the members after approval by the Vice-Chancellor. The Finance officer shall transmit immediately after each meeting a copy of the minutes to the Registrar, who shall place the same before the Syndicate at its next meeting.

Board of Studies

9. Board of Studies. – There shall be Board of Studies for each Department of Teaching and Research. There shall ordinarily be two Boards of Studies for each department of teaching and research viz., one for Certificate, Diploma and Under-Graduate courses and the other for Post-Graduate courses.

(i) The Constitution of Board. - Each Board shall ordinarily consist of no fewer than three or more than seven members who are experts/ teachers in the relevant field.

There shall be a “Chairman” nominated by the Vice-Chancellor, from among the members of the Board.

The members of the Board shall be appointed by the Vice-Chancellor on the recommendations of the Academic Council.

(ii) 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 also that it shall be competent for the Syndicate to appoint as a member of a Board any person in his official capacity.

(iii) Chairman. - The Chairman shall be nominated by the Vice-Chancellor from among the members 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.

(iv) Functions. - It shall be the duty of each Board of Studies to consider and report on any academic related matter referred to it in accordance with the Laws of this University, by the Vice-Chancellor, or the Syndicate or by the Academic Council or the Faculty or the Dean of the Faculty concerned with the subject with which it deals.

(v) 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; and

(c) make recommendations in regard to courses of study and examinations in the subject with which it deals.

(vi) Meetings. - Meetings of Boards of Studies shall be convened by the Registrar in consultation with the Chairman of the Board or 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 any University business, the Vice-Chancellor may direct the Registrar or any other officer of the University to act as Convener.

(vii) 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.

(viii) Minutes of the Meeting. - The final Minutes of every meeting shall be prepared by the Chairman and signatures obtained from the members. The minutes of the meeting shall be forwarded to the Registrar within one week from the date of the meeting held.

(ix) 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 at its next meeting.

(x) Decisions of the Board. - All decisions and opinions of the Board of Studies are only recommendatory and it is up to the Vice-Chancellor to take it to the appropriate authorities of the University to take final action on the recommendations of the Board.

CHAPTER – V

UNIVERSITY FUNDS

1. Other Funds. - Other funds as per section 39 of the Act shall include donations from Non-Governmental Agencies such as Private Trusts, etc., and individual donations to the University for specific or general purposes. Such funds may be accepted by the University with the approval of the Syndicate of the University. After examining the purpose behind such donations, the Syndicate shall be the final authority either to accept or reject such donations and to decide on the mode of investment and utilisation of the funds taking into consideration the purpose desired by the donor(s).

2. Management of Funds. - Section 40 of the Act, provides for management of funds received for Endowments and other receipts such as donations from non-Governmental agencies such as Private Trusts, and individual donations for specific or general purposes. Such funds and moneys of the University shall be managed as per regulations and rules prescribed from time to time by the University.

3. Annual Report.- The Annual report of the University for each Financial Year shall be prepared by the Syndicate and shall be submitted to the Academic Council by June of each year. A copy of the report along with a copy of the resolution thereon, if any, of the Academic Council shall be submitted to the Government by September of each year to enable the Government to lay the annual report and auditor's report before the Legislative Assembly.

CHAPTER -VI

MEETINGS OF THE ACADEMIC COUNCIL

1. Meetings of the Academic Council:

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

(ii) Quorum for the Meeting

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

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

(iii) 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.

(iv) Special meeting of the Academic Council:

The Vice-Chancellor may, whenever he thinks fit and shall, upon a requisition in writing signed by not less than 50 percent members of the Academic Council, convene a special meeting of the Academic Council. The requisition must be in writing, and signed by requisitionists and must be forwarded to the Registrar with a copy of the resolutions to be moved and the name of the proposer of each resolution.

(v) Date for forwarding Resolutions:

Any member who wishes to move a resolution at a meeting shall forward a copy of the resolution to the Registrar so as to reach him not less than 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 five clear days before the date for the dispatch of the agenda paper, withdraw the resolution.

(vi) Resolutions to be placed on Agenda Paper:

The Registrar, under the direction of the Vice-Chancellor, shall cause each resolution of which notice has been given and cause which has not since been withdrawn in accordance with Statute 1 (v) of this Chapter to be placed on the agenda paper of the meeting at which it is to be moved.

(vii) Agenda Paper:

Not less than fifteen 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. However, the non-receipt of the agenda paper by any member shall not invalidate the proceedings of the meetings. The Vice-Chancellor may bring any business which in his opinion is urgent at any meeting with shorter notice or without placing the same on the agenda paper.

(viii) Notice of amendments:

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

(ix) Amended Agenda paper:

The Registrar shall on receipt of amendments given in accordance with Statute 1 (viii) of this Chapter, prepare under the direction of the Vice-Chancellor, an amended agenda paper showing all the resolutions and amendments.

(x) Despatch of amended Agenda paper:

The Registrar shall post a copy of the amended Agenda to each member of the Academic Council not less than five days before the date of meeting.

(xi) Chairman of Meeting:

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

2. BUSINESS OF MEETING:**(a) Order of business:**

At every meeting of the Academic Council, the following shall be the order of business, if it be necessary of the Chairman.

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

(b) No Quorum:

If at any time during the progress of a meeting, any member shall call the attention of the Chairman to the number of members present, he shall within a reasonable time count the number of members present, and if a quorum is not present, he shall declare the meeting dissolved and shall leave the Chair. Such dissolution shall be recorded by the Registrar and the record shall be signed by the Chairman.

(c) Business at adjourned meetings:

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 in which the adjournment took place. Provided that the Syndicate or the Vice-Chancellor may bring any urgent business before an adjourned meeting, with or without notice.

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

3. MOTIONS WITHOUT NOTICE:**(i) Correction of mistakes:**

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

(ii) Complimentary motions:

At any meeting of the Academic council, motions of a complimentary character, may without previous notice, be moved by the Chair or by any member with the previous permission of the Chairman.

(iii) Amendments to resolutions with short notice:

At any meeting of the Academic Council, any member may move any amendment to any resolution brought forward by the Syndicate or the Vice-Chancellor under the proviso contained in Statute 1 (viii) of this chapter.

(iv) Subjects which can be taken up for consideration without prior notice:

At any meeting of the Academic Council, the following resolutions may be moved without previous notice: -

(a) A resolution relating to business not included in the agenda but brought forward by the Syndicate or the Vice-Chancellor under Statute 1 (vii) of this Chapter.

(b) A motion for a change in the order of business as stated on the agenda paper.

(c) (i) A motion directing the Syndicate, a Faculty, a Board of Studies or any Committee to review or reconsider its decision or recommendation and to report at a subsequent meeting of the Academic Council.

(ii) A motion for the appointment of a Committee to consider and report on any matter before the Academic Council at the time.

(d) A motion for the consideration of any matter remitted by the Syndicate or a Faculty or Board of Studies.

(e) A motion for the adjournment of the meeting or the debate on any question to specified time.

(f) A motion for the adjournment of the debate on any question to the next meeting of the Academic Council

(g) A motion that the meeting be dissolved.

(h) A motion that the meeting pass to the next business on the agenda paper.

(i) A motion that the question be now put.

(v) Amendments without previous notice:

At any meeting of the Academic Council, the following amendments may be moved without previous notice:

(i) Amendments to a motion for a change in the order of business as stated in the agenda paper, substituting an order different from that in the motion as per Statute 3 (iv) (b) above.

(ii) Amendments to a motion directing the Syndicate, a Faculty, a Board of Studies or a Committee to review or reconsider its decision or recommendation as per Statute 3 (iv)(c)(i) above.

(iii) Amendments to a motion for the appointment of a Committee as per Statute 3 (iv)(c)(ii) above.

(vi) Resolutions or amendments not on agenda paper:

Save as permitted in Statute 3 (ii), (iii), (iv) and (v) of this Chapter, no resolution or amendment which is not placed on the agenda paper shall be moved at the meeting.

4. MOTIONS IN GENERAL:

(i) Form of resolutions:

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

(ii) Motions not moved:

Any resolution or amendment standing in the name of a member who is absent from the meeting, or who declines to move it, may be moved by any other member.

(iii) Motions to be seconded:

Every motion at a meeting must be seconded. Otherwise, it shall drop. Any member may second a resolution by saying 'I second the motion' and may reserve his speech by adding 'I reserve my speech.'

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

(iv) Moving of amendments:

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

(v) Form of amendment:

An amendment to a resolution shall be:

- i by leaving out certain words.

ii by inserting or adding certain words.

iii by leaving out certain words to insert or add others.

When the amendment is of the first kind, the form in which it is moved shall be 'That the words (mentioning them) be left out. 'When the amendment is of the second kind, the form shall be 'That the words (mentioning them) be added or inserted' and there shall then follow words specifying the place in which the words mentioned are to be added or inserted.

When the amendment is of the third kind, the form shall be 'That the words (mentioning them) be left out' and 'That the words (mentioning them) be added or inserted' followed by words specifying the place in which the words mentioned are to be added or inserted.

(vi) Relevance of amendments:

An amendment must not reduce the original motion to its negative or opposite form.

Every amendment must be relevant to the resolution to which it is moved and must be so worded that, if carried, the question as amended would form an intelligible and consistent whole.

An amendment must not be virtually an independent proposition.

(vii) Not more than one 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.

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

(viii) Withdrawal of motions:

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

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

(ix) Ruling out of order resolution or amendment:

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

5. PROCEDURE ON MOTIONS:

(i) Procedure on Motions under Statute 3:

Motions made under Statute 3 (iv) (c to i) of this Chapter shall take precedence of any question that may be before the meeting at the time and must be disposed of before such question.

(ii) Procedure to motion under Statute 3 when negatived:

When a motion under Statute 3 (iv) (e to i) of this Chapter has been brought forward and has been negative, no other motion of the same kind shall be again brought forward during the debate on the same question until after the lapse of what the Chairman shall deem a reasonable time nor shall, if a debate is permissible on such motion, any debate or discussion be allowed on such second or subsequent motion.

(iii) Procedure on a motion on Regulation:

A motion for cancellation or modification of Regulation shall be placed before the Academic Council as shown below:

(a) A motion for the cancellation of a Regulation shall be in the form 'That Regulation (mentioning it) be cancelled'.

(b) A motion for the modification of a Regulation shall be in the form 'That the Regulation (mentioning it) be modified (followed by words indicating the modification proposed)'.

(iv) Procedure Change in the order of business:

A motion for a change in the order of business as stated in the Agenda shall be made immediately after the answering of question, if any, and before the commencement of other business. It cannot be moved at any other time

(v) Motion for adjournment:

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

An amendment to any motion for adjournment of the meeting of debate shall be for substituting a different day or hour for the one originally proposed.

