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TAMIL NADU GOVERNMENT GAZETTE

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Part III—Section 1(a)

General Statutory Rules, Notifications, Orders, Regulations, etc., issued by Secretariat Departments.

NOTIFICATIONS BY GOVERNMENT

ANIMAL HUSBANDRY, DAIRYING AND FISHERIES DEPARTMENT

THE REGULATIONS OF THE TAMIL NADU FISHERIES UNIVERSITY

[G.O. Ms. No. 52, Animal Husbandry, Dairying and Fisheries (FS-2), 15th March 2016, Panguni 2, Manmadha, Thiruvalluvar Aandu-2047.]

No. SRO A-5(a)/2016.

In exercise of the powers conferred by sub-section (2) of section 51 read with section 42 of the Tamil Nadu Fisheries University Act, 2012 (Tamil Nadu Act 21 of 2012), the first Vice-Chancellor of the Tamil Nadu Fisheries University hereby makes the following Regulations of the Tamil Nadu Fisheries University with the approval of the Chancellor as shown in the appendix.

2) It shall come into force from 15th March, 2016.

CHAPTER – I

GENERAL

1. Short title, commencement.-

(1) These Regulations shall be called "The Regulations of the Tamil Nadu Fisheries University".

(2) They shall come into force from the 15th March 2016.

(3) Unless the context otherwise requires, the words and expressions used in these Regulations shall be interpreted to have the same meaning as they have in the Act and Statutes.

CHAPTER – I

GENERAL

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2. Definitions.-

1. "Accreditation" means the process of quality control in higher education whereby, as a result of evaluation or assessment or by any other scientific method followed by accreditation agencies, a Higher Educational Institution or any programme conducted therein recognized as conforming to parameters of academic quality and bench marking of such academic quality determined by the University Grants Commission or Indian Council of Agricultural Research;

2. "Act" means the Tamil Nadu Fisheries University Act, 2012 (Tamil Nadu Act 21 of 2012);

3. "API" means Academic Performance Indicator;

4. "**Basic Pay**" means pay drawn in the prescribed pay band + the applicable Grade Pay / Academic Grade Pay, but does not include any other type of pay like Special Pay;

5. "Clause" means a sub-division of a Regulation;

6. "**Competent Authority**" means the authority empowered to exercise such powers under the Regulations of the University;

7. "**Duty**" includes service as a probationer or apprentice, provided that such service is followed by confirmation, without break;

8. "**Employee**" means a whole time appointee in any post of the University;

9. "Faculty" means professional staff dealing with broad subject matter. There shall be one Faculty for each Under-Graduate Programme offered in the University;

10. "**First Appointment**" means appointment of a person for the first time either on a permanent or temporary basis in the University;

11. "**Foreign Service**" means service in which an employee receives his salary with the sanction of the competent authority of the University, from any source other than University funds;

12. "**Funds in Transit**" means the transfer of funds accounted for by the cheque drawing officers in the subsequent year;
13. "**Grade Pay / Academic Grade Pay**" is the fixed amount corresponding to the pre-revised pay scales / posts;
14. "**Government"** means Government of Tamil Nadu;
15. "**Holiday**" means a day prescribed or notified by the University as such or with reference to any particular office of the University;
16. "**Honorarium**" means a recurring or non-recurring payment granted to any person from the University funds as remuneration for work of occasional or intermittent character;
17. "**Internal Transfer of Funds**" means the transfer of funds made between two cheque drawing officers, under exceptional circumstances with the concurrence of the Finance Officer;
18. "**Leave Salary**" means the monthly amount paid by the University to an employee on leave;
19. "**Lien**" means the title of an employee to hold substantively or temporarily, either immediately or on the termination of a period or periods of absence of a permanent post (including the tenure post in which he is appointed);
20. "**Month**" means a calendar month. In calculating a period expressed in terms of months and days, complete calendar month, irrespective of the number of days in each month, should be first calculated and the odd number of days calculated subsequently;
21. "**Officers of the University"** means Officers specified under items (1) to (11) of the section 8 of the Act and those indicated in Chapter III under Statutes 13 to 24;
22. "**Officiate**" means a University employee officiates in a post when he performs the duties of a post in which another employee holds a lien. An employee may, however, be appointed to officiate in a vacant post on which no other employee holds a lien;
23. "**Pay in the Pay Band**" means pay drawn in the running pay bands specified in the Appendix I-A and I-B;
24. "**Pay**" means the amount drawn monthly by an employee as the pay which has been sanctioned for the post held by him substantively or in any officiating capacity and including special pay or a personal pay, if any, but not other allowances;
25. "**PBAS**" means Performance Based Appraisal System. It is a mode of selection based on certain academic parameters which are referred as Academic Performance Indicators (API);
26. "**Permanent Post**" means a post carrying a rate of pay sanctioned without limit of time;

27. "**Personal Pay**" means additional pay granted to an employee-

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

    (b) in exceptional circumstances, on other personal considerations;

28. "**Provident Fund**" means the University Provident Fund instituted and maintained under these Regulations;

29. "**Scale of Pay**" means the scale of pay prescribed by the University Grants Commission or Indian Council of Agricultural Research or State Pay Commission that includes pay + grade pay which rises by periodical increments as prescribed by the University Grants Commission or Government from the minimum to a maximum;

30. "Section" means a section in the Act;

31. "**Seniority List"** means the list of service personnel in a particular category of posts prepared on seniority and notified annually by the Registrar;

32. "**Special Pay**" means an addition, of the nature of pay, to the emoluments of a post or of a University employee, granted in consideration of-

    (a) specially arduous nature of duty; or

    (b) a specified condition to the work or responsibility; or

    (c) the unhealthiness of the locality in which the work is performed;

33. "**State"** means State of Tamil Nadu;

34. "**Subscriber**" means a person eligible to subscribe to the Provident Fund under these Regulations;

35. "**Subscription**" means the sum paid to the Provident Fund by a subscriber under these Regulations;

36. "**Subsistence Allowance**" means a monthly allowance made to an employee who is not in receipt of pay or leave salary;

37. "**Substantive Pay**" means the pay other than special pay, personal pay or emoluments classified as pay by the University, to which an employee is entitled to on account of a post to which he has been appointed substantively, or by reason of his substantive position in a cadre;

38. "**Substantive Post**" means a permanent post in the University;

39. "**Teacher**" means a University teaching staff working in the centre or department or in any other place under the control of the University;

40. "**Temporary Post**" means a post carrying a definite rate of pay sanctioned for a limited time;

41. "**Tenure Post**" means a permanent post which an individual employee may not hold for more than a limited period;

42. "**Transfer**" means movement of an employee from one post to another in the same station or from one station in which he is employed to another station, either to take up the duties of a new post, or in consequence of a change of his headquarters;

43. "**Transfer of Funds**" means the funds transferred periodically by the Finance Officer to the various cheque drawing officers authorized to incur expenditure out of the funds of the University;

44. "University" means the Tamil Nadu Fisheries University (TNFU), Nagapattinam.

All the words and expressions used but not defined in these Regulations shall have the meanings respectively assigned to them in the Act

CHAPTER - II

AUTHORITIES OF THE UNIVERSITY

3. Meetings of the Authorities.-

(1) There shall be meetings of the Authorities as prescribed in the Act and Statutes.

(2) The Vice-Chancellor may, whenever he thinks fit, convene special meetings of the Authorities.

(3) The Vice-Chancellor may at his discretion postpone the date for an ordinary or special meeting.

(4) The Registrar, under the direction of the Vice-Chancellor, shall give not less than 15 days notice of the date of an ordinary meeting and not less than one week notice for a special meeting. However, in the case of circulation of agenda, a minimum of seven days shall be given to respond.

(5) The Registrar shall with the approval of the Vice- Chancellor send to each member of the Authorities, an agenda of business to be transacted at the meeting as called for.

(6) Any member of the Authority, who wishes to move a resolution or to present a subject for inclusion in the agenda shall forward a copy of the resolution or the subject as the case may be to the Registrar so as to reach him not less than 10 days before the date of the ordinary meeting.

(7) The Registrar shall place each such resolution or subject before the Vice-Chancellor, who shall direct him, to include it in the agenda provided that.-

(a) it shall be clearly and precisely expressed and shall raise substantially one definite issue;

(b) it shall not raise issues which do not fall within the powers of the University;

(c) it shall not contain arguments, unwarranted inferences, ironical expressions or defamatory statements, nor shall it refer to the character or conduct of persons except in their official or public capacity; and

(d) it shall not refer to any matter which is under adjudication by a Court of Law.

(8) When any resolution or subject is not included in the agenda under the direction of the Vice-Chancellor, the Registrar shall intimate the fact to the member, stating the reasons therefor.

(9) No business other than that brought forward in the agenda shall be transacted at the meetings without the approval of the Vice-Chancellor; at the special or extraordinary meeting only, the subject brought forward by the Vice-Chancellor shall be transacted.

(10) Notwithstanding anything contained in the above section, the Vice-Chancellor may, in case of urgency, obtain the approval of views on decisions of the Board by circulation. The Vice-Chancellor shall record the majority decision as indicated in the replies received from the members and place the same in the following meeting of the Board. The Vice-Chancellor will take further action on the majority decision through circulation agenda.

CHAPTER – III

CLASSIFICATION OF STAFF, RECRUITMENTS AND APPOINTMENTS

4. Classification of staff.-

1) The employees are classified into several groups based on the Grade pay. They are as given below.-

Group A - Employees in the posts drawing Grade pay of Rs.6,600 and above.

Group B - Employees in the posts drawing Grade pay of Rs.4,400 and above but below Rs.6,600.

Group C - Employees in the posts drawing Grade pay of Rs.1,400 and above but below Rs.4,400.

Group D - Employees in the posts drawing Grade pay of Rs.1,300.

If the employees occupy Selection Grade or Special Grade post, their group shall be determined based on the Grade pay of the ordinary post.

(2) The scales of pay of the employees of the University shall be as specified in Appendices I-A and I-B. The scales of pay of the non-technical employees shall be the same as applicable from time to time to the employees in the corresponding posts in Tamil Nadu Government service. The special pay and other allowances admissible to the employees shall be at the rates applicable to the servants in the corresponding posts in the Tamil Nadu Government services, as approved and followed from time to time by the University. However, the Board shall have powers to revise the scales of pay and allowances attached to any of the posts of the University as and when necessary.

5. Qualification and method of recruitment.-

1) The qualification, method of selection and appointing authority in respect of various posts in the University shall be as specified in Appendices I-A and I-B. The qualifications and procedures for recruitment prescribed in Appendices I-A and I-B shall apply to posts in the University after the date to be specified by Government under section 45 of the Act. All the employees should pass an examination (open book) on Acts, Statutes, Regulations and Rules of the University for promotion or recruitment to their next higher cadre. For persons who are appointed for the first time in the University passing of Acts, Statutes, Regulations and Rules Examination will be part of probation. The method of conduct of the Examination shall be prescribed in the Rules.-

(a) The Registrar / Deans / Directors/Controller of Examinations/ Chairs of Schools shall hold a tenure post of three years.

(b) The University shall resort to recruiting Registrar / Deans / Directors / Controller of Examinations by advertisement or by circulation within the University.

(c) The tenure of the selected candidates shall be fixed as three years at a time and one can serve for maximum of two terms in their career in the University. On the completion of three years of tenure, the incumbent has to reappear for the selection to the post of University Officer / Chair through proper application and appear for the interview before the selection committee.

(d) The recruitment for the posts of Professors / Associate Professors / Assistant Professors shall be by advertisement and selection as per the terms stipulated in Appendix I-A.

(e) For posts mentioned under Sl. No. 3, 5 and 7 in Appendix I-A, the Professors working in TNFU as on the date of notification of this Regulations are also eligible even if they possess Ph.D. in the related discipline.

2) Applications to the posts of Officers of the University, Professors, Associate Professors and Assistant Professors and all technical categories shall be made in the prescribed form given in Appendix -II for technical posts. For all other non-teaching technical and non-technical posts in the University, the application shall be made as prescribed in Appendix-III; A fee of Rs.1000/- shall be collected along with the application from the outside candidates. University employees applying for the posts are exempted from paying of such fees.

3) On expiry of the last date for receipt of application, all the applications shall be compiled and placed before a Screening Committee constituted for the purpose by the Vice-Chancellor. The Screening Committee, after tabulating the applications and comparing the qualifications of the applicants, shall prepare a list of names of candidates to be called for interview and place it before the Vice-Chancellor for his approval. When necessary, the candidates from the approved list shall be called for interview to appear before the Selection Committee, on a specified date at their own expenses.

a) All teaching and research posts and technical posts like Medical Officer / Maintenance Engineers Librarians, etc., be filled through advertisement and recruitment. Passing of NET / SLET / SET in related field is essential for such Masters Programme in disciplines for which NET / SLET / SET is not conducted.

b) For recruitment at the first level entrance posts of teaching category and equivalent posts, a passing of NET conducted by ASRB / CSIR / UGC / ICAR of Government of India or SLET conducted by Government of Tamil Nadu is mandatory. However, the candidates who are or have been awarded a Ph.D. degree in accordance with UGC (Minimum Standards and Procedures for award of Ph.D. degree) Regulations, 2009, shall be exempted from the requirement of the minimum eligibility condition of NET / SLET /SET requirement for the first level entrance post in the University.

(c) All non-technical posts other than the first level entrance posts be filled by promotion from the lower categories.

(d) For all the first level entrance posts of non-technical category, recruitment shall be made from among eligible candidates of Tamil Nadu Fisheries University who were recruited originally through Employment Exchange or other approved agencies along with the member of the displaced family on account of acquisition of land by the University and contractual coolies who have been engaged in the University.

(i) The Tamil Nadu Fisheries University shall recruit without reference to Employment Exchange, at least one member of each family which is displaced on account of acquisition of lands by the University provided that the acquired land should have been the only or major source of sustenance for the family.

(ii) The terms "Displaced family" will include "Owner of the land or the cultivating tenants" or "varamdars".

(iii) The Tamil Nadu Fisheries University shall itself ascertain and decide whether the land was the major source of sustenance of family displaced from the land acquired, without insisting on production of any certificate from Revenue Authorities before recruitment is made.

If suitable candidates are not available, the Collector/ Employment Exchange shall be addressed. When candidates are not available through Employment Exchange for any post, such posts shall be filled up through advertisement.

(4) For certain higher categories of posts where competent persons are not easily available, the University may contact persons either directly or indirectly and place the bio-data of such persons before the Selection Committee for its consideration. When such candidates are called for interview before the Selection Committee, the University shall defray the travelling expenses as admissible to the post. For such of those candidates residing outside India, the Selection Committee shall consider them in-absentia.

(5) Where necessary, the Selection Committee may with the approval of the Board relax the minimum requirements/ qualifications in favour of candidates who are otherwise considered as qualified for selection.

(6) The Selection Committee shall furnish a panel of not more than three names arranged in the order of merit in respect of each post. While recommending the panel of names for more than one post in the same category, the Selection Committee shall rank all the names in one panel. The Selection Committee may recommend, for specific reasons, a higher starting salary in the scale of pay for any of the candidates included in the panel, for consideration by the appointing authority.

(7) (a) The period of validity of any panel prepared by a Selection Committee shall be one year from the date of approval.

(b) Any employee appointed from the approved panel gets reverted/ousted for want of vacancy, closure of schemes, etc., shall be re-appointed on priority basis to the next vacancy.

(8) (a) The appointment by the appointing authority shall be made strictly in the order of ranking from the approved panel.

(b) A maximum time limit of 45 days from the date of receipt of appointment orders for persons within India and a maximum of three months outside India shall be given for joining the posts.

(9) In the interest of the University work, any employee shall be liable for transfer to any other post in that category within the jurisdiction of the University.

(10)(a) For all recruitments to the posts in the University, the University employees including those transferred to the University from the Government shall be given preference.

(b) Rule of Reservation as in force in Government from time to time shall be applicable in the matter of recruitment to entry level posts .

(11) The administrative powers of the competent authorities in respect of effecting postings, transfers and deputation, acceptance of resignation, etc., are as given in Appendix XIII.

(12) The Registrar shall have powers to bring contingent paid mazdoors under regular establishment (provincialisation) as per rules.

6. Certificate of Physical Fitness.-

(1) Every employee, at the time of appointment on probation to a post in the University shall produce a Certificate of Physical Fitness issued by the University authorised Medical Officer in the prescribed form as indicated in Appendix-IV.

(2) Certificate of Physical Fitness issued by a Medical Officer not below the rank of a Civil Assistant Surgeon in case of employees with a grade pay lesser than Rs.5900/- and by a Medical Officer not below the rank of Civil surgeon in respect of employees with a grade pay of Rs.6000/- and above shall only be valid.

(3) The certificate shall be in the form given in Appendix- IV.

(4) The following classes of employees shall be exempted from producing the Certificate of Physical Fitness.-

(a) All employees transferred to the University under section 45 of the Act; and

(b) All employees on deputation with the University.

7. Verification of character and antecedents.-

(1) Every employee shall produce a character and conduct certificate from a responsible person and another from the institution in which he last studied or worked, at the time of his first appointment to the University.

(2) All employees shall be liable for any action as the appointing authority may deem fit, if at any time, such authority comes to know that the antecedents of the employee had been doubtful.

8. Verification of date of birth.-

(1) Every employee shall produce authentic evidence to prove the correctness of his date of birth. The following records shall be considered as authentic.-

(a) Secondary School-Leaving Certificate / Higher Secondary Certificate / University/ College records;

(b) Certificate from recognized school;

(c) Certificate extract from Register of Births;

(d) Discharge certificate from Army;

(e) In the absence of items (a) to (d), a Certificate issued by a Medical Officer not below the rank of Civil Surgeon on the assessment of age;

(f) In the case of an employee, the year of birth is known but not the month and the date, the 1st July shall be treated as the date of birth. When both the year and the month of birth are known but not the exact date, 16th of the month shall be treated as the date of birth.

(2) Alteration of date of birth.-

(a) If, at the time of appointment, a candidate claims that his date of birth is different from that entered in his S.S.L.C. / H.S.C. / University / College / School records, he shall make an application to the University stating the evidence on which he relies and explaining how the mistake occurred. The Registrar with the approval of the Vice-Chancellor shall decide whether the alteration of date of birth may be permitted or the application may be rejected.

(b) After a person has entered service, an application to correct the date of birth as entered in the official records shall be entertained, provided such an application is made within five years of entry into such service. Such an application shall be made to the University. The application received after five years of entry into service shall be summarily rejected. In considering such a request, it shall be examined whether such an alteration of the date of birth would have had any effect on the appointment to the post at the time of entry into service. The Registrar with the approval of the Vice-Chancellor may permit the alteration subject to such conditions as he deems fit to impose. The decision of the Vice-Chancellor shall be final.

9. Contracts/Agreements.-

Every teaching / research / extension employee of the University appointed on a regular basis shall be required to execute an agreement to serve the University for a minimum period of three years, in the form prescribed in Appendix-V. An employee who is appointed on a tenure post or in a leave vacancy shall also be required to execute a similar agreement to serve the University for the specified period provided that the Board of Management may exempt any employee or category of employees from executing an agreement. The appointment on contractual basis for any post will be done as per the rules prescribed for this purpose.

CHAPTER- IV

SERVICE CONDITIONS, LEAVE RULES, TRAVELLING ALLOWANCES, ETC

10. Pay and Allowances.-

(1) The Dearness Allowance, House Rent Allowance, City Compensatory Allowance and other allowances applicable to Government servants shall be applicable for teaching staff to which the University Grants Commission / I.C.A.R. scales of pay are applicable. Pay, Grade Pay, Dearness Allowance, House Rent Allowance, City Compensatory Allowance and other allowances as applicable to Government servants shall be applicable to the corresponding non-teaching technical and non-technical staff of the University to whom the University Grants Commission / I.C.A.R. scale of pay are not applicable.

(2) Subject to provisions under section 38 of the Act and in pursuance of clause (c) of section 40 of the Act, the service conditions covering method of appointment, pay fixation, pension, gratuity, insurance, provident fund, special provident fund, family fund, medical facilities, loans and advances and any other matter pertaining to service for the employees of the University shall be as prescribed in the Rules of the University considering the Orders of the Government issued from time to time.

11. Probation.-

(1) Every employee appointed to the service of the University shall from the date on which he joins duty be on probation for a period of two years on duty, within a continuous period of three years. In the case of Office Assistant /Attendant / Basic Servants / Sweepers / Mazdoors, the period of probation shall be one year within a continuous period of two years. When an employee has undergone probation in a lower post, the requirement of probation in a higher post is dispensed with. Well before the expiry of the prescribed period of probation, the superior under whom the employee is working shall recommend to the appointing authority for declaration of satisfactory completion of probation of the employee, if the work and conduct as verified from the personal files are satisfactory, or to extend the probation by a specified period if the work and conduct have not been satisfactory. In either case, the decision of the appointing authority shall be communicated to the employee in writing within six months from the date of completion of the prescribed period of probation. In case of group C and D employees, the Head of Office shall declare the satisfactory completion of probation subject to the condition discussed above.

(2) If the work and conduct of the employee do not show an improvement even during the extended period of probation, it shall be open to the appointing authority to order a

further extension of probation subject to overall maximum of four years or to terminate the services of the employee.

(3) The following periods shall not count for probation -

(a) any kind of leave other than casual leave or compensation leave; and

(b) holidays prefixed or suffixed to leave other than casual leave and compensation leave.

12. Flexible complementing scheme.-

The non-teaching employees of the University stagnating in a particular post, due to inadequate promotional opportunities, over ten years in a particular post shall be eligible for the benefit on completion of 10 years of "qualifying service".-

(a) The existing scheme of Selection Grade / Special Grade shall be continued in the revised pay scales to employees drawing the Grade pay from Rs.1300/- to Rs.6000/- and such employees shall be allowed to move to Selection Grade on completion of 10 years of service in the Ordinary Grade post and to Special Grade on completion of 10 years in the Selection Grade post or 20 years of total service in a post. The pay of such employees who have moved to Selection Grade/Special Grade on or after the 1st January 2006 shall be allowed increment benefit equivalent to 3%+3% of basic pay (Pay + Grade Pay) as in G.O. (MS) No.237, Finance (PC) Department , dt. 22.07.2013.

(b) Advancement to higher post (time bound promotion to immediate higher post) on completion of 10 years of qualifying service provided the employee has acquired the qualification or has passed the tests prescribed for regular promotion to the immediate higher post.

The movement to next grade and subsequent revision of the pay shall be done as per the orders issued by the Government from time to time.

13. Increments.-

(1) Annual increments shall normally be drawn on the due dates unless it is ordered to be withheld. Penalty of stoppage of increment, when ordered, shall have the effect of postponing the subsequent increments. The competent authority imposing the penalty of stoppage of increments shall specify the period for which it is stopped and whether it will have the effect of postponing future increments.

(2) The increments shall be advanced to the first of the quarter, viz., January, April, July and October as the case may be (increments falling between 2nd January and 31st March shall be advanced to 1st January and so on).

(3) Temporary employees who satisfy all the requirements prescribed for holding that post in a regular capacity shall also be sanctioned the increments.

(a) The following periods shall count for increments -

(i) Duty in a time scale of pay;

(ii) Joining time;

(iii) Foreign service treated as duty;

(iv) Service in post carrying identical scales of pay;

(v) Training period treated as duty;

(vi) All periods of leave including extraordinary leave with medical certificate;

(vii) Training period;

(viii) Compulsory wait; and

(ix) Service in a higher post will count for increment in the lower post.

(b) The following period shall not count for increments -

(i) Extraordinary leave without Medical Certificate;

(ii) Overstayal of leave;

(iii) Overstayal of joining time;

(iv) Suspension treated as specific penalty;

(v) Service in the lower post will not count for increment for higher post.

(4) The appointing authority shall have the discretion to sanction advance increments, if the qualifications possessed by them are higher than the minimum qualifications prescribed for the post in which they are employed. One to four advance increments to persons in the accounts and administrative branches.

(5) The authorities empowered to sanction periodical increments shall be given in Appendix-XV for advances net increments.

(6) The rate of increment in the revised pay structure shall be three per cent of the sum of pay in the Pay Band and Academic Grade Pay / Grade Pay applicable, which shall be rounded off to the next multiple of 10. The amount of increment shall be added to the existing pay in the Pay Band.

(7) Revised sanction of increment is 3% per annum. The details of sanction of increment shall be prescribed in the Rules for Teaching and Non-teaching staff of the University. The University employees governed by University Grants Commission scale / State Government Scales of pay are eligible for additional / advance increment for additional qualifications as contemplated in the Government Orders, including amendments and clarification issued by the State Government from time to time from the 1st January 2006.

14. Seniority of members in service.-

The seniority of an employee shall, unless he has been reduced to a lower rank as a punishment, be determined by the rank obtained by him in the list of candidates drawn by the Selection Committee.

15. Service Book.-

There shall be a Service Book for every employee in which shall be entered all matters relating to employee service in the University. The Service Book shall contain in particular a history of service from the date of employee's appointment including increment, promotion, reward, punishment and all other special events of his service career. The Service Book shall also contain a leave form for the employee showing a complete record of all earned as well as unearned leave except casual leave, taken by the employee. The Service Book shall be in the form as prescribed for the Tamil Nadu Government Servants.

16. History of Service.-

There shall be a history of service maintained in respect of each employee of the University in the form given in Appendix-XI, except for all Group-D employees. These records shall be maintained for each distinct category by the Registrar of the University.

17. Personal file/Record Sheet.-

(1) Personal file/Record Sheet shall be maintained for all employees, except last grade employees. The reports for the file shall be prepared in the form given in Appendix-VI.

(2) In the case of permanent employees and approved probationers, these reports shall be prepared once a year for the period ending 31st December and in the case of others, once in six months for the periods ending 30th June and 31st December.

(3) In cases involving a change of station, six days shall end of the period for which the report relates, get countersigned by the competent authority and shown to the employee reported upon and necessary acknowledgement obtained from him for having seen the report, before the end of August or February as the case may be.

(4) The Officers who are to write, countersign and maintain the Personal Files/ Record Sheets shall be as specified in Appendix-VII.

18. Joining time and transit pay.-

(1) Joining time shall be allowed to an employee to enable-

(a) to join a new post either at the same or a new station on transfer while on duty;

(b) to join a new post in a new station on return from any kind of leave of not more than six months;

(c) to join a new post on return from leave exceeding six months when the employee is not given sufficient notice of appointment/transfer to the new post;

(d) to join a post from training held at a fixed place for a period exceeding three months;

(e) to join a post on expiry of leave, including the leave exceeding six months in a remote locality not easily accessible.

(2) Not more than one day is allowed to a Government servant in order to join a new post when the appointment to such post does not necessarily involve a change of residence from one station to another. If a holiday or a series of holidays including Saturday and Sunday follows the date of relief, it may be excluded for the purpose of calculation of one day joining time. No joining time is admissible in cases where the change of post does not involve an actual change of office.

(3) In cases involving a change of station, six days shall be allowed for preparation and in addition, a period to cover the actual journey calculated as follows.-

(a) for that portion of the journey which the employee travels or might travel-

(i) by Railway - One day for each 400 km;

(ii) by motor car or horse drawn conveyance plying for public hire - one day for each 130 km;

(iii) in any other way-One day for each 25 km;

(iv) by aircraft-actual time occupied in the journey.

(b) for any fractional portion of any distance prescribed in clause (a) an extra day is allowed.

(c) travel by road not exceeding 8 km. to or from a Railway Station at the beginning or end of a journey does not count for joining time;

(d) Sundays do not count as days for the purpose of calculation of joining time but they are included in the maximum period of thirty days. If the day on which an employee has to join duty on expiry of joining time, accidentally happens to be a holiday or a series of holidays, the employee shall be permitted to join duty on expiry of such holidays.

(e) When an employee on transfer joins the new post without availing full joining time, the unavailed portion of joining time, subject to a maximum of 15 days, shall be credited to the earned leave account of the employee, provided the earned leave account of the employee plus unavailed joining time do not exceed 240 days.

(4) An employee on joining time will be regarded as on duty and is entitled to pay and allowances admissible for that period. An employee who does not join the post within the joining time is not entitled to any pay or leave salary after the expiry of joining time. Willful absence from duty after the expiry of joining time may be treated as misbehavior and action taken as deemed fit, for such absence.

(5) If an employee, is appointed to a new post while in transit from one post to another, the joining time begins on the day following that on which the employee receives the order of appointment, but no second period of six days for preparation is admissible.

(6) If an employee, while in transit from one post to another, is reposted to the original post, such posting shall be construed as appointment to a new post for the purpose of this clause.

(7) The appointing authority shall have powers to extend joining time upto a maximum of 30 days.

(a) due to late issue of posting orders by competent authority on administrative reasons.

(b) when an employee is unable to use ordinary mode of conveyance or happens to spend more time on journey due to dislocation of services.

(c) when extension of joining time is considered in public interest and to save expenditure.

(8) An employee on joining time shall be entitled to pay and allowances which the employee would have drawn, if continued in the old post or the pay which the employee will draw on taking charge of the new post, whichever is less. If the employee, on relief from the old post, proceeds on leave and then joins the new post, the transit pay may be equal to the leave salary. But in both the above cases, the compensatory allowances other than cash allowances, conveyance allowances at lesser of the two rates are admissible.

(9) When an employee joins his post before the expiry of leave without availing full joining time admissible, the period of joining time not availed shall be considered as leave not enjoyed and a corresponding period of leave sanctioned shall be re-credited to his leave account.

19. Additional charge arrangement and charge allowances.-

Where the Registrar with the approval of the Vice-Chancellor places an employee of the University in additional charge of an executive or a similar post or posts of equal or higher category, the employee shall be granted additional pay as indicated below.-

(1) **Full additional charge**.- Where an employee is directed to attend the duties of another employee in addition to normal duties, as if the employee has assumed full charge of the additional post, the employee is eligible for additional pay for the additional work. Both the posts should be independent. The period of such additional charge shall be more than 39 days. For lesser period, no additional pay is allowed. For this purpose, holidays and casual leave shall be included. Earned leave, unearned leave, etc., shall be excluded. Additional pay shall not be paid for exceeding five months of additional charge arrangement. If the period of additional charge exceeds five months and when it is considered necessary that the additional charge arrangement should be continued in the interest of administration, such arrangement as may be necessary shall be decided by the Vice-Chancellor.

(2) **Rate of additional charge allowance.-** The following shall be the rate of additional pay.-

0-3 months	More than 3 months but not more than 5 months	More than 5 months
1/5th of the pay drawn by the employee in the regular post (or) ½ of the minimum of the time scale attached to the additional post whichever is less shall be allowed as additional pay per month.	1/10th of the pay drawn by the employee in the regular post (or) 1/4th of the minimum of the time scale attached to the additional post whichever is less shall be allowed as additional pay per month.	Nil

Explanation.-

(1) Pay for this purpose includes basic pay and Grade pay/Academic grade pay sanctioned to compensate loss in emoluments. Special pay shall not be taken into consideration to compute regular pay.

(2) From the 9th February 1987 onwards, the rate of additional charge allowance for the whole period of five months shall be uniform as in column (1) above.

(3) **Current additional charge**: Where an employee is directed to attend duties of current nature only, but not the various functions which an employee is expected to attend, the employee is not eligible for any additional pay.

(4) **Holding additional charge of more than one post**: Further at the same time, an employee may also be directed to look after the duties of more than one post, in addition to the normal duties and he shall be eligible for additional pay as contemplated under sub-paragraph (2) above for each post.

(5) For additional charge allowance in respect of Group A and B officers, the orders applicable to the Tamil Nadu Government Servants from time to time shall be followed

20. Leave.-

(1) The Tamil Nadu Leave Rules, 1933, as amended from time to time, shall be applicable to the employees of the University. The following kinds of leave shall be admissible.-

(a) Earned leave;
(b) Unearned leave on private affairs;
(c) Unearned leave on medical certificate;
(d) Extraordinary leave;
(e) Maternity leave;
(f) Hospital leave;
(g) Special disability leave;

(h) Casual leave;

(i) Special casual leave;

(j) Compensation leave; and

(k) Restricted holidays.

In addition to the above, the following kinds of leave shall be admissible for the teaching staff as per clause 8 of University Grants Commission Regulations *vide* notification No.F.3-1/2009, dated 30.6.2010 and the rules for the same shall be prescribed.

(l) Academic duty leave;

(m) Duty leave;

(n) Study leave; and

(o) Sabbatical leave.

(2) Every employee shall be eligible for 12 days of casual leave in a calendar year and 3 days of restricted holidays.

(3) An employee who is required by the competent authority to work on a holiday shall be eligible for compensation leave, subject to a maximum of 20 days in a year, provided such leave shall be availed within a period of six months from the holiday in which the employee worked. In all compensatory leave (CPL) applications the day on which he worked should be mentioned and it is the discretion of the leave sanctioning authority to grant the compensatory leave when the application is submitted. All compensatory leave should be applied prior to go on leave and the applications should not be accepted after availing leave in case of compensatory leave.

(4) Special casual leave, not counting against ordinary casual leave, may be allowed to an employee who is detained in a plague camp or any contagious diseases camp notified by the Government on the way to rejoin duty or who is ordered by the appointing authority to absent himself from duty on the certificate of a Medical Officer on account of the presence of infectious diseases such as Rabies and any other diseases declared infectious from time to time by the Government in his house, provided no substitute is appointed.

(5) An employee may be permitted to surrender the earned leave at his credit and draw leave salary in lieu thereof subject to the terms and conditions in force from time to time applicable to the Tamil Nadu Government Servants.

(6) An employee may be permitted to encash the earned leave at his credit on the date of superannuation, subject to a maximum of 240 days and 90 days of unearned leave on private affairs by the authority competent to grant such leave subject to the terms and conditions in force from time to time applicable to the Tamil Nadu Government Servants. The concession shall also be allowed to the following categories of employees.-

(a) those retiring on medical invalidation;

(b) those retrenched from Government service;

(c) those permitted to retire from service without prejudice to the disciplinary proceedings pending against them;

(d) in the case of death of an employee while in service;

(e) to those going on voluntary retirement; and

(f) those sent on compulsory retirement.

In the case of death of an employee, the earned leave and unearned leave on private affairs at his credit may be permitted to be encashed without waiting for a formal application.

(a) At the time of retirement, 50% of the leave on private affairs standing to the credit of the employees, up to a maximum of 90 days, is entitled for full leave salary. The Head of office shall draw the leave salary in encashment of leave on private affairs, as in the case of encashment of earned leave; and

(b) Full leave salary including Dearness Allowance and all other allowances normally admissible while going on leave during service is allowed for the entire period of earned leave encashment at the time of retirement subject to the terms and conditions in force from time to time applicable to the Tamil Nadu Government Servants.

(c) Provincialised mazdoors shall compute earned leave at 1/11 of the period spent on duty on completion of five years.

(7) Leave cannot be claimed as a matter of right and when the exigencies of service so demand, leave of any description other than leave on Medical Certificate may be refused or the employee may be compulsorily recalled from leave by the sanctioning authority. The administrative powers of the competent authorities in respect of grant of leave to the employees of the University shall be specified in Appendix - XIII.

All the employees of the University will be governed by the leave rules of the Government of Tamil Nadu and the modifications notified from time to time after they are approved by the Board for implementation in the University.

21. Foreign Service.-

(1) In addition to the provisions contained in statute 54 of the Statutes of this University, the following Regulations shall govern the foreign service conditions of the employee.-

(a) The Board of Management has empowered the Vice-Chancellor to send the University employees on deputation on Foreign Service for a period up to three years to Government, Quasi-Government Institutions. The deputation beyond three years to these institutions shall be got approved by the Board of Management. Deputation to private institutions or other agencies shall be at the discretion of the the Board of Management.

(b) Transfer on foreign service should not ordinarily be made unless the duties to be performed after the transfer are such as should be rendered by an employee of the

University or involves such technical knowledge in which experts are not easily available from any other source.

(c) An employee at the time of transfer on Foreign Service should hold a permanent post in the University.

(d) No employee of the University on deputation with an outside agency shall be allowed to retain lien on his post for more than one year.

(e) The Vice-Chancellor shall, in every case of deputation on foreign service, lay down the duration, emoluments and other conditions including all the costs involved in the transfer by way of travelling and daily allowance, etc., and provident fund, pension and leave salary contribution to be made by the foreign employer.

(2) Persons who are appointed in the University on deputation either from Government or from other Universities / Institutions shall be governed by the statute 54 of the University and other terms and conditions prescribed from time to time.

22. Code of conduct of the employees.-

The code of conduct of the employees shall be as given in Appendix-VIII.

23. Control and discipline of the employees.-

(1) The following penalties may, for good and sufficient reasons and as hereinafter provided, be imposed upon an employee when the charges against him are proved beyond ambiguity and doubt.-

Minor penalties:

(a) censure;

(b) fine (in the case of Group D employees only);

(c) withholding of increments (with cumulative effect or without cumulative effect);

(d) recovery from pay of the whole or part of any pecuniary loss caused to the University by negligence or breach of orders; and

(e) suspension.

Major penalties:

(f) reduction in rank including reduction to a lower post or time-scale or to a lower stage in the same scale;

(g) compulsory retirement;

(h) removal from service of the University; and

(i) dismissal from service of the University;

Explanation.-

(a) The discharge of a person appointed otherwise than under contract to hold a temporary appointment on the expiration of the period of the appointment does not amount to removal or dismissal within the meaning of this Regulation.

(b) The removal of a person from the University service shall not disqualify the employee from future employment but the dismissal of a person from the University shall ordinarily disqualify the employee from future employment.

(2) These Regulations shall be applicable to all employees temporary or permanent and also those on deputations and on contractual service in the University.

(3) The detailed procedure governing the discipline and control of the employees shall be as detailed in Appendices IX and X.

24. Retirements, Extension of Service and Re-employment.-

(1) The age of superannuation of the employees who are recruited against permanent or temporary posts of the University, governed by the policy of the University Grants Commission and borne by the University Grants Commission scales of pay and the employees who are transferred and permanently allotted to the University from Tamil Nadu Veterinary and Animal Sciences University / Government department governed by the policy of the UGC and borne by the University Grants Commission scales of pay shall be sixty years.

The age of superannuation of the other employees who are borne under the Tamil Nadu Government service rules and who are recruited against permanent and temporary posts of the University and those who are transferred and allotted to the University from Tamil Nadu Veterinary and Animal Sciences University / Government department shall be fifty eight years, except in case of Office Assistants and Provincialised Mazdoors.

The age of superannuation for Office Assistants and Provincialised Mazdoors transferred from Government departments and appointed by the University shall be sixty years.

The date of retirement of a University employee shall be with effect from the afternoon of the last day of the month in which the employee attains the superannuation age as above.

(2) For good and sufficient reasons, the Board shall have the power to re-employ a teaching staff retired from the service of the University up to a period of five years, at a maximum of two years at a time. The person so re-employed shall be paid salary at the rates decided by the Board based on the merits of the individual case.

(3) The Board may at its discretion re-employ such of the transferred employees from the State Government Service and retired from the University service or those who were employees of the University and retired and others while on deputation, on superannuation at the age of fifty-eight years or otherwise, for a period of not more than two years. The pay plus pension of such re-employed persons shall not exceed the pay last drawn.

(4) In respect of re-employment of the Officers of the University, the prior approval of the Board shall be obtained. The pay and allowances of such re-employed persons shall be as decided by the Board.

(5) No person dismissed from any service shall be eligible for re-employment of any kind in the University.

(6) The employee of the University may be permitted to retire from service voluntarily on completion of qualifying service of 20 years with pensionary benefits and a weightage up to 5 years towards qualifying service. The scheme of weightage will not be applicable to persons who retire under voluntary retirement on completion of 55 years of age or 30 years of qualifying service. The rules relating to the voluntary retirement shall be as per the Government rules issued from time to time. In the case of employee who retires voluntarily the date of retirement shall be treated as on "non-duty day".

(7)(a) Employees who have attained the age of 50 years or completed 25 years of qualifying service shall be considered for compulsory retirement subject to the following conditions.-

(i) cases where an employee's integrity is not in doubt, but his physical or mental condition is such as to make him inefficient for further service or render him unfit to discharge his duties properly;

(ii) cases of employees against whom there are repeated complaints of corruption;

(iii) cases of employees who although have done well in the lower grades, are not considered adequate for the responsibilities of the posts they occupy or will not be able to perform efficiently in their posts for the next three years;

(iv) cases of employees who have close links with the banned organizations;

(v) cases where there is enough evidence to show the person concerned is involved in disturbing the University system and habitually making troubles and could not be corrected with minor penalties and punishments;

(b) The review of compulsory retirement cases will be examined by a Committee constituted by the Board and such cases recommended by the Committee for compulsory retirement will be placed before the Board for its approval. In the case of employee retired pre-maturely, the date of retirement shall be treated as "non-duty day".

(c) The review of cases will be made once in six months. The review of the work of the same individual will be carried out firstly on completion of 25 years of qualifying service or 50 years of age whichever is earlier and again after 5 years of service.

25. Issue of retirement notice.-

Six months prior to an employee attaining the age of superannuation of retirement, a notice shall be sent to the employee about his impending retirement by the Registrar or other Officers concerned of the University.

26. Gratuity, pension and provident fund.-

(1) The University shall institute gratuity, pension and provident fund schemes for the benefit of the officers and employees of the University.

(2) In the event of death in harness of an employee of the University, his nominee or heir is eligible for gratuity and family pension.

(3) The Pension and Provident Fund Rules are given in Tamil Nadu Fisheries University Rules.

27. Daily allowance and Travelling allowance.-

(1) Officers and other employees of the University and other persons who have to travel on University business shall be paid Daily and Travelling Allowances as per the Tamil Nadu Government Travelling Allowance Rules, as amended from time to time.

(2) Members of the Board of Management shall be entitled to draw daily and travelling allowances as prescribed in statute 3(2)(d).

(a) All employees shall be entitled to draw daily and travelling allowances under the Tamil Nadu Travelling Allowance Rules with reference to the basic pay plus Grade pay/Academic grade pay.

(b) Employees of the State or Central Government or Corporate bodies who have to travel on University business shall be paid daily and travelling allowances admissible under the rules governed by their respective parent organisations.

(c) Members of the Academic Council, Board of Studies, other Committees specially constituted and other invitees, who do not come under any of the categories mentioned above, but travel on University business shall be paid actual Air fare / A.C. I Class/ I Class or A.C. 2-tier fare plus daily allowance on par with Grade – I Officer of the State Government as amended from time to time.

(d) Outside experts who attend the Selection Committee Meeting shall be paid an honorarium as follows.-

(i) University Officers selection	:	Rs. 1000/- per day
(ii) Other categories	:	Rs. 500/- per day

(e) For stay at Tamil Nadu House, New Delhi, the employees shall be eligible to draw the actual expenses incurred subject to the ceiling prescribed for stay in Hotel.

(3) All tours by the employees outside the State of Tamil Nadu shall be authorised by the Vice-Chancellor, on the recommendation of the concerned superior.

(4) All other tours within the State by the officers and other employees shall be authorised as detailed in Appendix - XIII.

(5) All travel outside India by the Officers and other employees shall be authorised by the Board of Management on recommendation of the Vice-Chancellor.

(6) The Finance Officer, with the approval of the Vice-Chancellor, shall issue standing orders relating to the preferring of daily and travelling allowance claims.

