

**TAMIL NADU FISHERIES UNIVERSITY**  
**Nagapattinam**

*Rules*

*(Updated up to Nov. 2022)*



## CHAPTER-1 ACADEMIC RULES

### 1.1. Academic Rules for Fisheries Science Faculty

#### 1.1.1. Short title and commencement

- (1) These rules shall be called “**The Academic Rules for Fisheries Science Faculty of the Tamil Nadu Fisheries University**”.
- (2) Unless the context otherwise requires, the words and expression used in these rules shall be interpreted to have the same meaning as they have in Act, Statutes and Regulations.

#### 1.1.2. 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
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. “**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 load.
5. “**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.
6. “**Degree**” means the course of study in Fisheries Science, namely B.F.Sc (Bachelor of Fisheries Science) consisting of curriculum and syllabus provided by the ICAR and approved by the University and spread over four academic years with 8 semesters.
7. “**Education Technology Cell**” means an unit formed in every college of the University to look after activities connected to the academic programmes of the University and working under the control of the Dean.
8. “**Examination**” means internal examinations and external final theory examinations that will be conducted as per the TNFU Regulations
9. “**Examination Invigilators**” means teachers in-charge of invigilation work in the examination hall nominated for the purpose by the Dean of the College.
10. “**Final theory external examination**” means final theory examination for both Undergraduate and Postgraduate conducted as per TNFU Academic Regulations.
11. “**Grade point of a course**” is a value as described in the TNFU Academic Regulations.  
“**Grade point average**” is a value as described in the TNFU Academic Regulations.

## **TNFU Rules**

---

12. **“Internal theory examination”** means internal theory examination for both Undergraduate and Postgraduate conducted as per TNFU Academic Regulations.
13. **“Internal practical examination”** means internal practical examination for both Undergraduate and Postgraduate conducted as per TNFU Academic Regulations.
14. **“Overall grade point average” (OGPA)** is a value as described in the TNFU Academic Regulations.
15. **“Semester”** is an academic term consisting of not less than 105 instructional days excluding the days of final external theory examinations and including the days of internal examinations as per the TNFU Regulations.
16. **“Students’ coordinator”** means a teacher of the faculty who has been nominated by the Dean of the College as coordinator to a particular batch of students to coordinate the academic programme and guide them in all academic matters until the whole batch of students completes the degree programme.
17. **“Students’ counselor”** means a teacher of the faculty who has been nominated by the Dean of the College as counselor to a particular batch of students to counsel/advise them in all academic matters and personal matters affecting students’ academic performance.
18. **“Syllabus”** and **“Curriculum”** mean the syllabus, and curriculum for courses of study as specified by the ICAR and approved by the University.
19. **“Transcript”** means a copy of the consolidated report of marks secured in the courses taken by the student and issued by the University.
20. **“University”** means Tamil Nadu Fisheries University.

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

### **1.1.3. System of Education (Undergraduate)**

The pattern of instruction in the University shall be the semester system for B.F.Sc. degree course and evaluation shall be semester Examination as per TNFU Undergraduate Academic Regulations prescribed for B.F.Sc.,

### **1.1.4. System of Education (Postgraduate)**

The system of education is as prescribed in the Regulations for M.F.Sc., and Ph.D., programmes

(a) **M.F.Sc.** : A post-graduate degree course of M.F.Sc. for full time students shall comprise of a course of study over a minimum of two academic years consisting of two semesters of full time course work and two semesters of full time research work including compulsory submission of a thesis. 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. A student shall secure an OGPA of 6.50 to continue and to obtain degree out of 10.00.

(b) **Ph.D:** A postgraduate 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 of full time course work and four semesters of full time research work including compulsory submission of a thesis. A postgraduate degree course of Ph.D for part-time students shall comprise of a course of study over a minimum of four academic years consisting of two semesters of full time course work and six semesters part-time research work including compulsory submission of a thesis. A student shall secure an OGPA of 6.50 to continue and to obtain degree out of 10.00.

The Academic Regulations applicable to various batches of UG and PG are given under Regulations 32 and 33 of the TNFU Regulations. The details of the System of education, Registration, Course credit, Study load for semester, Attendance requirements, Eligibility to move to next year, Registration in the subsequent semester, Re-registration, Graduation requirements, Transfer of credit, Minimum GPA, Advisory Committee, Permissible credit load, Programme of study, Qualifying examination, Topic of research, Matters related to examination, Revaluation, All India study tour, experiential learning and in-plant training and evaluation, Thesis submission and evaluation for PG, approval and declaration of results, Classification of successful candidates, Award of degree etc. are to be referred in the Regulations, applicable to the relevant batch.

In addition to the above, the Student READY programme as implemented from 2016-17 batch will also be followed. The rules governing Student READY are prescribed hereunder

#### **1.1.5. Admission**

(a) **Undergraduate:** Admission including selection to the undergraduate courses ordinarily made in the beginning of the first semester of the academic year, shall be in accordance with the guidelines laid down from time to time by the University/ Government.

(b) **Postgraduate :** Candidates selected for admission to the various postgraduate courses in M.F.Sc., and Ph.D. courses in various disciplines shall abide by the respective Regulations regarding the curricula and the academic standard as prescribed by the University from time to time.

**Note:** The students admitted to Undergraduate (UG) and Postgraduate (PG) programmes will be governed by the Regulations which are in force at the time of admission till they are on the rolls in the college.

#### **1.1.6. Mode of selection**

(1) There shall be a defined mode of selection for the B.F.Sc. & M.F.Sc. Programmes as given below:

(a) **Undergraduate :** Candidates will be selected on the basis of marks obtained in the Tamil Nadu board of Higher Secondary Examinations and other recognised boards of examinations

## **TNFU Rules**

---

approved by the Government of Tamil Nadu. Students nominated by the ICAR will also be admitted into B.F.Sc degree.

### **(b) Postgraduate :**

#### **M.F.Sc. / M.Tech.**

(a) The selection of candidates for admission to M.F.Sc. / M.Tech. degree courses shall be done on the basis of the marks obtained by them in the Entrance Examination and other criteria as detailed below :

<b>Particulars</b>	<b>Marks</b>
Entrance examination	100
OGPA in B.F.Sc. / B.Tech. (Fish. Engg.)	90
Academic Medals / Awards	5
Work experience	5
Total	200

(b) A minimum of 40% score in entrance examination is mandatory for SC/ST candidates and a minimum of 50% score in entrance examination is mandatory for other candidates.

(c) In case of equal total marks, ranking will be done based on the marks secured in the Entrance examination. If the Entrance Examination mark is equal, the candidate with higher OGPA will be considered next. In case of a further tie, the date of birth of candidates will be considered and the older candidate shall be placed before the younger candidate.

(d) The standard of entrance examination for M.F.Sc. / M.Tech. (Fish. Engg.) admission will be at undergraduate level and will contain 100 multiple choice type questions with four responses, covering all the courses in B.F.Sc. / B.Tech. (Fish. Engg.) programme. Each question will carry 1.0 mark and the maximum marks will be 100. The examination will be of one hour duration. There shall be negative mark of 0.25 for every wrong answer. (Modified as per USO No. 766/R2/Edn./TNJFU/2020, Rc. No. 4118/R2/Edn./TNJFU/2020, dated 24.10.2020 of the Registrar, TNJFU, Nagapattinam).

#### **Ph.D.**

(a) Candidates for Ph.D. degree course will be selected based on the marks obtained in the Entrance Examination and other criteria as detailed below:

<b>Particulars</b>	<b>Marks</b>
Entrance examination	40
OGPA in M.F.Sc.	40
Publications	10
Work experience	5
Academic Medals / Awards	5
Total	100

- (b) A minimum of 40% score in Entrance Examination is mandatory for SC/ST candidates and a minimum of 50% score in Entrance Examination is mandatory for other candidates.
- (c) Entrance Examination will be conducted in the concerned subject / discipline studied at the Master degree level. The Examination will be with 80 multiple choice type questions with four responses and each question will carry 0.5 mark with a maximum of 40 marks. There shall be negative mark of 0.125 for every wrong answer. The Examination will be conducted for duration of 45 minutes.

(Modified as per USO No. 766/R2/Edn./TNJFU/2020, Rc. No. 4118/R2/Edn./TNJFU/2020, dated 24.10.2020 of the Registrar, TNJFU, Nagapattinam).

(2) (a) Candidates possessing four year B.F.Sc. degree of Tamil Nadu Dr.J.Jayalalithaa Fisheries University or any other State Agricultural University and Central University recognized by ICAR shall be eligible for M.F.Sc. courses.

(b) Candidates possessing four year B.Tech. (Fisheries Engineering) degree of Tamil Nadu Dr.J.Jayalalithaa Fisheries University or any other State Agricultural University and Central University recognized by ICAR shall be eligible for applying M.Tech. courses.

(c) Separate entrance examination will be conducted by the University to fill the seats in M.F.Sc. and M.Tech. According to the merit, following communal reservation seats will be filled with Tamil Nadu candidates.

(d) Any unfilled seats will be filled with candidates from other states.

(e) Candidates from other States cannot claim admission in the quota reserved for Tamil Nadu State candidates as a matter of right on the basis of merit.

(f) Nativity certificate should be furnished only by those candidates who have not studies undergraduate degree course (B.F.Sc. / B.Tech. (Fish. Engg.) in Tamil Nadu, on selection from the Tamil Nadu state quota.

(g) Candidates who had registered for M.F.Sc. / M.Tech. degree courses and discontinued without prior permission of the University are not eligible to seek readmission.

(h) Candidates with an OGPA of 2.75 out of 4.00 under trisemester system or 6.5 out of 10.0 or 65% aggregate under semester system alone are eligible to apply for admission to M.F.Sc. / M.Tech. degree courses. For SC/ST candidates, a minimum pass is sufficient.

(Modified as per USO No. 766/R2/Edn./TNNFU/2020, Rc. No. 4118/R2/Edn./TNJFU/2020, dated 24.10.2020 of the Registrar, TNJFU, Nagapattinam)

(3) For admission to Ph.D., a M.F.Sc. degree of two years duration in the concerned field of specialization with a basic B.F.Sc. degree of four years duration in Fisheries Science from Tamil Nadu Fisheries University / Tamil Nadu Veterinary and Animal Sciences University / Tamil Nadu Agricultural University / or other State Agricultural Universities recognized by TNFU is essential.

Candidates with an OGPA of 2.75 out of 4.00 under trimester system or 6.5 out of 10.00 under semester system or 65% aggregate in the Masters degree along are eligible to apply for admission to Ph.D. degree course in Fisheries Science. For SC/ ST candidates, a minimum pass is sufficient.

## **TNFU Rules**

---

- (a) Nativity certificate should be furnished only by those candidates who have not studied under undergraduate and post graduate degree courses, (B.F.Sc. & M.F.Sc.) in Tamil Nadu, on selection from the Tamil Nadu state quota for Ph.D. admission.
- (b) Candidates with four year B.F.Sc. and M.F.Sc. degree in the concerned field of specialization (as given in the table below) from a State Agricultural University or Central University recognized by ICAR shall alone be eligible to apply.
- (c) Candidates who have graduated at Masters level can seek admission in the discipline as given in the table below.

<b>Ph.D. Discipline</b>	<b>Eligibility for Admission</b>
<b>FACULTY OF FISHERIES SCIENCE</b>	
Aquaculture	M.F.Sc. in Aquaculture
Aquatic Animal Health	M.F.Sc. in Aquatic Animal Health / Aquatic Animal Health Management
Aquatic Environment Management	M.F.Sc. in Aquatic Environment Management
Fisheries Economics	M.F.Sc. in Fisheries Economics
Fisheries Engineering and Technology	M.F.Sc. in Fisheries Engineering and Technology
Fisheries Extension	M.F.Sc. in Fisheries Extension
Fish Processing Technology	M.F.Sc. in Fish Processing Technology / Post-Harvest Technology / Industrial Fish Processing Technology
Fisheries Resource Management	M.F.Sc. in Fisheries Resource Management
Fish Quality Assurance and Management	M.F.Sc. in Fish Quality Assurance and Management
Fish Nutrition and Feed Technology	M.F.Sc. in Fish Nutrition and Feed Technology
<b>FACULTY OF BASIC SCIENCES</b>	
Fish Genetics and Breeding	M.F.Sc. in Fish Genetics and Breeding
Fish Biotechnology	M.F.Sc. in Fish Biotechnology
Fish Pharmacology and Toxicology	M.F.Sc. in Fish Pharmacology and Toxicology

Modified as per USO No. 766/R2/Edn./TNJFU/2020, Rc. No. 4118/R2/Edn./TNJFU/2020, dated 24.10.2020 of the Registrar, TNJFU, Nagapattinam)



**Selection is made by a selection committee appointed by the Vice-Chancellor based on a written test and academic credentials of the qualifying examination.**

M.F.Sc. graduates working in the Schemes as JRF /SRF in different units of TNFU can be admitted for their Ph.D studies if they are found eligible otherwise. The following guidelines issued vide USO No. 464/TNFU/Estt/2014 & Rc No. 3107/TNFU/ACM/2014 dt. 03.09.2014 shall be followed for their course and research work and completion of the programme.

The Chairman of the Advisory Committee shall be the Principal Investigator / Co-investigator of the research project, for project fellows (JRF/SRF) with M.F.Sc. degree working in research projects, who are willing to pursue their Ph.D. degree. For the Ph.D., students working as JRF/SRF, the maximum permissible course work load shall be 10 per semester, excluding non-credit compulsory courses. The maximum permissible research credit shall be 6 per semester, for two years and shall be 12 per semester, for the third year. Ph.D. students working as JRF/SRF should work for two hours extra on all working days, when they are registering for course work. A certificate in this regard duly signed by the Principal Investigator should be enclosed along with the mark sheet. Comprehensive Qualifying Examinations (CQE) is mandatory and to be taken by all the Ph.D. students after completion of 60% of major, minor and supporting courses, before the completion of the fourth semester.

#### **1.1.7. Registration**

The registration of the courses by the students shall be done electronically. The registration shall be scrutinized at first level by the Coordinator, followed by approval of the Dean of the College which shall be further processed at the University for the enrollment of the students.

(a) **Undergraduate:** The students including new entrants shall register the requisite courses in the beginning of each semester within a fortnight of the commencement of the Semester, the first five working days without fine and the remaining eight working days with a fine of Rs.50/-per working day. The attendance will however be reckoned from the day of instruction (i.e. second day of registration week) as per the academic calendar.

(b) **Postgraduate:** Each candidate shall register with the respective colleges at the beginning of each semester within the fortnight. The first five working days without fine and the next eight working days with a fine of Rs.50/-per working day.

## ***TNFU Rules***

---

### **1.1.8. Fees:-**

As per Statutes 38 (1 & 2) of the University, the fixation, payment and receipt of the University fees shall be determined as and when necessary by the Vice-Chancellor on the recommendations of the Academic Council.

The fee structure for undergraduate and postgraduate batches are given in Annexure A and B respectively.(Ref: USO 466/TNFU/Estt./2015,& RC No. 3109/TNFU/AM/2014, dt. 03.09.2014 of the Registrar, TNFU, Nagapattinam).

Other fees that shall be payable based on the requirements of the students are given in Annexure C.