If the motion for the adjournment of the debate be carried, the debate shall stand adjourned to the time specified in the motion and meeting shall pass to the next business, if any, on the agenda.

If the motion for adjournment of the debate is carried, the members who moved it may claim precedence or take part at a later period in the debate when it is resumed. A member who moves the adjournment of the debate with the intention of taking part in it when resumed must confine himself when moving the motion for adjournment to the bare words of the motion. If the motion for adjournment is negatived, the mover cannot speak again on the main question.

(vi) Motion for dissolution:

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

If the Chairman shall be of the opinion that the motion for dissolution is an abuse of the rules of the meeting, he may decline to state the question thereupon to the meeting.

If the motion be carried, the business still before the meeting shall drop, and the Chairman shall declare the meeting dissolved.

(vii) Motion to pass to the next business on the agenda:

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

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

(viii) Closure motion:

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

Unless it shall appear to the Chairman that such motion is an abuse of the rules of the meeting or an infringement of the rights of the minority, or that the question before the meeting has not been sufficiently discussed, it shall be put forthwith, and decided, without amendment or debate.

When the motion 'That the question be now put' has been carried and the question consequent thereon has been decided, a member may claim any further closure motion that such further question or questions which may be necessary to bring to a decision any question already stated by the Chair be put and unless the Chairman withholds his assent, such further question or questions shall be put forthwith, and decided without amendment or debate.

6. SPEECHES:

(i) When speeches allowed:

A member can speak only when there is a subject before the meeting or when he moves or seconds a motion.

(ii) Condition for right of reply for mover:

When the Chairman has ascertained that no other member entitled to address the meeting desires to speak, the mover of the resolution may reply upon the whole debate, provided that the mover of a resolution of the kind specified in Statute 18 (iii-v) or of an amendment shall have no right of reply. No member shall speak on that subject after the mover has made his reply.

(iii) Duration of speeches:

No speech shall exceed five minutes in duration provided that the mover of a resolution or of an amendment, when moving the same, may speak for fifteen minutes, provided further that the Chairman may, at his discretion allow a longer period to any speaker.

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

(iv) Order of speeches:

The member who first rises to speak at the conclusion of a speech has the Right to be heard. In case of more than one member rising simultaneously, the Chairman shall have the right to decide.

(v) Speeches by Chairman:

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

7. GENERAL:

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

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

8. Powers of Chairman to maintain order:

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

9. Powers of Chairman to suspend sittings:

The Chairman may in the case of grave disorder arising at a meeting suspend the meeting for a time to be specified by him.

10. MINUTES:

(i) Minutes of Meeting:

The minutes of all proceedings of each meeting of the Academic Council shall be signed by the Chairman of the meeting.

The Registrar shall within four weeks after a meeting send the minutes of that meeting so signed to each member of the Academic Council.

(ii) Exception to Correctness of the Minutes:

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

(iii) Procedure when exception is taken:

If exception be taken within the time aforesaid by means of a letter addressed to the Registrar, clearly specifying the points which require correction in the minutes, the minute shall be brought forward by the Syndicate at the next meeting of the Academic Council for confirmation or correction by such of the members as were present when the business was transacted to which the minutes refer.

(iv) Protest:

Any member intending to protest against a motion passed at a meeting of the Academic Council to which the assent of the Chancellor is required, shall give notice in writing of his intention to the Registrar within forty-eight hours from the date of the meeting and shall within fourteen days from such date lodge his protest with the Registrar.

The Registrar shall forward a copy of the protest to the mover of the motion. The mover of the motion may, within fourteen days from the receipt of the protest, prepare and send to the Syndicate a memorandum in support of the decision of the Academic Council. The Syndicate shall submit the protest and memorandum, if any together with a copy of the motion for the consideration and orders of the Chancellor.

CHAPTER – VII

CONVOCATION FOR CONFERRING DEGREES

(i) Convocations:

Convocation for the purpose of conferring degrees shall ordinarily be held once in a year in the month of September or at such other times as the Chancellor may direct.

(ii) Date of application:

All the candidates who are declared to have passed the respective Examinations by the duly constituted Examiners and as approved by the Syndicate, shall be admitted to their several degrees at the convocation that follows and the Degree issued as and when the candidate submit to the University their applications in the prescribed form along with the prescribed fees and late fee prescribed where applicable.

(iii) Degree ‘In-absentia’:

A Candidate for a degree may on payment of the prescribed fee be admitted in-absentia to that degree.

(iv) Seal of the University:

Degrees being awarded by the University shall be valid only if they bear the seal of the University and are signed by the Vice-Chancellor and Registrar.

(v) Convocation address:

The Chancellor/Vice-Chancellor may invite an eminent person to address the candidates.

(vi) Assembly of Syndicate:

The Chancellor, Pro-Chancellor, Vice-Chancellor, Dean of the Faculties and Member of the Syndicate shall wear the academic robes prescribed and assemble in the Syndicate Room at the appointed hour. In the absence of the Chancellor, the Pro-Chancellor shall preside. In his absence, the Vice-Chancellor shall preside. In their absence a member of the Syndicate nominated by the Syndicate for this purpose shall preside.

(vii) Graces of the Academic Council for the admission of candidates:

The Graces of the Academic Council, for admission for the several degrees will be supplicated on behalf of the candidates by the President for each Faculty in the following order in a special meeting of the Academic Council convened for this purpose.

- (a) Faculty of Vocal Music
- (b) Faculty of Instrumental Music (Percussion, String & Wind)
- (c) Faculty of Fine Arts
- (d) Faculty of Performing Arts

(viii) Form of Grace:

The Formula to be used for each grace by the President of the Faculty shall be as follows:

Chancellor, I move that a grace of the Academic Council be passed that those persons whom the Syndicate on the reports of the Examiners has certified to be qualified for the degrees in the faculty of be admitted to that/those degrees.

(ix) Passing of grace:

After the graces of all the faculties have been supplicated by the Presidents of various Faculties, the Chancellor shall put the question:

Doth it please you that the graces be passed? and the Academic Council assenting, the Chancellor shall say “These graces are passed.”

(x) Procession:

When all the graces have been passed, the Chancellor, Pro-Chancellor, Vice-Chancellor, Presidents of the Faculties and members of the Syndicate and Academic Council shall proceed in procession to the hall in which the degrees are to be conferred.

(xi) Arrangement of Seats:

The hall shall be so arranged that the Chancellor's chair may be somewhat in advance. The chairs assigned to the Pro-Chancellor, the Vice-Chancellor, Presidents of the Faculties and members of the Syndicate being so arranged as to leave full space for the presentation of the candidates. Special seats shall be provided in the hall for the members of the Academic Council.

(xii) Seating of Candidates:

The candidates shall wear the gowns and hoods pertaining to their respective degrees, and shall be arranged opposite to the Chancellor.

(xiii) On the procession entering the hall, the candidates shall rise and remain standing until the Chancellor, Pro-Chancellor, Vice-Chancellor; Presidents of the Faculties and members of the Syndicate and Academic Council have taken their seats.

(xiv) Invocation:

The Chancellor, Pro-Chancellor, Vice-Chancellor, Honorary Degree awardees, the Chief Guest, Registrar and Members of the Syndicate having taken their seats, the Chancellor shall call for the Invocation, "Thamizh Thai Vazhthu".

(xv) Welcome Address and report by the Vice-Chancellor:

Immediately following the invocation, and at the request of the Chancellor, the Vice-Chancellor will deliver the welcome address and present a report on the academic achievements of the University during the year.

(xvi) Declaring the Convocation open:

The Chancellor shall say, "This convocation of the Tamil Nadu Dr. J Jayalithaa Music and Fine Arts University has been called to confer (upon persons on whom the Syndicate has decided to confer honorary degrees) degree/diploma upon the candidates who, in the examinations recently held for the purpose have been certified to be worthy of the same".

(xvii) Presentation of candidate(s) for Honorary Degree(s):

The Chancellor shall say, "I invite the Vice-Chancellor to read the citation and present Mr. X for the candidature of the Honorary Degree of Doctor of Laws."

The Vice-Chancellor will read the citations and present Mr. X for the award of Honorary Degree of Doctor of Laws. Mr. X will receive the Degree Certificate from the Chancellor.

(xviii) Convocation Address:

The Chancellor shall say, "I invite the Chief Guest to address the candidates."

The Chief Guest will deliver the Convocation Address.

(xix) Presentation of candidates and award of certificates, medals and prizes:

The Chancellor shall say, "Let the candidate be now presented". Then, the candidates for the award of Degrees will be presented by the President of the Faculties as decided in the order of Faculties.

The procedure for presenting the candidates for the Prizes / Medals and Degrees shall be as follows:

The presenter shall bow to the Chancellor and shall say Mr./Madam Chancellor, I present unto you these candidates for the Degrees in the Faculty of Vocal Music (Carnatic)/Faculty of Wind Instrument/Faculty of String Instrument/Faculty of Percussion/Faculty of Natya and Faculty of Fine Arts, Painting and Sculpture and Faculty of Folk Arts who have been certified after examination to be duly qualified to receive the Degrees and to be awarded the Prizes and Medals".

The names of the candidates will be read by the Presenter. After this, the Presenter will say "Mr./Madam Chancellor, under the laws of the University, I present unto you the candidate and other candidates IN-ABSENTIA

in the Faculty of Vocal Music (Carnatic)/Faculty of Wind Instrument/Faculty of String Instrument/ Faculty of Percussion/Faculty of Natya and Faculty of Fine Arts, Painting and Sculpture and Faculty of Folk Arts who have been certified after examination to be duly qualified to receive the Degree”.

(xx) Conferment of the Degrees:

After administering the pledge to the candidates, the Chancellor shall say: “By virtue of the authority vested in me as Chancellor of the Tamil Nadu Dr. J Jayalalithaa Music and Fine Arts University, I admit you to the several Degrees for which you have been declared qualified in this University and in token thereof you have been presented with those Degrees and I authorize you to wear the robes ordained, as insignia of your Degree”.

(xxi) Administering the pledge:

All the candidates having been presented; the Chancellor will administer the pledge. All the candidates standing, the Chancellor will read out the following pledge and the candidates shall repeat the same.

“We shall, in thought; word and deed ever endeavour to be scrupulously honest in the discharge of our profession and shall uphold the dignity and integrity of our profession and the honour of our University. We shall uphold and advance social order and well-being of our fellow members and shall devote all our energy to promote the unity and integrity and secular ideals of our Country”.