28. Medical Allowance / Medical Reimbursement Charges.-

The Medical Allowance shall be Rs.100/-p.m. to all. As regards medical re-imbursement for those who have opted for the same on or before the 21st April 1995, the annual ceiling on re-

imbursement of medical expenses shall be revised at 30% of basic pay (Pay + Academic Grade Pay / Grade Pay) as on the 1st January 2006 in the revised pay structure.

29. Loans and Advances.-

(1) The employees of the University shall be eligible to draw the various advances as applicable to the Tamil Nadu Government Servants. The authorities empowered to sanction the advances are as given in Appendix-XV.

(2) (a) The grant of the advances shall be governed by the Rules and other orders issued by the University from time to time.

(b) The rates for the grant of House Building Advances to the employees of the University are as per Tamil Nadu Fisheries University Rules.

(3) The Finance Officer shall issue standing orders regarding the procedure and other matters relating to sanction and drawal of the above advances.

(4) Subject to availability of funds, the University may at its discretion grant the following loans and advances to the officers and other employees, as per the rules and orders of the University issued from time to time.-

(a) House Building Advance;

(b) Marriage Advance;

(c) Advance for the purchase of motor car, motor cycle, scooter, moped, bi-cycle and personal computer; and

(d) Education Advance.

(5) The rate of interest to be charged on such advance shall be the same as that of the State Government, on similar advances.

30. Acceptance of Examinership and Remuneration.-

(1) The Vice-Chancellor may at his discretion grant permission to the University Officers to accept external examinership and other specific assignments and to receive fee / remuneration. The Deans and Directors may accord similar permission to the employees working under them. In all other cases, the Registrar may accord similar permission. The maximum amount that can be received during a calendar year by any such employee shall not exceed Rs.20,000/-.

(2) The period of absence for such work outside the University shall be treated as leave to which the employee is eligible if the employees are to receive remuneration and if the employees are to receive no remuneration, the absence shall be treated as on duty.

(3) The Vice-Chancellor has powers to permit University Officers and employees to serve as members of Committees, etc., constituted by the Government without financial commitment to the University.

(4) The Rules for permitting the teaching staff to accept the Examiner ship and Remuneration shall be prescribed.

CHAPTER V

ACADEMIC PROGRAMME

31. Power of the Board on Degrees, Diplomas and other academic distinctions conferred.-

The Board, may on the recommendations of the Academic Council by a resolution passed with a majority of not less than two-thirds of the members present and voting at the meeting after providing an opportunity for the concerned person to explain his action in person and or in writing, withdraw a degree, diploma, certificate or other academic distinctions conferred earlier by the University provided that the withdrawal of an Honorary Degree shall be with the concurrence of the Chancellor.

REGULATIONS FOR UNDER GRADUATE AND POST GRADUATE EDUCATION UNDER

SEMESTER PATTERN

32. Under Graduate Regulations.-

As per clause 36 (1) and (2) of Tamil Nadu Fisheries University Statutes on the recommendation of the Academic Council, the Vice-Chancellor shall modify the regulations regarding admission of students into the University. The following are the standing regulations as approved by the Vice-Chancellor. These Regulations are subject to modification from time to time, to be in conformity with the rules and regulations that may be issued from time to time by the Government.

32.1. Short title and commencement.-

(1) These regulations shall be called Tamil Nadu Fisheries University Undergraduate Regulations, 2015.

(2) This shall apply to the students admitted from the academic year 2015-16 onwards.

(3) In these regulations, unless the context otherwise requires, the words and expressions used in these regulations shall be interpreted to have the same meanings as they have in the Act.

32.2. Definitions.-

1. **"Academic year"** is a period during which a cycle of study is completed. It shall ordinarily be from June to April (except in the year of admission) and shall consist of two semesters covering 210 days of instruction excluding the final theory examination days;
2. **"Act"** means the Tamil Nadu Fisheries University Act, 2012 (Tamil Nadu Act 21 of 2012);
3. **"Chief Superintendent"** means the Dean of the concerned College;
4. **"Coordinator"** means a teacher of the faculty who has been nominated by the Dean as advisor to a particular batch of students to coordinate all academic programmes;

5. **"Counselor"** means a teacher of the faculty who has been nominated by the Dean as advisor to a particular student to advise the students in all academic matters;
6. **"Course"** is a unit of instruction or a segment of subject matter to be covered in a semester. It has a specific number, title and credit(s);
7. **"Credit hour"** means the weekly unit of work. A lecture class of 50 minutes per week shall be counted as one credit whereas a practical class of two hours duration per week shall count as one credit hour;
8. **"Degree"** means the course of study in Fisheries Science, namely B.F.Sc., (Bachelor of Fisheries Science). It shall comprise a course of study consisting of curriculum and syllabus provided by the University and spread over four academic years;
9. **"Grade point average"** is the quotient of the total credit points obtained by a student both in theory and practical of various papers/subjects at the end of each academic year divided by the total credit hours taken by the student in that year. The grading is done on a ten-point (10.00) scale;
10. **"Grade point of a subject or paper"** is a value obtained by dividing the total marks obtained in a paper (A) by maximum marks allotted to the paper (B) and multiplied by 10 (GP = A/B x 10). It shall be calculated separately for theory and practical;
11. **"Invigilator"** means a teacher in-charge of invigilation work in the examination hall nominated for the purpose by the Dean;
12. **"Overall grade point average"** (OGPA) is the quotient of cumulative credit points obtained by a student in all the papers or subjects both in theory and practical taken by the student from the beginning of the first academic year of the degree course divided by the total credit hours of all the papers or subjects which the student had completed up to the end of a specified academic year. It determines the overall performance of a student in all the papers / subjects taken during a period covering more than an academic year. The OGPA shall be rounded to two decimals taking the third decimal alone into consideration;
13. **"Semester"** is an academic term consisting of not less than 105 instructional days excluding final external theory examination days;
14. **"Syllabus"** and **"Curriculum"** mean the syllabus and curriculum for courses of study as specified by the University;
15. **"Transcript"** means a copy of the consolidated report of marks secured by the student and issued by the University;
16. **"University"** means the Tamil Nadu Fisheries University (TNFU), Nagapattinam;
17. **"University examination"** means internal theory examination or Internal practical examination or final external theory examination.

All the words and expressions used but not defined in these Regulations shall have the meanings respectively assigned to them in the Act

32.3. Admission.-

The admission to the undergraduate (UG) course shall be made in the beginning of the first semester of the academic year and shall be in accordance with the regulations laid down from time to time by the University.

(1) Qualifications for admission to Under graduate programme.-

(a) Admission including selection to the undergraduate course namely Bachelor of Fisheries Science (B.F.Sc.,) ordinarily made in the beginning of the first semester of the academic year shall be in accordance with the regulations laid down from time to time by the Government.

(b) Ordinarily the duration for the B.F.Sc., degree course shall be four academic years; the fourth year academic programme includes Experiential Learning, In-plant Training and All India Study Tour with a minimum OGPA of 5.50 in a 10 point grading system.

(c) Candidates for admission to the above mentioned degree should satisfy the following requirements.-

(i) A pass in the Higher Secondary Course (10 + 2);

(ii) Academic stream or Vocational stream or any other examination recognised as equivalent thereto by Tamil Nadu Fisheries University;

(iii) The candidates should have studied Biology or Zoology and Botany, Physics, Chemistry under the HSC system and secured eligible minimum marks as per the existing Government Rules;

(iv) The candidates from the Higher Secondary Course (10 + 2) Vocational stream with Fisheries as vocational course are eligible for the B.F.Sc., degree programme;

(v) Rules pertaining to age limit, reservations, mode of selection will be as per the directions received from Government of Tamil Nadu from time to time.

(2) **Mode of Selection.-** Candidates shall be selected on the basis of marks obtained in the Higher Secondary Course (10 + 2) examinations conducted by the Board of Higher Secondary Examinations, Tamil Nadu and as per the directions received from the Government of Tamil Nadu from time to time.

(3) **System of Education.-** The pattern of instruction and evaluation in the University shall be the semester system. An enrolled student in order to earn Bachelors Degree in Fisheries Science (B.F.Sc.,) should complete the course credits prescribed from time to time and shall have earned an OGPA of 5.50 out of 10.00 in the University. A student enrolled in Bachelors' degree course shall creditably have completed in the University curriculum for the respective degree programmes in the field of Fisheries Science. A student enrolled in Bachelors' degree course in a particular campus shall complete the degree programme in the same campus. However, transfer from one campus to other campus shall be permitted under extraordinary circumstances in the first semester soon after the closure of admission.

Transfers from other Fisheries or Veterinary or Animal sciences Universities shall not be permitted ordinarily.

(4) **Fees.-** The fees for application, semester fees, special fees, examination fees and other fees shall be as prescribed by the University from time to time.

(5) **Advisory system.-** The students on their admission shall be assigned to teachers who are designated as co-coordinators and counselors by the concerned Dean of the College. Each student immediately after enrollment fills up all the registration cards with the guidance of students' co-coordinator. The co-coordinator shall also maintain a record containing particulars of previous history of the student, courses registered, examinations appeared and grades obtained in each course. The counsellor will establish and foster close personal relationship with the students during their entire stay in the College by having periodical meetings at least once in a month either with the entire group of students or with each individual student as often as is considered necessary in an effort to know their problems, review their study programme and take such remedial actions as may be necessary in consultation with the Teachers, Co-coordinator and the Dean.

32. 4. Registration.-

(1) **Registration for the first time in the University**.- Students who have received notification of admission from the University will receive on arrival guidelines for the registration from the Dean of the respective College. A registration and orientation programme will be conducted by the Dean of the College for the benefit of the students joining the University for the first time. The programme shall be for a duration of 1 - 3 days. During this programme, the students shall be taken to the various departments and appraised of facilities available. They shall also be introduced to the course teachers, warden, deputy wardens and other staff members whom they should know. They may also be explained of various scholarships, and other assistantships available and methods of applying for them. Attendance in respect of fresh students for the first semester shall be reckoned from the first day after the completion of orientation programme. The registration will be done in person and failure to register for the first semester before nominated date shall result in forfeiture of admission.

(2) **Subsequent registration.-** At the beginning of each semester there will be registration for various courses listed under a subject. The list of courses to be registered for a semester shall be given by the respective Co-coordinator in consultation with the Dean. The student in each batch shall have to register for the set of courses offered in "toto" for the batch and fill in the registration cards. The Coordinator in turn will countersign and send them to the Dean. The Dean's office should prepare a list of students who have registered for each course and send them to the University.

(3) **Payment of fees.-** Payment of fees and other arrears due to the College, Departments, Hostel, Library, etc., shall precede commencement of each semester. The students shall be allowed to register for the semester only after payment of fees and production of clearance certificates from the hostel, library and such other places.

(4) **Preparation of timetable.-** The timetable for a semester should be prepared by the Co-ordinator in consultation with course teachers of the semester. The timetable should be released only after the approval of the Dean of the concerned College.

(5) **Theory and practical schedules.-** At the commencement of a semester, the theory and practical schedules should be drawn for a course by the course teacher and concerned head of the department and circulated the students with a copy to the Dean. The instruction should be strictly adhered according to the schedule. The Head of the department / Dean shall ensure that the schedule is adhered to and alternate arrangements are made to cover up the loss in case of any eventualities of unavoidable reasons that lead to non-adherence of the above schedule.

(6) **Late Registration of Courses.-** Each eligible candidate including entrants shall register the requisite courses in the beginning of each semester within 13 working days, the first five working days without fine and the remaining eight working days with fine of Rs.50 /- (Rs. Fifty only) per working day. The attendance will however be reckoned from the day the instruction commences as per the academic calendar (i.e. second day of registration week).

(7) **Eligibility to move to the next year.-** Students shall be permitted to register for V semester only after passing all the courses in I semester. Students shall be permitted to register for VI semester only after passing all the courses in II semester. Students shall be permitted to register for VII semester (experiential learning) only after passing all the courses in III semester. Students shall be permitted to register for VIII semester (In-plant training) only after passing all the courses in IV semester. Students who register for in-plant training during the VIII Semester should have completed all the prescribed Semester Course Credits of the curriculum including the All India Study Tour and possess a minimum OGPA of 5.50 in a 10.00 point scale. The calculation of OGPA will be restricted up to the two decimals taking the third decimal alone into consideration for purpose of calculation.

(8) **Duration and system of education.-** The duration of B.F.Sc., degree programme shall be normally four academic years including six semesters of course work ,one semester of experiential learning , one semester of in-plant training and All India Study Tour. The pattern of instruction and education in the university shall be "Semester course credit system". Each academic year is divided into 2 semesters. A semester is a period of 105 working days excluding the final theory examination days.

(a) **Academic year:** The academic year of the University shall ordinarily be from July to June (except in the case of year of admission) and shall consist of two semesters.

(b) **Semester:** A semester shall ordinarily consist of 105 working days. In addition, the final examination period shall not be reckoned as part of the semester.

(c) **Credit hours:** Each credit hour represents 50 minutes lecture or two hours of laboratory or field practical demonstrations each week in a semester.

(d) **Course:** A course is a unit of instruction or segment of subject matter (as specified in the course catalogue) to be covered in a semester. It has a specific number, title and credits. The courses shall be offered during the semester in which it is listed.

(e) **Grade point of a course:** It is a value obtained by dividing the percentage of marks earned in a course by 10. The grade point is expressed on a 10.00 point scale upto two decimals taking the third decimal alone into consideration.

(f) **Credit point of a course:** The product of credit hours and grade point obtained by the student in a course.

(g) **Grade Point Average:** It is the quotient of the total credit points obtained by a student in various courses at the end of each semester divided by the total credit hours taken by a student in that semester. The grading is done on a 10.00 point scale. The GPA is restricted up to the two decimals taking the third decimal alone into consideration.

(h) **Overall Grade Point Average (OGPA):** It is the quotient of cumulative credit points obtained by a student in all the courses from the beginning of the first semester of the degree course divided by the total credit hours of all the courses the student had completed up to the end of a specified semester from the first semester. It determines the overall performance of a student in all courses taken during a period covering more than a semester. The OGPA shall be rounded off to two decimals taking the third decimal alone into consideration**.**

(9) **Internal theory examination:** The internal theory examination would be conducted on completion of 40th working day of the semester and 90th working day. It shall be conducted only in theory for 30 minutes for a total of 4.0 marks (only objective type-20 marks converted to 4.0) and for 16 marks (in final theory model for 80 marks converted to 16) respectively.

(10) **Internal practical examination:** The internal practical examination shall be conducted on the final practical class of the concerned course in a semester. The practical examination shall be conducted for 50 marks.

(11) **Final external theory examination:** Final external theory examination for each course shall be conducted by the University at the end of each semester in the theory portion of the course. One day study holiday shall be given in between two examinations.

(12) **Instructional Holidays:** Instructional holidays shall be declared by the faculty Dean for events in the students' activities and the semester working days shall be extended accordingly. Students who have registered for research credits shall be exempted from instructional holidays.

(13) **Supplementary Examination:** There shall be supplementary examination for internal theory examinations for students absenting themselves for a specified genuine reason with the recommendation of the Students' Coordinator. However, the Faculty Dean has the

discretionary power either to permit or reject the application after critically assessing the genuineness of the reason(s) for absence. The students who absent themselves for internal theory examinations may be allowed to write supplementary examination before final practical examination on payment of a fine of Rs.200/- (Rupees two hundred only) per examination.

(14) **Arrear Examinations:** There shall be arrear examination for students secured less than 50% marks separately for theory and practical in a course. The arrear examination shall be conducted for theory or practical in which the student has failed. In the case of theory arrear examination, the examination shall include only external theory for 80 marks and for practical arrear examination it shall be conducted for 40 marks. The marks obtained in the first attempt for record shall be taken for arrear practical examination .The fees shall be Rs.200/- (Rupees two hundred only) per course. There shall be no arrear examination for internal theory examination.

32.5. Attendance Requirements.-

Every student shall ordinarily attend all classes in a course. Attendance in respect of fresh students for the first semester shall be reckoned from the first day of the commencement of semester. However, only for the students who are registering late due to late admission, attendance shall be reckoned from the date of their registration and this is only for the first semester of the first year Under Graduate programme. A minimum prescribed attendance in a course shall be 80%. The attendance shall be reckoned separately for theory and practical and a separate minimum under each category is required. A student who fails to put in the minimum attendance in theory or practical shall not be permitted to appear for the final external theory examination and the registration for that course shall be treated as cancelled. Such of those courses shall be reregistered by the student. Dean may depute students on the recommendation of the Vice-President of Student Association/Sports Secretary, to represent the College / University at various functions such as NSS, Sports, Medical aid, etc., and the mandatory minimum requirement of attendance under these circumstances is 70% (60% for university business/deputation) provided, the Dean is informed well ahead of time at least 2 weeks earlier. A student who fails to put in a minimum requirement of 80% attendance because of sickness, the mandatory minimum may be reduced to 70% on the basis of medical certificate for hospitalization obtained from Government hospital or a private nursing home. Under extraordinary circumstances, the Dean shall be empowered to give exemption on medical reasons, only on the recommendations of the Students' Coordinator.

Students absenting from classes by prior arrangements on official University business shall be given due consideration in completing attendance requirements and may be permitted by the Faculty Dean concerned to condone the deficiency. However, this shall not apply to students appearing for internal theory and internal practical examinations. The Dean should ensure in ordinary circumstances that no student is officially deputed for University purposes so that the student fails to secure the 70% attendance. However, under no circumstances, (except on University business/deputation ,for whom it is 60%), students having less than 70%

of attendance in theory and practical together shall be permitted to take the examinations; such of these students shall re-do the course and complete the same, when the course is offered in the subsequent semesters.

The proposal to the University should clearly indicate the category of leave or absence applied for by the students for consideration of concession. The attendance register should be maintained by the course teacher and the certificate to this effect shall be sent to the University in prescribed proforma sufficiently early, to issue hall ticket for final external theory examination. Hall ticket will be issued for final external theory examination by the Controller of Examination, based on the prescribed application from the candidate duly filled in along with payment of fees, supported by fee receipt and attendance certificate from the Dean. No due certificate has to be insisted upon by the Faculty Dean concerned at the time of distribution of hall tickets. No student will be issued with a hall ticket unless they produce mess dues clearance certificate from the competent authority of accounts of hostel administration. The students receiving any scholarship should put in a minimum of 80% attendance. Students receiving other than the University scholarship, should put in the required attendance as specified by the other funding agencies but not below 80% of attendance. The shortage of attendance particulars, less than 70% if any, should reach the Controller of Examinations prior to issue of Hall Ticket. If a student admitted in the 1st year and does not register the course of first semester or having registered, failed to put in 80% attendance in all the courses, the admission stands cancelled, if no prior permission is obtained from the Faculty Dean of the College. The student shall forfeit the admission to the course(s) offered in the semester. When a student leaves the college after completion of first semester for reasons beyond control, the student shall be eligible for re admission within one year by the faculty Dean to the appropriate semester on payment of readmission fee Rs.500/- under intimation to the University. Where the period of break exceeds one year, but does not exceed two years a reference should be made to the University and the decision of the University shall be final. When a student leaves the college taking Transfer Certificate shall not be eligible for re admission.

(a) How to calculate attendance for a course: Normally the number of classes conducted is calculated by the course teacher from the first working day (i.e. the second day of registration week as per the timetable, unless otherwise specified) to the last instructional day excluding final internal practical.

(b) Theory class: Number of theory classes conducted by the course teacher from the first working day (i.e. the second day of registration week, unless otherwise specified) as per the timetable, to the last theory class before the commencement of final external theory examination conducted by the course teacher.

(c) Practical class: Number of practical classes conducted by the course teacher from the first working day (i.e. the second day of registration week, unless otherwise specified) as per the time table, to the final practical class. The practical examination shall be conducted on the final practical class of the concerned course in a semester.

(d) Absenting on University work: Students absenting from classes by prior arrangements on official University business shall be given due consideration in completing the attendance requirements and may be permitted by the Dean concerned to condone the deficiency. However, this shall not apply to students appearing for internal theory and internal practical examinations.

32.6. Examinations.-

(1) Courses with Theory and Practical: Out of 150 marks for a course, the internal theory and internal practical shall be conducted for 20 marks and 50 marks separately and evaluation done by the course teacher. The final external theory examination shall be conducted for 80 marks and evaluation done by the external examiner. Students absenting from class by prior arrangement on official University business shall be given due consideration and may be permitted by the Faculty Dean concerned to take up supplementary examination that are missed, at the discretion of the Dean concerned, provided the student satisfies the minimum requirement of attendance and pays an additional examination fee of Rs.200/- (Rupees two hundred only) for each examination. Such supplementary examination shall be completed before 100 working days. Answer papers pertaining to examinations for internal theory shall be returned to the students within 7 working days after the conduct of the examination. The students shall have the option to request the teacher for clarification of any doubts in evaluations, provided such request is made immediately after the answer papers are distributed. This, however, shall not apply for the final external theory examination. The final external theory examinations shall be conducted by the University with two hours of duration. For setting question papers and evaluation, the concerned faculty Dean shall identify and recommend the external experts and send it to the Controller of Examinations in confidential letter. There shall be no arrear examination in between final external theory examinations.

(2) Practical (50 marks): Conducted by the course teacher at the end of the semester preferably in the final practical class of the respective course. Out of 50 marks, 10 marks shall be allotted for practical records 35 marks for doing laboratory practical / and another 5 marks for viva-voce. The marks obtained for 150 (theory 100 + Practical 50) shall be converted to 100 for the purpose of calculation of the grade point.

(3) Course with theory alone: The maximum marks is 100 out of which 20 marks shall be allotted for internal theory examination and 80 marks for final external theory examination.

(4) Courses with practical alone: Conducted by the course teacher at the end of the semester preferably in the final practical class of the respective courses. Out of 50 marks, 10 marks shall be allotted for practical records; 35 marks for doing laboratory practical / and another 5 marks for viva-voce. The examinations for courses with practical only shall be conducted for 50 marks and converted to 100 marks for the purpose of calculation of the grade point. Students who miss the final external theory examination shall be awarded "F" (FAIL). A minimum of 50% in theory and practical separately with an aggregate of 50% shall be essential to get a pass in a subject.

Students who miss the internal theory examination shall be permitted to take the final external theory examination provided they are eligible otherwise. However, they will lose the maximum of 20 marks meant for internal theory examination. There shall be no supplementary examination under any circumstances for final external theory examination. Students who were awarded 'F' shall take the examination in the subsequent semesters. No University examinations shall be conducted in between during semester weeks. The marks obtained under internal theory examination shall be taken as such for the second and subsequent attempts. The marks statement for the courses showing internal theory examination, internal practical examination and attendance particulars shall be sent to the Controller of Examinations before the completion of final external theory examinations.

32.7. Scrutiny of Grades.-

(1) A student may apply to the Controller of Examinations within one week after the announcement of the marks for a scrutiny of the totaling of marks of the final external theory examination. The fee for such scrutiny shall be Rs.200/- (Rupees two hundred only) for each course.

(2) A student can submit request to the Controller of Examinations for revaluation of answer paper of final external theory examination in a prescribed format through the Dean concerned not later than ten working days after the declaration of results. The fee for revaluation shall be Rs.500/- (Rupees five hundred only) for each subject.

(3) **Re-registration:** All the batches of Undergraduate students shall be given three attempts to clear the arrear subjects keeping the checks for movement from one year to another as per sub-clause 32.4.(7) "Eligibility to move to the next year" of the Tamil Nadu Fisheries University Regulations. A maximum of three attempts are permitted for each course (theory / practical) and after three unsuccessful attempts in a course, the students have to re-register and repeat the course.

(4) **Mass absence of students from a class:** Absence of students **'***en masse'* from a class shall not be condoned. They shall be marked as **"absent**" and attendance calculated accordingly.

(5) **Mass absence of students from a university examination:** Absence of students **'***en masse'* from a University examination which includes internal theory, internal practical and final external theory examinations shall not be condoned. They shall be awarded "FAIL" leading to eligible for supplementary/ arrear examination / re-registration of course provided they are eligible otherwise.

(6) **Unfair means during examinations:** The Dean of the College shall be responsible for dealing with all cases of "Use of unfair means" in the various examinations. The phrase, "Use of unfair means" includes possession of any information or material by the student, talking to other students, copying from other students or from printed or written material etc., The Invigilator concerned, on finding the use of unfair means by any student, may take the answer scripts of the student and the material evidence, if any, and the explanation

from the student. The student may also be sent out of the examination hall immediately. The Invigilator concerned shall report each case of unfair means direct to the Dean immediately with full details of the incident, answer scripts, the available evidence and explanation of the concerned student, if any. The Dean, on receipt of the report, may give an opportunity to the concerned student to represent his case. Considering all the available evidence, the Dean shall take appropriate action immediately.

(7) Punishment to be met out for unfair means during university examinations: The respective Deans of the colleges shall be empowered to deal with all cases of unfair means by the students in the University examinations. The penalty shall be as indicated below.-

(a) A student found using unfair means during an internal examination (Theory/ practical) shall be deemed to have failed in that course.

(b) A student found using unfair means during the external theory examination shall be deemed to have failed in all the courses registered by the student in that semester. In such cases, the student shall not be permitted to take the remaining examinations, if any, in that semester and shall be deemed to have attempted and failed in those examinations.

(c) The Dean after passing orders shall report each case falling under (a) and (b) above immediately to the University.

(d) For using unfair means of a serious nature such as ignoring the repeated instructions of invigilator or abusing or threatening or assaulting the invigilator, warranting higher penalties than those indicated in clauses (a) and (b) above, the Dean, besides treating the student as failed in all the courses he registered in that semester, may further debar the student for the succeeding semester and the fact informed to the University. If further or more severe punishment is felt necessary, the Dean shall immediately inform the University about the full details of each together with all the material evidence, if any, and his recommendation. The explanation or representation of the student, if any, may also be sent. The Vice-Chancellor after examining the case may debar the student for further period or permanently. The decision of the Vice-Chancellor shall be final.

(e) The parent or the guardian of the concerned student shall be informed of any punishment awarded to the student and the reason thereof.

32.8. Registration in the subsequent semester.-

(1) Steps in the Registration: The following are the steps in registration of students for different courses.-

(a) A student in each batch shall have to register for the set of courses offered for that batch and fill in the registration cards. The students having backlog courses can register for a part of / total backlog courses when the concerned courses are offered along with regular batch. The students' coordinator should prepare the list

of students who have registered for each course and send course-wise list to the concerned course teacher.

(b) The payment of fees and other arrears due to the college departments, hostels, library etc., shall precede registration.

(c) Late registration shall be permitted following the rules prescribed under registration.

(2) Study load for semester: The total credit load per semester shall not be more than 23 credit hours, excluding non-credit compulsory and audit course. No student shall be permitted to register for more than the above stipulated credit load of 23 credit hours under any circumstances. For purposes of calculation of credit load, the number of credits registered in a semester includes fresh courses and backlog courses.

(3) Experiential Learning: The Experiential Learning programme shall be offered in the VII semester of the B.F.Sc., degree programme with a total of 0+10 & 0+10 credits in the two major disciplines viz. Post Harvest Technology and Aqua farming incorporating the practical learning of courses of respective major disciplines. The students will be evaluated based on their performance and marks will be awarded. Less than 70% shall be considered as "not satisfactory" and the students have to repeat the Experiential Learning Programme. This credit load of Experiential Learning shall not be accounted for OGPA calculation.

(4) In-Plant Training Programme: The in-plant training shall be conducted for 0+20 credits of which 0+10 credits shall be allotted to Aqua culture and 0+ 10 credits to Fish Processing programmes. Students have to be attached with aquaculture and fish processing industries for a duration of 105 working days in VIII semester. The students will be evaluated based on their performance and marks will be awarded. Less than 70% shall be considered as "not satisfactory" and the students have to repeat the In-Plant Training Programme. This credit load of In-Plant Training shall not be accounted for OGPA calculation.

(5) All India Study Tour: All India Study Tour shall be performed for 25 days by visiting ICAR fisheries institutes / State fisheries colleges / deemed fisheries institutes. The performance will be evaluated by the teacher in-charge of the tour at the end of 25 days time on the basis of reports submitted by the students. The approval of All India Study tour shall be given by the Vice-Chancellor.

32.9. Graduation requirements.-

The students shall satisfy minimum residential requirements as follows.-

(a) Eight semesters for B.F.Sc., including six semesters of course work, one semester each of experiential learning and In-plant training including All India Study Tour.

(b) A student undergoing course of study leading to award of B.F.Sc., shall pass the course and complete the minimum number of credit hours prescribed there for, by the Academic Council from time to time by obtaining a minimum GPA of 5.00 for passing a course and OGPA of 5.50 on 10.00 point scale system for obtaining a degree.

32.10. Classification of successful candidates.-

The successful candidates after completion of the graduation requirements who secured an OGPA of 5.50 or more in the 10.00 points scale shall be classified as under.

OGPA from 5.50 to 7.49 – Pass in second class
from 7.50 to 8.99 – Pass in first class
from 9.00 and above – Pass with Distinction

The above requirement for distinction is applicable to those candidates who complete the degree programme without recording "F" (Fail) in any course. Students recording 'F' in one or more courses and who have secured an OGPA of 7.50 and above shall be awarded first class provided they complete the degree programme within the minimum prescribed period of study.

32.11. Academic Status and Scholastic Deficiencies.-

(1) A student shall secure an aggregate of 50% marks, each in theory and practical, separately, for pass in a subject or paper.

(2) Student obtaining a grade point of not less than 5.00 shall be considered to have passed. A student getting less than 5.00 shall be deemed to have failed and "F" shall be indicated against the paper or subject.

(3) The failed students who fail in all three attempts of arrear examination, shall re-register and attend all the courses of the papers in which they have continuously obtained 'F' and appear for the concerned examinations (both theory and practical).

32.12. Year of standing.-

The year of standing of a student shall be determined solely on the basis of his completion of prescribed number of credit hours successfully.

32.13. Amending or cancellation of result.-

If the result of a candidate is discovered to be vitiated by error, malpractice, fraud, improper conduct or any other reasons, the Vice-Chancellor shall have the power to amend the result in such manner as to accord with the true position, and to make such a declaration as the Vice-Chancellor may deem necessary in that behalf. It is found that the result of a candidate has been vitiated by candidate been benefited and that candidate in the opinion of the Vice-Chancellor, been a party to or connived at the malpractice, fraud or improper conduct, the Vice-Chancellor shall have the power at any time, notwithstanding the award of a diploma or a degree or a prize of scholarship, to amend the result of such candidate and to make such declaration as the Vice-Chancellor may deem necessary in that behalf, including debarring of the candidates from the University for such a period as may be specified and the cancellation of the result of the candidate in such manner as the Vice-Chancellor may decide.

32.14. Transitory provision.-

These regulations shall apply to those students who shall be admitted from the academic year 2015-16 and thereafter.

No regulation made by the Academic Council of the University governing the under graduate courses of study shall be construed to limit or abridge the powers of the Academic Council to deal with any case or cases of any student or students of B.F.Sc., course in such manner as it may appear to it, to be just and equitable.

B.F.Sc., students admitted from the academic year 2010-11 to 2014-15 will be governed by Regulations given in 31-a of Tamil Nadu Veterinary and Animal Sciences University (TANUVAS) Undergraduate Regulations -1990.

32.15. Student responsibility.-

All undergraduate students studying in various faculties of this University are expected to know the requirements for the award of Bachelor's degree, the general academic requirements and assume full responsibility for meeting them. They should keep in constant touch with Coordinators / counselors and know their status / progress. In no case shall regulations be waived or exception made simply because a student pleads ignorance of it.

32.16. Authorities to approve results and issue Pass Certificates, Transcripts.-

The Vice-Chancellor shall approve the results on the recommendation of the Board of Examination and the Registrar shall issue the provisional pass certificate, transcripts, etc., to the candidates.

32.17. Award of Diploma.-

A diploma under the seal of the University and duly signed by the officers authorized in this behalf shall be presented at a convocation to each candidate who has successfully completed the graduation requirements for the award of degree. Diploma of the candidates who has successfully completed the graduation requirements for the award of degree and who are admitted 'In Absentia' to a degree at convocation, shall be sent by post. The diploma shall set forth the name of the candidate, father's name, degree, month and year of successful completion of the graduation requirement. The Bachelors degree in Faculty of Fisheries Science shall contain OGPA obtained and the class in which the graduant has been placed in addition to the particulars already mentioned in the regulations.

32.18. Record of Courses.-

To ensure that requirements for the award of degree have been completed by a student, the University shall keep a record of courses completed by the students. A copy of the same shall be maintained by the Dean of the concerned College.

33. Postgraduate Regulations.-

33.1. Short title and commencement.-

(1) These regulations shall be called Tamil Nadu Fisheries University Postgraduate Regulations, 2015.

(2) This shall apply to the students admitted from the academic year 2015-16 onwards.

(3) In these regulations, unless the context otherwise requires the words and expressions used in these regulations shall be interpreted to have the same meanings as they have in the Act.

33.2. Definitions.-

In these regulations, unless the context otherwise requires,

1. **"Academic Council"** means academic council of the University;
2. **"Academic year"** is a period during which a cycle of study is completed. It shall ordinarily start from September and shall consist of two semesters covering 220 instructional days including the days of internal examinations;
3. **"Act"** means The Tamil Nadu Fisheries University Act, 2012 (Tamil Nadu Act 2**1** of 2012);
4. **"Advisory Committee"** means a committee of qualified staff to guide the student during the entire duration of study;
5. **"Course"** means a unit of instruction or a segment of subject matter to be covered in a semester. It has a specific number, title and credits;
6. **"Credit hour"** means the weekly unit of work. A lecture class of one hour per week shall be counted as one credit whereas a practical class of two to three hours duration per week shall count as one credit hour;
7. **"Credit point of course"** means the product of credit hours and grade point obtained by the student in a course;
8. ***"Degree"*** means the course of post graduate studies in Fisheries Science namely M.F.Sc., (Master of Fisheries Science) and Ph.D. (Doctor of Philosophy). They shall comprise of a course of study consisting of curriculum and syllabus provided by the University;
9. ***"Government"*** means the State Government of Tamil Nadu;
10. **"Grade point average**" means the quotient of the total credit points obtained by a student both in theory and practical of various courses including research and seminar credits at the end of each semester divided by the total credit hours taken by a student in that semester. The grading is done on a ten- point scale;

11. **"Grade point of a course"** means a value obtained by dividing the total marks obtained in a course (X) by maximum marks allotted to that course (Y) and multiplied by 10 (GP = X/Y ˣ10);

12. **"Internal examination"** means an examination conducted after 70th working day of the semester by the course teacher concerned for theory alone;

13. **"Major course"** means a course taken by a student from the department in which the student is majoring;

14. "**Minor course**" means a course taken by a student from a related department. The list of related department for every branch of PG programme shall be as decided by the University;

15. **"OGPA - Overall Grade Point Average"** means the quotient of cumulative credit points obtained by a student in all the courses including research credits both in theory and practical taken by a student from the beginning of the first semester of the degree course divided by the total credit hours of all the courses which a student had completed up to the end of a specified semester from the first year. It determines the overall performance of a student in all courses taken during a period up to the end of a specified semester from the first year;

16. **"Semester"** means an academic term consisting of 110 instructional days including internal examination and final theory examination days;

17. **"Supporting course"** means a course taken by a student from any unrelated department. The list of such courses for every branch of PG programme shall be as decided by the Advisory Committee of a student;

18. **"Syllabus"** and **"curriculum"** means the syllabus, and curriculum for courses of study as specified by the Indian Council of Agricultural Research (ICAR) and approved by the University;

19. **"Semester final examination"** means a University examination comprising of external theory and internal practical examinations separately conducted by the University at the end of each semester;

20. **"Statutes"** means the Tamil Nadu Fisheries University Statutes;

21. **"Thesis"** means one that consists of report of the research activity taken up by the student and it includes introduction, review of literature, materials and methods, results and discussion, summary and conclusions and bibliography;

22. **"Transcript"** means a copy of the consolidated report of marks secured by the student and issued by the University;

23. **"University"** means the Tamil Nadu Fisheries University (TNFU), Nagapattinam.

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

33.3. Description.-

1. A post graduate degree course of M.F.Sc., for fulltime students shall comprise of a course of study over a minimum of two academic years consisting of two semesters full time course work and two semesters full time research work including compulsory submission of a thesis.
2. A postgraduate degree course of M.F.Sc., for part time students shall comprise of a course of study over a minimum of three academic years consisting of two semesters full time course work and four semesters part time research work including compulsory submission of a thesis.
3. A post-graduate degree course of Ph.D. for full time students shall comprise of a course of study over a minimum of three academic years consisting of two semesters full time course work and four semesters full time research work including compulsory submission of a thesis.
4. A postgraduate degree course of Ph.D. for part time students both in TNFU service and candidates on deputation from other institutes shall comprise of a course of study over a minimum of four academic years consisting of two semesters full time course work and six semesters part time research work including compulsory submission of a thesis.
5. The course credits shall be offered for both full time and part time students during first and second semesters only.
6. Candidates with M.F.Sc., working in external funded schemes of TNFU shall be permitted to register Ph.D. in the same / related discipline. They shall be permitted to register for course credits in the first four semesters and research credits to a maximum of five per semester in the first four semesters. They shall be permitted to complete the remaining research credits in the next two semesters. A postgraduate degree course of Ph.D. for students working in external funded scheme of TNFU shall comprise of a course of study over a minimum of three academic years including compulsory submission of a thesis. The Advisory Committee shall be constituted with the Principal Investigator of the scheme as the Chairman. The Principal Investigator shall obtain necessary permission from the funding agency for the same.
7. The M.F.Sc., candidates those who have completed requisite course credits and Comprehensive Qualifying Examination (CQE) in Ph.D. programme shall be permitted to serve in the temporary positions of research schemes of same / related departments of TNFU. They shall be permitted to complete the remaining research credits in the next four semesters. A post-graduate degree course of Ph.D. for students working in external funded scheme of TNFU shall comprise of a course of study over a minimum of three

academic years including compulsory submission of a thesis. The advisory committee shall be reconstituted with the Principal Investigator of the scheme as the Chairman to facilitate the candidate to carry out the research in the funded project in which the candidate works. The Principal Investigator shall obtain necessary permission from the funding agency for the same.

33.4. Admissions.-

Admission to the postgraduate courses shall be made in the beginning of the first semester of the academic year and shall be in accordance with the regulations laid down from time to time by the University and Government. For admission to M.F.Sc., degree programmes, B.F.Sc., degree of four year duration in Fisheries Science and for Ph.D. degree programmes, M.F.Sc., degree of two year duration with basic B.F.Sc., of four year duration in Fisheries Science from a recognized University is a must.

33.5. Fees.-

The fees for application, semester fees, special fees, examination fees and other fees shall be as prescribed by the University from time to time.

33.6. Advisory Committee.-

The students on their admission shall be put under an Advisory Committee and this committee is responsible for guiding the students in carrying out their academic programme.

(1) Composition.-

(a) The Advisory Committee for M.F.Sc., degree candidate shall comprise of a total of three members including a Chairman. Out of them, two members including the Chairman should be from the department in which the student is majoring and one member should be from any related departments.

(b) The Advisory Committee for the Ph.D. degree candidate shall comprise of four members. Out of them two members including the Chairman should be from the department in which the student is majoring and two members should be from any related departments.

(c) For the Ph.D. students who are doing their degree on part-time basis under deputation from research / extension centres of TNFU, the Chairman shall be from the concerned department of the college where the candidate is doing Ph.D. The head of the research / extension centres where the candidate is working and doing research shall be made as Co-chairman of the advisory committee. A certificate on the progress of the research work of the student shall be obtained from Co-chairman and produced at the time of research credit evaluation of the concerned semester.

(d) For the Ph.D. students who are doing their degree on deputation from other institutes, the Chairman shall be from the department in which the student is majoring. The topic

of research finalized by the Advisory Committee shall have laboratory facilities and expertise in the sponsoring institute. The head of the unit or division or department of the sponsoring institute where the student is working shall be made as Co-chairman of the advisory committee. A certificate on the progress of the research work of the student shall be obtained from Co-chairman and produced at the time of research credit evaluation of the concerned semester.

(2) **Formation of Advisory Committee.-** The Head of the Department in consultation with the staff concerned will form the Advisory Committee within 90 working days from the commencement of the first semester and send the proposal in the prescribed format to the faculty Dean for approval. The research proposal for the student shall be submitted by the advisory committee in the prescribed format within 60 working days of second semester.

(3) **Duties and responsibilities.-** The Advisory Committee shall guide the student in the choice of courses in the minor and supporting subjects, in the selection of research problem for thesis and in all other matters relating to students academic activities. The Advisory Committee is also responsible for fixing the programme of course work, research proposal, research work, seminar topic, evaluation of research credits, finalization of thesis draft, conduct of Comprehensive Qualifying Examination and final viva-voce. However, the Chairman of the Advisory Committee is fully responsible for the academic performance of the student. The Head of department will co-ordinate and monitor for the successful completion of the programme.

(4) **Change of Advisory Committee.-** The Advisory Committee once formed shall not be changed normally till the student completes the programme. However, the change of Chairman and Members shall be permissible only on grounds of transfer, retirement, resignation or instances where continuous absence of the Chairman and Members officially or personally exceeding six months. In such instances the Head of the department shall send the proposal for change of Advisory Committee clearly stating the reasons to the faculty Dean for approval. In circumstances where the student require only a short duration for completion of the programme (i.e. less than one semester) and the Chairman or Member is retiring or on transfer and if the Chairman or Member expresses his willingness to continue as Chairman or Member, the same may be permitted by the Faculty Dean under intimation to the University. In such cases, the head of the department shall send necessary proposal. Under extraordinary circumstances in which the Chairman is not available officially or personally for less than six months and an imminent academic activity has to be carried out, the faculty Dean of the college concerned can nominate the Head of the department or any other member in the Advisory Committee to act as Chairman under intimation to the University till the regular Chairman of Advisory Committee rejoin duty. In the event of the HOD acting as Chairman and not available within this period the Faculty Dean of the College concerned can act as Chairman and conduct evaluation.

(5) Eligibility for being Chairman or Member of Advisory Committee.- For being Chairman and Members of Advisory Committee of M.F.Sc., programme, the faculty should be a recognised PG teacher or PG guide approved by the faculty Dean. For being the Chairman of Advisory Committee for Ph.D. programme, the faculty should be a PG guide approved by the faculty Dean. For being members in Ph.D. Advisory Committee, the faculty should be either a PG teacher with Ph.D. degree or PG guide approved by the faculty Dean.

(6) Limit for being Chairman of Advisory Committee.- Normally no individual should be Chairman for more than three Advisory Committees at any point of time. However, under extraordinary circumstances, where sufficient numbers of PG teachers or PG guides are not available, the University with the recommendations of the faculty Dean may permit the faculty to exceed the limit. For being member of Advisory Committee, there is no such limitation.

(7) Recognition of PG teacher or guide.- The concerned faculty Dean normally recognises PG teachers for offering courses and for guiding research students. The recognized PG teachers shall offer courses as required by the concerned HOD. Normally such courses shall be on their own field of specialisations unless extraordinary circumstances demand offering other courses. All the PG teachers are competent to guide M.F.Sc., students in their research work in their own field of specialisation. The PG teachers with Ph.D. degree alone are allowed to take courses for Ph.D. programme and be members in the Advisory Committee. However, only a recognised PG guide alone be the chairman of the Advisory Committee of Ph.D. student.

