



# **MANONMANIAM SUNDARANAR UNIVERSITY**

## **TIRUNELVELI-627 012**

### **Standard Operating Procedure (SOP) – Version 1**

In exercise of the powers conferred by the Manonmaniam Sundaranar University Act 1990 and Statutes, the Standard Operating Procedure - version 1 (SOP 1.0) is approved by the Syndicate of the University on 14.11.2024 and the same shall come into effect from the date of the Syndicate.

**MANONMANIAM SUNDARANAR UNIVERSITY**  
**STANDARD OPERATING PROCEDURE (SOP)-VERSION 1**

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Deputy Registrar / Assistant Registrar  
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System Programmer  
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Civil Technician  
Lab Technician / Lab Assistant / Technical Assistant (All grades)  
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Matron  
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## **PREAMBLE**

The Standard Operating Procedures (SOP) - version 1 of the Manonmaniam Sundaranar University run conjointly with the Manonmaniam Sundaranar University Act 1990. The SOP is prepared to effectively implement the MSU Act 1990 and the Statutes of the Manonmaniam Sundaranar University by defining the functions and activities up to the section / department level. The SOP shall not run contradictory to the Act & Statutes of Manonmaniam Sundaranar University. If there is a conflict / contradiction between the SOP and the sections of the Act / Statutes, then the Act / Statutes supersedes this SOP.

## **DEFINITIONS**

In this SOP, unless the context otherwise requires,

- a) “office” means the offices of the statutory officers
- b) “Officers of the University” includes Vice Chancellor, Registrar, Finance Officer, Controller of Examinations, Dean (College Development Section), Director (Distance and Continuing Education), Director (Youth Welfare) NSS Coordinator, Director (Sports) and other such persons occupying the positions that include all affiliating colleges as its Jurisdiction.
- c) “Section” means any part of the Office / Administrative Sections that comprises of sub sections for specific purpose;
- d) “department office” means any office of the University department / centre;
- e) “administrative staff member” means any employee involved in administrative functions who is not appointed for teaching purposes in the University office / department office;
- f) “college teacher” means any teacher working in the college affiliated to Manonmaniam Sundaranar University;

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

## **ADMINISTRATORS AND ADMINISTRATING BODIES**

### **VICE CHANCELLOR**

The Vice-Chancellor shall be the Academic Head and the Principal Executive Officer of the University. The duties and responsibilities are as elaborated in Chapter II, Sections 11 and 12 of Manonmaniam Sundaranar University Act, 1990 (Pg.: 14 – 17) and Chapter V (a) of Manonmaniam Sundaranar University Statutes, 1990 (Pg.: 62 – 69).

## **PLANNING BOARD**

The Planning Board shall be the body that advice generally on the planning and development of the University and keeps under review the standard of education and research in the University. The duties and responsibilities are as elaborated in Chapter II, Section 17 of the Manonmaniam Sundaranar University Act, 1990 (Pg.: 22).

## **SENATE**

The Senate shall be responsible for reviewing the broad policies and programme of the University. The duties and responsibilities are as elaborated in Chapter III, Sections 19 - 21 of Manonmaniam Sundaranar University Act, 1990 (Pg.: 22 – 26) and Chapter VIII of Manonmaniam Sundaranar University Statutes, 1990 (Pg.: 77 – 91).

## **SYNDICATE**

The Syndicate shall be responsible for approving recommendations, planning future activities, and taking corrective measures for the development of the University. The duties and responsibilities are as elaborated in Chapter III, Sections 23 - 27 of Manonmaniam Sundaranar University Act, 1990 (Pg.: 27 – 36) and Chapter X of Manonmaniam Sundaranar University Statutes, 1990 (Pg.: 94).

## **STANDING COMMITTEE ON ACADEMIC AFFAIRS (SCAA)**

The Standing Committee on Academic Affairs shall be responsible for coordinating and exercising general supervision over the academic affairs of the University. The duties and responsibilities are as elaborated in Chapter III, Section 22 of Manonmaniam Sundaranar University Act, 1990 (Pg.: 26 – 27) Chapter IX of Manonmaniam Sundaranar University Statutes, 1990 (Pg.: 91 – 94).

## **REGISTRAR**

The Registrar is the Custodian of all records of the Manonmaniam Sundaranar University. The duties and responsibilities are as elaborated in Chapter II, Section 13 of Manonmaniam Sundaranar University Act, 1990 (Pg.: 17 - 19) and Chapter V (b) of Manonmaniam Sundaranar University Statutes, 1990 (Pg.: 69 - 71).

## **FINANCE OFFICER**

The Finance Officer is responsible for managing the property and investments of the University, including trust and endowments, and shall advice the University with regard to financial policy. The duties and responsibilities are as elaborated in Chapter II, Section 14 of Manonmaniam Sundaranar University Act, 1990 (Pg.: 19 - 21) and Chapter V(c) of Manonmaniam Sundaranar University Statutes, 1990 (Pg.: 71 - 74).

## **CONTROLLER OF EXAMINATIONS**

The Controller of Examinations is responsible for the scheduling and conduct of all University examinations, valuation, and publication of results as prescribed by the authorities of the University and for the safe custody of all papers, documents, certificates, and other confidential files connected with the conduct of all University examinations. The duties and responsibilities are as elaborated in Chapter II, Section 15 of Manonmaniam Sundaranar University Act, 1990 (Pg.: 21) and Chapter V (d) of Manonmaniam Sundaranar University Statutes, 1990 (Pg.: 74 - 76).

## **DEAN, COLLEGE DEVELOPMENT COUNCIL**

The Dean, College Development Council is responsible for monitoring the activities related to affiliated colleges and performing such work as may be laid down by the Syndicate from time to time and generally renders such assistance as may be desired by the Registrar. The Dean shall support the higher officials by providing complete information for decision making. The Dean has to ensure that colleges function as per Chapter XVIII of the Manonmaniam Sundaranar University Statutes, 1990 (Pg.: 162 - 183) / UGC / PCR and other relevant regulations.

## **DIRECTOR, DISTANCE AND CONTINUING EDUCATION (Distance and Online Education)**

The Director, Distance and Continuing Education, is responsible for maintaining standards in the programme offered under the directorate and introducing new programme in distance and online mode with the approval of the SCAA and Syndicate, UGC, and other approving bodies, as applicable.

## **DIRECTOR, YOUTH WELFARE**

The Director, Youth Welfare, is responsible for developing the skill and talent of the students by conducting workshops, training programme, and competitions for the students of colleges and university departments. The director shall ensure prompt collection of prescribed fee from colleges for youth related activities. The director shall be the placement officer of the University.

## **COORDINATOR, NATIONAL SERVICE SCHEME**

The Coordinator, National Service Scheme (NSS), is responsible for allocating the NSS units to different affiliated colleges and university departments, monitoring the volunteer enrollment in the NSS units, receiving the funds from the State NSS Cell, rationing the funds to the NSS units, monitoring the activities of the NSS units, preparing the consolidated reports on the activities, conducting advisory committee meetings, organizing various

selection committee meetings, and all other related activities as per the NSS manual and in consultation with University authorities, Regional Director of NSS, and State NSS officer,

### **DIRECTOR, SPORTS**

The Director, Sports, is responsible for developing the skill and talent of the students concerning sports and games by conducting workshops, training programme, and competitions for the students of affiliated colleges and university departments. The director shall ensure prompt collection of prescribed fee from colleges for sports activities and training the students for inter-university, state, and national events and competitions.

## **PART A – FUNCTIONALITIES AND RESPONSIBILITIES**

### **REGISTRAR**

The Registrar shall ensure the effective performance of the administrative sections under his control and to monitor the Attendance Register of the sections concerned & endorse the same. Appropriate actions are to be taken in case of any irregularities. In addition to the powers and duties conferred on the Registrar by the Act and Statutes, the Registrar shall be the Warden of both Men's and Women's Hostels. The Registrar has to take any other responsibility assigned by the Vice Chancellor / Syndicate. Registrar is the authorized person to send communication to various statutory bodies and officers of the university, sections, affiliated colleges, other universities, Press & Media, employees of the university, etc.

The overall responsibility of the functioning of the sections lies with the Deputy / Assistant Registrars concerned.

### **The sections under the Registrar's Office**

#### **SECRETARIAT**

##### **1. COMMUNICATIONS**

- a. All circulars / communication are to be sent only through the secretariat of the Registrar either by e-mail through the domain of msuniv.ac.in, accompanied by a phone call, if required, or by postal (Tappal) with an office copy kept in a file and with an appropriate entry in respective registers. The section heads should not use their e-mail IDs to send any sort of communication to any of the stakeholders.
- b. Hand over acknowledgment for the communication sent to the section heads for file purpose.



- c. Prepare / compile the reports / replies to all statutory bodies from the data collected from various sections / departments / individuals and send the same with sufficient back files.
- d. Collect the minutes of the meetings conducted by various sections and send the same to respective stakeholders within 15 days from the date of the meeting.
- e. Receive all reports, requests, and grievances from various stakeholders and distribute them to appropriate sections / departments / individuals, as per the direction of the Registrar, with a record at the secretariat.

## 2. FILES ON RULES, REGULATIONS, AND NORMS

- a. Create as many files as required based on the subject matters and based on the statutory bodies responsible for the subject matter.
- b. File the rules, regulations, and norms stipulated by various statutory bodies in separate files based on the subject matters and based on statutory bodies, in a chronological manner, keeping the latest on top.
- c. Photocopy the required rules, regulations, and norms so that each file is self-contented with all required references.
- d. Create a master indexing file on duties and responsibilities of various sections / departments / individuals to track any detail, as and when required, and to assign new responsibilities, if any, that arise due to developments / changes in the technology / rules / regulations / norms.

## 3. RECORDS OF FILE MOVEMENT

- a. Maintain register for the files received from various sections, departments, individuals, etc. for disposal and for forwarding that to the Vice Chancellor for decision.
  - i. The register needs to have the details like the date of receipt, initiator, purpose, and previous signee, date of forwarding / disposing.
  - ii. Assign a current (unique) number to each and every file before presenting the files to the Registrar.
- b. Write the unique number below the place provided for the signature of the officers, for future reference.
- c. Inform extraordinary delays (more than 5 working days), if any, in the movement of files in earlier stages of the file for enabling the Registrar to monitor the functioning of various sections of the University.

#### 4. SCHEDULE OF EVENTS OF REGISTRAR

- a. Prepare a yearly calendar of events both to be carried out and to be reviewed by the Registrar as per the MSU Act and Statutes.
- b. Maintain a diary on the appointments of the Registrar and inform / remind the Registrar of the appointments.
- c. Maintain a separate schedule for the legal, RTI, and other essential issues and follow-up with the sections concerned for the timely completion of work.

#### 5. COORDINATION

- a. Inform the Registrar of the scheduled events and arrange the events with the support of the sections concerned.
- b. Confirm the booking of tickets by PRO section and other arrangements by respective sections to all the members attending meetings in the outstation and report the same to the registrar.
- c. Collect information from all sections, hostels, and departments in regular intervals regarding the discipline, infrastructure, special requirements, etc and update the same with the Registrar.
- d. Make available and update the statistics relating to the departments, colleges, teachers, students and other related in the display board in at receptions area of the officers,
- e. Maintain field maps in all required places through Construction and Maintenance Section.
- f. Maintain the record room with all original documents with safety lockers for important documents and ensuring the maintenance of photocopy of the documents in the respective sections / departments.
- g. Maintain office seals and facsimile of the Registrar and maintain usage register for the same.
- h. Monitor the submission status of various reports by the sections / departments / individuals and action taken reports based on the communications given to them.
- i. Formulate committees for disposal of electronic waste (Hardware Disposal Committee) and disposal of other waste items by various sections and departments,
- j. Schedule the meeting of the DR, AR, Senior Superintendent, and Superintendent and conduct the meeting at least once in a month.
- k. Circulate the details (Agenda, Date, Time, and Venue) of the meeting to the DR, AR, Senior Superintendent, and Superintendent at least a week before the date of the meeting.

- l. Conduct of the meeting of the DR, AR, Senior Superintendent, and Superintendent.
- m. Place a register in the entrance of the meeting venue and get signatures of the DR, AR, Senior Superintendent, and Superintendent for maintaining the details of the attendees in the meeting.
- n. Record and Circulate the minutes of the meeting to the DR, AR, Senior Superintendent, and Superintendent.
- o. Follow up on the activities decided in the meeting of the DR, AR, Senior Superintendent, and Superintendent.
- p. Receive the action taken report on the minutes of the meeting before the subsequent meeting from the section heads of the Departments and respective DR / AR shall present the same in the subsequent meeting.
- q. Schedule the meeting of the administrative staff and conduct the meeting at least once in six months.
- r. Circulate the details (Agenda, Date, Time, and Venue) of the meeting to the administrative staff through the section heads at least a week before the date of the meeting.
- s. Conduct of the meeting of the administrative staff.
- t. Place a register in the entrance of the meeting venue and get signatures of the administrative staff for maintaining the details of the attendees in the meeting.
- u. Record and Circulate the minutes of the meeting to the administrative staff through the section heads.
- v. Follow up on the activities decided in the meeting of the administrative staff.
- w. Receive the action taken report on the minutes of the meeting before the subsequent meeting from the section heads of the Departments and respective DR / AR shall present the same in the subsequent meeting.

#### 6. SCRUTINY AND MAINTENANCE OF DATA (INCLUDING UNIVERSITY WEBSITE)

- a. Scrutinize the registers maintained in various sections of the University in periodical manner.
- b. Scrutinize the records submitted by various stakeholders of the university and inform the same to the Registrar.
- c. Verify the personal record of the administrative staff in rotation basis among the sections.

- d. Monitor the contents in the University website and report the deviations to the Registrar, immediately.

## 7. MEMORANDUM OF UNDERSTANDINGS (MoU)

- a. Keep the MoUs in safe custody.
- b. Review the activities carried out relating to each and every MoU and keep the reports in respective files.

## 8. SETTLEMENT

- a. Move files to get advances for the expenses related to special events to be coordinated by the section of the Registrar and contingencies and settle the same on completion of the event.
- b. Move files for reimbursement on the expenses made for special events and contingencies.

## 9. FINANCIAL MATTERS

- a. Keep files relating to the FDRs and take appropriate actions on expiration of the FDRs.
- b. Keep a record for Cheques and other payments signed by the Registrar.
- c. Obtain the details on the expenses against the budget heads from the finance section in regular interval (At least once in a month).

## MEETING AND ELECTION SECTION

### 1. ACTIVITIES RELATING TO AMENDMENTS IN MANONMANIAM SUNDARANAR UNIVERSITY STATUTES / ORDINANCES

- a. Initiate necessary files for making Amendments in Manonmaniam Sundaranar University Statutes, if any required, to place before the syndicate for approval.
- b. Prepare communication to obtain assent from the Honourable Governor Chancellor for the Amendments in the Statutes, on approval from the syndicate.
- c. Prepare a controlled copy by incorporating the amendments and circulate it to the Officers of the University.
- d. Prepare communication relating to amendments and inform the details to the respective officers and display the same in the University website.

### 2. ACTIVITIES RELATING TO THE MEMBERSHIP IN THE GOVERNING BODIES

- a. Initiate files for appointing members to the new governing bodies, if any, formed by an amendment made in the statutes.

- b. Initiate files for revising the list of members to the Planning Board, Senate, Syndicate, and Standing Committee on Academic Affairs before the completion of the tenure period of existing members, either through the election process or through nomination.
- c. Prepare communication to the nominated / elected members to inform the details on the membership tenure and duties, responsibilities, and rights of the member.
- d. Keep acknowledgment for the dispatch of the communication to the member concerned made by the secretariat of the Registrar.

### 3. ACTIVITIES RELATING TO CONDUCT OF PLANNING BOARD MEETINGS

- a. Initiate files to request the appropriate authorities to appoint members six months before the completion of the tenure of the existing members.
- b. Prepare communication to the appointees on their appointment as planning board members with details on the tenure, roles, and responsibilities.
- c. Remind the Vice Chancellor regarding the conduct of Planning Board Meeting, once in a year.
- d. Initiate a file for scheduling the meetings of the Planning Board on receiving the Instruction from the Vice Chancellor regarding the conduct of the planning board meeting, as per the provisions laid down in Manonmaniam Sundaranar University Act 1990 & Statutes for fixing the date and hour of the meeting.
- e. Prepare the agenda for the meeting in consultation with the Vice Chancellor.
- f. Initiate files for getting permission to invite special invitees, if required, to the planning board meeting.
- g. Prepare communications regarding the meeting such as date, venue, time, and agenda, to the members, sections, and statutory bodies concerned.
- h. Keep acknowledgment for the dispatch of the communication made by the secretariat of the Registrar, ensuring that the communication reaches the addressee at least seven days before the date of meeting.
- i. Ensure the arrangements by other sections for the hall, transport, refreshment, guest house, and such other arrangement for the smooth conduct of the planning board.
- j. Get the signature of the members participating in the attendance register and maintain the same.
- k. Present the agenda using a projector on a screen during the time of the meeting.

- l. Prepare the minutes of the meeting and get them signed by all the members who attended the meeting.
- m. Prepare the vouchers for payment of TA / Honorarium to the members and process the file and ensure payment for the same.
- n. Initiate a file to get the minutes approved by the appropriate authorities of the university.
- o. Maintain the minutes of the meeting from the university's inception for future reference.
- p. Place the minutes before the syndicate for further planning and action.

#### 4. ACTIVITIES RELATING TO CONDUCT OF SENATE

- a. Initiate files to request the appropriate authorities to appoint members before six months of the completion of the tenure of the existing members.
- b. Prepare communication to the appointees on their appointment as senate members with details on the tenure, powers, and duties as elaborated in sections 19, 20, and 21 of Manonmaniam Sundaranar University Act, 1990 (Pg.: 22 - 26).
- c. Initiate file for scheduling the senate meetings (Two Meetings per year) on receiving the Instruction from the Vice-Chancellor regarding the conduct of the regular senate meeting, as per the provisions laid down in Manonmaniam Sundaranar University Act 1990 & statutes for fixing the date and hour of the meeting.
- d. Prepare communication to members, sections, and statutory bodies regarding the meeting date and call for agenda from sections / departments & Questions and Resolutions from the members and are to be sent by the secretariat of the registrar so that the communication is received by the addressees at least six weeks before the date of the meeting.
- e. Receive the approved agenda with relevant files from various sections / departments and Questions and Resolutions from the members at least 30 days before the date of the meeting.
- f. Coordinate the meeting of a Syndicate sub-Committee to review the answers & notes.
- g. Prepare Questions and answers / Resolutions and notes and place them to Vice-Chancellor for approval.

- h. Prepare the agenda by classifying the agenda, questions, resolutions (omitting the withdrawn), etc., as per the prescribed sequence with the approval of the vice chancellor and send the same to the members at least 21 days before the date of the meeting through the secretariat of the registrar.
- i. Keep acknowledgment for the dispatch of the communication by the secretariat of the Registrar.
- j. Convene special meetings of the senate, on the instruction of Vice-Chancellor or on the requisition of the members where no business other than that brought forward by the vice-chancellor / syndicate or the resolution given notice by the member shall be transacted.
- k. Receive amendments to the resolution on the agenda nine days before the date of the meeting
- l. Prepare communications along with the revised agenda of the meeting and send the same to the members concerned through the secretariat of the Registrar.
- m. Keep acknowledgment for the dispatch of the revised agenda by the secretariat of the Registrar.
- n. Ensure that Hall, Transport facilities, refreshments / Lunch, and other arrangements to the Committee members and the duty staff are arranged by Sections concerned.
- o. Prepare the action taken report on the resolutions of the previous meeting of the syndicate based on the extract of the action taken received from the sections / departments concerned and keep the documentary evidences for the action taken.
- p. Initiate file for postponement of the meeting, if necessary, and prepare communications for the same to inform the details to all recipients through the secretariat of the Registrar (Phone Call / SMS / email / fax, etc.).
- q. Keep acknowledgment for the dispatch of the communication / reach of information on the postponement through the secretariat of the Registrar.
- r. Verify the availability of the required quorum (1/3rd) for the conduct of the meetings before the commencement.
- s. Maintain the attendance Register of the members of the senate.
- t. Present the agenda using a projector on the screen during the time of the meeting.
- u. Help the authorities to conduct the meeting of the senate as per Chapter VIII (a) of Manonmaniam Sundaranar University Statutes, 1990 (Pg.: 77 - 91).

- v. Prepare the vouchers for payment of TA / Honorarium to the members and process the file and ensure the payment for the same.
- w. Prepare minutes with the support of the proceedings of the meeting drafted by the stenographer and the audio recorded by the staff engaged for the purpose.
- x. Initiate a file to get the minutes approved by the appropriate authorities of the university.
- y. Send the minutes of the meetings to the stakeholders in 15 days through the secretariat of the Registrar.
- z. Keep acknowledgement for sending the minutes.
- aa. Convert the minutes for each item in the Extract Format and dispatch the same to the sections / departments concerned for taking action on the resolutions and to get action taken report.
- bb. Return the related files submitted by various sections / departments along with the agenda to the sections / departments concerned.
- cc. Maintain the meeting minutes from the university's inception for future reference.
- dd. Prepare a controlled copy by incorporating the amendments and circulate it to the Officers of the University.

## 5. ACTIVITIES RELATING TO THE CONDUCT OF SYNDICATE

- a. Initiate files to request the appropriate authorities to appoint members six months before the completion of the tenure of the existing members.
- b. Prepare communication to the appointees on their appointment as member syndicate with details on the tenure, powers, and duties as elaborated in sections 23 to 27 of Manonmaniam Sundaranar University Act, 1990 (Pg.: 27 - 36).
- c. Initiate files for scheduling the syndicate meetings as per the provisions laid down in Manonmaniam Sundaranar University Act 1990 & statutes. (Once in three months or as and when required as per the decision of the Vice-Chancellor).
- d. Prepare agenda based on the approvals given by the Vice Chancellor for various matters, as deemed fit as per the Manonmaniam Sundaranar University Act 1990 & statutes, on receiving the Instruction from the Vice-Chancellor.
- e. Call for agenda from various sections / departments at least 21 days before the meeting date by giving seven days.