(xxii) Signing of the Register of Graduates:

When all the candidates have been admitted, the Registrar shall lay the Record of Degrees that have been conferred, known as the Register of Graduates, before the Chancellor who shall sign the same.

(xxiii) Dissolution of the Convocation:

At the conclusion of the proceedings, the Chancellor, Pro-Chancellor, Vice-Chancellor, the Chief Guest, recipient(s) of Honorary Degree(s), Registrar, President of the Faculties and Members of the Syndicate shall rise and then the Chancellor say: “I dissolve this Convocation”.

(xxiv) National Anthem:

Then the National Anthem will be played.

(xxv) Procession back to the robing room:

The Chancellor, Pro-Chancellor, Vice-Chancellor, Chief Guest, Recipient(s) of Honorary Degree(s), the Members of the Faculty, Members of the Syndicate, Registrar shall retire in procession to the robing room, the graduates standing.

(xxvi) Statutes not to apply for Honorary Degrees

Nothing in the foregoing Statutes, except Statutes (vii) (xi),(xii),(xiii) and (xv) of this chapter, in so far as they are applicable shall apply in the case of Honorary Degrees.

(xxvii) Academic Robes:

The Academic Robes for the Chancellor, Pro-Chancellor, Vice-Chancellor Members of the Syndicate, Academic Council and the Chief Guest, the Registrar and the Candidates for the Degrees shall be as prescribed below:

(a) Chancellor:

A purple terry velvet gown, made like an Oxford Proctor's dress gown, with two-inch Gold lace down the fronts and round the bottom of the sleeves outside.

(b) Pro-Chancellor:

A purple gown of silk or stuff of same shape as the Chancellor's and trimmed in the same way

(c) Vice-Chancellor:

A purple gown of silk or stuff of same shape as the Chancellor's and trimmed in the same way but with silver.

(d) Chief-Guest:

A dark green velvet gown of the same shapes as the Chancellor's and trimmed in the same way.

(e) Registrar:

A black laced gown of silk or stuff.

(f) Members of the Syndicate, the Academic Council:

A black gown of silk or stuff and a scarf of scarlet silk or stuff four inches wide with the fringe of the same color, three inches deep. Or the gown and hood prescribed for the University degree taken.

(g) Graduates:

Candidates who wear Indian costumes shall wear white dhoti or trousers, a dark-colored coat with a closed collar buttoned up to the neck. All those who wear European costumes shall be clothed in dark colored material and stiff collar and a tie. The above shall not apply to the women candidates. Any decent dress is prescribed for them.

(h) Doctor of Philosophy:

A gown made of white silk or stuff, cut like the Cambridge Master of Arts gown. A hood made of white silk or stuff, lined with the scarlet silk or stuff.

(i) Master of Arts:

A gown made of black silk or stuff cut like the Cambridge Master of Arts gown. A hood made of purple silk.

(j) Bachelor of Arts:

A gown made of black stuff, cut like the Cambridge B.A. gown. A hood made of black silk or stuff lined with crimson silk or stuff.

(k) Honorary Degree (s):

A gown made of scarlet silk or stuff with facings of crimson silk for hood made of black silk or stuff lined with crimson silk or stuff.

CHAPTER – VIII
HONORARY DEGREES

(i) Based on the recommendations of not less than two-third of the members of the Syndicate, the following Honorary Degree may be conferred upon a person who by reason of his eminent position and attainments or by virtue of his contribution to learning or eminent services to the cause of Music and Fine Arts a fit and proper person to receive such degree.

Doctor of Literature (D.Litt)

(ii) Honorary Degrees shall be conferred only at Convocation, and may be taken in person or in absentia.

(iii) 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.

CHAPTER - IX

AFFILIATION AND APPROVAL OF COLLEGES

(i) Grant of affiliation and approval to colleges:

The Syndicate shall have the power after consultation with the Academic Council to affiliate any institution as an affiliated college/centre within the University jurisdiction.

2. Conditions to be satisfied by Affiliated and Approved College:

(i) Constitution of Managing Body of a College:

(a) Every college shall be managed by a regularly constituted Managing Body on which the teaching staff shall be represented by at least the Principal. Provided that in the case of a Government College the Syndicate may waive this condition.

(b) The constitution of the Managing Body of the College shall also provide for one representative of the Syndicate of the University to serve on the Managing Body.

ii. Change in Managing Body:

Any change in the constitution of the Managing Body shall be reported forthwith to the Syndicate.

iii. College Council:

Every college shall have a duly constituted College Council Properly representative of the teaching staff to advise the principal in the internal affairs of the college.

iv. Financial Provision of a College:

Every college shall satisfy the syndicate that the adequate financial provision in the form of an Endowment as per the rates prescribed by the syndicate from time to time.

v. Permission of the State Government:

Any educational agency which proposes to start Music, Dance and Fine Art College shall obtain orders of the State Government permitting the agency to start the college.

vi. Condition of affiliation or approval:

Once the Government clears permission for starting a College, the question of deciding what Courses should be sanctioned in future is purely an academic exercise falling within the purview of the University.

vii. Validation

Notwithstanding anything contained in the President's Act 19 of 1976, the Music, Fine Arts and Performing Arts Colleges, which were granted affiliation by the Tamil Nadu Music and Fine Arts University from the date of commencement of the Tamil Nadu Music and Fine Arts University Act 2013 till the date of publication of this Act in the Tamil Nadu Government Gazette shall, for all purposes be deemed to have been granted permission for their establishment by the Government at the relevant point of time and the said colleges shall also be deemed to have been validly granted affiliation by the said University under the Tamil Nadu Music and Fine Arts University Act, 2013.

viii. To be a registered body:

Every educational agency applying for starting a college and applying for affiliation of the College shall be registered as a Society under the Societies Registration Act of 1860 (Act 21 of 1860) or as a Trust with the Trustees vested with the legal powers and duties.

3. Procedure for withdrawal of affiliation or approval:

The Syndicate shall have the power, at any time after due enquiry, and to recommend to the Academic Council the withdrawal or suspension for a definite period of the affiliation or approval granted to a college. provided that before making such a recommendation, the Syndicate shall inform the management of the college concerned of its finding after the enquiry and shall allow it an opportunity of making such representation as it may deem fit, and shall record its opinion on the representations so made. The report of the enquiry, the representation made

the management if any, and the opinion of the Syndicate thereon shall be placed before the Academic Council along with the recommendation of the Syndicate. The Syndicate shall carry out the decision of the Academic Council on the recommendation.

4. Temporary suspension of Instruction in courses or subjects:

It shall be open to a college to suspend after previous intimation to the Syndicate, for a total period not exceeding three academic years, instruction in any subject or course of study in which the college is affiliated or approved. At the end of the period of suspension, work may be resumed with the previous approval of the Syndicate. If the work is not resumed at the end of the period of suspension, the affiliation or approval previously granted shall be regarded as having lapsed, provided that when in any year a college being prepared to make the usual arrangement, to give instruction in the subjects in which it has been affiliated or approved does not, for want of students, open classes in one of those subjects and it reports to the syndicate before the 1st of August, it shall not be deemed that the college has suspended instruction in that subject; provided also that notwithstanding anything contained in the foregoing proviso, it shall be competent for the Syndicate to consider the need for the continuance of affiliation or approval of the college in a subject which has not been taught for three consecutive years. Instruction in any subject shall not preclude the Syndicate from granting affiliation or approval in the same subject to any other college in the same locality.

5. Fees structure for Self financing affiliated colleges and off campus centres

The fee's structure containing details of application fees, inspection fees, course affiliation fees etc for Self financing colleges and off campus centres affiliated to this University is furnished in Appendix.

6. Requirement of Built-up area for granting affiliation:

If any College applies for the Provisional Affiliation, that College should have the minimum requirement of 3600/- sq.ft. (for one course) as mentioned below:

In Case of Music Session: -

(a) Vocal Class = 3 years = 800 + 800 + 800 = 2400 sq.ft.

1 year = 800 sq.ft.

(b) Violin Class = 3 years = 800 + 800 + 800 = 2400 sq.ft.

1 year = 800 sq.ft.

(c) Veena Class = 3 years = 800 + 800 + 800 = 2400 sq.ft.

1 year = 800 sq.ft.

In Case of Dance Session: -

(d) Each Dance course = 3 years = 1000 + 1000 + 1000 = 3000 sq.ft.

1 year = 1000 sq.ft.

In case of Fine Arts Session: -

Each Fine Arts course = 3 years = 1000 + 1000 + 1000 = 3000 sq.ft.

1 year = 1000 sq.ft.

In case of Painting & Sculpture Session: -

Each Painting and Sculpture course = 3 years = 1000 + 1000 + 1000 = 3000 sq.ft.

1 year = 1000 sq.ft.

In addition to the above requirement of built up area for each course, the following requirement of land is mandatory for each course as mentioned below: -

1. Rest room	400 sq.ft
	[Both for Men & Woman]
2. Staff room	200 sq.ft
3. Principal room	200 sq.ft
4. Office room	200 sq.ft
5. Library/Instrument	200 sq.ft
	1200 sq.ft

7. Library:

In the beginning the library shall have at least 100 books of different titles on each subject. It may be raised to 200 within a Period of 3 years. The library shall have adequate number of reference books and journals. There shall be a reading room and suitable space an available for library staff with proper furniture. Recurring expenditure for Books and Journals per subject per year should not exceed the amount fixed for this purpose. For every subject at least two subject journals shall be subscribed.

The library shall have a common reading room and a stock room with three multi-media PCs as per standards prescribed by the UGC/State Government.

8. Teachers:

(i) Number of teaching and non-teaching staff shall be appointed as per norms prescribed by the University/ Government for each course including foundation course, allied and application-oriented subjects.

(ii) No teacher shall be appointed, if he has not fulfilled the qualifications as laid down by the University and UGC from time to time.

(iii) Teaching and Non-teaching staff shall be paid as per pay scale of State Government UGC prescribed from time to time.

(iv) An Agreement shall be entered into with each teacher to be appointed as per the requirements of the University/Tamil Nadu private Colleges (Regulation) Act and rules there under.

(v) The posts of teachers and heads of departments wherever required for the proposed courses shall be filled up before starting the course.

(vi) No teacher shall be appointed or shall be continued in service, who has attained the age of superannuation as may be prescribed by Tamil Nadu Government. However, self-financing colleges may be permitted to appoint teachers upto the age of 62 years or so, if qualified candidates are not available.

(vii) A librarian and a Physical Director with prescribed qualification shall be appointed.

(viii) Suitable leave rules for teachers and non-teaching staff be framed, generally in conformity with the State Government rules.