(a) **Eligibility for PG guide.-** Professors, Associate Professors and Assistant Professors having Ph.D. and five years of service after acquiring Ph.D.

(b) **Eligibility for PG teacher.-** Professors, Associate Professors and Assistant Professors having Ph.D. and three years of service after acquiring Ph.D. or Associate Professors and Assistant Professors having M.F.Sc., degree with five years of service are eligible for PG teacher.

(c) The HODs should send necessary proposals for recognition of PG teacher or guide along with a letter of interest from the concerned faculty to be PG teacher or guide to the faculty Dean. All staff may be given the PG teacher or guide recognition, once they satisfy the eligibility conditions. However, under extraordinary circumstances, the faculty Dean may use his discretionary power to recognise individuals as PG teachers and PG guides on need basis. However, this is permissible only on situation where sufficient numbers of qualified teachers are not available to be recognised as PG teacher or PG guide.

33.7. Registration.-

(1) Registration for the first time in the University.- Students who have received notification of admission from the University on arrival will receive guidelines for registration from the

Faculty Dean of the respective college. A registration programme will be conducted by the faculty Dean of the College for the benefit of the students joining the University for the first time. The registration will be done in person and failure to register for the first semester before the nominated date shall result in forfeiture of admission.

(2) Subsequent Registration.- At the beginning of each semester there will be registration for various courses listed under the majoring department. The students shall have to register for the set of courses and /or research credits with the guidance of the advisory committee.

(3) Payment of fees.- The payment of fees and other arrears due to the college, department, hostel, library, etc., shall precede the commencement of each semester. The students shall be allowed to register for the semester only after payment of fees and production of clearance certificates from hostel for mess dues. The students including new entrants shall register the requisite courses in the beginning of each semester within thirteen working days, the first five working days without fine and the remaining eight working days with fine of Rs.50 (Rupees fifty only) per day**.**

(4) Attendance calculation.- The attendance will however be reckoned from the day the instruction commences as per the academic calendar (i.e. second day of registration week unless otherwise specified).

(5) Instructional holidays.- Instructional holidays shall be declared by the Faculty Dean for events in the students' activities and the semester working days shall be extended accordingly. Students who have registered for research credits shall be exempted from instructional holidays.

(6) Preparation of timetable.- The time table for a semester should be prepared by the head of the concerned department in consultation with course teachers of the semester and the time table shall be approved by the Dean before release and intimated to the University.

(7) Lecture and Practical schedule.- At the commencement of a semester, the lecture and practical schedule should be drawn for every course by the course teacher and concerned head of the department and circulated to the students with a copy to the Faculty Dean.

33.8. Residential requirements.-

(1) Duration.- The minimum duration for the M.F.Sc., programme shall be four semesters and maximum shall be eight semesters. The minimum duration for Ph.D. programme shall be six semesters and maximum shall be 12 semesters.

(2) Temporary discontinuance.- All M.F.Sc., and Ph.D. students are expected to complete the programme without any break. However, temporary discontinuance is permitted on extraordinary circumstances only after the student successfully completes the Comprehensive Qualifying Examination. No student shall temporarily discontinue the course without the prior permission of the Faculty Dean of the college. Students who have discontinued temporarily may be permitted by the University to rejoin within four

semesters for M.F.Sc., degree and six semesters in case of Ph.D. programme from the date of leaving the college. The students should send permission letter for rejoining well in advance through the Faculty Dean of the College concerned. However, the student should complete graduation requirements within the maximum duration of eight semesters in case of M.F.Sc., degree and 12 semesters in case of Ph.D. degree from the date of first admission. Any student who fails to complete graduation requirements within the maximum permissible period is not entitled for obtaining the degree. Any student leaves the college taking Transfer Certificate shall not be eligible for re admission.

(3) **Minimum credit requirements.-** The minimum credit requirements shall be 55 and 75 for M.F.Sc., and Ph.D. programmesÏ respectively excluding non-credit compulsory courses. This minimum limit can be exceeded by a few credits at the maximum of four, but should not be lowered in any case. The increase in credit load is applicable only for course work. The distribution of credits into major, minor, supporting, seminar and research is as follows. The minor courses are to be taken from a related department. The list of such related departments for every majoring subject is provided by the University. The supporting courses are to be taken from unrelated departments. Under the supporting courses, a course in the discipline of statistics is compulsory for M.F.Sc., and Ph.D. students. A course on Research Methodology is compulsory for all M.F.Sc., students. However, it need not be registered by Ph.D. students if they have studied the course in M.F.Sc., degree. All the non-credit compulsory courses need to be registered by all M.F.Sc., students. Ph.D. students need not register these courses if they have already studied them in their M.F.Sc., degree. The list of non-credit courses are identified by the University from time to time.

Table shall come to the place indicated

Course work	**M.F.Sc., Credits**	**Ph.D. Credits**
Major	20	15
Minor	09	08
Supporting	05	05
Seminar	01	02
Sub-total	35	30
Thesis	20*	45
Total	**55**	**75**

* Grades will not be awarded – Evaluated as 'Satisfactory / Not satisfactory'

(4) **Permissible workload for a semester.-** The maximum permissible workload per semester shall be 20 for both M.F.Sc., and Ph.D. programmes. It does not include non-credit compulsory courses. The permissible work load shall be exceeded by few credits at the maximum of 2 credits per semester. It is applicable only for course work. The maximum permissible research credits shall be 15 per semester. However, the maximum research credit for a part time Ph.D. student shall be 12. The permissible workload for each semester for a student shall be decided by the Advisory Committee.

(5) **Examination and Evaluation.-** All students shall abide by the regulations of the University prescribed from time to time for evaluating their performance under the semester system of education.

(6) **Credit transfer.-** Transfer of course and research credits earned at another University is permissible provided they have studied the same courses with the same credit load. However, a committee constituted by the University consisting of the Faculty Dean, Controller of Examinations and Professor and Head of the Department of the subject or discipline concerned may consider such requests and report to the University subject to following conditions.-

(a) The courses shall not have been studied earlier than three years from the date of admission of the students to the programme at this University; and

(b) Credits to be transferred shall not, however, have been used for obtaining a degree diploma elsewhere.

33.9. Attendance Requirements.-

(1) Every student shall ordinarily attend all classes in a course. Attendance in respect of fresh students for the first semester shall be reckoned from the first day of the commencement of semester. However, only for the students who are registering late due to late admission, attendance shall be reckoned from the date of their registration and this is only for the first semester of the first year PG programme. However, a minimum prescribed attendance in a course shall be 80% separately in theory and practical classes, for a full period of one semester of study before the student is eligible for appearing in the final semester examination. A student who fails to put in the minimum attendance separately in theory and practical will be intimated by the course teacher to the co-ordinator and faculty Dean, shall not be permitted to appear for the final semester examinations and the student's registration for that paper shall be treated as cancelled. Such of those courses should be re-registered by the student. Faculty Dean may depute students on the recommendations of the Vice-President of Student Association or Sports Secretary, to represent the College or University at various functions such as Sports, Medical aid, etc. and the mandatory minimum requirements of attendance under these circumstances is 70% provided the Faculty Dean is informed well ahead of time at least two weeks earlier. Under no circumstances, students having less than 70% of attendance in theory and practical shall be permitted to take the examinations, such of these students shall repeat the course and complete the same, when the course is offered in the subsequent semesters. The Faculty Dean should ensure, in ordinary circumstances, that no student is officially deputed for University purposes so that the student fails to secure the 70% attendance. A student who fails to put in a minimum requirement of 80% attendance because of sickness, the mandatory minimum may be reduced to 70% on the basis of medical certificate for hospitalisation obtained from TNFU Medical Officer or Assistant Civil Surgeon of Government Hospital or Registered medical practitioner of a private nursing home. Under extraordinary circumstances, the Dean shall be empowered to give

exemption on medical reasons, only on the recommendations of the students co-ordinator. The attendance should be maintained by the course teacher and the certificate to this effect shall be sent to the University along with attendance in prescribed proforma sufficiently early to issue hall ticket for semester external final theory examination. Hall Ticket will be issued by the Controller of Examination based on the prescribed application from the candidate duly filled in. The shortage of attendance particulars less than 70%, if any, should reach the Controller of Examinations prior to issue of Hall Ticket.

(a) No student will be issued with a hall ticket unless they produce clearance certificate from the competent authority of accounts of Hostel administration.

(b) If a student admitted in the 1st year and does not register the course of first semester or having registered, failed to put in 80% attendance in all the courses, admission stands cancelled, if no prior permission is obtained from the Faculty Dean of the college. The student shall forfeit the admission to the course. However, on seeking re-admission, the student has to undergo the normal admission procedure as a fresh candidate.

(2) How to calculate attendance for a course.-

Normally the numbers of classes conducted are calculated by the course teacher from the first working day (i.e. the second day of registration week as per the timetable, unless otherwise specified) to the last instructional day excluding final internal practical.

(a) **Theory class:** Number of classes conducted by the course teacher from the first working day (i.e., the second day of registration week as per the timetable, unless otherwise specified) to the last theory class of the semester.

(b) **Practical class:** Number of classes conducted by the course teacher from the first working day (i.e., the second day of registration week as per the timetable, unless otherwise specified) to the last practical class of the semester.

33.10. Evaluation or Examination.-

The detailed guidelines for the conduct of examination (internal and final), Comprehensive Qualifying Examination, research credit evaluation, grading, recording, preparation of mark lists, transcripts etc. circulated from time to time by the University shall be followed. The schedule of examinations shall consist of internal and final examination in a semester for course work and for research and seminar credits, the final evaluation will be done at the end of the semester concerned.

(1) Internal theory Examination.- The internal theory examination would invariably be conducted on completion of 70th working day of the semester. The internal theory examinations shall be conducted by the respective course teachers as per the time table given by the Faculty Dean and guidelines issued by the University from time to time. It may be conducted only for theory for a duration of 45 minutes for a total mark of 20 consisting of questions of objective pattern for 10 marks and questions of subjective pattern for 10 marks. There shall not be any preparatory holiday for internal examination. The portions for the examination shall cover the topics completed from 1st working day to till the date of examination.

(2) Internal Practical Examination.- The practical examination shall be conducted by the course teacher. For courses with theory and practical credits, the duration of internal practical examinations shall be three hours. The internal practical examination will be conducted before the start of final theory examination. The practical examination shall be conducted for 50 marks.

(3) Final theory external Examination.- It shall be a University examination comprising of theory conducted at the end of a semester. The theory examination shall be for 70 marks .The question paper for theory examination shall be set by the external examiners. However, the answer scripts of the courses shall be evaluated by the staff in the concerned department appointed by the Controller of Examinations internally.

The question type shall include A. Define (5 out of 6) for 10 marks, B. Short notes (3 out of 4) for 15 marks C. Essay type (3 out of 4) for 45 marks. The duration of the examination is two hours.

(4) Question scheme.-

I A. Define / Explain the following (any FIVE only) (5x 2 = 10)

1.

2.

3.

4.

5.

6.

B. Write short notes (any THREE only) (3 x5 = 15)

1.

2.

3.

4.

C. Write essay (any THREE only) (3x15=45)

1.

2.

3.

4.

(5) Question paper setting.- The question paper shall be obtained from one external expert from the panel list of five experts given by the Head of the department. External expert

shall provide two sets of question papers specifically mentioning the Unit number and the line from which the question was taken in the syllabus. Of the two sets of question papers, one question paper shall be finalized by the Controller of Examinations. Unit number and line in which the question is taken should be clearly stated by the question setter while preparing the question paper.

(a) Term paper - A term paper may be given for each course by the course teacher and it may be evaluated for a maximum of ten marks.(10)

(b) Distribution of marks for calculation of grade point of a course.- The distribution of marks for calculation of grade point of a course is as follows.-

Course with theory and practical

Examinations	Marks
Internal theory	20
Final external theory	70
Practical 1.Examination - 30 2.Record -10 3.Viva voce -10	50
Term paper	10
Total	**150**

Course with theory alone

Examinations	Marks
Internal theory	20
Final external theory	70
Term paper	10
Total	**100**

Courses with practical alone

Examinations	Marks
Internal Practical	30
Record	10
Viva voce	10
Total	**50**

The examinations for courses with practical only shall be conducted for 50 marks and converted to 100 marks in the marks statement.

(6) Supplementary Examination.- There shall be supplementary examination for internal theory examinations for students absenting themselves for a specified genuine reason with the recommendation of the students coordinator. However, the Faculty Dean has the

discretionary power either to permit or reject the application after critically assessing the genunity of the reason(s) for absence. The students who absent themselves for internal theory examinations may be allowed to write supplementary examination before final practical examination on payment of a fine of Rs. 200/- (Rupees two hundred only) per examination.

(7) Arrear Examination.- There shall be arrear examination for students who secured less than 60% marks separately for theory and practical in a course. The arrear examination shall include external theory for 70 marks and internal practical for 50 marks. The marks obtained in the first attempt for record shall be taken for arrear practical examination .The fees shall be Rs.200 (Rupees two hundred only) per course. There shall be no arrear examination for internal theory examination and internal practical examination.

(8) Comprehensive Qualifying Examination (CQE).- This is a mandatory examination to be taken up by all M.F.Sc., and Ph.D. students after completion of 90 working days of the second semester. The students should not be permitted to register for more than five research credits before successful completion of CQE. The details of conduct of CQE, evaluation details and method of conduct of viva-voce shall be as per the guidelines issued by the University from time to time. The question paper for CQE for M.F.Sc., and Ph.D. programmes shall be set by the external examiner. The evaluation of answer books and conduct of viva-voce shall be done by the Advisory Committee. The results for CQE shall be graded as satisfactory / unsatisfactory. The qualifying mark for "satisfactory" shall be 60%. In case of unsatisfactory performance, the student has to reappear for the CQE after three months and such re-appearances are restricted to two. In total, the appearances are restricted to three. In such case, the student has to re-appear for the qualifying examination on payment of Rs.500/- (Rupees five hundred only) per appearance.

(9) Evaluation of M.F.Sc., / Ph.D. seminars.- The M.F.Sc.,/Ph.D. seminar (s) is / are mandatory for all PG students with a credit load of 1+0 and 2+0 for M.F.Sc., and Ph.D. students, respectively. The Advisory Committee should assign the seminar topics during the beginning of a semester. The students are expected to prepare a seminar paper after carefully reviewing the literatures and such other materials. The advisory committee shall evaluate the performance of the seminar credits registered by the students at the end of semester. The evaluation should be conducted during the last fortnight of the semester when all the members of the Advisory Committee are available. Normally the students are not expected to absent themselves for seminar credit evaluation. Under extraordinary circumstances a late evaluation within ten working days from the last working day of the semester may be permitted by the Faculty Dean of the college concerned on payment of a fine of Rs 200/- (Rupees two hundred only). In circumstances, where a member of the Advisory Committee may not be available necessary permission has to be obtained for conduct of evaluation in the absence of one member from the Faculty Dean of the College concerned. If more than one member may not be available, permission has to be obtained from the University. In circumstances where the Chairman is not available for

evaluation, late evaluation may be permitted by the faculty Dean within ten working days from the last working day. In extraordinary circumstances where the chairman may not be available even within this period, the head of department can act as Chairman after obtaining permission from the Faculty Dean of the College concerned. In the event of HOD acting as Chairman and not available within this period, the Faculty Dean / nominee of the Faculty Dean can act as Chairman and conduct evaluation. The performance of the student should be evaluated by the Advisory Committee as per the following norms.-

Particulars	Marks
Coverage of literature	40
Presentation	30
Use of AV aids	10
Capacity to participate in the discussion	20
Total	**100**

A time schedule regarding the conduct of seminar has to be prepared by the Chairman and the same has to be communicated to the respective individuals and Advisory Committee well in advance. In case of failure, the student has to re-register the credit in the subsequent semester.

(10) Evaluation of research credit.- The performance of the research credit registered by the students during the semester shall be evaluated by the Advisory Committee at the end of each semester preferably during the last week of semester. The evaluation should be conducted by all members of the Advisory Committee. For research credits, Grades will not be awarded. Advisory Committee can give an evaluation statement "Satisfactory / Not Satisfactory" mentioning lack of requirements like attendance/ adherence to the programme / satisfactory progress, etc., to proceed to next semester. Research credits will not be included for OGPA calculation.

In the final semester in which the student is submitting the thesis, evaluation of the research credits by the Advisory Committee and submission of thesis by the student may be done on a convenient day during last week of semester in which all members are present on completion of mandatory attendance limit of 80 % and 100 % completion of work committed to do at the beginning of the semester by the student. Final research semester will be evaluated as "Satisfactory / Not Satisfactory". In case of "Not Satisfactory", a grade of "Incomplete" shall be awarded and the student has to re-register for the same credit load of research again in the subsequent semester. The student has to get the permission of Faculty Dean of the College concerned for re-registration of incomplete research credits. In case of re-registration of same credit load of research after second time, the matter may be referred to the Deans' committee and the University. Normally the students are not expected to absent themselves for research credit evaluation. Under extraordinary circumstances a late evaluation within ten working days from the last working day of the semester including final semester in which student is submitting thesis may be permitted by the Faculty Dean of the College concerned on payment of a fine of Rs.200/-

(Rupees two hundred only)**.** However, it is the prerogative of the Faculty Dean to decide whether, the circumstances for late evaluation stated by the student really warrants it. In case of willful absence, the Advisory Committee, in consultation with Faculty Dean of the College concerned, may award incomplete grade. Normally all members of the Advisory Committee should present themselves for evaluation of research credit. Under extraordinary circumstances in which a member of the Advisory Committee may not be available, necessary permission has to be obtained for conduct of evaluation in the absence of one member from the faculty Dean of the College concerned. If more than one member may not be available, permission has to be obtained from the University. In circumstances where the chairman is not available for evaluation, a late evaluation may be permitted by the Faculty Dean within ten working days from the last working day. In extraordinary circumstances where the Chairman may not be available even within this period, the head of department can act as chairman after obtaining permission from the Faculty Dean of the College concerned. In the event of HOD acting as Chairman and not available within this period, the faculty Dean/ nominee of the Faculty Dean can act as Chairman and conduct evaluation. If a student has not got mandatory attendance limit of 80%, a grade of incomplete may be awarded and the student has to re-register for the same credit load of research again in the subsequent semester. The student has to get the permission of Faculty Dean of the College concerned for re-registration of incomplete research credits. In case of re-registration of same credit load of research after second time, the matter may be referred to the Dean's committee and University.

(11) Final viva-voce examination.- On the basis of recommendation for acceptance of thesis, the University shall forward the reports of the external examiner to the Chairman of the Advisory Committee for conducting final viva-voce examination for the postgraduate students. The thesis shall be sent to one external examiner for M.F.Sc., degree and two external examiners for Ph.D. programmes. The final viva-voce shall be conducted by the External Examiner along with the Advisory Committee for M.F.Sc., programmes, whereas for Ph.D. programmes, the final viva-voce shall be conducted by one of the External Examiners decided by the University along with the Advisory Committee. The details and method of conduct of final viva-voce shall be as per the guidelines issued by the Faculty Dean and University from time to time. The date for final viva-voce should be fixed by the Chairman taking into account the availability of all members of the Advisory Committee after verifying the fact regarding carrying out corrections and suggestions specified by the external examiners. Normally all the members of the Advisory Committee should be present for final viva-voce. In case of extraordinary circumstances where a single member may not be available, necessary permission has to be obtained from the Faculty Dean of the College concerned. If more than one member may not be available the final viva-voce examination has to be postponed.

In circumstances, where the Chairman of the Advisory Committee may not be available for a sufficiently longer duration for the conduct of final viva-voce, the Faculty Dean of the College concerned may nominate from a panel of three suitable persons from the

discipline in which the student is majoring to the University and the person selected by the University may act as Chairman for the conduct of final viva-voce examination. During the final viva-voce, the student shall defend the thesis in front of Advisory Committee, Head of the department, invited staff, students and external expert. The degree shall be awarded on the unanimous recommendation of the examining committee with regard to the thesis itself and the performance of the student in the final viva-voce examination. The performance shall be evaluated as Satisfactory / Unsatisfactory. The opinion of the majority members of the Advisory Committee shall be taken into account. If difference of opinion arises among the members, Chairman of the Advisory Committee's decision shall be the final. In case of failure, the student has to reappear for viva-voce examination after three months on payment of a fine of Rs.500/- (Rupees five hundred only).

(12) Unfair means during examinations.- The Faculty Dean of the College shall be responsible for dealing with all cases of "use of unfair means" in the various examinations. The phrase, "use of unfair" means includes possession of any information or material by the student, talking to other students, copying from other students or from printed or written material etc. The Invigilator concerned, on finding the use of unfair means by any student, may take the answer scripts of the student and the material evidences, if any. The student shall be sent out of the examination hall immediately. The Invigilator concerned shall report each case of unfair means direct to the Faculty Dean immediately with full details of the incident, answer scripts and the available evidences. The Faculty Dean, on receipt of the report, may give an opportunity to the concerned student to explain the case. Considering all the available evidences provided by the invigilator and the explanations given by the student, the Faculty Dean shall take appropriate action immediately. The penalty shall be as indicated below.-

(a) A student found using unfair means during internal examinations should be deemed to have failed in that course;

(b) A student found using unfair means during the semester final external examinations should be deemed to have failed in that course. In such case, the student shall not be permitted to take the remaining examinations, if any, in that semester and shall also be deemed to have attempted and failed in the remaining examinations;

(c) The Faculty Dean shall report each case falling under clauses (a) and (b) above immediately, after passing orders to the University;

(d) For using unfair means of a serious nature such as ignoring the repeated instructions of Invigilator or abusing or threatening or assaulting the Invigilator, warranting higher penalties that those indicated in clauses (a) and (b) above, the Faculty Dean, besides treating the students as failed in all the courses the student registered in that semester, may further debar the student for the next semester and succeeding year and the fact informed to the University based on the recommendations of the enquiry committee constituted by the Faculty Dean. If further or more severe punishment is felt necessary, the Faculty Dean shall immediately inform the

University about the full details of each together with all the material evidence, if any, and his recommendation. The explanation or representation of the student, if any, may also be sent. The Vice-Chancellor after examining the case, may debar the student for further period or permanently. The decision of the Vice-Chancellor is final;

(e) The parent or the guardian of the concerned student shall be informed of any punishments awarded to the student and the reason therefor.

(13) Scrutiny of marks.- The student may apply to the Registrar through the Faculty Dean of the College concerned for re-totaling / revaluation of answer papers in the prescribed format not later than ten working days after declaration of the results. The fee for the same shall be Rs. 100/- (Rupees one hundred only) for re-totaling and Rs.200/- (Rupees two hundred only) for revaluation for each course.

33.11. Thesis.-

(1) **Thesis.-** The thesis should consist of major sections namely introduction, review of literature, materials and methods, results and discussion, summary and conclusions and bibliography. The thesis for the M.F.Sc., degree should be of such a nature as to indicate the student's potentialities for conducting research. The thesis for the Ph.D. degree should be of the nature of definite contribution to the subject.

(2) **Topic.-** The thesis shall be on a topic falling within the field of the major subjects and shall be the result of the independent work of the students.

(3) **Change of topic.-** The topic once chosen and approved for research credit evaluation should not be normally changed. However, on extraordinary circumstances where such a change is warranted it should be done before completion of 30 working days in the third semester. On the recommendation of the Advisory Committee, such changes can be approved by the Faculty Dean.

(4) **Change of title.-** The title given in the synopsis shall be taken as final title and title given at the time of approval of the programme of research shall be taken as tentative. However, change in the area of research and objectives are subject to modifications as specified in clause 10(3).

(5) **Synopsis.-** Submission of thesis should be preceded by submission of synopsis to the University between 55th and 60th day of the third semester. The synopsis should not exceed five pages and should consist of brief report of the work done. The synopsis should be accompanied by a sealed cover consisting of a panel of five experts for the University to select external expert(s) for evaluation. The approved programme of research work should also be furnished along with the synopsis.

(6) **Guidelines.-** The detailed guidelines issued by the University in the preparation of the thesis shall be followed for M.F.Sc., and Ph.D. thesis.

(7) **Submission.-** The thesis shall be submitted on any day among the last five working days of the semester. Two copies of thesis for M.F.Sc., and three copies of thesis for Ph.D. should

be submitted in paperback. After its final approval and after incorporating the suggestions of examiners if any, five copies (Six copies for ICAR fellowship holders) of thesis should be bound and be submitted to the University. It should be hard bound only after completion of final viva-voce and carrying out the corrections suggested by the external experts.

(8) **Late submission.-** The students shall submit the M.F.Sc.,/ Ph.D. thesis on any day among the last five working days of the final semester. The students who could not submit their theses on the last five working days should not be evaluated for the research credits. However, students failing to submit the theses on the last five working days shall submit the theses during any time in the extended semester after paying a fee of Rs.500/- (Rupees five hundred only) as late fee for thesis submission. In this case, a proposal should be sent by the Advisory Committee to University through Dean of the College concerned for permission for submission of thesis at any time during the extended semester. In circumstances where a student is not able to submit even after the extended period, the grade "incomplete" may be given and the research credits already registered in the last semester has to be re-registered. However, in circumstances where the student is ready with the thesis but the Chairman or more than one Advisory Committee members are not available on last five working days of the semester, the faculty Dean of the college concerned may decide the date of submission and evaluation under intimation to the University.

(9) **Publications.-** The students are allowed to publish their work even before submitting the thesis. The copies of such publication should be enclosed with thesis while submission. Manuscripts of at least one research paper should be submitted along with the thesis during final submission of M.F.Sc., thesis and for Ph.D., students one research paper should have been accepted in peer reviewed / NAAS rating journal and another one submitted in peer reviewed journal or one patent filed.

(10) **Rejection of M.F.Sc., thesis.-** The M.F.Sc., thesis rejected by one external expert may be sent to second external expert in the panel on the request of the Advisory Committee. If the second external expert accepts the thesis for award of the degree, then the final viva-voce may be conducted for award of degree. If the second expert also rejects the thesis, the thesis is considered as rejected and the student has to re-register the research credits and carry out necessary works and corrections after a gap of one semester and re submit the thesis.

(11) **Rejection of Ph.D. thesis.-** In case of single dissenting note received from one of the two external experts to whom the thesis was sent, the University on recommendation of the Advisory Committee may send the thesis to third external expert in the panel. If the third member recommends the thesis for acceptance, then the final viva-voce may be conducted for award of degree. If the third expert also rejects the thesis, the thesis is considered as rejected and the student has to re-register the research credits and carry out necessary work and corrections after a gap of one semester and re submit the thesis.

(12) **Final submission.-** After the conduct of the final viva-voce, the Chairman of the Advisory Committee should forward the hardbound thesis along with a certificate for carrying out corrections suggested by the external experts for award of the degree.

33.12. Academic Status and Scholastic Deficiencies.-

(1) A student shall secure an OGPA of 6.50 to continue and to obtain degree. The minimum GPA to qualify for a pass in a course shall be 6.00 .

(2) A student shall secure a minimum of 60% of marks in theory (including internal and external) and practical separately.

(3) The failed students shall re appear in the arrear examination for the failed courses as and when the examinations are conducted by the University.

(4) Those candidates who have passed a course but failed to secure OGPA of 6.50 shall appear for re--examination of course(s) in which he has scored less, as and when conducted by the University.

33.13. Year of standing.- The year of standing of a student shall be determined solely on the basis of completion of the prescribed number of credit hours successfully.

(1) Graduation requirements.- The student shall satisfy minimum residential requirements as specified earlier with submission of a thesis.

(2) Requirements for M.F.Sc., and Ph.D. degree.-

(a) A student undergoing course of study leading to the ward of M.F.Sc., and Ph.D. shall pass the course and complete the minimum number of credit hours prescribed thereof, by the Academic Council from time to time by obtaining a minimum GPA of 6.00 for passing a course and OGPA of 6.50 on 10.00 point grade system for obtaining a degree along with successful submission of thesis.

(b) While declaring results of M.F.Sc., the following guidelines shall be followed.-

The OGPA shall be rounded off to two decimals taking the third decimal alone into consideration.

OGPA from 6.50 to 8.49 – Second class
from 8.50 to 9.49 – First class
from 9.50 and above – Distinction

There is no such classification for Ph.D.

The University shall issue a provisional course completion certificate on passing all final semester examination with successful submission of thesis.

33.14. Students' responsibility.-

All postgraduate students studying in this University are expected to know the requirements for the award of M.F.Sc., / Ph.D. degree and general academic requirements and assume full responsibility for meeting them. They are expected to keep constantly in touch with their Advisory Committee so that the latter may monitor their progress and guide them. In no case a regulation will be waived or exemption made simply because a student pleads ignorance to it.

33.15. Record of Courses.-

To ensure that requirements for the award of degree have been completed by a student, the University shall keep a record of courses completed by the student. A copy of the same shall be maintained by the Faculty Dean of the College concerned.

33.16. Authorities to approve results, issue Pass Certificates, Transcripts, etc.-

The Vice-Chancellor shall approve the results on the recommendations of the Board of Examinations and the Registrar shall issue the provisional pass certificates, transcripts etc., to the candidate.

33.17. Award of Diploma.-

A Diploma under the seal of the University and duly signed by the Officers authorized on this behalf shall be presented at a Convocation to each candidate who has successfully completed the graduation requirements. The award of Diplomas of the candidates, who have successfully completed the graduation requirements for the award at convocation *in absentia,* shall be sent by post. The diploma shall set forth the name of the candidate, father's name, degree, month and year of successful completion of the graduation requirements, etc.

33.18. Amending or cancellation of results.-

If the result of a candidate is discovered to be vitiated by error, malpractice, fraud, improper conduct or any other reasons, the Vice-Chancellor shall have the powers to amend the result in such a manner as to accord with the true position, and to make such declaration as the Vice-Chancellor may deem necessary in that behalf. If it is found that the result of a candidate has been vitiated by malpractices, fraud or other improper conduct where by the individual has been benefited and that the individual has in the opinion of the Vice-Chancellor, be a party to or connived at the malpractice, fraud or improper conduct, the Vice-Chancellor shall have the power at any time, notwithstanding the award of a diploma or a Certificate or prize or a scholarship, to amend the result of such candidate and to make such declaration as the Vice-Chancellor may deem necessary in that behalf, including debarring of the candidate from the University for such a period as may be specified and the cancellation of the result of the candidate in such a manner as the Vice-Chancellor may decide.

33.19. **Removal of difficulty.-**

In case of any difficulty arises in giving effect to the provisions of these regulations, the Vice-Chancellor as per statute 4 (d), (e), (f), (g) and (h), on recommendation of Academic Council may pass such orders as are necessary for the purpose of removing the difficulty.

CHAPTER – VI

CONVOCATION

34. Convocation for conferring degrees.-

(1) The Convocation of the University shall be held to confer degree either in person or in absentia ordinarily once in a year. The date shall be notified by the Registrar with the approval of the Vice-Chancellor and the Chancellor.

(2) The candidates for degrees shall submit to the Registrar their application for admission to the convocation on or before the last date prescribed. The form of application and the fee payable for admission to convocation, either in person or in absentia, shall be as prescribed. However, all the candidates who are eligible to receive the degree at the next convocation shall be admitted irrespective of the fact whether the candidates have applied for the convocation or not and a penal fee for belated applications for convocation shall be levied.

(3) The date of Convocation shall be duly notified at least 30 days before the date of Convocation. The last date for the receipt of application by the Registrar shall be at least 15 days before the date of Convocation. The fee for the Convocation shall be in person Rs.500/- (Rupees five hundred only) and in absentia Rs.2,000/- (Rupees two thousand only)

(4) In addition to the above application cost, the search charges prescribed for issue of degree certificates after the convocation is that the candidates who apply for convocation in person but fail to turn up or the Candidates who wish to receive the degree directly / by post from the Registrar's Office, Tamil Nadu Fisheries University and do not apply for Convocation - Rs.1000/- (Rupees one thousand only) from 6th to 10th year, Rs.1,500/- (Rupees one thousand and five hundred only) from 10th to 15th years and Rs.2,000/- (Rupees two thousand only)from 16th year onwards calculating from the date of Convocation of the respective year of completion of degree programme.

(5) The Chancellor, Pro-Chancellor, Vice-Chancellor and Deans of Faculties and Colleges, Directors and Members of the Board and Academic Council shall wear the academic robes prescribed for the purpose.

(6) In the absence of the Chancellor, the Pro-Chancellor shall preside over the Convocation. In his absence, the Vice- Chancellor shall preside.

(7) The presentation of the persons at the Convocation on whom degrees are to be conferred shall be by the Dean of the Faculty or one of the Deans in the concerned faculty nominated by the Vice-Chancellor.

(8) The detailed proceedings of the Convocation ceremony shall be as given in Appendix XII.

(9) The Chief Guest of the Convocation shall deliver the Convocation Address.

(10) Academic robes shall be as prescribed below.-

(a) **Chancellor.-** A dark blue velvet gown made like an Oxford Proctor's dress gown, with two inch gold lace down the fronts and round the bottom of the sleeves outside.

(b) Pro-Chancellor.- A dark blue velvet gown of silk or stuff, same shape as the Chancellor's and trimmed in the same way.

(c) **Vice-Chancellor**.- A scarlet velvet gown of silk or stuff, same shape as the Chancellor's and trimmed in the same way with silver lace.

(d) **Chief Guest**.- A cherry red velvet gown of silk or stuff, same shape as the Chancellor's and trimmed in the same way, with silver lace.

(e) **Registrar.-** A dark green velvet gown or stuff with black velvet lace.

(f) **Members of the Board of Management and Academic Council**.- A dark green gown of silk or stuff and a scarf of white silk or stuff, four inches wide with a fringe of the same colour three inches deep.

(g) **Graduates.-**

(i) The candidates shall wear white trousers, dark coloured coat, with stiff collar and tie and black cloth academic robe and cap, as prescribed.

(ii) The women candidates shall wear the Indian dress of choice and the same academic robe and cap as men.

(iii) The specific academic robes for persons taking different degrees at the convocation as prescribed here under.-

(A) Bachelor of Fisheries Science.- A gown made of Golden yellow silk or stuff cut like the Cambridge B.A. gown. A hood made of Golden yellow silk or stuff edged with Turquoise blue.

(B) Master of Fisheries Science.- A gown made of Golden yellow silk or stuff cut like Cambridge M.A. gown. A hood made of Golden yellow silk or stuff edged with Turquoise blue.

(C) Doctor of Philosophy.- A gown made of white silk or stuff cut like Cambridge M.A. gown. A hood made of white silk or stuff lined with Maroon silk or stuff.

(h) Honorary Degree.- The academic robes for the persons on whom the Honorary Degree or other academic distinction is conferred shall be in the form of a scarlet velvet or stuff with lacings of gold yellow silk and a black cap like that of Chancellor with gold lining and tassel.

CHAPTER - VII

STAFF HOUSING AND STUDENTS HOSTEL

35. Staff housing.-

(1) (a) The rules for allotment of residential quarters to the University staff and such other outside agencies shall be as approved by the Vice-Chancellor.

(b) The Estate Officer in the University Main campus and the Dean and other Heads of institutions in outside campuses shall be responsible for proper allotment of the quarters and recovery of rent, following the rules therefor.

(c) Normally, the rent for the University quarters shall be collected at the rates collected for the Government quarters by the Government from time to time.

(d) The Estate Officer shall be responsible for annual repairs and upkeep of all the residential quarters in the University.

(2) All the civic amenities such as staff quarters, hostels, guest house, department buildings, offices, club, etc., shall be maintained by the Estate Officer in respect of the University campus and by the Heads of Institutions/Stations/Centres in outside campuses. The rules for management, utilisation and service at these centres of civic amenities shall be as approved by the Vice-Chancellor.

36. Students Hostel and Games Facilities.-

(1) (a) The University shall maintain separate hostels for men and women students, and such accommodation for the convenience of day-scholars in the University. It shall also maintain hostels for teachers in the University and Farmers Hostel. Hostel for in-service trainees of different categories shall also be provided for and maintained by the University.

(b) The Dean assisted by full time or part time wardens shall be responsible for proper arrangements related to boarding and lodging of all categories of persons in the hostels mentioned under clause (a) above and the messes, canteen and cafeteria attached to them.

(c) The Dean assisted by Assistant /Deputy Physical Directors shall be responsible for providing the required facilities and for conduct of Physical education, indoor and outdoor games and the related activities. They shall also be responsible for proper maintenance of gymnasia, stadia, field tracks and courts, etc.,

(d) The Dean assisted by the Wardens, Physical Director and such other staff and student representatives of the University shall be responsible for proper maintenance of the student discipline in the hostel and messes and their various functions and activities.

(2) The Dean assisted by the Vice-President of Students Association shall be responsible for the maintenance of students' discipline and all other students welfare activities in the respective academic campuses.

CHAPTER - VIII

SCHOLARSHIPS AND MEDALS

37. Scholarships and loan funds.-

(1) The University shall establish and maintain scholarship funds, utilizing either the grants made available by the State or Central Government and other agencies and from its own contributions with the prior approval of the Board. From the scholarship funds, grants may be made to enroll students in the form of -

(a) full -scholarship;

(b) half-scholarship;

(c) free-studentship; and

(d) half-free studentship.

(2) The University shall establish a Student Loan Fund, either utilizing the grants made available by the State or Central Government or other agencies and from its own funds. From the Student Loan Fund such loans as to enable the enrolled students of the University coming from economically backward families to undertake studies leading to Master's or Doctoral degree shall be made available after getting a joint undertaking from the student concerned and his parent/guardian to repay the sum on easy installment on completion of the studies. The rules pertaining to the award of scholarships, loans and other benefits to students shall be as approved by the Vice-Chancellor and reported to the Academic Council and to the Board of Management for information.

38. Medals.-

(1) At the end of each academic year, a Medal shall be awarded to the best graduating student in each College and in each of the degree programme, the basis for such an award shall be the overall grade point average obtained by the student in the degree programme.

(2) No student who has questionable conduct shall be eligible for the award.

(3) The medal shall be presented to the candidates at the Annual Convocation.

(4) The procedure for selection of candidates and for the award shall be prescribed by the Vice-Chancellor.

CHAPTER - IX

FINANCE

39. University funds.-

(1) The Finance Officer shall receive all money on behalf of the University and shall deposit it in any Nationalised Bank. The Finance Officer shall invest unspent money, if any when considered possible for short term deposit in any Nationalised bank with the approval of the Vice-Chancellor.

(2) The Finance Officer from time to time make available by transfer necessary funds required by the University Officers, Heads of Institutions including research stations and other units.

(3) The Finance Officer shall maintain overall accounts for the University. All the units who operate bank accounts as per clause (2) above shall render necessary monthly accounts to the Finance Officer.

(4) The Finance Officer shall maintain accounts for all repayable advances, provident fund, endowment funds and other funds.

(5) The Finance Officer shall authorise payment of pay and allowances of all University Officers and shall maintain detailed records therefor. The University Officers shall authorise payments of pay and allowances to the Heads of Stations / Centres under their control and shall maintain the detailed records therefor.

(6) The Finance Officer shall arrange for the maintenance of separate accounts for various amounts that do not pertain to the University, viz., scholarships received from outside authorities, funds relating to extracurricular activities of the students, etc., The Finance Officer shall, with the approval of the Vice-Chancellor, authorise any employee of the University to maintain the said accounts.

40. Accounts.-

The Finance Officer shall be responsible for maintaining the accounts under the following broad heads.-

(a) Separate heads for each scheme or expenditure which is eligible for a block grant or a matching grant from Government or other bodies.

(b) Separate Heads for each Department or Unit.

(c) For such other units as shall be decided by the Finance Officer in consultation with the bodies/employees concerned.

(d) The Finance Officer shall issue standing orders for the manner in which the accounts are to be rendered by the various offices and on other matters relating to maintenance of accounts.

41. Receipts.-

(1) All receipts due to the University shall be caused to be remitted direct into the Nationalised Bank authorized by the University under the respective heads of accounts of the University.

(2) The Finance Officer shall authorise any employee of the University to collect the revenue or fees wherever the remittance in the Nationalised Bank is not feasible due to specific reasons. In such cases, the authorised employee shall remit the collections of the day, into the Nationalised Bank authorized by the University on the following working day. Wherever the Bank is not located in the headquarters, remittances shall be made on the last working day of the week or whenever the collection exceeds Rs.500/- (Rupees five hundred only) whichever is earlier.

(3) Grants to the University from the State and Central Governments, Indian Council of Agricultural Research and other agencies shall be received by the Finance Officer and credited into the Bank.

(4) Tuition, examination and other fees due from the students shall be collected by the respective institutions under the authority of the Head of the institutions concerned and remitted into the Bank under intimation to the Finance Officer in the monthly accounts.

42. Budget.-

(1) The Finance Officer shall prepare the budget estimate for the University and place it before the Vice- Chancellor for getting the approval of the Board. The procedure for collecting the required data and for finalisation of the budget proposals shall be as prescribed from time to time. Particulars about the receipts in respect of fees, rent from buildings and farm receipts shall be shown separately in the budget of the University.

(2) If an occasion arises to incur an expenditure not authorised in the annual financial estimate as approved by the Board, the Vice-Chancellor shall authorise the incurring of the expenditure if it relates to inevitable items of payments. All such cases shall first be placed before the Finance Committee for its comments and then to the Board for ratification.

(3) After the close of the financial year, the Finance Officer shall prepare a statement of excess expenditure and/or savings for placing before the Board by the Vice-Chancellor for getting the ratification of the Board.

(4) If an excess expenditure under one head can be met from the savings under another head, the Vice-Chancellor shall permit reappropriation of funds, on the recommendation of the Finance Officer.

(5) For incurring an expenditure on new schemes or civil works not contemplated in the financial statement of that year, the Finance Officer shall prepare a supplementary statement showing the estimated amount of expenditure to be placed before the Finance Committee and the Board for consideration.

However, the initial expenditure on Indian Council of Agricultural Research and other schemes financed by outside agencies will be met from the University funds. Wherever

the schemes are sanctioned to the University on matching grant basis, such schemes requiring less than Rs. 5.00 lakhs (Rupees five lakhs only) each as matching share of the University be implemented by reappropriation of funds under the authority of the Vice-Chancellor and those requiring more than Rs.5,00,000 (Rupees Five lakhs only) each be placed before the Board for necessary sanction.

43. Drawal of money.-

(1) The authorised employee shall draw bills required for his office establishment, contingencies, etc., in the manner prescribed by the University. The following officers shall be authorised to draw bills for their respective offices.-

(a) Registrar;

(b) Finance Officer;

(c) Deans;

(d) Directors;

(e) Estate Officer;

(f) Chairs of the Schools;

(g) Heads of Departments;

(h) Heads of Research Stations; and

(i) Such others authorised from time to time.

(2) All the Officers authorised under clause (1) to draw bills shall operate the Bank accounts.

(3) All bills relating to pay, allowances, contingencies, etc., shall be passed by the authorised employee and cheques issued. The authorised employee shall disburse the amount and maintain proper accounts and acquittances. The authorised employees at other centres shall draw bills and issue cheques. All authorised employees shall take such safeguards and checks to ensure that the money drawn is on proper bills supported by proper sanctions.

(4) All authorised employees, shall prefer claims according to the financial sanctions and powers delegated to them by the competent authority. Each contingent bill should be accompanied by sanction order issued by the competent authority.