### **1.1.9. Payment / Refund of fees**

The Dean of the College is empowered to refund the tuition fee as well as lodging fee paid by the undergraduate as well as postgraduate students as per the following provisions:

- i. In case of new admissions, the fee for the first semester is payable in advance failing which their admission will not be confirmed.
- ii. The student who pays the fees on the notified date but fails to register on the date specified or fails to inform his /her intention of not registering for the semester **within one week** from the date specified for registration, he/ she is liable to forfeit tuition, caution, lodging and other fees paid.
- iii. In cases where a student informs the intention not to register for semester within one week from the date specified for registration, the tuition fees, lodging fees, caution deposit and other special fees paid by the student would be refunded by the Dean of the concerned College.
- iv. A student entitled for the refund of fees, shall get the refund of full fees paid, provided the student claims the refund within one month from the date notified for registration.
- v. In case the student leaves the institution within 30 days of his / her registration, irrespective of the fact whether the student attended the classes or not, 50% of the amount of tuition fees and special fees remitted by the student for the concerned semester would only be refunded. The students are not eligible for refund of fees after 30 days.
- vi. In other cases, both registration of courses and payment of fees should be concurrent. If the sixth day happens to be a holiday, the next working day shall be the last due date for the payment of fees and registration without fine.
- vii. In default of full payment within the days of grace period permitted, a fine of Rs.50/- for each day of default in respect of tuition fees and lodging fees will be collected.
- viii. In exceptional cases, where the situations of the student are understandably in distress, the Dean of the College after careful analysis of the situation can recommend it to

the University for a special permission, students to pay tuition fees within a month of commencement of the semester. If however, the defaulting students have to pay the fees along with the fine in addition to a prescribed fee. after which they will be permitted to attend the classes.

- ix. Students who are away on study tour and /or other extra-curricular activities organised by the University or the college concerned at the commencement of the semester, may however, pay their tuition fees and other fees within three working days, after their return from such tours with the approval of the Dean of the College.
- x. A student who has been granted scholarship by the Adi-Dravida and Tribal Welfare Department or the State Government through their agencies or the Government of India, will however be exempted from the levy of fines provided. The fees are paid on the next day after the scholarship amount is actually disbursed to him in cash or by the third day if disbursed by cheque. In default of payment on the days as specified above the name will be deleted from the roll. The concession referred to above will apply to those who have actually been granted scholarships and not to those who have only applied and are expecting sanction.

#### **1.1.10. Re-admission**

An undergraduate student admitted in the first year and does not register the course of first semester or having registered failed to put in 80% attendance in all the courses, the student's admission stands cancelled. If no prior permission is obtained from the Dean of the College, the student shall forfeit the admission to the course.

Where a student leaves the college after completion of first semester for reasons beyond his / her control, the student shall be eligible for readmission within one year by the Dean to the appropriate semester on payment of readmission fee of Rs.1000/- 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. Where a student leaves the college taking Transfer Certificate (TC) the student shall not be eligible for readmission.

Postgraduate student can withdraw from the course within 14 working days from the date of registration and students discontinuing the course after 14 working days shall be given an incomplete grade, indicating as "absent", in the report card. Any Postgraduate student who leaves the college with prior permission of the Dean of the College after completion of two semesters of studies for reasons beyond his / her control, shall be permitted to rejoin within four semesters (2 years) in case of Master's degree and six semesters (3 years) in the case of Ph.D. programme from the date of leaving the college after obtaining prior approval of the University. However, the student shall complete graduation within the maximum duration of eight semesters (4 years) in case of M.F.Sc. degree and twelve semesters (6 years) in the case of Ph.D. degree from the date of first admission.

## ***TNFU Rules***

---

### **1.1.11. Special Lectures**

Considering the better learning of the students, for postgraduate programme under the semester system a series of three special lectures by specialists for each department may be arranged during the Semester. The specialist should be from outside the College and Rs.2000/- will be given as honorarium, besides the actual Travelling Allowance on presentation of tickets irrespective of eligibility. Necessary budget provision shall be made in the Departments concerned to meet the expenses. The Heads of Departments will suggest the names of specialists for the approval of the Faculty Dean before inviting them for special lectures. A report on the special lectures shall be sent for the News Letter and University website.

### **1.1.12. Formation of Advisory Committee and Technical Program for postgraduate students:**

**The Advisory Committee for the post-graduate research can have members from other University / Institute/ Organization. Under such inclusion, the member identified for the Committee should fulfill the following minimum requirements:**

A minimum of 5 years of experience with 5 publications in relevant field is necessary to serve as Co- Chair and 3 years of experience with 5 publications in relevant filed may be necessary to serve as a Member in the Advisory committee of P.G & Ph.D. students. Separate proposal in this regard to be sent through the Faculty Dean by the Chairman of the Advisory Committee. Only one of the Members in any Advisory Committee can be from outside the University.

The following are the further guidelines for sending the proposal for the approval of the Advisory Committee and Technical Programme for the PG & PhD research.

1. Proposal for approval of the technical programme (Part A) may be arrived at, as soon as the advisory committee is formed and the same may be submitted to the approval of Faculty Dean in the second semester along with approval seeking the formation of Advisory Committee.
2. The Ph.D. Scholars who are working under the schemes may be allowed to submit the technical programme (Part A) along with approval seeking the formation of advisory committee to the Faculty Dean in the first semester itself.
3. It will be the responsibility of the concerned HOD/Chair/ Dean to include suitable members into the advisory committee and the topic selection for research work for P.G. and Ph. D. Students.

### **1.1.13. Adjunct Farmer Faculty / Adjunct Faculty Member in Advisory Committee of PG scholars :**

Adjunct Farmer Faculty / Adjunct Faculty Member may be included as Additional Member (in addition to regular members) in the Advisory Committee of M.F.Sc. / Ph.D. Scholars and the same may be approved by the Faculty Dean.

**(Agenda approved in the VII ACM held on 20.07.2017)**

**1.1.14. Final semester examination question pattern for Postgraduate degree programmes**

In modifications of the provision made in the TNFU regulations, Chapter V Section 33.10 (3), the following pattern of question setting shall be adopted for postgraduate final semester examinations

- a. 2 x 10 = 20 marks (No choice)
- b. 5 x 4 = 20 marks (1 question for choice)
- c. 10 x 3 = 30 marks (1 question for choice)

**(Agenda approved in the VII ACM held on 20.07.2017)**

**1.1.15. Examination Rules (undergraduate programme)**

**(1) Internal theory Examination:-**

The pattern of examination shall be as prescribed in the TNFU Regulations. The internal theory examinations shall be conducted by the respective course teachers as per the time table given by the Dean of the college and guidelines issued by the University from time to time.

- a) There shall only one internal theory examinations (20 marks) with a duration of 120 minutes. Examination shall be conducted for 80 marks and converted to 20 marks. The question pattern given in Annexure shall be adopted. Questions shall be set up from the theory portions covered by the teacher upto the commencement of internal theory examinations.
- b) There shall be no examination week for the internal theory examinations.
- c) The said examinations may be conducted in the examination hall.  
(Modified as per USO No. 230/R9/TNJFU/Edn-UG/2019, Rc. No. 1355/R9/TNJFU /Edn-UG/2019, dated 18.03.2019)

**(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 between the 95<sup>th</sup> and 105<sup>th</sup> working days of a semester.

The practical examination shall be conducted for 50 marks with the following marks distribution:

- a. Record - 10 marks\*
- b. Practical - 35 marks
- c. Viva voce - 05 marks

\* The evaluation of record may include the marks for regular submission / assignment / class room seminar / performance in the practical classes.

## ***TNFU Rules***

---

### **(3) Final External Theory Examination:-**

The final external theory examination shall be conducted after the completion of 105<sup>th</sup> working day of each semester. It shall be University examination conducted in theory at the end of a semester. The final theory examination shall be for eighty marks (80). The question pattern shall have two types namely “Part A” and “Part B”. The question paper for theory examination shall be set by the external examiners. The answer keys for Part A shall be obtained from the external examiner along with question paper sets for evaluation.

**(a) Study holidays:** One day study holiday shall be given in between two examinations. Hence, there is no study holidays declared separately. If the next day happens to be Sunday, the successive working day shall be considered as examination day. However, this shall not be applicable for declared government holidays.

**(b) The duration of examination:** The examinations shall be conducted for two hours duration from 10.30 am to 12.30 p.m. Hall Superintendents, Invigilators and the students shall report at the examination hall 15 minutes prior to start of examinations. Grace period of any kind beyond the duration prescribed should not be given.

**(c) Question paper setting:** The questions paper shall be obtained from two external experts from a list of five experts given by the course teacher. External experts shall provide one set (2 Number) of question papers with questions spreading across all units in the syllabus. Of the two question papers obtained from the external expert, one question paper shall be finalized by the Controller of Examinations. Two Model question papers shall be set up from the question bank by the Course Teacher concerned/ Head of the Department from each of Fisheries College and the same may be sent to the Controller of Examinations, TNFU. The Controller of Examination may select any two of the four question papers received and send the same to the external examiner for moderation with the suggestion that 25% of the questions may be changed by the moderators. This practice of moderation shall be followed for undergraduate and postgraduate degree programmes

**(d) Mode of answer paper evaluation:** The answer scripts of the courses shall be evaluated by the same external examiner who sets the question paper during the centralized evaluation period decided by the Controller of Examinations.

**(e) Absenting for final external theory examinations:** If any student absents for final external theory examinations, with minimum attendance of 80% in theory and practical separately, it shall be treated as failure (F) and the students shall be permitted for arrear examination.

### **(f) Marks distribution:**

Part A i) shall have 15 multiple choice questions with 1.00 mark each. Each question shall have four choices with one right answer and ii) shall have 10 match the following with 0.50 marks each. All the questions are compulsory. Questions shall be selected from all the five

units of each course equally. Under Part B, there shall be five units and every unit shall have three questions out of which two questions( 6 marks each) should be answered.

**Question scheme:****Part A.**

1. Multiple choice Questions. ( 15 x 1.00=15.00 marks )
2. Match the following (10 x 0.50 = 5 marks)

**Part B.**

Unit I. Answer any two of the following. (2/3 x 6 = 12.00 marks)

- a.
- b.
- c.

Unit II. Answer any two of the following. (2/3 x 6 = 12.00 marks)

- a.
- b.
- c.

Unit III. Answer any two of the following. (2/3 x 6 = 12.00 marks)

- a.
- b.
- c.

Unit IV. Answer any two of the following. (2/3 x 6 = 12.00 marks)

- a.
- b.
- c.

Unit V. Answer any two of the following.(2/3 x 6 = 12.00 marks)

- a.
- b.
- c.

## TNFU Rules

---

### (4) 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:

#### a. Course with theory and practical credits alone

Examinations	Marks
Internal Theory (I & II)	20
Final External theory examination	80
Practical	50
<b>Total</b>	<b>150</b>

The examinations for courses with theory and practical shall be conducted for 150 marks and converted to 100 marks in the marks statement.

#### b. Course with theory credits alone

Examinations	Marks
Internal Theory	20
Final External theory examination	80
<b>Total</b>	<b>100</b>

#### c. Courses with practical credits alone

For courses with practical credits alone, the duration of internal examinations shall be three hours and conducted for 50 marks with following marks distribution.

Examinations	Marks
Internal Practical	35
Record	10
Viva voce	05
<b>Total</b>	<b>50</b>

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

**(5) Internal Examinations marks:** The Internal Examination marks should be made known to the students within seven days after the completion of Internal Examinations along with the corrected answer papers. The mark statement in the prescribed format should be sent to the Dean of the College through the Students' Coordinator after completion of all the internal examinations.

**(6) Minimum pass in a course :**A student shall obtain a minimum of 50% marks in theory and practical separately to pass in a course. Similarly for courses with either theory or practical credits alone, a minimum of 50% marks is required to pass in a course.



**(7) Supplementary examination:**

There shall be supplementary examination for internal theory and internal practical examinations for students absenting themselves for a genuine reason with the recommendation of the students' coordinator. However, the Dean of the College 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/- per examination. Supplementary practical examination shall be conducted before the completion of external theory examinations. The marks obtained in the first attempt for record shall be taken for supplementary practical examination.

**(8) 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 the external theory or internal practical examination in which the student secured less than 50% marks. The marks obtained in the first attempt for record shall be taken for arrear practical examination. The fees shall be Rs.200/- per course. There shall be no arrear examination for internal theory examination.

**(9) Conduct of external theory examinations:**

- (1) The Dean of the respective colleges shall be the Chief Superintendent for external theory examinations and shall be the custodian of the question papers and answer scripts.
- (2) The Dean shall appoint the Hall Superintendent(s) and Invigilators. For every examination hall, there shall be one Hall Superintendent and for every 25 students writing examination there shall be one invigilator.
- (3) The question paper bundle shall be opened ten minutes before the actual start of examination preferably after all the students assemble inside the hall.
- (4) No student shall be allowed to leave the examination hall during the first 30 minutes after the commencement of examinations and no late entry shall be permitted after 30 minutes.
- (5) No student shall be permitted to write the external theory examinations without valid hall ticket issued by the University.
- (6) In case of loss of hall tickets or otherwise the Chief Superintendent can issue the alternate Hall Ticket after collecting penalty from the student.
- (6) No student shall be permitted to take communication devices such as, mobile phones, iPods, tablets etc. inside the examination hall. Calculators shall be permitted only when there is a need. Students should bring their own pens and pencils.
- (7) The Hall Superintendent and invigilators shall prepare the absentees statement in the prescribed form and send the same to Dean for onward transmission to the University.

## ***TNFU Rules***

---

- (8) It shall be the responsibility of the Hall Superintendent and invigilators to maintain perfect harmony inside the examination hall. Any act of indiscipline inside the examination hall should be brought immediately to the notice of Chief Superintendent for action in accordance with TNFU undergraduate Academic Regulations.
- (9) No person other than those involved with examination shall be allowed to enter inside the examination hall for whatsoever may be the reason without the permission of the Hall Superintendent / Chief Superintendent.
- (10) At the end of each examination, the Hall Superintendent shall pack the answer papers in the prescribed cover, seal it and hand it over personally to the Chief Superintendent for onward transmission to the University.
- (11) The answer papers for evaluation shall be sent to the external examiner by the University by speed post/registered parcel for correction or by inviting examiners to the evaluation centre in accordance with TNFU undergraduate Academic Regulations.
- (12) The evaluation of practical examinations shall be in accordance with TNFU undergraduate Academic Regulations.
- (13) The marks of internal examinations for both theory and practical shall be sent by the course teacher through proper channel to the Controller of Examinations within seven working days after the end of practical / viva-voce examinations in the prescribed format.

### **1.1.16. Requirements for B.F.Sc degree:-**

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.

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

#### **a. Attendance:-**

The attendance eligibility applies only for final external theory Examination and not for Internal Examinations. The attendance will however be reckoned from the day of the instruction (i.e. second day of registration week) as per the academic calendar. The attendance particulars should be sent to the Coordinator before the commencement of II Internal theory examination. 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 well in advance, at least 5 days before the issue of 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 should reach the "Controller of Examinations at least three days prior to issue of Hall Ticket. No student will be issued with a hall ticket unless they produce clearance certificate from the competent authority of accounts of Hostel administration.

**b. Move to next year:**

In addition to the provisions made in TNFU Regulations 32.4.7, students shall not be permitted to register for VII semester (Student READY programme) of fourth B.F.Sc without passing all the courses in III and IV semesters of second year. Students shall not be permitted to register for VIII semester of fourth B.F.Sc without passing all the courses in I to VII semesters of the degree programme.