9. Students Hostel:

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

10. Other Conditions:

(i) Affiliation for a college shall be granted only if the management of the college has obtained the approval of the Tamil Nadu Government for starting the college and has constructed permanent buildings for lecture-rooms, library and space for storing musical instruments, etc., as per the requirements laid down for this purpose. If any college is permitted to be started in a temporary location, such permission shall be limited to the first two years of starting the college. From the 3rd year onwards, the college shall function at the permanent building failing which the college shall not be granted affiliation for first year courses until the college moves to the permanent building.

(ii) Colleges not to be affiliated to any other University: No college imparting music and fine arts within the University area shall be affiliated to any University other than the Tamil Nadu Dr. J. Jayalalithaa Music and Fine Arts University;

Provided that this section shall not apply to the colleges other than the colleges specified in the Schedule, imparting music and fine arts, affiliated to any other University on the appointed date.

(iii) Any college permitted to be started shall be granted initial affiliation for not more than 5 U.G. Courses. All courses for which affiliations are granted to a college whether in the beginning or subsequently shall preferably be job-oriented courses in the emerging areas.

(iv) The maximum number of students who may be admitted to each of the courses shall not exceed the strength sanctioned by the University.

(v) In the maintain standards for Post-Graduate Education as per the guidelines prescribed by the University for P.G. Courses. The admission to P.G. Courses will be considered on the guidelines determined by the Syndicate from time to time.

(vi) No donations shall be collected from the student seeking admission to any course of study in the college.

(vii) Arrangements shall be made by the colleges for the conduct of University Examinations.

(viii) The colleges shall only collect tuition and other fees from the students at the rates prescribed by the State University.

(ix) Management of the college shall not discontinue any existing course without prior permission of the University.

(x) The college shall implement each and every one of the recommendations of the inspection commission appointed by the University from time to time.

(xi) All conditions of affiliations laid down in Chapter XXIII of Laws of the University shall be strictly followed.

(xii) Such other rules and regulations as may be generally prescribed from time to time by the University shall also be complied with.

(xiii) If all the conditions of provisional affiliation granted are not complied with by the end of the period fixed then affiliation or approval shall cease immediately.

(xiv) Application for grant of fresh/further affiliation shall be in the format to be prescribed by the Syndicate.

11. Inspection:

Inspection should be made regular, periodical and mandatory and should follow the norms given below:-

(1) University on its own motion or under the directions of the State Government shall order an inspection of any college at any time.

(2) Inspection Commission shall report on the following points: -

(a) Suitability and adequacy of its accommodation and equipments, musical instruments, etc., for the proper conduct of the courses.

(b) The qualifications and adequacy of its faculty.

(c) Salaries and other conditions of teaching staff are in accordance with directions of the State Government / University.

(d) Academic standards are well maintained.

(e) Hostel facilities for students are according to norms fixed.

(f) Adequate attention is paid for the healthy discipline and supervision of students.

(g) Conditions of affiliation are strictly and fully observed.

(h) Conditions necessary for sound functioning of the college and healthy atmosphere prevail for good academic development of students.

- (i) Whether the campus is properly maintained.
- (j) Any other matter which the Commission may deem it necessary to look into.
- (k) Inspection report shall be in the format prescribed.

12. Permanent Affiliation:

Permanent affiliation will be granted after the college fulfils all the conditions as prescribed and recommended by the Inspection Commission and after the first batch of students completes the courses. In case the college is not granted permanent affiliation, temporary affiliation may be extended until the stipulated norms are fulfilled. However, infrastructural facilities like Classrooms, Laboratories, Toilets, etc, should be provided within three years.

13. Returns from Colleges:

Every college shall furnish such returns and other information's as the Syndicate may require to enable it to assess its efficiency and shall take such corrective measures as the Syndicate may consider necessary to maintain its efficiency.

14. Teaching staff Appointments:

Appointments to the teaching staff of a college shall be made only after the Principal has been given an opportunity of expressing his views.

All appointments shall be reported to the Syndicate, which shall satisfy itself that they meet the requirements of the University.

Teachers of the affiliated colleges shall follow the 'Code of Professional Ethics' as prescribed by the University.

15. Staff in colleges for women:

In the case of colleges for women, the staff shall be wholly or almost wholly composed of women.

16. Convenience for women students:

In every college for men in which women students are admitted, separate rest rooms and other necessary conveniences shall be provided for the women students.

17. Residence of students:

Every college shall make adequate provision for the residence of its students not residing with their parents or duly recognized guardians. Such provision shall be in the form of hostels managed by the college and recognized by the Syndicate, or other hostels recognized by the Syndicate, or approved lodgings.

18. Medical Inspection of Students:

Every college shall have attached to it a Medical Officer of the qualifications prescribed by the Syndicate in order to conduct the Medical Inspection of students of the college.

19. Inspection of Colleges:

Every college shall be subject to inspection from time to time by one or more persons appointed by the Syndicate in this behalf.

20. Action to be taken by colleges on reports after Inspection:

Every college inspection as prescribed in Statute 19 of this chapter, in respect of which an enquiry has been made by the syndicate, shall take action, within such period as the Syndicate may specify.

21. Register and records to be maintained by Colleges:

The following registers and records in the forms that may be prescribed by the Syndicate shall be maintained by each college, and, in every case in which a school forms a part of the institution, they shall be maintained distinct from those kept for the school department: -

- (a) A register of admissions and withdrawals.
- (b) A register of attendance.

(c) A register of other record of addresses of students.

(d) A register of the members of the staff, showing their qualifications, previous experience, salaries, number of hours of work, and classes and the subject taught.

(e) A register of fees paid showing date of payments.

(f) A counterfoil fee receipt book.

(g) A register of scholarship and concessions of all kind whether of tuition, boarding or lodging.

(h) A counterfoil book of transfer certificates.

(i) A counterfoil book of certificates of Medical Inspection of students.

(j) A register of marks obtained by each student at the college examinations.

(k) Account books showing the financial transactions of the college as Separate from those of the management. The accounts shall show the transactions.

22. Procedure to be adopted in granting affiliation or approval:

(i). Date of submission of and particulars to be furnished with each Application:

A College applying for affiliation or approval shall send a formal letter of application to the Registrar between 1st of July and 31st of October preceding the academic year in which the courses are proposed to be started and late applications for affiliation for additional courses/ for starting Colleges/Institutions shall be entertained up to 10th December with a penal fee prescribed by the Syndicate from time to time and shall give full information in the prescribed application form on the following matters:-

(a) Constitution and personnel of the Managing Body.

(b) Subjects and courses in which affiliation or approval is sought.

(c) Previous if any, for affiliation or approval in the same subjects and their disposal.

(d) Accommodation, equipment, the strength of the college, the number of students for whom provision, has been made or is proposed to be made, the information relating to accommodation should be accompanied by drawings.

(e) Qualifications, salaries and work of the teachers together with a time-table of work.

(f) Hostel and lodgings, and play-ground, and residences for the Principal and the other members of the staff.

(ii). Applications when considered:

All applications for affiliation or approval of colleges shall be considered by the syndicate not later than the month of November.

(iii). Authority to submit the application:

The application for affirmation or approval of colleges shall be considered by the Syndicate not later than the month of November.

(iv). Exemption of fees

The Application and Affiliation Fee once paid are not refundable.

(a) Government Colleges are exempted from the payment of Application Fee, Affiliation Fee and Inspection Fees.

(b). Every college shall collect from the student and remit to the University fee, such as Registration fee, Matriculation fee, Recognition fee, Examination fee, and any other fee as may be prescribed by the University from time to time.

(v). Procedure on Receipt of application:

The Syndicate may call for any further information which it may deem necessary before proceeding with the application, or may advise the management that the application is premature and should be submitted the subsequent year, or may decline to proceed with the application if it satisfied that the arrangements made or likely to be made, before the beginning of the academic year in which the courses are to be started for the conduct of courses are not sufficient or suitable, or if the college has failed to observe the conditions laid down in respect of any previous affiliation or approval.

(vi). Local enquiry:

If the syndicate decides to proceed with the applications, it shall direct a local enquiry to be made by competent person or persons appointed by it in this behalf. Provided that it shall be competent for the Syndicate to dispense with the enquiry above mentioned in the case of any subject or group of subjects in which it does not for special reasons which shall be recorded, consider a local enquiry necessary.

After considering the report of the local enquiry, if any and after making any further enquiries it may deem necessary, the Syndicate shall decide whether the affiliation or approval should be granted or refused, either in whole or in part, and shall after consultation with the Academic Council, grant or refuse the affiliation or approval accordingly.

In case the recognition, affiliation or approval is granted, the fact shall be reported to the Academic Council at the next meeting.

(vii). Grant of approval for course affiliation:

Affiliation or approval may be granted to a college or to departments or courses of instruction in music, dance, fine arts, performing arts, etc.

(viii). Combination of Optional subjects:

Where a college is affiliated and approval has been given for a number of optional subjects, the college shall be at liberty to provide instruction in any combinations of them provided it satisfies the Syndicate that the accommodation and staff are adequate. Whenever a fresh combination is proposed to be introduced a statement of the different combination of subjects in which instruction is provided shall be forwarded to the Syndicate before the closing of the first term in every year.

(ix). Powers for Penal Action:

In the case of any management of a college not fulfilling any or all of the conditions prescribed for affiliation or approval or not complying with any or all of the rules of the University or not implementing any decision of the Syndicate it shall be competent for the Syndicate:-

(i) to recommend to the appropriate authorities empowered to sanction grants to withhold or to refuse the release of teaching and other grants that may be due to management or become due.

(ii) to decline to forward to the University Grants Commission any application made by the management for sanction of any grant.

(iii) to suspend the provisional affiliation or approval granted to the college in any course or courses of studies.

(iv) Decline to entertain any new application for additional affiliation, or approval or applications for increase in strength in any courses of studies conducted in the college.

(v) to recommend to the Syndicate to withdraw the permanent affiliation or approval granted to the college in any or all of the courses of studies in which instruction is offered in the college based on the report/recommendation of the Academic Council.

(vi) to recommend to the Government to take over the management of the college temporarily or permanently and

(vii) to recommend to the Government to transfer the management to any other body which is capable of running the college efficiently.

(x). Conditional Affiliation or Approval:

The affiliation or approval granted may be provisional. If provisional, affiliation or approval is granted for a fixed period, the length of the period and the conditions which should be fulfilled by the college before the expiry of the period shall be specified in the order of the Syndicate granting the affiliation or approval. If the conditions are not fulfilled by the end of the period fixed, the affiliation or approval shall cease automatically. It shall be competent for the Syndicate, however, to grant such extension of time for fulfilling the conditions if the extension sought is Bonafide. If the conditions are fulfilled, the Syndicate shall have the power at the end of the period, to confirm affiliation or approval. The confirmation of the affiliation or approval shall be reported to the Academic Council.