(5) All amounts shall be drawn only after the supplies are received or services rendered. In exceptional cases where the amount is required to be paid in advance, the concurrence of the Finance Officer should be obtained. In such cases, the advance drawn should be adjusted by detailed bills as soon as the supply is received or services are rendered.

It shall not apply in respect of the following items.-

(i) Payment of quarterly tax on University vehicles where cash has to be remitted in treasury.

(ii) Purchase of hydrogen / nitrogen / fuel / gas / oxygen, etc., where the companies insist payment in advance.

(iii) Clearance of parcels from Railways or transport companies.

(iv) Purchase of feed.

(v) Purchase of stamps.

(vi) Purchase of medicine through common pool.

(vii) V.P. Parcels from post office.

(viii) Purchase of fruits and other ingredients.

(ix) Purchase of rare chemicals.

(x) Repairs of calculators, typewriters including similar type of electronic devices and other laboratory equipments.

(xi) Fuel charges for vehicles for approved tour by road.

(xii) Purchase of tyres and tubes for vehicles.

(xiii) Purchase of seeds and fishes from the Tamil Nadu Fisheries Development Corporation.

(xiv) Advance for the deposits to Government / Quasi Government Department or organisation.

(6) Every authorised employee shall be given a permanent advance for meeting unforeseen and petty expenses for carrying out his duties and responsibilities. The amount of permanent advance shall be fixed by the Vice-Chancellor in consultation with the employee concerned and the Finance Officer.

(7) The Finance Officer shall issue standing orders regarding preparation of bills, furnishing of certificates and other procedural matters.

44. Delegation of financial powers.-

(1) The officers and other employees of the University shall exercise such financial and sanctioning powers as are specified in Appendix-XIV and XV subject to the general control of immediate superior and the Vice- Chancellor, provided that the Vice-Chancellor may order that an officer or employee shall not exercise a particular power or shall exercise the powers with such modification as he considers necessary.

(2) The financial powers to be exercised shall be subject to the availability of funds in the budget and to the prescribed rules and procedures.

(3) The Vice-Chancellor may delegate such powers to an officer or employee and may withdraw the powers so delegated from any such officer or employee as he deems necessary.

CHAPTER - X

CIVIL WORKS

45. Execution of civil works.-

(1) The Estate Officer shall be responsible for initiation of action on execution of civil works in the University. He may take the counsel of other Officers of the University and Heads of Departments in assessing the need for initiating such action. All proposals to execute civil works costing Rs.50,000/- (Rupees fifty thousand only) and above at a time shall be placed before the Vice-Chancellor for consideration, who shall, when convinced, sanction such items of work costing not more than Rs. 15,00,000/- (Rupees fifteen lakh only) at a time and place all other items before the Finance Committee for consideration. Such items of work recommended by the Finance Committee shall be placed before the Board for approval.

(2) When once the work is approved by the competent authority, the Estate Officer shall take necessary steps to prepare detailed plans and estimates taking the help of private or Government architects who shall be paid remuneration as per prescribed rates for the work done. The University may employ one or more consulting Architects for constructing major works.

The following procedure shall be adopted in selecting the Architects and the execution of works

(a) For every year for different regions Architects can be fixed from Panel of Architects approved by the University to prepare scheme drawings detailed working drawings including all internal services and structural designs along with bar bending schedule. For particular works after preparation of detailed plans etc., by the Architects, the engineering wing of the University prepare the detailed estimate, check the structural designs, take action to invite tenders, execute agreement, carry out the work, measure, check measure bills and make payment.

(b) The architects fees shall be as follows.-

(i) Preparation of preliminary drawings at 1/2% and preparation of detailed drawings at 1% of the Estimated cost including all internal services.

(ii) Preparation of Estimates at 1.1/2% and preparation of structural designs for load bearing structure at 1% and structural design for framed structural at 2% of the Estimated cost.

(iii) (a) The fees should be calculated on the value of the estimated cost prepared by the University and a lumpsum paid. The architects will not be entitled for any increase in fees due to increased cost of completion of work. As regards the payment for their inspection, Rs.100/- per day to be paid towards incidental and other charges with actual first class train fare.

(b) For complicated actual designs, if necessary, the University can get the designs checked by the Structural Research Centres, Guindy, or the Public Works Department.

(c) After the detailed drawings and structural designs are received from the Architects and after the detailed estimates are prepared by the Engineering wing for works over Rs.1,00,000/- (Rupees one lakh only), the Vice-Chancellor will discuss with the Heads of Department concerned and Estate Officer at site and finalise the same.

(3) The technical sanction amount shall under no circumstances exceed the administrative sanction amount.

(4) The Estate Officer shall then call for tenders, open or closed depending upon the type of work and cost estimates and decide on the contractors to entrust the work. Normally the best contractor should be entrusted with the work, irrespective of the tender rates, but proper justification for such decision should be given by the Estate Officer. Wherever necessary, he may consult Architects or Government Engineers before making recommendations in this regard to the Vice-Chancellor.

(5) The Estate Officer shall obtain the approval of the Vice-Chancellor for entrusting the works to any tenderer, whose tender cost exceeds Rs.50,000/- (Rupees fifty thousand only) and also in all cases where the tender rate is more than 10 per cent of the estimate rates.

(6) The Vice-Chancellor shall authorise acceptance of tender rates upto 20 per cent above the estimated rates. All other tenders which exceed 20 per cent of the estimates should be rejected in the normal course and the work retendered. In case, the rate tendered in response to retender exceeds 20 per cent of the cost estimates, the University may nominate a contractor to execute the work within 20 per cent in excess of the cost estimate and place the matter to the Board for ratification.

(7) All works costing above Rs.1,00,000/- (Rupees one lakh only) shall be tendered and constructed as per the above procedure. All others shall be constructed departmentally or through local limited tenders, as decided by the Vice-Chancellor in consultation with the Estate Officer and other concerned person.

(8) The detailed procedures for tendering and for the proforma for preparing tender documents, entering into agreement with the architects, contractors, etc., shall be the same as those prescribed by the Public Works Department of the State Government with suitable modifications.

CHAPTER - XI

MISCELLANEOUS

46. Purchase of stores.-

(1) The University shall, acquire purchase and procure stores required for the proper functioning of the University.

(2) The terms relating to stores may be in the nature of -

(a) livestock;

(b) deadstock;

(c) laboratory chemicals including glassware and hardware;

(d) furniture and other such items;

(e) stationery;

(f) electrical goods;

(g) costly laboratory equipment;

(h) heavy machineries for farm, civil and other operations;

(i) light and heavy vehicles including jeep, car, lorry, bus and farm vehicles;

(j) pesticides, fertilizers and other related items;

(k) feeds; and

(l) such other items.

(3) The financial powers for purchase and procurement of the various items listed above are detailed in Appendix - XIV.

(4) The Officers or other employees of the University empowered to purchase or acquire the stores articles shall be responsible for acquiring, procuring or purchasing them and for proper accounting and supply, distribution and utilisation of the items in the best interest of the University.

(5) The detailed procedure for purchase of equipment, livestock, deadstock and consumable stores shall be as per rules prescribed from time to time by the authorities concerned with the approval of the Vice-Chancellor.

(6) The expenditure on payment of renewal fee for driving licence in respect of drivers working in the University shall be met by the University. Photo charges shall also be met by the University on production of voucher as per the rates prescribed by the Government from time to time.

47. Patent rights.-

(1) Patents for inventions arising out of investigations undertaken at the University on behalf of an external agency may be taken exclusively in the name of the University or jointly

in the name of the University and the sponsoring agency, as may be decided by the Vice-Chancellor, whose decision shall be final.

(2) All rights in respect of any investigations carried out by the University and patents obtained therefor excepting those referred to above, shall vest in and be the absolute property of the University. The Board may transfer by way of sale, exchange or otherwise deal with the rights of the University in any such investigation and patents as it deems fit.

(3) All applications for patents in respect of such investigations shall be filled in by the Registrar of the University or jointly by the Registrar and the sponsoring agency in respect of joint patents. The investigators concerned shall not have any personal rights in respect of patents obtained on the results of their investigations.

(4) The Board, on the recommendations of the Dean of the College and the Vice-Chancellor, shall grant a suitable award for outstanding investigation by an individual or a team of research workers, which attracts patent rights and other financial benefits to the University.

48. Adoption of Government Orders in the University.-

All the Government Orders issued from time to time on matters related to service conditions of the staff, pay and allowances, pension, finance and other such issues shall be implemented by the University and necessary approval of the Board shall be obtained.

49. Project Monitoring and Evaluation in the University.-

There shall be a Centralized Unit formed by the Research Council for monitoring and evaluation of the research projects / schemes in the University. This Project Monitoring and Evaluation Cell will be under the control of Director of Research. This cell in future can be further developed into a Directorate in the University. The functioning of the Project Monitoring and Evaluation Cell shall be as per the rules prescribed.

50. Removal of difficulties.-

In case of any difficulty arises in giving effect to the provisions of these Regulations, the Board or Academic Council may pass such orders as are necessary for the purpose of removing the difficulty, provided, such orders are not repugnant to the provisions of the Act and Statutes of the University.

APPENDIX I – A

RECRUITMENT OF STAFF FOR APPOINTMENT IN THE UNIVERSITY

Sl. No. (1)	Name of the Posts & Pay (2)	Qualification (3)	Constitution of selection committee (4)	Appointing authority (5)
1.	**Registrar** Rs.37,400 – 67,000 + Rs. 10,000 (AGP) with a special allowance as stipulated by University Grants Commission / Indian Council of Agricultural Research.	(a) An academician in the field of Fisheries Science with a degree of Bachelor of Fisheries Science not lower in rank than that of an University Professor; (b) Minimum service of five years as Professor in the University with the total service of 20 years.	(a) Vice-Chancellor-*Chairman*; (b) A representative from the ICAR nominated by the ICAR-*Member* ; (c) A representative from the State Government nominated by the Government – *Member* ; (d) A representative from the other State Agricultural University Vice-Chancellors, nominated by the Vice-Chancellor- Member.	Vice-Chancellor with the approval of the Board of Management.
2.	**Finance Officer** Rs.37,400 – 67,000 + Rs. 8,800 (GP) in PB-4	(1) Selection out of a panel of three names recommended by Government Or (2) (a) B.Com or equivalent degree; (b) Experience as Charted Accountant or Cost and Works Accountant of India or should have passed subordinate accounts service examination of any State or Central Government of an equivalent or higher examination and have had experience or service in Government or Quasi Government of any other reputed organization for a minimum of ten years; (c) Deputation from State Government not lower than the rank of Joint Secretary to Government.	(a) Vice-Chancellor -*Chairman*; (b) Secretary to the Government of Tamil Nadu Finance Department – *Member*; (c) Secretary to Government of Tamil Nadu, Animal Husbandry, Dairying & Fisheries– *Member*; (d) One Expert from outside the University nominated by the Board from a panel of not less than three names prepared by the Vice-Chancellor- *Member*.	Vice-Chancellor with the approval of the Board of Management.

Sl. No. (1)	Name of the Posts & Pay (2)	Qualification (3)	Constitution of selection committee (4)	Appointing authority (5)
3.	**Deans** Rs.37,400 – 67,000 + Rs. 10,000 (AGP) with a special allowance as stipulated by University Grants Commission / Indian Council of Agricultural Research.	(a) Ph.D. Degree in Fisheries Sciences; (b) Minimum service of five years as Professor in the University with the total service of 20 years with a basic degree of B.F.Sc.,. **Desirable** (i) Administrative experience in senior level responsible position in the University / Colleges / other units of the University; (ii) Post-doctoral research outputs as added advantage; (iii) With awards/honours/and recognitions; (iv) Additional research degrees; patents and Intellectual Property Rights on products and processes developed / technology transfer achieved in the case of teachers in science and technology; (v) Any contribution to educational innovation, like design of new curricula and courses, and technology – mediated teaching learning process.	(a) Vice-Chancellor - *Chairman*; (b) A representative from the ICAR nominated by the ICAR- *Member*; (c) A representative from the State Government nominated by the Government - *Member*; (d) A representative from the other State Agricultural University Vice-Chancellor nominated by the Vice-Chancellor - *Member*.	Vice-Chancellor with the approval of the Board of Management.

Sl. No. (1)	Name of the Posts & Pay (2)	Qualification (3)	Constitution of selection committee (4)	Appointing authority (5)
4.	**Director (Fisheries Engineering)** Rs.37,400 – 67,000 + Rs. 10,000 (AGP) with a special allowance as stipulated by University Grants Commission / Indian Council of Agriculture Research. .	(a) Ph.D. Degree in Engineering (Fisheries Engineering / Aquaculture Engineering / Agricultural Engineering / Food Engineering / Marine Engineering / Mechanical / Electronics / Instrumentation); (b) Minimum service of five years as Professor or equivalent in the University with the total service of 20 years with a basic degree of Engineering / Technology from a recognized University. **<u>Desirable</u>** (i) Administrative and research experience in senior level responsible position in the University / Colleges / other units of the University / R & D units; (ii) Post-doctoral research outputs as added advantage; (iii) With awards/honours/and recognitions; (iv) Additional research degrees; patents and Intellectual Property Rights on products and processes developed / technology transfer achieved in the case of teachers in science and technology; (v) Any contribution to educational innovation, like design of new curricula and courses, and technology – mediated teaching learning process; (vi) Experience in leading a team for the development of new technology.	(a) Vice-Chancellor - *Chairman*; (b) A representative from the ICAR nominated by the ICAR- *Member* ; (c) A representative from the State Government nominated by the Government – *Member* ; (d) A representative from the other State Agricultural Universities Vice-Chancellor nominated by the Vice-Chancellor - *Member*.	Vice-Chancellor with the approval of the Board of Management.

Sl. No. (1)	Name of the Posts & Pay (2)	Qualification (3)	Constitution of selection committee (4)	Appointing authority (5)
5.	**Director of Research / Director of Extension Education / Director of Centre for Sustainable Aquaculture / Director of Centre for Fisheries Management, Planning and Policy / Director of Institute of Fisheries Technology / Controller of Examination/ Director of Staff Training Institute/ Director of Fisheries Institute of Technology and Training** Rs.37,400 – 67,000 + Rs. 10,000 (AGP) with a special allowance as stipulated by University Grants Commission / Indian Council of Agricultural Research	(a) Ph.D. Degree in Fisheries Sciences; (b) Minimum service of five years as Professor in the University with the total service of 20 years with a basic degree of B.F.Sc.,. **<u>Desirable</u>** (i) Administrative experience in senior level responsible position in the University / Colleges / other units of the University; (ii) Post-doctoral research outputs as added advantage; (iii) With awards/honours/and recognitions; (iv) Additional research degrees; patents and Intellectual Property Rights (IPR) on products and processes developed / technology transfer achieved in the case of teachers in science and technology; (v) Any contribution to educational innovation, like design of new curricula and courses, and technology – mediated teaching learning process.	(a) Vice-Chancellor-*Chairman*; (b) A representative from the ICAR nominated by the ICAR-*Member* ; (c) A representative from the State Government nominated by the Government – *Member* ; (d) A representative from the other State Agricultural University Vice-Chancellor nominated by the Vice-Chancellor - *Member*.	Vice-Chancellor with the approval of the Board of Management.

Sl. No. (1)	Name of the Posts & Pay (2)	Qualification (3)	Constitution of selection committee (4)	Appointing authority (5)
6.	**Estate Officer** Rs. 37,400 – 67,000 + GP of Rs. 8,700/- in PB 4	(1) (a) A minimum second class degree in Civil Engineering; (b) Postgraduate degree in Civil or Structural Engineering desirable; (c) Experience in construction of large building costing not less than Rs.1.0 Crore is essential; (d) Experience in the organisation and management of residential colonies in a large educational industrial or other undertakings, is desirable; or (2) Deputation from State Government.	(a) Vice-Chancellor-*Chairman*; (b) One of the *Ex-officio Members* of the Board nominated by the Board - *Member*; (c) Two experts from outside the University in the concerned field of not below the rank of Chief Engineer of Central or State Government nominated by the Board from a panel of not less than four names prepared by Vice-Chancellor -*Members*.	Vice-Chancellor with the approval of the Board of Management.
7.	**Chair of the School** Rs.37,400 – 67,000 + Rs. 10,000 (AGP) with a special allowance as stipulated by University Grants Commission / Indian Council of Agricultural Research	(a) Ph.D. Degree in Fisheries Sciences; (b) Professor in the University with minimum of 15 years of total experience in Teaching / Research / Extension in the concerned subject. **Desirable** (i) Leadership abilities; (ii) Post-doctoral research outputs; (iii) Experience in collaborative research; (iv) Ability to bring in fund, infrastructure creation; (v) Innovation in teaching; (vi) Innovation in extension activities.	(a) Vice-Chancellor-*Chairman;* (b) Two External Experts nominated by the Vice-Chancellor among the panel of External Experts approved by the Board - *Members*; (c) Faculty Dean – *Member* ; (d) Director concerned - *Member*.	Vice-Chancellor

Sl. No. (1)	Name of the Posts & Pay (2)	Qualification (3)	Constitution of selection committee (4)	Appointing authority (5)
8.	**Professor** Rs.37,400 – 67,000 + Rs. 10,000 (AGP)	(a) Basic degree in Fisheries Science with Ph.D. in relevant subject from a State Agricultural University system; (b) 10 years service in Teaching / Research / Extension in the concerned subject with a minimum score as stipulated in the Academic Performance Indicator (API) based Performance Based Appraisal System (PBAS), set out in the Rules of the University.	(a) Vice-Chancellor-*Chairman;* (b) An academician who is the nominee of the Vice-Chancellor; (c) Three experts in the concerned subject/field nominated by the Vice Chancellor out of the panel of names approved by the Board of Management of the University; (d) The Dean of the faculty / Director concerned;	Vice-Chancellor.
		<u>Desirable</u> (i) Post-doctoral research outputs as added advantage; (ii) With awards / honours / and recognitions; (iii) Additional research degrees; patents and Intellectual Property Rights (IPR) on products and processes developed / technology transfer achieved in the case of teachers in science and technology; (iv) Any contribution to educational innovation, like design of new curricula and courses, and technology – mediated teaching learning process; (v) Published work of high quality, actively engaged in research / Extension with evidence of published work with a minimum of 10 publications as research or policy papers in peer reviewed journals or books.	(e) Chair of the School / Head of the Department; (f) An academician representing SC/ST/OBC/Minority / Women / Differently-abled categories, if any of candidates representing these categories is the applicant, to be nominated by the Vice Chancellor, if any of the above members of the selection committee do not belong to that category. At least four members, including two outside subject experts, shall constitute the quorum.	

Sl. No. (1)	Name of the Posts & Pay (2)	Qualification (3)	Constitution of selection committee (4)	Appointing authority (5)
9.	**Career Advancement of Associate Professor as Professor (Stage V)** Rs.37,400 – 67,000 + Rs. 10,000 (AGP)	(a) Ph.D. degree in the relevant subject from a State Agricultural University system; (b) Completed 3 years of service in the Associate Professor with AGP of Rs. 9000/- with a minimum score as stipulated in the Academic Performance Indicator (API) based Performance Based Appraisal System (PBAS), set out in the Rules of the University.	(a) Vice-Chancellor-*Chairman;* (b) An academician who is the nominee of the Vice-Chancellor; (c) Three experts in the concerned subject/field nominated by the Vice- Chancellor out of the panel of names approved by the Board of Management of the University; (d) The Dean of the faculty / Director concerned; (e) Chair of the School / Head of the Department; (f) An academician representing SC/ST/OBC/Minority/Women/ Differently-abled categories, if any of candidates representing these categories is the applicant, to be nominated by the Vice Chancellor, if any of the above members of the selection committee do not belong to that category. At least four members, including two outside subject experts, shall constitute the quorum.	Vice-Chancellor.

Sl. No. (1)	Name of the Posts & Pay (2)	Qualification (3)	Constitution of selection committee (4)	Appointing authority (5)
10.	**Associate Professor** Rs.37,400 – 67,000 + Rs. 9,000 (AGP)	(a) Basic degree in Fisheries Science with Ph.D., in relevant subject from a State Agricultural University system with good academic record; (b) M.F.Sc., or equivalent Master Degree with at least 55% marks (or an equivalent grade in a point scale wherever grading system is followed); (c) A minimum of eight years of experience of Teaching / Research / Extension in an academic / research position equivalent to that of Assistant Professor in a University, College excluding the period of Ph.D. research with evidence of published work and a minimum of 5 publications as research or policy papers in Peer Reviewed Journals / Books.	(a) Vice-Chancellor-*Chairman;* (b) An academician who is the nominee of the Vice-Chancellor; (c) Three experts in the concerned subject/field nominated by the Vice -Chancellor out of the panel of names approved by the Board of Management of the University; (d) The Dean of the faculty / Director concerned; (e) Chair of the School / Head of the Department; (f) An academician representing SC/ST/OBC/Minority/Women/ Differently-abled categories, if any of candidates representing these categories is the applicant, to be nominated by the Vice Chancellor, if any of the above members of the selection committee do not belong to that category. At least four members, including two outside subject experts, shall constitute the quorum.	Vice-Chancellor.

Sl. No. (1)	Name of the Posts & Pay (2)	Qualification (3)	Constitution of selection committee (4)	Appointing authority (5)
11.	**Associate Professor (Fisheries Engineering)** Rs.37,400 – 67,000 + Rs. 9,000 (AGP)	(a) Qualifications as prescribed for Assistant Professor (Fisheries Engineering) as applicable and Ph.D. or equivalent, in appropriate discipline. Post Ph.D. publications and guiding Ph.D., students is highly desirable. (b) Minimum of 5 years experience in teaching / research /industry of which 2 years post Ph.D., experience is desirable.	(a) Vice-Chancellor-*Chairman;* (b) An academician who is the nominee of the Vice-Chancellor; (c) Three experts in the concerned subject/field nominated by the Vice Chancellor out of the panel of names approved by the Board of Management of the University; (d) The Dean of the faculty / Director concerned; (e) Chair of the School / Head of the Department;	Vice-Chancellor.
			(f) An academician representing SC/ST/OBC/Minority/Women/ Differently-abled categories, if any of candidates representing these categories is the applicant, to be nominated by the Vice Chancellor, if any of the above members of the selection committee do not belong to that category. At least four members, including two outside subject experts, shall constitute the quorum.	

Sl. No. (1)	Name of the Posts & Pay (2)	Qualification (3)	Constitution of selection committee (4)	Appointing authority (5)
12.	**Career Advancement of Assistant Professor (Stage III) as Associate Professor** Rs.37,400 – 67,000 + Rs. 9,000 (AGP)	(a) Masters degree in the relevant subject; (b) Completed 3 years of service in the Assistant Professor – Stage 3 with qualifying conditions and minimum score as stipulated in the Academic Performance Indicator (API) based Performance Based Appraisal System (PBAS), set out in the Rules of the University.	(a) Vice-Chancellor-*Chairman;* (b) An academician who is the nominee of the Vice-Chancellor; (c) Three experts in the concerned subject/field nominated by the Vice- Chancellor out of the panel of names approved by the Board of Management of the University; (d) The Dean of the faculty / Director concerned; (e) Chair of School / Head of the Department; (f) An academician representing SC/ST/OBC/Minority/Women/ Differently-abled categories, if any of candidates representing these categories is the applicant, to be nominated by the Vice Chancellor, if any of the above members of the selection committee do not belong to that category. At least four members, including two outside subject experts, shall constitute the quorum.	Vice-Chancellor.

Sl. No. (1)	Name of the Posts & Pay (2)	Qualification (3)	Constitution of selection committee (4)	Appointing authority (5)
13.	**Assistant Professor (Stage I)** Rs.15,600 – 39,100 + Rs. 6,000 (AGP)	(a) Good academic record as defined by the University with at least 55% of marks (or an equivalent grade in a point scale wherever grading system is followed) at the Master's Degree level in a relevant / concerned subject or an equivalent degree from an accredited foreign University. A minimum Overall Grade Point Average of 2.25/4.00 or 6.50/10.00 or its equivalent is essential. The candidates should possess the basic degree of B.F.Sc; (b) For the candidates having Master's degree, National Eligibility Test (NET) conducted by the ASRB, UGC, CSIR or similar test accredited by the UGC shall remain compulsory along with one publication in NAAS (National Academy of Agricultural Sciences, New Delhi) rated referred journal for recruitment to the post of Assistant Professor and equivalent in the disciplines in which NET is conducted. Essentiality of NET can be waived off for the candidates holding the Ph.D. degree provided it has been done with course work as prescribed by the UGC Regulations 2009, and the candidate has at least two full length publications having a NAAS rating not less than 4, on the last day of submission of application. Those candidates with Ph.D. degree without course work will not qualify for NET exemption;	(a) Vice-Chancellor-*Chairman;* (b) An academician who is the nominee of the Vice-Chancellor; (c) Three experts in the concerned subject/field nominated by the Vice Chancellor out of the panel of names approved by the Board of Management of the University; (d) The Dean of the faculty / Director concerned; (e) Chair of the School / Head of the Department; (f) An academician representing SC/ST/OBC/Minority/Women/ Differently-abled categories, if any of candidates representing these categories is the applicant, to be nominated by the Vice Chancellor, if any of the above members of the selection committee do not belong to that category. At least four members, including two outside subject experts, shall constitute the quorum.	Vice-Chancellor

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Percentage equivalence of Grade Points:
It is hereby clarified that where the University / College / Institution declare results in Grade Points which is on a Scale of Seven, Ten and Four, the following mechanism shall be referred to ascertain equivalent marks in percentage.-
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Sl. No. (1)	Name of the Posts & Pay (2)	Qualification (3)	Constitution of selection committee (4)	Appointing authority (5)
14.	**Assistant Professor (Basic Sciences such as Microbiology, Biochemistry, Chemistry, Biophysics, Biology, Languages, etc) (Stage I)** Rs.15,600 – 39,100 + Rs. 6,000 (AGP)	(a) Good academic record as defined by the University with First Class at Master's Degree level and at least 55% of marks (or an equivalent grade in a point scale wherever grading system is followed) at the M.Phil. or Ph.D. level in the relevant / concerned subject or an equivalent degree from an accredited foreign University. A minimum Overall Grade Point Average of 2.25/4.00 or 6.50/10.00 or its equivalent is essential. The candidates should possess the basic degree of B.Sc.,; (b) One year of research experience in any research projects will be desirable; (c) For the candidates having Master's degree, National Eligibility Test (NET) conducted by the ASRB, UGC, CSIR or similar test accredited by the UGC shall remain compulsory along with one publication in NAAS (National Academy of Agricultural Sciences, New Delhi) rated referred journal or Peer Reviewed and Accredited Research Journal for recruitment to the post of Assistant Professor and equivalent in the disciplines in which NET is conducted. Essentiality of NET can be waived off for the candidates holding the Ph.D. degree provided it has been done with	(a) Vice-Chancellor-*Chairman;* (b) An academician who is the nominee of the Vice-Chancellor; (c) Three experts in the concerned subject/field nominated by the Vice Chancellor out of the panel of names approved by the Board of Management of the University; (d) The Dean of the faculty / Director concerned; (e) Chair of the School / Head of the Department; (f) An academician representing SC/ST/OBC/Minority/Women/ Differently-abled categories, if any of candidates representing these categories is the applicant, to be nominated by the Vice Chancellor, if any of the above members of the selection committee do not belong to that category. At least four members, including two outside subject experts, shall constitute the quorum.	Vice-Chancellor

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Sl. No. (1)	Name of the Posts & Pay (2)	Qualification (3)	Constitution of selection committee (4)	Appointing authority (5)
15.	**Assistant Professor (Fisheries Statistics) (Stage I)** Rs.15,600 – 39,100 + Rs. 6,000 (AGP)	(a) Good academic record as defined by the University with at least 55% of marks (or an equivalent grade in a point scale wherever grading system is followed) at the Master's Degree level in Agricultural Statistics or Animal Husbandry Statistics or an equivalent degree from an accredited foreign University. A minimum Overall Grade Point Average of 2.25/4.00 or 6.50/10.00 or its equivalent is essential. The candidates should possess the basic degree of B.F.Sc., OR (b) For the candidates having Master's degree and M.Phil. degree National Eligibility Test (NET) conducted by the ASRB, UGC, CSIR or similar test accredited by the UGC shall remain compulsory along with one publication in Peer Reviewed and Accredited referred journal for recruitment to the post of Assistant Professor and equivalent in the disciplines in which NET is conducted. Essentiality of NET can be waived off for the candidates holding the Ph.D. degree provided it has been done with course work as prescribed by the UGC Regulations 2009, and the candidate has at least two full length publications having a NAAS rating not less than 4, on the last day of submission of application. Those candidates with Ph.D. degree without course work will not qualify for NET exemption;	(a) Vice-Chancellor-*Chairman;* (b) An academician who is the nominee of the Vice-Chancellor; (c) Three experts in the concerned subject/field nominated by the Vice Chancellor out of the panel of names approved by the Board of Management of the University; (d) The Dean of the faculty / Director concerned; (e) Chair of the School / Head of the Department; (f) An academician representing SC/ST/OBC/Minority/Women/ Differently-abled categories, if any of candidates representing these categories is the applicant, to be nominated by the Vice Chancellor, if any of the above members of the selection committee do not belong to that category. At least four members, including two outside subject experts, shall constitute the quorum.	Vice-Chancellor

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16.	**Assistant Professor (Fisheries Business Management)** **(Stage I)** Rs.15,600 – 39,100 + Rs. 6,000 (AGP)	(a) Good academic record as defined by the University with at least 55% of marks (or an equivalent grade in a point scale wherever grading system is followed) at the Master's Degree level in Business Management or an equivalent degree from an accredited foreign University. A minimum Overall Grade Point Average of 2.25/4.00 or 6.50/10.00 or its equivalent is essential. The candidates should possess the basic degree of Fisheries Science or Agriculture and allied subjects; (b) For the candidates having Master's degree National Eligibility Test (NET) conducted by the ASRB, UGC, CSIR or similar test accredited by the UGC shall remain compulsory along with one publication in Peer Reviewed and Accredited refereed journal for recruitment to the post of Assistant Professor and equivalent in the disciplines in which NET is conducted. Essentiality of NET can be waived off for the candidates holding the Ph.D. degree provided it has been done with course work as prescribed by the UGC Regulations 2009, and the candidate has at least two full length publications having a NAAS rating not less than 4, on the last day of submission of application. Those candidates with Ph.D. degree without course work will not qualify for NET exemption;	(a) Vice-Chancellor-*Chairman;* (b) An academician who is the nominee of the Vice-Chancellor; (c) Three experts in the concerned subject/field nominated by the Vice Chancellor out of the panel of names approved by the Board of Management of the University; (d) The Dean of the faculty / Director concerned; (e) Chair of the School / Head of the Department; (f) An academician representing SC/ST/OBC/Minority/Women/ Differently-abled categories, if any of candidates representing these categories is the applicant, to be nominated by the Vice Chancellor, if any of the above members of the selection committee do not belong to that category. At least four members, including two outside subject experts, shall constitute the quorum.	Vice-Chancellor

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<tr><td>‘B’ – Good</td><td>4.9-5.5</td><td>7.0-7.9</td><td>2.75-3.24</td><td>70-79</td></tr>
<tr><td>‘C’-Average</td><td>3.5-4.8</td><td>6.5-6.9</td><td>2.25-2.74</td><td>55-69</td></tr>
<tr><td>‘D’ – Below Average</td><td>-</td><td>-</td><td>-</td><td>-</td></tr>
<tr><td>‘E’ – Poor</td><td>-</td><td>-</td><td>-</td><td>-</td></tr>
<tr><td>‘F’ – Fail</td><td>-</td><td>-</td><td>-</td><td>-</td></tr>
</table>
</td><td></td><td></td></tr>
</table>

Sl. No. (1)	Name of the Posts & Pay (2)	Qualification (3)	Constitution of selection committee (4)	Appointing authority (5)
17.	**Assistant Professor (Fisheries Information) (Stage I)** Rs.15,600 – 39,100 + Rs. 6,000 (AGP)	(a) B.E., / B.Tech and M.E., / M.Tech in Information Technology, Computer Science Engineering with first class or equivalent. (b) Aptitude for research is highly desirable. **Percentage equivalence of Grade Points:** It is hereby clarified that where the University / College / Institution declare results in Grade Points which is on a Scale of Seven, Ten and Four, the following mechanism shall be referred to ascertain equivalent marks in percentage:	(a) Vice - Chancellor-*Chairman;* (b) An academician who is the nominee of the Vice-Chancellor; (c) Three experts in the concerned subject/field nominated by the Vice Chancellor out of the panel of names approved by the Board of Management of the University; (d) The Dean of the faculty / Director concerned; (e) Chair of the School / Head of the Department; (f) An academician representing SC/ST/OBC/Minority/Women/ Differently-abled categories, if any of candidates representing these categories is the applicant, to be nominated by the Vice Chancellor, if any of the above members of the selection committee do not belong to that category. At least four members, including two outside subject experts, shall constitute the quorum.	Vice - Chancellor

Grade	Grade Point (7 point)	Grade Point (10 point)	Grade Point (4 point)	Percentage Equivalent
'O' Outstanding	6.3 and above	9.0 and above	3.75 and above	90 and above
'A' – Very Good	5.6-6.2	8.0-8.9	3.25-3.74	80-89
'B' – Good	4.9-5.5	7.0-7.9	2.75-3.24	70-79
'C' -Average	3.5-4.8	6.5-6.9	2.25-2.74	55-69
'D' – Below Average	-	-	-	-
'E' – Poor	-	-	-	-
'F' – Fail	-	-	-	-

<table>
<tr><th>Sl. No.
(1)</th><th>Name of the Posts & Pay
(2)</th><th>Qualification
(3)</th><th>Constitution of selection committee
(4)</th><th>Appointing authority
(5)</th></tr>
<tr><td>18.</td><td>Assistant Professor (Civil, Mechanical, Computer Science Engineering, Aquaculture Engineering, Fish Processing Engineering, Fisheries Nautical and Marine Engineering) (Stage I)
Rs.15600 – 39100 + Rs. 6000 (AGP)</td><td>(a) B.E., / B.Tech., and M.E., / M.Tech., in relevant engineering subject (Fisheries Engineering / Aquaculture Engineering / Agricultural Engineering /Food Engineering / Marine Engineering / Mechanical /Civil / Electronics / Instrumentation/ Computer Science Engineering / Information Technology) with first class or equivalent;
(b) Aptitude for research is highly desirable.
Percentage equivalence of Grade Points:
It is hereby clarified that where the University / College / Institution declare results in Grade Points which is on a Scale of Seven, Ten and Four, the following mechanism shall be referred to ascertain equivalent marks in percentage:
<table>
<tr><th>Grade</th><th>Grade Point (7 point)</th><th>Grade Point (10 point)</th><th>Grade Point (4 point)</th><th>Percen-tage Equi-valent</th></tr>
<tr><td>‘O’ Outstanding</td><td>6.3 and above</td><td>9.0 and above</td><td>3.75 and above</td><td>90 and above</td></tr>
<tr><td>‘A’ – Very Good</td><td>5.6-6.2</td><td>8.0-8.9</td><td>3.25-3.74</td><td>80-89</td></tr>
<tr><td>‘B’ – Good</td><td>4.9-5.5</td><td>7.0-7.9</td><td>2.75-3.24</td><td>70-79</td></tr>
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<tr><td>‘D’ – Below Average</td><td>-</td><td>-</td><td>-</td><td>-</td></tr>
<tr><td>‘E’ – Poor</td><td>-</td><td>-</td><td>-</td><td>-</td></tr>
<tr><td>‘F’ – Fail</td><td>-</td><td>-</td><td>-</td><td>-</td></tr>
</table></td><td>(a) Vice-Chancellor-Chairman;
(b) An academician who is the nominee of the Vice-Chancellor;
(c) Three experts in the concerned subject/field nominated by the Vice Chancellor out of the panel of names approved by the Board of Management of the University;
(d) The Dean of the faculty / Director concerned;
(e) Chair of the School / Head of the Department;
(f) An academician representing SC/ST/OBC/Minority/Women/ Differently-abled categories, if any of candidates representing these categories is the applicant, to be nominated by the Vice Chancellor, if any of the above members of the selection committee do not belong to that category.
At least four members, including two outside subject experts, shall constitute the quorum.</td><td>Vice-Chancellor.</td></tr>
</table>

Sl. No. (1)	Name of the Posts & Pay (2)	Qualification (3)	Constitution of selection committee (4)	Appointing authority (5)
19.	Career Advancement as **Assistant Professor – Stage II** Rs.15,600 – 39,100 + Rs. 7,000 (AGP)	(a) An entry level Assistant Professor, possessing Ph.D. Degree in the relevant discipline shall be eligible, for moving to the next higher grade (Stage II) after completion of four years service as Assistant Professor; (b) An entry level Assistant Professor possessing M.Phil., Degree or postgraduate degree in professional courses shall be eligible for the next higher grade (stage 2) after completion of five years service as Assistant Professor; (c) An entry level Assistant Professor who does not have Ph.D. or M.Phil. only possessing Master's Degree in the relevant professional course, shall be eligible for the next higher grade (stage 2) only after completion of six years service as Assistant Professor. The upward movement from the entry level grade (Stage 1) to the next higher grade (stage 2) for all Assistant Professors shall be subject to their satisfying the Academic Performance Indicator (API) based Performance Based Appraisal System (PBAS) conditions laid down in the Rules of the University.	**Only by screening cum evaluation process for recommending Promotion.** (a) The Vice - Chancellor as the Chairperson of the Selection Committee; (b) The Dean of the concerned Faculty; (c) Chair of the School / Head of the Department of the subject; and (d) One subject expert in the concerned subject nominated by the Vice Chancellor from the University panel of experts.	Vice-Chancellor

Sl. No. (1)	Name of the Posts & Pay (2)	Qualification (3)	Constitution of selection committee (4)	Appointing authority (5)
20.	Career Advancement as **Assistant Professor – Stage III** Rs.15,600 – 39,100 + Rs. 8,000 (AGP)	Assistant Professor who have completed five years of service in the second stage (Stage II) shall be eligible, subject to meeting the Academic Performance Indicator (API) based Performance Based Appraisal System (PBAS) requirements laid down in the Rules of the University, to move up to next higher grade (Stage III).	**Only by screening cum evaluation process for recommending Promotion.** (a) The Vice-Chancellor as the Chairperson of the Selection Committee; (b) The Dean of the concerned Faculty; (c) Chair of the School / Head of the Department of the subject; and (d) One subject expert in the concerned subject nominated by the Vice-Chancellor from the University panel of experts.	Vice-Chancellor
21.	**Librarian** Rs.37,400 – 67,000 + Rs. 10,000 (AGP)	(a) Ph.D. in Library Science / Information Science / documentation / archives and manuscript-keeping with First or Second Class M.A.,/ M.Sc.,/ M.Com., Plus First or Second Class B.Lib., Science or a diploma in Library Science. The degree of M.Lib., Science being a preferential qualification; (b) At least thirteen years as a Deputy Librarian in a University library or eighteen years experience as a College Librarian; (c) Evidence of innovative library service and organization of published work in peer reviewed journal with high Impact	(a) Vice-Chancellor-*Chairman;* (b) An academician who is the nominee of the Vice-Chancellor; (c) Three experts in the concerned subject/field nominated by the Vice Chancellor out of the panel of names approved by the Board of Management of the University; (d) The Dean of the faculty / Director concerned; (e) Head of the Department / Chair of the School nominated by the Vice-Chancellor; and	Vice-Chancellor

Sl. No. (1)	Name of the Posts & Pay (2)	Qualification (3)	Constitution of selection committee (4)	Appointing authority (5)
		Factor (>1). The qualifications must be in general comparable to those of Professor in the Universities; (d) The incumbent Deputy Librarian completing service of three years in the AGP of Rs.9000/- and otherwise eligible as per the conditions prescribed in the Regulations of the University with a Ph.D. qualification shall also be eligible for appointment to the post of Librarian through open recruitment.	(f) An academician representing SC/ST/OBC/Minority/Women/ Differently-abled categories, if any of candidates representing these categories is the applicant, to be nominated by the Vice-Chancellor, if any of the above members of the selection committee do not belong to that category. At least four members, including two outside subject experts, shall constitute the quorum.	
22.	**Deputy Librarian (Stage I)** Rs.15,600 – 39,100 + AGP 8,000	(a) Master's Degree in Library Science / Information Science / Documentation with at least 55% of the marks or its equivalent grade and a consistently good academic record; (b) Five years experience as an Assistant University Librarian / College Librarian; (c) Evidence of innovative library service and organization of published work and professional commitment, computerization of library. **Desirable :** M.Phil. / Ph.D. Degree in library science / Information science /Documentation / Archives and Manuscript-keeping / computerization of library.	(a) Vice-Chancellor-*Chairman;* (b) An academician who is the nominee of the Vice-Chancellor; (c) Three experts in the concerned subject/field nominated by the Vice Chancellor out of the panel of names approved by the Board of Management of the University; (d) The Dean of the faculty / Director concerned; (e) Head of the Department; and	Vice-Chancellor

Sl. No. (1)	Name of the Posts & Pay (2)	Qualification (3)	Constitution of selection committee (4)	Appointing authority (5)
			(f) An academician representing SC/ST/OBC/Minority/Women/ Differently-abled categories, if any of candidates representing these categories is the applicant, to be nominated by the Vice-Chancellor, if any of the above members of the selection committee do not belong to that category. At least four members, including two outside subject experts, shall constitute the quorum.	
23.	**Deputy Librarian (Stage II)** Rs.37,400 – 67,000 + Rs. 9,000 (AGP)	Pay in regard to the directly recruited Deputy Librarians shall be initially fixed in Pay Band of Rs.15,600-39,100 with AGP of Rs.8000. They shall move to the Pay Band of Rs.37,400-67,000 with AGP of Rs.9,000 after completing three years of service in the AGP of Rs.8,000 subject to fulfilling other conditions of eligibility as per Academic Performance Indicator scoring system and Performance Based Appraisal System methodology laid down for CAS promotion in the University Rules.	(a) Vice-Chancellor-*Chairman;* (b) An academician who is the nominee of the Vice-Chancellor; (c) Three experts in the concerned subject/field nominated by the Vice Chancellor out of the panel of names approved by the Board of Management of the University; (d) The Dean of the faculty / Director concerned; (e) Head of the Department; and	Vice-Chancellor

Sl. No. (1)	Name of the Posts & Pay (2)	Qualification (3)	Constitution of selection committee (4)	Appointing authority (5)
			(f) An academician representing SC/ST/OBC/Minority/Women/ Differently-abled categories, if any of candidates representing these categories is the applicant, to be nominated by the Vice-Chancellor, if any of the above members of the selection committee do not belong to that category. At least four members, including two outside subject experts, shall constitute the quorum.	
24.	**Assistant Librarian (Stage I)** Rs.15,600 – 39,100 + Rs. 6,000 (AGP)	(a) Master's Degree in Library Science / Information Science / Documentation Science or an equivalent professional degree with at least 55% marks (or an equivalent grade in a point scale wherever grading system is followed) and a consistently good academic record with knowledge of computerization of library; (b) Qualifying in the National Eligibility Test conducted for the purpose by the UGC or any other agency approved by the UGC; (c) However, candidates, who are, or have been awarded Ph.D. degree in accordance with the "University Grants Commission (Minimum Standards and Procedure for Award of Ph.D. Degree) Regulations, 2009", shall be exempted	(a) Vice-Chancellor-*Chairman;* (b) An academician who is the nominee of the Vice-Chancellor; (c) Three experts in the concerned subject/field nominated by the Vice Chancellor out of the panel of names approved by the Board of Management of the University; (d) The Dean of the faculty / Director concerned; (e) Head of the Department; and (f) An academician representing SC/ST/OBC Minority/Women/ Differently-abled categories, if any of candidates representing these categories is the applicant,	Vice-Chancellor