**1.1.17. Instructional Holidays:**

Instructional holidays shall be declared by the Dean of the College for the activities of students' association /academic events/ any in-house events if necessary and intimated to the University for the extension of the semester working days. These instructional holidays however should not exceed 10 days in an academic year.

**1.1.18. Study Tour (0+2):** There shall be study tour (in and outside State) as part of Student READY programme to be performed during VII Semester of B.F.Sc degree programme as per the guidelines of Student READY Programme. This study tour shall be for 4 weeks' duration with 0+2 credit load. This four weeks' duration can be split into two spells of one week of Statewide tour and three weeks of outside the State tour with the same credit load. The number of accompanying teaching staff members shall be two, preferably the coordinator and one of the counselors of concerned batch. The participation in the study tour is mandatory for all the students. On extraordinary circumstances, student shall be permitted to forfeit the tour on medical reasons or withdraw partially from performing the tour on health grounds. Such cases shall be reported and recommended by the accompanying staff to the Dean of the College for permission. For those who have not attended/partially attended/ shall be permitted to undergo lab work/farm work for the period of absence. The student's performance in the tour shall be evaluated by the staff accompanied below:

<b><u>Marks</u></b>		
a. Tour Diary	–	20
b. Tour Exam	–	50
c. Viva Voce	–	20
d. Student's conduct	–	10
		-----
Total		100
		-----

The minimum marks to pass in the Study Tour examinations shall be 50 and shall not be accounted for OGPA calculations. If any student fails in the Study Tour examination, shall appear for supplementary examination to be conducted between 3 and 5 working days after main Study Tour examination on payment of a fine of Rs,1000/-. Student shall be permitted to appear for only one supplementary examination. If any student fails in the supplementary examination should repeat the Study Tour along with ensuing batch of students and will not be permitted to register for VIII semester of fourth B.F.Sc degree programme.

## TNPU Rules

### 1.1.19. Summer vacation:

Summer vacation shall be declared between 1<sup>st</sup> and 31<sup>st</sup> May every year for all B.F.Sc, M.F.Sc. and Ph.D, students. Students who have registered for research credits only (not along with any other course credits) shall be exempted from summer vacation.

**1.1.20. Semester holidays:** The semester holidays shall be declared for a period of 10 days or as decided by the University at the end of each semester. This shall be applicable to all the academic programmes offered by the University.

### 1.1.21. Travelling Allowance and Remuneration for Examiners

#### (a) For Undergraduate Courses

1.	Honorarium for question setting (one set (2 Question papers) with answer keys)	:	Rs. 1000/- + actual expenses on the production of bills
2.	Evaluation of answer papers	:	Rs. 50/- per paper subject to the minimum of Rs. 500/- per course
3.	Travelling Allowance	:	Actual fare of First Class / Second AC train fare or Bus Fare on the production of tickets
4.	Incidental & Daily Allowance	:	As per Govt of TN norms that are being adopted in the University.
5.	Teaching faculty through outsourcing	:	Rs.1000 per hour

#### (b) For Postgraduate Courses

Sl. No.	Nature of work / item	Masters Prog.	Ph.D. Prog.
1.	Honorarium for setting question papers	Rs. 1000/- per set of QP	
2.	Honorarium for evaluation of final answer papers	Rs. 50/- per paper subject to minimum of Rs. 500/-	
3.	Question paper setting for Comprehensive Qualifying Examination (CQE)	Rs. 500/- per set of QP	
4.	Conduct of Comprehensive Qualifying Examination (CQE)		Rs.2000/-
5.	Evaluation of thesis	Rs. 2000/- per thesis *	Rs.300/- per thesis *
6.	Conduct of viva-voce examination		Rs. 2000/- per student
7.	Language Proficiency check	Rs.1500/-* per thesis	Rs.2000/-* per thesis

\* Shall have to be borne by the students concerned.

\*Modified as per USO No. 282/R9/TNJFU/TA /Remuneration/ 2019, Rc. No. 1427/R9/TNJFU /TA/ Remuneration/2019, dated 20.03.2019 of the Registrar, TNJFU, Nagapattinam)

**1.1.22. Removal of difficulties**

In case any difficulty arises in the implementation of the provisions of these rules, the Vice-Chancellor 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.

**ANNEXURE – A**

**FEE STRUCTURE FOR UNDERGRADUATE DEGREE PROGRAMME  
FROM THE ACADEMIC YEAR 2014-2015  
(B.F.Sc. – 8 SEMESTERS)**

Sl. No.	Particulars	I Sem.	II,IV & VI Sem.	III,V&VII Semester	VIII Semester
1	Tuition fees*	1300	1300	1300	1300
2	Examination fees				
	Internal / Practical	350	350	350	400
	Final Examination	350	350	350	-
3	Special Fees				
	College Magazine	100	100	100	-
	University Calendar	50	--	50	--
	Library fees	100	100	100	--
	Sports, Games charges	100	100	100	--
	Computer charges	150	150	150	--
	Laboratory contingency fund	250	250	250	--
	Registration, enrollment fees	100	--	--	--
	Admission fee	100	--	--	--
	Syllabus	50	--	--	--
	Identity Card	50	--	--	--
	Career Counselling charges	20	20	20	--
	Transport Charges	100	100	100	--
	Day Scholar amenity	25	--	25	--
	Lab Fund**	500	-	-	--
4	Other charges				
	Students Association	250	50	250	250
	University Journal Subscription	50	--	50	--
	Alumni Association	50	--	50	--
	Student accident Medical relief fund	200	--	200	--
	Certificate verification charges	50	-	--	--
	Transcript card/degree certificate charges	200	--	--	--
	Co-operative Society fees: { Membership fee Rs.10/- Share Capital Rs.15/- and Trade Deposit – Rs.100/-*** }	125	-	-	--
	Library Caution Deposit ***	250	--	--	--
	Blazer advance	3000	--	--	--
5	Lodging fees (for hostellers)	300	300	300	300
	<b>Total</b>	<b>8170</b>	<b>3170</b>	<b>3745</b>	<b>2250</b>

\*SC/ST/Differently abled candidates of Tamil Nadu are exempted from paying tuition fees. As per Go.Ms.No.27. Animal Husbandry, Dairying and Fisheries (AH6) Department dated 22.02.2010 for BC/MBC/DNC, Fees exemption will be followed as per prescribed by The Government of Tamil Nadu.

\*\* Non-refundable

\*\*\*Refundable

## ANNEXURE – B

### FEE STRUCTURE FOR POSTGRADUATE DEGREE PROGRAMME FROM THE ACADEMIC YEAR 2014-2015

( M.F.Sc. – full time - 4 SEMESTERS/part time -6 SEMESTERS; )

( Ph.D. – full time - 6 SEMESTERS /part time-8 SEMESTERS)

Sl. No.	Particulars	I Sem.	II,IV, VI &VIII Sem.	III, V & VII Sem.
<b>Fees</b>				
	Tuition fees	2350	2350	2350
2	Examination fees	1050	1050	1050
3	<b>Special Fees</b>			
	College Magazine	100	100	100
	University Calendar	50	--	50
	Library fees	200	200	200
	Sports, Games charges	100	100	100
	Computer charges	250	250	250
	Laboratory contingency fund	800	800	800
	Registration, enrollment fees	200	--	--
	Admission fees	200	--	--
	Syllabus	50	--	--
	Identity Card	50	--	--
	Transport Charges	50	--	50
	Day Scholar amenity	50	--	50
4	<b>Other Charges</b>			
	Students Association	250	50	250
	Journal Subscription	1000	--	--
	Alumni Association	50	--	50
	Personal Accident Insurance fees	200	--	200
	Transcript card/degree certificate charges	200	--	--
	Co-operative Society fees {Membership fee Rs.10/- Share Capital Rs.15/- and Trade Deposit – Rs.100/-* }	125	--	--
	Lab Fund **	1000	--	--
	Library Caution Deposit*	500	--	--
5	Lodging fees (for hostellers)	300	300	300
	<b>Total</b>	<b>9125</b>	<b>5200</b>	<b>5800</b>

\* Refundable

\*\* Non-refundable

**Note :** For part time M.F.Sc students, the III and IV semester fees will be applicable for V and VI semesters, respectively. For part time Ph.D students the V and VI semester fees will be applicable for VII and VIII semesters, respectively.

**ANNEXURE – C****OTHER FEES**

<b>Sl. No.</b>	<b>Items</b>	<b>Fee (Rs)</b>
1.	Original and Duplicate Conduct Certificate and Transfer Certificate	250
2.	Supplementary /Arrear examinations, Re-totalling& Re-registration,	500
3.	Revaluation	1000
4.	Migration Certificate	250
5.	Duplicate Transcript Cards	500
6.	Provisional Certificate	250
	Duplicate Provisional Certificate	500
7.	Issue of bona fide certificate	250
8.	Duplicate Report Cards	250
9.	Duplicate Degree Certificate (plus a search fee of Rs.50/- per year from the year of passing till date)	500
10.	Fees for condonation of shortage of attendance to write the University Examination for each subject / course	1000
11.	Attestation of certificates for admission in foreign countries	500
12	Re-issue of duplicate hall ticket due to loss or misplacement of hall tickets	500
13.	Re-issue of library card	500

(Modified as per USO No. 281/R9/TNJFU/Fee/2019, Rc. No. 1426/R9/TNJFU/ Fee/2019, dated 20.03.2019)



### **1.2. Academic Rules for Fisheries Engineering Faculty**

The Academic Rules prescribed for Fisheries Science Faculty shall be applicable to Fisheries Engineering Faculty also (*Eiusdem generis*). If there are any changes given effect in the Regulations for Fisheries Engineering Faculty in course of time, subsequent Rules will be prescribed as and when necessary.

### **1.3. Academic Rules for Basic Sciences Faculty**

Based on the Regulations for Basic Sciences Faculty, subsequent Rules will be prescribed.

### **1.4. Academic Rules for Other Courses**

Based on the Regulations for Basic Sciences Faculty for other courses, subsequent Rules will be prescribed.

### **1.5. Scholarships Rules**

The scholarships shall be sanctioned by the Deans of the concerned Colleges.

In exercise of powers conferred under Regulation 37(1)(b) of the Tamil Nadu Fisheries University Regulations, the Vice-Chancellor, formulates the following rules pertaining to award of scholarship, stipend, loan and other benefits to the students.

#### **(1) Backward Class and Scheduled Caste / Scheduled Tribes Scholarships: -**

- (a) The scholarship shall be awarded to poor and deserving students studying in first year Undergraduate classes.
- (b) The students should belong to Tamil Nadu State.
- (c) The student must be prepared to study for the whole course and work for the degree of the Tamil Nadu Fisheries University.
- (d) Each scholarship shall be held conditionally on the good behaviour of holder and the student's satisfactory progress in studies.
- (e) The selection for Scheduled Caste/Scheduled Tribe Scholarships and for Backward class scholarships, will be made based on the annual income of the parents and also as per the norms prescribed by the Government from time to time.

(2) **Renewal:** The scholarship shall be renewed for the subsequent years once offered in the first year class as per the conditions prescribed by the respective Government department.

#### **(3) Merit scholarship for B.F.Sc. programme :**

- (a)
  - i. TNFU merit scholarship.
  - ii. Pattukottai Azhagiri Endowment scholarship
  - iii. Tamilnadu Agricultural labourers – Farmers (Social Security and Welfare) scheme.
- (b) The Scholarship shall be awarded purely on merit without any consideration of social or economic status of the students.
- (c) The scholarship shall be awarded to the students studying in the first year undergraduate course based on the total aggregate marks in the science subjects secured by the students in one attempt in their Higher Secondary Examination (Qualifying Examination).

## **TNFU Rules**

---

- (d) The scholarships awarded for the first year course will be renewed to them during subsequent years on promotion to the next higher class securing not less than Average Grade Point 7.00. If the student fails to obtain Average Grade Point 7.0/10.0 under TNFU undergraduate Academic Regulations in the respective academic year, the scholarship will be cancelled once for all.
- (e) If the holder is absent from attending the college due to illness supported by Medical Certificate or other unavoidable circumstances, the scholarship for the particular month will be admissible if such absence is 15 days and less. The scholarship amount shall not be paid for absence of more than 15 days and upto the limit of three months. In case of absence of more than three months, the scholarships will be cancelled once for all.
- (f) The scholarships will be paid on monthly basis after completion of a month.
- (g) In case, the scholarship holder discontinues the course in the middle or at any time after the scholarship award, the student has to refund the entire amount received by the student in one lump sum with 6% interest from the date of payment upto the date on which the student repays the amount.
- (h) Students to whom the scholarships are awarded should execute a bond in a stamp paper worth Rs.20/- in the prescribed form.
- (i) Good conduct, regularity in attendance and satisfactory progress in the studies are essential conditions to continue the scholarship.
- (j) The scholarship is liable for termination, if a scholar is found guilty of habitual irregularity, misbehaviour, etc.

### **(4) Scholarship for M.F.Sc.**

- (a) Students admitted in the M.F.Sc. degree programmes are eligible to get any one of the following scholarship / stipend based on the criteria set for the individual scheme.
  - i. TNFU Stipend
  - ii. TIDCO endowment scholarship
  - iii. Pattukottai Azhagiri Endowment scholarship
- (b) The TNFU Stipend shall be given to all the students who have been admitted to the PG Programme in Fisheries Science Faculty irrespective of their marks or rank obtained in any qualifying examinations. However, this stipend will not be given to those who are recipients of any other scholarship or fellowship for their PG studies.
- (c) Other Scholarships shall be sanctioned purely on merit, based on the marks obtained in the B.F.Sc., degree examinations. Under the Trimester / Semester system those who have got the highest O.G.P.A. in B.F.Sc. degree programme will be eligible for the award of scholarships. In case of equality, marks awarded as in the Class Grade Chart may be taken into account.

**(5) Scholarship for Ph.D. programmes:-**

- (a) Students admitted in the Ph.D. degree programmes are eligible to get any one of the following scholarship / stipend based on the criteria set for the individual scheme.
  - i. TNFU Stipend
  - ii. Pattukottai Azhagiri Endowment scholarship
- (b) The stipend / scholarship for the post graduate degree courses is awarded for 10 months in the academic year and will be renewed for the second year of the course on promotion.
- (c) The stipend / scholarship shall be awarded by the University from the funds allotted by Tamil Nadu Government for this purpose.
- (d) The scholarship shall be sanctioned purely on merit, based on the marks obtained in the M.F.Sc., degree examinations. Under the Trimester / Semester system those who have got the highest O.G.P.A. in M.F.Sc. degree programme will be eligible for the award of merit scholarships. In case of equality, marks awarded as in the Class Grade Chart may be taken into account.
- (e) The scholarships will be awarded on the basis of good behaviour and satisfactory progress of the student.
- (f) The students to whom the scholarships are awarded should execute a bond in a stamp paper worth not less than Rs.20/- in the prescribed form.
- (g) The scholarship is liable for termination if a scholar is found guilty of habitual irregularity, misbehaviour, etc.
- (h) In case the scholarship holder discontinues the course in the middle or at any time after the scholarship award, the student has to refund the entire amount received by the student in one lump sum with 6% interest from the date of payment upto the date on which the student repays the amount.
- (i) Students who temporarily discontinue the course will not be given the stipend / scholarship during their period of absence / discontinuance and can get the stipend / scholarship once they rejoin the course subject to the condition that they should not have any other financial support when they rejoin the courses after the permissible discontinuance period.
- (j) Students can avail only one benefit at a time and combination of two scholarship / stipend is not admissible. Students should immediately inform the office in case they are selected for any other Scholarship offered by any other agencies.
- (k) The scholarships offered by the Private parties, Banks, etc. are being awarded from time to time to the meritorious students of the University.
- (l) Defaulters or erring students in the case of receipt of multiple scholarship or any violation of rules shall be dealt with suitably as per the directions of the vice Chancellor.