- f. Prepare agenda as per the prescribed sequence (Reporting items and consideration items in section wise in alphabetical order) for the meeting with the approval of the vice chancellor.
- g. Prepare communications regarding the meeting date to the concerned members, sections, and statutory bodies.
- h. Ensure that refreshment / Lunch & Transport facilities to the Committee members and the duty staff are arranged by Reception Section.
- i. Keep acknowledgment for the dispatch of the communication by the secretariat of the Registrar so that the communication reaches the addressee at least 15 days before the meeting date.
- j. Prepare communications along with the agenda of the meeting to the members concerned.
- k. Keep acknowledgment for the dispatch of the communication by the secretariat of the Registrar so that the communication reaches the addressee at least seven days before the meeting date.
- l. Prepare the action taken report on the resolutions of the previous meeting of the syndicate based on the extract of the action taken received from the sections / departments concerned and keep the documentary evidence for the action taken to be presented in the syndicate.
- m. Initiate file for postponement of the meeting, if necessary, and prepare communications for the same to inform the details to all recipients through the secretariat of the Registrar (Phone Call /SMS/ email/fax, etc.).
- n. Keep acknowledgment for the dispatch of the communication / reach of information on the postponement through the secretariat of the Registrar.
- o. Coordinate the Pre-Syndicate with local Syndicate members, if necessary.
- p. Verify the availability of the required quorum (1/3rd) for the conduct of the meetings before the commencement.
- q. Maintain the attendance Register of the members of the Committee.
- r. Help the authorities to conduct the meeting of the senate as per the Chapter X of Manonmaniam Sundaranar University Statutes, 1990 (Pg.: 94).
- s. Prepare the vouchers for payment of TA/Honorarium to the members and process the file and ensure payment of the same.

- t. Prepare the draft minutes of meetings within five working days from the conduct of the syndicate and get the assent from all the members who attended the respective meetings after the approval of the vice chancellor for the same.
- u. Dispatch the draft minutes for any suggestions / modifications from the members.
- v. Prepare corrected minutes for approval after incorporating the suggestions / modification for the approval of the Vice Chancellor.
- w. Convert the minutes for each item in the Extract Format and dispatch the same to the sections / departments concerned for taking action on the resolutions and to get action taken report.
- x. Prepare agenda and draft resolution for Syndicate in Circulation in case of any emergency requirement for decisions on any issue.
- y. Prepare communication to the Syndicate members indicating the emergency and the deadline for the decision to be taken.
- z. Ensure that the materials (Communication and Agenda with draft resolution) relating to the syndicate-in-circulation has been dispatched through the secretariat of the Registrar.
- aa. Collect the comments received in the Registrar's secretariat for compilation and preparation of minutes of the syndicate-in-circulation.
- bb. Send the minutes of the meetings to the stakeholders in 15 days through the secretariat of the Registrar.
- cc. Keep acknowledgement for sending the minutes.
- dd. Maintain the meeting minutes from the university's inception for future reference.
- ee. Prepare a controlled copy by incorporating the amendments and circulate it to the Officers of the University.

## 6. ACTIVITIES RELATING TO CONDUCT OF SCAA

- a. Initiate files to request the appropriate authorities to appoint members before the completion of the tenure of the existing members.
- b. Prepare communication to the appointees on their appointment as members of SCAA with details on the tenure and powers and duties as elaborated in section 22 of Manonmaniam Sundaranar University Act, 1990 (Pg.: 26 - 27).
- c. Initiate files for scheduling the meetings of SCAA (Two Meetings per year) on receiving the Instruction from the Vice-Chancellor regarding the conduct of the

regular SCAA meeting, as per the provisions laid down in Manonmaniam Sundaranar University Act 1990 & Statutes for fixing the date and hour of the meeting.

- d. Prepare communications regarding the meeting date to the members, sections, and statutory bodies concerned and Call for agenda from sections / departments & Resolutions from the members, to be sent by the secretariat of the registrar so that the communication is received by the addressees at least four weeks before the date of the meeting.
- e. Receive the approved agenda with relevant files from various sections / departments and Resolutions from the members at least 20 days before the meeting date.
- f. Prepare agenda based on the approvals given by the Vice Chancellor for various matters, as deemed fit as per the Manonmaniam Sundaranar University Act 1990 & statutes. Further, classify the agenda and resolutions as per the prescribed sequence and send the same to the members at least 12 days before the meeting date through the secretariat of the registrar.
- g. Keep acknowledgment for the dispatch of the communication by the secretariat of the Registrar.
- h. Convene the special meetings of SCAA, on the instruction of the Vice Chancellor where no business other than that brought forward by the vice chancellor / syndicate shall be transacted.
- i. Receive amendments, if any, nine days before the meeting date.
- j. Prepare an amended agenda with the approval of the Vice Chancellor and send the same to the members at least 5 days before the meeting date through the secretariat of the registrar.
- k. Ensure that Hall, Transport facilities, refreshments / Lunch, and other arrangements for the Committee members and the duty staff are arranged by the Sections concerned.
- l. Prepare the action taken report on the resolutions of the previous meeting of the SCAA based on the extract of the action received from the sections / departments concerned and keep the documentary evidence for the action taken to be presented in the SCAA.
- m. Initiate file for postponement of the meeting, if necessary, and prepare communications for the same to inform the details thereupon to all recipients through the secretariat of the Registrar (Phone Call / SMS / email / fax, etc.).

- n. Keep acknowledgment for the dispatch of the communication / reach of information on the postponement through the secretariat of the Registrar.
- o. Initiate file for postponement of the meeting, if necessary, and prepare communications for the same to inform the details to all recipients through the secretariat of the Registrar (Phone Call / SMS / email / fax, etc.).
- p. Verify the availability of the required quorum (1/3rd or 20, whichever is less) for the conduct of the meetings before the commencement.
- q. Maintain the attendance Register of the members of the senate.
- r. Present the agenda on the projector during the time of the meeting.
- s. Help the authorities to conduct the meeting of the SCAA as per the Chapter IX of Manonmaniam Sundaranar University Statutes, 1990 (Pg.: 91 - 94).
- t. Prepare the vouchers for payment of TA / Honorarium to the members and process the file and ensure payment of the same.
- u. Prepare minutes within 5 working days from the conduct of the SCAA with the support of the proceedings of the meeting drafted by the stenographer and the audio recorded by the Staff engaged for the purpose.
- v. Initiate a file to get the minutes approved by the appropriate authorities of the university.
- w. Send the minutes of the meetings to the stakeholders in 15 days through the secretariat of the Registrar.
- x. Keep acknowledgement for sending the minutes.
- y. Convert the minutes for each item in the Extract Format and dispatch the same to the sections / departments concerned for taking action on the resolutions and to get action taken report.
- z. Return the related files submitted by various sections / departments along with the agenda to the sections / departments concerned.
- aa. Upload the SCAA approved syllabus copy in the University website with details of the extract of the minutes.
- bb. Maintain the meeting minutes from the university's inception for future reference.
- cc. Prepare a controlled copy by incorporating the amendments and circulate it to the Officers of the University.

## 7. ACTIVITIES RELATED TO CONDUCT OF ELECTIONS / NOMINATIONS OF MEMBERS TO VARIOUS BODIES

All elections are to be conducted as directed in chapter XIII of Manonmaniam Sundaranar University Statutes, 1990 (Pg.: 96 - 129).

## 8. MAINTENANCE OF REGISTER OF REGISTERED GRADUATES

- a. Notify for the invitation of application for Registration & Renewal of membership and/or correction of name and address in the register of registered graduates in leading dailies and upload the Application format in the university website.
- b. Receive the application for Registration / Renewal / corrections from the Graduates within the University jurisdiction and prepare / update the Register of Registered Graduates.
- c. Dispatch the intimation card to Registered Graduates.
- d. Prepare the electoral roll before the conduct of Elections by updating the data.

## 9. OTHER RELATED WORKS

- a. Prepare para-wise remarks for the cases filed against the University concerning Meeting & Election Section related works.
- b. Furnish Information to the RTI Petitions.
- c. Prepare activity / function-based reports as and when required by the university.

## CENTER FOR RESEARCH

The Center for Research, under the direction of the Director, shall

- a. Initiate file to formulate / revise research board for the university to guide the center for research.
- b. Formulate and revise the regulations in line with the norms of the UGC, the Government of Tamil Nadu, and other statutory bodies after discussing it in the research board.
- c. Place the regulations in the ensuing SCAA for implementation.
- d. Publish the regulations on the university website.
- e. Keep the regulations of different periods on the university website to enable the candidates to be aware of the norms relevant to them based on the period of registration.
- f. Initiate the revision process for regulations whenever demanded by the authorities of the university and by the regulatory bodies of higher education.

- g. Call for applications for the admission of candidates to Ph.D., degree programme of the University in various disciplines twice year, following the regulations approved by the authorities of the university along with vacancies of the approved research supervisors.
- h. Coordinate the process of admission, collecting fee, conducting qualifying exam through controller of examination, verifying the certificates of qualified candidates through personal counseling, allocating guide, choosing the doctoral committee members among the proposed members by the research supervisor, and communicating to the candidate on their provisional registration with the registration number, date of commencement, doctoral committee members, and other relevant details.
- i. Maintain records of each registered candidate in a separate file.
- j. Provide templates and other user related formats in the website.
- k. Record the receipt and provide acknowledgment for the submission of documents related to the remittance of fees, minutes of doctoral committees, biannual reports, proofs for - completion of coursework, seminar presentations, paper presentation in the conference, and publications, minutes of pre-PhD presentation, and other documents submitted by the candidate during the tenure.
- l. Verify the candidate's compliance as per the applicable regulation while accepting the synopsis along with the panel.
- m. Scrutinize the list of the panel of examiners submitted by the research supervisor and communicate shortcomings, if any, to the research supervisor within five days of receiving the panel for rectification.
- n. Forward the panel to the Vice Chancellor for the selection of adjudicator within five working days from the date of submission of acceptable panel.
- o. Coordinate the process of adjudication by getting acceptance from the selected adjudicator by sending the synopsis.
- p. Accept the thesis and other required documents submitted by the candidate, in person, only after a thorough scrutiny of compliance of fulfilling of minimum conditions stipulated in the applicable norms or return the thesis with details of shortcomings to the candidate.
- q. Send the Ph.D. theses submitted by the candidate to the adjudicator who gave the acceptance within five working days from the date of submission or within two

working days from the date of receipt of the acceptance from the adjudicator, whichever is later.

- r. Take steps to send a reminder to the adjudicator, if the report is not received within three months.
- s. Review all files awaiting adjudication reports for more than three months and take appropriate actions to complete the adjudication process by sending reminders and sending the thesis to other proposed adjudicators with the approval of the Vice Chancellor.
- t. Provide the status of the adjudication in the university website for information to the candidate and research supervisor.
- u. Initiate files to get permission from the vice-chancellor on receipt of adjudication reports, and take appropriate action as per the regulation, and to finalize the external examiner for the Viva Voce examination.
- v. Inform the research supervisor regarding the reports of the adjudicators and instruct them to take appropriate action, such as fixing the date for Viva-Voce in consultation with the External Examiner with a notice period (minimum of 15days and maximum of 45 days), revising the thesis as instructed by the adjudicator, etc., as per the regulation.
- w. Maintain a list of candidates successfully completing the Viva-Voce and forward the same to the Controller of Examinations for providing a provisional certificate and further the award of degree during subsequent Convocation.
- x. Process the applications received for recognition of Research Supervisor as per the norms of the University in force during January, April, July, and October every year.
- y. Collect all the fees payable by the research candidates, supervisors, and research centers as per the rules in force and shall maintain the records.
- z. Make a periodical fee reconciliation to identify discrepancies.
- aa. Provide an appreciation / acknowledging certificate to the research supervisors on successful completion by their ward.

## **LEGAL SECTION**

The legal section under the DR/AR shall

- a. Update the details of the cases to the Registrar, once in a week.
- b. Receive a copy of an Affidavit / Notice from the Legal Advisers / Advocates / Courts.

- c. Send a copy of an affidavit to concerned Sections / Departments to prepare para-wise remarks.
- d. Send the para-wise remarks along with supportive documents to the Legal Advisers for preparing counter affidavits / Notes of Arguments / Proof Affidavits and for further necessary action.
- e. Send the vakalat duly signed by the Registrar and have it attested by the Local Advocate and send related documents to the Legal advisers at Chennai and Madurai, Thirunelveli, and other states.
- f. Pass the bills for Legal fees and send the Cheques to the Legal advisers at Madurai, Thirunelveli, and other States towards retainer fee / Legal fees as and when claimed.
- g. Place the expense details relating to legal advisors, before the Syndicate, if necessary.
- h. Assist the Legal Adviser in connection with the preparation of counter affidavit as and when required.
- i. Attend the court on the date of hearing in person as per the advice of the Legal Advisers.
- j. Send court orders to the section concerned to take action.
- k. Get Legal Opinion from the Legal Counsels of Madurai and Thirunelveli as and when required by the University sections and Departments.
- l. Maintain the Files and records in connection with the list of pending cases and disposed of cases year-wise for the Honourable Madurai Bench of Madras High Court and Honourable Madras High Court, District Courts, and other states (including Consumer court cases).
- m. Coordinate with University Legal counsel, Madurai, regarding daily case list / hearing details (Honourable Madurai Bench) taken from the Court's website.
- n. Maintain all registers, including Personal Register, Outward Register, University Legal Advisor (Local) visiting Register, Bill Passing Register, Daily Case list details Register, File Movement Register, Stock Register, Suit Registered.
- o. Monitor the status of the cases and report daily summary to the Registrar.
- p. Do the work assigned by the Assistant Registrar / Superintendent.

## **RTI SECTION**

RTI section shall

- a. Open the covers addressed to Public Information Officer under the coverage of Video recording.
- b. Maintain a separate register for recording the details of RTI.



- c. Send the petition details to the section concerned within two working days from the date of receipt of the petition to collect Information within the next ten working days.
- d. Consolidate the replies given by various sections relating to an RTI in 2 working days from the date of receipt of reply from all sections concerned.
- e. Provide Information to the petitioner within 30 days of the receipt of the request, with the time frame for appeal and the details of the appellate authority.
- f. Furnish the fee for providing information as prescribed in the Act.
- g. Reject irrelevant applications stating the reason and time frame for appeal with the details of the appellate authority.
- h. Make necessary correspondence with CIC in case of appeal.
- i. Fix-up appointment for verification of records by the applicants and inform the same to the applicants.

## **UNIVERSITY DEPARTMENT SECTION**

### **1. NEW PROGRAMME**

- a. Send communication to Heads of the Departments / Deans to obtain proposal/s for the new programme in September by giving 30 days time.
- b. Receive the proposals in the month of October.
- c. Obtain approval from the ensuing syndicate for the programme.
- d. Intimate to Board of Studies Section to formulate the board for the programme upon approval from the syndicate.

### **2. EXISTING PROGRAMME – Increase / Decrease of seats / Closure of Programme**

- a. Send communication to Heads of the Departments / Deans to intimate them to obtain approval for Increase / Decrease / Closure of the Programme, if any, from the SCAA through the University Department Section in February every year.
- b. Note the changes, if any, in any programme and prepare a final list of programmes and the sanctioned strength for each programme in March every year.
- c. Communicate the sanctioned strength for every programme to the respective heads of the departments before the commencement of the admission.

### **3. FEE FIXATION / REVISION / COLLECTION**

- a. Move files for constitution of a committee for fixation of fee for new programme and revision of the fees for the existing programme with the following suggestive composition of members.
  - i. 2 Member Syndicate from University Departments
  - ii. All Academic Deans
  - iii. HODs Concerned
  - iv. DR / AR UDS Section

- b. Conduct the meeting of fee fixation committee whenever new programme is introduced and to revise the fees for the existing programme, as and when required.
- c. Obtain approval from the syndicate for the fixation and revision of fees.
- d. Communicate the fee structure for every programme offered to the respective departments every year before the commencement of the admission.
- e. Reconcile the fee received from the students of various departments.

#### 4. CALENDAR

- a. Prepare a common calendar for administrative related activities like fee collection, holidays, common functions of the university, etc., for odd and even semesters.
- b. Collect academic calendars for the different programme of the department from the offices of the Department.
- c. Collect time table for the different programme of the department from the offices of the Department.

#### 5. ADMISSION

- a. Prepare and release of Admission Notification in the month of April, every year.
- b. Take necessary steps to publish notification in dailies through DIPR, Government of Tamil Nadu.
- c. Communicate the Admission Procedure, Norms, and last date for Admission for the academic year to the Heads of the Departments.
- d. Receive applications and conduct entrance examination, if required, for the admission in to various university departments.
- e. Process the passing of Bills relating to the admission procedure for university departments.
- f. Prepare the merit list, selection list, and waitlist of candidates of the different programmes in respect of admission procedure and Government Quota System with the support of the respective university departments.
- g. Prepare the consolidated admission data for each department (Name, Sex, Community, Status of Special Category / Reservation, Aadhaar Number, Contact Number, Mail ID, nativity state, nationality, etc.) within ten days from the last date of Admission with the support of the respective university departments.
- h. Update the data on discontinuation of students after completion of admission.
- i. Maintain the records relating to the sanctioned, admitted, and vacant seats and report the same in the ensuing SCAA.
- j. Process the requests for readmission of students into University Departments.

#### 6. STUDENT SERVICES

- a. Send circulars related to Scholarships / Fellowship (Government / Non-Government / Institutional) to the Heads of the Departments through the Registrar.

- b. Forward fellowship proposals, receipt of funds, utilisation certificates, and others to funding agencies.
- c. Upload the details in the forwarded application forms in the respective web portals in the stipulated time.
- d. Rectify the data mismatch of records in the portals.
- e. Monitor the scholarship disbursement.
- f. Support the students in obtaining Season tickets for Trains and Pass for Bus.
- g. Coordinate all activities relating to TNSCST student project funds, MGR fellowship, and Sundaranar Scholarship.
- h. Identify and circulate the details on available courses in NPTEL portal.
- i. Obtain and circulate the details of Supportive Courses, if offered by the University Departments, for each semester.
- j. Collect the preference order of the students on the different supportive courses, if offered.
- k. Allocate supportive courses based on preference, maximum strength, and first come, first served basis.
- l. Communicate the allotted supportive course to the students through the heads of the departments.
- m. Provide the details of supportive courses and the syllabus of each course to the Boards of Studies Section for assigning course code.
- n. Ensure the registration of students in the portal and maintaining semester-wise supportive course details.
- o. Conduct the graduation day for the graduates of University Departments in coordination with the Alumni Association of the University.

#### 7. COORDINATION WITH GOVERNMENT / AGENCIES / SECTIONS

- a. Submit documents / uploading data related to the department / students in the web portal of different agencies.
- b. Provide department / student-related data to IQAC and other sections for accreditation or approval.
- c. Provide data related to Government / Non-Government / Institutional scholarships / fellowships to IQAC and other sections for any accreditation or approval purpose.
- d. Coordinate the submission of Utilisation Certificates for various funds received from various funding bodies as scholarships / fellowships.
- e. Monitor the progress of work against the scholarships / fellowships.
- f. Coordinate with the Public Financial Management System (PFMS) to distribute the scholarship.

## 8. EVALUATION OF TEACHERS BY STUDENTS

- a. Prepare of a Questionnaire by the experts' committee for student feedback on the faculty members for every subject they taught.
- b. Print questionnaire in required number through printing section / designing an online feedback form through online service centre.
- c. Coordinate the evaluation of faculty by students (Student Feedback) and feedback from the faculty and administrative staff in University departments by the end of March.
- d. Collect / consolidate the feedback on the questionnaire from the students, faculty members and administrative staff of the University department.
- e. Handover the consolidated data to the statistics cell for analysis.
- f. Receive and distribute of statistical analysis to Teachers and staff by the end of April.
- g. Formulate a committee to scrutinize and revise the feedback proforma every year and finalise the same in the month of January.

## 9. MEETING OF HEADS OF THE DEPARTMENTS / FACULTY MEMBERS

- a. Schedule the meeting of the Heads of the Department with the permission of the Vice Chancellor and conduct the meeting at least once in two months.
- b. Circulate the details (Agenda, Date, Time, and Venue) of the meeting to the Heads of the Departments and request for additional agenda from the Heads of the Departments at least ten working days before the date of the meeting.
- c. Conduct of the meeting of the Heads of the departments.
- d. Place a register for participation in the entrance of the meeting venue and get signatures of the heads / nominees from the departments for maintaining the details of the attendees in the meeting.
- e. Record and Circulate the minutes of the meeting to the Heads of the Department.
- f. Follow up on the activities decided in the meeting of the Heads of the Department.
- g. Receive the action taken report on the minutes of the meeting before the subsequent meeting from the Heads of the Departments and DR / AR shall present the same in the subsequent meeting.
- h. Schedule the meeting of the faculty members with the permission of the Vice Chancellor and conduct the meeting at least once in every semester.
- i. Circulate the details (Agenda, Date, Time, and Venue) of the meeting to the faculty members through the Heads of the Departments at least a week before the date of the meeting.
- j. Conduct of the meeting of the faculty.

- k. Place a register for participation in the entrance of the meeting venue and get signatures of the faculty members for maintaining the details of the attendees in the meeting.
- l. Record and Circulate the minutes of the meeting to the faculty members through the Heads of the Department.
- m. Follow up on the activities decided in the meeting of the faculty members.
- n. Receive the action taken report on the minutes of the meeting before the subsequent meeting from the Heads of the Departments and DR / AR shall present the same in the subsequent meeting.

#### 10. ENDOWMENT

- a. Maintain all documents relating to Endowments.
- b. Receive the proposals for new Endowments.
- c. Get the approval from Syndicate for the Endowment proposals.
- d. Execute the agreements for the Endowments.
- e. Conduct the meeting to prepare the schedule of activities / lectures utilising the funds in Endowments for the ensuing academic year, in coordination with the Heads of the departments concerned, in the month April.
- f. Forward the files for Endowments Lectures / Activities proposed by the Department.
- g. Maintain endowment wise files on the records (Invitation, Photos, Resource Person particulars, Participant Details, Amount utilised, etc.) relating to the Lectures / Activities.
- h. Maintain the records on the details of the students of university departments receiving endowment medals.

#### 11. ONSITE Programme

- a. Maintain records of the onsite programme.
- b. Address the grievance of the students of the onsite programme.
- c. Handle the petitions of the students of the onsite programme.
- d. Provide data for the cases filed by students of the onsite programme.

#### 12. SUPPLY OF REGISTERS

- a. Get indent from various departments for required registers and records formats.
- b. Forward the indents of the departments on required registers and records formats to the printing section.