Sl. No. (1)	Name of the Posts & Pay (2)	Qualification (3)	Constitution of selection committee (4)	Appointing authority (5)
		from the requirement of the minimum eligibility condition of NET/SLET/ SET for recruitment and appointment of Assistant Librarian.	to be nominated by the Vice-Chancellor, if any of the above members of the selection committee do not belong to that category. At least four members, including two outside subject experts, shall constitute the quorum.	
25.	**Career Advancement – Assistant Librarian (Stage II)** Rs.15,600 – 39,100 + AGP Rs.7,000	(a) Assistant University Librarian / College Librarian in the entry level grade (Stage I), possessing Ph.D. in Library Science, after completing service of four years in the lowest grade, if otherwise eligible as per Academic Performance Indicator (API) scoring system and Performance Based Appraisal System (PBAS) methodology laid down by the University in the Regulations; (b) Assistant Librarian / College Librarian in the entry level grade (Stage I), not possessing Ph.D. but only M.Phil. in Library Science, after completing service of five years in the lowest grade, if otherwise eligible as per Academic Performance Indicator (API) scoring system and Performance Based Appraisal System (PBAS) methodology laid down by the University in the Regulations;	**Only by screening cum evaluation process for recommending Promotion.** (a) The Vice - Chancellor as the Chairperson of the Selection Committee; (b) The Dean of the concerned Faculty; (c) The Head of the Department of the subject; and (d) One subject expert in the concerned subject nominated by the Vice-Chancellor from the University panel of experts.	Vice-Chancellor

Sl. No. (1)	Name of the Posts & Pay (2)	Qualification (3)	Constitution of selection committee (4)	Appointing authority (5)
		(c) Assistant Librarian / College Librarian in the entry level grade (Stage I), without the relevant Ph.D. or M.Phil. after completing six years in the lowest grade, if otherwise eligible as per API scoring system and PBAS methodology laid down in the Regulations of the University shall become eligible for next higher grade (Stage II).		
26.	**Career Advancement - Assistant Librarian (Stage III)** Rs.15,600-39,100+AGP Rs. 8,000	On completion of service of five years, Assistant Librarian (Stage II) shall be eligible for the post of Deputy Librarian / equivalent posts and being placed in the next higher grade (stage III) (Rs.15,600 -39,100 + AGP Rs. 8,000) subject to their fulfilling other conditions of eligibility (such as Ph.D. Degree, etc. for Deputy Librarian) as per Academic Performance Indicator (API) scoring system and Performance Based Appraisal System (PBAS) methodology laid down in the Rules of the University. They shall be designated as Deputy Librarian (Stage I), as the case may be.	**Only by screening cum evaluation process for recommending Promotion.** (a) The Vice - Chancellor as the Chairperson of the Selection Committee; (b) The Dean of the concerned Faculty; (c) The Head of the Department of the subject; and (d) One subject expert in the concerned subject nominated by the Vice Chancellor from the University panel of experts.	Vice-Chancellor

Sl. No. (1)	Name of the Posts & Pay (2)	Qualification (3)	Constitution of selection committee (4)	Appointing authority (5)
27.	**Career Advancement - Assistant Librarian (Stage III) / Deputy Librarian (Stage I) to Deputy Librarian (Stage II)** Rs.37,400 – 67,000 + AGP Rs. 9,000	After completing three years in the above grade, (Stage III) Asst. Librarians (Stage III) / equivalent positions shall move to the next higher grade (stage IV) (Rs.37,400-67,000+AGP 9,000) subject to fulfilling other conditions of eligibility as per Academic Performance Indicator (API) scoring system and Performance Based Appraisal System (PBAS) methodology laid down for Career Advancement Sheme (CAS) promotion in the Rules of the University.	(a) The Vice-Chancellor-*Chairman;* (b) An academician who is the nominee of the Vice-Chancellor; (c) Three experts in the concerned subject/field nominated by the Vice-Chancellor out of the panel of names approved by the Board of Management of the University; (d) The Dean of the faculty / Director concerned; (e) Head of the Department; and (f) An academician representing SC/ST/OBC/Minority/Women/ Differently-abled categories, if any of candidates representing these categories is the applicant, to be nominated by the Vice Chancellor, if any of the above members of the selection committee do not belong to that category. At least four members, including two outside subject experts, shall constitute the quorum.	Vice-Chancellor

Sl. No. (1)	Name of the Posts & Pay (2)	Qualification (3)	Constitution of selection committee (4)	Appointing authority (5)
28.	**Director of Physical Education** Rs.37,400 – 67,000 + Rs. 10,000 (AGP)	(a) A Ph.D. in Physical Education or 5 years additional experience as Deputy Director of Physical Education (DPE); (b) Experience of at least ten years as University Deputy Director of Physical Education or fifteen years as University Assistant Director of Physical Education and Sports (DPE&S) / College (selection grade); (c) Participation in at least two national / international seminars / conference; (d) Consistently good appraisal reports; (e) Evidence of organizing competitions and conducting coaching camps of at least two weeks' duration; (f) Evidence of having produced good performance teams/athletes for competitions like state/national/inter-university/combined University.etc.,.	(a) Vice-Chancellor-*Chairman;* (b) An academician who is the nominee of the Vice-Chancellor; (c) Three experts in the concerned subject/field nominated by the Vice - Chancellor out of the panel of names approved by the Board of Management of the University; (d) The Dean of the faculty / Director concerned; (e) Head of the Department and (f) An academician representing SC/ ST/OBC/Minority/Women/ Differently-abled categories, if any of candidates representing these categories is the applicant, to be nominated by the Vice Chancellor, if any of the above members of the selection committee do not belong to that category. At least four members, including two outside subject experts, shall constitute the quorum.	Vice-Chancellor

Sl. No. (1)	Name of the Posts & Pay (2)	Qualification (3)	Constitution of selection committee (4)	Appointing authority (5)
29.	**Deputy Director of Physical Education (Stage I)** Rs.15,600 – 39100 + Rs. 8,000 (AGP)	(a) Ph.D. in Physical Education or 5 years additional experience as Asst. Director of Physical Education & Sports Candidates from outside the University system, in addition, shall also possess at least 55% marks (or an equivalent grade in a point scale wherever grading system is followed) at the Master's Degree level by the University concerned; (b) Eight years experience as University Assistant Director of Physical Education and Sports (DPE&S) / College Director of Physical Education and Sports (DPE&S), with a benefit of two years and one year for Ph.D. and M.Phil. Degree holders; (c) Evidence of organizing competitions and conducting coaching camps of at least two weeks duration; (d) Evidence of having produced good performance teams/athletes for competitions like state / national / inter-university / combined university, etc; (e) Passed the physical fitness test in accordance with these Regulations; (f) Consistently good appraisal reports.	(a) Vice-Chancellor-*Chairman;* (b) An academician who is the nominee of the Vice-Chancellor; (c) Three experts in the concerned subject/field nominated by the Vice Chancellor out of the panel of names approved by the Board of Management of the University; (d)The Dean of the faculty / Director concerned; (e) Head of the Department; and (f) An academician representing SC/ST/OBC/Minority/Women/ Differently-abled categories, if any of candidates representing these categories is the applicant, to be nominated by the Vice-Chancellor, if any of the above members of the selection committee do not belong to that category. At least four members, including two outside subject experts, shall constitute the quorum.	Vice-Chancellor

Sl. No. (1)	Name of the Posts & Pay (2)	Qualification (3)	Constitution of selection committee (4)	Appointing authority (5)
30.	**Deputy Director of Physical Education (Stage II) (in the cadre of Associate Professor)** Rs.37,400 – 67,000 + Rs. 9,000 (AGP)	Pay in regard to the directly recruited Deputy Director of Physical Education and Sports (DPE & S) shall be initially fixed in Pay Band of Rs.15,600-39,100 with AGP of Rs.8,000. They shall move to the Pay Band of Rs.37,400-67,000 with AGP of Rs.9,000 after completing three years of service in the AGP of Rs.8,000/- subject to fulfilling other conditions of eligibility as per Academic Performance Indicator (API) scoring system and Performance Based Appraisal System (PBAS) methodology laid down for CAS promotion in the University Rules.	(a) Vice - Chancellor-*Chairman;* (b) An academician who is the nominee of the Vice-Chancellor; (c) Three experts in the concerned subject/field nominated by the Vice-Chancellor out of the panel of names approved by the Board of Management of the University; (d) The Dean of the faculty / Director concerned; (e) Head of the Department; and (f) An academician representing SC/ST/OBC/Minority/Women/ Differently-abled categories, if any of candidates representing these categories is the applicant, to be nominated by the Vice Chancellor, if any of the above members of the selection committee do not belong to that category. At least four members, including two outside subject experts, shall constitute the quorum.	Vice-Chancellor

Sl. No. (1)	Name of the Posts & Pay (2)	Qualification (3)	Constitution of selection committee (4)	Appointing authority (5)
31.	**Assistant Director of Physical Education** Rs.15,600 – 39,100 + Rs. 6,000 (AGP)	(a) Master's Degree in Physical Education or Master's Degree in Sports Science with at least 55% marks (or an equivalent grade in a point scale wherever grading system is followed) with a consistently good academic record; (b) Record of having represented the university / college at the inter-university / intercollegiate competitions or the State and / or national championships; (c) Qualifying in the national level test conducted for the purpose by the UGC or any other agency approved by the UGC; (d) Passed the physical fitness test conducted in accordance with these Regulations; (e) However, candidates, who are, or have been awarded Ph.D. degree in accordance with the "University Grants Commission (Minimum Standards and Procedure for Award of Ph.D. Degree), Regulations 2009", shall be exempted from the requirement of the minimum eligibility condition of NET/SLET/ SET for recruitment and appointment of University Assistant Director of Physical Education / College Director of Physical Education and Sports.	(a) Vice-Chancellor-*Chairman;* (b) An academician who is the nominee of the Vice-Chancellor; (c) Three experts in the concerned subject/field nominated by the Vice Chancellor out of the panel of names approved by the Board of Management of the University; (d) The Dean of the faculty / Director concerned; (e) Head of the Department; and (f) An academician representing SC/ST/OBC/Minority/Women/ Differently-abled categories, if any of candidates representing these categories is the applicant, to be nominated by the Vice-Chancellor, if any of the above members of the selection committee do not belong to that category. At least four members, including two outside subject experts, shall constitute the quorum.	Vice-Chancellor.

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(3)</th><th>Constitution of selection committee
(4)</th><th>Appointing authority
(5)</th></tr>
<tr><td></td><td></td><td>
PHYSICAL FITNESS TEST NORMS
(a) Subject to the provisions of these Regulations, all candidates who are required to undertake the physical fitness test shall be required to produce a medical certificate certifying that he/she is medically fit before undertaking such tests.
(b) On production of such certificate mentioned in sub-clause (a) above, the candidate would be required to undertake the physical fitness test in accordance with the following norms.-
<table>
<tr><td colspan="4">NORMS FOR MEN</td></tr>
<tr><td colspan="4">12 MINUTES RUN/WALK TEST</td></tr>
<tr><td>Up to 30 years</td><td>Up to 40 years</td><td>Up to 45 years</td><td>Up to 50 years</td></tr>
<tr><td>1800 metres</td><td>1500 metres</td><td>1200 metres</td><td>800 metres</td></tr>
<tr><td colspan="4">NORMS FOR WOMEN</td></tr>
<tr><td colspan="4">8 MINUTES RUN/WALK TEST</td></tr>
<tr><td>Up to 30 years</td><td>Up to 40 years</td><td>Up to 45 years</td><td>Up to 50 years</td></tr>
<tr><td>1000 metres</td><td>800 metres</td><td>600 metres</td><td>400 metres</td></tr>
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Sl. No. (1)	Name of the Posts & Pay (2)	Qualification (3)	Constitution of selection committee (4)	Appointing authority (5)
32.	**Career Advancement – Assistant Director of Physical Education (Stage II)** Rs.15,600 – 39,100 + Rs. 7,000 (AGP)	Assistant Director of Physical Education and Sports in the entry level grade/College DPE&S at the entry level grade, possessing Ph.D. in Physical Education, after completing service of four years in the entry level stage (Stage I), and if otherwise eligible as the Academic Performance Indicator (API) scoring system and Performance Based Appraisal System (PBAS) methodology prescribed for Career Advancement Scheme (CAS) promotion in the Rules. Assistant Director of Physical Education and Sports/ College Director of Physical Education and Sports in the entry level grade possessing M.Phil. in Physical Education after completing service of the five years in the entry level stage (Stage I), and if otherwise eligible as per the Academic Performance Indicator (API) scoring system and Performance Based Appraisal System (PBAS) methodology prescribed for Career Advancement Scheme (CAS) promotion in the Rules. Assistant Director of Physical Education and Sports/College Director of Physical Education and Sports in the entry level grade, without the relevant Ph.D. and M.Phil. shall, after completing service of six years as Assistant Director of Physical Education and Sports/ College Director of Physical Education and Sports in the entry level stage, and	**Only by screening cum evaluation process for recommending Promotion.** (a) The Vice - Chancellor as the Chairperson of the Selection Committee; (b) The Dean of the concerned Faculty; (c) The Head of the Department of the subject; and (d) One subject expert in the concerned subject nominated by the Vice-Chancellor from the University panel of experts.	Vice-Chancellor.

Sl. No. (1)	Name of the Posts & Pay (2)	Qualification (3)	Constitution of selection committee (4)	Appointing authority (5)
		if otherwise eligible as per the Academic Performance Indicator (API) scoring system and Performance Based Appraisal System (PBAS) methodology prescribed for Career Advancement Scheme (CAS) promotion in the Rules .		
33.	**Career Advancement – Assistant Director of Physical Education (Stage III) / Deputy Director of Physical Education (Stage I)** Rs.15,600 – 39,100 + Rs. 8,000 (AGP)	After completing service of five years in the second stage Pay Band of Rs. 15,600 – 39,100 + AGP 7,000 and subject to satisfying API scoring system and PBAS methodology prescribed in the Regulations, Assistant Director of Physical Education and Sports (Stage II) shall be promoted to the next higher grade (Stage III) with AGP of Rs.8,000 in the pay band of Rs.15,600 – 39,100. They shall be designated as Deputy Director of Physical Education and Sports (Stage I) / Assistant Director of Physical Education and Sports (Stage III) as the case may be.	**Only by screening cum evaluation process for recommending Promotion.** (a) The Vice-Chancellor as the Chairperson of the Selection Committee; (b) The Dean of the concerned Faculty; (c) The Head of the Department of the subject; and (d) One subject expert in the concerned subject nominated by the Vice-Chancellor from the University panel of experts.	Vice-Chancellor
34.	**Deputy Director of Physical Education (Stage II)** Rs.37,400 – 67,000 + Rs. 9,000 (AGP)	After completing service of three years in the Pay Band of Rs.15,600 – 39,100 + AGP Rs.8,000 and subject to eligibility laid down by the University Deputy Director of Physical Education (Stage I) / Assistant Director of Physical Education (Stage III) shall move to the Pay Band of Rs.37,400 – 67,000 + AGP Rs.9,000/-. They shall be designated as Deputy Director of Physical Education (Stage II)	(a) Vice-Chancellor-*Chairman;* (b) An academician who is the nominee of the Vice-Chancellor; (c) Three experts in the concerned subject/field nominated by the Vice- Chancellor out of the panel of names approved by the Board of Management of the University; (d) The Dean of the faculty / Director concerned;	Vice-Chancellor

Sl. No. (1)	Name of the Posts & Pay (2)	Qualification (3)	Constitution of selection committee (4)	Appointing authority (5)
			(e) Head of the Department; and (f) An academician representing SC/ST/OBC/Minority/Women/ Differently-abled categories, if any of candidates representing these categories is the applicant, to be nominated by the Vice-Chancellor, if any of the above members of the selection committee do not belong to that category. At least four members, including two outside subject experts, shall constitute the quorum.	
35.	**Professor as Head of Computer Centre** Rs.37,400 – 67,000 + Rs. 10,000 (AGP)	(a) Ph.D. in Computer Science / Applied Electronics; or Ph.D. in the disciplines of Fisheries Science / Fisheries Economics / Maths / Statistics with specialization in Computer application; (b) Knowledge in the area of computer applications to various real life problems with special reference to fisheries; (c) A total of ten years experience in computer management, operation / programme development of which three years should be as System Analyst;	(a) Vice-Chancellor-*Chairman;* (b) An academician who is the nominee of the Vice-Chancellor; (c) Three experts in the concerned subject/field nominated by the Vice - Chancellor out of the panel of names approved by the Board of Management of the University; (d)The Dean of the faculty / Director concerned; (e) Head of the Department; and (f) An academician representing SC/ST/OBC/Minority/Women/ Differently-abled categories, if any of candidates representing these categories is the applicant, to be nominated by the Vice -	Vice-Chancellor

Sl. No. (1)	Name of the Posts & Pay (2)	Qualification (3)	Constitution of selection committee (4)	Appointing authority (5)
		(d) A minimum score as stipulated in the Academic Performance Indicator (API) based Performance Based Appraisal System (PBAS), set out in the Rules of the University.	Chancellor, if any of the above members of the selection committee do not belong to that category. At least four members, including two outside subject experts, shall constitute the quorum.	
36.	**Associate Professor as System Analyst** Rs.37,400 – 67,000 + Rs. 9,000 (AGP)	(a) Ph.D. in Computer Science; Or Ph.D. in Fisheries Science / Fisheries Economics / Maths / Statistics with specialization in Computer application; (b) Experience for 5 years in the field of Computer Science Management Operation and Programme Development with special reference to Fisheries; (c) A minimum score as stipulated in the Academic Performance indicator (API) based Performance Based Appraisal System (PBAS), set out in the Rules of the University.	(a) Vice-Chancellor-*Chairman;* (b) An academician who is the nominee of the Vice-Chancellor; (c) Three experts in the concerned subject/field nominated by the Vice -Chancellor out of the panel of names approved by the Board of Management of the University; (d) The Dean of the faculty / Director concerned; (e) Head of the Department; and (f) An academician representing SC/ST/OBC/Minority/Women/ Differently-abled categories, if any of candidates representing these categories is the applicant, to be nominated by the Vice - Chancellor, if any of the above members of the selection committee do not belong to that category. At least four members, including two outside subject experts, shall constitute the quorum.	Vice-Chancellor

Sl. No. (1)	Name of the Posts & Pay (2)	Qualification (3)	Constitution of selection committee (4)	Appointing authority (5)
37.	**Assistant Professor as Programmer** Rs.15,600 – 39,100 + Rs. 6,000 (AGP)	(a) M.Sc. in Computer Science / Applied Electronics or M.F.Sc., or M.Sc., Statistics / Maths with specialization in Computer application with at least 55% marks (or an equivalent grade in a point scale wherever grading system is followed); (b) Two years experience in programme development and operation of computer; (c) Knowledge of different computer languages; (d) Besides fulfilling the above qualifications, the candidate must have cleared the National Eligibility Test (NET) conducted by the University Grants Commission (UGC), Council of Scientific & Industrial Research (CSIR) or similar test accredited by the University Grants Commission like SLET/SET; (d) NET/SLET/SET shall also not be required for such Masters Programmes in disciplines for which NET/SLET/SET is not conducted. **PERCENTAGE EQUIVALENCE OF GRADE POINTS FOR A SEVEN POINTS SCALE** It is hereby clarified that where the University/ college/Institution declare results in grade points which is on a scale of seven, the	(a) Vice-Chancellor-*Chairman;* (b) An academician who is the nominee of the Vice-Chancellor; (c) Three experts in the concerned subject/field nominated by the Vice-Chancellor out of the panel of names approved by the Board of Management of the University; (d) The Dean of the faculty / Director concerned; (e) Head of the Department; and (f) An academician representing SC/ST/OBC/Minority/Women/ Differently- abled categories, if any of candidates representing these categories is the applicant, to be nominated by the Vice - Chancellor, if any of the above members of the selection committee do not belong to that category. At least four members, including two outside subject experts, shall constitute the quorum.	Vice-Chancellor

Sl. No. (1)	Name of the Posts & Pay (2)	Qualification (3)	Constitution of selection committee (4)	Appointing authority (5)

following mechanism shall be referred to ascertain equivalent marks in percentage.-

Grade	Grade Point (7 point)	Grade Point (10 point)	Grade Point (4 point)	Percentage Equivalent
'O' Outstanding	6.3 and above	9.0 and above	3.75 and above	90 and above
'A' – Very Good	5.6-6.2	8.0-8.9	3.25-3.74	80-89
'B' – Good	4.9-5.5	7.0-7.9	2. 75-3.24	70-79
'C'-Average	3.5-4.8	6.5-6.9	2.25-2.74	55-69
'D' – Below Average	-	-	-	-
'E' – Poor	-	-	-	-
'F' – Fail	-	-	-	-

APPENDIX I - B

RECRUITMENT OF NON - ACADEMIC STAFF FOR APPOINTMENT IN THE UNIVERSITY

Sl. No. (1)	Name of the posts and Scales of pay (2)	Qualification (3)	Method of Selection (4)	Constitution of Selection Committee (5)	Appointing authority (6)
1.	**Executive Engineer, Civil/ Mechanical/ Electrica**l Rs.15,600 – 39,100 + 6,600 (GP) in PB 3.	(a) B.E., or equivalent examination approved by any University; (b) 5 years experience in the cadre of Assistant Executive Engineer.	By promotion from among the post of Assistant Executive Engineers with the existing qualification as per State Govt. rules.	....	Registrar with the approval of the Vice-Chancellor.
2.	**Skipper** Rs.15,600-39,100 + 6,600 (GP) in PB 3.	(a) Must possess minimum general educational qualification or been declared eligible for college course; and (b) Must have obtained a certificate of competency as Skipper for fishing vessels issued by the Mercantile Marine Department (Government of India); (c) Must have completed 30 years of age.	By recruitment among eligible candidates of Tamil Nadu Fisheries University who were recruited originally through employment exchange or other agencies approved by the Government. If suitable candidates are not available the Collector/ Employment Exchange shall be addressed/ By promotion from among the holders of the post of BOSUN (Uncertified).	(a) One University Officer nominated by the Vice-Chancellor –*Chairman;* (b) One Chair of the School nominated by the Vice-Chancellor – *Member*; (c) One Head of the Dept. nominated by Vice-Chancellor - *Member*.	Registrar with the approval of the Vice-Chancellor
3.	**Administrative Officer** Rs.15,600 – 39,100 + 5,700 (GP) in PB 3.	(a) Minimum General Educational qualification; (b) According to seniority in the cadre of Superintendent; (c) Accounts Test for Subordinate Officers (Part I & Part II)	By promotion from among the Managers / Assistant Accounts Officer	...	Registrar with the approval of the Vice-Chancellor

Sl. No. (1)	Name of the posts and Scales of pay (2)	Qualification (3)	Method of Selection (4)	Constitution of Selection Committee (5)	Appointing authority (6)
4.	**Assistant Registrar** (Exams) Rs.15,600 – 39,100 + 5,700 (GP) in PB 3.	(a) Minimum General Educational qualification; (b) According to seniority in the cadre of Superintendent; (c) Accounts Test for Subordinate Officers (Part I & Part II)	By promotion from among the Managers / Assistant Accounts Officer	…	Registrar with the approval of the Vice-Chancellor
5.	**Accounts Officer** Rs.15,600 – 39,100 + 5,700 (GP) in PB 3.	(a) Minimum General Educational qualification; (b) According to seniority in the cadre of Assistant Accounts Officer.	By promotion from the post of Assistant Accounts Officer / Manager	...	Registrar with the approval of the Vice-Chancellor
6.	**Assistant Executive Engineer, Civil/ Mechanical/ Electrical** Rs.15,600 – 39,100 + 5,400 (GP) in PB 3.	(a) <u>By promotion</u>.- (i) B.E., or equivalent examination approved by any University; (ii) 5 years of experience in the cadre of the post of Assistant Engineer. (b) <u>By Recruitment by transfer.-</u> Diploma in Engineering with not less than 10 years of service in the post of Junior Engineer.	(i) By promotion from among the post of Assistant Engineer; (ii) Recruitment by transfer from among the Junior Engineers in the ratio of 3:1.	...	Registrar with the approval of the Vice-Chancellor.
7.	**Assistant Accounts Officer** Rs.9,300 – 34,800 + 5,400 (GP) in PB 2.	(a) Minimum General Educational Qualification; (b) According to Seniority in the cadre of Superintendent with minimum of five years of service in the post of Superintendent and with B.Com., or Accountancy Lower Grade with Accounts Test for Subordinate Officers (Part. II).	By promotion from among the Superintendents	--	Registrar with the approval of the Vice-Chancellor

Sl. No. (1)	Name of the posts and Scales of pay (2)	Qualification (3)	Method of Selection (4)	Constitution of Selection Committee (5)	Appointing authority (6)
8.	**Manager** Rs.9,300 – 34,800 + 5,400 (GP) in PB 2.	(a) Minimum General Educational Qualification; (b) Experience for a period of not less than five years in the post of Superintendent; (c) Accounts Test for Subordinate Officers Part-I & Part II.	By promotion from among the Superintendents as per seniority	--	Registrar with the approval of the Vice-Chancellor
9.	**Information Officer** Rs.15,600-39,100 + 5,400 (GP) in PB 3.	(a) B.E., in Computer Science or Electronics and Instrumentation; or (b) Master's degree in Arts or Science along with a degree or Postgraduate degree in Library and Information Science.	By recruitment among eligible candidates of TNFU who were recruited originally through Employment Exchange or other agencies approved by the Government if suitable candidates are not available, recruitment shall be done through open advertisement.	(a) Registrar – *Chairman;* (b) One University Officer. nominated by Vice-Chancellor *Member;* (c) Chair of the School / One Head of Dept. nominated by the Vice-Chancellor – *Member;* (d) Professor and Head and Project Coordinator of the Bio-informatic Centre - *Member*.	Registrar with the approval of the Vice-Chancellor.
10.	**Medical Officer** Rs.15,600–39100 + Rs. 5,400 (GP) in Pay Band 3	(a) A degree in Medical Science of a recognized University (b) Experience as a Registered Medical Practitioner for a period of not less than five years. (c) Experience of working in an educational institution for a period of not less than three years shall be preferential qualification.	By direct recruitment	(a) Registrar – *Chairman;* (b) One University Officer. nominated by Vice-Chancellor *Member;* (c) Chair of the School nominated by the Vice Chancellor –*Member*; (d) One Head of Dept. nominated by the Vice-Chancellor – *Member;*	Registrar with the approval of the Vice-Chancellor.

Sl. No. (1)	Name of the posts and Scales of pay (2)	Qualification (3)	Method of Selection (4)	Constitution of Selection Committee (5)	Appointing authority (6)
11.	**System Programmer** Rs.15,600-39,100 + Rs. 5,400 (GP) in PB 3	(a) MCA, / M.Sc., (IT / Computer Science) / M.Sc., (Statistics, Maths with PGDCA) / M.E., (Computer Science); (b) Experience as Computer Operator for not less than eight years; (c) Knowledge in computer language.	By promotion from the Computer Operator (or) By recruitment among eligible candidates of Tamil Nadu Fisheries University who were recruited originally through employment exchange or other agencies approved by the Government. If suitable candidates are not available the Collector/ Employment Exchange shall be addressed	-- (a) One of the University Officers nominated by the Vice-Chancellor – Chairman; (b) One senior Engineer and (c) Chair of School /One Head of Dept. concerned nominated by Vice-Chancellor – *Members*.	Registrar with the approval of the Vice-Chancellor.
12.	**Public Relations Officer** Rs.15,600-39,100 + 5,400 (GP) in PB 3.	(a) A Degree in Arts/ Science or commerce and (b) Service as Asst. Public Relations Officer for a period of not less than three years or as Superintendent for a period of not less than four years in TNFU. **<u>For Direct Recruitment.-</u>** (a) A degree in Arts / Science or Commerce and (b) Experience in Journalism work or Public Relations for a period of not less than two years in a Department / Organisation or Firm.	By promotion from among the post of Asst. Public Relations Officer or Superintendent (or) By direct recruitment.	…. a) Registrar – *Chairman;* b) One University Officer nominated by Vice-Chancellor – *Member;* c) Chair of the School / One Head of Dept. nominated by Vice-Chancellor - *Member*.	Registrar with the approval of the Vice-Chancellor.

Sl. No. (1)	Name of the posts and Scales of pay (2)	Qualification (3)	Method of Selection (4)	Constitution of Selection Committee (5)	Appointing authority (6)
13.	**Assistant Engineer, Civil/ Mechanical/ Electrical :** Rs.9,300 – 34,800 + 5,100 (GP) in PB 2.	B.E., or its equivalent examination approved by any University.	By promotion from among the post of Junior Engineer/ High Tension Operator with 5 years of service in the post / direct recruitment.	(a) One of the University Officers nominated by Vice-Chancellor – *Chairman*; (b) Estate Officer- *Member*; (c) Chair of School /One Head of Department/ Station; nominated by Vice-Chancellor - *Member*.	Registrar with the approval of the Vice-Chancellor.
14.	**Assistant Law Officer** Rs.9,300 – 34,800 + 4,900 (GP) in PB 2.	(a) A Law degree of a recognized University (B.L., L.L.B., B.G.L., or B.A.L.); (b) Knowledge in Typewriting and Shorthand; (c) Experience in handling legal cases and must possess good capacity in drafting court documents; (d) Knowledge of labour laws and matters connected with labour and employment; (e) Possess antecedents of good conduct and character.	By promotion from among the Assistants/ Superintendents	--	Registrar with the approval of the Vice-Chancellor.
15.	**Superintendent / Senior Accountant** Rs.9,300 – 34,800 + 4,800 (GP) in PB 2.	(a) Minimum General Educational Qualification; (b) According to seniority in the cadre of Assistant.	By promotion from among the post of Assistant.	--	Registrar with the approval of the Vice-Chancellor.

Sl. No. (1)	Name of the posts and Scales of pay (2)	Qualification (3)	Method of Selection (4)	Constitution of Selection Committee (5)	Appointing authority (6)
16.	**Steno-typist (Grade I)** Rs.9,300 – 34,800 + 4,800 (GP) in PB 2.	…	By promotion from the post of Steno-typist Gr.II	…	Registrar
17.	**Agricultural Supervisor** Rs.9,300 – 34,800 + 4,700 (GP) in PB 2.	(a) Minimum general educational qualification; (b) According to seniority in the cadre of Agricultural Assistant.	By promotion from Agricultural Assistant who have completed 18 years of regular service.	…	Registrar
18.	**Draughting Officer Grade I / Senior Draughting Officer** Rs.9,300 – 34,800 + 4,600 (GP) in PB 2.	(a) A pass in the special examination for Group Certificate in building drawing which has been prescribed for draughtsman in the Government technical examination; (or) (b) A pass in the D.C.E., or D.M.E., diploma conducted by the State Board of technical Education and Training, Tamil Nadu; (or) (c) A certificate granted by the I.T.I., Government of Tamil Nadu for the completion of course of Industrial Training in the trade Draughtsman (Civil or Mechanical); (or) (d) The diploma awarded in Draughtsman (Civil or	By promotion from among Grade - II.	….	Registrar with the approval of the Vice-Chancellor

Sl. No. (1)	Name of the posts and Scales of pay (2)	Qualification (3)	Method of Selection (4)	Constitution of Selection Committee (5)	Appointing authority (6)
		Mechanical) trade by the Director General Resettlement and Employment (now Director General of Employment and Training), Government of India; (or) (e) The National Trade Certificate in Draughtsman (Civil or Mechanical trade) awarded by the National Council for Training Vocational Trades, Government of India;			
19.	**Assistant Public Relations Officer** Rs.9,300-34,800 + 4,500 (GP) in PB 2.	(a) A Degree; (b) Experience in Public Relations for a period of not less than three years; (c) Preference will be given to persons who possess a Diploma in Journalism or Communication or Public Relations.	Appointment by Transfer from the eligible candidates.	(a) Registrar-*Chairman;* (b) One University Officer nominated by Vice-Chancellor- *Member*; (c) Chair of the School / One Head of Department nominated by Vice-Chancellor – *Member*.	Registrar
20.	**Bosun** Rs.9,300-34,800 + 4,500 (GP) in PB 2.	Mercantile Marine Department Bosun Certificate with five years fishing experience in different classes of vessels operating different gears.	By recruitment among eligible candidates of Tamil Nadu Fisheries University who were recruited originally through employment exchange or other agencies approved by the Government. If suitable candidates are not available the Collector/ Employment Exchange shall be addressed.	(a) One University Officer nominated by Vice-Chancellor-*Chairman;* (b) One Dean Fisheries; and (c) Chair of School /One Head of Department of Fisheries faculty nominated by Vice-Chancellor - *Members*.	Registrar with the approval of the Vice-Chancellor.

Sl. No. (1)	Name of the posts and Scales of pay (2)	Qualification (3)	Method of Selection (4)	Constitution of Selection Committee (5)	Appointing authority (6)
21.	**Farm Manager** Rs.9,300-34,800 + 4,400 (GP) in PB 2.	B.F.Sc., degree with Overall Grade Point Average of 3.00 / 4.00 or 7.00 / 10.00 or its equivalent is essential	By direct recruitment through the Employment Exchange. If suitable candidates are not available recruitment shall be made through advertisement.	(a) One University Officer nominated by the Vice-Chancellor – Chairman; (b) One Chair of the School / Head of Dept./ Station nominated by the Vice-Chancellor; (c) One Senior Professor nominated by the Vice-Chancellor; and (d) One Representative of the ICAR from Fisheries Division - *Members*.	Registrar
22.	**Training Assistant / Programme Assistant** Rs.9,300-34,800 + 4,400 (GP) in PB 2.	B.F.Sc. degree with Overall Grade Point Average of 3.00 / 4.00 or 7.00 / 10.00 or its equivalent is essential.	By direct recruitment through the Employment Exchange. If suitable candidates are not available recruitment shall be made through advertisement.	(a) One University Officer nominated by the Vice-Chancellor – Chairman; (b) One Chair of the School / Head of Dept./ Station nominated by the Vice-Chancellor; (c) One Senior Scientist nominated by the Vice-Chancellor; and (d) One Representative of the Division of Agricultural Extension, ICAR - *Members*.	Registrar

Sl. No. (1)	Name of the posts and Scales of pay (2)	Qualification (3)	Method of Selection (4)	Constitution of Selection Committee (5)	Appointing authority (6)
23.	**Junior Engineer, Civil/ Mechanical/ Electrical** Rs.9,300 – 34,800 + 4,400 (GP) in PB 2.	Diploma in Engineering with not less than 2 years of field experience.	By direct recruitment	(a) One of the University Officers nominated by Vice-Chancellor – *Chairman*; (b) Estate Officer-*Member*; (c) Chair of School /One Head of Department/ Stations nominated by Vice-Chancellor - *Member*.	Registrar
24.	**Electrical Foreman** Rs.9300-34,800 + 4,400 (GP) in PB 2.	(a) A Diploma in Electrical Engineering; or (b) A pass in III Form with 12years experience in this type of work as Electrician .	By promotion according to seniority from among the cadres of Electricians and Wireman.	--	Registrar
25.	**Draughting Officer Grade II (Civil/ Mechanical)** Rs.9,300 – 34,800 + 4,400 (GP) in PB 2.	(a) A pass in the special examination for Group Certificate in building drawing which has been prescribed for draughtsman in the Government technical examination; (or) (b) A pass in the D.C.E., or D.M.E., diploma examination conducted by the State Board of tech. Education and Training, Tamil Nadu; (or) (c) A certificate granted by the I.T.I., Government of Tamil Nadu for the completion of course of Industrial Training in the trade Draughts man (Civil or Mechanical);	By promotion from among the Draughtsman Grade-III.	....	Registrar

Sl. No. (1)	Name of the posts and Scales of pay (2)	Qualification (3)	Method of Selection (4)	Constitution of Selection Committee (5)	Appointing authority (6)
		(or) (d) The diploma awarded in Draughtsman (Civil or Mechanical) trade by the Director General Resettlement and Employment (now Director General of Employment and Training), Government of India; (or) (e) The National Trade Certificate in Draughtsman (Civil or Mechanical trade) awarded by the National Council for Training Vocational Trades, Government of India.			
26.	**Video Cameraman** Rs.9,300 – 34,800 + 4,400 (GP) in PB 2.	(a) (i) A Diploma in Cinematography awarded by the Tamil Nadu Board of Technical Education and Training, Chennai; and (ii) Practical experience as independent Chief Cameraman for a period of not less than 3 years in the production of feature films or documentary films or news- reel films; (or) (b) (i) Minimum general educational qualification; (ii) Practical experience as cameraman for a period of not less than 7 years.	By recruitment among eligible candidates of Tamil Nadu Fisheries University who were recruited originally through employment exchange or other agencies approved by the Government. If suitable candidates are not available the Collector/ Employment Exchange shall be addressed.	(a) One University officer nominated by the Vice-Chancellor – *Chairman*; (b) Chair of School / One Head of Dept./ Stations; and (c) One Senior Scientist nominated by Vice-Chancellor - *Members*.	Registrar with the approval of the Vice-Chancellor

Sl. No. (1)	Name of the posts and Scales of pay (2)	Qualification (3)	Method of Selection (4)	Constitution of Selection Committee (5)	Appointing authority (6)
27.	**Statistical Assistant** Rs.9,300-34,800 + 4,300 (GP) in PB 2.	Direct Recruitment.- Must possess a degree of any University or institution recognised by the University Grants Commission for the purpose of its grant with Statistics or Mathematics as the main subject. By promotion.- (a) Must have previous experience in the maintenance of pedigree and breeding records and five years experience in the ministerial service as Assistant with exceptional merit and ability; (b) Must possess the minimum general educational qualification.	By recruitment among eligible candidates of Tamil Nadu Fisheries University who were recruited originally through employment exchange or other agencies approved by the Government. If suitable candidates are not available the Collector/ Employment Exchange shall be addressed.	(a) One University Officer nominated by Vice-Chancellor – *Chairman*; (b) Two Chairs of Schools / Heads of Departments nominated by Vice-Chancellor - *Members*. ----	Registrar.
28.	**High Tension Operator** Rs.9,300-34,800 + 4,200 (GP) in PB 2.	(a) Diploma in Electrical Engineering; (b) Electrical Supervisor certificate (C. certificate issued by the Electrical Licensing Board of Government of Tamil Nadu).	By recruitment among the eligible candidates of Tamil Nadu Fisheries University who were recruited originally through employment exchange or other agencies approved by the Government. If suitable candidates are not available, the Collector / Employment Exchange shall be addressed.	(a) One University Officer nominated by the Vice-Chancellor – *Chairman;* (b) Estate Officer – *Member;* (c) One Chair of the School / Head of Department / Station nominated by the Vice-Chancellor – *Member*.	Registrar.

Sl. No. (1)	Name of the posts and Scales of pay (2)	Qualification (3)	Method of Selection (4)	Constitution of Selection Committee (5)	Appointing authority (6)
29.	**Sanitary Inspector** Rs.9,300-34,800 + 4,200 (GP) in PB 2.	(a) Sanitary Inspector certificate granted by the Additional Director of Health and Family Planning, Tamil Nadu as the *Chairman* of the Board of Examiners constituted in this behalf by the Government; (b) The LMP Diploma; (or) A pass in the sanitory inspector Examination in the state of Tamil Nadu or Quinquennial Training and pass in the examination prescribed for Health and Sanitary Inspectors in the State of Tamil Nadu; (or) The Sanitary Inspector certificate issued on behalf of the National Council of Rural Higher Education, New Delhi at the end of the course at Rural Institute, Gandhigram.	By recruitment through the employment exchange.	(a) One of the University Officers nominated by the Vice-Chancellor – *Chairman;* (b) One Senior Medical Officer; and (c) Chair of School / One Head of the Department concerned nominated by Vice-Chancellor - *Members*.	Registrar
30.	**Draughting Officer Grade – III / Junior Draughting officer (Civil, Mechanical, Electrical)** Rs.9,300 – 34,800 + 4,200 (GP) in PB 2.	(a) A pass in the special examination for Group Certificate in building drawing which has been prescribed for draughtsman in the Government technical examination; (or) (b) A pass in the D.C.E., or D.M.E., diploma examination conducted by the State Board of technical Education and Training, Tamil Nadu;	By promotion from the post of Assistant Draughtsman who have put in service for a period of not less than five years in that category; (or) By recruitment among eligible candidates of Tamil Nadu Fisheries University who were recruited originally through	(a) One of the University Officers nominated by Vice-Chancellor – *Chairman;* (b) Estate Officer- *Member*; and (c) Chair of School /One Head of Department/ Station nominated by Vice -Chancellor - *Member*.	Registrar.

Sl. No. (1)	Name of the posts and Scales of pay (2)	Qualification (3)	Method of Selection (4)	Constitution of Selection Committee (5)	Appointing authority (6)
		(or) (c) A certificate granted by the I.T.I.Government of Tamil Nadu for the completion of the course of Industrial Training in the trade of Draughts man (Civil or Mechanical); (or) (d) The diploma awarded in Draughtsman (Civil or Mechanical) trade by the Director General Resettlement and Employment (now Director General of Employment and Training), Government of India; (e) (or) (e) The National Trade Certificate in Draughts man (Civil or Mechanical trade) awarded by the National Council for Training Vocational Trades, Government of India.	employment exchange or other agencies approved by the Government. If suitable candidates are not available the Collector / Employment Exchange shall be addressed.		
31.	**Sub- Inspector Fisheries** Rs.9,300 – 34,800 + 4,200 (GP) in PB 2.	**(a) <u>By Promotion.-</u>** (i) Must have put in Service as Fishery Assistant/Overseer for a period of not less than five years with Minimum General Educational Qualification; (ii) Should have passed the Accounts Test for Subordinate Officers Part-1.	By promotion according to seniority in the cadre of Fishery Assistant / Fishery Overseer (or) By recruitment by transfer from among the eligible candidates of Tamil Nadu Fisheries University	(a) One University Officer nominated by Vice- Chancellor – *Chairman;* (b) Chair of School and one Head of Dept. nominated by Vice-Chancellor - *Members.*	Registrar

Sl. No. (1)	Name of the posts and Scales of pay (2)	Qualification (3)	Method of Selection (4)	Constitution of Selection Committee (5)	Appointing authority (6)
		(or) **(b) <u>By Recruitment by Transfer.-</u>** Must have put in service for a period of less than Five Years in the University and must possess a degree in Science. (or) **(c) <u>By Direct Recruitment.-</u>** (i) Must possess a degree in Bachelor of Fisheries Science awarded by the University; (or) (ii) Must possess a Degree in any one of the Science subjects; (or) (iii)Must possess a Diploma in Fisheries Technology and Navigation awarded by the State Board of Technical Education and Training, Tamil Nadu; (or) (iv) Must possess the Associate Diploma in Fisheries Science Education, Bombay; (or) (v) Must possess a Certificate of successful completion of the full course of Inland or Marine Fisheries Classes conducted by the Government of India.	(or) By direct recruitment from Employment Exchange.		