(xii). Inter-Collegiate lectures:

Affiliation or approval granted on the basis that part of the instruction provided is being given by Inter Collegiate or University lectures shall be conditional upon the continued existence of arrangements for such courses of Inter Collegiate or University lectures.

(xii). Affiliation or Approval not to be granted with retrospective effect:

Affiliation or approval shall in no case be granted with retrospective effect. Attendance at courses of instruction provided in colleges or in subjects before affiliation or approval is granted shall not qualify for the grant of certificates of attendance and such attendance shall not entitle any candidate to exemption from the production of certificates of attendance.

(xiii). Penal action for advertising new course without affiliation:

No college/management of college shall advertise new courses or invite, in any other manner, applications for admission to new courses or admit students to new courses before they actually get the affiliation for these courses from the University. If any college/management of college does so applications for affiliation for further courses shall not be entertained from such erring college(s) for a period of five years, and such colleges(s) shall be liable for any other penal action as deemed fit.

CHAPTER - X

CONDITIONS OF SERVICE

(a). These conditions of service shall be applicable to all employees of the University falling within groups (i.e.) Group A to Group D under classification of employees not regulated by separate Laws framed in accordance with the provisions of the Act and Statutes.

(i) "Basic Service" includes all service in the following appointments under Group D.

Services as Attenders, Office Assistants, Gardeners, Watchman, Sweepers and such other posts as may be declared as "Basic Service".

(ii) Permanent post means a post carrying a definite rate of pay sanctioned without limit of time and included in the cadre of sanctioned posts.

(iii) Temporary Post means, a post carrying a definite rate of pay sanctioned for a limited time.

(iv) Duty includes service as a probationer or apprentice, provided that such service is followed by confirmation without a break.

(v) Lien means, the title of a University employee to hold substantively either immediately or on the termination of a period or periods of absence, a permanent post to which he has been appointed substantively.

(vi) Officiate: - A University employee officiates in a post when he performs the duties of a post in which another holds a lien. A person may however, be appointed to officiate in a vacant post on which no other person holds a lien.

(vii) Pay means, the amount drawn monthly by a University employee as the pay which has been sanctioned for the post held by him, substantively or in an officiating capacity and special pay and personal pay, if any.

(viii) Special Pay means, an addition of the nature of pay to the emoluments of a post or of a University servant granted in consideration of the specially arduous nature of his duties or of specific addition to the work or responsibility.

(ix) Personal pay means, additional pay granted to a University employee.

(a) to save him from a loss of substantive pay in respect of a permanent post due to a revision of pay or to any reduction of such substantive pay otherwise than as a disciplinary measure or

(b) in exceptional circumstances on other personal consideration.

(x) Substantive pay means, pay as defined above other than special pay or personal pay to which a University employee is entitled on account of a post to which he has been appointed substantively.

(xi) Average pay means the average monthly pay earned during the twelve months immediately preceding the month in which the event occurs which necessitates the calculation of average pay.

(xii) Presumptive Pay of Post when used with reference to any particular University employee means, the pay to which he would be entitled if he had held the post substantively and has been performing its duties, but it does not include special pay unless the University employee performs or discharges the work or responsibility in consideration of which the special pay was sanctioned.

(xiii) Time Scale of pay means, pay which subject to any conditions prescribed in these rules rises by periodical increments from a minimum to a maximum.

(xiv) Leave salary means, the monthly amount paid to University employee on leave.

(xv) Leave on average or half or quarter average pay means, leave on a leave salary equal to average (or half or Quarter average) pay.

(xvi) Month means a calendar month. In calculating a period expressed in terms of months and days, completed calendar months irrespective of the number of days in each, should first be calculated and the odd number of days calculated subsequently.

2. Classification of Employees. -

(i) The employees of the University shall be classified as follows:

S.No.	Group	Scale of pay (Rs)	Level in pay matrix
1	A	Rs.59,300 – 1,87,700 and Rs.1,28,900 – 2,25,000	levels 25 to 32
2.	B	Rs.35,900 – 1,13,500 and Rs.57,700 – 1,82,400	levels 13 to 24
3.	C	Rs.15,900 – 50,400 and Rs.35,600 – 1,12,800	levels 2 to 12
4.	D	Rs.15,700 – 50,000	level 1

(ii). The power of creating and abolishing posts, temporary or permanent, in Group A to Group D categories of the University is vested with the Syndicate.

Whenever required the Registrar may, with the sanction of the Vice Chancellor, engage temporary staff, (other than teaching staff) for periods not exceeding three months.

(iii). Appointments to non- teaching posts (Group A to Group D) shall ordinarily be made from amongst the OC, BC, BC-M, MBC, SC-A, SC and ST category of candidates whose upper age limit shall be as per Tamil Nadu Government rules at the time of appointment. The Syndicate however shall have power to grant exemption in special case.

(iv). No person may be substantively appointed to a post without a medical certificate of health from a Gazetted Medical Officer/University Medical Officer.

(v). (a) Two or more University employees cannot be appointed substantively to the same permanent post at the same time.

(b) A University employee cannot be appointed substantively to a post in which another University servant holds a lien.

(c) A University employee when appointed substantively to any permanent post acquires a lien on that post and cease to hold any lien previously acquired in any other post.

(vi). (a) A University employee shall not be transferred to a post carrying less pay than the pay of the post on which he holds a lien except on account of inefficiency or misconduct or at his own request.

(b) A University employee shall begin to draw the pay and allowance attached to his tenure of a post with effect from the date when he assumes the duties of the post, and shall cease to draw them as soon as he ceases to discharge these duties.

(c) If a University employee takes charge of a post in the afternoon, he shall for purpose of calculation of pay and allowances, be regarded as having taken charge of it on the subsequent day.

(vii). Appointment to, Promotion in, and suspension or dismissal in respect of employees under Group A,B and C shall be made by the Syndicate on the recommendation of its Establishment Committee. In the case of the employees under Basic service (Group D) these shall be made by the Vice-Chancellor on the recommendation of the Registrar, but an appeal shall lie to the Syndicate in the case of dismissals from the "Basic service" establishment. All cases of dismissals by the Vice-Chancellor shall be reported to the Syndicate.

(viii). After 5 years of continuous absence from duty either with or without leave a University employee shall cease to be in University employment.

3. Additional Charge arrangement and Charge allowance:

(i). Where a competent authority places an employee of the University in additional charge of an executive or a similar post or post of equal or higher category, he shall be granted additional charge allowance as followed in the Government of Tamil Nadu.

(a) Full Additional Charge: Full Additional charge is the charge where an University official is directed to attend to the duties of another official in addition to his normal duties, as if he has assumed full charge of the additional post. The official holding additional charge is eligible for additional pay for the additional work.

(b) Current Additional Charge:- Current Additional Charge is that, where a University Official is directed to attend duties of only current nature but not the various functions which an official is expected to attend. In this case, the Official is not eligible for any additional pay.

(c) Holding additional charge of more than one post: - Further at the same time an official may also be directed to look after the duties of more than one post(s) in addition to his normal duties and he shall be eligible for additional pay for each post.

(ii). When an official of a higher cadre holds additional charge of the lower post, no additional pay is allowed since the lower post comes under the purview of discharging his normal functions as the superior official, in the course of his normal duties, is expected to supervise the duties of his subordinates.

(iii). Additional pay for holding additional charges shall be regulated by the Tamil Nadu Government rules.

(iv). Initial pay of University Employee:

(a) A University employee shall begin to draw the pay and allowance attached to his tenure of a post with effect from the date when he assumes the duties of the post, and shall cease to draw them as soon as he ceases to discharge these duties.

(b) If a University employee takes charge of a post in the afternoon, he shall for purpose of calculation of pay and allowances, be regarded as having taken charge of it on the subsequent day.

(v). Pay of Temporary posts: - When a temporary post has been created which may have to be filled by a person not already in service, the pay of the post shall be fixed with reference to the minimum that is necessary to secure the services of a person capable of discharging efficiently the duties of the post.

(vi). When a temporary post has been created which will probably be filled by a person who is already a University employee, his pay shall be fixed by the Syndicate with due regard to-

(a) the character and responsibility of the work to be performed and

(b) the existing pay of the University employees of a status sufficient to warrant their selection for the post.

(vii). It shall be competent for the syndicate for adequate reasons recorded to place a University employee at any stage of the time-scale.

(viii). The holder of a post, the pay of which has been changed, shall be treated as though he were transferred to a new post on the new pay. provided that he may at his option retain his old pay until the date on which he earns his next or any subsequent increment on the old scale, or until he vacates his post or ceases to draw pay on that time-scale. The option once exercised shall be deemed to be final.

4. Increments:

(i) An increment shall ordinarily be drawn as a matter of course unless it has been withheld. No University employee shall be given his increment unless in the case of a Assistant, the head of his office, or in any other case, such superior officer as may be prescribed for this purpose by the authority empowered to sanction the increment, signs a certificate to the effect that the work and conduct of the University employee in question during the period which counts for increments have been such as to justify the grant of the increment. An increment may be withheld from a University employee if his conduct has not been good or his work has not been satisfactory. The authority competent to appoint a University employee is empowered to withhold increments from the order. In the order withholding of an increment, the withholding authority shall state the period for which it has to be withheld and whether the postponement shall have the effect of postponing future increments.

- (ii) The above statutes are not applicable to stoppages at an efficiency bar.

These Statutes shall be applicable to all University employees who are on incremental scales of pay whether the increments accrue annually or at other intervals.

(iii). Where an efficiency bar has been prescribed in a time-scale., the increment next above the bar shall not be given to a University employee without the specific sanction of the authority empowered to withhold the increments.

- (iv). The following provisions prescribed the conditions on which service counts for increments in a time-scale:-

(a) All duty in a post on a time-scale counts for increments in that time-scale.

(b) Service in another post, whether in substantive or officiating capacity service on deputation and leave other than extraordinary leave count for increments in the time-scale applicable to the post on which the University employee holds a lien provided that the Syndicate shall have power in any case in which it is satisfied or for any other cause beyond the University employee's control to direct that extraordinary leave shall be counted for increment under this cause.

(c) Should a University employee while officiating in a post or holding a temporary post in a time-scale of pay, be appointed to officiate in a higher post or to hold a higher temporary post, his officiating of temporary service in the higher post shall, if he is re-appointed to the lower post, count for increment in the time scale applicable to such lower post.

(v). (a) The period of officiating service in the higher post which counts for increment in the lower post shall however, be restricted to the period during which the University employee would have officiated in the lower post but for his appointment to the higher post.