### **BOARDS OF STUDIES**

The Board of Studies, a UGC requirement, is responsible for the student experience, teaching and learning, and quality assurance of all programme of study offered by the university and shall

- a. Formulate norms for becoming chairman and member of the boards of studies.
- b. Collect details of the faculty members working in various affiliated colleges and university departments for formulating the boards of studies for various boards.
- c. Collect willingness from the college teacher to function as a member of the board of studies.
- d. Evolve a norm for scrutiny process and procedure and get it approved from the authorities.
- e. Obtain a committee for scrutinizing the applications from college teachers for becoming the member of the boards of studies.
- f. Coordinate the scrutinizing process of applications regarding the claims made relating to age, qualification, and experience.
- g. Maintain a portal for collecting the data required for the section.
- h. Device a mechanism to prepare a board-wise seniority list among the applicants.
- i. Coordinate meetings of the boards for framing and revision of syllabus for all UG, Integrated PG, PG, M.Phil., B.Voc., Ph.D., course work, Certificate, Diploma, Advanced Diploma programme of University Departments and Affiliated colleges, as frequently as necessary and not later than three years, by convening the Boards of various programme.
- j. Provide common guidelines based on the interest of stakeholders and national requirements with the approval of the Standing Committee on Academic Affairs to various boards of studies on framing and revising the syllabus.
- k. Allocate of regulation code, programme code, and course codes to all the courses of each programme.
- l. Coordinate the conduct of SCAA meetings for approval / ratification of programme structure, scheme of examinations, syllabus, etc., as submitted by Chairpersons of the Boards of Studies.
- m. Collect a panel of experts to be on the Selection Committees of Teachers from the chairpersons of the Boards of Studies and place it before Standing Committee on Academic Affairs for approval.
- n. Ensure state-of-the-art research, technology adoption in the teaching-learning process, and other best academic practices in the curriculum and syllabus.

- o. Process the applications of the students for migration and readmission for checking exemptions on courses and finalize the courses to be appeared by the candidate and forward the same to the Dean College Development Section and Controller of Examinations,
- p. Device proper mechanism to identify relevancy on the courses and display the same in the section.
- q. Issue Equivalency Certificates for the programme for which Government order has been received.
- r. Conduct the meeting of Chairpersons to obtain equivalence subjects for the students seeking transfer, readmission, repeat, etc.
- s. Issue attested syllabus and scheme for all programme for the students, on request, with the prescribed fee.
- t. Process the communication from UGC, TANSCH, TNPSC, Government, RTI, etc., and take appropriate actions, immediately
- u. Process the bills submitted by the chairpersons / members of Boards for attending the meetings for payment.
- v. Upload programme structure, scheme of examinations, syllabi, etc. on the University website for all programmes to the benefit of students and staff.
- w. Enter upon Memorandum of Understanding (MoU) for royalty with the publishers for printing Text Books.
- x. Conduct meetings to prepare a suggestive Academic Calendar for both odd and even semesters for affiliated colleges.
- y. Maintain records related to indent, stationeries, and stock.
- z. Prepare a template for the data to be obtained from various stakeholders and schedule for collecting the same.
- aa. Maintain files relating to the rules, regulations, acts, statutes, ordinances, G.Os, and minutes of syndicate, senate, SCAA and other statutory bodies pertaining to the Programme, Courses, Syllabus, etc. and update them regularly.
- bb. Fix deadlines for different kind of routine requests from other sections.

## **ESTABLISHMENT SECTION**

The establishment section deals with the recruitment, service, and retirement of the employees (both Administrative and Faculty Members), including Temporary Employees, and functions with four sub-sections, namely Establishment Administration, Establishment Teaching, Establishment Bills / EPF, and Establishment Pension.

### **1. ADMINISTRATION SECTION**

#### **a. Filling of Vacancies on Deputation**

##### **APPOINTMENT BY THE CHANCELLOR**

The establishment Administration section shall

- i. Receive the communication from the Governor Secretariat regarding the Appointment of the Vice Chancellor with tenure.
- ii. Circulate the details of the appointment of the Vice Chancellor to Government Departments (8 Nos.) UGC, AIU, DST, CSIR, MES, TANSCH, Directorate of Collegiate Education, Vice Chancellors and Registrars of All Universities, A G Audit, L F Audit, etc.
- iii. Receive the Government Order regarding the term and Appointment of the Vice-Chancellor.
- iv. Fix the pay and allowances for the Vice Chancellor based on the existing pay commission.
- v. Send leave salary and Pension contribution twice a year to the parent department of the Vice Chancellor.
- vi. Send intimation regarding sanction of the surrender of Earned Leave to the parent department if the Vice-Chancellor is in service.
- vii. Place the above items in the Syndicate.
- viii. Obtain the SR from the parent organization and make proper entries in SR and send the SR back to parent department.
- ix. Send leave salary and Pension contribution twice a year to the parent department for the officers working on a deputation basis.

##### **APPOINTMENT BY THE UNIVERSITY**

The establishment Administration section shall

- i. Initiate file for getting the approval from the Vice Chancellor for making the call for the appointment of officers on deputation three months before the completion of



the tenure of the incumbent officer or date of relieving of the officer, whichever is earlier.

- ii. Provide notification in the dailies through DIPR including the University jurisdiction.
- iii. Receive the applications for the Post until the last date fixed for the particular post and close the entries in a separate register maintained for the purpose countersigned by DR / AR and the Registrar next to the last entry.
- iv. Initiate file to formulate a scrutiny committee by the vice chancellor for the scrutinizing applications received before the last date.
- v. Send written communication to the scrutiny committee members on their appointment and provide related norms for scrutiny signed by the Registrar.
- vi. Coordinate the process of scrutiny of applications with the committee duly constituted by the vice chancellor for the purpose.
- vii. Obtain orders for the selection committee members and for the Interview date, based on the report of the scrutiny Committee.
- viii. Send call letters intimating about the interview to the candidates.
- ix. Verify the original certificates as claimed on considered qualifications / services / scores / etc before permitting the candidate for interview.
- x. Coordinate the process of interviews for the eligible candidates.
- xi. Place the minutes of the selection committee before the syndicate and obtain orders from the Vice Chancellor and issue appointment orders to the selected candidates, and Report the same to the ensuing Syndicate.
- xii. Fix Pay and allowances based on the pay commission in force.
- xiii. Send leave salary and Pension contribution twice a year to the parent department for the officers working on a deputation basis.
- xiv. Send intimation regarding sanction of the surrender of Earned Leave to the parent department for the officers working on a deputation basis.
- xv. Initiate files for obtaining Vice-Chancellors order whenever a vacancy arises for the deputation posts and additional administrative responsibilities created by the University for assigning the responsibility to one among the faculty members over and above their regular teaching and research works.
- xvi. Issue appointment orders to the individual concerned for additional responsibility.
- xvii. Circulate the details of officers appointed on deputation and others appointed as an additional responsibility to the authorities and bodies of higher education, affiliating colleges, and University departments and upload the same on the University website.

- xviii. Initiate files relating to amendments required for any position as per the regulations of the Government / Governing body.
- xix. Initiate files for creation of any new positions, as and when required, as per the regulations of the Government / Governing body.
- xx. Initiate files for creation of positions as additional responsibility to support the Vice Chancellor / administration on day-to-day affairs of the University.
- xxi. Initiate files for appointment for additional responsibility and maintain a separate register for such appointments and make appropriate entries in the SR of the respective faculty member / administrative staff.

**b. Filling of Regular Vacancies of Administrative Posts by Promotion / Direct Appointment**

The establishment Administration section shall

- i. Initiate file to create new regular vacancies in various categories by justifying the need due to the growth of the university.
- ii. Initiate the process of filling the consequential vacancies that arise due to the retirement of the employees.
- iii. Initiate file to constitute a committee for performance assessment for the eligible employees who deem fit for the vacant position that arises due to retirement.
- iv. Issue promotion orders to eligible employees based on the Performance Assessment and the recommendation of the Committee duly constituted for the purpose.
- v. Call for applications by following the reservation policy of the Government of Tamil Nadu for the vacant position raised due to retirement and creation of new posts as per Act & Statutes.
- vi. Send letters to the Employment Exchanges to provide the list of candidates with such qualifications for the required post.
- vii. Initiate file to formulate a scrutiny committee by the vice chancellor for the scrutinizing applications received before the last date.
- viii. Coordinate the process of scrutiny of applications with the committee duly constituted by the vice chancellor for the purpose.
- ix. Obtain orders for the selection committee members and for the dates of performance appraisal and Interview based on the report of the scrutiny Committee and inform the dates to the eligible candidates.
- x. Place the minutes of the selection committee before the syndicate for approval and issue appointment orders to the selected candidates after obtaining the order of execution for the resolution of the syndicate.

- xi. Process the joining reports along with undertakings, if any, and open a SR book.
- xii. Fix pay and issue orders to that effect as per the norms in force.
- xiii. Receive the application for declaration of probation from the eligible candidates.
- xiv. Process the application of declaration of probation, if not extended before the period of completion of probation.
- xv. Issue the orders for declaration of probation to the eligible candidates after obtaining necessary orders from the authorities.
- xvi. Make all necessary entries in the SR books.

### **C. Other Related Works**

The establishment Administration section shall

- i. Issue service certificates to the individuals whenever requested after obtaining orders of routine kind from the Vice Chancellor.
- ii. Turn Duty related works.
- iii. Consolidating staff on duty reports for all the temporary staff for payment of wages.
- iv. Maintain Leave register for CL and RH.
- v. Prepare agenda for Syndicate, Finance Committee, and Senate and action taken report for the minutes of the above meetings.
- vi. Providing information to the petitioner who has sought information under the RTI Act 2005.
- vii. Sending of replies to Government Letters.
- viii. Preparing Para wise remarks for the Affidavit relating to the Section.
- ix. Attending the works as and when assigned by the Officers.

## **2. TEACHING SECTION**

### **a. Filling of Regular Vacancies of Teaching Post**

The establishment Teaching section shall

- i. Initiate file to create new regular vacancies in various categories in various departments by justifying the need for the growth of the university.
- ii. Initiate the process of filling the consequential vacancies that arise due to the retirement of teachers in various categories.
- iii. Get approval from the Finance Committee.
- iv. Call for applications by following the reservation policy of the Government of Tamil Nadu for the vacant positions.
- v. Provide notification in the dailies through DIPR including the University jurisdiction.

- vi. Receive the applications for the Post until the last date fixed for the particular post and close the entries in a separate register maintained for the purpose countersigned by DR / AR and the Registrar next to the last entry.
- vii. Initiate file to formulate a scrutiny committee by the vice chancellor for the scrutinizing applications received before the last date.
- viii. Send written communication to the scrutiny committee members on their appointment and provide related norms for scrutiny signed by the Registrar.
- ix. Coordinate the process of scrutiny of applications with the committee duly constituted by the vice chancellor for the purpose.
- x. Obtain orders for the selection committee members and for the Interview date, based on the report of the scrutiny Committee.
- xi. Send call letters intimating about the interview to the candidates.
- xii. Verify the original certificates as claimed on considered qualifications / services / scores / etc before permitting the candidate for interview.
- xiii. Coordinate the process of interviews for the eligible candidates.
- xxii. Place the minutes of the selection committee before the syndicate and obtain orders from the Vice Chancellor and issue appointment orders to the selected candidates, and Report the same to the ensuing Syndicate.
- xxiii. Fix Pay and allowances based on the pay commission in force.
- xxiv. Receive the application for declaration of probation from the eligible candidates.
- xxv. Process the application of declaration of probation, if not extended before the period of completion of probation.
- xxvi. Issue the orders for declaration of probation to the eligible candidates after obtaining necessary orders from the authorities.
- xxvii. Make all necessary entries in the SR books.

**b. Granting Promotion under Career Advancement Scheme (CAS)**

The establishment Teaching section shall

- i. Accept the application for CAS from the eligible faculty members for promotion from three months before the date of eligibility as per UGC guidelines as accepted by Government of Tamil Nadu.
- ii. Scrutinize the SR for eligibility on service and fix minimum date of eligibility for promotion.
- iii. Initiate file for approval from Vice Chancellor for processing the CAS applications once in six months.
- iv. Hand over the applications along with all documents and evidence received from the teachers to IQAC for verification of satisfaction of minimum API scores.

- v. Provide relevant norms to the IQAC for processing.
- vi. Collect minutes of scrutiny committee from IQAC on individual report.
- vii. Initiate file for obtaining scrutinizing / selection committee members as per UGC norms and for the date of Interview from the Vice Chancellor.
- viii. Send written communication to the applicants to appear before scrutinizing / selection committee on the said date.
- ix. Send written communication with reasons for the rejection of application, if any, to the applicant.
- x. Fix pay appropriate to the promoted cadre and get approval from the Vice Chancellor within 15 days of the conduct of the interview.
- xi. Place the scrutinizing / Selection Committee report and pay fixation before the Syndicate for approval.
- xii. Issue promotion with pay fixation order after receiving an undertaking from the promoted teachers for abiding by the audit objection, if any is raised at a later date, within 15 days of receipt of the resolution of the syndicate, with a copy marked to Establishment Bills Section for necessary action.
- xiii. Making necessary entries in the Service Register of the Individuals,

**c. Granting Permission to Attend Seminar / Workshop / Orientation / Refresher Programme**

The establishment Teaching section shall

- i. Initiate file on receiving the request from the Faculty members to attend seminar / workshop / orientation / refresher programme requiring special On Other Duty Leave.
- ii. Issue permission order to the individual after getting approval from the vice chancellor.
- iii. Send written communication with reasons for the rejection of application, if any, to the applicant.
- iv. Make necessary entries in the Service Register based on the certificates produced by the individual after attending seminar / Workshop / Orientation / refresher Programme.

**d. Appointment of Headship**

The establishment Teaching section shall

- i. Initiate file for rotation of the headship in university departments implemented as per the resolution of Syndicate dated 04.03.2008 and the provisions laid down in the Statues along with the details of the seniority among the professors /

associate professors in the department, 15 days before the completion of tenure period of the existing Head of the Department.

- ii. Issue order of headship for three years to the next professor / associate professor in the seniority, within the cadre as applicable, or extension of headship until further orders to the existing head, when no other professor / associate professor is available in the department, after getting approval from the Vice-Chancellor.
- iii. Circulate the details of change / extension of headship to all officers, deans, and heads of the departments and Upload the same on the University website.
- iv. Report the orders given in the ensuing Syndicate for ratification.

**e. Appointment of Dean**

The establishment Teaching section shall

- i. Initiate file for rotation of the dean of faculty with the details of the seniority among the professors in the faculty, 15 days before the completion of the tenure of the existing dean of the faculty.
- ii. Issue an order of dean for three years to the next professor of the faculty in the seniority or the professor nominated by the Vice Chancellor or extension order to the existing dean until further orders, when no other professor is available in the faculty, after getting approval from the Vice-Chancellor.
- iii. Circulate the details of change / extension of Dean to all officers, deans, and heads of the departments and Upload the same on the University website.
- iv. Report the orders given in the ensuing Syndicate for ratification.

**f. Other Related Works**

The establishment Administration section shall

- i. Issue service certificates to the individuals whenever requested after obtaining orders from the Vice Chancellor, with DVAC clearance, if necessary.
- ii. Turn Duty related works.
- iii. Consolidate staff on duty reports for all the temporary staff for payment of wages.
- iv. Maintain Leave register for CL and RH.
- v. Prepare agenda for Syndicate, Finance Committee, and Senate.
- vi. Provide action taken report for the minutes of Syndicate, Finance Committee, and Senate.
- vii. Providing information to RTI section for queries sought information under the RTI Act 2005.
- viii. Sending of replies to Government Letters.
- ix. Preparing Para wise remarks for the Affidavit relating to the Section.

- x. Sending of replies to the Audit Objections.
- xi. Attending the works as and when assigned by the Officers.

The establishment Teaching section shall

- i. Issue service certificates to the individuals whenever requested after obtaining orders from the Vice Chancellor, with DVAC clearance, if necessary.
- ii. Issue of No Objection Certificate to the Faculty Members as and when requested for any specific reason after obtaining orders from the Vice Chancellor.
- iii. Provide written communication to the applicants, if rejected, with proper reason.
- iv. Process files relating to the sanction of advance increments for acquiring additional eligible Degrees.
- v. Maintain Leave register for CL, RH, and OD for Heads of University Departments
- vi. Send agenda for the meetings of Syndicate, Finance Committee, and Senate, with the approval of the Vice Chancellor.
- vii. Provide action taken report for the minutes of the Syndicate, Finance Committee, and Senate.
- viii. Provide information to RTI section for the queries sought information under the RTI Act 2005.
- ix. Sending of replies to Government Letters.
- x. Preparing Para wise remarks for the Affidavit relating to the Section.
- xi. Sending of replies to the Audit Objections.
- xii. Attending the works as and when assigned by the Officers.
- xiii. Initiate files to appoint temporary teachers in the University Departments.
- xiv. Conduct the selection process of temporary teachers with a committee nominated by the Vice Chancellor.
- xv. Obtain attendance details from the respective departments and process the payment of salary.

### 3. ADMINISTRATION AS WELL AS TEACHING SECTION

#### **a. Maintaining Service Register (SR)**

Establishment Administration and Teaching sections shall

- i. Open SR in the name of the individual whenever a fresh employee joins the university and makes subsequent entries for all occurrences that happened in their service.

- ii. Provide a window period for viewing the SR by the individual employees, every year.
- iii. Provide photocopies of the SR, if requested by the employees on payment basis.

**b. Annual Periodical Increment**

Establishment Administration and Teaching sections shall

- i. Issue the prescribed format of Performance Assessment to the Sections / departments 45 days before the due month.
- ii. Receive filled-in format from the section heads and officers / Heads of the Department with a confidential report on the employee due for increment 30 days before the due month.
- iii. Obtain combined orders for sanctioning Periodical increments to employees in four quarters, such as January, April, July, and October of every year on which the increment date falls on.
- iv. Communicate the increment details to the individual concerned with a copy marked to Establishment (Bills Section) for further action.
- v. Communicate the rejection of increment, if any, with proper reason.
- vi. Make necessary entries in the Service Register of the individual concerned.

**c. Regularizing leaves other than Casual Leave (CL) / On Other Duty (OD) / University Duty (UD)**

Establishment Administration and Teaching sections shall

- i. initiate a file for getting approval for the sanction of particular leave on receipt of leave letters and joining report
- ii. Communicate the sanction of leave to the employee concerned, intimating the sanctioned leave and leave at credit as on date in case of earned leave.
- iii. Communicate the rejection of leave, if any, with proper reason.
- iv. Make necessary entries in the Service Register for the maintenance of leave accounts

**d. Surrender of Earned Leave**

Establishment Administration and Teaching sections shall

- i. Obtain an order for sanctioning of the surrender of Earned Leave Salary
- ii. Communicate the same to the individual with a copy marked to Establishment (Bills Section) for further action
- iii. Making necessary entries in the Service Register of the individuals concerned.



**e. Leave Travel Concession (LTC)**

Establishment Administration and Teaching sections shall

- i. Obtain an order for availing LTC for the employees who apply for during the block years
- ii. Communicate the same to the individual concerned with a copy marked to Establishment (Bills Section) for further action
- iii. Make necessary entries in the Service Register of the individuals concerned.

**f. Granting Deputation / Lien to Work on Foreign Service**

Establishment Administration and Teaching sections shall

- i. Initiate file on receiving the requisition from the employee with relevant documents regarding the deputation for the approval of the syndicate
- ii. Relieve the employee on a deputation / lien basis to other Universities / Departments after getting approval from the Syndicate
- iii. Make necessary entries in the Service Register of the individuals.
- iv. Send a demand note to the organization to remit the leave salary and Pension contribution twice a year to the university

**g. Staff on Retirement**

Establishment Administration and Teaching sections shall

- i. initiate file on receiving the Pension proposals 6 months from the date of actual retirement
- ii. Prepare the proposal and calculate the retirement benefits to the employee before the date of retirement.
- iii. Send the proposals to the Local Fund Department to get Audit Clearance Certificate well in advance.
- iv. Move a file for sanctioning all retirement benefits to the employee who will retire from the service on receipt of the Audit Clearance Certificate.
- v. Obtain an order from the Vice Chancellor for sanction of retirement benefits and the same will be given to Establishment (Bills) Section to prepare Bills for Payment at least one month before retirement.
- vi. Issue pension book to the pensioners after entering all retirement benefits.
- vii. Issue relieving order on the date of retirement to the employee with the retirement benefits.
- viii. Provide a written communication, if retirement benefits are not given on the date of retirement, on the reasons and remedies to the employee concerned.

#### **h. Sending of Replies to the Audit Objections**

Establishment Administration and Teaching sections shall

- i. Receive audit observations / objections from the LF audit, every year.
- ii. Provide replies to the objections with all relevant documents.
- iii. Ensure that no audit objection of the previous financial year relating to the section is pending.

#### **i. Group Insurance Scheme for Teaching and Administrative staff**

Establishment Administration and Teaching sections shall

- i. Deduct and pay for group Insurance scheme for the Teaching and Administrative staff towards Family Benefit Fund.
- ii. The file will be moved for getting the benefit from LIC (Rs. 500000/-) in case of death during service and Rs. 50000/- in case of retirement.
- iii. Files will be moved only after receiving the death certificate, legal heir, and details of bank passbook of the beneficiary.

#### **j. New Health Insurance**

Establishment Administration and Teaching sections shall

- i. Obtain orders for sanctioning amounts towards New Health Insurance regarding employees and Pensioners.
- ii. Receive the insurance card, verify the details, and distribute them to the employees.

#### **k. Disciplinary Proceedings**

Establishment Administration and Teaching sections shall

- i. Initiate files whenever allegations are received against the employees for further necessary actions.

### **4. PAYMENTS**

Establishment Bills sections shall

- a. Prepare Pay Bills / Pay Slips of all Officers, Administrative Staff, and Faculty members of the University every month.
- b. Prepare Pay bills for Temporary Faculty members / Skilled & Unskilled NMR (Consolidated & Daily wages) of the University and Manonmaniam Sundaranar University Colleges every month.
- c. Prepare Pension / Family Pension Bills for the Pensioners / Family Pensioners.

- d. Prepare Bills for In-charge Allowances.
- e. Send cheques to banks, LIC, Post Offices, Income tax Departments, and Panchayat / Municipality / Corporation for Professional Tax, on a monthly, quarterly, half-yearly, or annual basis, as per the requirement.
- f. Maintain Establishment Audit Register (EAR) for every Financial year for the employees (permanent / temporary)
- g. Make an individual entry in the EAR and prepare a monthly Abstract.
- h. Computation of Income Tax particulars register.
- i. Send Form 24Q (Quarterly statement) to the IT Department.
- j. Prepare Form 16 for the employees (permanent / deputation) of the university for whom tax is deducted at the source
- k. Claim arrears bill for the employees (permanent / deputation) of the university, if any.
- l. Prepare bills for encashment against surrender of earned leave.
- m. Issue Salary Certificates as requested by the staff after obtaining necessary orders.
- n. Prepare Bills for the retirement benefits to the retiring permanent employees of the university.
- o. Obtain Life Certificates from the Pensioners / Family pensioners at the beginning of every financial year.
- p. Sanction Festival Advance and Ex-gratia / Ad-hoc Bonus for the University employees.