## **CHAPTER - 2 LIBRARY RULES**

### **2.1. Short title and commencement. -**

- (1) These rules shall be called “**The Library Rules of the Tamil Nadu Fisheries University**”.
- (2) As specified in the Clause 44 of the TNFU Statutes, libraries shall be at various units of the TNFU and shall be under the direct control and supervision of the unit Head.
- (4) Unless the context otherwise requires, the words and expression used in these rules shall be interpreted to have the same meaning as they have in Act, Statutes and Regulations.

### **2.2. Definitions.-**

- 1) “**Books**” means the volumes of published materials purchased and catalogued in the library for the use of the members.
- 2) “**Discount**” means the cash rebate that can be given by the sellers of the books and other materials to the library.
- 3) “**Journals**” means periodicals published by reputed scientific bodies or agencies which are procured either for cost or free for the library.
- 4) “**Loan**” means the act of lending the books from the library for use by the members at their place for a specific period.
- 5) “**Magazines**” means periodicals published by different agencies which are subscribed or procured by the library.
- 6) “**Members of the library**” means any authorized person who can enter the library and use the facilities in the library.
- 7) “**Researchers**” means any person who is an enrolled student in any research institutions as a research scholar under the research guidance of an authorized guide or a research fellow working in a research schemes under the full time faculty staff.
- 8) “**Units**” means individual centre / Institute / department / farm in the University.
- 9) “**University**” means Tamil Nadu Fisheries University.

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

### **2.3. Book purchase and maintenance of the stock.-**

- (a) The list of books for the University and college Libraries should be got approved by the University Library Committee.
- (b) The Heads of Research Stations should get the list approved by the respective Director/Dean.

- (c) In respect of purchase under external funding other than the lump-sum grant from Government of Tamil Nadu, the list should be got approved by the Principle Investigator of the scheme concerned from the funding agencies. However, a list of books purchased under the externally funded schemes should be sent to the Head of the department / University Officer concerned.

**2.3.1. Through booksellers.-**

Only the reputed book-sellers shall supply the books as per the terms and conditions prescribed by the University. The following procedure is to be adopted by the Book sellers while supplying the books for the libraries in Tamil Nadu Fisheries University from 2017-18 onwards. Rules for the purchase of books for the libraries in Tamil Nadu Fisheries University are given hereunder:

**a) Supply of catalogue.-**

The book-sellers should provide the publisher's printed catalogue, arrange an exhibition and send invitation to all the Libraries of the University and also all the Deans of Colleges and Heads of Research Stations for the purpose informing their faculty staff for the selection of books.

**b) Conversion rate.-**

The conversion rate for foreign currencies will be accepted as per the rate fixed by the Bankers rate prevailing on the date of billing / invoice submission.

**(c) Discount.-**

- (i) Foreign Publications: The book-sellers shall allow a discount not less than 20% from the printed catalogue price (Indian Currency value) of the publishers.
- (ii) Indian Publications: The book- sellers shall allow a discount not less than 30% from the printed catalogue price of the Publishers.

**Note:** The University (Viz., Librarian/Officer in-charge of libraries, Deans of Colleges, Directors, Heads of Research Stations / Centres) have the power and right to place supply orders with the book-sellers who offer the higher rate of discount and also to reject the supply if a discount less than 20% is offered or the other terms and conditions are not adopted by the suppliers.

**(d) Conditions for supply of non-trade books.-**

- i. Learned Society Publication
  - ii. University Publication
  - iii. Institutional Publication
  - iv. Govt. of India Publication
  - v. Non - profitable organization
  - vi. Short discount publication
- } Net Price

## **TNFU Rules**

---

vii. Non-discount books	Net price +10% handling charges
viii. NTIS publication	Net price + Air freight charges
ix. UMI publication	Net price + Air freight charges + 10% handling charges

- (e) In special circumstances, the indenting officers, may be permitted to purchase books even if only less than 20% discount is allowed by the Publisher / approved book Vendors / Book sellers as a special case.**

### **2.3.2. Books on approval basis.-**

Book Sellers can be permitted to send the latest books for purchase on approval basis. These books shall be examined by the concerned Heads of Depts / Chairs of the Schools and after obtaining their specific recommendations, the final order will be placed by the University Officer concerned library with reference to the printed catalogue price. The rejected books should be taken by the book sellers at their cost.

### **2.3.3. Special orders.-**

As far as possible the latest edition of books should be purchased (Published within the past 7 years). However, old editions if essentially required, can be purchased on the recommendations of the concerned Head of Departments or and with the concurrence of the Dean / Director / Head of the Research Station / Centre / Library Committee. The conversion rate for foreign currency shall be adopted as per the rate fixed by the Bankers Rate prevailing on the date of billing / invoice submission.

### **2.3.4. Delivery conditions.-**

- (a) Packing and forwarding and insurance charges - all free.
- (b) F.O.R. destination.
- (c) Local firms - Door delivery at the respective offices placing orders
- (d) Under special circumstances Packing/Postage/Registration fees claimed may be accepted for non-trade books.

### **2.3.5. Correspondence.-**

Parcels, invoices and correspondence should be addressed to the authorities who place the orders.

### **2.3.6. Supply advice.-**

- (a) The firms should send their invoices in triplicate along with pre-stamped receipt.
- (b) The invoice should contain information regarding Authors, Title, Edition, Year of Publication, Name of the Publisher, nature of binding i.e. Hard Bound or Paperback, price in foreign/Indian currency with conversion rate, Net price, discount allowed and usual certificate for the confirmation of prices. Invoices not giving, the above information will not be accepted for effecting payment.

- (c) Publisher's catalogue or wholesaler's invoice should be produced for the purpose of price verification.
- (d) The bill passing authorities should verify the foreign currency rate claimed by the suppliers before passing the bill.
- (e) Handling charges should not be allowed unless specifically mentioned by the firms but subject to the terms and conditions prescribed. The University / Institute / Department concerned shall bear 10% handling charges for non-trade books such as non-discount books, NTIS publication and UMI publications.
- (f) It should be ensured that maximum discount is allowed by the firm and a discount not less than 20% should be accepted. If a discount less than 20% is offered, the books should be rejected. However, every year it must be reviewed after communicating with the publisher/distributor.
- (g) The following certificate should be furnished by the Library staff / Officer-in-Charge of Library / Head of the Station/Institution.
  - (i) Certified that the price charged for the books supplied through invoice No..... dated.....of M/s.....(Name of the supplier) are verified and found correct with reference to the year of publication, edition and price for the bound/paper back/cheap edition book based on publisher's latest printed catalogue.
  - (ii) Certified that the discount offered is correct as per the terms and conditions approved.

**2.3.7. Documents mode.-**

Only the latest editions published or published during the current year should be supplied, unless otherwise specified by the ordering authority.

**2.3.8. Delivery prospects.-**

- (a) The foreign books readily available in India should be supplied within four weeks from the date of firm order.
- (b) The books published in India should be supplied within four weeks from the date of firm order.
- (c) For the books that are to be procured from the publishers of the foreign countries, the delivery period shall normally be as follows:
  - (i) 16-20 weeks from USA and other countries all over the world.
  - (ii) 12-16 weeks from U.K. and other European Countries.
  - (iii) 10-14 weeks from Asia, South East Asian Countries/ Australia and Far East Countries.

**2.3.9. Agents mode.-**

The University reserves the rights to purchase documents through any sources which are to supply the documents based on the conditions laid down by the University. The books





---

shall be purchased from the vendors who agree with the terms and conditions stipulated by the University.

**2.3.10. General conditions.-**

- (a) The above procedure is applicable to libraries in TNFU from 2017-2018 onwards.
- (b) The University reserves its right to avail the offer for higher discount (*i.e.*, prescribed 15%) from any book sellers, publishers, agents, etc. and those who are accepting the terms and conditions laid down by the University.
- (c) The allocation in the project for purchase of books should be kept separately and should not on any account be diverted. The Finance Officer will distribute the amount quarterly so as to avoid the problem of non-availability of fund when the intimation of books is received.

**2.3.11. Procedure for the purchase of journals and newspapers.-**

- (a) The Newspapers should be purchased either from the publishers or through local agents after making advance payments.
- (b) They should be purchased from the concerned publishers, after making advance payment.
- (c) Foreign journals - Standing orders may be placed with the concerned foreign publishers abroad for the supply of the Foreign journals.
- (d) Whenever the Foreign publisher wants to supply the journals through his authorized/ exclusive agents, it can be accepted.

**2.3.12. Procedure for the binding of books.-**

- (a) A binding register should be maintained in the Library; books which are to be bound should be collected periodically from the various book shelves.
- (b) The loose issues of journals should also be collected periodically from the journal section as soon as the supply of complete volume of any particular journal is received. The index, title page, etc., should be placed in the appropriate places and the volumes should be collected. Then entries are to be made in the binding registers.
- (c) Quotations are to be called for, from the leading local presses who are undertaking binding work, if the work could not be done by binding section of the University. According to the nature of the publication, the binding may be done either with Half Calico and Half Leather or full calico. After obtaining the quotations as per the specifications, orders may be placed as per University rules for binding books.

**2.3.13. Procedure for the procurement of back volumes of journals.-**

- (a) Back volumes of journals can be obtained from the Publisher /Agents on approval by the Library Committee/Dean/Head of Department/Director as the case may be.
- (b) Back volumes of journals currently subscribed and other important journals may be purchased.

## **TNFU Rules**

---

### **2.3.14. Procedure for the acceptance of donated books.-**

- (a) A Register of “Donated” Books should be maintained in the Library.
- (b) As soon as the donated books are received, a letter acknowledging the receipt of the books/publications should be sent to the Donor. Only after getting the approval of the Library Committee such books/publications should be brought into stock.

### **2.3.15. Procedure for the withdrawal of worn-out books from the stock of the library.-**

- (a) A Register of “Worn-out” books should be maintained in the library. Publications which cannot be bound, should be periodically withdrawn from the stock of the library. They should be placed before the Library Committee for thorough examination and recommendation. After getting the approval of the competent authority, the books should be disposed off with a replacement value of 1% of the purchase price and then the list of books should be sent to the competent authorities for getting write off order. After write off orders for the worn-out books are received from the competent authorities, the write off entries should be made in the accession register.
- (b) A Register of “Damaged/Mutilated” books should be maintained in the library. Publications which are damaged/mutilated and cannot be bound should be periodically withdrawn from the stock of the library. They should be placed before the Library committee for thorough examination. After getting recommendation of the library committee, the books should be disposed off with the approval of the competent authority and the loss of value if any be written off by the competent authority.

## **2.4. Functioning of libraries.-**

### **(1) Authority.-**

The University Library shall be located in the main campus and it shall be under the control of a University Librarian/Officer in-charge Library who is directly responsible to the Vice-Chancellor as per Statutes Clause 44.

### **(2) Opening hours.-**

The Library shall be kept open from 10.00 to 20.00 hours on all working days. On Saturdays and Sundays it will work from 9.00 to 13.00 hours. However, based on the demand and situation, the Library Committee can decide on the opening hours of the library in the Units.

Note : The loan counter shall be closed at 4.00 p.m. on working days. The loan counter will be closed on Saturdays and Sundays and other Holidays.

### **(3) University Library.- Admission**

- (a) The Library is primarily intended for the staff and students of the Tamil Nadu Fisheries University who can make use of the library collections, facilities and services in accordance with the rules. Others can use the Library (for consultation) only with the special permission of the University Librarian/Officer in-charge Library.

- (b) Research Students and honorary workers engaged in special research under the University Officers / Chairs / Heads of Departments of the University will be required to deposit a sum of Rs.1000/- as caution Deposit for consultation and borrowing of books from the Library.
- (c) Scientific workers and other private persons such as Scientists and Stakeholders can be admitted as members of the Library at the discretion of the Librarian/Officer in-charge Library. They should deposit an amount of Rs.1000/- as caution deposit.
- (d) If within three years of the death of a caution deposit holder, no claim is made by his/her heir/heirs for refund of the deposit amount, the deposit amount of such members shall lapse to the University.

**(4) Loan service.-**

- (a) Books can be taken out from the Library only on the production of Electronic Library I.D.Card / Borrower tickets and the member is responsible for the books borrowed.
- (b) The Library facilities be utilized by using the I.D. Card by the members on roll.
- (c) To get enrolled as a member, a person shall make an application in the prescribed form to the University Librarian/ Officer in-charge Library who will scrutinize it and issue the necessary membership Electronic Library I.D.Card as indicated below:

Sl. No.	Categories	No. of books
1.	Officers of the University	8
2.	Chairs and Heads of Departments and Professors	12
3.	Associate Professors and Heads of research stations	10
4.	Assistant Professors	8
5.	Teaching Assistants and research staff	6
6.	Post-graduate students	6
7.	Undergraduate students	5
8.	Administrative and other categories of staff	2
9.	Caution deposit holders	2

- (d) Staff members on transfer/retirement/resignation shall return all the Electronic Library I.D.Card / Borrower tickets and other dues if any and take the “No- Due Certificate” from the Librarian/Officer-in-charge, failing which the last pay Certificate or resignation will not be issued or accepted.

Note (i) The University will not accept the resignation or issue of Last-pay Certificate to any of its staff members of any category either at University Head Quarters or outside, unless the “No due Certificate” of the Library is received by the University.

- (ii) Any Lapse on this account will entail the concerned University staff concerned responsible for such lapses to make good the loss incurred by the Library.

## **TNFU Rules**

---

- (e) In the case of students they shall surrender their Electronic Library I.D.Cards / Borrower tickets 15 days before their leaving the University and take the “No-Due Certificate”. For the students under Semester System, the “No-Due Certificate” should be obtained before the issue of the final transcript.
- (f) (i) If the Electronic Identity Card/ a member is lost/damaged he/she should immediately report the matter to the Librarian / Officer in-charge of Library in writing and apply for duplicate Electronic Identity Card. After satisfying the genuineness of the request a duplicate Electronic Identity Card, shall be issued by the Librarian / Officer in-charge of Library after collecting a sum Rs.100/- for Electronic Library Identity Card.  
(ii) The Librarian / Officer In-charge of library while issuing duplicate Electronic Library identity Card should invalidate the previous Electronic Library identity Card, to avoid misuse.
- (g) On no account the book(s) borrowed from the University Library are transferable to any other member; nor shall any member borrow book(s) on other member’s Electronic Library ID.Card(s).
- (h) At the discretion of the University Librarian/Officer in-charge Library, any book loaned to any member can be called back without assigning any reasons thereof.
- (i) Inter-library loan: Inter-library loan will be effected for the benefit of Central / State / Private Libraries or institutions on reciprocal basis, by the University. The request for such loan book(s) from that Library should come from the Head of the Institution / Librarian.
- (j) Loan Service to University Staff working outside the University/ Institute Head Quarters: The University staff who are working in the various research stations attached to the University in the state shall send their loan application clearly indicating the following details:
  - (i) Name
  - (ii) Designation
  - (iii) Postal Address
  - (iv) Nearest Railway Station
  - (v) Title of the Author(s)
  - (vi) Title of the Book(s)

All subordinate officers must send their loan application through their controlling officers.