Sl. No. (1)	Name of the posts and Scales of pay (2)	Qualification (3)	Method of Selection (4)	Constitution of Selection Committee (5)	Appointing authority (6)
32.	**Offset Cameraman-Cum-Plate maker** Rs.9,300 – 34,800 + 4,200 (GP) in PB 2.	(a) A pass in VIII Standard; (b) Practical experience of 5 years in handling offset camera and plate making using aluminium plates in private reputed and standard offset presses. Preference will be given to those who have acquired special qualification in the above art in any Government approved institutions.	By promotion from among the post of Offset Assistant / Cameraman - cum - Plate maker.	….	Registrar
33.	**Senior Artist-cum-Photographer** Rs.9,300 - 34,800 + 4,200 (GP) in PB 2.	Must have worked as Artist, Artist-cum- photographer for a minimum period of five years. According to seniority from among the Artist-cum- photographer in Tamil Nadu Fisheries University. Preference will be given to candidates possessing training in colour processing slide making and printing.	By promotion	….	Registrar
34.	**Senior Telephone Supervisor** Rs.9,300 – 34,800/- + Rs.4,200/- G.P. in P.B.2 with special pay	According to Seniority in the cadre of Telephone Supervisor with minimum of seven years of service in the post of Telephone Supervisor.	By promotion from among the Telephone Supervisors.	---	Registrar
35.	**Steno-typist (Grade II)** Rs.9,300 – 34,800 + 4,200 (GP) in PB 2.	Educational and other qualifications as prescribed for Steno-Typist Gr. III	By promotion from the post of Steno-typist Gr.III	…	Registrar

Sl. No. (1)	Name of the posts and Scales of pay (2)	Qualification (3)	Method of Selection (4)	Constitution of Selection Committee (5)	Appointing authority (6)
36.	**Laboratory Technician** Rs.9,300 – 34,800 + 4,200 (GP) in PB 1	(a) Pass in VIII Standard; (b) Must have worked as Laboratory Assistant for not less than 10 years with laboratory experience.	By promotion according to seniority in the post of Laboratory Assistant after successful completion of six months practical in service training conducted by Tamil Nadu Fisheries University.	...	Registrar
37.	**Technician** Rs.9,300-34,800 + 4,200 (GP) in PB 2.	A graduate in Biological and Life Sciences. Preference shall be given to persons having experience in Laboratory like "Medical Laboratory/ Feed analysis / Microbiology" etc.	By direct recruitment thro' employment exchange.	(a) One University Officer nominated by Vice-Chancellor – *Chairman;* (b) Two Chairs of Schools / Heads of Department nominated by Vice-Chancellor – *Members*	Registrar
38.	**Engine Driver** Rs.9,300-34,800 + 4,200 (GP) in PB 2.	M.M.D.Engine Driver II Class Certificate with five years experience in Marine Diesel Engine with working knowledge of different types of gears.	By recruitment among eligible candidates of Tamil Nadu Fisheries University who were recruited originally through employment exchange or other agencies approved by the Government. If suitable candidates are not available the Collector/ Employment Exchange shall be addressed.	(a) One University Officer nominated by Vice-Chancellor-*Chairman*; (b) One Dean Fisheries; and (c) Chair of School /One Head of Department of Fisheries faculty nominated by Vice-Chancellor - *Members*.	Registrar

Sl. No. (1)	Name of the posts and Scales of pay (2)	Qualification (3)	Method of Selection (4)	Constitution of Selection Committee (5)	Appointing authority (6)
39.	**Assistant** Rs.5,200 – 20,200 + 2,800 (GP) in PB 1.	(a) Minimum General Educational Qualification; (b) Accounts Test for Subordinate Officers Part-I; (c) According to seniority in the cadre of Junior Assistant /Typist / Steno – typist.	By promotion from among the post of Junior Assistant /Typist /Steno- typist.	...	Registrar
40.	**Steno-typist (Grade III)** Rs.5,200 – 20,200 + 2,800 (GP) in PB 1.	(a) Minimum General Educational Qualification. Preference will be given to degree holders. (b) (i) Typewriting English and Tamil Higher and Short hand English and Tamil Higher; (or) (ii) Typewriting English and Tamil Higher and Short hand English Lower and Tamil Higher; (or) (iii) Typewriting English and Tamil Higher and Short hand English Higher and Tamil Lower. Explanation. - Item (ii) will be recruited if item (i) is not available and item (iii) will be recruited if items (i) and (ii) are not available. (c) "Certificate course in Computer on Office Automation" awarded by the Directorate of Technical Education.	By recruitment among eligible candidates of Tamil Nadu Fisheries University who were recruited originally through employment exchange or other agencies approved by the Government. If suitable candidates are not available, the Collector/ Employment Exchange shall be addressed.	(a) Registrar-*Chairman;* (b) One University Officer nominated by Vice-Chancellor – *Member* ; (c) Chair of School / One Head of Department nominated by Vice-Chancellor - *Member*.	Registrar

Sl. No. (1)	Name of the posts and Scales of pay (2)	Qualification (3)	Method of Selection (4)	Constitution of Selection Committee (5)	Appointing authority (6)
		Explanation – I. - Candidates who do not possess the said qualification awarded by Technical Education Department may also be sponsored. If selected, they should acquire such qualification within the period of their probation. The probation will be declared in their cases only after getting a pass in the said Certificate course. Otherwise they will be dealt with as per the provision under General Rule 27 of Tamil Nadu State and Subordinate services. **Explanation – II. -** Candidates who possess Degree or Diploma in Computer Science or Computer Engineering as one of the subjects approved by the University Grants Commission / All India Council for Technical Education / Directorate of Technical Education or an equivalent body may be exempted from passing the "Certificate Course in Computer on Office Automation" conducted by the Directorate of Technical Education.			

Sl. No. (1)	Name of the posts and Scales of pay (2)	Qualification (3)	Method of Selection (4)	Constitution of Selection Committee (5)	Appointing authority (6)
41.	**Typist Grade-I** Rs.5,200 – 20,200 +2,800 (GP) in PB 1	Educational and other qualifications as prescribed for Typist	By promotion from the post of Typist who have put in a total of 18 years of service and opted to remain in the Typist line in accordance with the seniority of Typists.	…	Registrar
42.	**Telephone Supervisor** Rs.5,200 – 20,200/- + Rs.2,800/- G.P. in P.B.1 with special pay	(a) Minimum General Educational Qualification; (b) Pass in the Telephone Operator's training recognized / issued by the Government of India / Tamil Nadu	(a) By Promotion from the category of Telephone Operator **or** (b) By Direct Recruitment	(a) Registrar – *Chairman;* (b) One University Officer nominated by Vice-Chancellor – *Member;* (c) Chair of School / One Head of Department nominated by Vice-Chancellor – *Member.*	Registrar
43.	**Technical Assistant** (Civil/ Electrical/ Mechanical) Rs.5,200-20,200 + 2,800 (GP) in PB 1.	(a) Recruitment by transfer or by Direct recruitment.- (i) Must have passed Diploma in Civil Engineering, Diploma in Mechanical Engineering and Diploma in Electrical Engineering awarded by the technological Diploma Examination Board, Madras. (or) (ii) Similar Diploma awarded by the University or institutions recognised by University Grants Commission for the purposes of its grant;	Recruitment by transfer from other technical categories; (or) From the category of Work Inspector, Grade-I without Diploma; (or) By recruitment among the eligible candidates of Tamil Nadu Fisheries University who were recruited originally through employment exchange or other agencies approved by	(a) One University Officer nominated by the Vice-Chancellor – *Chairman;* (b) Estate Officer; and (c) One Chair of the School / Head of Department nominated by Vice-Chancellor - *Members*.	Registrar

Sl. No. (1)	Name of the posts and Scales of pay (2)	Qualification (3)	Method of Selection (4)	Constitution of Selection Committee (5)	Appointing authority (6)
		(or) (iii) Recruitment by transfer from the Category of Works Inspector (Grade I) without Diploma.- (a) Must have passed SSLC with bifurcated Engineering course; and (b) Practical experience for a period of not less than two years; (c) Must have put in ten years of Service in the post of Work Inspector Grade – I.	the Government. If suitable candidates are not available, the Collector /Employment exchange shall be addressed.		
44.	**Agricultural Assistant** Rs.5,200 - 20,200 + 2,800 (GP) in PB 1	(a) Pass in Hr. Secondary (+2). or any other course recognized/ as equivalent thereto; (b) Pass in 2 years Diploma Course in Agriculture conducted by the Institutions / recognized by Government of Tamil Nadu /Tamil Nadu Fisheries University.	By recruitment among eligible candidates of Tamil Nadu Fisheries University who were recruited originally through employment exchange or other agencies approved by the Government. If suitable candidates are not available the Collector/ Employment Exchange shall be addressed.	(a) One Dean or Director nominated by Vice-Chancellor – *Chairman*; (b) Two Chairs of Schools /Heads of Departments nominated by Vice-Chancellor - *Members*.	Registrar

Sl. No. (1)	Name of the posts and Scales of pay (2)	Qualification (3)	Method of Selection (4)	Constitution of Selection Committee (5)	Appointing authority (6)
45.	**Agricultural Engineering Foreman** Rs.5,200-20,200 + 2,600 (GP) in PB 1.	Diploma in Mechanical Engineering or Agricultural Engineering awarded by the State Board of Technical Education and Training Tamilnadu with one year practical experience in a workshop after obtaining the diploma; (or) Practical experience in tractor works operations and in the running of internal combustion engine for a period of not less than 10 years with a minimum educational qualification of a pass in the III Form; (or) All pass in the VIII standard or must hold a certificate in the appropriate trade issued by the Government ITI with one year practical experience.	By promotion according to seniority from the cadre of Senior Mechanic.	….	Registrar
46.	**Offset Machine Operator** Rs.5,200 – 20,200 + 2,600 (GP) in PB 1.	(a) A pass in S.S.L.C. (b) Should possess the appropriate technical trade certificate from the institutions approved/ recognised by Government; (c) Three years experience in operating the Offset printing machines is a desirable qualification.	By recruitment among eligible candidates of Tamil Nadu Fisheries University who were recruited originally through employment exchange or other agencies approved by the Government. If suitable candidates are not available the Collector/ Employment Exchange shall be addressed.	(a) One University officer nominated by the Vice-Chancellor – *Chairman*; (b) Chair of School / One Head of Dept. / Stations; and (c) One Senior Scientist nominated by Vice-Chancellor - *Members*.	Registrar

Sl. No. (1)	Name of the posts and Scales of pay (2)	Qualification (3)	Method of Selection (4)	Constitution of Selection Committee (5)	Appointing authority (6)
47.	**Refrigerator Mechanic** Rs.5,200-20,200 + 2,600 (GP) in PB 1.	(a) ITI Certificate in mechanical or Refrigeration and Air-Conditioning Mechanism; (b) Experience in Handling refrigeration equipment plant and Machinery maintenance or repair of not less than three years in any workshops or factory after obtaining ITI certificate and must have passed VIII Std.	By recruitment among eligible candidates of Tamil Nadu Fisheries University who were recruited originally through employment exchange or other agencies approved by the Government. If suitable candidates are not available the Collector/ Employment Exchange shall be addressed.	(a) One of the University Officers nominated by the Vice-Chancellor - *Chairman*; (b) One senior Engineer; and (c) Chair of School / One Head of Dept. nominated by Vice-Chancellor - *Members*.	Registrar
48.	**Laboratory Assistant** Rs.5,200 – 20,200 + 2,400 (GP) in PB 1A.	(a) Pass or fail in S.S.L.C.; (b) With not less than 5 years of laboratory work experience	By promotion from the Attenders / Lab Attender	--	Registrar
49.	**Laboratory Assistant in Fish Quality Assurance and Management** Rs.5,200 – 20,200 + 2,400 (GP) in PB 1A.	(a) A degree in Science under 10 + 2 + 3 years of education system; (b) With not less than 5 years of laboratory work experience in food quality control laboratory.	By recruitment among eligible candidates of Tamil Nadu Fisheries University who were recruited originally through employment exchange or other agencies approved by the Government. If suitable candidates are not available the Collector/ Employment Exchange shall be addressed; (or) By Advertisement	(a) One Dean or Director nominated by Vice-Chancellor – *Chairman;* (b) Two Chairs of Schools / Heads of Departments nominated by Vice-Chancellor - *Members*.	Registrar

Sl. No. (1)	Name of the posts and Scales of pay (2)	Qualification (3)	Method of Selection (4)	Constitution of Selection Committee (5)	Appointing authority (6)
50.	**Junior Assistant** Rs.5,200 - 20,200 + 2,400 (GP) in PB 1.	(a) Bachelor Degree from a recognized university through 10 + 2 + 3 system of education. (b) "Certificate course in Computer on Office Automation" awarded by the Directorate of Technical Education. **Explanation – I** - candidates who do not possess the said qualification awarded by Technical Education Department may also be sponsored. If selected, they should acquire such qualification within the period of their probation. The probation will be declared in their cases only after getting a pass in the said Certificate course. Otherwise they will be dealt with as per the provision under General Rule 27 of Tamil Nadu State and Subordinate services. **Explanation – II** – Candidates who possess Degree or Diploma in Computer Science or Computer Engineering as one of the subjects approved by the University Grants Commission / All India Council for Technical Education / Directorate of Technical Education or an equivalent body may be exempted from passing the "Certificate Course in Computer on Office Automation" conducted by the Directorate of Technical Education.	By recruitment from among eligible employees of Tamil Nadu Fisheries University and candidates recruited through employment exchange or other agencies approved by the Government. If suitable candidates are not available, the Collector/ Employment Exchange shall be addressed.	(a) Registrar- *Chairman*; (b) One University Officer nominated by Vice -Chancellor – *Member*; (c) Chair of School / One Head of Department nominated by Vice -Chancellor - *Member*.	Registrar

Sl. No. (1)	Name of the posts and Scales of pay (2)	Qualification (3)	Method of Selection (4)	Constitution of Selection Committee (5)	Appointing authority (6)
51.	**Typist** Rs.5,200 – 20,200 + 2,400 (GP) in PB 1 with special pay	(a) Minimum General Educational Qualification. Preference will be given to degree holders; (b) (i) Typewriting English Higher and Typewriting Tamil Higher; (or) (ii) Typewriting English Lower and Typewriting Tamil Higher; (or) (iii) Typewriting English Higher and Typewriting Tamil Lower. Explanation.- Item (ii) will be recruited if item (i) is not available and item (iii) will be recruited if items (i) and (ii) are not available. (c) "Certificate course in Computer on Office Automation" awarded by the Directorate of Technical Education. **Explanation–I.-** Candidates who do not possess the said qualification awarded by Technical Education Department may also be sponsored. If selected, they should acquire such qualification within the period of their probation. The probation will be declared in their cases only after getting a pass in the said Certificate course. Otherwise they will be	By recruitment among eligible candidates of Tamil Nadu Fisheries University who were recruited originally through employment exchange or other agencies approved by the Government. If suitable candidates are not available the Collector/ Employment Exchange shall be addressed.	(a) Registrar-*Chairman*; (b) One University Officer nominated by Vice-Chancellor – *Member*; (c) Chair of School / One Head of Department nominated by Vice-Chancellor - *Member*.	Registrar

Sl. No. (1)	Name of the posts and Scales of pay (2)	Qualification (3)	Method of Selection (4)	Constitution of Selection Committee (5)	Appointing authority (6)
		dealt with as per the provision under General Rule 27 of Tamil Nadu State and Subordinate services". **Explanation – II.-** Candidates who possess Degree or Diploma in Computer Science or Computer Engineering as one of the subjects approved by the University Grants Commission / All India Council for Technical Education / Directorate of Technical Education or an equivalent body may be exempted from passing the "Certificate Course in Computer on Office Automation" conducted by the Directorate of Technical Education.			
52.	**Library Assistant** Rs.5,200 – 20,200 + 2,400 (GP) in PB 1.	(a) Must be in possession of a certificate in Librarianship issued by the University of Madras or any other recognized organization; (b) Must have a good hand writing.	By recruitment among eligible candidates of Tamil Nadu Fisheries University who were recruited originally through employment exchange or other agencies approved by the Government. If suitable candidates are not available the Collector/ Employment Exchange shall be addressed.	(a) One University Officer nominated by the Vice-Chancellor – *Chairman*; (b) Chair of School / One Head of Dept./ Stations; and (c) One Senior Scientist nominated by Vice-Chancellor - *Members*.	Registrar

Sl. No. (1)	Name of the posts and Scales of pay (2)	Qualification (3)	Method of Selection (4)	Constitution of Selection Committee (5)	Appointing authority (6)
53.	**Telephone Operator** Rs.5,200 – 20,200/- + Rs.2,400/- G.P. in P.B.1 with special pay	(a) Minimum General Educational Qualification; (b) Pass in the Telephone Operator's training recognized / issued by the Government of India / Tamil Nadu	By Recruitment among eligible candidates of Tamil Nadu Fisheries University who were recruited originally through employment exchange or other agencies approved by the Government. If suitable candidates are not available the Collector / Employment Exchange shall be addressed.	(a) Registrar – *Chairman;* (b) One University Officer nominated by Vice-Chancellor – *Member;* (c) Chair of School / One Head of Department nominated by Vice - Chancellor – *Member.*	Registrar
54.	**Information Assistant** Rs.5,200-20,200 + 2,400 (GP) in PB 1.	(a) Degree in Library Science; (b) In addition to the above essential qualifications (i) Knowledge in typing (English & Tamil); (ii) Working knowledge in Library; (iii) Knowledge in application of computer.	By recruitment among eligible candidates of Tamil Nadu Fisheries University who were recruited originally through employment exchange or other agencies approved by the Government. If suitable candidates are not available the Collector/ Employment Exchange shall be addressed.	(a) One University Officer nominated by the Vice-Chancellor – *Chairman*; (b) One Chair of the School / Head of the Dept./ Stations; and (c) One Scientist nominated by Vice-Chancellor - *Members*.	Registrar
55.	**Vehicle Supervisor** Rs.5,200 – 20,200 + 2,400 (GP) in PB 1	(a) A pass in S.S.L.C. or other course as equivalent thereto; (b) According to seniority in the cadre of Driver; (c) Five years of service as drivers in Tamil Nadu Fisheries University; (d) A current driving License to drive heavy motor vehicles.	By promotion from among the drivers of Tamil Nadu Fisheries University.	…	Registrar

Sl. No. (1)	Name of the posts and Scales of pay (2)	Qualification (3)	Method of Selection (4)	Constitution of Selection Committee (5)	Appointing authority (6)
56.	**Biometric Sub-Assistant** Rs.5,200-20,200 + 2,400 (GP) in PB 1.	(a) Must have passed Government Technical Examination in Typewriting Higher Grade and Short Hand Lower Grade; (b) Must have put in at least 5 years of total service in the Tamil Nadu Ministerial Service; (c) Training.- No person shall be eligible for the appointment to the post unless he has successfully undergone the training in the maintenance of breeding records and processing of data on economic traits in the subjects of Biometric for a period of three months in the department of Genetics of MVC or any accredited laboratory doing animal breeding. The period of training will count for probation and increment in the post from which he is deputed for undergoing training and during the period of training, he will draw pay in the scale applicable to the post he is holding before deputation for training.	By promotion from among the holders of the posts of Junior Assistant in the Tamil Nadu Ministerial service.	....	Registrar

Sl. No. (1)	Name of the posts and Scales of pay (2)	Qualification (3)	Method of Selection (4)	Constitution of Selection Committee (5)	Appointing authority (6)
57.	**Artist - cum -Photographer** Rs.5,200 – 20,200 + 2,400 (GP) in PB 1.	(a) Must have been declared fit for promotion from 9th Standard to 10th Standard in a school approved/ recognised under the Tamil Nadu Educational Rules; (b) Must have passed either the Government technical examination in free hand outline drawing and painting by the higher grade or have obtained the diploma of the Government School of Arts and Crafts in these two subjects; and (c) Must possess a certificate of proficiency in advanced photography and artist work granted by a reputed photo -graphic firm under whom he has worked for a period of not less than two years.	By recruitment among eligible candidates of Tamil Nadu Fisheries University who were recruited originally through employment exchange or other agencies approved by the Government. If suitable candidates are not available the Collector / Employment Exchange shall be addressed.	(a) One University officer nominated by the Vice-Chancellor – *Chairman*; (b) Chair of School / One Head of Dept. / Stations; and (c) One Senior Scientist nominated by Vice-Chancellor - *Members*.	Registrar
58.	**Data Entry Operator** Rs.5,200-20,200 + 2,400 (GP) in PB 1.	**(a) <u>By Promotion</u>.-** from among the Junior Data entry operator with 8 years of service in that category. **(b) <u>By direct recruitment.-</u>** (i) Must possess a Degree; (ii) A certificate Course in data entry operation; (iii) Typewriting English Higher and Tamil Lower;	(a) By Promotion from among the Junior Data entry operator with 8 years of service in that category. (b) By recruitment among eligible candidates of Tamil Nadu Fisheries University who were recruited originally through employment exchange or other	(a) One of the University Officers nominated by the Vice-Chancellor – *Chairman*; (b) One senior Engineer; and (c) Chair of School / One Head of Dept. concerned nominated by Vice-Chancellor - *Members*.	Registrar

Sl. No. (1)	Name of the posts and Scales of pay (2)	Qualification (3)	Method of Selection (4)	Constitution of Selection Committee (5)	Appointing authority (6)
		(iv) One year experience in data entry operation; (v) Knowledge in computer languages.	agencies approved by the Government. If suitable candidates are not available the Collector/ Employment Exchange shall be addressed.		
59.	**Driver** Rs.5,200 – 20,200 + 2,400 (GP) in PB 1	(a) A current driving License to drive light motor vehicles and practical experience in driving a light motor vehicle for a period of not less than two years; (b) To read and write regional language **Explanation.**- Bus or Lorry Drivers shall possess a current License to drive heavy vehicles in addition to other qualifications prescribed for Drivers. They will be paid a special pay as prescribed by Government of Tamil Nadu.	By recruitment among eligible employees of Tamil Nadu Fisheries University who were recruited originally through employment exchange or other agencies approved by the Government. If suitable candidates are not available the Collector/ Employment Exchange shall be addressed.	(a) One University Officer nominated by the Vice-Chancellor – *Chairman*; (b) Chair of School / One Head of Dept./ Stations; and (c) One Senior Scientist nominated by Vice-Chancellor – *Members.*	Registrar
60.	**Deck hand** Rs.5,200-20,200 + 2,400 (GP) in PB 1.	(a) Must have passed VIII Std.; and (b) Must possess experience on a fishery vessel for a period of not less than three years.	By recruitment among eligible candidates of Tamil Nadu Fisheries University who were recruited originally through employment exchange or other agencies approved by the Government. If suitable candidates are not available the Collector/ Employment Exchange shall be addressed.	(a) One University Officer nominated by Vice- Chancellor – *Chairman;* (b) Chair of School and one Head of Dept. nominated by Vice-Chancellor - *Members.*	Registrar

Sl. No. (1)	Name of the posts and Scales of pay (2)	Qualification (3)	Method of Selection (4)	Constitution of Selection Committee (5)	Appointing authority (6)
61.	**Public Relations Assistant Grade-II** Rs.5,200-20,200 + 2,400 (GP) in PB 1.	(a) A degree; (b) Experience in public relations work for a period of one year: Provided other things being equal, special preference shall be given to those who possesses a diploma in journalism or communication or public relations.	By recruitment among eligible candidates of Tamil Nadu Fisheries University who were recruited originally through employment exchange or other agencies approved by the Government. If suitable candidates are not available the Collector/ Employment Exchange shall be addressed.	(a) One University Officer nominated by the Vice-Chancellor –*Chairman*; (b) One Chair of the School / Head of the Dept./ Stations; and (c) One Scientist nominated by Vice-Chancellor - *Members*.	Registrar
62.	**Senior Tractor Driver** Rs.5,200 – 20,200 + 2,200 (GP) in PB 1.	(a) A current tractor driving Licence; (b) Practical experience in driving tractor for a period of not less than four years; (c) Knowledge in the mechanism of tractors; (d) Must have a strong physique; (e) Must know to read and write regional language.	By promotion from Junior Tractor Driver.	...	Registrar
63.	**Machine Operator/ Machine Man** Rs.5,200 – 20,200 + 2,200 (GP) in PB 1.	(a) A Pass in S.S.L.C; (b) Should possess the appropriate technical trade certificate from the institutions approved / recognized by the Government; (c) 3 years experience in operating the printing machines.	By recruitment among eligible candidates of Tamil Nadu Fisheries University who were recruited originally through employment exchange or other agencies approved by the Government. If suitable candidates are not available the Collector/ Employment Exchange shall be addressed.	(a) One University officer nominated by the Vice-Chancellor – *Chairman*; (b) Chair of School / One Head of Dept. / Stations; and (c) One Senior Scientist nominated by Vice-Chancellor - *Members*.	Registrar

Sl. No. (1)	Name of the posts and Scales of pay (2)	Qualification (3)	Method of Selection (4)	Constitution of Selection Committee (5)	Appointing authority (6)
64.	**Mechanic Grade I** Rs.5,200-20,200 + 2,200 (GP) in PB 1.	(a)A certificate in Mechanical Engineering of the Chengalvaraya Nayakar's Technical Institute, Madras / any other institute approved/ recognised by the Government of Tamil Nadu for a certificate in the appropriate trade of the I.T.I. (b) Practical experience in a workshop or a factory for a period of not less than 3 years and experience in repairs and maintenance of tractors, pump units and agricultural machinery.	By promotion from Mechanic Grade II according to seniority.	….	Registrar
65.	**Binder - Grade-I** Rs.5,200 – 20,200 + 2,200 (GP) in PB 1.	(a) A Pass in S.S.L.C., or equivalent; (b) Training in book binding for 3 years or trade test in I.T.I. for one year in binding or undergone apprenticeship training for 3 years in binding.	By promotion from among Binders, Grade II.	….	Registrar
66.	**Junior Data Entry Operator** Rs.5,200-20,200 + 2,200 (GP) in PB 1.	(a) Must possess a Degree; (b) A certificate Course in data entry operation; (c) Typewriting English Higher and Tamil Lower; (d) One year experience in data entry operation.	By recruitment among eligible candidates of Tamil Nadu Fisheries University who were recruited originally through employment exchange or other agencies approved by the Government. If suitable candidates are not available the Collector/ Employment Exchange shall be addressed.	(a) One University Officer nominated by the Vice-Chancellor – *Chairman;* (b) One Chair of the School / Head of the Dept./ Stations; and (c) One Senior Scientist nominated by Vice-Chancellor - *Members*.	Registrar

Sl. No. (1)	Name of the posts and Scales of pay (2)	Qualification (3)	Method of Selection (4)	Constitution of Selection Committee (5)	Appointing authority (6)
67.	**Fishery Assistant / Fishery Overseer** Rs.5,200-20,200 + 2,200 (GP) in PB 1.	(a) Minimum General Educational Qualification; (b) Must have undergone 10 months training in any Fisherman Training Centre organized by Tamil Nadu Govt. under State Fisheries Dept. / by TNFU through Institute of Fisheries Technology	By recruitment among eligible candidates of Tamil Nadu Fisheries University who were recruited originally through employment exchange or other agencies approved by the Government. If suitable candidates are not available the Collector/ Employment Exchange shall be addressed.	(a) One University Officer nominated by Vice- Chancellor – *Chairman;* (b) Chair of School and one Head of Dept. nominated by Vice-Chancellor - *Members*.	Registrar
68.	**Assistant Draughtsman (Civil / Mechanical/ Electrical)** Rs.5,200-20,200 + 2,000 (GP) in PB 1.	(a) Certificate course in Draughtsman-ship; (or) (b) Diploma in Mechanical Engineering/ Electrical/Civil with Machine hand drawing as major subjects.	**By recruitment** among eligible candidates of Tamil Nadu Fisheries University who were recruited originally through employment exchange or other agencies approved by the Government. If suitable candidates are not available the Collector/ Employment Exchange shall be addressed.	(a) One of the University Officers nominated by Vice-Chancellor – *Chairman;* (b) One Senior Engineer ; and (c) Chair of School /One Head of Department nominated by Vice-Chancellor - *Members*.	Registrar
69.	**Junior Tractor Driver** Rs.5,200 – 20,200 + 2,000 (GP) in PB 1.	(a) A current tractor driving Licence issued by the competent authority under the Government of Tamil Nadu; (b) Practical experience in driving tractor for a period of not less than two years; (c) Strong physique.	By recruitment among eligible candidates of Tamil Nadu Fisheries University who were recruited originally through employment exchange or other agencies approved by the Government. If	(a) One University Officer nominated by the Vice-Chancellor – *Chairman*; (b) Chair of School / One Head of Dept./ Stations; and	Registrar

Sl. No. (1)	Name of the posts and Scales of pay (2)	Qualification (3)	Method of Selection (4)	Constitution of Selection Committee (5)	Appointing authority (6)
			suitable candidates are not available the Collector/ Employment Exchange shall be addressed.	(c) One Senior Scientist nominated by Vice-Chancellor – *Members*.	
70.	**Photographer** Rs.5,200-20,200 + 2,000 (GP) in PB 1.	(a) Minimum educational qualification; (b) 2 years Experience in the field of photography.	By recruitment among eligible candidates of Tamil Nadu Fisheries University who were recruited originally through employment exchange or other agencies approved by the Government. If suitable candidates are not available the Collector/ Employment Exchange shall be addressed.	(a) One University Officer nominated by the Vice-Chancellor –*Chairman*; (b) One Chair of the School / Head of the Dept./ Stations; and (c) One Senior Scientist nominated by Vice-Chancellor - *Members*.	Registrar
71.	**Binder - Grade-II** Rs.5,200 – 20,200 + 1,900 (GP) in PB 1.	(a) A Pass in S.S.L.C., or equivalent; (b) Training in book binding for 3 years or trade test in I.T.I. for one year in binding or undergone apprenticeship training for 3 years in binding.	By recruitment among eligible candidates of Tamil Nadu Fisheries University who were recruited originally through employment exchange or other agencies approved by the Government. If suitable candidates are not available the Collector/ Employment Exchange shall be addressed.	(a) One University officer nominated by the Vice-Chancellor - *Chairman*; (b) Chair of School / One Head of Dept./ Stations; and (c) One Senior Scientist nominated by Vice-Chancellor - *Members*.	Registrar

Sl. No. (1)	Name of the posts and Scales of pay (2)	Qualification (3)	Method of Selection (4)	Constitution of Selection Committee (5)	Appointing authority (6)
72.	**Refrigerator Operator** Rs.5,200 – 20,200 + 1,900 (GP) in PB 1.	(a) I.T.I. Certificate in refrigeration and air-conditioning or Fitter trade; (b) Experience for not less than two years in the Operations and maintenance of machinery in refrigeration section with instantaneous coolers and homogenisers in an industry preferably in dairy / food processing.	By recruitment among eligible candidates of Tamil Nadu Fisheries University who were recruited originally through employment exchange or other agencies approved by the Government. If suitable candidates are not available the Collector/ Employment Exchange shall be addressed.	(a) One University officer nominated by the Vice-Chancellor – *Chairman*; (b) Chair of School / One Head of Dept. / Stations; and (c) One Senior Scientist nominated by Vice-Chancellor - *Members*.	Registrar
73.	**Offset Assistant/ Cameraman-cum-Plate maker** Rs.5,200 – 20,200 + 1,900 (GP) in PB 1.	(a) A pass in VIII Standard; (b) Practical experience of 2 years in handling offset camera and plate making using aluminium plates in a private reputed and standard offset presses. Preference will be given to those who have acquired special qualification in the above art in any Government approved institutions.	By recruitment among eligible candidates of Tamil Nadu Fisheries University who were recruited originally through employment exchange or other agencies approved by the Government. If suitable candidates are not available the Collector/ Employment Exchange shall be addressed.	(a) One University officer nominated by the Vice-Chancellor – *Chairman*; (b) Chair of School / One Head of Dept./ Stations; and (c) One Senior Scientist nominated by Vice-Chancellor - *Members*.	Registrar

Sl. No. (1)	Name of the posts and Scales of pay (2)	Qualification (3)	Method of Selection (4)	Constitution of Selection Committee (5)	Appointing authority (6)
74.	**Electrician** Rs.5,200 – 20,200 + 1,900 (GP) in PB 1.	(a) ITI Certificate in the concerned trade; (b) Must have ability to read and write the regional language; (c) Must have previous experience in any electrical undertaking or engineering firm for a period of 3 years; (d) Must have a thorough knowledge of all electrical appliances with special reference to motor testing, battery repairing, armature winding, attending to the installations like electric motors giving connections to motors and starters etc. **Explanation** .- Preference will be given to persons holding certificates in electrical engineering issued by private institutes like Chengalvaraya Technical Institute and Government I.T.I.	By recruitment among eligible candidates of Tamil Nadu Fisheries University who were recruited originally through Employment exchange or other agencies approved by the Government. If suitable candidates are not available the Collector/ Employment Exchange shall be addressed.	(a) One of the University Officer nominated by Vice-Chancellor - *Chairman*; (b) One Senior Engineer; and (c) Chair of School /One Head of Department nominated by Vice-Chancellor - *Members*.	Registrar

Sl. No. (1)	Name of the posts and Scales of pay (2)	Qualification (3)	Method of Selection (4)	Constitution of Selection Committee (5)	Appointing authority (6)
75.	**Iceman** Rs.5,200-20,200 + 1,900 (GP) in PB 1.	(a) Should have passed VIII Std; (b) National Trade Certificate such as Fitter/ Mechanic/ Welder or Electrician or Wireman.	By recruitment among eligible candidates of Tamil Nadu Fisheries University who were recruited originally through employment exchange or other agencies approved by the Government. If suitable candidates are not available the Collector/ Employment Exchange shall be addressed.	(a) One University Officer nominated by Vice- Chancellor – *Chairman;* (b) Chair of School and one Head of Dept. nominated by Vice-Chancellor - *Members*.	Registrar
76.	**Wireman** Rs.5,200-20,200 + 1,900 (GP) in PB 1.	(a) Must have ability to read and write the regional language; (b) I.T.I. Certificate in the concerned trade; (c) Must have previous experience as a Wireman in any Engineering workshop or firm for a period of not less than 3 years; (i) Must have practical knowledge, (ii) Maintenance work of low tension; (iii) distributive power line; transformer; (iv) House wiring etc.; (d) Must be able to attend to minor repairs of electrical equipment.	By recruitment among eligible candidates of Tamil Nadu Fisheries University who were recruited originally through employment exchange or other agencies approved by the Government. If suitable candidates are not available the Collector/ Employment Exchange shall be addressed.	(a) One of the University Officers nominated by Vice-Chancellor - *Chairman*; (b) One Senior Engineer (Electrical) and (c) Chair of School /One Head of Department nominated by Vice-Chancellor - *Members*.	Registrar

Sl. No. (1)	Name of the posts and Scales of pay (2)	Qualification (3)	Method of Selection (4)	Constitution of Selection Committee (5)	Appointing authority (6)
77.	**Mechanic, Grade II** Rs.5,200-20,200 + 1,900 (GP) in PB 1.	(a) A certificate in Mechanical Engineering of the Chengalvaraya Nayakar's Technical Institute, Madras / any other institute approved/ recognised by the Government of Tamil Nadu for a certificate in the appropriate trade of the I.T.I; (b) Practical experience in a workshop or a factory for a period of not less than 3 years and experience in repairs and maintenance of tractors, pump units and agricultural machinery.	By recruitment through the Employment Exchange.	(a) One of the University Officers nominated by Vice-Chancellor – *Chairman*; (b) One Senior Engineer; and (c) Chair of School / Head of Department nominated by Vice-Chancellor - *Members*.	Registrar
78.	**Line man** Rs.5,200-20,200 + 1,800 (GP) in PB 1.	(a) A diploma in electrical engineering or equivalent qualification; (or) (b) Practical experience in electrical operation and maintenance including HT lines and transformers for a period of not less than three years.	By recruitment among eligible candidates of Tamil Nadu Fisheries University who were recruited originally through employment exchange or other agencies approved by the Government. If suitable candidates are not available the Collector/ Employment Exchange shall be addressed.	(a) One of the University Officers nominated by Vice-Chancellor - *Chairman*; (b) One Senior Engineer; and (c) Chair of School /One Head of Department nominated by Vice-Chancellor - *Members*.	Registrar

Sl. No. (1)	Name of the posts and Scales of pay (2)	Qualification (3)	Method of Selection (4)	Constitution of Selection Committee (5)	Appointing authority (6)
79.	**Field man** Rs.5,200 – 20,200 + 1,800 (GP) in PB 1.	**By Direct Recruitment.-** (a) Minimum general education qualification, **By Promotion.-** (a) Must read and write regional language; (b) Must possess farm experience for a period of not less than three years in the university farms. Preference shall be given to candidates those who have worked in University farms	By recruitment among eligible candidates of Tamil Nadu Fisheries University who were recruited originally through employment exchange or other agencies approved by the Government. If suitable candidates are not available the Collector/ Employment Exchange shall be addressed.	(a) One University Officer nominated by Vice-Chancellor – *Chairman*; (b) Two Chairs of Schools / Heads of Depts. Nominated by Vice-Chancellor - *Members*.	Registrar
80.	**Museum Curator** Rs.5,200 – 20,200 + 1,800 (GP) in PB 1.	(a) Must have been declared fit for promotion from 9th Standard to 10th Standard in a school approved / recognised under the Tamil Nadu Educational Rules; (b) Practical training in Taxidermy and Photography for a period of not less than six months each.	By recruitment among eligible candidates of Tamil Nadu Fisheries University who were recruited originally through employment exchange or other agencies approved by the Government. If suitable candidates are not available the Collector/ Employment Exchange shall be addressed.	(a) One University officer nominated by the Vice-Chancellor – *Chairman*; (b) Chair of School / One Head of Dept. / Stations; and (c) One Senior Scientist nominated by Vice-Chancellor - *Members*.	Registrar

Sl. No. (1)	Name of the posts and Scales of pay (2)	Qualification (3)	Method of Selection (4)	Constitution of Selection Committee (5)	Appointing authority (6)
81.	**Mason** Rs.5,200-20,200 + 1,800 (GP) in PB 1.	(a) Must be able to read and write regional language; (b) Must have practical experience in Masonry work for a period of not less than 3 years; (c) Preference will be given for I.T.I. Candidates; (d) Age below 40 years in general; however, age may be taken into account for OC/BC/MBC/SC/ ST as per Government orders. If suitable person with the required age is not available, the maximum age of 40 years may be for all community.	By recruitment among eligible candidates of Tamil Nadu Fisheries University who were recruited originally through employment exchange or other agencies approved by the Government. If suitable candidates are not available the Collector/ Employment Exchange shall be addressed.	(a) One of the University Officers nominated by Vice-Chancellor - *Chairman*; (b) One Senior Engineer; and (c) Chair of School /One Head of Department nominated by Vice-Chancellor - *Members*.	Registrar
82.	**Special Attender** Rs.4,800-10,000 + 1,650 (GP) in PB 1A.	(a) Appointment by transfer from the category of Attender; (b) Pass in the III Form / VIII Standard or an Army I Class Certificate; (c) Should not have completed 40 years of age; (d) Should have put in not less than five years of experience in the post of Attender.	By promotion from among the Lab Assistant / Attender.	Contradicter	Registrar

Sl. No. (1)	Name of the posts and Scales of pay (2)	Qualification (3)	Method of Selection (4)	Constitution of Selection Committee (5)	Appointing authority (6)
83.	**Gasman Pump Attendant** Rs.4,800-10,000 + 1,650 (GP) in PB 1A.	(a) Must be able to read and write the regional language; (b) Must have previous experience in handling electrical motors and pump sets for a period of not less than one year.	By recruitment among eligible candidates of Tamil Nadu Fisheries University who were recruited originally through employment exchange or other agencies approved by the Government. If suitable candidates are not available the Collector/ Employment Exchange shall be addressed.	(a) One of the University Officers nominated by Vice-Chancellor - *Chairman*; (b) One Senior Engineer; and (c) Chair of School /One Head of Department nominated by Vice-Chancellor - *Members*.	Registrar
84.	**Pump set Driver/ Fitter** Rs.4,800-10,000 + 1,650 (GP) in PB 1A.	(a) A Certificate of Competence for driving engines and the knowledge of general mechanism of all types of engines; (b) Practical experience for a period of not less than 6 months; (or) Practical experience as an engine driver and working of oil engines and pumps for a period of not less than 3 years.	By recruitment among eligible candidates of Tamil Nadu Fisheries University who were recruited originally through employment exchange or other agencies approved by the Government. If suitable candidates are not available the Collector/ Employment Exchange shall be addressed.	(a) One of the University Officers nominated by Vice-Chancellor - *Chairman*; (b) One Senior Engineer; and (c) Chair of School /One Head of Department nominated by Vice-Chancellor - *Members*.	Registrar
85.	**Fisherman** Rs. 4,800 – 10,000 + 1,400 (GP) in PB 1A	(a) Pass or fail in S.S.L.C. or other course recognized as equivalent thereto; (b) with not less than 5 years of fishing experience with registration as inland fishermen or marine fisherman in a registered fishing vessel.	By promotion from among the post of Attenders / Lab Attender	--	Registrar

Sl. No. (1)	Name of the posts and Scales of pay (2)	Qualification (3)	Method of Selection (4)	Constitution of Selection Committee (5)	Appointing authority (6)
86.	**Record Clerk** Rs.4,800 – 10,000 + 1,400 (GP) in PB 1.	Must have completed S.S.L.C. (X Std.)	By recruitment among eligible candidates of Tamil Nadu Fisheries University who were recruited originally through employment exchange or other agencies approved by the Government. If suitable candidates are not available the Collector/ Employment Exchange shall be addressed.	(a) One University Officer nominated by Vice-Chancellor – *Chairman*; (b) Chair of School / One Head of Department/ Stations; and (c) One Senior Scientist nominated by Vice-Chancellor - *Members*.	Registrar
87.	**Attender** Rs.4,800-10,000 + 1,400 (GP) in PB 1A.	(a) Must have passed VIII Standard or III Form in a recognised school or must possess an Army first class Certificate of Education; (b) Must have completed S.S.L.C. if recruited directly.	By promotion among the Group D employees Direct recruitment among eligible candidates of TNFU.	…. (a) One University Officer nominated by Vice-Chancellor. –*Chairman*; (b) Two Chairs of Schools / Heads of Dept. nominated by Vice-Chancellor - *Members*	Registrar
88.	**Helper to Wireman** Rs.4,800-10,000 + 1,400 (GP) in PB 1A.	(a) Must have passed 4th class or 4th Standard in a school approved / recognized by the Director of Public Instructions, Madras, under Madras Educational Rules; (b) Must have practical experience in electrical operation and maintenance for not less than one year; (c) Must have practical experience of not less than one year in household wiring.	By recruitment among eligible candidates of Tamil Nadu Fisheries University who were recruited originally through employment exchange or other agencies approved by the Government. If suitable candidates are not available the Collector/ Employment Exchange shall be addressed.	(a) One of the University Officers nominated by Vice-Chancellor - *Chairman*; (b) One Senior Engineer (Electrical); and (c) Chair of School /One Head of Department nominated by Vice-Chancellor -*Members*.	Registrar