## 5. PROVIDENT FUND

Establishment EPF sections shall

- a. Download the ECR file & make entries regarding temporary staff on the employee's and employer's contribution towards the provident fund.
- b. Make online payment for the provident fund.
- c. Forward the application for Loan / Settlement of the EPF account to the EPF office.

## 6. PENSION

Establishment EPF sections shall

- a. Take necessary action against the requisitions of the Pensioners.
- b. Issue Pension book to the Pensioners.

- c. Maintain Pension book with all entries.
- d. Initiate files to deal with Legal and RTI matters of the pensioners, if any.
- e. Revise the Pension as per the norms in force.
- f. Maintain the details of the New Health Insurance Scheme for the Pensioners.
- g. Process the files relating death claim and family pension within two working days from the date of receipt of the request from the spouse of the deceased pensioner.
- h. Provide statements for Contributory Pension Fund to the employees concerned, every year.

### **COLLEGE DEVELOPMENT COUNCIL**

The Dean shall assign responsibilities to the Deputy / Assistant Registrars to accomplish the tasks by the sections under their control. The overall responsibility of the functioning of the section lies with the Deputy / Assistant Registrars concerned.

#### **1. FRESH / EXTENSION OF AFFILIATION OF COLLEGES / PROGRAMME**

The council shall,

- a. Initiate processing of the requests/proposals for new colleges on receipt of relevant Government Order, within 15 days.
- b. Initiate the processing of the requests received before the prescribed dates from the affiliated colleges for affiliation of new programme and continuous and permanent affiliation of existing programme, in January.
- c. Initiate the process of inspection by obtaining members for the inspection commission from the authorities, as per norms in force, for new, continuous, and permanent affiliations of programme.
- d. Coordinate the inspection process in the month of March and April.
- e. Send the orders of inspection to the chairperson and members concerned at least seven days before the inspection date.
- f. Provide section note to PRO section concerned for making necessary travel arrangements at least two days before the inspection.
- g. Prepare proforma for inspection for the colleges.
- h. Keep the inspection commission informed about the norms for affiliation and the previous reports of various commission / committees regarding the college and the programme to be inspected.

- i. Obtain NOC from the Finance Section, Examination Wing, National Service Scheme, Youth Welfare Department, Sports Department, and Center for Entrepreneurship Development, Placement Office, and other such sections which require cooperation from the affiliated colleges for effective functioning before processing the request of the college for extension of affiliation.
- j. Sanction Additional seats to Colleges for the affiliated programme to various colleges as per G.O or as per inspection committee reports.
- k. Display all UGC / Government norms and Private College Regulations Act for affiliated / autonomous colleges in the University website.
- l. Maintain a diary for the details of FDRs and process the renewal.
- m. Maintain details of affiliated colleges in the web page of the University.

## 2. QUALIFICATION APPROVAL

- a. Upload the format for applying qualification approval for the teachers and principals as per the norms and revise the format whenever required.
- b. Initiate files to formulate a committee to scrutinize and recommend the approval of the Educational and other Qualifications for the college teachers and principals as per the norms in force. The committee has to be revised every year.
- c. Conduct the committee meeting as frequently as required so that no application is kept pending for more than three months.
- d. Reject the applications of qualification approval for the teachers / principals who are appointed without following proper procedure as given by the relevant UGC and Government norms.

## 3. STUDENT REQUEST

- a. Process the applications received from the students studying in affiliated colleges and university colleges for merit scholarships.
- b. Process the requests such as - Repetition of the semester, Readmission, and Transfer to other colleges received through the Principal of the respective affiliated college with their recommendations, at least three months before the commencement of the semester / year, as applicable.
- c. Facilitate change of Part I Language instead of Tamil.
- d. Process the request of differently-abled persons to provide additional time for examination.
- e. Publish the relevant norms and procedures in the web page of the section.

#### 4. FACULTY REQUEST

- a. Process the applications / requests from college teachers working in the affiliated colleges for financial support to research projects, creation of infrastructure, etc.

#### 5. SUPPORTING COLLEGES

- a. Monitor the development / improvement schemes of various funding agencies and forward the applications of the colleges for the same to funding agencies.
- b. Send circulars related to colleges from the University, University Grants Commission, Govt. of Tamil Nadu, and other relevant bodies.
- c. Attend the grievances and other requests of students, college teachers, and colleges for recommending appropriate actions to the authorities of the University if the requests are received through the proper channel / authority.
- d. Facilitate the colleges while applying for Autonomous Status and renewal of autonomous status.
- e. Process files to appoint university representatives for the Colleges Committee and Members for the Finance Committee, Academic Council, Boards of Studies, and Awards Committee of Autonomous Colleges, and members to various selection panels, as per the Government / UGC norms.
- f. Collect the details of student council from the colleges who are elected through a democratic process.

#### 6. DATA MANAGEMENT

- a. Collect statistics on students admitted
- b. Maintain the list of affiliated colleges, approved programme, sanctioned students' strength, admitted students, transferred students, readmitted students, repeat students, etc.
- c. Create a database for each affiliated college consisting of information about college teachers and their academic qualifications, administrative staff members, courses offered, students' strength in each course, library, laboratory, and other infrastructure facilities in the college for conducting the course, and update the database every year.
- d. Share the data in the prescribed format to the Controller of Examinations, authorities, and bodies as and when required.

- e. Maintain the details of payments made by colleges relating to student University Entry & yearly Extension Activities fees and ensure that payment is made before generating register numbers for newly admitted students.
- f. Ensure the receipt of all relevant fees from the college and prepare statements.
- g. Reconcile the fee payment with Finance section.
- h. Provide data for the legal issues relating to affiliation to legal, RTI, and CM Cell petitions
- i. Other related duties as assigned by the Vice Chancellor, then and there.

## 7. MSU COLLEGES

The section shall be responsible for the following activities relating to MSU colleges

- a. Appointment of Principal and required qualified faculty members
- b. Monitoring the admission process
- c. Monitoring the daily functioning
- d. Addressing the issues of the students, faculty members, and administrative staff
- e. Conducting the meeting of the Principals once in two months
- f. Forwarding the files received from the MSU colleges for various purposes
- g. Consolidate the indents of the MSU colleges for records and report formats and forward it to the printing and purchase section
- h. Receive the stationary from the printing and purchase section and distribute them to the respective colleges.
- i. Collecting details of the students for various reporting processes
- j. Conduct graduation day for the students of MSU colleges

## TAPPAL SECTION

Deals with all communications received in and dispatched out from the University.

### 1. RECEIPT OF THE CORRESPONDENCE (TAPPAL)

- a. Maintain Master Register and Distribution Register for recording inward and internal correspondence
- b. Receive any correspondence from internal and external sources and affix a date seal over the cover / document (Time also to be recorded in certain cases)
  - i. Correspondence after office hours / holidays
    - Shall be received at the reception

- A separate register shall be maintained to record the number of correspondences received
  - Hand over the covers / documents to the correspondence section on the ensuing working day for routine processing
  - Assigning a special messenger to carry the urgent correspondence to the Registrar
- c. Acknowledge the correspondence with a date seal and serial number, wherever required.
- i. Serial numbers shall be maintained in different levels until entered in the Personal Register
  - ii. Correspondences that require reply / follow-up are to be numbered, and a separate register is to be maintained for the purpose.
- d. Maintain a Master Register for the correspondence received (mentioning the addressee CoE / Registrar / DD&CE / Research, to whom it is addressed) with Distribution Register entry details
- e. Sort the correspondence based on the addressee (CoE / Registrar / DD&CE / Research / Departments) and / or section / wing where action is to be taken on the correspondence.
- f. Redirect the correspondence to CoE / DD&CE / Research / Departments without opening the covers, with or without the signature of the Registrar, as the case may be.
- g. Open the covers in front of the Registrar / staff authorized by the Registrar, as applicable.
- h. Tappals by the name of the Officer and superscripted as Confidential / Tender details / etc., should not be opened in the Tappal section
- i. Tappals with insufficient stamps, if sent by other than the Government / Statutory bodies, need not be received.
- j. Tappals with valuables like original certificates / drafts need to be recorded separately and handed over to the section concerned and acknowledgment is to be received for the same.



## 2. DISTRIBUTION OF THE CORRESPONDENCE

- a. Get ascend for the sorting from the Authority (Registrar / DR / AR) with their signatures
- b. Registrar / DR / AR may write instructions to the recipient if required.
- c. Maintain a Distribution Register with Master Register entry details
- d. Get the acknowledgment in the Distribution Register from the respective section / wing or the individual concerned.

## 3. DISPATCH OF THE CORRESPONDENCE

- a. Enter the details of correspondence to be dispatched in a Dispatch Register
- b. Maintain an agreement on Licensing / Rates for the postal and courier services
- c. Dispatch the correspondence through the postal / courier service
- d. File the acknowledgment / delivery details, if any, for future reference
- e. Track the delivery status of the correspondence sent through speed post / Courier service to ensure the delivery and record the same in the dispatch register.

## **PUBLIC RELATIONS SECTION**

### 1. PUBLICATION OF NEWS /ADVERTISEMENT

#### **a. News**

- i. Arrange photography facility for all the events of the University in coordination with the Department of Communication
- ii. Fix a rate contract with studios for taking videos and photographs for significant events at the University
- iii. Prepare News on the events / Collection of News on the events from the sections and departments concerned
- iv. Organize event-wise select photographs in the Computer
- v. Handover the news items in the offices of the print, audio, and visual media.

#### **b. Advertisement**

- i. Handover the advertisements prepared by various Sections / Departments in the print, audio, and visual media through DIPR.

#### **c. Coordinating News Reporters**

- i. Intimate News Reporters on the important Events of the University

- ii. Arrange vehicle for the Reporters
- iii. Provide the materials related to the Events to the News Reporters
- iv. Arrange refreshments / lunch, based on the timings of the Event.

## 2. RECEPTION AND HOSPITALITY

### **a. Reception Table at Main Buildings**

- i. Attend the enquiry made by outsiders relating to any service that is offered in the University
- ii. Maintain a file of circulars and be aware of the details or instructions in the circulars relating to the students / colleges given by Registrar, CoE, Research, and DD&CE.
- iii. Maintain details of officials and office phone numbers of the officials for directing the outsiders enquiring the details which are not available in the reception table
- iv. Receive correspondence and articles during holidays and after office hours and have a record for dispatch of the same to the respective office.

### **b. Reception of Officials from External Experts / VIPs**

- i. Communicate with the Officials from external experts / VIPs and informing the details of arrangements made.
- ii. Assign contact persons for the Officials from external experts / VIPs
- iii. Arrange accommodation for the external experts / VIPs who visit our University in an official capacity in the Guest House or a Hotel if the guest house is not available.
- iv. Fix rate contracts with select Hotels in Thirunelveli and other cities where official duties are often demanded institutional payment for the services that are availed by following office procedures.

### **c. Arrangement of Food / Refreshment**

- i. Fix a rate contract for food and refreshment with select vendors for the supply and distribution.
- ii. Fix rate at three levels viz., regular Events (Meetings of Faculty, HoDs, AR/DRs, Sections, Committees, etc.), Important Events (Meetings of SCAA, Senate, Syndicate, etc.), and Significant Events (Convocation, NAAC, UGC Committee, other Affiliating and accreditation visits, etc.).

- iii. Finalize the rate contract for the services and items to be provided by the canteen and for the special events of the departments / sections.

### 3. GUEST HOUSE MANAGEMENT

- a. Maintain Guest House with respect to Cleanliness, Drinking Water, Electricity, Internet, CC TV, DTH, Furniture, and equipment in the rooms, and reception, etc.
- b. Allocate rooms to the guests as permitted by the Registrar.
- c. Maintain records relating to the Guest movements.
- d. Maintain stock and physical stock verification of items once in a year.

### 4. TRAVEL MANAGEMENT

#### **a. Travel Desk**

- i. Arrange transport facility for the external experts / VIPs who visit University in an official capacity.
- ii. Fix rate contracts with select Travels in Thirunelveli and other cities where official duties are often demanded institutional payment for the services that are availed by following office procedures.
- iii. Book tickets and accommodation for the University Officials, external experts, VIPs, and other University guests as per their travel requirements.
- iv. Pass bills related to the travel and accommodation of University Officials, external experts, VIPs, and other University guests.
- v. Assign vehicles owned by the University / book vehicles for transportation for the members attending various meetings conducted by the University, on request submitted with the approval of the Registrar by the sections / departments concerned.

#### **b. Vehicle Management**

- i. Maintain the master details of vehicles, including date of purchase, the date for renewal of Insurance and Fitness Certification, Schedule for regular maintenance, etc.
- ii. Renew the FC and Insurance
- iii. Assign vehicles to officials and regular trips for employees
- iv. Assign drivers for different vehicles

- v. Record Over Time duties and CPL of drivers and passing bills related to Over Times
- vi. Prepare vehicle-wise maintenance budget
- vii. Monitor trip sheets and analyzing the mileage and other performance of vehicles
- viii. Pass bills related to the travel and accommodation of University Officials, external experts, VIPs, and other University guests
- ix. Pass of bills for fuel and maintenance
- x. Purchase of new and disposal of old Vehicle / Spares

#### 5. MEETING ARRANGEMENT

- a. Arrange Hall for meetings of the University, in coordination with the C & M Section
- b. Arrange and distribute refreshment / lunch to the guests / participants of the meetings arranged by any administrative section of the University

#### 6. OTHERS RELATED WORKS

- a. Pass of Telephone / internet bills of all official landline and mobile phones
- b. Coordinate the preparation and circulation of newsletters
- c. Maintain and update university websites and social media

### **PUBLICATION DIVISION**

Publication Division, with a director appointed by the Vice-Chancellor as an additional charge, shall

- a. Undertake printing and publication of all academic publications of the University.
- b. Receive, print, and publish the texts authored by the teaching faculty after getting the matters peer-reviewed if required.
- c. Fix prices for academic public actions of the University.
- d. Shall sell University publications.
- e. Maintain stock of University publications.
- f. Apply and obtain ISBN and ISSN from concerning agencies for all academic publications of the University

## **CENTRE FOR PURCHASE**

### **1. PURCHASE GUIDELINES**

- a. Initiating files to formulate a committee to devise purchase guidelines for the center for purchase, as and when required.
- b. Convene the committee meeting to finalize the purchase guidelines and get approval from the syndicate for its implementation.
- c. Communicate the guidelines to all the sections and departments on the new guidelines

### **2. CONSOLIDATION OF THE INTEND**

- a. The center for purchase has to request intend, except for the contingency, from sections within 15 days of approval of the budget / revised budget for the succeeding year by the finance section by giving a month along with a rough estimate,
- b. The centre for purchase has to request intend for capital items like equipment from departments within 15 days of approval of the budget / revised budget for the succeeding year by the finance section by giving a month along with a rough estimate,
- c. Verify intends and rough estimates against the budget within a week.
- d. Return the intends that do not comply with the budget of the respective sections / departments with a request to resubmit within the next 15 days.
- e. Categorize the requirements given by the sections / departments based on the nature of the items.
- f. Consolidate the number of various items requested by the sections / departments.

### **3. SUPPLIER IDENTIFICATION**

The section shall identify the supplier through different means for different items.

- a. For items like refreshments from the university canteen, chemicals for the laboratory, and other items requiring repeated purchases, the rate contract has to be executed at different levels as per the nature of different meetings like senate / syndicate / committees / Seminars / Conferences / etc.
- b. For items that are available in the GEM portal, orders could be made through the portal.

- c. Call for a sealed quotation (Closed Tender) when the amount involved is less than a limit fixed by norms approved by the syndicate from identified through internal or external sources.
- d. Call for open tender when the amount involved is greater than a limit fixed by norms approved by the syndicate following the appropriate tender act in force.

#### 4. PROCESSING QUOTATIONS / TENDERS

- a. Initiate files to obtain members for purchase committees of different kinds, like rate contract fixation, the opening of quotations, and processing tenders as per the act.
- b. Convene the committee meetings as and when required with the prior approval of the Vice Chancellor.
- c. The minutes of the meeting, along with the comparative statements and the suggestion of the committee are properly recorded with the required justification.
- d. Initiate a file for the approval of the minutes of the committee.
- e. Prepare a letter for placement of order to the vendor as approved by the Vice Chancellor for the delivery of the items with the norms for delivery and payment.
- f. Send the letter for placement of order to the vendor through the secretariat of the registrar and keep proof for sending the letter in the respective files.

#### 5. RECEIPT OF GOODS AND STOCK ENTRY

- a. The goods are to be received in the section as per the order
- b. Verify the received goods specifications against the order with the support of the purchase committee.
- c. Make a record of goods received regarding the quantity and quality countersigned by the respective purchase committee.
- d. Return the goods received that are not complying with the order either in terms of quantity or quality to the vendor.
- e. Enter the details of the goods received in good condition, as certified by the purchase committee, in the register maintained by the finance section in the name of Goods Received Register with a section note to the finance section mentioning the section / department where the goods are to be transferred.
- f. Transfer the goods to different sections / departments based on their request after recording the details in the Stock Register maintained by the sections / departments concerned, which is to be countersigned by the head of the finance section (FO / DR / AR) and the head of the section / department concerned.

## **6. PROCESSING FOR PAYMENT**

- a. Initiate files to process the bills submitted by the supplier after making appropriate entries in the stock register.
- b. Give the file for making payment (through Cheque / Online) and keep the transaction details in the file.
- c. In the case of cheques, prepare a letter to- the supplier regarding the payment, attach the cheque, and send the same to the supplier through the secretariat of the registrar.
- d. Keep the proof of sending the cheque from the secretariat of the registrar in the file.

## **PRINTING SECTION**

- a. Send a circular to the sections / departments requesting the requirement of stationery items for the regular functioning of the office for the financial year in April by giving 15 days.
- b. Prepare a master requirement of stationery items by compiling the requirements received from various sections / departments and the commonly printed items required for the university, like calendar, diaries, prospectus, etc.
- c. Initiate a file for prospecting for a printer for all kinds of printing needs of the university.
- d. Formulate a committee, if required, to scrutinize and negotiate with the vendors regarding the quotations / tender documents.
- e. Initiate a file for getting approval on the rate contract and assist in executing the contract agreement to print stationery items for the sections / departments for a year.
- f. Prepare orders for the printer and send the same to the printer through the secretariat of the Registrar on requirements.
- g. Keep the proof of sending the cheque from the secretariat of the registrar in the file.
- h. Initiate file for payment for the printer against the orders issued and successful receipt of the printed items.

## **CENTRE FOR COMPUTING**

### **1. WEBSITE MANAGEMENT**

This section of the policy deals with all the relevant technical issues related to the institution's website.

- a. The office of the MSU-Center for Computing shall maintain a website register with the records of - List of domain names registered to the institution, Dates of renewal for domain names, Details of hosting service providers and the relevant payments, and Expiry dates of hosting.
- b. All content on the institution's website must be checked for accuracy, relevance, and updation.
  - i. The Director, Center for Computing, or any authorized individual designated by MSU authorities will be solely responsible for maintaining the contents of the website. Heads of departments /sections which provide the information will be responsible for the contents of the website. The website's content should be evaluated/reviewed daily / time to time, depending on its nature.
  - ii. The Director, Center for Computing, or any MSU technical personnel acting on the Director's direction can modify the institution's website's content and links. Faculty members / sections shall send updates to the Centre for computing to upload & update the website. Care is to be taken to ensure the information on the website is accurate, as it is always considered authentic. Heads of the Departments and Heads of the section are responsible for the authenticity of the information available on the website about their department / section.
  - iii. To establish a consistent and unified image for the institution, web pages shall adhere to basic branding guidelines. The Privacy and Copyright Act applies to all content on the website.
- c. On disruption of the institution's website, the director shall -Notify the Registrar and Vice Chancellor immediately, Notify the website host and the technical team / service provider of MSU. The technical team / service provider of MSU shall respond swiftly to the emergency and carry out the directives of university officials.

## 2. INTERNET CONNECTIVITY

- a. The MSU Campus Internet Connectivity will be designed, implemented, and maintained by the Center for Computing.
- b. The Center for Computing will allocate a static IP address to all devices on the MSU network and reserve the right to change these assigned addresses at any time with due notice to the user.
- c. An official request for an IP address shall be made to the Center for Computing, and once granted, the address must be posted on the CPU through a sticker.



- d. The individual user should not change an address allocated to a device, nor should the same address be used on any other widget, even if the other device belongs to the same user or department.
- e. IP addresses can also be obtained dynamically from the centrally managed DHCP server. The Center for Computing will allot static or dynamic IP addresses based on need.
- f. No services such as HTTP, HTTPS, FTP, or DHCP shall be run at the department level without the prior consent of the Center for Computing.
- g. Wireless LAN will be provided wherever possible. A centrally run DHCP server will provide the IP for the wireless LAN.
- h. No devices, such as routers, switches, access points, or software hotspots, which have a bearing on network security, are allowed to be connected to the MSU network without prior consent from the Center for Computing.
- i. Efforts will be made to provide WLAN everywhere on campus, but there may be variations in signal strength, and WLAN coverage shall not be claimed as a matter of right by any user.
- j. WLAN will normally be provided for registered MSU users. However, WLAN may also be extended to guests visiting MSU with authorization from the respective authority.
- k. The Center for Computing will generate guest access keys upon prior request and inform them to the respective departments. Departments are responsible for maintaining the users' credentials on a logbook before allotting the keys.
- l. WLAN may also be temporarily provided at locations where wireless access points exist for group access to participants attending official conferences and seminars, etc., on a formal request to the center for computing at least three working days in advance of the event by the respective authority. Users will be granted WLAN access after registering their device with the Center for Computing.
- m. Departments shall send a list of students enrolled in their respective departments at the beginning of the academic year to the Center for Computing for the generation of user name and passwords.
- n. Wireless devices that do not have antivirus software will be denied WLAN access. If any virus activity is noticed on an active wireless device, the device will be disconnected from the WLAN, even if it is virus-free. The individual owner of the device will be solely responsible for cleaning the machine of viruses.
- o. The Center for Computing will register the device on WLAN and is not responsible for rectifying networking or software faults arising within the device during registration.
- p. The device information will be noted, and the user will be continuously provided WLAN access for not more than two years for students. After the period expires, the

device needs to be re-registered, if required. The individual user should approach the Center for Computing again for re-registration.