### **(5) Loan period.-**

- (a) The maximum permissible period for loaning the University Library books shall be 30 days for all the categories of the library users.

- (b) A book can be renewed on physical production for a further period of loan only if this renewal is advised prior to the date of expiry of the original loan and there is no other request for the same book. Only two consecutive renewals can be done for each book on loan on each occasion. Further renewal can only be done at the discretion of the University Librarian/ Officer in-charge Library.

**(6) Overdue charges.-**

- (a) If a member fails to return the book taken on loan on the due date, he/she is liable to be charged an overdue charge of Re.1 per day per Volume.
- (b) In case the book is lost, the member will not be required to pay the overdue charges, if any, from the date of actual written report received at the Library.

**(7) Loss of library books.-**

- (a) The members are requested to report immediately to the University Librarian/Officer in-charge Library any cases of loss of borrowed Library books. The actual value of the book lost with the centage of 10% on the value of the book with the forwarding charges, if any, incurred by the University during the acquisition of the book along with the over-due charges if any, will be recovered in full from the member by the University Librarian/Officer in-charge Library, who will have the full authority to fix the cost of the books lost. In case where some rare books are involved, the University Librarian/Officer in-charge Library will fix such prices which may be above the original cost of the book and the decision of the Librarian/Officer in-charge Library shall be final.

Note: (i) If one book of a set (Multiple volumes) or one issue of an Unbound volume is lost, then the cost of the entire set or volume along with centage, forwarding charges and overdue, if any, will be recovered.

(ii) If the member doesn't make the remittance of the recovery within the stipulated date fixed by the Librarian/Officer in-charge Library he/she shall pay the over-due charges for every day of belated remittance.

- (b) If a member (student) is in arrears, he/she will not be issued book(s) unless he/she clears the same, even though he/she may be eligible to borrow book(s) on the borrower's Electronic Library I.D.Card.

**(8) General rules.-**

- (a) No person shall be admitted to the Library unless he/she is properly dressed.
- (b) Readers desiring to use the Library shall enter their names and addresses legibly in a register which is kept for the purpose. Such signature shall be taken as an acknowledgement that the person agrees to confirm to the rules of the Library.
- (c) Readers shall not write upon, damage or make any marks upon, any book, manuscript or map belonging to the Library.
- (d) No tracing or mechanical reproduction shall be made without the express permission from the Librarian/Officer in-charge library.

## ***TNFU Rules***

---

- (e) Silence shall be strictly observed in the Library.
- (f) Readers shall be responsible for any damage or injury done to the books or other property, belonging to the Library and shall be required to replace such book(s) or property, damaged or injured, or pay the value thereof. If one book of a set (Multiple Volume) or one issue of an Unbound volume is injured, the whole set shall be replaced.
- (g) Cases of inactivity or other failure in the service should be reported immediately to the University Librarian/Officer in-charge Library or in his/her absence, to the senior member of the Staff present.
- (h) While entering the Library, all members are requested to deposit their belongings (over coats, rain coats, umbrellas, brief cases, bags, Vanity bags, manila folders, note books and books, etc. not belonging to the University Library) with the counter staff. They may be collected while the member leaves the library. On no account the library staff could be held responsible for any damage or loss to the property of the member while in temporary custody of the counter staff. The member should switch off their mobile phone and other electronic devices while entering into the library.

Note: The member will be allowed to take with him/her only loose sheets of papers inside the Library for writing purpose.

- (i) Before taking book(s) on loan, a member shall satisfy himself/herself as to whether the book(s) lent to him/her is in sound condition. If not it shall be brought to the notice of the Librarian/Officer in-charge Library, Senior Library staff on duty about such defects as are observed in the book(s).

Otherwise, he/she is liable to be held responsible for all the defects, if noted when returning the book(s) back to the Library and may have to replace the book(s) by sound (good) copy/copies.

- (j) The University Librarian/Officer in-charge Library can categorise temporarily any publication as reference book if that helps better service during that period and can permit any special or overnight loan under special circumstances.
- (k) Replacement of books by the members in the racks is strictly prohibited and members should leave the books consulted by them on the Reader's table / desk.
- (l) Books of the types listed below are not available on loan except under special circumstances for which the permission of the concerned Dean or Director concerned is necessary.
  - i) Encyclopedias, Dictionaries and Directories.
  - ii) Government rules, regulations, act and manuals.
  - iii) Atlases and maps.
  - iv) Old and worn out books and books which are out of print and cannot be replaced.
  - v) Heavy and oversize volumes.
  - vi) Costly publications with full of plates.

- vii) Annual Reviews.
- viii) Loose issues of periodicals or unbound volumes.
- (m) Spitting and smoking within the premises of the Library are strictly prohibited.
- (n) Dogs and other animals shall not be allowed into the library. Librarian must ensure proper functioning of the libraries.
- (o) New Books (latest additions / editions) received will be kept in the Library for one month after receipt and before that time they will not be issued on loan.
- (p) The use of fountain pens in the Library is permitted but no ink should be spilled on the floor or furniture of the Library.
- (q) Members who disregard the Library rules are liable for the appropriate disciplinary action by the University.
- (r) The Vice-Chancellor may amend or modify the rules as and when required.

### **2.5. Guidelines for internet services**

- a) Internet facility is restricted to the registered members of the University/ Institute Library only. No outsiders are allowed to use this facility. Prior permission of the Dean / University Librarian/ Library officer-in-charge must be obtained by visitors or research scholars from other institutions availing internet consultation facilities.
- b) Library members who need to use the Internet services must produce valid proof of identity.
- c) Library members must record their names and other details in the Users' Register before and after using the Internet services. Maximum time allowed per session of browsing is 1 hour under normal accessibility conditions.
- d) Library members must make use of the Internet facility only to support their academic and research activities.
- e) Library members are requested to help in identifying the unauthorized users since the Library's Internet facility is only for registered library members.
- f) Library members are requested to bring to the notice of the University Librarian / Library officer-in-charge any misuse of the computer systems.
- g) Library members must not intentionally read other users' computer screens, unless invited to do so, as such inappropriate behaviour amounts to breach of privacy.
- h) Library members must not monopolize the computer resources, i.e., using more than one computer at a time or spending an inordinate amount of time on a computer. When other library members are waiting, Internet service users are expected to observe the posted time limit.
- i) Library members must not install any software not specifically approved by the Library. Word-processing and other application software considered indispensable for academic activities are preloaded on all the computers in the Library.

## ***TNFU Rules***

---

- j) Library members must not attempt to bypass system restrictions or tamper with system files or applications. Unauthorized access to system files and/or attempting to disrupt the integrity of the system(s) tantamount to violation of Library Rules and Regulations.
- k) Library members found transmitting, disseminating, printing or downloading sexually explicit images or sound recordings will be deemed to voluntarily invoke suspension of their library membership and disciplinary action will be taken as per existing rules in the University/ Institute.
- l) Library members behaving in an abusive or harassing manner in the use of the Internet facilities provided by the Library will not be allowed further use of the Internet services.
- m) Library members must not indulge in unauthorized copying of copyright-protected materials. Library members are expected to observe relevant copyright laws and regulations.
- n) Library members must not deliberately waste or overload the computer resources.
- o) Stern action will be taken against Library members maliciously accessing, altering, deleting, damaging or destroying any computer system, network computer program or data.
- p) Library members should not use any password or PIN for locking particular service or software while using the Library computers. They are also advised not to store any of their personal material or resources in the computers.
- q) Use of portable storage devices are allowed only after confirming its safe usage. Therefore all portable devices must be scanned and used.



---

## **CHAPTER- 3 HOSTEL RULES**

### **3.1. Short title and commencement.-**

- (1) These rules shall be called “**The Hostel Rules of the Tamil Nadu Fisheries University**”.
- (2) As specified in the Clause 58 of the TNFU Statutes, University shall have hostels for the housing of the students in various units of the TNFU and shall be under the direct control and supervision of the unit Head. There must be separate hostels for girls and boys and managed and monitored by separate Deputy Wardens and one Warden / Chief Warden.
- (3) Unless the context otherwise requires, the words and expressions used in these rules shall be interpreted to have the same meaning as they have in Act, Statutes and Regulations.
- (4) These rules are applicable to all the hostels in different campuses of the University and the circumstantial requirements can be accommodated by the University Officer concerned with the approval of the Vice-Chancellor.
- (5) These rules shall be made known to all the inmates in every hostel through public display and making available the copies in the hostel offices and library.
- (6) Rules for the students hostels in the outstations, which are used for the transit stay or interim stay of the students shall be framed by the University Officer concerned with the approval of the vice Chancellor.

### **3.2. Definitions.-**

- (1) “**Inmates**” means students who are residing fulltime in the hostel as a registered hosteller with the payment of required fees.
- (2) “**Menu**” means the food list that has been prepared by the Students’ Amenities Committee.
- (3) “**Guests**” means any person of the same gender of the inmate who can be accommodated in the guest rooms of the hostel for a short period not more than 3 days in a spell on payment basis fixed by the Hostel Committee.

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

### **3.3. General rules for the hostels**

- (1) The Dean of the college or Institute will be overall charge of the students’ hostel. The Warden of the hostel should assist the Dean in all the student welfare activities including boarding and lodging and extracurricular activities.
- (2) The Warden is assisted by the Deputy Wardens (Boys and Girls Hostels) in running the hostel administration. As per the instruction and guidance of the Warden, the Deputy

## **TNFU Rules**

---

Wardens shall function towards the efficient running of their respective hostels and messes.

- (3) Every student should apply in the prescribed form to the Warden of the concerned college hostel for admission in the hostel duly paying the required deposit and other hostel charges as prescribed from time to time. The caution deposit will be refunded when the hosteller finally leaves the hostel.
- (4) The rooms will be allotted batch-wise according to alphabetical order of their names. The room rent, water and electricity charges have to be paid by the inmates.
- (5) Students must handle the furniture provided in the rooms carefully. Furniture should not be moved from the rooms. If any damage or loss occurs to furniture due to carelessness of students, the cost of repairs will be recovered from them. If damage is beyond repair the entire cost of the furniture / other facilities shall be recovered from the concerned student or students. Further, in case of wanton misuse of furniture and other physical facilities in the hostel premises, a fine up to Rs. 2,500/- shall be levied at the discretion of the Warden. If the damage is more severe, a fine of above Rs. 2,500/- shall be levied at the discretion of the Dean.
- (6) The students should have their own locks for their rooms and should lock their rooms whenever they go out. Inmates are advised against keeping jewels or any other valuables in their rooms. The administration shall not take any responsibility for the safety of their belongings.
- (7) Electrical fittings provided in their rooms or in the blocks should on no account be meddled by the student. If repairs or breakdowns occur in any such fittings, it should be reported to the hostel office promptly for taking necessary action. Students should not themselves attempt to carry out the repairs. If anything untoward incident happens and if they do repairs on electrical items without the knowledge of the Warden, the administration shall not be held responsible.
- (8) The inmates shall keep the rooms clean and tidy.
- (9) With prior permission of the Warden, a member of the hostel may have a relative or a friend who is not an employee of the University to stay with him as a guest for not more than 3 days after paying the prescribed charges. The extension of stay of the guests is the subject to approval of the Warden.
- (10) Students shall not play radios, record players, etc. so as not to disturb the inmates of the neighboring rooms. No student shall use any private fan or heater or any other such electrical appliances in his room. If any student is found guilty of using electric/electronic appliances, he/she is liable for severe punishment of fine upto Rs.2,500/- by the Warden.
- (11) Disciplinary action will be taken against any student found guilty of misconduct in the hostel by the Warden.

- (12) Any student who misbehaves in the hostel is liable to be expelled immediately from the hostel by the Warden pending further enquiries. If such expulsion is disobeyed, he/she will be rusticated from the College by the Dean based on the recommendations of the Warden.
- (13) The students are strictly prohibited from indulging any kinds of political, communal activity etc. in the hostel.
- (14) Any dispute arising among the students should be immediately brought to the notice of the Warden. The students are prohibited from taking any action by themselves. If any student is guilty of violation of this rule, he/she will be expelled from the hostel for a period of 4 semesters excluding the semester of expulsion by the Warden.
- (15) Disciplinary action will be taken against any student found guilty of ragging of juniors in the hostel or college campus organizing, or participating directly or indirectly in hostel or in the campus at any point of their course of study which would be against the canons of good conduct and behaviour and which would bring discredit to the institution. Those found guilty will be expelled or rusticated from the hostel and/or college concerned, forthwith as per the provisions of the Government order in force at that time.
- (16) When the student / students behave unruly either in the hostel or in the classes or in the campus and take action themselves which is turbulent in nature, the Deans using their discretionary power, may suspend the student/students immediately on the spot without conducting an inquiry or waiting for the Warden/staff members but collect full information on the incident/case within a period of 10 days from the date of suspension either to proceed further for meeting out the punishment or to reinstate the student.
- (17) If any student is using alcohol or similar intoxicating drinks or drugs in the hostel premises he / she shall be expelled from the hostel permanently without any inquiry by the Warden.
- (18) No student shall take meals to his / her room without written permission from Warden/ Deputy Warden and if anyone is found guilty, a fine of Rs.250/- shall be levied. Only sick diet can be taken to the room.
- (19) Mess timings fixed by the Warden should be strictly followed.
- (20) Misuse of computers, printers, internet facilities and any other electronic devices provided in the hostel is punishable. If anyone is found misusing such facilities, he/ she will be fined upto Rs. 5,000/- by the Warden.
- (21) On a general rule, boys hostel students are expected to return to hostel before 7.00 pm on all days except on Saturdays in which the students may avail outstay till 10.00pm with necessary entries in the registers available with the Security. The timings may be as decided by the Chief Warden in different campuses. The permission from the Warden / Deputy warden is essential if the student desires to leave the hostel for home or otherwise in the prescribed leave slip. Disciplinary action will be taken on the erring inmates.

## **TNFU Rules**

---

- (22) On emergency, intimation has to be given to the Warden / Deputy Warden either by the inmate or the registered guardian or the parents of the inmate through mobile or phone. Third party intimation will not be accepted.
- (23) During semester holidays, the students are not permitted to stay in the hostel to undertake maintenance works. However, on special reasons, he/ she can stay in the hostel with prior permission of the Warden/ Deputy Warden.
- (24) A letter for reduction of mess fees to be given one day in advance to the Mess Secretary directly whenever a student leaves the hostel.
- (25) Vacant rooms, if any, will be allotted to the trainees, students from other colleges on tour, etc., at the discretion of the Warden subject to the following conditions:
- (i) There should not be any hindrance to the regular inmate of the hostel.
  - (ii) The trainees etc., should abide by the rules of the hostel.
  - (iii) The service charge at the rate of Rs.50/- per day per head should be paid in advance, for stay in halls/rooms in which furniture are not provided and Rs.100/- in case of rooms/halls in which furniture are provided.