(b) The Clause shall also apply to a University employee who is not actually officiating in the lower post at the time of his appointment to the higher post, but who would have so officiated had he not been appointed to the higher post.

(c) The Syndicate may, for adequate reasons to be recorded, grant a premature increment to a University employee on a time-scale of pay.

5. Personal pay:

Except when an authority orders otherwise, personal pay shall be reduced by any amount by which the recipient's pay may be increased, and shall cease as soon as his pay is increased by an amount equal to this personal pay.

6. Reduction:

(i). The authority which orders the transfer of a University employee as a penalty from higher to a lower grade or post may allow him to draw any pay, not exceeding maximum of the lower grade or post, which it may think proper.

(ii). Should a University employee be, on account of misconduct or inefficiency, reduced to a lower grade or post, or to a lower stage in his time-scale, the authority ordering such reduction shall state the period for which it shall be effective and whether, on restoration, it shall operate to postpone future increments and, if so, to what extent.

7. Dismissal, Removal and Suspension:

(i). The pay and allowance of a University employee who has been dismissed or removed from service shall cease from the date of such dismissal or removal.

(ii). A University employee under suspension shall be entitled to a subsistence allowance at the rate of fifty per cent of pay drawn prior to the date of suspension, for the first six months. These allowances may be increased from 50% but not exceeding 75% of pay from the commencement of seventh month of suspension provided that the continuance of suspension is not directly attributed to the University employee. Similarly the subsistence allowance may be decreased from 50% but not less than that of 25% of pay from the commencement of seventh month of suspension, if the suspension is prolonged for reasons directly attributable to the Officer.

(iii) Dearness Allowance shall also be allowed during suspension. It shall be worked out based on the amount of subsistence allowance drawn by the University employee and not at the rate paid to him prior to the date of suspension.

(iv) City Compensatory Allowance: It shall also be paid during the suspension at the rate drawn by the University employee prior to the date of suspension and not on the basis of subsistence allowance.

(v) House Rent Allowance: It shall also be paid during the suspension period at the rate drawn by the University Employee prior to the date of suspension and not on the basis of subsistence allowance.

(vi) The Syndicate, if it is satisfied that the employee continues to incur the expenditure for which the medical allowance is granted, may direct that the employee be granted in such allowance addition such compensatory allowances as are admissible from time to time, on the basis of the pay which the employee was in receipt on the date of suspension

(vii) Leave may not be granted to a University employee under suspension.

8. Reinstatement

When the suspension of a University employee has been held to have been wholly unjustifiable, or when a University employee who has been dismissed or removed or suspended has been reinstated, pursuant to honourable acquittal the Syndicate may grant him pay and allowances for the period of his absence from duty.

(i) the full pay to which he would have been entitled, if he had not been dismissed or removed or suspended and by an order to be separately recorded, any allowance of which he was in receipt prior to his dismissal or removal or suspension.

(ii) if found guilty or wholly justifiable, such proportion of such pay and allowances as the syndicate may fix.

In cases falling under Clause (i) the period of absence from duty shall be treated as a period spent on duty. In cases falling under Clause (ii), it will not be treated as a period spent on duty unless the Syndicate so directs.

9. Retirement

(i) The age of retirement of an University employee shall be sixty years. He shall not be retained in service after that age except on public grounds or under special circumstances (which must be recorded in writing) sanction of the Government.

(ii). Such retirement shall take effect from the afternoon of the last date of the month in which they attain superannuation instead of the afternoon of their actual date of superannuation.

10. Leave:

(i). Leave is earned by duty only.

(ii). A University employee who has been dismissed or removed from University service, and has been re-instated, shall be entitled to count his former service for leave.

(iii). Leave cannot be claimed as of right. When exigencies of University service so require, discretion to refuse or revoke leave of any kind is reserved to the authority empowered to grant it.

(iv). The Vice-Chancellor, or in the absence of the Vice-Chancellor, the Registrar shall have power to grant leave of absence to all members of the establishment according to these Statutes.

(v) The Vice-Chancellor shall have power to entertain substitutes in leave vacancies in "Basic service" (Group D) establishment.

(vi). Leave ordinarily shall begin on the day on which transfer of charge has been effected and end on the day preceding that on which charge has been resumed.

(vii) When the day immediately preceding the day on which the leave begins or immediately following the day on which the leave expires is a holiday or one of a series of holidays the members of the staff may leave his station at the close of the day before or return to it on the day following such holiday or series of holidays.

(viii). A University employee on leave may not take service or accept any employment without obtaining the previous sanction of the Syndicate. However, this does not apply to casual literary work, or service as an examiner or similar employment.

(ix). All orders recalling a University employee for duty before the expiry of his leaves shall state whether the return to duty is optional or compulsory. If it is compulsory, the University employee shall be entitled to travelling allowance to Chennai but will get only leave salary up to the date he joins his post. If the return is optional, he shall be entitled to no travelling allowances.

(x). A University employee who has been granted leave on medical certificate may be asked by the Head of the Office to produce a certificate of physical fitness before he returns to duty. A similar certificate may be required in the case of any University employee who has been granted leave for reasons of health, even though such leave was not actually granted on a medical certificate.

When leave applied for is on medical certificate, the certificate shall be from a Gazetted Medical Officer or an Honorary Medical Officer of equal standing. The University employee, may however, be asked to appear before the surgeon of the District on requisition.

(xi). A University employee who remains absent after the expiry of his leave shall not be entitled to leave salary during the period of such absence, and that period shall be debited against his leave account as though it were leave on half average pay, unless his leave is extended by the authority competent to sanction the leave.

(xii) Wilful absence from duty after the expiry of leave may be treated as misconduct.

11. Causal Leave

Casual Leave may be granted upto a limit of twelve days in a calendar year plus 3 days restricted holidays. Absence on casual leave shall be treated as duty for the purposes of calculation of other leave. A single period of absence on casual leave shall not exceed seven days. Casual leave may be combined with Saturday/ Sundays or other authorized holidays, intervening or otherwise provided that the total resulting period of absence from duty does not exceed ten days.

12. Compensation leave

(i) Subject to the following conditions a University employee who is called to attend office on a holiday, except as a punishment, shall be granted another holiday called compensation leave in its place when opportunity occurs:-

(a) Such holidays may not be taken by a University employee without the previous permission of the authority competent to grant his casual leave.

(b) Not more than ten such holidays in all may be taken in a Calendar year and no such holidays shall be taken after the expiry of 6 months from the public Holidays for which it is substituted. It will, however, be within the discretion of the Head of an office to call on the University employee affected to take such holiday on any date within 6 months which the head of the Office finds to be convenient.

(c) Not more than seven such holidays may be accumulated and a lower number may be fixed at discretion of the Head of the Office.

(d) Such holidays may be combined with casual leave or other authorized holidays, provided that the total period of absence from duty does not exceed ten days.

(ii) The Registrar shall have power to grant casual or compensation leave to members of his staff. In respect of non-teaching staff attached to the Departments this power may be exercised by the Heads of Departments.

13. Special Causal leave

(i) Special casual leave (quarantine leave) not counting against ordinary casual leave may be granted to a University Employee when he is directed by the Head of the Office to absent himself from duty owing to infectious disease in his house.

(ii) The Special Casual Leave not exceeding seven days be granted to a University employee whose wife undergoes sterilization operation irrespective of whether it is puerperal or non-puerperal. The leave should however be granted only on the production of a Medical Certificate from the Doctor who performs the operation to the effect that the presence of the University employee is essential to look after his wife during her convalescence after operation.

(iii) The Special Casual Leave may be sanctioned to the University Employees from the date of sterilization operation (either puerperal or non-puerperal) of their wives on the production of certificate from the Medical Officer who performed the operation.

(iv) Special Casual Leaves sanctioned to University Employee whose wife undergoes Sterilization Operation can be combined with regular leave.

(v) The holidays may be prefixed or suffixed to the Special Casual Leave and regular leave combined but should not be sandwiched between special casual leave and regular leave.

(vi) Special Casual Leave not exceeding eight days may be granted to men University Employees who undergo sterilization operation and 20 days to married women employees who undergo Non- Puerperal Sterilization operation.

The Leave, to be sanctioned under this rule may be prefixed or suffixed or sandwiched with any kind of regular leave.

(vii) Special Casual Leave not exceeding twenty days may be granted to married women employees who are appointed temporarily and who have not completed the period of one year service when they undergo puerperal sterilization operation.

(viii) Special Casual Leave for one day may be granted to married Women employees, on written application for the intra-Uterine Contraceptive device insertion. The special Leave shall be sanctioned for the day of insertion of the Device.

14. Earned Leave: A permanent University employee in Group A,B and C service shall earn leave at the rate of one-eleventh of the period spent on duty, provided that he shall cease to earn leave while he has to his credit such leave amounting to 240 days.

15. Unearned Leave:

(i) **Leave on Private Affairs:-** The leave on Private affairs shall be granted to a permanent University employee in Group A,B and C service for a period of 3 months for the first 10 years of service of an employee, which may be carried forward beyond 10 years when alone he shall be made eligible for full period of 6 months.

(ii) Leave on private affairs may be combined with earned leave but the total amount of leave so combined, admissible at any one time, shall be limited to six months.

16. Leave on Medical Certificate: Leave on medical certificate may be granted to a permanent University employee in Group A,B and C service for eighteen months on full pay in all. Such leave shall be given only on production of a medical certificate and for a period not exceeding the amount of leave recommended in the certificate.

Provided that sanction of such medical leave shall be regulated as follows with reference to the period of service put in by the employee.

Period of service	Leave on medical certificate to which the employee may be entitled.
Upto 5 years	3 months
More than 5 years but less than 10 years	6 months
More than 10 years but less than 15 years	9 months
More than 15 years but less than 20 years	12 months
More than 20 years	18 months

17. Extraordinary leave

Extraordinary leave may be granted to a permanent University employee in categories Group A, B and C service under special circumstances:

(i) When no other leave is admissible under these conditions of service or

(ii) When other leave is being admissible, the University employee concerned applies in writing for the grant of extraordinary leave.

18. Permanent University Employees in Basic service (Group D).

(i) **Earned Leave:** A permanent University employees in Group D category (Basic service) shall earn leave at the rate of one-twenty second of the period he has spent on duty, provided that he shall cease to earn leave while he has to his credit such leave amounting to 50 days.

Provided further that a permanent University employee in Group D category who has completed 5 years service shall earn leave at the rate of one-eleventh of period he has spent on duty provided that he shall cease to earn leave while he has to his credit such leave amounting to 240 days.