- q. Hostels will be provided with WLAN facilities only at a common location identified by the hostel committee.
- r. Students will be allowed WLAN on laptops, desktops (in the case of hostel residents), and notebooks only.
- s. Faculty members and officers of the University may usually be provided with connections on approved university devices (desktops and laptops) by the respective authority. In addition, they may usually be permitted to register only one personal mobile device. Requests for additional connections may be made formally to the Center for Computing for consideration.

### 3. E-MAIL MANAGEMENT

- a. Email services are not a right but rather a privilege. The official email address, provided to academics, employees, and students, may only be used for administrative and academic purposes. Every email user of our University's domain must abide by and adhere to the email policy. Access restrictions at the IP address, domain, email, group level, associated app, etc., or any other conditions deemed appropriate by the administration may be imposed from time to time on any university employee, student, or group in the larger interest, and these restrictions will be binding on all users. The campus community's attention is brought to the Information Technology Act of 2000 and the Information Technology (Amendment) Act of 2008. All community members will be bound by the aforementioned.
- b. Electronic mail is a university-provided service that serves as a key means of communication while improving education and administrative efficiency. Users are responsible for using this resource efficiently, ethically, and legally. The official communication shall be sent from various university offices through this mail IDs. Using official email accounts demonstrates the user's acceptance of this policy.
- c. University E-mail Accounts are created based on the official name of the staff / section. Student accounts shall be created to their registration number. Faculty, staff, or departments may seek temporary email privileges for special events. Faculty or Staff requesting these types of accounts shall submit user information, the reason for the account, expiration date, and sponsor information to the Registrar.
- d. The University owns all University Email Accounts. Subject to underlying copyright and other intellectual property rights under applicable laws and University policies, the University also owns data transmitted or stored using the University Email Accounts.

- e. While the University will make every attempt to keep email messages secure, privacy is not guaranteed. Users should have no general expectation of privacy in emails sent through university email accounts. Under certain circumstances, it may be necessary for the Director, Center for computing (with sufficient orders from the Registrar, MSU) to access institute email accounts. These circumstances may include but are not limited to, maintaining the system, investigating security or incidents of abuse, investigating violations of this or other University policies, or, in the case of Gmail accounts, breaches of Google's Acceptable Use Policy or the University's contracts with Google. The Director Center for Computing (with sufficient orders from the Registrar MSU) may also require access to the University Email Account to continue University business where the University Email Account holder will not or can no longer access the University Email Account for any reason (such as death, disability, illness, or separation from the University for some time or permanently). Such access will be on an as-needed basis. Any email accessed will only be disclosed to individuals who have been appropriately authorized and have an appropriate need to know or as required by law. MSU and Google's applicable acceptable use policies bind all email users. Google also retains the right to access Gmail accounts for violations of its fair use policy.
- f. Gmail, G-suite Accounts (with University domain) Email messages held under Gmail Accounts will be subject to Google's storage and retention policies, which may change from time to time, with or without notice. Individuals should not rely on an email account to archive data; each person is responsible for saving individual messages and attachments as appropriate.
- g. University Email Accounts are not backed-up. The Center for Computing room or University is not responsible for any data loss.
- h. Individuals may leave the University for Various Reasons, which gives rise to different situations regarding the length of email privileges or expiration of accounts. The policy governing those privileges is set forth below. Notwithstanding the guidelines below, the University reserves the right to revoke email privileges at anytime. Invariably, an email account is deactivated/suspended within one week of the member leaving the University (with due notification to the user).
- i. The exchange of any illegal email content specified below and described elsewhere in this policy is forbidden for University Email Accounts. Users who receive such emails should report to the Center for computing immediately or send an email to [ic@msuniv.ac.in](mailto:ic@msuniv.ac.in). Serious complaints will be investigated, and if appropriate, such infractions will be handed over for further investigation, and action will be taken following the law of the land. The exchange of any email content that - generates or

facilitates unsolicited bulk email; Infringes on another person's copyright, trade or service mark, patent, or other property right or is intended to assist others in defeating those protections; Violates or encourages the violation of, the legal rights of others or federal and state laws; Is for any malicious, unlawful, invasive, infringing, defamatory, impersonating, or fraudulent purpose; Intentionally distributes viruses, worms, Trojan horses, malware, corrupted files, hoaxes, or other items of a destructive or deceptive nature; Alters, disables, interferes with, or circumvents any aspect of the email services; Tests or reverse-engineers the email services to find limitations, vulnerabilities or evade filtering capabilities; Constitutes, foster, or promotes pornography; Creates a risk to a person's safety or health, creates a threat to public safety or health, compromises national security, or interferes with an investigation by law enforcement; Improperly exposes trade secrets or other confidential or proprietary information of another person; Misrepresents the identity of the sender of an email; Using or attempting to use the accounts of others without their permission; Collecting or using email addresses, screen names information, or other identifiers without the consent of the person identified (including, without limitation, phishing, spidering, and harvesting); Use of the service to distribute software that covertly gathers or transmits information about an individual; Conducting business for profit under the aegis of the University; and Political activities include supporting a candidate's nomination for political office or attempting to influence the vote in any election or referendum on behalf of or with the University's sponsorship – are prohibited. **This list is not intended to be exhaustive but to provide some illustrative examples.**

#### 4. FIREWALL AND ANTI VIRUS

- a. Internet traffic will be monitored and filtered centrally. Site filtering shall be done based on the website category. The UTM (Unified Threat Management) and firewall vendor will decide on a website category based on the advisory committee's recommendation. The categories of sites like Pornography, Malicious sites, Proxy avoidance, Spam URLs, Hate and crimes, Dating, Gambling, Games, Unrated, and any other site deemed undesirable by the MSU administration from time to time will be permanently blocked.
- b. Students' requests for allowing a particular site shall be sent to the Registrar through the head of the department. Teachers and officers may send their requests for site listing directly to the Registrar. The IT Committee / Center for Computing committee shall examine the request and take action appropriately.

- c. Incorrectly rated or unrated sites shall be brought to the Center for Computing's attention via a note or email. The issue will be resolved as soon as possible.
- d. Some sites, such as online shopping, entertainment, news, and media, will be disabled for all users during university working hours. During office hours, access to the Internet will be restricted to educational sites, government sites, and email. All other permissible websites will be open only during non-working hours. However, a head wanting to provide access to computers or staff may do so through a special written request to the Center for Computing.
- e. Interferes with the use of the email services or the equipment used to provide the email services by an individual and / or any deliberate attempt by an individual to bypass the firewall or web filter through any process or software or to breach firewall or wireless security by any means will be liable for disciplinary action, including debarring from further use of the MSU Network and a monetary fine double the amount of perceived damage determined, as by the committee.
- f. Antivirus shall be purchased by the center for computing for bulk usage and be installed in all systems used in the departments and sections. The renewal of the same shall be done periodically.

## 5. MAINTENANCE OF LOG

- a. The respective departments or sections will maintain a logbook of all the IP addresses allocated.
- b. All the traffic on the network shall be logged and monitored centrally on the firewall, switches, and servers.
- c. All logs will be kept on the device as per the availability of space on servers or 30 days, whichever occurs earlier.
- d. The log details that are related to discrepancies in the usage need to be kept until the issue is resolved.
- e. The information regarding the log shall be presented only to Committees and Authorities on written direction by the Registrar.

## 6. INTERCOM MANAGEMENT

- a. The Center for Computing will construct and maintain the MSU Campus PBAX system.
- b. On request, the Center for Computing will assign Connections to persons and offices via proper channels.
- c. The center for computing will do any necessary maintenance, expansion, or updating.

## 7. SURVEILLANCE

- a. Notify staff, students, and parents of this surveillance policy in writing. Consider making security cameras visible.
- b. The security cameras shall be maintained at common places, namely main entrances and exits, public access areas, storage areas, parking lots, examination and research wings, and cafeterias.
- c. The surveillance needs to - Detect trespassers, unauthorized individuals, and unauthorized vehicles on university premises and suspicious activity on campus after the working hours; Aid the on-campus securities' ability to monitor and respond to incidents on campus quickly; and In the event of a conflict, hold the correct parties responsible and find evidence of what took place and take appropriate action.
- d. Besides practicing strong cyber security protocols, the authorized person nominated by the university authorities only has access to the footage.
- e. The footage shall be retained for one month. In case of conflicting incidents, the footage shall be copied into a separate storage device and handed over to the Registrar for further reference.

## CENTRE FOR PLANNING AND DEVELOPMENT

Centre for Planning and Development, with a director appointed by the Vice-Chancellor as an additional charge, and shall be responsible for

### 1. PROJECTS / SCHEMES / PROGRAMME

- b. Initiate a file to formulate a committee to prepare / revise guidelines for plan / RUSA / scheme implementation.
- c. Carryout the process of getting approval from the syndicate for the guidelines and forward the same to all departments.
- d. Scrutinize the proposals of the departments and faculty members for research, scheme, travel, seminar, workshop, and conference for financial assistance from funding agencies and forward the same to various funding agencies like UGC, DST, DBT, DAE BRNS, DRDO, CMLRE, ICMR, ICSSR, ICHR, etc., after obtaining an order from the Registrar.
- e. Create separate files and records for every fund sanctioned in the name of the Registrar by the funding agencies.
- f. Forward the files initiated by the department / faculty members relating to the utilization of the funds and make necessary entries in the records like getting

advances / reimbursement for permitted expenses, Settlement of Advance, Advertisement in the Newspaper, Approval of the selection committee, Permission to conduct an interview, Appointment of Project Staff, Letter/communications to principal investigators, Communication to selected candidates to work on projects, formulation of purchase committee, purchase of equipment / consumables, entering in to rate contracts, contingency expenses, etc.

- g. Keep track of the expenditures in the sanctioned funds and maintain the balance sheets of sponsored project funds.
- h. Providing Statements of Expenditure and obtaining Utilization Certificates from the auditors, and submitting the same to the funding agencies through the secretariat of the Registrar.
- i. Keep the proof of sending the utilization certificate from the secretariat of the registrar in the file.
- j. Provide a copy of the Utilisation Certificate and the proof of sending the same to the funding agency to the Principal Investigator / Department.
- k. Send reminders to the department / faculty member, if the received funds are not utilised in the time frame.

## 2. CONSULTANCY

- a. Initiate a file to formulate a committee to prepare / revise guidelines relating to the undertaking of consultancy with financial benefits based on the requests from an organisation / individual.
- b. Carryout the process of getting approval from the syndicate for the guidelines and forward the same to all departments.
- c. Forward the requests made by the organizations to the relevant department based on the directions of the Vice Chancellor.
- d. Create separate files and records for the consultancy projects assigned to the department / reported by the faculty member.
- e. Monitor the progress of the consultancy work and the revenue generated through the consultancy.
- f. Verify the records of payment of shares into the account of the Registrar and distribute the share amount to the faculty member involved in the consultancy.
- g. Provide data to the IQAC, NAAC, NIRF, and other report-generating sections, then and there.

## **CONSTRUCTION AND MAINTENANCE SECTION**

### **1. ENGINEERING SECTION**

Engineering section shall

- a. Prepare a proposal, as per the directions of the vice-chancellor, for either new construction.
- b. Prepare a requesting letter to the Executive Engineer, PWD, Technical Education Division, Thirunelveli, for a rough cost estimate for the proposed construction.
- c. Initiate file to place the proposal along with the cost estimate to place it before the building committee for approval.
- d. Prepare the resolution of the building committee and get it approved by the members in two days and get the approval from the vice chancellor in seven days.
- e. Initiate file for placing the proposal in the Finance Committee / Syndicate for approval.
- f. On approval from the Finance Committee / Syndicate, prepare a request letter to PWD for a detailed estimate for the construction.
- g. Initiate file for administrative sanction from the vice chancellor and Prepare orders to PWD on administrative sanction.
- h. Issue work order to PWD through the secretariat of the Registrar and keep the proof in the file.
- i. Monitor the progress and the quality and quantity of construction.
- j. Process the payments in installments, as prescribed, to PWD.
- k. Obtain all relevant certificates for completion of construction and photo evidence of construction from PWD and process file for final settlement.
- l. Keep the proof of payment and other certificates in appropriate files.

### **2. MAINTENANCE SECTION**

Maintain attendance and assign duties for the Electrician, Plumber, Gardener, Sweeper, Scavenger, Watchman, and other class IV employees of the University.

#### **a. Infrastructure Maintenance**

- i. Keep a register for complaints in each building in the University premises to record the deficiencies, damages, and repairs.



- ii. Compile the records of complaints made in the registers maintained in the buildings daily.
- iii. Assign duty to the relevant employee to rectify the deficiency, if possible, or inform the occupant concerned about the nature of the damage and the timeline for rectification.
- iv. Rectification on essential requirements like drinking water, sanitation, and electricity needs to be attended immediately and to be completed within two working days of making the entry in the complaint register.
- v. Rectification through the contractor
  - Initiate the process of seeking a rough estimate for rectification of the damages with the contractor / painter / carpenter / etc., and initiate a file for the authority's approval within three days from the date of making the entry in the complaint register.
  - Call for quotations from eligible contractors and prepare a comparative statement and process the file for issuing orders for the work
  - Prepare an order for the work to the contractor / painter / carpenter / etc and send the same through the secretariat of the registrar.
  - Keep a copy of the proof of sending the order in the file.
- vi. Monitor the work progress of the employees / contractors while rectifying the deficiencies and get the certification for the successful completion from the complainant.
- vii. Verify the bills submitted by the contractors for carrying out the work.
- viii. Process the file for the payment for the work and send the file for payment on approval from the authorities.
- ix. Send the payment and keep the proof of payment in the file.

**b. Landscaping and cleanliness**

- i. Assign duty to the employees for maintaining cleanliness in the Office as well as Campus
- ii. Arrange out-sourcing for cleaning in case of urgent needs.
- iii. Purchasing of Sanitary materials for use in Administrative Blocks, various University Departments, and Guest House.
- iv. Make arrangements for cleaning of Septic tanks whenever the necessity arises.

v. **Waste Disposal**

- Send circulars to the departments / sections to surrender the non-electronic unusable items to the C&M section after getting permission from the authorities and making necessary entries in the stock register once in three months.
- Receive the waste items from the departments / section with details and consolidate the list.
- Initiate files to call for quotations / tenders from eligible dealers for taking the waste from the university.
- Coordinate the visit of the eligible dealers to prepare the estimate
- Scrutinize the applications and prepare comparative statements
- Prepare orders for the dealer to remove the waste items from the university campus.
- Assign duty to monitor the process of taking the waste by the dealer and issuing gate passes.
- Keep the proof of disposal of waste in the file.

vi. Maintaining the garden by pouring water and using fertilizers &pesticides to grow plants.

vii. Prepare a blueprint for planting new saplings in the campus and execute the same with the support of DRO and the forest department.

**c. Purchases and Payments**

- i. Processing bills relating to electricity consumption, water charges, etc.
- ii. Purchasing and processing of bills for Diesel, plumbing & electrical items, contingency, etc.

**d. Arrangements for Functions / Meetings**

- i. Make necessary arrangements for the ceremonials like convocation and as per the directions of the Public Relations section.
- ii. Make necessary arrangements relating to all required materials, audio visual systems, stage arrangement, photography, seating arrangements and the like for functions / celebrations like Pongal, Independence, Republic day, Sundaranar Birthday etc. and other meetings organized by the University.
- iii. Make hall arrangements, including stage, seating and audio visual for meetings conducted by various University Departments / Sections on request.

**e. Amenities**

- i. Initiate files to get approval for creating amenities like a canteen, booth, photocopying center, stationery shop, etc.
- ii. Call for tender / quotation, as in the case, in a leading newspaper, and publish the same on the university website and scrutinize the applications and prepare comparative statements
- iii. Prepare orders to operate the canteen, telephone booth, photocopying centre, stationery shop, etc., and issue the same through the secretariat of the Registrar.
- iv. Keep the proof of sending orders in the file.

**f. Security**

- i. Prepare a blue print for the beats and estimate the number of security guards employed.
- ii. Initiate files to get approval for the number of security persons needed in different periods.
- iii. Call for tender / quotation, as in the case, in a leading newspaper, and publish the same on the university website.
- iv. Scrutinize the applications and prepare comparative statements
- v. Prepare orders / contract to the security agency and issue / execute the same through the secretariat of the Registrar.
- vi. Keep the proof of sending orders in the file.
- vii. Monitor the performance of the security agency and process the bills submitted for payments.
- viii. Send the payments through the secretariat of the Registrar and keep the proof of payment in the file.

The section, in addition, shall attend to all sorts of other related works assigned by the authorities.

**FINANCE OFFICER**

The Finance Officer shall assign duties to the Deputy / Assistant Registrars to accomplish the tasks by the sections under their control. The overall responsibility of the functioning of the section lies with the Deputy / Assistant Registrars concerned.

## **The sections under the Finance Officer**

### **ACCOUNTS SECTION**

The section shall be responsible for

- a. Getting Block grants from the Government by following four installments
- b. Preparation of Annual accounts within the stipulated period
- c. Preparation of Budget and getting approval from Government before 31<sup>st</sup> March of every Financial Year.
- d. Classify the receipts based on the challan / demand drafts received from the bank / students – date-wise and make entries in the day book
- e. Classify the expenditures based on the vouchers & cash book.
- f. Preparation of classified abstract register for both receipts and expenditure
- g. Make entries related to budget provision in the files received from various sections / departments of University based on Budget book.
- h. Make entries for the receipts from various sources into appropriate accounts and inform the receipts to the section / departments / individuals concerned for further process.
- i. Maintain Budget Head wise vouchers, Advance Register, and Day Book
- j. Maintaining the details of the festival advances sanctioned to the employees
- k. Maintaining Classified abstract registers
- l. Make entries in the advance register as and when advances sanctioned to colleges, faculty members, departments, etc., with voucher details based on the cash book.
- m. Make entries in the deposits (refundable deposits received from third parties / centres) registers as and when deposits are given based on the vouchers and cash book.
- n. Verification of Utilization Certificates forwarded to Funding agencies like UGC, CSIR, SAP, DST-SERB, AICTE, DBT, DST-INSPIRE, DBT, NPDF, BPRD, ICSSR, IBES, DRDO, ICMR, AERB, DSIR, TNSCST, DRDE, etc. and gets it signed by the Finance Officer.
- o. Move files for new investment and renewal of fixed deposits and maintain details of bank-wise and account-wise investments (from surplus funds) made by the university.
- p. Renew the Fixed Deposit Receipts made in the bank
- q. Preparing of reconciliation of accounts based on the statement received from the bank at the end of every month

- r. Preparing annual accounts for all accounts operated in the name of the Registrar and sending the same to Local Fund audit for audit purposes.
- s. Call for details from sections / departments to prepare the financial estimate and consolidate the data.
- t. Verify and maintaining the accounts on the fees collected from students of affiliated colleges, DD&CE, and Community Colleges.
- u. Verifying and maintaining the accounts on the deposits made by affiliated colleges, DD&CE Study Centres, Community Colleges, Caution deposits from students, Contractors, and others
- v. Verifying and providing Form 16-A for the TDS to all organizations and individuals for whom the TDS is made
- w. Prepare statistical reports regarding Pay and Allowances / Expenditure as needed by the Government of Tamil Nadu and for Preparation of Budget Estimate.
- x. Making entries into IFHRMS Portal
- y. Communicating the Budget to the Sections / Departments.
- z. Maintain details of individual-wise Provident Fund accounts, viz., Subscription, Loan withdrawal, closing balance, etc., and update the individual accounts without omission and issuing PF account slips.
- aa. Receive, scrutinize, and forward the PF Advance and Part Final withdrawal applications from both Teaching and Non-teaching Staff for approval from authorities.
- bb. Prepare PF deduction particulars to Establishment Bills Section every month to prepare the pay bill.
- cc. Preparation of final statement for Settlement of PF Account for the Retiring / Retired employees.
- dd. Credit the sanctioned amount for PF Advance and Part Final withdrawal in the accounts of the respective staff member.
- ee. Preparing replies and reports to Government letters / UGC / RTI Tappals / Legal issues / IQAC / Statistical cell / NAAC, etc.
- ff. Make appropriate entries in the PFMS and transfer funds for utilizing the same for the said purpose, as per schedule.
- gg. Sort and dispatch files and Tappals to Finance Bills Section, Finance Accounts Section, Finance Officer, Registrar Wing and Vice-Chancellor's Secretariat.

## **RECEIPTS SECTION**

The section shall

- a. Accept the Demand Drafts for eligible purpose by relevant persons / / department sections and acknowledge the receipt to the depositor after confirming the validity for at least 7 working days.
- b. No cheque shall be accepted for any fee
- c. Sort the Demand Drafts and send them to the bank for collection
- d. Maintain a register for receipts and make regular reconciliations based on the bank statement.
- e. Confirm the collection of the demand draft and inform the section / department concerned to take further action on the request that is borne the demand draft.

## **BILLS SECTION**

The section shall

- a. Check the Bills and vouchers relating to reimbursement / payment for honorarium, sitting fees, remuneration, TA, DA, service charges, purchases, etc., / settlement of advance and check the fund position in the respective account head within a week from the date of receipt of the file in the section.
- b. Return the files to originating section / department / college / individual when - inadmissible bills and vouchers are added; discrepancies are found in terms of date of bill / voucher, total mistakes, etc; wrong TA/DA to resource person / examiner / member in the committee are claimed; deficiencies are found in terms of signature; and the like.
- c. Pass the Bills and vouchers relating to reimbursement / payment for honorarium, sitting fees, remuneration, TA, DA, service charges, purchases, etc., / settlement (payment on excess expenditure or settlement)
- d. Process the files for passing the routine bills related to administrative expenses like Telephone Bills, Electricity Bills, Tappal Bills- Postal and Courier, etc.,
- e. Verify the attendance and claim bills for payment of daily wages for NMR and contract employees.
- f. Issue details on payment / settlement of advance to the section / department / college / individual concerned on approval of the file by the authorities.

## **PAYMENTS SECTION**

The section shall

- a. Receive approved note orders for payments from the sections and Departments and acknowledge the receipt of note orders.
- b. Prepare vouchers when funds are sufficient in the account head or ask for direction from the authorities when funds are insufficient in the account head for preparing vouchers.
- c. Get the signature of the authorities as per the norms relating to the amount involved, along with vouchers and cash book for making payments.
- d. Maintain Budget Head wise cash book and Bill Passing Registers and make necessary entries.
- e. Effect payments and reimbursement through electronic means, as far as possible, or issue cheques to the beneficiaries after preparing vouchers and making entries in the cash book of the respective account.
- f. Prepare salary abstracts for teaching, administrative, and temporary staff members.
- g. Prepare salary, deduction, and adjustment cheques in the respective funds.
- h. Verify and paying the TDS on salaries and payments against bills and E-filing of TDS statements through the Auditor.
- i. Initiate file for transfer of funds, as per the directions of the authorities among the different accounts.