### **3.4. Specific rules for girls hostels**

- (a) Students are expected to be back after the class hours in the afternoons to the hostel premises. Whenever they leave the hostel in the evening they are expected to be back to the hostel premises before 6.30 p.m. In such occasion, they must make an entry in the movement register available with the Security before leaving and after returning to the premises.

Note: Students desirous to go to the library may stay back till the closure of the library in the College. For availing this provision, evidence should be produced.

- (b) On holidays, if they are going out other than for attending classes/College library, they must make an entry in the movement register kept in the hostel / with Security legibly. They are not allowed to go on picnic / tours excepting the educational tour organized by College.
- (c) Late permission up to 8.30 p.m. is allowed twice a week which should be entered in the movement register, which will be scrutinized by the Warden/ Deputy Warden.
- (d) Visitors time is restricted from 6.00 p.m. to 7.30 p.m. on all days and on holidays from 8.00 a.m. to 7.30 p.m. Male visitors should be entertained only in the visitors' hall and the visitors must sign in the register with necessary particulars with the Watchmen / Security. Entry should be made by the student in the visitors' book.
- (e) Male students are not allowed to visit the lady students in the ladies hostel campus.
- (f) Guests for the inmates can stay not more than three days and they should pay the guest charges @Rs.50/- per day exclusive of food charges, if they dine in the mess after getting permission from Warden / Deputy Warden.

- (g) Girls will be allowed to stay in their local guardian's house for overnight only twice in a month, based on their parents letter to the Warden/ Deputy Warden, giving the name, phone number and address of relatives.
- (h) Gate of the girls hostel to be locked at 9.30 p.m.
- (i) Staying in other students room after 9.30 p.m. and changing the rooms allotted to them are strictly prohibited.
- (j) The girls students are requested to get prior written permission to go out before 6.00 am and after 6.00pm.
- (k) While going on vacation or on other circumstances, inmates must inform the Warden / Deputy warden with the details of their mode of travel, time and destination and the leave address.
- (l) Outsiders are not permitted to enter the hostel.

**3.5. Hostel Amenity Committee:**

- (1) A Hostel Amenity Committee with the Dean as Chairman shall go into the activities of hostel inclusive of running the messes. The following shall be the constitution of Hostel Amenity Committee.

a) Dean	Chairman
b) Warden	Member Secretary
c) Vice-President, Students' Association	Member
d) Deputy Wardens	Members
e) Staff Sports Secretary	Member
f) A.A.O. of Hostel / ADMO/ AO	Member
g) Students Co-ordinators	Members
h) A.E.E./A.E./J.E. (Civil and Electricals)	Member
i) Hotel Secretaries (Boys and Girls Hostels)	Members
j) Mess Secretaries (Boys and Girls Messes)	Members
k) One representative from PG (Boys and Girls hostels)	Member
l) General Secretary	Member

Note: A student who has not secured the minimum OGPA of 7 out of 10 under Semester system or has been punished earlier in either College or hostel shall not be eligible for selection or nomination for holding of office in any of the student body / Organization.

## ***TNFU Rules***

---

### **3.5.1. The following will be the functions of the committee:-**

- (a) Review of hostel accounts, dividend rates, etc. and recommending measures for efficient economical running of the messes.
- (b) According permission for the purchase of dead stock and other items of amenities to the students.
- (c) Write off all unserviceable items purchased out of hostel fund.
- (d) Write off irrecoverable dues, losses etc.
- (e) Fixation of wages for the workers in the hostel.
- (f) Conduct surprise inspection of messes, canteens to test the quality preparation, sanitation, cleanliness etc. and suggest measures for their improvement.
- (g) Ratification of special expenses of urgent nature purchased out of students fund where such expenditure exceeds Rs. 20,000/- at a time.
- (h) Nomination of Chartered Accountants for a term of three years to audit the hostel accounts every year.
- (i) The Committee will hold its sitting at least once in Six months in the hostel premises or more frequently if necessary.

### **3.6. Finance:**

The Accounting year of the hostel accounts, shall be from 1<sup>st</sup>April to 31<sup>st</sup> March every year.

- (1) (a) All the stores required for the mess (except perishables, rice and extra items) should be purchased through Co-operative institutions, Cooperative super markets or reputed super markets, once in a month and the issues effected daily on specific indent from mess representatives.
- (b) The rice required for every month should be purchased from reputed dealers. The Committee consisting of Deputy Wardens, the Assistant Accounts Officer of the hostel and Mess Secretaries will select the rice based on the quality of the rice from the samples received.
- (c) Vegetables required for each day shall be purchased from reputed vegetable vendors by the Mess Secretaries, in consultation with the Deputy Wardens. The bills for vegetables received every day shall be, handed over to the office after making necessary entries in stock ledger, for settlement through cheques periodically to the vendor.
- (d) In respect of eggs, the same procedure as in (c) above shall be followed.
- (e) The extra items - viz. chicken, mutton, fish, pork, etc. shall be purchased by the mess secretaries as and when required from local market, in consultation with the Deputy Wardens, duly getting advances from the office. The advances drawn from office

shall be accounted for within three days. Second advance shall not be paid at any cost if the previous advance is not settled. Advances exceeding Rs.5,000/- (Rupees Five thousand only) shall be paid only with the permission of the Warden.

- (f) To have better supervision and monitoring of hostel mess, stores, five member monitoring and auditing committee may be constituted every year by the Warden in consultation with students to monitor mess stores with regards to quality, quantity, distribution and for better monitoring and accounting of mess stores.
- (2) The accounts of different messes shall be kept separately and account shall be closed on the last day of each month. The monthly expenditure of each mess shall be proportionately divided among the boarders.
- (3) The following shall be the time schedule for accounts:

Closure of mess accounts last day of the month.

Handing over of extra book and other required accounts by Mess Secretaries through Deputy Wardens to the Assistant Accounts Officer of the hostel before 7th of every month.

Preparation of dividend in Office by 7<sup>th</sup> to 9<sup>th</sup> of every month.

Dispatch of mess due cards by 9<sup>th</sup> to 13<sup>th</sup> of every month.

Last date for payment of mess dues before the end of every month by the student. If the student has not paid the mess dues in time, he/she has to pay a cumulative fine of Rs. 2/- per day, till the date of payment. The fine thus collected shall be transferred to the General Fund Account of the Hostels every month on the close of the month and the fine amount shall be used for the hostel welfare activities as decided by the Amenities Committee. If the student has mess dues of Rs. 10,000/- or more, he shall not be permitted to dine in the mess, till the dues are cleared.

### **3.7. Hostel management**

- (1) The hostel will be under the exclusive management control of the Warden with the executive orders and guidance of the Deans of the Colleges. The Warden will be assisted by Deputy Wardens in the day to day functioning of students welfare, and by one Assistant Accounts Officer / Superintendent in respect of hostel accounts. The number of Deputy Wardens may be fixed at the ratio of 1:100 students. The duties and responsibilities of the Deputy Warden shall be fixed by the Warden.
- (2) The Hostel accounts shall be maintained and monitored by the Warden supported by the Deputy Wardens, with the assistance of the Assistant Accounts Officer, a full time employee of the University with the assistance of the hostel staff in the accounts section.
- (3) Assistant Accounts Officer / Superintendent apprise the Warden on financial position of the hostel, short falls and financial irregularities if any to the Warden and Deputy Wardens now and then and at least once in a month.

## **TNFU Rules**

---

- (4) Warden supported by Deputy Wardens shall take corrective measures on the details furnished by the Assistant Accounts Officer / Superintendent, failing which Warden and Deputy Wardens are responsible for future short falls if any.
- (5) Money collected shall be remitted in the bank daily and no cash should be kept in the accounts section. Money collected after closure of bank should alone be kept in the hostel cash box.
- (6) Money collected from the students should be posted in the concerned ledger on the same day and receipt should be given to the students.
- (7) Only authorized staff should handle cash and it is the duty and responsibility of the Assistant Accounts Officer / Superintendent of the hostel to monitor it.
- (8) All payments by students should be through bank and if facilities are not available, permission to be obtained from the University for cash payment.
- (9) Transfer of funds from general fund account to mess account should not be done without valid reasons and supportive documents. The fund so transferred should be remitted back into general fund account within a fixed time with the approval of the Warden.
- (10) General fund account and mess account should be closely monitored by Assistant Accounts Officer / Superintendent of the hostel and to apprise the Warden, if any irregularities are detected.

**3.8. Hostel general maintenance:** As the Warden and Deputy Wardens are only part time officials purely meant for maintenance of students discipline and welfare of students; they should not be over burdened with routine administrative works. Hostel accounts shall be maintained by the Assistant Accounts Officer of the hostel with the help of other office staff who are the full time employee of the hostel. General maintenance of hostel campus, upkeep of buildings, etc. shall be done by the Assistant Engineer/ Junior Engineer (Civil and Electricals), with the help of engineering staff like electricians, plumber etc. in consultation with the Warden. He should work under the direct control of the Head of Engineering wing and should execute all the maintenance work required / indented by Warden, under the technical guidance / orders of his Head. These staff should carry out all the maintenance work including electrical complaints, replacement of worn out electrical appliances, water supply, etc.

**3.9. Sanitation, cleanliness of rooms and campus:** General cleanliness, sanitation, etc. will be under the management of the Deputy Wardens. One block attendant (in the cadre of attendant) for every two blocks posted will be responsible for maintenance of all the rooms in the blocks under him/her with regard to cleanliness of rooms, bath rooms, lavatories, open space around the blocks including verandas, electrical faults, water supply, etc. These block attendants will be assisted by one sweeper/scavenger in the block. All these workers shall be paid from University/Hostel funds.



**3.10. Fees and hostel charges:** Every hosteller admitted in the hostel has to pay the following fees and charges. These charges are flexible and liable for revision by the University. In case of hostel charges, the Hostel Amenity Committee will propose for the revision of charges.

**Fees:** (Payable along with Semester fee at Dean's Office concerned).

Lodging fee per head/Semester	:	1000.00
Water & electricity charges per head / Semester	:	Actual Consumption Charges with the mess bill
1. General fund - Semester	:	250.00
2. Medical charges - Annual	:	50.00
3. Miscellaneous charges (Annual)	:	250.00
5. Entrance fee (Annual)	:	50.00

In addition to the above fees, the following fees/charges as prescribed for each college hostel may be collected towards application, registration, establishment, etc. are also payable at the Hostel Office :

Establishment charge	:	50.00 (Annual)
Registration fee	:	50.00 (At admission)
Application fee	:	500.00 (At admission)
Hostel deposit (onetime payment)	:	10,000.00 (At admission)
Miscellaneous hostel charges	:	50.00

(in each month mess dividend or part thereof if the mess is run below one month's duration)

Rs. 1000/- per head will be charged as depreciation charges from the outgoing students of hostels. This amount shall be credited in the General Fund Account of the hostel and shall be utilized for the inmate welfare activities. However this will not be applicable to students staying in hostels for a period of less than a year.

**3.11. Audit of the hostel accounts:** The audit will be done by a qualified Chartered Accountant annually. The Hostel Amenity Committee will appoint the Chartered Accountant once in three years with the approval of the University. Wherever the monthly turn over exceeds Rs.3.00 lakh, the appointed Chartered Accountant may be asked to take up the monthly audit immediately after the preparation of dividend sheets. The Assistant Accounts Officer / Superintendent and other concerned hostel office staff should co-operate by providing the required ledgers and other details for smooth and timely completion of the audit. If anyone is found not co-operating with audit party and if the auditor makes any complaint in this regard, action shall be initiated against the concerned staff. The audit fee payable to the Chartered Accountant shall be decided by the Hostel Amenity Committee.

## ***TNFU Rules***

---

The audited annual accounts shall be placed before the Hostel Amenity Committee then and there or every year for its approval depending on the audit periods.

**3.12. University funds, purchase, audit on University funds relating to hostel, etc.:** The service matters, including drawal of salary for University employees in hostel, purchase of stores, furniture, etc. under University funds for hostel. shall be dealt in administrative accounts and Engineering wings in Warden/ Dean's office and Engineering department. The Warden, being part time official, shall not be over burdened with such administrative responsibilities. This means that the services of Warden, Deputy Wardens, and other administrative staff in the hostel are exclusively utilized for service to students and their welfare, and monitoring hostel funds only. The stores of the hostel will be under the custody of Security Assistant or any other person designated by the Warden.

---

## **CHAPTER - 4 STUDENTS' CONDUCT, CONTROL AND DISCIPLINE**

### **4.1. Conduct**

- (1) Every student of the University shall be of good behaviour and assist the University authorities to maintain discipline in the University.
- (2) Every student shall help the University in preserving its properties and no student shall cause damage or loss to the property of the University.
- (3) Every student should take personal efforts and monitor the cleanliness in the campus, hostel rooms, class rooms and other places in the Campus. They should take personal interest in keeping the resources best utilized in all possible ways.
- (3) No student shall except with the previous permission of the Director/Dean of the respective college participate in a radio broadcast or contribute any article or write any letter either in his/her own name or other persons in a newspaper or in a periodicals, produce any literature which is likely to bring disrepute to the University. Technical articles and subject matter contributions are exempted.
- (4) No student shall disrupt or cause disruption to the smooth functioning of the academic activities of University.
- (5) **Dress regulation:** The following are the dress codes to the students of various faculties of TNJFU :

#### **I. General**

##### **1. Class room Dress:**

- a. Boys : Formal shirts nearly tucked in to formal pants / plain jeans and formal shoes.
- b. Girls : Churidhar with shawl / saree / formal shirts with formal pants / plain jeans and and formal cut shoes.

##### **2. Hair dressing:**

Male : The hair style for the students will be of formal cutting with short hair. The students face shall be clean shaved with professional outlook.

Female : The hair should be neatly tied up / putting up.

3. Sports : For tournaments and compulsory games, games shirts and 1. Shorts with or without stockings and shoes.

##### **4. Ceremonial occasions and important functions :**

Male : Formal pants and shirts with college blazer, college tie and formal shoes.

Female : Saree and blouse with college blazer / formal shirts with pants and college blazer and formal shoes

## **TNFU Rules**

---

5. Others : Students should wear the individual ID card to attend the classes / practicals / field visits. The students should strictly avoid smoking, chewing of betel leaves, chewing gums, eating nuts, etc. and should not use distracting cosmetics in class rooms and in field classes. Use of *lunghis and dhoties* should be avoided in class rooms and field classes as well as on ceremonial occasions and important functions.

### 4. Dress code for Faculty of Basic Sciences

#### 4.1. B.Tech. (Biotechnology)

1. Laboratories : similar class room dress code with white lab coat

2. Field visit :

a. Boys : Sandal color shirt neatly tucked in to formal maroon pants with formal shoes.

b. Girls : Sandal color shirt with maroon pants and formal cut shoes.

#### 4.2. BBA / MBA

1. Laboratories : similar class room dress code with white lab coat

2. Field visit :

a. Boys and girls : Light blue lined shirt neatly tucked in to formal dark blue pants with blue tie and formal shoes.

Note : Students those who do not adhere to the above regulations will be imposed with a penalty of Rs.250/- per day per complaint. Failure to pay the penalty will lead to suspension for a week from attending the classes. The penalty amount will be deposited in the ECA account of the respective colleges.

(Modified as per USO No. 022/R9/TNJFU/XIII AC/Edn./A.13.4.07/2019, Rc. No. 5980/R9/TNJFU/XIII AC/Edn./A.13.4.07/2019, dated 08.01.2020).