Sl. No. (1)	Name of the posts and Scales of pay (2)	Qualification (3)	Method of Selection (4)	Constitution of Selection Committee (5)	Appointing authority (6)
89.	**Lift Operator** Rs.4,800-10,000 + 1,400 (GP) in PB 1A..	(a) Practical experience for a period of not less than one year in lift operations its repairs, and maintenance; (b) Preference shall be given to candidates who have passed III Form in a recognised high school (or) who possess the Indian Army III Class English Certificate.	By recruitment among eligible candidates of Tamil Nadu Fisheries University who were recruited originally through employment exchange or other agencies approved by the Government. If suitable candidates are not available the Collector/ Employment Exchange shall be addressed.	(a) One University Officer nominated by Vice-Chancellor – *Chairman*; (b) Two Chairs of Schools / Heads of Depts. nominated by Vice-Chancellor - *Members*.	Registrar
90.	**Motor Pump Attendant** Rs.4,800-10,000 + 1,400 (GP) in PB 1A.	(a) Must be able to read and write the regional language; (b) Must have previous experience in handling electrical motors and pumpsets for a period of not less than one year.	By recruitment among eligible candidates of Tamil Nadu Fisheries University who were recruited originally through employment exchange or other agencies approved by the Government. If suitable candidates are not available the Collector/ Employment Exchange shall be addressed.	(a) One of the University Officers nominated by Vice-Chancellor - *Chairman*; (b) One Senior Engineer; and (c) Chair of School /One Head of Department nominated by Vice-Chancellor – *Members*.	Registrar

Sl. No. (1)	Name of the posts and Scales of pay (2)	Qualification (3)	Method of Selection (4)	Constitution of Selection Committee (5)	Appointing authority (6)
91.	**Chowkidar** Rs.4,800-10,000 + 1,400 (GP) in PB 1A.	(a) VIII Standard Passed; (b) Good physique and should know cycling. Ex-servicemen shall be given preference.	By recruitment among eligible candidates of Tamil Nadu Fisheries University who were recruited originally through employment exchange or other agencies approved by the Government. If suitable candidates are not available the Collector/ Employment Exchange shall be addressed.	(a) One University Officer nominated by Vice-Chancellor – *Chairman;* (b) Two Chairs of Schools / Heads of departments concerned nominated by Vice-Chancellor - *Members*.	Registrar
92.	**Office Assistant / Duffadars** Rs.4,800-10,000 + 1,300 (GP) in PB 1A.	(a) Pass in III Form or VIII Standard; (b) Good Physique; (c) Must know cycling; (d) Experience in Office works such as entry of tapals, stitching of bills, Despatch of Tapals and other Office works.	By recruitment among eligible candidates of Tamil Nadu Fisheries University who were recruited originally through employment exchange or other agencies approved by the Government. If suitable candidates are not available the Collector/ Employment Exchange shall be addressed.	(a) Registrar-*Chairman;* (b) One University Officer nominated by Vice-Chancellor – *Member;* (c) Chair of School / One Head of Department/ Stations nominated by Vice-Chancellor - *Member*.	Registrar

Sl. No. (1)	Name of the posts and Scales of pay (2)	Qualification (3)	Method of Selection (4)	Constitution of Selection Committee (5)	Appointing authority (6)
93.	**Attendant / Lab Attendant** Rs.4,800 – 10,000 + 1,300 (GP) in PB IA.	(a) Pass in III Form or VIII Standard; (b) Good Physique; (c) Must know cycling; (d) Experience of attending on fishes or aquatic animals or Laboratory.	By recruitment among eligible candidates of Tamil Nadu Fisheries University who were recruited originally through employment exchange or other agencies approved by the Government. If suitable candidates are not available the Collector/ Employment Exchange shall be addressed.	(a) One University Officer nominated by Vice-Chancellor – *Chairman;* (b) Chair of School / One Head of Department/ Stations; and (c) One Senior Scientist nominated by Vice-Chancellor - *Members*.	Registrar
94.	**Other Basic Servants such as Scavenger, Sweeper, Watchman, Sanitary Workers, Time Scale Mazdoor, Gardener, Jamadar.** Rs.4,800 – 10,000/- + Rs.1,300/-(GP) in PB 1A	(a) To other Basic Servants as vogue in Government; (b) To read and write Tamil.	By recruitment among eligible candidates of Tamil Nadu Fisheries University who were recruited originally through employment exchange or other agencies approved by the Government. If suitable candidates are not available the Collector/ Employment Exchange shall be addressed.	(a) One University Officer nominated by Vice-Chancellor – *Chairman;* (b) Chair of School / One Head of Department/ Stations; and (c) One Senior Scientist nominated by Vice-Chancellor - *Members*.	Registrar
95.	**Cleaner / Gas Cleaner** Rs.4,800 – 10,000 + 1,300 (GP) in PB 1A.	(a) Must possess good physique; (b) Must possess general knowledge of work connected with cleaning, greasing and oiling any machinery.	By recruitment among eligible candidates of Tamil Nadu Fisheries University who were recruited originally through employment exchange or other agencies approved by the Government. If suitable candidates are not available the Collector/ Employment Exchange shall be addressed.	(a) One University Officer nominated by the Vice-Chancellor- *Chairman*; (b) One Head of Dept./ Stations; and (c) One Senior Scientist nominated by Vice-Chancellor - *Members*.	Registrar

Sl. No. (1)	Name of the posts and Scales of pay (2)	Qualification (3)	Method of Selection (4)	Constitution of Selection Committee (5)	Appointing authority (6)
96.	**Male/Female Nursing Assistant** Rs.4,800-10,000 + 1,300 (GP) in PB 1A.	(a) Must have passed III Form or VIII Standard in a recognized school; (b) Must have passed the Nursing Assistant Training Course examination conducted by the Government Medical College Hospital of Tamil Nadu or other institution recognized by Government of Tamil Nadu; (c) Experience as female/ male nursing assistant in a Government hospital or in a hospital of repute for a period of not less than one year.	By direct recruitment through the employment exchange.	(a) One of the University Officers nominated by the Vice-Chancellor – *Chairman;* (b) One Senior Medical Officer and (c) Chair of School /One Head of the Department Concerned Nominated by Vice-Chancellor - *Members*.	Registrar
97.	**Marker** Rs.4,800-10,000 + 1,300 (GP) in PB 1A.	(a) A pass in VIII Standard; (b) Must have good physique; (c) Experience as Marker in Any private Sports Club or Government/ Quasi Government organisations with knowledge in indoor and outdoor games is desirable.	By recruitment among eligible candidates of Tamil Nadu Fisheries	(a) One of the University Officers nominated by the Vice-Chancellor – *Chairman*; (b) One Physical Director; and (c) Chair of School / One Head of the Dept concerned, nominated by Vice-Chancellor - *Members*.	Registrar

Sl. No. (1)	Name of the posts and Scales of pay (2)	Qualification (3)	Method of Selection (4)	Constitution of Selection Committee (5)	Appointing authority (6)
98.	**Library Attendant** Rs.4,800 – 10,000 + 1,300 (GP) in PB 1A.	Minimum general educational qualification.	By recruitment among eligible candidates of Tamil Nadu Fisheries University who were recruited originally through employment exchange or other agencies approved by the Government. If suitable candidates are not available the Collector/ Employment Exchange shall be addressed.	(a) One University Officer nominated by the Vice-Chancellor – *Chairman;* (b) Chair of School / One Head of Dept./ Stations; and (c) One Senior Scientist nominated by Vice-Chancellor - *Members.*	Registrar
99.	**Lascar** Rs.4,800-10,000 + 1,300 (GP) in PB 1A.	(a) Must have studied up to VIII Standard; (b) At least 2 years experience in the concerned engineering wing.	By recruitment among eligible candidates of Tamil Nadu Fisheries University who were recruited originally through employment exchange or other agencies approved by the Government. If suitable candidates are not available the Collector/ Employment Exchange shall be addressed.	(a) One of the University Officers nominated by Vice-Chancellor – *Chairman;* (b) One Senior Engineer; and (c) Chair of School /One Head of Department nominated by Vice-Chancellor - *Members.*	Registrar
100	**Seaman** Rs.4,800-10,000 + 1,300 (GP) in PB 1A.	(a) Minimum General Educational Qualification; (b) Must have undergone 10 months training in any Fisherman Training Centre organized by Tamilnadu Govt. under State Fisheries Dept. / by TNFU	By recruitment among eligible candidates of Tamil Nadu Fisheries University who were recruited originally through employment exchange or other agencies approved by the Government. If suitable candidates are not available the Collector/ Employment Exchange shall be addressed.	(a) One University Officer nominated by Vice- Chancellor – *Chairman;* (b) Chair of School and one Head of Dept. nominated by Vice-Chancellor - *Members.*	Registrar

APPENDIX II

TAMIL NADU FISHERIES UNIVERSITY

Photo

APPLICATION FORM

(For Teaching Posts Only)

Application Number | | | | |

(For Office use only)

Advertisement Number : | | |

Date (Date/Month/Year) : | | | | | | | | |

Application Fee Details _____

DD No. : _____

Date : _____

Bank : _____

Amount (Rs.) :

Application for the post of _____

In the discipline of _____

1	Name of the Applicant (In BLOCK LETTERS)	
2	Father's Name Mother's Name Spouse Name	
3	Date of Birth Age (as on cot-off date Enclose Attested Proof	Years Months days
4	Place of Birth and Nativity (District and State) : Enclose Attested Proof	
5	Gender (✓ mark) : Male Female Transgender	
6	Nationality	

7	Community (✓ mark) Caste	OC	BC	BCM	MBC	DNC	SC	SCA	ST
8	Marital Status (✓ mark)	Married		Single					
9	Permanent Address (Door No., Street Name, Village/Town, District, State, Pin code)								
10	Address for Correspondence (Door No., Street Name, Village/Town, District, State, Pin code)								
	E-mail Address								
	Mobile Number								
11	Mother Tongue								
12	Vernacular Language in School / College								
13	Other Languages known								
	To Read								
	To Write								
	To Speak								

14 Name of the Qualification / Examination

Name of the qualifying examination	Name of School/ College/University	Period of Study		Part time/ Full time	Degree/ Diploma received	OGPA/ Marks/ Percent	Specialization
		From	To				
X or SSLC							
XII or HSC							
UG Degree							
PG Degree							
Ph.D. Degree							

Note : Attach attested copies of certificates in support of each degree or diploma received

15	Details of NET passed (Attach Evidence)(✓mark) Yes ☐ No ☐	Subject ☐ Year of Pass ☐☐☐☐
16	Details of previous and present employment	

If employed,

a. Present designation :

b. Name and designation of the present employer :

Employer	Post Held	Pay Drawn	Period		Duration			Reason of leaving
			From	To	Y	M	D	

Note: Period spent on study for Master's / Ph.D., degree should not be included except the part time study period. Use a separate sheet if required.

17 Experience Regarding Teaching / Research / Extension / Administration

Experience in	Post Held	Place of Work	Period		Duration		
			From	To	Y	M	D
Teaching							
Research							
Extension							
Administration							

Note : Use a separate sheet if required

18 Publication Details

		First Author	Co-Author
a	Research Paper		
	National		
	International		
	Thesis		
	Research Report/Lab/Field Research		
b	Short communication		
C	Abstracts		
d	Popular articles published in Journals/ Magazine/Newspaper/Booklet, Pamphlets, etc., prepared		
e	List of Books / Book Chapters / Manuals published		

Title	Year	Author	Co-Author	Publisher

Note: Furnish only the number published for (**a**) to (**d**), Enclose the list of publications with Author(s)/ Year/ Title / Journal separately.

19. Workshop / Seminar / Symposia / Summer Institute / Refresh course attended and conducted

Title	Attended		Conducted	
	From	To	From	To
National				
International				

Note : Use a separate sheet if required

20	Training Attended and Conducted			
Title	Attended		Conducted	
	From	To	From	To
National				
International				

Note : Use a separate sheet if required

21	Guidance of research scholars as Chairman of the Advisory committee (enclose Certificate page of Thesis)		
Degree	Awarded	Submitted	In Progress
Ph.D.			
M.F.Sc.			
Others			

22	Medals / Awards won		
Name of the award (Indicate)	Year	Award given by (Organization)	Award given for (Purpose of award)
International			
National			
State			
University			
Society			
Others			

Note : Use a separate sheet if required

23	Funds Mobilized			
Position	Name of the Scheme	Funding Agency	Duration	Amount
PI				
Co-PI				
Others				

Note : Use a separate sheet if required

24	Patent/ Innovation / Technology Transferred		
Name of the Patent/ Innovation / Technology Transferred	Year	Beneficiary	Utility

25	Extracurricular Achievements (NCC/NSS/Sports and Games)		
Activity	Period		Level
	From	To	

Note : Use a separate sheet if required

26	Details of Passing ASRR Examination : (For TNFU candidates)
27	Special Additional Assignments undertaken a. Co-operative stores, Cafeteria, Warden Deputy Warden, NSS Officer b. College / University Committees (Complete details to be furnished)
28	Scale of Pay in the Present Post and Basic pay drawn
29	Are you willing to accept the basic pay in the scale applicable for the post? If No, what is the minimum pay you request for? Give reason in support of the request.
30	Is there any commitment to serve any organization? Yes / No If yes, furnish details.
31	Countries visited, the duration and purpose of visit

Country visited	Duration	Purpose of visit

Note : Use a separate sheet if required

32	List three referees known to you who can certify your professional competency
Name	Address with Phone number and email ID

Note: Testimonial from referees to be produced at the time of interview

33	Any other Information regarding experience, etc., in support of satisfying the eligibility conditions prescribed for the post now applied for. Note: Use a separate sheet if required
34	List of Professional Societies in which you are member and position, if any

Professional Society	Position

Note: Evidence to be produced at the time of interview

35 DECLARATION

I solemnly and sincerely affirm that all information furnished in the application are true and correct to the best of my knowledge and belief.

Should there be any incorrect or false information having been furnished that may come to light in due course, I find myself for such action as the University may decide.

I understand that I am liable for criminal prosecution and the University has the right to cancel my candidature / selection as the case may be and I would forego my selection and the application fee.

I further undertake to submit all the required originals at the time of interview process, as per the Tamil Nadu Fisheries University rules, failing which I would forego my interview.

Place:

Signature of the Candidate

Date:

INSTRUCTIONS

1. The application form shall be filled in, complete in all respects, giving correct information. Defective and incomplete applications and those with wrong or false information will be rejected.
2. The application form, duly filled in along with a crossed Demand Draft for Rs.500/- and in the case of SC/ST Rs.250/- drawn in favour of the Finance Officer, Tamil Nadu Fisheries University, Nagapattinam should be sent so as to reach the Registrar of the University before the prescribed time and date. Applications unaccompanied by the Demand Draft will be rejected. Tamil Nadu Fisheries University (TNFU) employees are exempted from payment of Registration fees.
3. Persons who are already working in State or Central Government or any other organization should send their applications through proper channel / Employer. Any delay in sending the application through proper channel / Employer is not the responsibility of this University. Advance copies of the applications reaching Registrar, Tamil Nadu Fisheries University, 1st line Beach Road, Nagapattinam-611 001, within the prescribed time limit shall be entertained. However, in such cases the candidates called for interview shall have to produce no objection certificate or original application duly forwarded by the competent authority, failing which he shall not be allowed to appear before the Selection Committee.
4. Candidates may send copies of testimonials from persons intimately acquainted with his work and character and must also give name and address of three persons to whom references can be made. If he has been in employment he should either give his present or more recent employer or immediate superior as a referee or submit a recent testimonial from him. He should also submit an attested copy of the entry relating to his date of birth, from the Matriculation or Secondary School Leaving Certificate and attested copies of his Degree Certificate or / and Diploma testimonials.
5. If a candidate desires to name as a referee any person residing outside India he should write to that person asking him to send directly to the Registrar, Tamil Nadu Fisheries University, 1st line Beach Road, Nagapattinam, Tamil Nadu, India, a statement of his opinion concerning the candidate's character and suitability for the post. The reply will be treated as confidential.
6. Evidence of Degree/Diploma Certificates and testimonials should be brought in original only at the time of interview. Separate application with separate Registration fee is required for each post.
7. Applications should reach the Office of the Registrar, Tamil Nadu Fisheries University, 1st line Beach Road, Nagapattinam-611 001, before the time and date fixed. Applications received after the last date shall stand rejected automatically.

8. Candidates who apply for teaching posts in Fisheries faculty, Bachelor of Fisheries Science (B.F.Sc.,) is a mandatory qualification.
9. Candidates who apply for Engineering / Technology posts, the eligibility criteria shall be as per All India Council for Technical Education and University Grants Commission from time to time.
10. Eligible candidates will be informed about the date and place of interview through intimation. However, University will not take any responsibility for non-receipt or delayed receipt of the intimation by a candidate.
11. Applicants for the post of Assistant Professor and equivalent should indicate clearly whether they have qualified the NET.
12. Period mentioned in the columns *viz*., Teaching/ Research/ Extension/ Administration should tally with the total period of experience committed.

TERMS AND CONDITIONS OF APPOINTMENT AND OTHER INSTRUCTIONS TO

CANDIDATES INFORMATION

1. Candidates must be Indian Nationals.
2. Candidates who are in abroad may apply together with an International Money Order to cover the Registration fee of Rs.500/-.
3. Candidates who satisfy the conditions prescribed to the satisfaction of the University authorities should appear before the University Staff Selection Committee for an Interview at their own cost when called for.
4. Candidates may be called for interview as per the list prepared by the Screening Committee appointed for the purpose and approved by the Vice-Chancellor. The summoning of the candidate for interview merely indicates that it is felt that he with others may be suitable for the post and conveys no assurance whatsoever that he will be recommended or selected or his conditions specified in the application will be accepted.
5. It will be open to the University not to fill up any of the posts now advertised.
6. The University reserves the right to fill up larger number of posts than the number advertised.
7. Any attempt by the candidates, either directly or indirectly to influence the Selection Committee or other authorities of the University will disqualify the candidate for the post.
8. All technical posts of equivalent pay scales are interchangeable, within the broad disciplines / departments, at the discretion of the University.
9. The service conditions and other terms of appointment in the University shall be subject to the approval of the Board of Management of the Tamil Nadu Fisheries University.
10. Candidates selected for the posts shall be liable for transfer to any other post in that category within the jurisdiction of the University.
11. Selection of candidates already in employment will be subject to the employer's agreement to relieve them.
12. The age of retirement is sixty years.

APPENDIX-III

TAMIL NADU FISHERIES UNIVERSITY

APPLICATION FOR NON-TEACHING POSTS

Application for the post of :

1. Name of the candidate (in BLOCK LETTERS):
2. Father's name:
3. Present address:
4. Sex:
5. Date of birth (Supported by certified evidence):
6. Age as on date:
7. Nationality:
8. Religion and Caste:
9. Community OC/BC/BCM/MBC/DNC/SC/SCA/ST (Latest Community Certificate to be enclosed):
10. Second language in the school:
11. Native district:
12. Tests passed (Copy of the Certificate to be enclosed):
13. Technical examinations passed:
14. Experience:

Post Held	Office	From	To	Service	Regular Service	Total Service

15. Any other information

Signature

RECOMMENDATION OF THE HEAD OF THE DEPARTMENT/OFFICE.

Transmitted to the Registrar.

The particulars furnished were verified with Service Register and found correct.

Head of the Department/Office.

Explanation:-While sending the applications, the confidential reports of the candidates may be sent separately on the same day. The cover containing the confidential reports may be superscribed as "**FOR SELECTION TO THE POST OF ……**"

APPENDIX IV

CERTIFICATE OF PHYSICAL FITNESS

Name and rank of Officer granting the Certificate:

I do hereby certify that I have examined (full name) …… a candidate for employment under the Tamil Nadu Fisheries University for the post of ……..and cannot discover that he has any disease, communicable or otherwise constitutional affliction or bodily infirmity except that his weight is in excess of / below the standard prescribed, are except.

I do/do not consider this a disqualification for the employment he seeks.

I do further certify that in my opinion his/her general physical condition is such as to enable him to perform efficiently the active duties of executive services.

His age is according to his own statement …… years and by appearance about ……years.

I also certify that he has marks of small pox/vaccination. Chest measurement in centimeters on full inspiration/full expiration.

Difference (expansion)…….. in centimeters.

Weight in Kilograms: …….

His vision is normal…….

Hypermetropic ( ) (here enter the degree of defect and the strength of correction glasses).

Myopic ( ) (here enter the degree of defect and the strength of correction glasses).

Astigmatic (simple or mixed)( ) (here enter the degree of defect and strength of correction glasses).

Hearing is normal, defective (much or slight).

Urine -Does chemical examination show (i) albumen, (ii) sugar state specific gravity.

Personal marks (atleast two should be mentioned).

1.

2.

Station : Signature

Date : Rank and Designation.

APPENDIX -V

TAMIL NADU FISHERIES UNIVERSITY FORM FOR AGREEMENT

(To be executed by University employee)

Agreement made this …….. day of ……..Two thousand and …… between the Tamil Nadu Fisheries University (hereinafter known as University) of the one part and Dr./Thiru/ Thirumathi/Selvi ……of the other part.

Whereas the University have agreed to engage the said person to serve in the Tamil Nadu Fisheries University on the salary hereinafter mentioned for a period of three years;

Now these present witness and the parties hereto do hereby agree as follows:

1. That the University shall employ the said person …….. and the said person shall serve the University as …… in the University from the date of his taking charge of such appointment until such employment shall be determined as hereinafter provided.

2. That the said person shall be on probation for a period of two years from the date of taking charge of his appointment, but the University may before the expiry of the period, extend his probation for such period as may be deemed fit.

3. That the said person shall employ himself honestly, efficiently, obediently and diligently under the orders and instructions of the Vice-Chancellor or other superior of the said University, under whom he shall from time to time be placed in the said University, in which capacity he discharge all such duties pertaining to that office and do all things which may be required of him or which are necessary to be done in his capacity as aforesaid and shall require of him.

4. That the said person shall not normally or on any pretence absent himself from his duties without first having obtained the permission of his superior authorities authorised in this behalf or in case of sickness or inevitable accident without forwarding where necessary a satisfactory Medical Certificate as may be required by the leave rules which may be in force in the said University.

5. That the said person shall devote his whole time to the duties of the said employment and shall not on his own account or otherwise either directly or indirectly carry on or be concerned in any trade, business, canvassing work, private tuition or the like.

6. That the said person shall confirm to all provisions in the Act, Statutes, Regulations and Rules in force and as may be amended in future in the said University and obey all lawful orders and directions as he shall from time to time receive from any authorised superior of the said University.

7. (i) That the University shall have the powers to take action on the said person as provided in the Act, Statutes, Regulations and Rules of the University.

(ii) That the said person shall be entitled to have his services terminated by remitting an amount of Rs.30,000 (Rupees thirty thousand only) if he wants to leave the organisation before the expiry of the agreement period. The obligatory period of three years has to be fulfilled in full. In the event of his decision to resign the post in the meantime he should remit the amount of Rs.30,000 (Rupees thirty thousand only) irrespective of the period he had already served. The claim of executor to remit the amount in proportion to the unexpired portion of bond period will not be entertained. The agreement period will not include the period spent by him on extraordinary leave, suspension, etc. In the event of expulsion of him on disciplinary grounds also, the amount should be remitted by him or by sureties.

(iii) During the obligatory period of service, the University shall not forward any application of the executor for employment outside.

8. That the said person shall be paid, for such time as he/she shall be in service of the said University, monthly salary in the scale of Rs…… starting on an initial salary of Rs…… with effect from (date) …… and the additional allowances admissible from time to time.

9. That in the event of the temporary absence of the said person from duty by reason of illness or leave or otherwise he shall be paid such salary only as shall be determined by the rules in force from time to time in the said University.

In witness whereof …….. and …….. have hereunto set their hands.

Signed by the above named ……of the University and or on behalf of the University in the presence of ……..

Signature

Witness……..

Signed by the above named …… party of second part in the presence of ……

Witness……..

Signature

DRAFT BOND TO BE EXECUTED BY THE SURETIES

KNOW ALL MEN by these presents that I/We, (i) Thiru…… S/o. Thiru……. and (ii) Thiru…… S/o. Thiru ……hereby held and firmly bound unto unto the Tamil Nadu Fisheries University, Nagapattinam, in the sum of Rs……..(Rupees …….…… ……..Only) of lawful good money to be paid to the University (hereinafter called the employer) we bind ourselves and also our respective heirs, executors, administrators and representatives and execute this surety bond.

WHEREAS, the above named Tamil Nadu Fisheries University have agreed to provide a job to Thiru. ……S/o.Thiru…….. and for that purpose appointed him as per the Service Rules of the University and on his executing a personal bond for Rs……(Rupees……only) and on agreement to serve the University for a period of three years as per the terms and conditions contained in the said agreement and upon the said employees and the above (we) sureties entering into this bond in favour of the University for the amount and terms hereunder contained;

Now this conditions of the above written bond or obligation is such that if the said employee while in employment whether in original or in any promotion or transferred post under the University shall duly and faithfully devote to and serve, perform and discharge all the duties of his office without causing any injury, loss or damage by reason of any act, default, negligence or error.

We the sureties mentioned above hereby indemnify and keep indemnified the University against any loss or damage or default in service of the said employee Th. …….. .. then and in such event of his failure to perform duties as per agreement, the above said bond shall be enforced against us and the University shall recover such losses or damages that may be caused by the default or negligence or otherwise by the said employee from us. This bond shall remain in force until such time the employee remains in service of the University as per the terms and conditions of the agreement entered into between the employee and the University. In token of our knowledge of the contents of the agreement between the employee and the university, we have also attested the said agreement on the date of his execution of the agreement.

In witness whereof, we have signed this bond on the day of ……..…20……. at……

Surety (1)

Address

Surety (2)

Address

Witness:

1. Name
   Address&Occupation

2. Name:
   Address&Occupation

APPENDIX-VI

PERSONAL FILE FOR GROUP A AND B OFFICER'S ASSESSMENT OF WORK

PART- I

PERFORMANCE ASSESSMENT REPORT OF GROUP A AND B OFFICER

FOR THE PERIOD FROM …… TO …….

1. Name and designation of the Officer reported on :
2. Grade pay and present pay :
3. Date of Birth :
4. Date of Entry into service :
5. Date of Appointment/Promotion to the present post (Grade) :
6. Length of service under the reporting Officer (from……to ……) :
7. QUALIFICATION:
   a) Educational Qualification :
   b) Special Qualification :
   c) Training undergone :
8. Physical capacity :
9. Knowledge of rules and regulations :
10. Capacity for noting and drafting :
11. Promptness :
12. Productivity in terms of volume of work :
13. Capacity for control and supervision, tact, initiative and drive :
14. Relation with Colleagues, Superiors and Public :

15. (a) Brief description of the duties of the Officer :

    (b) His promptness in disposing of disciplinary cases, if any, handled during the period :

    (c) His impartiality :

    (d) His method of approach of Public needs :

*16. Effectiveness in the Development and protection of Scheduled Castes and Scheduled Tribes :

    (a) Attitude towards Scheduled Castes and/ or Scheduled Tribes. :

    (b) Sensitivity to Social Justice :

    (c) Ability to take quick and effective action to prevent and quell atrocities and ensure justice to Scheduled Castes and./ or Scheduled Tribes. :

    (d) Effectiveness in bringing above the development of Scheduled Castes and/ or Scheduled Tribes: :

* (Applicable in case of Officers dealing with the development and protection of Scheduled Castes/and/or Scheduled Tribes.)

17. (a) Whether the Officer has been punished during the period under report and if so, whether a copy of the orders of punishment has been kept in the Personal Files (Specify the details of punishments)

    (b) If the Officer has received any commendations, a copy of the commendation should be added to the Personal File (Specify the details)

18. General narrative report with reference to the nature of work turned out, special responsibilities, extenuating or aggravating circumstances etc.

19. <u>Overall rating</u>

    i) Outstanding

    ii) Very Good

iii) Good

iv) Satisfactory

v) Satisfactory with some shortcomings

vi) Not really satisfactory.

(Please put a ring round the appropriate grading and strike out other gradings)

SIGNATURE OF THE

REPORTING OFFICER:

NAME IN BLOCK LETTERS:

DESIGNATION:

DATE:

Remarks of Scrutinising Officer:

State clearly whether the scrutinising Officer fully Agrees with the remarks of the reporting Officer

recorded in Part-I of the Proforma. If any modification is made by him on the remarks of the Reporting Officer,

the reasons for such modification shall be indicated.

SIGNATURE OF THE

SCRUTINISING OFFICER:

NAME IN BLOCK LETTERS:

DESIGNATION:

DATE:

Acknowledgment for having seen the report for the period from …….. to ……

SIGNATURE:

NAME IN BLOCK LETTERS:

DESIGNATION:

DATE:

Note: The narrative report should contain general comments on the performance of the officer, his strength and weakness.

PART - II

POTENTIAL ASSESSMENT REPORT FOR THE PERIOD FROM …….. TO…….

1.	Name and Designation of the reported Officer	:
2.	Personality and bearing	:
3.	Dependability (compliance of instructions)	:
4.	Effectiveness and acceptance of responsibility	:
5.	Special talents and future potential of the Officer and how they can be best utilised by the Department	:
6.	Conduct and Character	:
7.	Fitness for promotion out of turn	:
8.	General remarks	:

SIGNATURE OF THE REPORTING OFFICER :

NAME IN BLOCK LETTERS :

DESIGNATION :

DATE: :

Remarks of Scrutinising Officer:

1. Length of service under the Scrutinising officer :

2. State clearly whether the scrutinising Officer fully agrees with the remarks of the Reporting Officer recorded in Part-II of the Proforma. If he does not agree with any adverse remarks of the Reporting Officer, those remarks should be specifically mentioned for expunction or modification. :

3. Is he specially suited for particular job, if so, the nature of placement should be suggested :

4. Attitude and potential of the Officer and suggestion for possible lines of growth and development as also for training. :

SIGNATURE OF THE SCRUTINISING OFFICER :

NAME IN BLOCK LETTERS :

DESIGNATION :

DATE :

Note:

1. In writing this part of the report, both favourable and adverse remarks should be supported by a few instances.
2. Remarks on the integrity of the Officer should be supported by dependable facts and not based on mere here-say.

FORM OF RECORD SHEET

(Non-teaching)

…… Department

a) Name :

b) Designation :

c) Date of Birth :

d) Date of joining Government service :

Date of Entry	Post held	Punishment	Authority No. and date of order Issued	Signature of Officer
(1)	(2)	(3)	(4)	(5)

Note: Record Sheets should be maintained for all employees (except last grade employees and for those Personal Files are not maintained) by the Officers under whom they are working.

APPENDIX-VII

OFFICERS EMPOWERED TO WRITE, SCRUTINISE AND MAINTAIN PERSONAL FILES

Sl. No.	Designation / Class of the employee	Authority to write personal file	Authority to scrutinize and countersign the personal file and to communicate the adverse remarks	Authority to maintain the personal file
(1)	(2)	(3)	(4)	(5)
1.	Officers	Vice-Chancellor	Vice-Chancellor	Vice-Chancellor
2.	Chairs of Schools / Heads of Departments and Professors.	Dean/Director	Vice-Chancellor	Dean/Director
3.	Associate Professors	Chair of School / Head of Departments/ Director/Dean concerned.	Dean/Director/ Vice-Chancellor	Dean/Director
4.	Assistant Professors	Chair of School / Head of the Dept. / Associate Professor/ Professor/ Director/Dean	Chair of the School / Head of the Department/ Station/ Dean/ Director.	Chair of the School / Head of the Department/ Station/ Dean/ Director
5.	Librarian, Medical Officer	Dean	Vice-Chancellor	Dean
6.	Assistant Registrar, Accounts Officer/ Assistant Accounts Officer, Administrative Officer.	Registrar/ Finance Officer/Dean/ Director/Estate Officer	Vice-Chancellor	Registrar/ Finance Officer Dean/Director/ Estate Officer
7.	Personal Assistant to the Vice-Chancellor	Vice-Chancellor	----	Vice-Chancellor
8.	Executive Engineer	Estate Officer	Vice-Chancellor	Estate Officer
9.	Assistant Executive Engineer	Head of Office	Dean/Director/ Estate Officer	Head of Office.
10.	Physical Director	Dean	Registrar/ Vice-Chancellor	Dean
11.	Assistant Librarian, Library Assistant and other staff working in the Library	Librarian/Dean	Dean/ Vice-Chancellor/ Director	Librarian/Dean
12.	Other Grade Employees	Immediate Superior	Vice-Chancellor/ Registrar/ Finance Officer/ Dean/ Director/ Estate Officer/ Head of offices as the case may be.	Head of Office.

Explanation:- (1) Chairs of Schools / Heads of Research Stations / Centres concerned are empowered to write and maintain the Personal files / Record Sheets to all the staff working under the School / Station / Centres. (The Director concerned will scrutinise and countersign the personal files).

APPENDIX VIII

Code of conduct of the employees

1. Every employee of the Tamil Nadu Fisheries University shall at all times maintain absolute integrity and devotion to duty. The whole time of a University employee is at the disposal of the University which pays him and he may be employed in any manner required by the proper authority without claim for additional remuneration.
2. Every employee shall abide by and comply with the Act, Statutes, Regulations and Rules framed thereunder and as amended from time to time and all orders and directions of the superior authorities.
3. Every employee shall extend the utmost courtesy and attention to all persons with whom he has to deal in the course of his duties.
4. Every employee shall endeavour to promote the interests of the University and shall not act any manner prejudicial thereto.
5. No employee shall be a member of any political organisation or take active part in any political activity.
6. No employee shall participate in any demonstration or resort to any form of strike in connection with their official duties and conduct.
7. No employee shall join or continue to be a member of any Association of the employees of the University which has not obtained the recognition of the University, or recognition in respect of which has been refused or withdrawn. The rules and conditions for granting of recognition to Service Association in the University are given in Tamil Nadu Fisheries University Rules and also amended from time to time by the Board of Management.
8. No employee shall, except in accordance with any general or special order of the University, or in the performance in good faith of the duties assigned to him, communicate directly or indirectly any official document or information to any University employee or any other person to whom he is not authorised to communicate such documents or information.
9. No employee shall, except with previous sanction of the University, engage directly or indirectly in any trade or business or undertake any other employment.
10. An employee shall so manage his private affairs as to avoid habitual indebtedness or insolvency. Any employee who becomes the subject of a legal proceeding or insolvency shall forthwith report the full facts of his case to the University.
11. No employee shall bring or attempt to bring any political or other influence to bear upon any superior authority to further his interest in respect of matters pertaining to his service under the University.
12. No University employee shall, except with the previous sanction of the Vice-Chancellor or of the prescribed authority ask for or accept contributions to or otherwise associate

himself with the raising of any funds or other collections in cash or in kind in pursuance of any object whatsoever.

13. Save as otherwise provided in these rules, no University employee shall accept or permit any member of his family or any person acting on his behalf to accept any gift.

Explanation.- The expression "Gift" shall include free transport, boarding, lodging or other service or any other pecuniary advantage when provided by any person other than a near relative or personal friend having no official dealings with the University.

(1) A casual meal or other social hospitality shall not be deemed to be gift.

(2) A University employee shall avoid accepting lavish/frequent hospitality and gifts from any individual having official dealings with him or from industrial or commercial firms organisations etc.

14. (i) No employee, shall except with the previous permission of the Vice-Chancellor, own wholly or in part or conduct or participate in the editing or managing of any newspaper or other periodical publication other than University publication.

(ii) No employee shall, except with the previous permission of the officers of the University concerned; in respect of the officers of the University, the Vice-Chancellor, participate in a radio broadcast or contribute any article or write any letter either anonymously or in his own name or in the name of any other person to any newspaper or periodical. Provided that no such permission shall be required if such broadcast of such contribution if or a purely literary, artistic, scientific, educational or cultural character.

15. (i) No University employee shall, except with the previous sanction of the Vice Chancellor or the prescribed authority, have recourse to any court or the press for vindication of any official act which has been the subject matter of adverse criticism or an attack of a defamatory character.

(ii) Nothing in this rule shall be deemed to prohibit a University employee from vindicating his private character or any act done by him in his private capacity and were any action for vindicating his private character or any act done by him in private capacity is taken, the University employee shall submit a report to the prescribed authority regarding such action.

16. (i) No employee shall, except with the previous permission of the Vice-Chancellor, give evidence before any public committee.

(ii) Nothing in this rule shall apply to:

(a) evidence given before a Committee which has power to compel the attendance of witnesses or the production of documents.

or

(b) evidence given before an authority holding before any judicial or any inquiry Committee.

17. It shall be the duty of an employee who has been arrested on a criminal charge made or a proceeding taken against him in connection with his position as an employee or otherwise which is likely to embarrass him in the discharge of his duties or which involves moral turpitude to intimate the fact of his arrest and the circumstances connected therewith to the Vice-Chancellor promptly in writing even though he might, have subsequently been released on bail. Failure on the part of the employee concerned to so inform will be regarded as suppression of a material information and will render him liable to disciplinary action on this ground alone, apart from any action that may be taken against him on the conclusion of the case against him.

18. Any contravention of any law by an employee, which involves moral turpitude, shall be regarded as a serious matter, of which notice shall be taken departmentally. Where such contravention is followed by a conviction in a court of law, the employee may be punished departmentally on the basis of the conviction alone without following the procedure laid down for departmental enquiries.

19. (i) No University employee shall, except with the previous knowledge of the Vice Chancellor, acquire or dispose off any movable property in the shape of shares, securities or debentures, or any immovable property by lease, mortgage, sale gift or otherwise in his own name or in the name of any member of his family.

    Explanation: The above rules apply only to cases in which the value of the movable or immovable property exceeds the amount equivalent to one year's salary of the University employee concerned.

    (ii) The Board of Management may at any time by general or special order require the employees to submit to the Vice-Chancellor within the period specified in the order, a full and complete statement of such movable and immovable property held or acquired by him or by any member of his family as may be specified in the order. Such statements shall include details of the means by which or the source from which such property was acquired;

    (iii) Provided that the Vice-Chancellor or the Officers of the University shall exercise the powers to call for the property statements under this sub-rule, when a specific vigilance enquiry calls for it.

    (iv) The University employees are prohibited from the possession and consumption of liquor or any intoxicative drink/drugs. The University employees are also prohibited from possession of liquor permits.

20. All employees of the University shall be subject to the general and overall control of the Vice-Chancellor.

21. The Vice-Chancellor may direct by general or special order that any power exercisable by him or any other officer or employee of the University under these regulations shall be exercisable also by such officer or other employee as may be specified in the order, subject to such conditions, if any, as may be specified in the order.

APPENDIX IX

PROCEDURE RELATING TO DISCIPLINE AND CONTROL AMONG THE UNIVERSITY STAFF

1. The authority which may impose the penalties mentioned in the Regulations are as detailed in Appendix-X.

2. (a) Where in any case a higher authority has imposed or declined to impose a penalty for reasons to be recorded under this Regulation, a lower authority shall have no jurisdiction to proceed under this Regulation in respect of the same case.

   (b) The fact that a lower authority has imposed or declined to impose penalty in any case shall not debar higher authority from exercising his jurisdiction under this Regulation in respect of the same case.

   (c) The order of a higher authority imposing or declining to impose in any case a penalty under this Regulation shall supercede any order passed by a lower authority in respect of the same case.

   (d) The fact that a lower authority has dropped a charge against a person as not proved shall not debar a higher authority from reviving it, for reasons to be recorded and taking suitable action on the charge so revived.

3. In every case where it is proposed to impose on an employee any of the minor penalties shall be given a reasonable opportunity of making any representation that he may desire to make and such representation if any, shall be taken into consideration before the order imposing the penalty is passed.

4.(I) (a)(i) In every case where it is proposed to impose on an employee of the University any of the major penalties the grounds on which it is proposed to take action shall be reduced to the form of a definite charge or charges which shall be communicated to the person charged together with a statement of the allegations on which each charge is based and of any other circumstances which it is proposed to take into consideration in passing orders on the case. He shall be required within a reasonable time to put in a written statement of his defence and to state whether he desires an oral enquiry or only to be heard in person. An oral inquiry shall be directed by the authority concerned. At that inquiry oral evidence shall be heard as to such of the allegations as are notadmitted and the person charged shall be entitled to cross-examine the witnesses to give evidence in person and to have such witnesses called, as he may wish, provided that the authority conducting the inquiry may for special and sufficient reason to be recorded in writing, refuse to call a witness. After the inquiry has been completed, the person charged shall be entitled to put in, if he so desires, any further written statement of his defence. If no

inquiry is held and if he had desired to be heard in person, a personal hearing shallbe given to him. The proceedings shall contain a sufficient record of the evidence and a statement of the findings and the grounds thereof.

(ii) After the inquiry referred to in Clause (i) has been completed and after the authority competent to impose the penalty mentioned in that Clause has arrived at provisional conclusions in regard to the penalty to be imposed, the person charged shall be supplied with a copy of the report of the enquiring authority and be called upon to show cause within a reasonable time not ordinarily exceeding one month, against the particular penalty proposed to be inflicted. Any representation in this behalf submitted by the persons charged shall be taken into consideration before final orders are passed, provided that such representation shall be based on the evidence adduced during the inquiry.

Explanation.-An opportunity to show cause against the imposition of any of the penalties referred to in this regulation shall be given, after the authority competent to impose the penalty arrives at a provisional conclusion in regard to the penalty to be imposed either by such authority himself or under his direction, by a subordinate authority who is superior in rank on whom it is proposed to impose the penalty.

(b) (i) The requirements of sub-clause (a) shall not apply where it is proposed to impose on a member of service any of the minor penalties on the basis of fact which have led to his conviction in criminal court whether or not he has been sentenced at once by such court to any punishment; but he shall be given a reasonable opportunity of making any representation that he may desire to make and such representation, if any, shall be taken into consideration before the order imposing the penalty is passed.

(ii) The requirements of sub-clause (a) shall not apply where it is proposed to impose on a member of a service any of the major penalties on the basis of facts which have led to his conviction by a court-martial or where the employee concerned has absconded or where it is for other reasons impracticable to communicate with him.

(c) (i) All or any of the provisions of Clauses 4 and 5 may in exceptional cases, for special and sufficient reasons to be recorded in writing, be waived where there is difficulty in observing exactly the requirements of the sub-clauses and those requirements can be waived without injustice to the person charged.

(ii) If any question arises whether it is reasonably practicable to follow the procedure prescribed in sub-clause(a) the decision thereon of the authority empowered to dismiss or remove such persons or reduce him in rank, as the case may be shall be final.

(d) (i) An employee may be placed under suspension from service, where;

(i) an enquiry into grave charges against him is contemplated, or is pending; or

(ii) a complaint against him of any criminal offence is under investigation or trial and if such suspension is necessary in the public interest.

(ii) A University employee who is detained in custody whether on a criminal charge or otherwise for a period longer than forty eight hours shall be deemed to have been suspended under this rule.

(iii) Where a penalty or dismissal, removal or compulsory retirement from service imposed upon a member of the University service under suspension is set aside in appeal or on review under these Regulations and the case is remitted for further inquiry or action or with any other directions, the order of his suspension shall be deemed to have continued in force on and from the date of the original order for dismissal, removal or compulsory retirement and shall remain in force until further orders.

(iv) Where a penalty or dismissal, removal or compulsory retirement from service imposed upon a University employee is set aside or declared or rendered void in consequence of or by a decision of a court of law and the disciplinary authority on a consideration of the circumstances of the case, decides to hold a further inquiry against him on the allegations on which the penalty or dismissal, removal or compulsory retirement was originally imposed, the University employee shall be deemed to have been placed under suspension by the appointing authority from the date of the original order of dismissal, removal or compulsory retirement and shall continue to remain under suspension until further orders.