## **AUDIT SECTION**

The section shall

- a. Initiate a file to appoint internal auditors to conduct the stock audit in all sections / departments
- b. Communicate to the internal auditors on the procedures to be followed in auditing the sections / departments
- c. Train the internal auditors to verify the correctness of the entries made in different stock registers at the department level and cross-check the physically available goods.
- d. Coordinate the conduct of Physical Verification of stock in the sections / departments as per the GRR maintained in the purchase section and the GRR maintained in the sections / departments at the end of every Financial Year.

- e. Provide details to the Local Fund audit on different accounts and the expenses made with evidence like corresponding registers, vouchers, and files.
- f. Initiate files to rectify the deficiencies noted by the Local Fund audit if the issue is related to finance entries.
- g. Send section notes to the sections concerned to provide details to rectify the observations made by the Local Fund audit.
- h. Take steps to conduct periodical joint sitting with local fund audit to remove the audit objection paragraphs

## **CONTROLLER OF EXAMINATIONS (CoE)**

The CoE shall be the custodian of all records related to the examination, such as courses of evaluation for each candidate, remittance of examination fees, hall ticket information, obtaining Question Papers, Printing and Dispatch of Question Papers, evaluation records, the printing of certificates, record of printing and dispatch of certificates, Grievances, details of grievances addressed, and the expenditure on examination related activities. The CoE shall be responsible for the conduct of annual convocation.

The controller shall perform such other related duties as may be prescribed by the Vice Chancellor / the Syndicate from time to time.

The Controller of Examinations shall assign duties to the Deputy / Assistant Registrars to accomplish the tasks by the sections under their control. The overall responsibility of the functioning of the section under the CoE office lies with the Deputy / Assistant Registrars concerned.

### **The sections under the Controller of Examinations**

#### **SECRETARIAT / COORDINATION SECTION**

- a. The controller of Examinations is the authorized person to send communication to affiliating colleges, University Departments, and press relating to any examinations conducted by the University.
- b. After receiving No Objection from the Valuation section of the Controller of Examination, College Development Council, Finance Section, National Service Scheme, and Youth Welfare, Examination centers shall be finalized for each end-semester examination Department. Those affiliated colleges having unsettled dues to the above university sections may be denied examination centers, and the students of that college are permitted to write the examination in a nearby affiliated institution willing to provide the facility.



- c. In consultation with the respective principal, the chief superintendent for examination centre and observer, if required, be appointed at least 15 days before the commencement of the examination.
- d. Collect the details of sanctioned strength and admitted students list from the College Development Council for affiliated colleges and the Directorate of Distance and Continuing Education for Distance and Online Education streams for preparing nominal roll.
- e. Forward the details of students studying through various streams and disciplines to the confidential section for setting and printing questions, fixing the number of examiners required for valuation, and result processing.
- f. Publish the circulars and other details on the University Website and keep the web pages relating to the end semester Examinations up-to-date.
- g. Movement of files relevant to common work / formulation of committees / etc.,
- h. Schedule meetings of committees / chairpersons, as in the case, relating to the conduct of examination / malpractice enquiry / passing boards / scrutiny of question papers / etc.
- i. Prepare agenda and send communication to the members for attending the meetings.
- j. Arrange the documents, venue, and refreshments required for the meetings.
- k. Prepare meeting minutes and get it signed by the members on the meeting date.
- l. Verify the files initiated by the sections under CoE, get the sign from the CoE, and forward the same to the next levels, if required.
- m. Initiate / forward files to process the payment of bills / advance seeking / settlement / refund for multiple payments made by students / etc., related to CoE sections.
- n. Provide data to the IQAC / NIRF / ARIIA / NAAC / Statistical Cell / Local Fund Audit / A.G. Audit / Legal Notice/RTI/CM petition etc.
- o. Prepare reports for the Higher education monthly review meeting and send the same.
- p. Prepare circulars / section notes as and when required and get the sign from the CoE and send the same to the stakeholders.
- q. Coordinate the proper conduct of Pre and Post Examination works.
- r. The section shall send the requirements of blank answer booklets to the printing section well in advance.
- s. Ensure the distribution of the blank answer booklets to the examination centres and the university departments, as required.
- t. Forward the requests of the colleges for advance to conduct the end semester examination.

- u. Provide norms for the conduct of the examinations like number of invigilators, Chief Superintendent, Additional Chief Superintendent, other supporting staff, strength per hall, etc.
- v. Monitor the conduct of examinations at colleges through squads and other mechanism.
- w. Ensure the safe custody of used answer scripts after the valuation and declaration of results during the retention period and coordinate the disposal process after that.
- x. Verify the statement of accounts submitted by the colleges on the end semester examination and forward the same to the finance section for settlement.
- y. Keep the appointments of the CoE and remind meeting schedules in advance.
- z. Prepare / Compile and provide details to be presented in the meetings or required for discussion.
- aa. Keep track of the Tappals received in the office, ensure the action is taken in the prescribed duration, and report the extraordinary delays to the CoE.
- bb. Initiate files for NMR appointments and process the salary payment to them.
- cc. Keep stock registers for equipment, Answer scripts, furniture, and other valuable items, and conduct the internal stock audit at the end of the financial year.
- dd. Maintain stock details of the answer scripts available with the college.
- ee. Collect the unused answer scripts from the colleges after the examinations are completed.
- ff. Process the request of the students related to TCP courses.
- gg. Process the requests of the students for the scribe and issue orders to all relevant persons
- hh. Manage the keys of all sections and ensure that keys are used with authenticity.
- ii. Keep track of the accession of the Record Room and the records thereof.
- jj. Manage the visitors
- kk. Purchase for contingency requirements
- ll. Receive stationery through the purchase section
- mm. Formulate a committee to device policy for disposal / destroyal of various documents in the CoE section and execute the same.
- nn. Maintain the record room and keep track of the access of the record room.
- oo. Maintain the seals and facsimiles and keep the usage records for the same.
- pp. Maintain Government / UGC norms, G.Os, and Minutes of various meetings including Syndicate, Senate, SCAA, etc.
- qq. Reconcile the fees paid for various purposes.
- rr. Any other work as assigned by the CoE.

## **CONFIDENTIAL SECTION**

### **1. QUESTION PAPER SETTING**

The section shall

- a. Receive the details regarding the course codes and the number of regular candidates from the College Development section and Directorate of Distance and Continuing Education and arrear candidate's details from the programme-wise sections of CoE.
- b. Prepare the list of the examiners approved by the Board of Studies and send indent for setting questions along with respective syllabus, necessary norms like LOCF, and question paper pattern.
- c. Receive the question paper scripts from the examiners and arrange for scrutiny by inviting experts from the approved panel of examiners.
- d. Obtain the figure statement from the EDP section & send the details to the Confidential Press for the printing of the required number of question papers
- e. Arrange to send the required number of question papers to examination centers in time.
- f. Arrange to send the required number of answer scripts to examination centers in advance.

### **2. EVALUATION**

The section shall

- a. Arrange to collect the answer scripts from the examination centres to the pooling centre and arrange for pasting dummy number stickers in the answer scripts.
- b. Depute one EDP person to oversee the work of dummy numbering and collect the data for later decoding.
- c. Arrange transportation through the coordination section to handover the scripts to the valuation centre.
- d. Formulate norms for preparation of seniority list for examiners (Board wise) as per their teaching Experience
- e. Prepare the seniority list of examiners and display the same in the university website.
- f. Prepare the list of examiners for conducting the practical exam for science subjects and appoint examiners for all colleges.

- g. Prepare a schedule for valuation and allotment of answer scripts to different valuation centres.
- h. Initiate files to appoint the board chairman for each valuation board and communicate with the examiners on their appointment as Chairman / Chief / Additional Examiner and details on the date and venue for the valuation.
- i. Conduct a meeting of board chairpersons to finalize the scheme of valuation
- j. Distributes the Question paper received from the confidential section to valuation centres
- k. Include staff from programme-wise sections for supporting the valuation process for maintaining the attendance register for examiners, allotting answer scripts, collecting the valued answer scripts, preparing Other Duty certificates, etc., in the valuation centers.
- l. Separate the answer scripts that are suspected of malpractice and handover the same to the programme-wise section concerned.
- m. Handover the foil cards to EDP for processing results
- n. Arrange the answer script bundles so that extracting answer scripts for revaluation becomes easy.
- o. Conduct the meeting of the Chairman and Chief examiners for conducting passing board meeting
- p. Support in searching answer scripts for revaluation and coordinate the process of revaluation.
- q. Verify that the same answer script is not allotted to the examiner who did the first valuation
- r. Arrange the answer scripts in safe custody till the retention period.
- s. Separate the answer scripts under litigation for retention until the disposal of the case in the court of law.
- t. Arrange for third valuation, if required, as per university norms.
- u. Verify that the same answer script is not allotted to the examiner who did either the first valuation or revaluation
- v. Make arrangements for payment to the examiners for question setting / scrutiny board / board meetings / valuation / revaluation / third valuation and other exam related activities.

- w. Call examiners for valuation of supplementary and special Examinations
- x. Other works as and when assigned by the CoE

### 3. ELECTRONIC DATA PROCESSING (EDP)

EDP section shall

- a. Generate the list comprised of the course-wise number of candidates (figure statement) & hand over the same to the confidential section at least two months before the commencement of the examinations, copy marked to College Development Council.
- b. Procure required computer-related stationery, including blank certificates, preprinted & printed certificates, etc. through the printing section well in advance.
- c. Print the statistics and give them to the programme-wise sections concerned and the valuation section for conducting the passing board.
- d. Process the results after incorporating the passing board minutes from the valuation section and handover the same to CoE for publication.
- e. Print all mark statements and provisional certificates within 15 working days of the publication of the result and handover the same to the programme-wise sections.
- f. Upload the results in specific formats in the portals prescribed by the State and Union Governments.
- g. Formulate a policy for Data Base Management like security, backup, and crash recovery and follow them strictly.
- h. Provide information to the related sections / examiners / students whenever required.

### **CERTIFICATE SECTION**

The certificate section shall

- a. Receive Provisional Certificates (PC) from EDP for every Semester, compare PC with Tabulated Mark Register (TMR), get the signature from CoE, and Dispatch the same to the respective colleges. (For Private candidates Certificate could be sent to the candidate's address).
- b. Receive Degree Certificate (DC) from EDP for every year, Compare DC with TMR, get the signature of Authorities, and dispatch the same to the respective colleges. (For Private candidates Certificate could be sent to the candidate's address).
- c. Maintain Morocco book on the details of candidates awarded in each convocation and get it signed by the Chancellor on the day of Convocation.

- d. Verify the application for PC and DC from the candidates (either original or duplicate) for their eligibility with TMR entries and payment of the prescribed fee. Forward the eligible application to EDP for printing the certificates. Ineligible and deficient applications be returned to the sections concerned with remarks. The certificates shall be sent to the candidate's address.
- e. Verify the genuineness of the requests for corrections in PC& DC and payment of the prescribed fee. Forward the eligible application to EDP for printing the certificates. Ineligible and deficient applications be returned to the sections concerned with remarks. The certificates shall be sent to the candidate's address.
- f. Maintain Correction Advice Register (CAR) for any corrections in the certificates countersigned by the CoE before forwarding them to EDP.
- g. Prepare replies to RTI /CM Cell/Collector's and other Petitions and send it to the PIO.
- h. Emboss the Degree Certificates with the seal.
- i. Verify the records regarding the Genuineness applications, including World Education Services, and prepare Certificate in this regard and send the same after getting the signature to the Office of Employment, confidentially.

#### **PROGRAMME-WISE (INCLUDING DD&CE) SECTIONS**

The section shall

- a. Receive and maintain the record of college wise approved programme, including certificates and diplomas, with strength, and update the same every semester from CDC
- b. Allocation of Subject Codes based on syllabus revision
- c. Receive Equivalency subjects from the BoS section and send the same to the colleges and students of Re-admission, Repeat & Transfer.
- d. Prepare the nominal roll based on the exam application forms, compare it with the sanctioned course-wise strength (obtained from the CDC section), and bring the discrepancies to the CoE and the Registrar.
- e. Handover the approved nominal roll to EDP to generate hall tickets and figure statements. The link for the hall ticket download is hosted on the university website through the coordination section.
- f. Prepare the Time Table for Theory Examinations
- g. Process the request for Scribe

- h. Conduct the Gracing Board Meeting, prepare the Minutes, and forward the same to the EDP section for the result processing.
- i. Receive the mark statements of all kinds and provisional certificates from the EDP and send the same to the colleges / DD&CE office within five working days after verification.
- j. Prepare and send Rank Certificates as per the university norms.
- k. Process the requests of the students for duplicate marks statements, Grade to mark certificates, Title of the subject certificate, Official Transcripts, Medium of Instruction, Genuineness Certificate of Mark Statements, and Consolidated Pass certificates to the students who transfer from other universities, etc.
- l. Process the requests for corrections like DoB, Name, Internal mark & Practical mark,
- m. Update the Revaluation Marks in the TMR
- n. Maintain the Semester-wise TMR(Binding)
- o. Prepare the schedule and other related activities with the conduct of Special Examinations for Sports Students
- p. Prepare the list of malpractices, prepare intimation to the students for enquiry, and send the same through the coordination section.
- q. Place the cases before the Discipline Committee for recommendations.
- r. Communicate the action taken on malpractices to the respective colleges and students.
- s. Initiate the process of Redressal of Grievances
- t. Provide data to the coordination section on RTI, Legal, and other petitions
- u. Ensure the payment of fee by the students and process them for reconciliation.
- v. Any other work as and when assigned by the CoE

## **DIRECTORATE OF DISTANCE AND CONTINUING EDUCATION (CENTER FOR DISTANCE AND ONLINE EDUCATION)**

The Directorate of Distance and Continuing Education is responsible for getting approval from the statutory bodies of the Government and the University, processing the request for approval from proposed study centres, monitoring admission, collecting the fee, delivery of study materials, conducting contact classes, providing student data to the controller, dispatch of the certificates, activities related to addressing the grievances of the students,

etc. The Director shall assign duties to the Deputy / Assistant Registrars to accomplish the tasks by the sections under their control. The overall responsibility for the functioning of the section lies with the Deputy / Assistant Registrars concerned.

#### 1. COORDINATION

- a. Ensure compliance with the norms of UGC - DEB, NCTE, AICTE, Government of Tamil Nadu and other bodies, as applicable.
- b. Maintain data in a register on Admission of candidates, Remittance of fees, Dispatch of study materials, Study Centers, Grievances and details of grievances addressed, and other registers, as required.
- c. Draw up a schedule for the conduct of contact classes for all courses offered through distance mode, as per norms of the approving bodies, as applicable.
- d. Publish the schedule for contact class and such others on the University website at least ten days before the scheduled commencement.
- e. Ensure the effective conduct of contact classes through appropriate measures and maintain all records like the timetable, teachers assigned for the class, attendance, etc. in this regard.
- f. Process the files for payment of remuneration within a week after the completion of the contact class for the session
- g. Conduct the meetings of CIQA in regular intervals as stipulated by DEB
- h. Provide information with evidence to IQAC every year in connection with quality parameters related to DD&CE as required by IQAC for preparation of the Annual Quality Assurance Report for the University.
- i. Work in coordination with the Controller of Examinations to provide the details of admitted candidates.
- j. Provide details to authorities and approving bodies regarding the number of students appearing for the examination and remittance of fees for all approved courses within one month from the closing date of admission as per norms.
- k. Coordinate the activities to address the grievances of students of DD&CE and Study Centres.
- l. Formulate strategies to improve the admission for all programme offered by the DD & CE with the approval of the authorities of the university.



- m. Monitor the admission process and ensure that confirmation of admission is given only to the eligible applicants after verification of the required documents, as applicable, and the fee is remitted by the applicants.
- n. Host all communication to students and study centres on the university website.
- o. Process the request of different study centers and coordinate the execution of the MoU
- p. Monitor the financial transaction related to the students and study centers and initiate necessary action on the request of the students and study centers relating to the financial issues.
- q. Ensure the payment of fee and process them for reconciliation.
- r. Conduct Personal Contact Programme (PCP) classes at required places.
- s. Ensure the availability of hall tickets to all the enrolled candidates 15 days before the commencement of the examination.

## 2. PREPARATION AND DISTRIBUTION OF STUDY MATERIALS

- a. Take efforts to update the syllabi as required by the approving bodies.
- b. Facilitate the preparation of quality study materials for all approved courses before the launch of courses as per the syllabus
- c. Ensure that study materials are provided to the candidates within a week of the confirmation of admission.
- d. Prepare payment vouchers and bills relating to the preparation of study materials and ensure that payment is made to the authors and printers

## 3. PROGRAMME-WISE SECTION

### **a. Admission**

- i. Verify the applications submitted by the study centres and confirm admission to various programme
- ii. Approve the issue of ID cards for the admitted students

### **b. Fee Collection**

- i. Ensure the collection of the Course fee for the subsequent semesters / years of study on or before 31<sup>st</sup>August / 20<sup>th</sup>February for the candidates admitted
- ii. Make appropriate entries for the fee collected in the register.
- iii. Send reminders to the students on fee balance and details of penalty, if any.

### **c. Issuance of Certificates**

- i. Dispatch the course completion certificate on completion of the minimum period of the study after confirming that all fees have been paid by the candidate after making entries in necessary registers.
- ii. Dispatch of mark statements and provisional certificates received from the Controller of Examinations, course completion certificate, and other communication to all admitted candidates after making entries in necessary registers.
- iii. Initiate the issuance of PSTM / PSEM certificates on request with payment of fee by the candidates.
- iv. Keep acknowledgment for all communications, including the dispatch of the certificates sent from the office.
- v. Keep office copies for all communication given to the students, the offices of the university, the authorities of the universities, the approving bodies, etc.
- vi. Process application for duplicate certificates on receipt of an application with payment of the prescribed fee.

Perform such other related duties as may be prescribed by the Vice Chancellor from time to time.

### **4. CENTRE FOR ONLINE EDUCATION**

- a. Conducting training programs for the faculty members of University Departments, MSU Colleges, and Affiliated Colleges on online content development.
- b. Getting the details of the approved online program and their syllabus from the Board of Studies Section.
- c. Coordinating with the respective departments having approved program.
- d. Prepare and circulate norms for the preparation of the Study and Learning Materials in four quadrant methodology.
- e. Establish infrastructure for the conduct of proctored examination for the conduct of internal and external examinations.
- f. Establish infrastructure for video recording the lectures and LMS to upload the same.

### **COORDINATING CELL FOR NATIONAL SERVICE SCHEME (NSS)**

The Coordinating cell of NSS shall

- a. Perform duties as given in the NSS Manual of the Ministry of Youth Affairs & Sports with guidance / permission from the University authorities.

- b. Maintain the record of enrolled volunteers
- c. Take necessary steps to distribute the funds received from the NSS state cell to the NSS units in the colleges affiliated to the University and the NSS units in the University departments.
- d. Send requisition for sanction of new aided NSS units as per the increase in the strength of the students in the university jurisdiction
- e. Allocate the sanctioned new aided units to the colleges based on the request of the college, the strength of students in the college, available aided NSS units, etc, with the approval of the Vice Chancellor, the chairman of the University Level NSS advisory committee.
- f. Forward the requests of the colleges for new self-financed NSS units to the Regional Directorate.
- g. Forward the communications related to NSS activities and programme to the Chairman NSS units (principals of the respective college) and / or to the NSS programme officers of the NSS units.
- h. Ensure that each NSS unit shall adopt a village for their activities.
- i. Take steps to receive activity reports (with photos) and audit certificates for regular and special grants from the NSS units.
- j. Nominate the untrained NSS programme officers to the NSS training institute for training.
- k. Monitor the functioning of the NSS units, including the appointment of programme officers, adoption of the village, conduction of the unit-level advisory committee meetings, enrollment of volunteer(s), maintenance of registers (enrollment, attendance, stock, activities, etc), activity report for regular and special camps, and to take necessary actions against the underperforming / sick units.
- l. Receive the audited utilization certificate from the NSS units for the fund sanctioned for the conduct of regular activities and special camps
- m. Take steps to conduct University Level NSS Advisory Committee meetings as per the norms and shall initiate actions to implement the decisions taken in the Advisory Committee meetings.
- n. Coordinate the selection process for all kinds of NSS camps and other special activities as requested by the Regional Directorate / State NSS cell.

- o. Take steps for University level NSS awards to motivate the Programme Officers and Student volunteers who perform appreciable services through NSS.
- p. Compile the activities of the NSS units and report the same to the Regional Directorate and State Cell.
- q. Ensure the selection of new Programme Officers as per guidelines and ensure their orientation within the stipulated period.
- r. Monitor the receipt of the corpus fund from the colleges
- s. Obtain the statement of accounts for the financial year for all accounts maintained for NSS activities from the finance section and submit the same to the Regional Directorate and State NSS Cell before June every year.
- t. Verify the certificates of the student volunteers submitted by the colleges against the enrolment data and obtain countersign from authorities
- u. Keep records for the certificates issued and provide the genuineness, if requested from the probable employers.
- v. Provide information and documents to the IQAC for record purpose.
- w. Perform such other duties as may be prescribed by the Vice Chancellor from time to time.

## **YOUTH WELFARE DEPARTMENT**

The Director shall assign duties to the Deputy / Assistant Registrars to accomplish the tasks by the sections under their control. The overall responsibility of the functioning of the section lies with the Deputy / Assistant Registrars concerned.

### **1. ORIENTATION, PLACEMENT, AND TRAINING**

Manonmaniam Sundaranar University's Placement Cell shall conduct orientation for the newly admitted students every year. The cell will meet Post Graduate and Integrated Students' pre-placement training and placement needs. It also works to facilitate students' training activities and ensures that they are placed in the best national and international companies that visit the campus for placements. Placement Cell also coordinates with the affiliated college placement cells for arranging off-campus & on-campus placement drives for their UG & PG students.

### **2. UNIVERSITY STUDENTS' ADVISORY BUREAU (USAB)**

A faculty coordinator shall head USAB as an additional charge under the direction of the Director of the Youth Welfare Department. The coordinator, USAB, shall be the advisor for

the students of the university through the students union and act as joint placement coordinator to coordinate placement activities for the students of University Departments. The coordinator USAB shall conduct the student union election for University Departments. The coordinator USAB is responsible for identifying, training, and maintaining teams for co-curricular and extra-curricular activities and conducting placement training for the students of the University Departments.

### 3. CULTURAL ACTIVITIES

The Youth Welfare Department shall be responsible for building a team for cultural activities by identifying students' talents of affiliated colleges and university departments. The department shall regularly organize training and selection programme at the university level for cultural activities. The department shall organize inter-collegiate competitions for co-curricular and extra-curricular activities.