### **4.2. Rustication and expulsion of students.-**

- (a) The Deans of concerned colleges shall have discretionary power to rusticate and expel both from the college and from the hostel.
- (b) Cases of rustication shall be reported to the Registrar by the Dean concerned immediately after rustication or expulsion for registration and notification. The Dean may revise his decision within 15 days of the date of passing of orders of rustication and expulsion. The revised decision together with the reasons shall be communicated to the Registrar. The Registrar shall notify the constituent colleges and other institutions immediately after the expiry of 15 days period allowed to the Dean for revising the decision.
- (c) When the student/students behave unruly either in the hostel or in the campus or outside and take action themselves which is turbulent in nature, the Dean using the discretionary powers may suspend the student/students immediately on the spot without conducting any inquiry or waiting for the detailed report from Warden/Police/Staff members but

collect full information on the incident/case within a period of 10 days from the date of suspension either to proceed further for meeting out the punishment or to reinstate the student.

**4.2.1. Rustication:**

- (a) Rustication when imposed on a college student in the Semester system will mean the loss of atleast one Semester (not counting Semester in which the rustication is ordered). Rustication imposed during the current Semester with immediate effect and terminated by the end of the following Semester.
- (b) The students under rustication shall have the option of rejoining the Semester after the expiry of period of rustication.
- (c) The name of the rusticated student shall not be maintained on the rolls of college during the period of rustication.

**4.2.2. Expulsion :**

- (a) A student expelled from a college may not be readmitted into the same college or another college without sanction of the University and in no case shall be allowed to do so before expiry of two academic years or 4 semesters from the date of expulsion.
- (b) The order of a Dean may be revised by the Vice-Chancellor on appeal by the student but the period lost in the meantime shall not count for residential requirement of the student.
- (c) The Vice-Chancellor is the competent authority to dismiss a student from the college on valid reasons.

**4.3. Punishment to be met out for unfair means during tests and examinations.**

- (a) The Dean of college in which the students are registered shall be responsible for dealing with all cases of use of unfair means in quizzes, assignment and examinations.
- (b) The Invigilator or the Instructor concerned shall report to the Dean on the day of the occurrence of such case of unfair means with full details of the evidence and written explanation of the student concerned.
- (c) The Dean shall take appropriate action immediately on receipt of the report and the penalty may be as indicated below:
- (d) Students found using unfair means during the final tests may be debarred from the college for the unexpired portion of the Semester and deemed to have failed in all the courses during the Semester.
- (e) Students found using unfair means during the final tests may be deemed to have failed in all the courses in that Semester and also debarred from the college during the subsequent Semesters.

## ***TNFU Rules***

---

- (f) For using unfair means of a serious nature warranting higher penalties than those indicated in clauses (a), (b) and (c) above, the students may be debarred from the University for a period of two semesters or more or permanently after obtaining the orders of the Vice-Chancellor. In such cases, the students concerned shall not be allowed to sit for the remaining tests or examinations in the concerned course or other courses. Details of each case together with all material evidence and recommendations and orders of the Dean shall be communicated forthwith to the Registrar of the University. The Dean shall report each case falling under clauses (a) to (c) above immediately to the Registrar of the University after passing orders.
- (g) Students found using unfair means during the supplementary examinations may be deemed to have failed in all the supplementary examinations at the appearance/registration and also he/she will not be allowed to register/appear for the next supplementary examinations.

---

## **CHAPTER - 5 RULES FOR RESEARCH PROGRAMME IMPLEMENTATION**

In exercise of powers conferred by **Clause 66** of the Tamil Nadu Fisheries University Statutes, the following Rules are prescribed for the implementation of the research programmes in the University.

These rules are subject to modification from time to time by the Vice-Chancellor / Authority of University subject to the condition that these rules are not inconsistent with the Tamil Nadu Fisheries University Act, Statutes and Regulations.

### **5.1. Short title and commencement**

- 1) These rules shall be called as “**TNFU Research and Service Rules**”.
- 2) These rules shall take effect from 21.08.2017.
- 3) Unless the context otherwise specified the words and expression used in these rules shall be interpreted to have the same meaning as they have in Act, Statutes and Regulations.

### **5.2. TNFU Research and Service Rules for funding by Private Agencies**

1. The Departments / Units / Centres / Stations can accept fund from Private Agencies for undertaking need based time bound research/service proposals.
2. The research / service proposals shall include the following:-
  - a. Preparation and supply of experimental vaccines (live, live attenuated, inactivated, killed and other vaccines including auto vaccines.
  - b. Testing of materials for toxins/microbial agents.
  - c. Testing of materials for composition of feed or ingredients.
  - d. Preparation and supply of diagnostic reagents, kits, antiserum, positive and negative serum and antigens.
  - e. Evaluation of pharmaceutical, nutraceuticals and other products.
  - f. Evaluation / standardization of safety standards for fish and fishery products.
  - g. Development of nutraceuticals from marine sources
  - h. Recovery of nutrients and nutraceuticals from processing house wastes
  - i. Environmental Impact Assay / Study
  - j. Economic evaluation of fishery business enterprises
  - k. Testing of vaccines for potency, safety, sterility, inquiry etc.,
  - l. Evaluation of serum samples for antibody assay.
  - m. Any other additions by concerned University Officer from time to time.

## ***TNFU Rules***

---

3. The amount to be received from the Private Agencies shall be decided by the Vice-Chancellor in each and every case. There shall be a MoU between the agency and the University specifying clearly the mode of fund release, terms and conditions governing the finance, administration and IPR issues.
4. For each drawing officer, a separate Head of account shall be allotted by the Finance Officer, on receipt of administrative sanction from the Registrar.
5. A separate account shall be maintained for all such contributions and once in a quarter 10% of the contributions shall be paid to the general fund account of the University as receipt.
6. From the balance 90% of the contributions, expenditure of consumables and non-consumables, payment for piece-meal labour required for the particular research / service can be met.
7. Contractual manpower required for such projects can be engaged by the Principal Investigator concerned in consultation with the controlling Officer for the carrying out the work in time.
8. Since the project is need based and time bound, the concerned drawing officers can purchase consumable / non-consumable stores from any one of the manufacturers / sole distributor / distributors or from any other authorised dealer subject to the condition that the supplier bears subsisting borne on Central / State Sales Tax registration. Further, the purchase based on single quotation is restricted to financial powers of concerned Unit Officer / University Officer.
9. Every financial year, a statement of accounts pertaining to this proposal should be sent to Finance Officer on or before 5<sup>th</sup> April of next financial year.
  - i) Total contributions
  - ii) 10% contribution remitted to University
  - iii) Expenditure on consumable and non-consumable stores and purchased during the year
  - iv) Unspent balance remitted to the University at the close of financial year.The financial limit for accepting contribution from Private Agencies at a time is prescribed as follows:-

Professor / Associate Professor	: Rs.50,000/- at a time
Other Unit / Centre / Department /Station	
University Officer	: Above Rs.50,000/- and up to Rs.1,00,000/-

Any contributions over Rs.1,00,000/- at a time requires the approval of the University.
10. For all purchases *etc.*, permission as mentioned in Appendix XIV of TNFU Regulations requires concurrence of competent officers of University.



11. The 10% contribution and remittance of unspent balance alone shall be treated as receipt to the University.
12. The Principal Investigator who is instrumental in obtaining this budget for the University shall be encouraged with the cash award not exceeding 5% of the total budget obtained from the private agency. This award shall be paid only after the successful completion of the project with duly certified by the funding agency.
13. The Unit Officer shall include receipts and payment in monthly accounts as a routine. Each contribution may be intimated to the University.

### **5.3. TNFU Rules for Externally Funded Research Projects**

These rules shall be called TNFU rules for externally funded research projects.

1. The Principal Investigator to whom the sanction of the project is communicated to the funding agency shall write to the university in Form III for getting the administrative approval for the implementation of the project.
2. The administrative approval from the University shall include purchase of stores, recruitment of manpower, item wise civil works and technical programme.
3. No separate approval is necessary for calling tenders for purchase of stores and calling tenders for civil works.
4. Purchase of stores for which the cost exceeds the financial powers of the University Officer concerned, the sanction for the purchase has to be obtained from the University through purchase committee.
5. The research projects are granted by funding agencies to the Principal Investigators based on the facilities available in the University and assurance given by the University on the competence of the Principal Investigators. Hence, the Vice-Chancellor retains the right to change Principal Investigators in consultation with the funding agency.
6. The Principal Investigators shall be principally responsible for the successful operation of the research projects to the satisfaction of the University and the funding agency.
7. The Principal Investigators are empowered to appoint / terminate Senior Research Fellow / Junior Research Fellow *etc.*, as per the relevant rules already in operation.
8. As and when funds are received from the funding agency the same will be transferred to the concerned Department / Station / Centre/ Farm. A separate bank account will be maintained by the concerned drawing Officer for each research project and the funds shall be separately accounted by separate cash books etc. The portion of funds, for which the expenditure can be met at a later stage, the same may be deposited in the same bank as deposit for 46 days and renewed for 46 days at a time until the need for funds arises. The interest thus earned may be separately accounted and intimated to the funding agency. With the approval of the funding agency, the interest may be used for the research project.

## **TNFU Rules**

---

9. The Principal Investigator shall be responsible to the funding agency to submit necessary utilisation certificate of the Local Fund Audit for furnishing necessary demand statements.
10. Whenever there is delay in receipt of funds from the funding agency, the Principal Investigators may request the Finance Officer to grant him an advance from the General Fund account, which should be returned immediately on receipt of funds from the funding agency. Such requests for advance should be supported by evidence of authorisation from the funding agency to spend in anticipation of receipt of funds from the funding agency. This procedure should be adopted only in exceptional cases and every endeavour should be made to get funds well in advance.
11. While preparing research projects all Principal Investigators should provide 15% of the total cost of the project as overhead charges or institutional service charges or as per the guidelines of the funding agencies and this amount should be remitted to the General Fund of the University.
12. The Principal Investigators shall be personally responsible for satisfactory accounting of the funds and for the recovery of funds (taken as advance from the University) from the funding agencies.
13. In order to effectively monitor the functioning of the research projects, the following committee is constituted.
  - i. Concerned University Officer : CHAIRMAN
  - ii. Concerned Head of Department/  
Station/Centre/Farm : MEMBER
  - iii. Principal Investigator : CONVENOR

When Head of the Department/Station/Centre/Farm or any University Officer is a Principal Investigator, another Head of the Department/ Station/ Centre/ Farm or University Officer shall be co-opted as Member.

---

## **CHAPTER - 6 FINANCIAL RULES**

In exercise of powers conferred by clause 66 of the Statutes of Tamil Nadu Fisheries University, the Finance and Accounts Rules are prescribed by the Vice-Chancellor for proper functioning of the University. These rules shall take effect from 21.08.2017.

These rules are subject to modification from time to time by the Vice-Chancellor / Authorities of the University / State Government subject to the condition that these rules are not inconsistent with the Tamil Nadu Fisheries University Act, Statutes and Regulations.

### **6.1. Short title and commencement**

- (1) These rules shall be called “**The Finance and Accounts Rules of the Tamil Nadu Fisheries University**”.
- (2) These rules shall come into force from 21.08.2017.
- (3) Unless the context otherwise, the words and expressions used in these rules shall be interpreted to have the same meaning as they have in Act, Statutes and Regulations.

### **6.2. Permanent Advance of funds to branch offices**

1. As per Regulations 43 (6), Permanent Advances (PA) are sanctioned to the authorized drawing officers to meet unforeseen and petty expenses. The Permanent Advance for each drawing officer will be fixed by the Vice-Chancellor.
2. Application for initial grant of Permanent Advance or for enhancement should be submitted by the Officers to the Vice-Chancellor through Finance Officer. The application should be accompanied by a financial forecast of contingent expenditure which is to be met from the permanent advance based on the contingent allotment of the officer and other factors, *viz.*, special item of contingent expenditure peculiar to the office, availability of co-operative marketing facilities etc. A statement showing the details of expenditure met out of the advances for a period of three months should accompany the application on the basis of which the initial advances will be fixed. Every application for enhancement of the advance should also be accompanied by a similar statement of expenditure for a period of 12 months preceding the month of application.
3. No Permanent Advance should be granted unnecessarily and no such advance should be larger than necessary in view of the obvious objection to the locking up of funds.
4. A Permanent Advance sanctioned for the use of the head of office / Unit should be so fixed as to meet the needs of every section / branch of his office; any amount required by his subordinates should be allotted from his advance and acknowledgement taken from them.
5. On the 15<sup>th</sup> of April every year and whenever there is a change of incumbent of the post concerned or in the amount of advance sanctioned, every University employee who holds a permanent advance should forward an acknowledgement to Finance Officer in the form prescribed for the amount of the Permanent Advance for which he has to render



account. This acknowledgement should always be for the full amount for which the employee is responsible including any portion of the advance which he has distributed to his subordinates.

6. Pass order for all petty vouchers under permanent advance recoupment shall be dispensed with. However, one consolidated pass order for the entire amount of Permanent Advance recoupment bill shall be affixed in the Permanent Advance recoupment statement. Further, in the Permanent Advance recoupment statement of expenditure, a certificate of the following format after scrutiny shall be incorporated by Accounts Section Head / Head of the Department / Unit / Centre / Station.
  - a) Certified that all vouchers included in the Permanent Advance recoupment bill for Rs..... was duly cancelled and attested.
  - b) Certified that necessary sanction order for vouchers exceeding Rs.2000/- - (excluding all taxes and duties) is enclosed herewith.
  - c) Certified that specified items of expenditure for which there is statutory ceiling in Appendix XIV of Tamil Nadu Fisheries University Regulations are being followed and necessary entries in control of expenditure is accounted.
  - d) Certified that the stock entry / utilisation / satisfactory completion has been verified.
  - e) Certified that the budget provision provided in Budget Estimate/Revised Estimate/ Final Modified Accounts has not been exceeded.

**Note:** Sanction orders are necessary only for vouchers exceeding the value of Rs.2000/-

### **6.3. Travelling Allowance and Leave Travel Concession**

In addition to the provisions under clause 55 (4) of the Statutes and Regulation No. 27 of the Regulations of Tamil Nadu Fisheries University, the following rules shall govern the payment of Travelling Allowance and Leave Travel Concession to the University employees.

1. The terms “Government” and “Heads of Departments” referred to in Tamil Nadu Government Travelling allowance rules shall mean Vice-Chancellor and University Officers respectively in respect of the University.
2. In the case of employees who applied for transfer and receive orders after a lapse of one year from the date of application, they shall be eligible for Transfer Travelling Allowance provided the application for transfer has been made after a minimum of two years’ service in that station.
3. In cases where Government/Government organisation, charge extra tariff to the University employees for their stay in Guest Houses over and above the rates applicable to State Government employees, the difference between these rates shall be paid as a special daily allowance to University employees.
4. All the University employees are eligible for Leave Travel Concession as applicable to the Tamil Nadu Government employees. The rules and instructions issued by the State Government from time to time shall apply.