(ii) Unearned Leave: Leave on Medical Certificate: - A permanent University employee in Group D category (Basic service) may be granted leave on medical certificate for six months in all.

Provided further that a permanent University employee in Group D category (Basic service) who has completed 15 years of service shall be allowed leave benefits as applicable to employees in Group A, B and C service.

Provided further that sanction of such medical leave shall be regulated as follows with reference to the period of service put in by the employee:

Period of service	Leave on medical certificate to which the employee may be entitled.
Upto 15 years	6 months
More than 15 years but less than 10 years	6 months
More than 10 years but less than 15 years	9 months
More than 15 years but less than 20 years	12 months
More than 20 years	18 months

19. Non-permanent University Employees:

a. (i) if in respect of employees falling within Group A, B and C categories, earned leave shall be at the rate of one day per twenty two days spent on duty, provided that he shall cease to earn leave while he has to his credit such leave amounting to 30 days and,

(ii) In respect of employees under Group D category, (Basic service) he does not earn any leave.

(b) A non-permanent University employee in Group A, B and C categories may also be granted:

(i) Leave on medical certificate upto a limit of two months, at any one time, provided that he has served for not less than two years and

(ii) Extraordinary leave upto a limit of two months at any one time.

(iii) If an interruption of duty other than leave occurs in the service of a non-permanent University employee, the earned leave to his credit shall lapse.

(iv). The grant of leave to a non-permanent University employee shall be subject to the condition that, but for the grant of the leave, he would have continued to hold a post in the University service until the expiry of the leave.

(v). If a non-permanent University employee is substantively appointed to a permanent post, his leave account shall:

(i) be credited with the amount of earned leave which would have been admissible to him if he had been a permanent university servant in respect of his previous duty prior to confirmation uninterrupted otherwise than by leave which he has taken.

(ii) be debited with the amount of all unearned leave taken by him prior to the date of his substantive appointment.

(iii) Leave admissible under these rules shall lapse on the date on which a University employee attains the age of retirement.

20. Leave Salary:

(a) A University employee in Group A, B and C service:

(i) While on earned leave, shall be entitled to leave salary equal to his pay:

(ii) While on leave on private affairs or on leave on medical certificate he shall be entitled to leave salary equal to one-half of his pay.

(iii) While on extraordinary leave, he shall not be entitled to any leave salary.

(b). (i) A University employee in Basic service (Group D) on earned leave shall be entitled to leave salary equal to his pay.

(ii) While on leave on medical certificate shall be entitled to leave salary equal to one-half of his pay.

(iii) While on extraordinary leave he shall not be entitled to any leave salary.

21. Leave Eligibility On Vacation Departments

The following shall apply to Vacation Departments only:

(i) Vacation counts as duty.

(ii) Should a University employee, in Group A,B and C service be in a vacation department, his earned leave shall, for each year of duty in which he has availed himself of the vacation, be reduced by 30 days. Should a part only of the vacation have been taken in any year, the period to be deducted will be a fraction of 30 days equal to the proportion which the part of the vacation taken bears to the full period of the vacation.

(iii) Earned leave may be combined with vacation but the combined period of such leave and vacation shall not exceed the limit as prescribed by the University.

(iv) In the case of a University employee in Basic service (Group D), his earned leave shall be reduced by 15 days of each year of duty in which the University employee has availed himself of the vacation have been taken in any year, the period by which the earned leave shall be reduced shall be a fraction of 15 days equal to the proportion which the part of the vacation taken bears to the full period of the vacation.

22. Deputation Of The Employees Of The University:

(i) The Syndicate shall have power to permit the lending of services of the employees of the University on deputation as and when situations arise.

(ii) Such period of deputation may be reckoned as service in the University for purposes of service and retirement benefits such as increments, pension, gratuity, etc., subject to the payment of the prescribed leave salary and pension contribution to the TAMIL NADU DR. J JAYALALITHAA MUSIC AND FINE ARTS UNIVERSITY either by the deputationist or the employer concerned. The deputationist may be exempted from payment of leave salary contribution to the University, if he opts to waive the leave benefits during the period of deputations.

(iii) The rates of leave salary and pension contribution shall be on the scale prescribed by the State Government in respect of the Government Servants of similar category of service.

(iv) In cases where leave salary contribution is paid to the University, the proportionate basic pay for the period of leave availed of by the deputationist during the period of deputation shall be paid by the University.

(v) In the exigencies of services, the Syndicate shall have the right to refuse any request for deputation. Or may recall any deputationist before the expiry of the period of deputation.

(vii) The University shall not be liable for action of the deputationist during the period of deputation, and any agreement or commitment between the deputationist and the employer during the period of deputation shall not be binding on the University.

CHAPTER- XI
RESIDENCE OF STUDENTS AND RECOGNITION OF HOSTELS

(1). Definition

Hostel, means a unit of residence for students of the University maintained or recognized by the University in accordance with the provisions of the Act.

(2). Discipline and control:

Students living in university hostels shall be under the disciplinary supervision of the Warden or Assistant Warden. Students living in hostels shall be assigned to individual members of the university staff for such additional supervision as may be considered necessary.

(3). Managing Body for University Hostels:

University Hostels shall be managed by a regularly constituted Managing Body, the constitution of which shall be subject to the approval of the Syndicate.

4). Appointment of staff:

The appointment of the superintending staff of every hostel shall be made by the Managing Body or by any authority to whom such body may have delegated the power and all such appointments shall be reported to the Syndicate.

CHAPTER - XII**EXAMINERS****1. Appointment of Examiners**

Examiners shall be appointed by the Controller of Examinations with the prior approval of the Vice-Chancellor from a panel of names approved by the Syndicate.

2. Cancellation of appointment of examiner

The Syndicate, may, at any time, cancel the appointment of any examiner.

3. Classes of Examiners

Examiners approved by the Syndicate may be of the following classes:

- (i) Examiners (Question Paper-Setters) who will set the question paper for the examinations.
- (ii) Examiners (Valuation of answer paper) whose duties will be:

4. Duties of Chairman

- (a) to distribute the work of valuation of Practical Examinations.
- (b) Prepare Scheme of Valuation.

5. Duties of Chief Examiners:

- (i) to assess the work of the additional Examiners.
- (ii) to value answer papers.
- (iii) to set the papers for Practical Examinations if any.
- (iv) to report upon the result of the examinations. and
- (v) such other work as may be assigned to them by the Syndicate.

6. Constitution of Boards

- (i) Examiners shall be constituted into Boards.
- (ii) Each Board shall have a Chairman who shall be appointed by the Syndicate.
- (iii) Conducting Boards shall pass the results and forward them to the Controller of Examinations for submission to the Syndicate.

7. Duties of Additional Examiners

The Additional Examiners shall value answer papers and to conduct Practical Examinations. Additional Examiners will not be members of (Conducting) Boards of Examiners.

8. Question Paper-Setters:

- (i). They shall ordinarily be unconnected with teaching work in the affiliated college of the University in respect of the subjects in which they set question papers.
- (ii). They shall be appointed for one year and shall be eligible for re-appointment.

9. List of Examiners:

A list of persons employed in colleges, arranged in order of subjects, shall be compiled from the staff returns submitted by colleges, and kept up-to-date showing:

- (a) Name of teacher.
- (b) College in which he is working.
- (c) Age and date of birth.
- (d) Qualifications with class and date.
- (e) Present position and date of appointment to it.
- (f) Class and subject in which he is teaching
- (g) Number of years of U.G. & P.G. teaching experience in the college and
- (h) Previous appointments as examiners etc., showing year and position

To the list of persons employed in colleges shall be added the names of the teachers of the University, with relevant information, as far as may be, under the same heads, and in the case of Professional Examinations, the names of the other persons recommended by the Boards of Studies.

10. Persons not eligible for appointment as Examiners:

The following persons shall not ordinarily be eligible for appointment.

- (i) Person with less than two years' teaching experience in a college, to any examiner ship in Music, Dance and Fine Arts.
- (ii) The teachers who have not fulfilled the required qualifications stipulated by the University from time to time, to hold the teaching positions in the approved colleges.
- (ii) Member of the Syndicate-except for special reasons which shall be recorded in writing.

11. Tenure of Examiners and Additional Examiners

Examiners and Additional Examiners shall be appointed for one year and shall be eligible for re-appointment in two successive years following the year of appointment and shall ordinarily be so re-appointed.

Examiners who have held office for three successive years, whether in the same subject or in different subjects, shall not be re-appointed until a period of two years has elapsed, provided that the number of new Examiners appointed in any year, who have not previously been Examiners or Additional Examiners or Question Paper-Setters in this University, shall not exceed one half of the total number appointed to a Board.

The preceding rule shall not apply in the following cases:

- (a) to examinations in subjects in which the number of competent Examiners is so limited as to make it undesirable in the opinion of the Syndicate that the rule should be enforced strictly.
- (b) to the members of the Conducting Boards for the Certificate/Diploma/UG & PG Degree in Music, Dance and Fine Arts Examinations with reference to which it shall be competent for the Syndicate to extend the period of appointment of any member up to five years.

An Additional Examiner who is re-appointed but not in successive years shall not ordinarily hold office for more than three years in any period of five years.

12. Preparation of preliminary list of Examiners

A preliminary list shall be prepared by the Registrar from the consolidated list prepared in accordance with Statutes (9) (10) and (11) of this chapter. The preliminary list shall be forwarded to the Boards of studies, which shall consider and recommend the same to the Syndicate with remarks if any.

13. Rules not to apply

The rules referred to in Statutes (10) and (11) shall not apply to the appointment of Examiners for Professional Examinations and the Diploma Examinations held by the University.

GENERAL:

(a). In the case of examinations which are held twice a year, examiners and additional examiners appointed for the March, April, July examinations shall ordinarily be re-appointed for the September or December examinations.

(b). A list shall be prepared annually by the Registrar showing those who have been Question paper-setters, Examiners and Additional Examiners during the proceeding five years.

(c). The remuneration and allowances payable to Examiners and Chairman of Boards appointed under Statute (1) of this chapter shall be fixed by the Syndicate.

(d). All examiners shall carry out the instructions which the Syndicate may issue from time to time.