### 4. SKILL DEVELOPMENT

The Youth Welfare Department shall identify funding agencies for conducting workshops and seminars and apply for the same. The department shall conduct workshops / seminars for the students / teachers of affiliated colleges and university departments.

### 5. YOUTH RED CROSS (YRC)

YRC units of University Departments and affiliated colleges need to be coordinated by the youth welfare department. A regular training program for the programme officers of YRC is to be organized. The department needs to transfer the funds meant for YRC from the total amount collected from the students from affiliated colleges through College Development Council to the YRC account. The department shall collect proof from the affiliated college for making the share of funds meant for the State Government relating to funds like YRC, Youth hostels, etc.

## **INTERNAL QUALITY ASSURANCE CELL**

The Director shall assign duties to the Deputy / Assistant Registrars to accomplish the tasks by the sections under their control. The overall responsibility of the functioning of the section lies with the Deputy / Assistant Registrars concerned.

The Internal Quality Assurance Cell (IQAC) shall,

- a. Prepare the Annual Quality Assurance Report of Manonmaniam Sundaranar University every year and upload the same to the University website and other portals.
- b. Provide information for preparing NAAC Re-accreditation Assessment Report (RAR)

- c. Provide information for preparing the NIRF report
- d. Strive to develop and apply quality benchmarks / parameters prescribed for various academic and administrative activities of the University in close coordination with the Chairman (Vice-Chancellor).
- e. Collect information required for filling the proforma for the AQAR of the university in the portal
- f. Convene periodic meetings of IQAC to plan, implement, review, and revise quality-related activities.
- g. Coordinate the conduction of inter and intra University workshops and seminars on quality-related themes and promotion of quality culture in the University.
- h. Arrange to get feedback from students on their teachers' performance and analyze the responses in coordination with the Deans, and hand over the feedback to the respective teachers.
- i. Conduct periodical training to the administrative staff on latest developments in technology / procedures for office management and update them with latest norms, rules, and regulations.
- j. Conduct required training for the faculty members, periodically.
- k. Prepare various forms required for evaluation processes including CAS.
- l. Obtain a panel for scrutinizing the CAS applications and scrutinize the CAS applications with the approval of the Vice Chancellor.
- m. Conduct internal academic and administrative audits, every year.
- n. Coordinate various committees to formulate policies required for smooth functioning of the University.

## **CENTRE FOR ENTREPRENEURSHIP DEVELOPMENT**

Centre for Entrepreneurship Development has been established with a Director as the head, focuses on teaching Entrepreneurial knowledge and skill among the students and inculcating an entrepreneurial culture in the university jurisdiction, namely Thirunelveli, Tenkasi, Kanyakumari, and Thoothukudi districts. It strives to popularize entrepreneurship as a career option and transforms students from job seekers to providers.

The Center shall

- a. Organize awareness programme
- b. Organize Entrepreneurship Development Program
- c. Organize Faculty Development Program on Entrepreneurship
- d. Organize Skill training for students of university departments and affiliated colleges
- e. Network with other associated institutions in the pursuit of entrepreneurial endeavour.
- f. Establish a business incubation centre to support the startup ideas of the students of the University departments and affiliated colleges.

CED, MSU also hosts the Entrepreneurship Development and Innovation Institute Hub of EDII, TN, to promote Innovation and entrepreneurship among University and affiliated colleges operating in Thirunelveli, Thoothukudi, and Tenkasi Districts.

## **DIRECTORATE OF VOCATIONAL EDUCATION**

The Director shall assign duties to the Deputy / Assistant Registrars to accomplish the tasks by the sections under their control. The overall responsibility for the functioning of the section lies with the Deputy / Assistant Registrars concerned.

The Directorate of Vocational Education shall

- a. Obtain permission to conduct certificates, diplomas, and other vocational programme related to Skill Development from the University authorities
- b. Design curriculum for various programme by constituting the Board of Studies as per the norms of the University.
- c. Get approval from the Standing Committee on Academic Affairs for the syllabi of academic programme offered through Community Colleges.
- d. Fix norms for sanctioning permission to community colleges with a committee constituted for the purpose and get it approved by the authorities of the university
- e. Initiate processing of the requests / proposals for new community colleges.
- f. Initiate the processing of the requests from the affiliated community colleges for affiliation to new courses as well as continuous and permanent affiliation of programme, in January.
- g. Initiate the inspection process by obtaining members for the inspection commission from the authorities, as per norms in force, and coordinate the inspection process.

- h. Keep the inspection commission informed about the norms for affiliation and the previous reports of various commission / committees regarding the community college and the programme to be inspected.
- i. Conduct examinations for various academic programme through the Controller of Examination
- j. Issue of Mark Statements and Diploma Certificates received from the controller of examination to the students through the community college.
- k. Submit proposals to University Grants Commission & other agencies for generating funds under appropriate schemes and programme of the Government
- l. Maintain data related to the students, community colleges, programme, and dispatch of the certificates in the Directorate of Vocational Education of this University.

## **STATISTICAL CELL**

Statistical Cell with a nodal officer appointed by the Vice-Chancellor as additional charge shall

- a. Collect and compile statistical information of the University and its affiliated colleges related to students' admission, examination results, degree programme, staff strength, equipment (worth more than Rs.5Lakhs), etc., every year.
- b. Prepare and print the Annual Report of the University for every preceding academic year before August.
- c. Furnish statistical information of the University and its affiliated colleges to the Vice Chancellor, State and Union Governments, University Grants Commission, and other statutory bodies, whenever required.
- d. Analyze the filled-in proforma for Student Evaluation of Teachers collected by the IQAC applying statistical tools and prepare a report of each teaching faculty in the University Departments.
- e. Provide data for all government agencies including All India Survey on Higher Education (AISHE).

## **SPORTS DEPARTMENT**

The Department of Sports shall

- a. Conduct Inter-collegiate tournaments for various games and Athletic events periodically.
- b. Conduct Inter-Departmental events on games & athletics for the University departments.



- c. Take steps to train the students for games / athletics in University Departments.
- d. Facilitate steps to train students of the affiliated colleges on games / athletics.
- e. Conduct selection camps for selecting students to represent the university in Inter-university competitions
- f. Conduct training camps for students representing the university in Inter-university competitions
- g. Prepare proposals for mobilizing funds to create sports infrastructure from the Government of India, the Government of Tamil Nadu, the University Grants Commission, and other funding agencies.
- h. Maintain a stock register for all sports equipment & infrastructure of the University.
- i. Monitor the functioning of all sports equipment & infrastructure and take steps to maintain the same.
- j. Monitor and Record the sports fees remitted by colleges to the University.

## **OFFICE OF THE WARDEN**

The Registrar shall be the Warden of both Men's and Women's Hostels. The Warden (Men's and Women's Hostel), with the support of the Deputy Wardens, shall,

- a. Periodically check the working, discipline, cleanliness, and all other aspects of the general administration of all the hostels of the institution.
- b. Guide the Deputy Wardens (Men and Women) in administering the Hostels and Hostel Messes.
- c. Arrange internal auditing of mess accounts and decide upon the financial management of the hostel and the hostel mess.
- d. Recruit Cooks, Mess Boys, Waiters, Hostel attendants, and other mess-related workers to work under the direct control of Deputy Wardens (Men and Women) of the Hostel through outsourcing with prior approvals from the University.
- e. Be responsible for any other duty, in addition to those mentioned above, concerning the Hostel Mess management, which may be deemed fit, may be assigned to the Warden by the University. The Warden may assign such duties to Deputy Wardens (Men and Women) based on workload.
- f. Operate funds relating to the hostel and its mess
- g. Observe strict economy at every stage of Hostel administration.

- h. Be responsible for regulating the amount of allowances granted to meet the expenditure of a particular type.
- i. Constitute a Hostel Committees (Men and Women) to - frame policy on the running of the hostels, messes, and other facilities within the hostel; ensure that no ragging takes place in the hostels and maintain a ragging free Hostels; plan for up-gradation of Facilities in the hostels; and to ensure maintenance of Discipline in and around the Hostel.
- j. Approve the hostel committee's recommendations on disciplinary issues arising from breaching the hostel rules.

### **Deputy Warden**

The Deputy Warden shall be responsible for the health, hygiene, and general welfare of the students residing in the Hostels and shall attend to all matters of health, sickness, diet, sanitation, and cleanliness in accordance with the advice of the Medical Officer and Health Officer.

- I. Ensure that the students concerned observe the hostel rules.
- II. Inspect Hostel Rooms along with the Matron/Attender.
- III. Promptly take appropriate actions within the power on all cases of misbehavior, indiscipline, and sickness of the residents in their charge and report to Warden and other higher authorities for cases beyond their powers.
- IV. Take action for the eviction of resident students in consultation with the Warden and Hostel Committee, if necessary.
- V. Impose fines up to the limits prescribed by the Hostel Committee upon resident students.
- VI. Be available in the hostel office every day at specified hours.
- VII. Chair the meetings of the Students in the Hostel, which will be held regularly.
- VIII. Transfer a resident from one room of the Hostel to another, if necessary, to maintain the peaceful stay of students in the hostel.
- IX. Be responsible for the maintenance of imprest accounts and for the custody of imprest money.
- X. Recommend refund of all kinds of caution deposit/security money.
- XI. Arrange to repair the facilities, furniture, and buildings as per the requirements.
- XII. Recommend overtime allowance in accordance with the rules.
- XIII. Perform such other duties as may be prescribed by the Registrar / Vice-Chancellor from time to time.

## **OFFICE OF THE PUBLIC INFORMATION OFFICER**

The office of the Public Information Officer shall

- a. Scrutinize the application under R.T.I Act for its answerability and completeness regarding the nature of questions and fees.
- b. Assign numbers for eligible requests and enter them in a register with the number.
- c. Examine the applicable exemptions as per the act.
- d. Forward the application to section / department concerned within two days seeking answers in 7 days.
- e. Forward the appeals to appellate authorities.
- f. Compile the information received from various sections / departments.
- g. Examine if further fees are required and issue instructions to realize the fee.
- h. Verify the answers and their suitability and send the answers to the applicants,
- i. Ensure that replies are sent within the prescribed period.
- j. Provide date and time if the records could only be seen by the applicant and full detail could not be photocopied / sent, due to the vastness of the data.
- k. Review the performance at the weekend and initiate appropriate action to reduce pendency.
- l. Maintain records of all requests and answers.

## **PART B – DUTIES**

### **DUTIES OF ACADEMICIANS OF THE UNIVERSITY**

#### **DEANS OF FACULTIES**

The Dean is the Head of the Faculty (related disciplines) and is responsible for conducting and maintaining the standards of teaching and research in the faculty. [See Section 46 of Manonmaniam Sundaranar University Act, 1990, Pg.: 48]

In addition to the powers and duties conferred on the Deans of Faculties by the Act, the Deans of Faculties shall,

- a. Endeavor to promote an academic milieu suited for research, teaching, and extension activities in University's academic departments.
- b. Verify and forward the CAS promotion applications of teachers to IQAC for evaluation and assessment.

- c. Shall promote Industry-University Interfaces, Alumni meetings, Society-University interaction / Interface, etc.
- d. Look into disciplinary issues and grievances of students and teachers.
- e. The Dean shall assist the Vice-Chancellor in Academic Planning, Academic Personnel Planning, Preparation of the Academic Calendar, Conduct of Conferences, Seminars, Workshops, Training programme organized by the University Departments, Patent related activities, Research related activities, etc.
- f. The dean shall be a member of the committees constituted for approval of faculty members as research supervisor, assessment, and recommendation for forwarding project proposals to be sent to funding agencies, Selection of candidates for award & up gradation of fellowships, etc.
- g. Recommend to the Vice-Chancellor for awards/rewards for teachers.
- h. Review the reports of the student evaluation of teachers and provide suggestions, if required

#### **HEADS OF THE UNIVERSITY DEPARTMENTS**

The Head of the University Department is responsible for establishing an ideal learning environment in the department and promoting the departmental activities to achieve its objectives and, in turn, the objectives of the university. The Head of the Department, with the involvement of teachers of the Department, shall:

- a. Strive to maintain the overall discipline of the students and research scholars. Wherever an infraction to discipline occurs in the department, the Head of the Department shall take steps to rectify it and submit a report on the matter to the Dean and the Vice-Chancellor for appropriate action at their end.
- b. Prepare and finalize the classroom timetable and departmental examination timetable with the involvement of the teachers of the Department.
- c. Convene and chair Department Committee meetings at least once in three months with a quorum of 50% of teachers' strength and shall maintain the minutes of the meetings.
- d. Facilitate with the teachers to create a research and teaching environment in the department.
- e. Convene and chair Department Purchase Committee meetings to make purchases using the funds allocated to the Department in the Annual Budget.

- f. Maintain a Stock Register in the specific format as suggested by the Finance Officer for consumable and non-consumable goods purchased by the department. The Head of the Department shall conduct stock verification at the end of every financial year. It shall show the report to the stock audit committee formulated by the Finance Officer.
- g. Attend the meetings of Heads of the Departments chaired by the Vice-Chancellor. If, for any reason, the Head of the Department cannot attend the same, the Head of the Department shall depute a senior teacher of the Department to such meetings. The Head of the Department shall exchange information/deliberation with Heads of the Department's meetings in the Department Committee meetings for smooth/effective academic administration/delivery.
- h. Maintain the attendance registers of Department teachers and administrative staff members, attendance registers of students and scholars in the department, register of minutes of the meetings of the Department Committee, admission committee, purchase committee, discipline committee, and the like, separate File for each teacher / administrative staff, CL/OD register for teachers/staff members, stock registers, copy of the results of the end semester examinations with result analysis, etc.
- i. Coordinate the teachers and administrative staff on various academic and administrative activities.
- j. Arrange, organize, and facilitate teachers for conducting seminars/workshops/conferences and extension activities.
- k. Forward all applications of teachers and administrators with appropriate guiding comments for effective and smooth administration.
- l. Convene and participate in the meetings of the Board of Studies to develop a contemporary curriculum
- m. Encourage teachers to develop new teaching aids, conduct tutorial / remedial coaching classes, laboratory exercises, etc.
- n. Encourage in-house projects by students / teachers.
- o. Perform such other duties as may be prescribed by the Vice Chancellor from time to time.

## **FACULTY MEMBERS**

The faculty member of Manonmaniam Sundaranar University shall

- a. Carry out research, teaching, and extension activities to develop the department, University, and society.
- b. Build research infrastructure in the department by obtaining research grants from funding agencies.
- c. Prepare the teaching materials for the courses taught; evaluate the students' performance periodically and submit the reports to the Head of the Department.
- d. Participate in all departmental meetings the Department Head organizes regarding curriculum development, laboratory maintenance, department library, periodical stock verification, department purchase, seminars / conference / workshop, etc.
- e. Be self-disciplined and maintain discipline among the students in the classrooms and laboratories.
- f. Plan and coordinate extension activities for the benefit of students in connection with their studies and employment opportunities and the benefit of society.
- g. Undertake the administrative responsibilities of the University, whenever required by the University, in addition to regular research and teaching.
- h. Send all correspondences to the University through the Head of the Department.
- i. Obtain prior permission from the Head of the Department for availing Casual Leave and leave for attending other Official Duty (OD).
- j. Enter all purchases in the research projects and other grants in the common Bill Passing Register and Stock Register of the department and shall return all the non-recurring items to the department at the time of departure from the service.
- k. Prepare laboratory manuals for conducting practical classes and help the students clarify their doubts.

## **LIBRARIAN**

The Librarian shall,

- a. Be responsible for all Manonmaniam Sundaranar University Library activities, such as purchasing books & journals, their maintenance, classification, and stock maintenance, including Stock Register and writing off lost, old, and unusable books.
- b. Depute personnel / system for effective surveillance of Reading Rooms, stocks, computer facilities, and entry and exit points.

- c. Be responsible for maintaining the digital library, server, INFLIBNET services and uploading theses in 'Shodh Ganga', D-Space server uploads, e-question modification, maintenance of EZproxy, updating the Library website, etc.
- d. Conduct awareness programs for students on using Library, e-books, INFLIBNET, e-journals, N-List etc.
- e. Purchase books and journals on the recommendations of the University departments under the budget amount allocated to the departments.
- f. Purchase general books, including Encyclopedia on the recommendations of at least two Heads of the Departments and one Academic Dean.
- g. Ensure the library is updated according to the technological innovations and developments on par with other Libraries of National & International repute.
- h. Take effective steps to provide remote access to all faculty members and students on all digital resources.
- i. Take efforts to interlink with other Libraries in the country for inter-library book borrowing system.
- j. Perform such other duties as may be prescribed by the Vice Chancellor from time to time.

#### **DEPUTY / ASSISTANT LIBRARIAN**

The Deputy Librarian shall

- a. Assist the Librarian with all activities of the Manonmaniam Sundaranar University Library, such as the purchase of books, purchase of journals, classification, stock verification, and maintenance, and writing off lost, old, and unusable books.
- b. Verify bills of purchase of books and journals, bill passing, price verification, and supervise stock entry.
- c. Supervise generation of accession numbers and classification of books by the Library Assistants.
- d. Supervise all activities related to the issue and return of books, late fee collection, and maintenance of registers.
- e. Supervise all activities related to students, such as the issue of Library cards, No Due Certificates, etc.
- f. Assist the Librarian in supervising and maintenance of e-Library related activities.
- g. Be in charge of all academic programme such as B.L.I.Sc., M.L.I.Sc., etc.
- h. Perform such other duties as may be prescribed by the Registrar / Vice-Chancellor from time to time.

The Assistant Librarian shall

- a. Act according to the directions given by the Librarian.
- b. Supervise book shelves rectification and back volume arrangements
- c. Supervise the purchase of journals and follow-ups related to non-receipt of journals.
- d. Supervise the activities of Library Assistants and Library Trainees as per the directions of the Librarian.

## **DUTIES OF STAFF IN ADMINISTRATIVE SERVICES SECTIONS**

### **DEPUTY REGISTRAR / ASSISTANT REGISTRAR**

The Deputy Registrar / Assistant Registrar shall,

- a. Prepare schedule of events for the section under them in consultation with the senior Superintendent / Superintendent.
- b. Device routine standard procedure for carrying out the activities in the sections under their control and get it approved by the authorities.
- c. Formulate a committee to device procedures when a new kind of activity is assigned to a section and get it approved by the authorities.
- d. Monitor and guide the senior superintendents / superintendents of the sections allotted to them.
- e. Compulsorily record their recommendations / observations in each file to assist the authorities in making effective decisions.
- f. Review the Personal Registers of Assistants working under them and give directions regarding effective functioning to clear backlog files.
- g. Provide all necessary information, relevant facts, procedures, committee reports, and earlier decisions (in writing on note sheets or photocopy form) to the authorities for effective decision-making.
- h. Fix retention period for each of the files / records by a committee constituted and get approval from Vice Chancellor for disposing / destroying them and execute the same.
- i. Ensure the submission of related documents / information to legal and RTI sections as and when required.
- j. Categories the duties / records related to the sections and get it approved by the authorities.



- k. Shall maintain transparency in day-to-day activities by displaying general information on procedures.
- l. Perform such other duties as may be prescribed by the respective officers (Registrar / FO / CoE / such others) from time to time.

### **SENIOR SUPERINTENDENT / SUPERINTENDENT**

The Senior Superintendent / Superintendent shall

- a. Supervise all the section – related activities of the functioning of the Assistants and Office Assistants working in their section.
- b. Orient & train the Assistants in preparing notes, writing letters, and submitting files to the concerned University functionary.
- c. Supervise catalogs' of section-related files.
- d. Keep an eye on all incoming & outgoing papers of the section to assist the authorities in decision-making.
- e. Maintain important communication like GO's, DO's, Procedures, Norms, Committee Reports, etc., related to the section concerned with index in a key file under their custody.
- f. Sign the files with their observations when not in total agreement with the matters in the note.
- g. Peruse the Personal Register of all subordinates working in the section & endorse the same.
- h. Review the pending works of the section at the weekend, take steps to clear the old cases, and report the same to the Registrar through DR / AR / Officer concerned.
- i. Ensure that the workload among all subordinate Assistants inappropriately distributed.

### **ASSISTANT / JUNIOR ASSISTANT**

#### **1. WORKING IN ADMINISTRATIVE OFFICES**

- a. Maintain a Personal Register, and the same shall be submitted to the Superintendent, DR / AR / Officer concerned on the last working day of the week for review.
- b. Initiate files based on the communication received on the same day of receipt of the communication, as far as possible

- c. Provide necessary information, relevant rules, Committee Reports, earlier decisions, and facts in each file as text or an attachment.
- d. Disperse a minimum of 10 current cases and three old cases everyday in the order of inward (Tappal section number).

## **2. WORKING IN UNIVERSITY DEPARTMENTS**

- a. Maintain the registers relating to – attendance (teachers, administrative staff, scholars, and students), transfer certificates, visitors, complaints and suggestions, stock of consumables and durables, file movement, etc.
- b. Maintain files relating to syndicate, senate, SCAA, AICTE, budget, admission (students / scholars), fee payments, previous transfer certificates of admitted students, course codes, special programs organized in the department, circulars from various bodies (separate file for each sender) result copies, purchase, bill passing, advance and settlements, letters forwarded, scholarship / fellowship details, time table for classes and examination (Internal & External), dispatch details of certificates, faculty personal achievements / activities (separate file for each faculty member).

## **DUTIES OF STAFF IN THE TECHNICAL SERVICES SECTION**

### **SYSTEM PROGRAMMER**

System Programmer shall

- a. Create software for the data processing in various sections like Controller of Examinations, Internal Quality Assurance Cell, Management Information System, Directorate of Distance and Continuing Education, College Development Council, Statistical Cell, etc.,.
- b. Alter the coding as per the requirements
- c. Generate reports from the data fed into different software as per the requirements
- d. Regularly backup the data from the software.

### **DATA ENTRY OPERATOR**

Data Entry Operator shall

- a. Enter data into the software as directed by the section heads
- b. Maintain the raw data in the file with proper indexing for data verification in the future.
- c. Keep the data up-to-date.

## **LIBRARY ASSISTANT (ALL GRADES)**

Library Assistant shall

- a. Enter the accession number in the books as directed by the Assistant Librarian / Librarian.
- b. Arrange the books purchased for the main library in appropriate racks.
- c. Prepare transfer index for the books to be transferred to the department libraries
- e. Rearrange the books taken for reference / returned by the students in the appropriate racks.
- f. Support the assistant librarian / librarian in taking stock at the end of every year.
- g. Do the library-related activities as assigned by the assistant librarian / librarian.