(v) An order of suspension made or deemed to have been made under this Regulation may at any time be revoked by the authority which made or is deemed to have made the order or by any authority to which that authority is subordinate.

APPEAL

5. Every University employee shall be entitled to appeal from an order passed by an authority imposing upon him by any of the penalties specified in the Regulations, to the next higher authority. The Vice-Chancellor shall have powers to dispose off the final appeal petitions on service matters in respect of Group C and D employees.

6. (i) In the case of an appeal against an order imposing any penalty specified in the Regulations, the appellate authority shall consider:

(a) Whether the facts on which the order was based have been established;

(b) Whether the facts established afford sufficient ground for taking action; and

(c) Whether the penalty is excessive, adequate or inadequate; and after such consideration, shall pass such order as it thinks proper.

(ii) Any error or defect in the procedure followed in imposing a penalty may be disregarded by the appellate authority if such authority considers, for reasons to be recorded in writing, that the error or defect was not material and has neither caused injustice to the person concerned nor affected the decision of the case.

7. In the case of an appeal the appellate authority shall pass such orders as appears to it just and equitable, having regard to all the circumstances of the case.

8. Every person preferring an appeal shall do separately and in his own name.

9. Every appeal preferred under the Regulation shall contain all material statement and arguments relied on by the appellant shall contain no disrespectful, defamatory or improper language and shall be addressed to the authority to whom the appeal is preferred and shall be submitted through the authority from whose order the appeal is preferred and through usual official channel.

10. An appeal may be withheld by an authority not lower than the authority from whose order it is preferred if-

    (i) It is an appeal in case in which under this Regulation no appeal lies; or

    (ii) It is not preferred within two months after the date on which the appellant was informed of the order appealed against, and no reasonable cause is shown for the delay; or

    (iii) It is repetition of a previous appeal and is made to the same appellate authority by which such appeal has been decided and no new facts or circumstances are adduced which afford grounds for a reconsideration of the case, or it is addressed to an authority to which no appeal lies under the Regulation;

    Provided that in every case in which appeal is withheld, the appellant shall be informed of the fact and the reasons for it.

11. No appeal shall lie against withholding of an appeal by a competent authority.

12. The authority by whom an order imposing any of the minor penalties specified in the Regulations may be reversed or altered in cases where no appeal is preferred to the appellate authority or any higher authority.

13. Every appeal which is not withheld under these Rules shall be forwarded to the appellate authority from whose order the appeal is preferred with an expression of opinion.

14. An appellate authority may call for any appeal admissible under this Regulation which has been withheld by a subordinate authority and may pass such order thereon as it considers fit.

15. Nothing contained in this Regulation shall be deemed to preclude an authority higher than the appellate authority to review cases either on its own initiative or on representation from University employees against the orders of the punishing authority or appeal authority.

16 (1) An employee under suspension shall be entitled to a subsistence allowance at an amount equal to a leave salary and dearness allowance (if any), which an employee would have drawn if he had been on leave on half pay:

Provided that where the period of suspension exceeds twelve months, the authority who made or is deemed to have made the orders of suspension shall be competent to vary the amount of subsistence amount for any period subsequent to the period of the first twelve months as follows;

(i) The amount of subsistence allowance may be increased by a suitable amount not exceeding 50 per cent of the subsistence allowance admissible during the period of the first twelve months, if in the opinion of the said authority the period of suspension has been prolonged for reasons to be recorded in writing not directly attributable to the employee;

(ii) The amount of subsistence allowance may be reduced by a suitable amount, not exceeding 50 per cent of the subsistence allowance admissible during the period of the first twelve months, if in the opinion of the said authority, the period of suspension has been prolonged due to reasons to be recorded in writing directly attributable to the employee.

(2) No payment shall be made unless the employee furnishes a certificate that the employee is not engaged in any other employment, business, profession or vocation.

(3) A suspended person shall not be entitled to any leave for the period of suspension. When an employee who was suspended is finally reinstated, he shall get full pay unless the competent authority has expressly ordered a deduction to be made for suspension period as a punishment. In the case of dismissal or removal from service with retrospective effect no recovery shall be made of the subsistence allowance already paid to him.

17. The rules 1 to 16 prescribed above in this Appendix shall also be applicable to the transferred employees for their misdeeds committed during their service under Government and the University is competent to impose the appropriate punishment on them.

APPENDIX X

COMPETENT AUTHORITY TO IMPOSE PENALTIES

Sl. No.	Designation class of employee of the University	Censure	Fine (in the case of Class IV employees only)	Withholding increment	Reduction in rank including reduction to a lower post or time scale to a lower stage in the same scale	Recovery from pay of the whole or part of any pecuniary loss caused to the University by negligence or breach of orders	Suspension	Compulsory retirement	Removal from service	Dismissal from service
1	2	3	4	5	6	7	8	9	10	11
1	Officers	Vice-Chancellor	…	Vice-Chancellor	Vice-Chancellor	Vice-Chancellor	Board	Board	Board	Board
2	Head of Department and Professors	Vice-Chancellor	…	Vice-Chancellor	Vice-Chancellor	Vice-Chancellor	Dean/ Director	Board	Board	Board
3	Associate Professors	Dean/ Director	…	Vice-Chancellor	Vice-Chancellor	Vice-Chancellor	Dean/ Director/ Registrar/ Chair of School / Head of Department	Board	Board	Board
4	Assistant Professor/ Librarian	Dean/ Director	…	Vice-Chancellor	Vice-Chancellor	Vice-Chancellor	Dean/ Director/ Registrar/ Chair of School / Head of Department	Board	Board	Board
5	Medical Officer, Director of Student Welfare	Vice-Chancellor	…	Vice-Chancellor	Vice-Chancellor	Vice-Chancellor	Dean	Board	Board	Board
6	Administrative Officer / Accounts Officer/ Assistant Accounts Officers	Registrar/ Finance Officer/ Estate Officer/ Dean / Director/ Head of Station	…	Vice-Chancellor	Vice-Chancellor	Vice-Chancellor	Registrar/ Finance Officer/ Estate Officer/ Dean/ Director/ Chair of School /Head of Department	Board	Board	Board

Sl. No.	Designation class of employee of the University	Censure	Fine (in the case of Class IV employees only)	Withholding increment	Reduction in rank including reduction to a lower post or time scale to a lower stage in the same scale	Recovery from pay of the whole or part of any pecuniary loss caused to the University by negligence or breach of orders	Suspension	Compulsory retirement	Removal from service	Dismissal from service
1	2	3	4	5	6	7	8	9	10	11
7	Personal Assistant to Vice-Chancellor	Vice-Chancellor	…	Vice-Chancellor	Vice-Chancellor	Vice-Chancellor	Vice-Chancellor	Board	Board	Board
8	Executive Engineer	Vice-Chancellor	…	Vice-Chancellor	Vice-Chancellor	Vice-Chancellor	Estate Officer	Board	Board	Board
9	Assistant Executive Engineer	Estate Officer/ Head of Dept.	…	Estate Officer/ Head of Depart-ment	Vice-Chancellor	Estate Officer / Head of Department	Estate Officer/ Head of Department	Board	Board	Board
10	Physical Director	Dean	…	Dean	Registrar	Dean	Dean	Vice-Chancellor	Vice-Chancellor	Vice-Chancellor
11	Assistant Librarian/ Library Assistant & Other staff working in the Library	Librarian/ Dean	…	Dean	Registrar	Dean	Dean	Vice-Chancellor	Vice-Chancellor	Vice-Chancellor
12	Other Group B & C employees	Immediate Superior	…	Immediate Superior	Concerned University Officer	Immediate Superior	Concerned University Officer	Registrar	Registrar	Registrar
13	Group D employees	Immediate Superior	Immediate Superior	Immediate Superior	Concerned University Officer	Immediate Superior	Immediate Superior	Concerned University Officer	Concerned University Officer	Concerned University Officer

APPENDIX-XI

HISTORY OF SERVICE AS ON _____

1. Name of the employee
2. Name of the post now held
3. Community (SC/ST/MBC/BCM/BC/OC)
4. Father's name
5. Native district
6. Mother tongue
7. Date of birth
8. Qualification
9. Date from which continuously employed in the University
10. Date of regular appointment
11. Date of completion of probation
12. Date of confirmation
13. Special training undergone Period: From To
    Name of the course
14. Medals and other awards obtained
15. Teaching experience
16. Research experience
17. Other special qualifications/particulars if any

I certify that the information furnished above are true and correct.

Place: Signature.

Date: Designation

APPENDIX-XII

PROCEEDINGS OF THE CONVOCATION CEREMONY

DATE: **MONTH:** **YEAR:**

1. **Arrival of the Chancellor**

   Guard of Honour : N.C.C.Cadets
   Reception by

   The Pro-Chancellor

   The Vice-Chancellor

   The *Members* of the Board of Management

   and

   The *Members* of the Academic Council

2. **Robing**

3. **Group Photograph**

   After the group photograph, the procession will form itself in front of the robing room.

4. **Procession:**

   (i) Registrar

   (ii) *Members* of the Board of Management and Academic Council

   (iii) Vice-Chancellor

   (iv) Honorary Degree Awardee

   (v) Chief Guest

   (vi) Pro-Chancellor

   (vii) Chancellor

   As the procession moves towards the dais the band plays the march.

5. As the procession enters the Convocation Hall all the granduants and the invitees in the Hall will rise and keep standing.

6. At the foot of the dais, the Registrar will stand to the right of the central steps facing the procession.

7. The *Members* of the Academic Council and the Board of Management will part near the central steps, when *Members* on the right go up on the dais by the steps to the right and the *Members* on the left by the steps to the left.

8. The Vice-Chancellor and the Pro-Chancellor will ascend the dais by the Central steps and proceed to the right and left respectively.

9. Special Guests will ascend the dais by the central steps and proceed to the right and left respectively.

10. Chief Guest will proceed to his seat on the dais by the Central steps.

11. The Chancellor will proceed to his seat on the dais by the Central steps.

12. The Registrar follows the CHANCELLOR by the Central steps and proceeds to his seat.

13. After the Special Guests, the Chief Guest and the Chancellor take their seats, all others in the Hall will resume their seats and the band stops.

14. **INVOCATION:**

The Chancellor shall announce "Invocation".

(THAMIZH THAI VAZHTHU)

15. **WELCOME ADDRESS AND REPORT BY THE VICE-CHANCELLOR:**

The Chancellor shall announce "Welcome address and report by the Vice-Chancellor"

The Vice-Chancellor thereupon will give the Welcome Address and present the report.

16. a. **DECLARING THE CONVOCATION OPEN:**

The Chancellor shall say:

"THIS CONVOCATION OF THE TAMIL NADU FISHERIES UNIVERSITY HAS BEEN CALLED ON TO CONFER THE DEGREE/DIPLOMA OF FISHERIES SCIENCE UPON CANDIDATES WHO IN THE EXAMINATION RECENTLY HELD FOR THE PURPOSE HAVE BEEN CERTIFIED TO BE WORTHY OF THE SAME"

16. b.**PRESENTATION OF CANDIDATES FOR HONORARY DEGREE:**

The Chancellor shall say:

"I invite the Vice-Chancellor to read the citation and present Mr.`X' for the candidature of the Honorary degree of Doctor of Science".

The Vice-Chancellor will read the citation and present Mr.`X' for the award of the Honorary degree of Doctor of Science. Mr.`X' will receive the degree certificate from the Chancellor.

17. **DELIVERY OF CONVOCATION ADDRESS:**

The Chancellor shall say:

"I INVITE THE CHIEF GUEST TO ADDRESS THE CANDIDATES".

18. **INSTITUTION OF PRIZES AND ENDOWMENTS**:

The Pro-Chancellor will announce the Institution of University Prizes and Endowments for academic achievements.

19. **PRESENTATION OF CANDIDATES**:

The Chancellor shall say:

"LET THE CANDIDATES BE NOW PRESENTED"

PRESENTATION OF CANDIDATES FOR THE AWARD OF DEGREE/DIPLOMA IN PERSON.

The candidates for the award of Degree/Diplomas will be presented by the respective faculty Deans.

Note: When the candidates are so presented they will proceed to the chancellor in the order in which the Dean announces their names one by one, receive the diploma, bow to the Chancellor and return to their seats.

DEAN, FACULTY OF FISHERIES SCIENCE:

Mr.Chancellor:

"I present unto you the candidates from the Faculty of Fisheries Science who have been certified after examination to be duly qualified to receive the Degree of Doctor of Philisophy (Fisheries Science), Master of Fisheries Science and Bachelor of Fisheries Science in this University"

The names of the candidates will be read one by one.

PRESENTATION OF CANDIDATES FOR THE AWARD OF DEGREE/DIPLOMAS IN ABSENTIA.

The candidates for the award of degrees/diplomas will be presented by the concerned Deans.

DEAN, FACULTY OF FISHERIES SCIENCE:

Mr.Chancellor:

"Under the laws of the University, I present unto you IN ABSENTIA the candidates for the degree of Doctor of Philosophy (Fisheries Science), Master of Fisheries Science

and Bachelor of Fisheries Science who have been certified after examination to be duly qualified to receive the degrees of this University".

PRESENTATION OF CANDIDATES FOR THE AWARD OF PRIZES AND MEDALS:

The candidates for the award of prizes and medals will be presented by the Registrar.

The prizes and medals will be presented to the candidates by the Chancellor in the order in which the names are called by the Registrar.

NOTE : The prize winners and medalists will proceed to the Chancellor by the Central steps, receive the prizes and medals, bow to the Chancellor and return to their seats by the steps to the right of the dais.

The names of the prize winners and medalists will be read one by one.

20. **ADMINISTRATION OF THE PLEDGE BY THE CHANCELLOR:**

All candidates standing for the pledge.

The CHANCELLOR will read out the following pledge and candidates will repeat the same:

"We shall, in thought, word and deed, ever endeavor to be scrupulously honest in the discharge of our duties in our profession and shall uphold the dignity and integrity of our profession and the honour of our Country.

We shall uphold and advance social order and the well being of our fellow *Members* and shall devote all our energy to promote the Unity and Integrity and the secular ideal of our Country".

21. **CONFERMENT OF THE DEGREES/DIPLOMAS:**

All Candidates will stand up and the Chancellor shall say to them:

"By virtue of the authority vested in me as Chancellor of the Tamil Nadu Fisheries University, I admit you to the Degree/Diploma of the faculties of Fisheries Science and Basic Sciences for which you have been declared qualified in this University and in token thereof you have been presented with those Degrees/Diplomas, and I authorise you to wear the robes ordained, as the INSIGNIA of your degrees".

All candidates will resume their seats as the conferment is given and the Chancellor resumes his seat.

22. **SIGNING THE REGISTER OF GRADUATES:**

The Chancellor shall sign the Record of Degrees conferred.

23. **DISSOLUTION OF THE CONVOCATION:**

As the proceedings conclude, the Chancellor, the Chief Guest, the Special Guests, the Pro-Chancellor, the Vice-Chancellor, the *Members* of the Board of management, the *Members*

of Academic Council and the Registrar shall rise up and the Chancellor shall say:

"I DISSOLVE THIS CONVOCATION".

24. **NATIONAL ANTHEM:**

The Chancellor then say:

"NATIONAL ANTHEM"

National Anthem will be played and all will stand up.

25. **PROCESSION BACK TO THE ROBING ROOM**:

The Procession will be in the following order:

Chancellor

Pro-Chancellor

Chief Guest

Honorary Degree Awardee

Vice-Chancellor

Members of the Board of Management

Members of the Academic Council

Registrar

All the graduates and Guests will stand up, the procession leaves the Convocation Hall.

26. The Procession will lead to the meeting hall where a Joint meeting of the Board of Management and the Academic Council is held under the *Chairmanship* of the CHANCELLOR when the PRO-CHANCELLOR proposes vote of thanks to the CHANCELLOR and the CHIEF GUEST AND SPECIAL GUESTS in the following words:

a) "The Board of Management and the Academic Council of the University place on record their grateful thanks to the Chancellor for presiding over the convocation".

b) "The Board of Management and the Academic Council of the University place on record their grateful thanks to the CHIEF GUEST of the Convocation for the valuable address given to the graduates".

c) "The Board of Management and the Academic Council of the University also place on record their grateful thanks to the SPECIAL GUESTS of the Convocation for having received the Honorary degrees of D.Sc. and for their valuable acceptance speeches".

27. Following this, the meeting will come to an end.

APPENDIX XIII

Administrative Powers of the Competent Authorities

Sl. No	Name of post	Posting and Transfer	Grant of leave with substitute	Grant of leave without substitute	Declaration of Probation	Acceptance of Resignation	Deputation within State to attend Conference / tour for official work	Deputation outside the State to attend Conference / tour for official work	Deputation for Refresher Course Summer Institute/Training/ Deputation other bodies	Permission to accept Examiner-ship and to receive remuneration
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)
1.	Officer	Vice-Chancellor	Vice-Chancellor	Vice-Chancellor	Vice-Chancellor	Board	Vice- Chancellor	Vice-Chancellor	Vice-Chancellor	Vice-Chancellor
2.	Chair /Head of Stations / Departments and Professors	Vice-Chancellor	Vice-Chancellor	Dean/ Director	Vice-Chancellor	Vice-Chancellor	University Officer Concerned	Vice-Chancellor	Vice- Chancellor	Dean/ Director
3.	Associate Professor	Vice-Chancellor	Vice-Chancellor	Dean/ Director	Vice-Chancellor	Vice-Chancellor	Dean/ Director	Vice-Chancellor	Vice- Chancellor	Dean/ Director
4.	Assistant Professor	Vice-Chancellor	Vice-Chancellor	Dean/ Director/ Registrar	Registrar	Vice-Chancellor	Dean/ Director/ Registrar	Vice-Chancellor	Vice- Chancellor	Dean/ Director
5.	Librarian/ Medical Officer	Vice-Chancellor	Vice-Chancellor	Dean	Vice-Chancellor	Vice-Chancellor	Dean	Vice-Chancellor	Vice- Chancellor	Dean/ Director
6.	Assistant Registrar/ Administrative officer/ Accounts Officer / Assistant Accounts Officer	Vice-Chancellor	Vice-Chancellor	Head of Office	Vice-Chancellor	Vice-Chancellor	Registrar	Vice-Chancellor	Vice- Chancellor	Dean/ Director/ Registrar
7.	Personal Assistant to Vice-Chancellor	Vice-Chancellor	Vice-Chancellor	Vice-Chancellor	Vice-Chancellor	Vice-Chancellor	...	...	...	...
8.	Executive Engineer	Vice-Chancellor	Vice-Chancellor	Vice-Chancellor	Vice-Chancellor	Vice-Chancellor	Registrar	Vice-Chancellor	Vice-Chancellor	…
9.	Assistant Executive Engineer /Assistant Engineer	Vice-Chancellor	Vice-Chancellor	Head of Offices	Registrar	Vice-Chancellor	Registrar	Vice-Chancellor	Vice- Chancellor	…

Sl. No	Name of post	Posting and Transfer	Grant of leave with substitute	Grant of leave without substitute	Declaration of Probation	Acceptance of Resignation	Deputation within State to attend Conference / tour for official work	Deputation outside the State to attend Conference / tour for official work	Deputation for Refresher Course Summer Institute/Training/ Deputation other bodies	Permission to accept Examiner-ship and to receive remuneration
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)
10.	Physical Director	Vice-Chancellor	Vice-Chancellor	Dean	Dean	Vice-Chancellor	Dean	Vice-Chancellor	Vice- Chancellor	Dean
11.	Other Group B employees.	Vice-Chancellor	Vice-Chancellor	Registrar/ Director/ Dean/ Head of office.	Registrar/ Director/ Dean/Head of office.	Registrar	Registrar	Vice-Chancellor	..	...
12.	Group C & D employees	Registrar/ Dean/ Director	Vice-Chancellor	Immediate Superior	Registrar/ Director/ Dean/Head of office	Registrar	...	...	...	...

Note: The Heads of Research Stations/Centres/Farms shall grant leave without substitute to all the staff Members under their control.

APPENDIX XIV - Financial Powers

Sl. No.	Nature of Powers	Vice-Chancellor	Registrar	Deans, Directors and Professors as Heads of Research Stations/ Centres	Chair of the Schools	Heads of Depart-ments	Heads of Research Stations/ Centres Associate/ Asst Professor	Finance Officer	Estate Officer
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)
1.	Purchase of books, periodicals, maps, diskettes, microfilms, Microfishetc, (Academic, technical & Office reference)	Full powers	Upto Rs.20,000 at a time	(i) Dean-No limit (ii) Directors up to Rs.20,000 at a time iii)Professors as Heads of Research Station /Centre up to Rs.20,000 per annum.	Rs.10,000/- per annum	Rs. 5,000/- per annum	Up to Rs.4,000per annum.	Up to Rs.4,000per annum.	Up to s.4,000per annum.
2.	a) Purchase of stationery for office use b) Local purchase of stationery for office use in the case of emergency (other than white and duplicate paper).	Full powers Full powers	… Upto Rs.1,00,000 at a time	... Per annum: Director of Research Rs.40,000. Directors, Institute of Fisheries Technology, Centre for Sustainable Aquaculture, Centre for Fisheries Management, Planning and Policy / Extension Education. Rs.60,000	... Up to Rs.10,000 per annum.	Up to Rs. 5,000 per annum	... Up to Rs.6,000per annum.	... Up to 20,000 per annum.	... Up to s.20,000per annum.

Sl. No.	Nature of Powers	Vice-Chancellor	Registrar	Deans, Directors and Professors as Heads of Research Stations/ Centres	Chair of the Schools	Heads of Depart-ments	Heads of Research Stations/ Centres Associate/ Asst Professor	Finance Officer	Estate Officer
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)
				Faculty Deans & Institutes - Rs.40,000, Professor as Head of Research Stations/ Centres Rs.20,000/-					
3.	Printing works	Full powers	Upto s.25,000/- at a time	Full powers	Rs.40,000/- per annum	Up to Rs.10,000 per annum.	Up to Rs.10,000per annum.	Up to s.20,000per annum.	Up to s.5,000per annum.
4.	To rent or lease building or land for University	Full powers	Upto Rs.10,000 p.m. in each case	Up to Rs.10,000 p.m. in each case	-----	...	...	...	...
5.	(a) Purchase of apparatus, Laboratory Equipments, electric and electronic instruments, farm machinery and all other stores for the laboratory including aprons, laboratory towels and repairs and maintenance	(a) Rs.30.00 lakh at a time (b) No monetary limit in case of schemes financed by National Agricultural Research Project / Indian	Rs.1,00,000 at a time	(a) Up to Rs.1,00,000 at a time for Deans and Directors. (b) Up to Rs.50,000 for Professors as Heads of Research Stations/Centres. (c) Up to Rs1,00,000 at a time for Deans only in respect of ICAR Development Grants.	Rs.50,000/- at a time	Up to Rs.10,000 at a time	Up to Rs.10,000 at a time	..	Up to Rs.10,000 at a time

Sl. No.	Nature of Powers	Vice-Chancellor	Registrar	Deans, Directors and Professors as Heads of Research Stations/ Centres	Chair of the Schools	Heads of Depart-ments	Heads of Research Stations/ Centres Associate/ Asst Professor	Finance Officer	Estate Officer
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)
	to equipments and machinery in the farm and laboratory	Council of Agricultural arch(ICAR)/ Government of India (GOI) and other agencies.							
	(b) Materials for printing press (i) Special Paper (ii) Other materials like types block making ink and spare parts.	Full powers Full powers	Upto Rs.1,00 000 at a time Up to Rs. 50,000 at a time	Up to Rs.1,00 000 at a time Up to Rs. 50,000 at a time	----	…	…	…	…
	(c) Purchase of floppy diskette, computer software, computer accessories, repairs and maintenance of office equipments	Full powers	Rs.10,000 at a time	Rs.20,000 at a time	Rs. 5,000 per annum	Rs.5,000 per annum	Rs.5000 per annum	Rs.10,000 at a time	Rs.10,000 at a time

Sl. No.	Nature of Powers	Vice-Chancellor	Registrar	Deans, Directors and Professors as Heads of Research Stations/ Centres	Chair of the Schools	Heads of Depart-ments	Heads of Research Stations/ Centres Associate/ Asst Professor	Finance Officer	Estate Officer
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)
6.	Laboratory or Agro chemicals, practical utilities, Medicines/ Surgical instruments, drugs, specimens etc.	Full powers	Upto Rs.20,000 at a time	(a) Upto Rs.50,000 at a time for Deans and Directors of Institute of Fisheries Technology (b) Up to Rs. 1,00,000 at a time for Deans only in respect of Indian Council of Agricultural Research Development Grant	Up to Rs. 25,000 at a time	Upto Rs.10,000 at a time	Upto Rs.5,000 at a time	...	...
7.	(a) Purchase and repairs of furniture for office and laboratory use	Full powers	...	...		...	...	...	...
	(b) Repairs of furniture of office, laboratory, rest house	Full powers	Upto Rs25,000 at a time	Upto Rs25,000 at a time	Rs. 5,000 at a time	Upto Rs.1,000 at a time	Up to Rs. 5,000 at a time	Up to Rs. 5, 000 at a time	Up to Rs. 5, 000 at a time

Sl. No.	Nature of Powers	Vice-Chancellor	Registrar	Deans, Directors and Professors as Heads of Research Stations/ Centres	Chair of the Schools	Heads of Depart-ments	Heads of Research Stations/ Centres Associate/ Asst Professor	Finance Officer	Estate Officer
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)
8.	Construction/Petty Construction and repairs/original works and repairs to buildings, roads, electrical installations, fencing and other works.	(a) Upto Rs. 50.00 lakhs at a time (b) No monetary limit in case of schemes financed by overnment of India / Indian Council of Agricultural Research (ICAR) and other agencies	Upto Rs.5,00,000 at a time	Up to Rs. 2,00,000 at a time subject to specific allocation of funds	---	...	Up to Rs.25,000 at a time subject to specific allocation of funds	Up to Rs.1,00,000 at a time subject to specific allocation of funds	Up to Rs. 1,00,000 at a time subject to specific allocation of funds
9.	Conduct of Exhibition and Fairs and participation, including purchases of materials for purposes for Exhibition etc.	Full powers	Upto Rs.5,00,000 at a time	Upto Rs.25,000 at a time for Deans and Directors only	Upto Rs.10,000 at a time	Upto Rs.5,000 at a time	Upto Rs.10,000 at a time	...	...
10.	Free supply of seeds and specimens to institutions.	Full powers	----------	----------	--------- ---	---------- -----	---------	--------	-------

Sl. No.	Nature of Powers	Vice-Chancellor	Registrar	Deans, Directors and Professors as Heads of Research Stations/ Centres	Chair of the Schools	Heads of Depart-ments	Heads of Research Stations/ Centres Associate/ Asst Professor	Finance Officer	Estate Officer
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)
11.	Purchase of desktop, lap top and other types of computers, Xerox copier machines, laser printers, multifunctional copiers / printers, fax machines and other electronic items for the office	Full powers	Up to Rs.1,00,000 at a time.	(a) Up to Rs.1,00,000 at a time for Deans and Directors. (b) Up to Rs. 50,000 for Professors as head of Research Stations / Centres. (c) Up to Rs. 2,00,000at a time for Deans only in respect of Indian Council of Agricultural Research Development Grant.	Up to Rs. 25,000 at a time	...	.....	...	...
12.	To sanction expenditure on refreshments, entertainments, VIP visits, working lunch in University functions, etc.	Full powers	Up to Rs.25,000 at a time.	(a) Up to Rs.25,000per annum for Deans and Directors (b) Rs. 10,000per annum for Professors as Heads of Research Stations	----	...	...	...	...

Sl. No.	Nature of Powers	Vice-Chancellor	Registrar	Deans, Directors and Professors as Heads of Research Stations/ Centres	Chair of the Schools	Heads of Depart-ments	Heads of Research Stations/ Centres Associate/ Asst Professor	Finance Officer	Estate Officer
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)
13.	To sanction over time allowance to Ministerial and supporting staff and conveyance charges	Full powers	Upto Rs.20,000 per annum.	...	--	...	...	...	...
14.	Purchase of motor vehicle with special accessories extra fittings for University use	Rs.25.00 lakhs at a time	...	...		...	...	...	...
15.	Maintenance, running charges repairs and replacement charges and insurance on University vehicles with approval of Vice-Chancellor.	Full powers	Upto Rs.10,000 at a time	Upto Rs.10,000 at a time	Upto Rs.5,000 at a time	Upto Rs.2,000 at a time	Upto Rs.5,000 at a time	...	Upto Rs.10,000 at a time
16.	Photographic charges including purchase of photographic materials	Full powers	Full powers	Full powers	Full powers	Upto Rs.3,000 at a time	Upto Rs.3,000 at a time	...	Upto Rs.3,000 at a time
17.	Advertisement charges	Full powers	Full powers	Full powers for Deans and Directors only	----	...	...	...	...
18.	Purchase of electrical goods, accessories to electrical appliances and bulbs	Full powers	Upto Rs.10,000 at a time	Upto Rs.10,000 at a time	Upto Rs.5,000 at a time	Upto Rs.2,000 at a time	Upto Rs.1,000 at a time	...	Upto Rs.20,000 at a time

Sl. No.	Nature of Powers	Vice-Chancellor	Registrar	Deans, Directors and Professors as Heads of Research Stations/ Centres	Chair of the Schools	Heads of Depart-ments	Heads of Research Stations/ Centres Associate/ Asst Professor	Finance Officer	Estate Officer
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)
19.	Electric current consumption charges	Full powers	Full powers	Full powers	Full powers	...	Full powers	...	Full powers
20.	To purchase and sell livestock and birds and other experimental animals	Rs.30.00 lakhs at a time	Upto Rs.20,000 at a time	Upto Rs.1,00,000 at a time	Up to Rs.50,000 at a time	Upto Rs.10,000 at a time	Upto Rs.50,000 at a time	...	...
21.	To purchase bicycle for office use.	Full powers	Full powers	Full powers for Deans and Directors only	Sanction for Renewals only	Sanction for Renewals only	Sanction for Renewals only	Full Powers	Full Powers
22.	Office expenses and contingencies including hot and cold weather charges, freight charges and other incidental and emergency expenses	Full powers	Full powers	Full powers	Rs.10,000 per annum	Rs.2,000 per annum.	Rs.10,000 per annum	Rs.20,000 per annum.	Rs.10,000 per annum
23.	Binding of books and records	Full powers	Full powers	Full powers	Rs.5,000 per annum	Rs. 3,000 per annum	Rs.5,000 per annum	Rs.5,000 per annum	Rs.5,000 per annum
24.	To sanction supply of uniforms and clothings of University employees	Full powers	Full powers	Full powers	Full powers	Full powers	Full powers	Full Powers	Full powers

Sl. No.	Nature of Powers	Vice-Chancellor	Registrar	Deans, Directors and Professors as Heads of Research Stations/ Centres	Chair of the Schools	Heads of Depart-ments	Heads of Research Stations/ Centres Associate/ Asst Professor	Finance Officer	Estate Officer
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)
25.	Working expenses on farms and Research Stations, Repairs Upkeep and maintenance of cattle, cultivation, cost of labour purchase of seeds and plants manures, chemicals, gunnies.	Full powers	Full powers	Full powers	Full powers	Full powers	Full Powers	...	...
26.	Wages payable to security personnel, sanitary workers engaged through private agencies, etc.	Full powers	Full powers	Full powers	Full powers	Full powers	Full Powers	---	Full powers
27.	Experimental cultivation charges	Full powers	Full powers	Full powers	Full powers	Full powers	Full Powers	...	...
28.	Employment of menials paid from contingencies including Casual Labour	Full powers	...	...		...	...	...	...
29.	Games, Sports and Physical exercise provision maintenance of games courts and athletic fields	Full powers	Upto Rs.1,00,000 per annum.	Upto Rs.1,00,000per annum. for Deans only	-----	...	...	...	...

Sl. No.	Nature of Powers	Vice-Chancellor	Registrar	Deans, Directors and Professors as Heads of Research Stations/ Centres	Chair of the Schools	Heads of Depart-ments	Heads of Research Stations/ Centres Associate/ Asst Professor	Finance Officer	Estate Officer
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)
30.	(a) Hostel-Purchase of furniture cooking crockery etc. and repairs and TV	Upto Rs.15.00 lakhs at a time.	...	Upto Rs 1,00,000per annum. for Deans only		...	...	...	...
	(b) Repairs of broken window etc.	Full powers	Upto Rs.10,000 at a time	Rs.10,000 at a time to warden	----	...	...	...	...
31.	Rest House-Purchase of furniture crockery and other furnishing materials	Upto Rs.15.00 lakh at a time.	Rs.50,000 at a time	Rs. 50,000 per annum. subject to specific allocation of funds	------	...	Up to Rs. 10,000 per annum subject to specific allocation of funds	...	Up to Rs. 50,000 per annum subject to specific allocation of funds
33.	To sanction payment of demurrage warfage charges etc.	Full powers	Full powers	Full powers	Rs.2,000 p. a	Rs.2,000 p. a	Rs.2,000 p. a	Rs.2,000 p. a	Rs.2,000 p. a
34.	Tour expenses including bata to students	Full powers	Full powers	Full powers	----	...	...	...	...
35.	Write off (a) Irrecoverable value of stores or public money lost through negligence or other causes and unprofitable outlay on work.	Upto Rs.1,50,000 at a time	Upto Rs.10,000 at a time	Upto Rs.10,000 at a time	Upto Rs.10,000 at a time	Up to Rs.5,000 at a time	Upto Rs.5,000 at a time	Rs.1,000 at a time	Rs.10,000 at a time

Sl. No.	Nature of Powers	Vice-Chancellor	Registrar	Deans, Directors and Professors as Heads of Research Stations/ Centres	Chair of the Schools	Heads of Depart-ments	Heads of Research Stations/ Centres Associate/ Asst Professor	Finance Officer	Estate Officer
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)
	(b) Dead stock including (i) stationery, Furniture lost or become unserviceable	Upto Rs.6.00 lakh at a time	Upto Rs.10,000 at a time	Upto Rs.10,000 at a time	Upto Rs. 5,000 at a time	Upto Rs.1,000 at a time	Upto Rs.10,000 at a time	...	Upto Rs.10,000 at a time
	(ii) Livestock value of birds, Animals culled or lost or dead	Upto Rs.15.00 lakh at a time	...	Rs.50,000 at a time for Deans and Directors. Rs.30000/- at a time for Professors as Heads of Research Stations/Farm	Rs. 10,000 at a time	...	...	...	...
	(c) Book value of animals/ birds sold out	Limited to purchase powers	...	...		...	...	...	...
	(d) Cost of articles become unserviceable due to fair wear and tear.	Limited to purchase powers	Limited to purchase powers	Limited to purchase powers	Limited to purchase powers	Limited to purchase powers	Limited to purchase powers	Limited to purchase powers	Limited to purchase powers
	(e) Negative differences of seeds, fertilizer, pesticides, chemicals insecticides manures, fire-wood, oils and lubricants due to dryage, wastage spillage etc.	Full powers	Rs.10,000 at a time	Rs.10,000 at a time	Rs.5,000 at a time	...	Rs.1,000 at a time	...	...

Sl. No.	Nature of Powers	Vice-Chancellor	Registrar	Deans, Directors and Professors as Heads of Research Stations/ Centres	Chair of the Schools	Heads of Depart-ments	Heads of Research Stations/ Centres Associate/ Asst Professor	Finance Officer	Estate Officer
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)
	(f) The value of books and publications of the Library found lost damaged unaccounted for or found short during stock verification	Upto Rs.1,00,000 per annum.	Upto Rs.10,000 per annum.	Upto Rs.10,000per annum.	Upto Rs. 5,000 per annum.	…	…	…	…
	(g) Cost of obsolete publications	Full powers	Full powers	Full powers	Full powers	Full powers	Full powers	…	…
	(i) Conversion of seed into grain and to write off the value of negative difference	Full powers	…	…		…	…	…	…
36.	Limited tender system for purchase of special apparatus chemicals etc	Up to Rs.10.00 lakhs at a time	Rs.5,00,000 at a time	Rs.5,00,000 for Deans and Directors at a time	Rs. 2,00,000 at a time	…	…	…	…
37.	To dispense with earnest or security deposit when plant and machinery implements or spare parts etc. supplied and erected by the firms	Full powers	…	…		…	…	…	…

Sl. No.	Nature of Powers	Vice-Chancellor	Registrar	Deans, Directors and Professors as Heads of Research Stations/ Centres	Chair of the Schools	Heads of Depart-ments	Heads of Research Stations/ Centres Associate/ Asst Professor	Finance Officer	Estate Officer
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)
38.	Refund of revenue collected from students and others including refund of excess recovery from staff *Members*	Full powers	Full powers	Full powers	----	...	...	...	...
39.	Refund of deposits E.M.D. and C.M.D.	Full powers	Full powers	Full powers	Full powers	...	Full powers	Full powers	Full powers
40.	Expenses in connection with law charges	Full powers	Upto Rs.10,000 at a time	...		...	...	...	...
41.	Waiving of audit recoveries	Full powers	Up to Rs.5,000 at a time	Up to Rs.5,000 at a time	-----	...	...	Up to Rs.5000 at a time	…
42.	To sanction purchase of prizes and awards to students	Full powers	Full powers	Full powers to Deans only	----	...	...	...	...
43.	(a) Installation of the telephones intercom shifting and extension	Full powers	...	...		...	...	...	...
	(b) Repairs and maintenance charges on telephone, telex and intercom payment of trunk, local calls charges	Full powers	Full powers	Full powers	Full powers	Full powers	Full Powers	Full Powers	Full Powers

Sl. No.	Nature of Powers	Vice-Chancellor	Registrar	Deans, Directors and Professors as Heads of Research Stations/ Centres	Chair of the Schools	Heads of Depart-ments	Heads of Research Stations/ Centres Associate/ Asst Professor	Finance Officer	Estate Officer
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)
44.	Postage stamps and courier charges	Full powers	Full Powers	Full powers	Full powers	Full powers	Full powers	Full powers	Full powers
45.	(a) To sanction merit and other scholarships payable from University funds	Full powers	Full Powers	Full powers for Deans only	----	...	...	...	...
	(b) To sanction stipends to farmers on training	Full powers	Full Powers	Director of Extension Education and Directors (Centre for Fisheries Management, Planning and Policy, Centre for Sustainable Aquaculture) Full powers		...	...	...	...
46.	Grants-in-aid to students club & Alumni Association	Upto Rs.1 lakh at a time.	...	...		...	...	...	...
47.	Licence fees taxes etc. as required by Central or State Government local bodies etc.	Full powers	Full powers	Full powers	Full powers	Full powers	Full Powers	Full Powers	Full Powers
48.	To sanction honorarium to employees and others.	Full powers	...	...	...	...	...	...	...

Sl. No.	Nature of Powers	Vice-Chancellor	Registrar	Deans, Directors and Professors as Heads of Research Stations/ Centres	Chair of the Schools	Heads of Depart-ments	Heads of Research Stations/ Centres Associate/ Asst Professor	Finance Officer	Estate Officer
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)
49.	To sanction hiring of furniture	Full powers	Rs.15,000 per annum.	Rs.10,000per annum. for Deans and Directors only.	----	...	...	...	Rs.10,000 per annum.
50.	To sanction of expenditure on insurance premium on insured items.	Full powers	Rs.10,000 at a time	Rs.10,000 at a time	Rs.10,000 at a time	...	...	...	...
51.	Payment of Subscription/ *Members*hip fee to any institution/ payment of donation co-sponsoring an event in another University/ Organisation/Foreign Associations.	Full powers	…	…	…	…	…	…	…
52	Electricity Board new connection charges	Full Powers	Full Powers	Full Powers for Deans and Director only	…	…	…	…	…

APPENDIX XV

Powers to sanction advances

Sl. No.	Nature of Power	Officers and employees to whom powers are delegated	Officers and employees on whom powers are to be exercised	Extent of power
(1)	(2)	(3)	(4)	(5)
1.	Sanction of temporary Advance, part final withdrawal from Provident Fund	(a) Vice-Chancellor	(a) Officers subordinate to him	Full Powers
		(b) Dean / Director	(b) Drawing Officer and all employees in their offices under them, authorised persons in out station coming under their control	Full Powers
		(c) Head of Dept./Research Stations/Centre and authorised other officers including Registrar, Finance Officer and Estate Officer.	(c) All employees other than those mentioned at (b) above working under them.	Full Powers
2.	Counter signature of Travelling Allowance Bills	(a) Officers of the University and *Members* of Board of Management	...	No counter signature is necessary
		(b) Dean, Director	Drawing officers under them and all employees in their offices.	…
		(c) Heads of Dept. and authorised persons	Employees working under them	…
		(d) Registrar, Finance Officer, Estate Officer, Librarian	Employees working under them	…

3.	(a) Festival Advance; (b) Advance for the purchase of handloom cloth; (c) Advance for the purchase of Khadi cloth; (d) Advance for the purchase of mosquito net; (e) Advance for travelling allowance for tour and transfer; (f) Advance for pay on transfer; (g) Advance for the purchase of warm clothing.	All authorised employees as per Regulation 42	...	Full powers
Explanation : Officers who draw their own salary shall obtain sanction from the controlling authority				
4.	(a) Advance for the purchase of Motor Car, Scooter, Motor Cycle, Moped and personal computer.	Vice-Chancellor	All officers and employees	Full powers
	(b) Advance for the purchase of Bicycle	Registrar	All employees	Full powers
	(c) House Building Advance	Vice-Chancellor	All officers and employees	Full powers
	(d) Marriage advance	Finance Officer	All officers and employees	Full powers
	(e) **Deposits** (i) Postal (ii) Telephone (iii) Electricity (iv) L.P. Gas Cylinder (v) Water and any other deposits payable to Government/ Quasi Government/Central Government for the service received by the University	Deans/ Directors/ Heads of Department/ Research Stations	…	Full powers
	(vi) other deposits	Finance Officer	…	Full powers
	(f) Education Advance	All University Officers	All officers and employees working under them	Full powers

5.	Sanction of periodical increments	(a) Vice-Chancellor	All officers working directly under him	,,
		(b) Deans/ Directors	Professors and Heads of Research Stations under them	,,
		(c) Registrar, Finance Officer. Estate Officer, Librarian, Director of Students' Welfare	Employees working under them	,,
		(d) Authorised employees	Employees working under them	,,
		(e) Head of Research Station concerned	All staff working in Research Stations	,,
6.	(a) Authorisation for travel by University employees within State of Tamil Nadu and Pondicherry Union Territory	(a) Vice-Chancellor	Officers subordinate to him	Full powers
		(b) Dean / Director	Heads of Departments, Professors, Heads of Research Stations and other employees working directly under them	,,
		(a) Registrar, Finance Officer Estate Officer, Librarian, Director of Student Welfare, Heads of Departments and other authorised employees	All Employees working under their respective control	,,
	(b) Authorisation for travel by University employees outside State except Pondicherry Union Territory	Vice-Chancellor	Officers subordinate to him	,,

Explanation.- Interest at the rate of 2 1/2 per cent over and above the prescribed rate of interest shall be collected for the tour- advance pending more than 3 months from the date of payment.