APPENDIX
to
Statutes

APPENDIX

Statute 4 of Chapter II and Statute 5 of Chapter IX

A. COURSE AFFILIATION FEES

Self-Financing Affiliated Colleges		
Fees structure with effect from Academic year 2023-24		
Sl. No.	Details of fees	Fee in Rs.
1	Application fee	5000 (One Time)
2	Inspection fee - Year of Affiliation	50000 (First Year only)
3	Inspection fee Renewal	50000 (Once in two years)
Course Affiliation Fee Once in two years		
Research and P.G. Courses		
1	Ph.D & M.Phil.	45000
2	Music (Vocal and Instrumental)	60000
	Dance	60000
	Fine Arts	60000
	Communication & Design oriented courses	60000
U.G. Courses		
3	Music (Vocal and Instrumental)	50000
	Dance	50000
	Fine Arts	50000
	Communication & Design oriented courses	50000
Three years Diploma Courses		
4	Music (Vocal and Instrumental)	30000
	Dance	30000
	Fine Arts	30000
	Communication & Design oriented courses	30000
Two years Certificate Courses		
5	Music (Vocal and Instrumental)	25000
	Dance	25000
	Fine Arts	25000
	Communication & Design oriented courses	25000
One year DMT Courses (including Nattuvangam)		
6	Music (Vocal and Instrumental)	20000
	Dance & Nattuvangam	20000
	Fine Arts	20000
	Communication & Design oriented courses	20000

B. STUDENTS' SHARE TO BE GIVEN TO THE UNIVERSITY

Self-Financing Affiliated Colleges		
Tuition fees structure with effect from Academic year 2023-24		
Sl. No.	Details of Tuition fees	Fee in Rs. (Per annum)
1	PG - Tuition fee	
	To be collected by SFC	25000
	University share - 1 st year	5000
	University share - 2 nd year	5000
	Other Country	
	To be collected by SFC	50000
	University share-Other State / Country 1 st year	20000
	University share-Other State / Country 2 nd year	18000
2	M.F.A. - Tuition fee	
	To be collected by SFC	35000
	University share - 1 st year	12000
	University share - 2 nd and 3 rd year	12000
	Other Country	
	To be collected by SFC	50000
	University share-Other State / Country 1 st year	20000
	University share-Other State / Country 2 nd and 3 rd year	18000
3	UG - Tuition fee	
	To be collected by SFC	22000
	University share - 1 st year	4000
	University share - 2 nd and 3 rd year / 4 th year	4000
	Other Country	
	To be collected by SFC	30000
	University share-Other State / Country 1 st year	10000
	University share-Other State/Country 2 nd , 3 rd and 4 th year.	8000
4	B.F.A. - Tuition fee	
	To be collected by SFC	30000
	University share - 1 st year	6500
	University share - 2 nd and 3 rd year / 4 th year	6500
	Other Country	
	To be collected by SFC	50000
	University share-Other State / Country 1 st year	15000
	University share-Other State / Country 2 nd and 3 rd year	15000
5	Three years Diploma- Tuition fee	
	To be collected by SFC	10000
	University share - 1 st year	3000
	University share - 2 nd and 3 rd year	3000
	Other Country / online	
	To be collected by SFC	20000
	University share-Other State / Country 1 st year	10000
	University share-Other State / Country 2 nd and 3 rd year	10000

6	Two years Certificate - Tuition fee	
	To be collected by SFC	6000
	University share - 1 st year	1500
	University share - 2 nd year	1500
	Other Country / online	
	To be collected by SFC	15000
	University share-Other State / Country 1 st year	7500
	University share-Other State / Country 2 nd year	7500
7	1st year DMT Course (including Nattuvangam)	
	To be collected by SFC	10000
	University share - 1 st year	3000
	Other Country / online	
	To be collected by SFC	20000
	To be collected by SFC	6000
Note: Other Country Tuition fee given above is applicable for the students enrolled from Other Country by Self-financing institutions. (Except students from Sri Lanka)		

C. COURSE AFFILIATION FEES - OFF-CAMPUS CENTRES

Fees structure with effect from Academic year 2023-24		
<i>Sl. No.</i>	<i>Details of fees</i>	<i>Fees in Rupees</i>
1	Application fee	5000 (One Time)
2	Inspection fee - Year of Affiliation	50000 (First Year only)
3	Inspection fee Renewal	50000 (Once in two years)
	Caution Deposit Refundable	One time only
4	Music [Vocal and Instrumental]	100000
	Dance	100000
	Fine Arts	125000
	Communication & Design	175000
	Course Affiliation Fee	Once in two years
Advance Diploma - 2 years		
4	Music [Vocal and Instrumental]	40000
	Dance	40000
	Fine Arts	40000
	Communication & Design oriented courses	40000
Diploma 1 year (Simplified)		
5	Music [Vocal and Instrumental]	30000
	Dance	30000
	Fine Arts	30000
	Communication & Design oriented courses	30000
1 year Teachers' Certification Course		
6	Music [Vocal and Instrumental]	40000
	Dance	40000
	Fine Arts	40000
	Communication & Design oriented courses	40000
Advance Certificate 1 year_		
7	Music [Vocal and Instrumental]	30000
	Dance	30000
	Fine Arts	30000
	Communication & Design oriented courses	30000
Certificate 6 months (Simplified)		
8	Music [Vocal and Instrumental]	30000
	Dance	30000
	Fine Arts	30000
	Communication & Design oriented courses	30000
Course fee will be collected on a whole and any number of courses they can be taken under one group		

D. STUDENTS' SHARE TO BE GIVEN TO THE UNIVERSITY

Off-Campus Centre			
Tuition fees structure with effect from Academic year 2023-24			
S. No.	Details of fees	Tuition fee in Rs.	
		Chennai, Coimbatore, Madurai, Salem and Trichy	Other places
1	Advance Diploma - 2 years - Music and Dance		
	-	Per Annum	Per Annum
	To be collected by OCC	15000	12000
	University share - 1 st year	6000	4000
	University share - 2 nd year	6000	4000
	Other State / Country / online		
	To be collected by OCC	18000	15000
	University share - 1 st year	7500	6000
	University share - 2 nd year	7500	6000
2	Advance Diploma - 2 years - Fine Arts, Communication & Design		
		Per Annum	Per Annum
	To be collected by OCC	30000	20000
	University share - 1 st year	9000	8000
	University share - 2 nd year	9000	8000
	Other State / Country / online		
	To be collected by OCC	40000	30000
	University share - 1 st year	16000	9000
	University share - 2 nd year	16000	9000
3	Diploma - 1 year - Music and Dance		
		Per Annum	Per Annum
	To be collected by OCC	10000	6000
	University share	4000	2000
	Other State / Country / online		
	To be collected by OCC	14000	10000
	University share	6000	4000
4	Diploma - 1 year - Fine Arts, Communication & Design		
		Per Annum	Per Annum
	To be collected by OCC	24000	15000
	University share	8000	5000
	Other State / Country / online		
	To be collected by OCC	30000	24000
	University share	10000	8000
5	Advance Certificate - 1 year - Music and Dance		
		Per Annum	Per Annum
	To be collected by OCC	10000	6000
	University share	4000	2000
	Other State / Country / online		
	To be collected by OCC	14000	10000
	University share	6000	4000

6	Advanced Certificate - 1 year - Fine Arts, Communication & Design		
		Per Annum	Per Annum
	To be collected by OCC	15000	12000
	University share	5000	4000
	Other State / Country / online		
	To be collected by OCC	18000	15000
	University share	6000	5000
7	Certificate 6 months - Music and Dance		
		For 6 months	For 6 months
	To be collected by OCC	8000	5000
	University share	3000	2000
	Other State / Country / online		
	To be collected by OCC	12000	8000
	University share	5000	3000
8	Certificate 6 months - Fine Arts, Communication & Design		
		For 6 months	For 6 months
	To be collected by OCC	12000	8000
	University share	5000	3000
	Other State / Country		
	To be collected by OCC	16000	12000
	University share	7000	5000
9	One year Teachers' Certification Course		
		Per Annum	Per Annum
	To be collected by OCC	24000	20000
	University share	10000	8000
	Other State / Country / online		
	To be collected by OCC	30000	24000
	University share	12000	10000
10	1 Year Diploma in Theatre Arts for Holistic Development		
	To be collected by OCC	15000	12000
	University share	6000	5000
	Other State / Country / online		
	To be collected by OCC	20000	15000
	University share	8000	6000
Note: Other State / Country Tuition fee given above is applicable for the students enrolled from Other State / Country by Off-Campus Centres (except students from Sri Lanka).			

**E. FEES FOR GRADE EXAMINATIONS - MUSIC AND DANCE TO BE
CONDUCTED IN OFF-CAMPUS CENTRES**

<i>Sl. No.</i>	<i>Details of fees</i>		<i>Fee in Rs.</i>
1	Application fee		5000 (One Time)
2	Inspection fee - Year of Affiliation		50000 (First Year only)
3	Inspection fee Renewal		50000 (Once in two years)
	Course Affiliation Fee for Grade I to VIII		One time only
4	Music [Vocal and Instrumental]		100000
	Dance		100000
University Share to be remitted by the Institute per student			
	Grade I	Per Annum	Rs.300
	Grade II	Per Annum	Rs.400
	Grade III	Per Annum	Rs.500
	Grade IV	Per Annum	Rs.600
	Grade V	Per Annum	Rs.700
	Grade VI	Per Annum	Rs.800
	Grade VII	Per Annum	Rs.900
	Grade VIII	Per Annum	Rs.1000
Note: Examination fee is extra as applicable every year.			

F. UNIVERSITY- FEES STRUCTURE

Fees details for PG (MFA) (Weekend)	Proposed Fees structure			
	Tamil Nadu		Other State / Country	
	1 st	2 nd & 3 rd	1 st	2 nd & 3 rd
Tuition fees (PER ANNUM)	40000	40000	50000	50000

Fees details for Ph.D. (Part time)	Proposed Fees structure			
	Tamil Nadu		Other State / Country	
	1 st	Minimum 4 years	1 st	Minimum 4 years
Tuition fees (PER ANNUM)	20000	20000	25000	25000
Synopsis	8000	(On date of submission one time only)		
Thesis fees	18000	(Finally one time only)		

Fees details for Ph.D. (Full time)	Proposed Fees structure			
	Tamil Nadu		Other State / Country	
	1 st	Minimum 4 years	1 st	Minimum 4 years
Tuition fees (PER ANNUM)	15000	15000	20000	20000
Synopsis	8000	(On date of submission one time only)		
Thesis fees	18000	(Finally one time only)		

Every student who are undergoing Ph.D. shall submit their Thesis within 6 months period from completing Synopsis or otherwise every students has to pay late fee of Rs.1000/- per month till submission of Thesis.

University & Kalai Kaviri College Fees details for M.Phil	Proposed Fees structure	
	Tamil Nadu	Other State/ Country
	1 st Year	1 st Year
Tuition fees (PER ANNUM) (Registration, Recognition, Matriculation fee)	15,000	20,000

S. SOWMYA,
Vice-Chancellor.