## **DRAUGHTING OFFICER / ASSISTANT ENGINEER**

Assistant Engineer shall

- a. Guide the civil technician to prepare the proposal for new constructions.
- b. Coordinate with the office of Executive Engineer, PWD, Technical Education Division, Thirunelveli, from rough cost estimate to completion of the construction.
- c. Coordinate the file movement to place the proposal along with the cost estimate before the building committee, finance committee, and syndicate for approval.
- d. Monitor the progress and the quality and quantity of construction.
- e. Obtain all relevant certificates and photo evidence of construction from PWD and process file for final settlement.
- f. Keep the proof of payment and other certificates in appropriate files.

## **CIVIL TECHNICIAN**

Civil Technician shall

- b. Prepare proposal, as per the guidance of the Assistant Engineer, for new constructions.
- c. Prepare a requesting letter to the Executive Engineer, PWD, Technical Education Division, Thirunelveli, for a rough cost estimate for the proposed construction.
- d. Initiate file to place the proposal along with the cost estimate to the building committee for approval.

- e. Prepare the resolution of the building committee and get it approved by the members in two days and get the approval from the vice chancellor in seven days.
- f. Initiate file for placing the proposal in the finance committee for approval.
- g. On approval from the finance committee, prepare a request letter to PWD for a detailed estimate for the construction.
- h. Initiate file for administrative sanction from the vice chancellor and Prepare orders to PWD on administrative sanction.
- i. Issue work order to PWD through the secretariat of the Registrar and keep the proof in the file.
- j. Process the payments in installments, as prescribed, to PWD.
- k. Keep the proof of payment and other certificates in appropriate files.

#### **LAB ASSISTANT / LAB TECHNICIAN / TECHNICAL ASSISTANT (ALL GRADES)**

The Lab Technician / Lab Assistant / Technical Assistant shall

- a. Be responsible for the safety and upkeep of all the equipment in the laboratory as listed in the inventory of the laboratory.
- b. Maintain the documents relating to Inventory, Timetable, logbook for daily usage, Complaint Register, manuals, List of Experiments, etc.
- c. Ensure proper discipline in the laboratory as detailed in the rules and regulations of the department
- d. Arrange seating and equipment arrangements as per the directions of the head of the department
- e. Make inactive / switch off the instruments as per the procedure at the end of each practical session / usage
- f. Maintain the labs and equipment in neat and clean condition at all times
- g. Assist the teachers in the laboratory proceedings.
- h. Keep displays in suitable places for safety instruction and a list of experiments inside the laboratory.
- i. Learn about the need and the procedures for new experiments added in the laboratory
- j. Be conversant with the key, locking procedure of the room, and emergency procedures in case of fire, accident, etc.

## **PLUMBER (ALL GRADES)**

The plumber shall

- a. Be responsible for the availability of water in all buildings of the university.
- b. Regulate the supply of water to all tanks in the buildings.
- c. Monitor the quality of the tanks, valves, tapes, and pipes in all buildings against leakage and cleanliness.
- d. Regularly monitor the complaints register maintained in the buildings and countersign with date for acknowledging the deficiency.
- e. Do small corrective works immediately on countersigning in the register.
- f. Report the work done in every building to the Construction and Maintenance section with the report of the occupant of the building.
- g. Inform the C&M section of the deficiency that requires major work and ensure that the work is completed on time.

## **ELECTRICIAN**

The Electrician shall

- a. Be responsible for the availability of electricity in all buildings of the university.
- b. Regularly monitor the complaints register maintained in the buildings and countersign with the date for acknowledging the deficiency.
- c. Do small corrective works immediately on countersigning in the register.
- d. Report the work done in every building to the Construction and Maintenance section with the report of the occupant of the building.
- e. Inform the C&M section on the deficiency that require major work and ensure that the work is completed in time.

## **DUTIES OF STAFF IN THE SUPPORTING SERVICES SECTION**

### **MATRON**

The Matron shall

- a. Be the custodian of the property of the hostel.
- b. Be responsible for the health, hygiene, and general welfare of the students residing in the Hostels
- c. Attend to all matters of health, sickness, diet, sanitation, and cleanliness in accordance with the advice of the Medical Officer and Health Officer.
- d. Be responsible for the resolutions passed and acting on directions issued by the

hostel council under the guidance of the Warden and Deputy Warden.

- e. Display all circulars, fee details, reminders, rules, and regulations, etc on the notice board.
- f. Maintain stock registers of furniture and fixtures, vessels and utensils, provisions, and other consumables with the help of Assistants.
- g. Be responsible for proper pursuance of complaints relating to civil / electrical works repairs / replacement of furniture, fittings, etc.
- h. Initiate files to sanction bills for maintenance and purchases
- i. Maintain and update cash book-ledger and student ledger and submit the same to Deputy Warden for scrutiny on a daily basis.
- j. Have a contingency amount not exceeding Rs.10,000/- on hand for the emergency requirement.
- k. Maintain the leave register of staff of the mess office.
- l. Maintain the Minutes of the Meetings of the students' committee and council.
- m. Assign work among the supporting staff of the hostel during all the days, even on public holidays by means of turn duties, to carry on the essential work.
- n. Be responsible for the overall security of the hostel inmates and will coordinate with the Security Officer of the University
- o. Ensure maintenance of discipline and decorum in the hostels

#### **DRIVER (ALL GRADES)**

Driver shall

- a. Be available one hour before the commencement and one hour after the completion of the office hours
- b. Attend duty and drive the vehicle as assigned by the PRO section
- c. Attend turn duties and additional duties as and when assigned by the PRO section, by direction, even on holidays, and claim appropriate allowances / leaves as per norms.
- d. Be available during additional hours on the working days and claim appropriate allowances / leaves as per norms
- e. Be responsible for keeping the vehicle in proper condition, inform any maintenance requirement to the PRO section, and take appropriate corrective measures.
- f. Inform the PRO section on regular maintenance and renewals to be done periodically.

## **OFFICE ASSISTANT / ATTENDER / ATTENDANT (ALL GRADES)**

The Office Assistant shall

- a. Open all the Office / classrooms / laboratory 15 minutes before the time of commencement of duty at the place
- b. Close the Office / classrooms / laboratory by 6.00 P.M. and as and when required.
- c. Carry out the work assigned by the staff of the respective section / University Department from the cadre of Junior Assistants and above.
- d. Ensure Chairs and Tables are in the proper position in the respective section / University Department.
- e. Ensure all fans, lights, and equipment are switched off wherever not needed.
- f. Ensure the maintenance of rooms and equipment for their neatness and cleanliness at all times.
- g. Be conversant with the keys, locking procedure of the rooms, and emergency procedures in cases of fire, accident, etc.
- h. Make all necessary arrangements for conducting office visits, meetings, and other programme.

## **CARE TAKER**

The caretaker shall

- a. Record the approved request for accommodation and allocate rooms accordingly
- b. Maintain the register with the details of guests stayed with the duration of stay
- c. Attend to the needs of the guest and provide service as required or assist them in getting the service
- d. Maintain dining hall in good condition to serve food to the guests staying in the room and special guests attending the important programme of the University, on prior intimation.
- e. Maintain the ambiance of the guest house with the support of the supporting staff
- f. Monitor the condition of the stoves, utensils, and other items and keep them in good condition.
- g. Wear a uniform during the stay of guests and on special occasions.
- h. Keep Physically fit to handle the luggage of the guest
- i. Maintain a high level of etiquette and hospitality.

**SANITARY WORKER (ALL GRADES)**

Sanitary worker shall

- a. Be responsible for the cleanliness of the building and its surrounding, assigned by the C & M Section.
- b. Be available to clean the common buildings during functions.
- c. Do the other duties as and when assigned by the C&M section.

**GARDENER (ALL GRADES)**

Gardener shall

- a. Be responsible for the plants and trees in the area assigned by C & M Section.
- b. Regulate water to all plants and trees in regular intervals
- c. Clean the surroundings and ensure that plants and trees are not affected by animals and other activities in the area
- d. Do the additional duties as and when assigned by the C&M section.

**WATCHMAN / SECURITY (ALL GRADES)**

Watchman / Security shall

- a. Monitor the area assigned cautiously and inform any suspicious things to the authorities immediately
- b. Open the buildings / rooms on working days as per the timings intimated.
- c. Lock the buildings / rooms after verifying that no one is there inside the building and that all unnecessary electrical appliances are switched off. Any deviation be reported immediately to the authorities.
- d. Monitor and regulate the movement of people / vehicle inside the university premises.
- e. Any deviant behavior while walking or riding the vehicle is to be immediately reported with details.

**FIELD LABOURER / ASSISTANT (ALL GRADES)**

Field labourer / assistant shall perform all activities as assigned by the C&M section, then and there.



## **PART C – OFFICE PROCEDURES & PROCESSES**

### **GUIDELINES FOR ADMINISTRATIVE PROCESS**

#### **PERSONAL REGISTER**

The Personal Registers (PR) should be maintained in bound volume with pages serially numbered. The Tappals / papers received shall be recorded in PR on daily basis, which is to be maintained by each subject dealing Assistant / Junior Assistant.

- a. The papers shall be registered in the order of the current numbers stamped in the PR.
- b. The details like the origination of the paper, subject (as brief as possible), action required, expected date of completion, etc., need to be recorded in the PR.
- c. When the paper is related to any earlier matter, proper reference details should be entered in the PR.
- d. The date of the next action shall be noted in the Personal Register and in the Reminder Diary.
- e. The PR is to be countersigned by the immediate superior on a daily basis.
- f. Whenever a file is initiated, the reference number of the file is to be recorded in the PR.
- g. The section head should review the Personal Register of the subject dealing employee once a week on the completeness of entering the Tappal, referencing, details on section notes / files initiated, etc.
- h. The action taken and pending list are to be reviewed at AR / DR level on a monthly basis.
- i. The employee receiving any remarks in the review should submit a satisfactory explanation within two working days of such review
- j. Report on pending matters more than a month are to be reported to the Registrar for discussion and for seeking further direction on the matter.

#### **REMINDER DIARY**

- a. The reminder diary shall be maintained by each subject dealing Assistant / Junior Assistant and verified daily to pursue action on the files concerned.
- b. The current number on which action has been taken should be ringed off in the Reminder Diary, noting the date of action taken.

## SECTION NOTE REGISTER

- a. Every communication between the Sections / Departments needs to be entered in the Section Note Register (SNR).
- b. Acknowledgment should be received in the SNR from the addressee section / department for the section notes seeking information / document / action.
- c. No addressee should refuse to receive any section note and acknowledge the receipt of the section note.
- d. When the recipient section / department head sends information / document / action taken report to originating section / department, the reference number of the earlier SNR needs to be mentioned. Providing information / document / action taken report also is to be entered in the SNR of the section / department that provides them.
- e. When the recipient section / department find that the section note is irrelevant or deficient, the file may be returned to the originated point with the written (Not in Pencil) remarks. Returning of section notes also is to be entered in the SNR of the section / department that returns the section note.

## OPENING FILE

- a. Carrying out regular duties / activities / responsibilities and complying / denying the request made in the Tappal received may require permission from the authorities.
- b. File with proper reference number should be initiated by the Assistant / Junior Assistant, in consultation with the immediate superior, for getting permission from the authorities. Files initiated should have a unique number as described below:

**MSU/<Section Name>/<Year>/<SI.No.>/<Purpose>/<N or F>/<SI.No\_Pur>**

**MSU** – Manonmaniam Sundaranar University

**Section Name**– Maximum of five letters to refer to Department or Section Name

**Year** – Calendar Year / Academic Year / Financial Year (as applicable)

**SI.No.** – Running Serial Number as per File Movement Register

**Purpose** – Purpose of the File in a maximum of 10 characters

**N or F** – New / Follow-up File in the respective year for the purpose

**SI.No\_Pur** – Serial Number of the File in the respective year for the Purpose

### For example:

Department of Management Studies moves a file for settling the advance obtained for conducting a seminar

MSU/DoMS/2023-24/15/Sem/F/2

- c. The file initiated should contain all documentary evidence (Compiled from their section / department or collected from other sections / departments) required by the higher officials for making their comments or for recommending / making the decision.

## **FILE MOVEMENT REGISTER**

Every Section / Department needs to have File Movement Register (FMR). Whenever any file is moved to any section / department, entry needs to be made in the FMR, and acknowledgment should be received in the FMR from the section / department where the file is handed over. No addressee should refuse to receive any file and acknowledge the receipt of the file. When the recipient section / department head finds that the file is irrelevant or deficient, the file may be returned to the originated point with the written (Not in Pencil) remarks. Returning of the file also is to be entered in the FMR of the section / department that returns the file.

## **REPLIES TO QUERIES**

The files initiated by the sections / departments may be returned for seeking clarification / additional supporting documents to the originating section / department at any level of the hierarchy in the administration.

- a. Entry is to be made in the FMR maintained in the administrative office for return, and proper acknowledgment should be obtained from the addressee section / department.
- b. The section / department that receives the returned file shall take necessary steps to provide clarification / additional supporting documents as requested and return the file by making a new entry in the FMR, after making reference to the earlier entry, to the administrative hierarchy that returned the file, directly by skipping the in-between levels, if any.

## **OLD RECORD KEEPING / ROOM**

The old records of all the sections / departments shall be kept in safe custody under a single roof, Record Room (RR). The records of the University other than confidential records shall be kept in Record Room. The Confidential Records are to be held in the personal custody of the Registrar / Controller of Examinations / Heads of Departments / Director of Distance and Continuing Education. The record room shall function under the Section Head who has an idea on indexing and rack arrangements with an assistant.

- a. All records shall be categorized based on the relevance to sections / departments and numbered accordingly.

- b. Space for each record type could be earmarked in the record room based on the index.
- c. Period of the requirement of the records needs to be fixed and displayed on the racks.
- d. Record shelves are to be periodically examined and kept clean, and precautionary protection measures are to be carried out regularly.
- e. The employee shall refer the records on written requests countersigned by the section heads.
- f. The records shall be issued to the employee on written requests forwarded by the section heads and approved by the Registrar.
- g. The Record Keeper shall issue the record and put dummy slip, along with the requisition and acknowledgment of the recipient, in the bundle in place of the original record by mentioning the date of return.
- h. The Record Keeper shall maintain an issue register which is to be countersigned by the section head every weekend by the Registrar every month.
- i. The Record Keeper shall issue the record and put dummy slip, along with the requisition and acknowledgment of the recipient, in the bundle in place of the original record by mentioning the date of return.
- j. The Record Keeper shall prepare an issued record report at the end of every month and file the details after getting countersign from the section head and the Registrar.
- k. The Record Keeper shall send reminders to the sections / departments that have not returned the records in 3 months and report the same to the Registrar in writing.
- l. The Record Keeper shall make entries for the returns of the records in the issue register and issue an acknowledgment for the receipt of the records.

#### **WORKING DAYS AND HOURS OF WORKING**

- a. The Office shall be closed on all days declared as public holidays by the Government. Also, the Office shall be closed on days declared as local holidays by the District Collector and shall function on the day specified by the Collector instead of the local holiday declared by the Collector
- b. The University departments shall function according to the academic schedule prepared by the departments.

- c. The office shall be opened on all working days by an Office Assistant at 8.30 am by obtaining the key from the security, after signing the register.
- d. Administrative staff members shall attend the office from 10.00 A.M. to 6.00 P.M. on all working days except recognized holidays.
- e. An interval of half an hour will be allowed for lunch, but employees may leave their seats for lunch by turns between 1.00 P.M. and 2.00 P.M., after ensuring the availability of sufficient staff to respond to the queries and orders.
- f. The observance of the office hours referred to above shall be rigorously insisted upon, and working outside the prescribed office hours should not be accepted as a substitution or excuse. However, on urgency, staff shall work after office hours, either by direction or with permission.
- g. An Office Assistant shall lock the premises after ensuring that all the electrical gadgets are switched off, and all employees have left the premises. The key shall be handed over to security after signing the register.
- h. The staff members attached to University departments shall attend the office fifteen minutes before the scheduled commencement of the first period and work for 8 hours.
- i. The teachers of the University Departments shall come to the department fifteen minutes before the scheduled commencement of the first period and work up to the last period in the timetable and as per the directions of the Vice Chancellor.

#### **TURN DUTY ON HOLIDAYS**

- a. One Assistant / junior assistant and an office assistant, and a driver shall attend office by turns on all holidays adhering to their normal office hours to receive Tappals, telephone messages, etc., and send the same to the residences of officers as directed by the officers and pursue further action on any urgent matter as directed by the officers. The roaster for turn duty shall be prepared by the establishment section and approved by the Registrar.
- b. FAX / Telegrams received during a holiday shall be immediately intimated to the Officer concerned. The turn duty staff member should take action on papers requiring immediate action as per the orders of the Registrar or other Officers.
- c. All other Tappals should be secured so that the Assistant-in-Charge of the Tappal section can take further action for circulation, distribution, etc., on the next day.

- d. The staff member on turn duty shall also attend to telephone calls, intimate the urgent messages to the Officer concerned, and take action on them urgently wherever called. A note on the Official calls received and the action taken during the day should be put up to the Registrar for his information.
- e. The staff members attending the office on turn duty are eligible for compensation leave. It shall be availed within six months from the holiday on which duty is performed. The maximum number of compensatory leave that may be granted to an employee shall not exceed fifteen days in a calendar year.

#### **WORKING ON HOLIDAYS / OUT OF OFFICE HOURS**

- a. The employees shall work on holiday / out of office hours only by direction of the higher officials.
- b. Generally, work on Sundays and other holidays is prohibited, and no papers must be submitted to the Officers on these days except in case of urgency.
- c. Due permission in written form is to be obtained from the higher official for working Out of Office Hours and on Holidays to complete the pending works due to the involvement in other assignments given by the higher officials.
- d. Memo for seeking explanation be given to those employees who attend office without proper permission.
- e. If, due to any exigency of office work, an employee is directed to attend office at any time before the regular office hours or to attend office beyond office hours or on holiday, he may be paid out-of-pocket expenses at the rates fixed by the Vice-Chancellor when such extra work is for a minimum period of one hour in the forenoon or two hours in the afternoon.
- f. The employees shall, on no account, take papers out of the office to work at home.

#### **ATTENDANCE REGISTER**

- a. An Attendance Register shall be maintained and kept on the table of the Head of Departments / Unit Officer / Section Head / DR / AR. The register shall be closed by an officer ten minutes after the office opens.
- b. The employees, including those recruited on contract through outsourcing, shall put their initials against their name on the respective Attendance Registers' on respective dates.

## **LEAVES**

- a. Separate leave cards shall be maintained in respect of each employee.
- b. All employees except those appointed on the contract or through an outsourcing agency are eligible for leaves as per the statutes.
- c. The employee proceeding on leave shall send the office the keys in his custody to the Unit Officer.
- d. The Unit Officer shall sanction Casual leave, compensatory leave, and optional religious holidays.
- e. Compensatory leave may be combined with casual leave or authorized public holidays subject to the condition that the total period of absence shall not exceed ten days.
- f. Whenever a case of cholera, small-pox or other infectious disease occurs at the dwelling of any employee, he/she must report the fact at once to the Unit Officer by a verbal message and not in writing (as the written report might convey infection), send his keys and stay away from duty until further orders. In cases where no substitute is appointed and no extra cost is involved, such absence will be treated as special casual leave. Still, it will not count against the maximum period of casual leave admissible. However, when a substitute is necessary, if the employee himself is affected by an infectious disease, ordinary leave of the employee's leave account should be granted.
- g. If the individual is an employee appointed through an outsourcing agency, leave for one day in a month shall be permitted. Leave not taken in a month be accumulated for the next month but not permitted to take leave in the ensuing months.

## **LATE ATTENDANCE AND ADJUSTMENTS**

- a. The employee attending the office after the close of the attendance, , up to 45 minutes, shall sign in the late attendance noting the time of attending the office.
- b. The applications for permission, for one hour, to attend the office late or leave the office early shall be put up for approval by the HoD / Unit Officer / Section Head / DR / AR along with the casual leave account of the employee.
- c. If the individual is an employee appointed through an outsourcing agency, late attendance / early leaving be treated as half-day leave. The pro-rata wage be

deducted if the leave exceeds the permissible limit from the wages payable to such employees.

- d. The late attendance / early leaving of regular employee shall be reviewed monthly, and appropriate adjustments need to be made on the remaining casual leave as per the table below.

Adjustment for late attendance / early leaving in a calendar month on Casual Leave		
No. of Days	With Proper permission	Without Proper Permission
1 Day	None	None
2 Days	None	Half a day
3 Days	Half a day	One day
Above 3 Days	Not permissible. Should apply for casual leave,	Half a day for every permission

- e. If the individual does not have any casual leave to his credit, the earned leave at his credit or earned leave accruing in the future shall be forfeited.

## **DECORUM IN THE OFFICE**

- a. While in the office, all employees must behave quietly and dignifiedly. They must address other members of the university courteously.
- b. The officers shall use English and Tamil for correspondence.
- c. They must maintain perfect silence, and if they have to talk, they must do in a low voice to not disturb others.
- d. They are particularly warned against divulging to outsiders or other members of the establishment any information (whether expressly marked confidential or not) that may have come to their knowledge in their official capacity.
- e. If anyone applies to them for any such information, they will refer him/her politely to the Unit Officer.
- f. Visitors for personal purposes should not be permitted inside the administrative office.
- g. Employees should enter in movement register whenever they leave the section premises, either for official or personal purposes.
- h. They must not accept any presents or remunerations from any visitor, party, or other person visiting the office on business, nor are they under obligation to such persons in any other way.



- i. They must not have recourse to anonymous petitions or letters to ventilate their grievances or supposed grievances.
- j. If employees wish to make representations about any matter relating to them, they should do so in writing when their contention can be examined at leisure with reference to the records.

#### **TIDINESS AND CLEANLINESS OF THE OFFICE**

A waste box must be kept within a convenient distance of every employee. Wastes must be put into these boxes and not on the floor. Stationery and records must be put away tidily in the almirahs and not left lying on tables and the tops of almirahs exposed to dust. All unnecessary and obsolete forms or publications must be cleared away and not left to litter the office. The office and the rooms must be properly swept daily.

#### **DISCIPLINARY PROCEEDINGS**

Employees involved in disciplinary cases need to be dealt with as per the Tamil Nadu Government Service rules. Any communication relating to disciplinary proceedings, either contemplated or ongoing, shall be sent to the employee concerned by Registered Post with Acknowledgment or handed over in person by entering the details in the "Local Delivery Book".

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**REGISTRAR**  
**MANONMANIAM SUNDARAMAN UNIVERSITY**  
**TIRUNEVELI - 627 012.**