## ***TNFU Rules***

---

5. University Officers and other employees of the University can travel by Air as per their eligibility upon intimation to the controlling higher authorities. The Officer who can approve the travel shall evaluate the necessity and the need for such Air travel before approving the tour.
6. Faculty staff who can perform their air travel using the budget provided in the externally funded scheme under “Travel” sanctioned by the Agencies can take the approval from the concerned controlling Officer. General approval for the air travel to carry out the scheme work can be obtained in the administrative approval for scheme itself by submitting Form III.
7. In performing the travel for official purposes, the eligibility of the employees of the University shall be as per the GO No. 296, dt. 03.07.2009 of the Finance (Allowances) Dept. of the Government.
8. In claiming the TA Bills by the employees of the University, GO No. 14, dt. 11.01.2010 shall be adopted.

### **6.4. Medical Reimbursement Rules**

In exercise of the powers conferred under Regulation 28 of the Tamil Nadu Fisheries University Regulations, the rules of Medical Reimbursement and Medical Attendance in Government Hospitals etc. are prescribed below:-

1. Employees of the University are eligible for medical reimbursement / medical allowance as per Tamil Nadu Government medical allowance rules as amended from time to time.
2. Employees of the University who are eligible for medical charges reimbursement can avail the treatment from alternative medicine practitioners also. In such cases, the medicine and treatment cost are to be certified by the alternative medicine practitioner only.
3. Employees of the University are eligible for reimbursement of expenses incurred by them on clinical examination of materials such as X-rays, Blood test, Urine test, Motion test, other bio-chemical tests and other bio-physical examinations in private hospitals/ laboratories/clinics, subject to the condition that the cost of examination plus cost of medical reimbursement should not exceed 60% of basic pay per annum as on 1.9.1998 (G.O.Ms.No.499, Finance (Pay Cell), dated 15.9.98).
4. Pensioners of the Tamil Nadu Fisheries University who draw pension exceeding Rs.300.00 per mensem are eligible for treatment in all Government Hospitals and Medical Institutions on par with Government pensioners. They are eligible for medical reimbursement / medical allowance as per Tamil Nadu Government medical allowance rules as amended from time to time.
5. The cost of treatment of pensioners in Government hospitals and institutions shall be claimed by the head of unit / institution from the University. The University authorised employee vide Clause 43 (1) of the Regulations under whom the pensioners serve at the time of retirement should settle the claim within 30 days of receipt of claim from

---

Government Medical Institution / other authorized medical attendance facilities (G.O. Ms.No 861 Agri. dated 5.5.82).

### **6.5. Loans and Advances to University Employees**

1. In addition to the Loans and Advances, stipulated in Regulation 29 of the Tamil Nadu Fisheries University Regulations, employees shall be eligible for the following advances and any other advances to be sanctioned by the Government from time to time.
  1. Festival Advance
  2. Handloom / Khadi Advance
  3. Advance for Tuberculosis, Leprosy and Cancer Patients
  5. Advance for Solar power generation unit
  6. Advance for purchase of warm clothes
  7. Advance for purchasing TANSI products
  8. Reimbursement of the cost of Text-Book
  9. Education Advance
  10. Cycle advance
  11. Purchase of vehicle including motor cycles
  12. Purchase of smart phones
  13. Marriage advance
  14. Purchase of personal computer
2. The authorities competent to sanction the advances are specified in Appendix XV of the Regulations. The other advances which are not found in Appendix XV of the Regulations shall be sanctioned by the authorised employees as per Regulations 43 (1).
3. The details regarding the eligibility, mode of applications, amount of advance, duration of recovery and other procedures shall be as per the Government Rules wherever applicable and instructions by the University issued from time to time.

### **6.6. Purchase of stores**

#### **6.6.1. General**

In pursuance of Clause 46 of Regulations, these Rules deal with the general procedure required to be followed by the University with regard to purchase of all kinds of stores required for consumption or use of the University or its Institutions for the purpose of imparting instructions to students, research, extension education, farm management, training to the farmers, functions in the University, official activities, etc., in the interest of the University in particular and public at large in general.

**Stores which are absolutely necessary for the above purpose should alone be purchased. Every University Officer authorized to exercise the financial powers with**

## ***TNFU Rules***

---

**regard to the purchase should satisfy himself about the essentiality of the store or material proposed for purchase by his Unit staff.**

These rules do not apply to funds covered under extracurricular activities and contributed funds for sports, games, associations, cafeteria, trusts, medals, endowments, mess funds, conference, workshop, seminar, symposia, etc.

The Committees appointed to operate the above funds and functions shall make relevant procedure in consultation with the controlling Officer for the smooth functioning of their activities. These funds shall be kept and maintained separately and the inflow and expenditure in the respective activity shall be maintained and subjected to proper auditing and scrutiny.

### **6.6.2. Authority competent to purchase stores**

The authorities competent to accord financial sanction to the purchase of stores, etc., their powers and financial limits are covered under Appendix XIV of the Regulations. The financial limits, prescribed are exclusive of Sales Tax, all other duties, charges and incidental charges. The term “at a time” as indicated in Col.5 of Appendix XIV to the Regulations means each file processed and approved by the competent authority.

### **6.6.3. Explanation**

The financial limits prescribed are pertaining to a particular item of stores only. For official convenience, quotations may be called for a number of items on the same file and orders can be placed for each item not exceeding the financial limits, even though if all the items are put together, it may exceed the financial limits.

Quotations once called for will be valid for a period of six months or for a period as mentioned by the supplier / firm / trader. Based on the same quotation / tender, a repeat order may be placed provided the items purchased by the previous order has been utilized / exhausted / the need for the next one is very emergent.

The financial sanction would be pertaining to particular head of account and if a particular drawing officer is operating more than one head of account, he can order for the same item under different heads of account subject to necessity based on the same financial sanction provided further that budget must be available for effecting the purchase of the item.

### **6.6.4. Forecast on requirements and time-schedule for their purchase**

The Heads of Offices shall prepare the lists of items of stores to be replenished at such periodical intervals as may be necessary based on the estimated annual or other periodical intervals, say 6 months or 3 months, and arrange for the purchase of stores. They should ensure that unnecessary items of stores are not held in stock. While at the same time, adequate quantity of stores is kept consistent with the pattern of consumption and time required for the manufacturers/dealers to supply.

No University employee should hold stores in stock in excess of the amount likely to be required during a reasonable period. To ensure that this rule is observed, the University Officer/ Controlling Officers should inspect all perishable stores once in half-year and all other stores



once in a year unless there is a sufficient reason (which should be recorded) to the contrary. If he considers that any, of the stores inspected are obsolete or in excess of reasonable requirements, he should then pass orders as to the disposal of such stores.

The head of the office should record full particulars regarding all obsolete and surplus stores and intimate the fact to the University Officer concerned and other heads of centres.

#### **6.6.5. Guidelines governing the purchase of stores**

All the authorities competent to purchase the stores shall strictly observe the following guidelines:

- a) As a general rule, no stores shall be purchased without obtaining prior administrative sanction of the competent authority.
- b) The sanction accorded by a competent authority shall lapse if it is not acted upon for a year. Similarly, the sanction accorded for incurring an expenditure on revenue items in a particular financial year, shall lapse on the 31<sup>st</sup> March of the respective financial year.

Provided, a sanction accorded by the competent authority shall be deemed to have been acted upon, if tenders have been accepted (in the case of local or direct purchase of stores), or an indent has been placed with an approved firm within the prescribed period of one year from the date of issue of the order of sanction, even if the actual payment in whole or in part, has not been made during the said period.

No revalidation of sanction is necessary, if the above conditions are fulfilled.

- c) Only items for which sanction has been accorded should be purchased. No substitution of items or deviation of quantity shall be made without the approval of the sanctioning authority.

#### **6.6.6. Purchase procedure**

- 1) The proposal for the purchase of Stores should contain among others,
  - (i) the purpose for which they are required, e.g., for general purpose, laboratory maintenance, projects or other purposes;
  - (ii) detailed specifications and instructions if any, should be given, so that the right type of material which is required could be intended for and supply got effected. Stores of a particular type or make should not be asked for, except when they are specifically required for a particular project or research and
  - (iii) the approximate cost of the equipment, etc.

The proposal shall be submitted in Form No. I in respect of consumable stores and in Form No. II in respect of equipment/ machinery.

The stores should be purchased by giving the following institutional priority subject to the needs of the Unit/ Department / Station of the University with special reference to quality, specification, suitability of the purchase and time schedule of supply.

## **TNFU Rules**

---

- i) Units of the Tamil Nadu Khadi and Village Industries Board and units under the control of the Board.
- ii) Jails, Borstal Schools and units of the Jail Department.
- iii) Production units of TNFU.
- iv) Government owned corporations and Corporations controlled by the Government.
- v) Co-operative institutions with share capital assistance sanctioned by the Government.
- vi) Other Co-operative institutions.
- vii) Products manufactures in the State.
- viii) Products manufactures outside the State.

### **6.6.7. Price preference**

The price preference prescribed by the Government to Cottage Industries, Small Scale Industries and others from time to time should also be followed while purchasing the Stores.

### **6.6.8. Limitations for quotations and Tenders**

No competitive quotations / tenders are necessary for purchases made as follows:

- (i) From Dealers, distributors or any shop with Central or State Sales tax registration - Rs. 2000/- for each item/kind of material.
- (ii) From Co-operative Societies - Rs.5000/- for each item/kind of material.
- (iii) From District Co-operative supply and Marketing societies Rs.10,000/- for each item / kind of material.
- (iv) For repair / service / maintenance / labour / piece meal work / petty construction labour etc. - Rs.2000/- for each item or kind of work.

Note: Total purchase in a particular bill / invoice / title should not exceed monetary limit prescribed in Appendix XIV of TNFU Regulations.

For purchase from outside the above sources for value not exceeding Rs.50,000/- excluding all taxes, duties and expenses, competitive quotations should be called for, by inviting the reputed firms to send quotation and the invitation should be sent by post under certificate of posting and the agency finalised based on the merits of quotation.

There should be a minimum of 3 quotations for consideration. Finalisation of purchase with less than three quotations should be done with the prior approval of the next higher controlling officer.

No quotation or tender is necessary for purchases from the following sources:

- (i) Purchases direct from the Medical Stores Department (MSD) and Indian Stores Dept.
- (ii) Purchase of articles at the prices fixed by the Government.

- (iii) Articles which are solely manufactured by a particular firm and from their authorised dealers, if sufficient proof thereof, is available.
- (iv) Articles of patented items, or proprietary preparations if sufficient proof thereof, is available.
- (v) Articles and vehicles or any other stores from any firm which the Director General of Supplies and Disposals, Government of India has already entered into a rate of running contracts for the supply of such articles direct or by getting tenders.
- (vi) Vehicles, Tractors, etc. through the Transport Commissioner, Director General of Supplies and Disposals, Government of India / Tamil Nadu Agro- Industries Corporation Limited or reputed manufacturer or manufacturers or their authorised agents approved by the state government at specified rates and special price for the government agencies or specific bodies.
- (vii) Emergency purchases and repairs while on tour can be undertaken upto a maximum limit of Rs.5000/- at a time.
- (viii) Purchase of Stores from State / Central Government / Undertakings / Corporations / Universities / Institutions.
- (ix) Imported equipments through their agents or distributors in India or Customs notified shops.
- (x) Imported chemicals, reagents, etc. through authorised distributor/agent in India.
- (xi) University/Department tea/ lunch/dinner/garlands/pandal/ flowers/Decoration and Decorative articles for University functions from dealers or reputed suppliers.
- (xii) Prizes / Medals / gifts / mementos etc. from Co-operative Super markets/Central/State Government emporium / Khadi Kraft Centres/ Government Show Rooms.
- (xiii) Binding work / printing work at Government press / Co-operative Units.
- (xiv) Purchase of articles for decoration/gifts/lamination of photos/etc. from Co-operative Institutions/Government enterprises/ Government undertakings.
- (xv) Purchase of Antibiotic / Anthelminthic / Chemo-Therapeutic agents / Disinfectants / Hormones / Corticosteroids and other essential life saving drugs from manufacturers / Sole distributors / based on the standard recommendation of the Farm Management Committee/Store Purchase Committee.
- (xvi) Purchase of A.R./G.R. high purity Chemicals/Reagents of a particular make for specialised work, such as tissue culture / Electron microscopic and other analytical work etc, based on standard recommendation of Stores Purchase Committee.
- (xvii) (i) Urgent petty constructions and repair works can be undertaken by Professor and Head of Farms/ Research stations / Centres Dean / Directors without referring to Estate Officer provided that the total value of the work does not exceed Rs.50,000/-

## **TNFU Rules**

---

- (ii) Urgent petty construction and repair (PCR) can be undertaken or permitted by University Officers subject to the following conditions:
  - a) The total value for each item of work shall not be more than Rs.50,000/- at a time.
  - b) Purchase of materials required for PCR is procured from dealers with Tamil Nadu Sales Tax Certificate of registration.
  - c) No competitive quotation is necessary for purchase of materials such as cement, bricks, sand, jelly, paints, plumbing materials, electrical accessories etc. from dealers with Tamil Nadu Sales Tax registration Certificate, subject to the condition that purchase value for each item shall not exceed Rs.10,000/- - at a time.
  - d) The labour requirements for urgent PCR shall be met from labour force of the Department / Unit or by Contractual Coolies specifically employed for the above purpose. The wages for casuals shall be as prescribed by the Collector from time to time. All guidelines prescribed by the University for employment of Contractual Coolies shall be followed.
  - e) After completion of work undertaken, departmentally, necessary entries including check measurement shall be incorporated in 'M' Book of the station.
  - f) After completion of work the savings / excess between departmental work / work carried out by contract based on Public Works Department schedule of rates shall be arrived. If the cost of Departmental work is more than 5% of the Public Works Department schedule work, then specific approval of the University shall be obtained for the increased with full justification.
- (xviii) Purchase of experimental animals.
- (xix) Purchase of materials for making innovative design / models.
- (xx) Purchase of liquid nitrogen/solid carbon dioxide/and gases for lab/lab equipment use from manufacturer or their authorised agent.
- (xxi) Proprietary Medicine/drugs from manufacturers or their authorised distributors/agents subject to recommendation by store purchase committee upto Rs.5,000/- at a time.
- (xxii) Purchase of manuals / bulletins/pamphlets, etc.

### **6.6.9. Limited Tenders**

Within the State, Limited Tender System shall be followed wherever the value of stores to be purchased exceeds Rs.1,00,000/ - but less than Rs.5,00,000/-. This limit excludes all taxes, duties and other incidental expenses connected with purchase of stores.

Limited tender system on all India basis shall be followed whenever the value of the stores to be purchased exceeds Rs.5,00,001/- but less than Rs.10,00,000/- . These limits exclude all taxes, duties and other incidental expenses connected with the purchase of stores.

**NOTE:** All requests for limited tender shall be sent by Registered post with acknowledgement due as much as possible. However, sending by courier is also acceptable. Proper delivery of the notice is to be ensured.

#### **6.6.10. Open Tender**

The Open Tender system or invitation of tender by Public advertisement shall be resorted to and adopted whenever the estimated value of the order to be placed for supply is more than Rs.10,00,001/- These limits shall exclude all taxes, duties and other incidental expenses connected with the purchase of stores.

Circular communications shall also be sent to the reputed dealers and contractors who are likely to tender, besides displaying in the notice boards of the Office and local chambers of committee for wide publicity.

Advertisement calling for Open Tender, shall be sent by the University officer concerned. For all open and closed tenders, the Tender Transparency Act, 2009 guidelines should be strictly followed by the Officer concerned.

#### **6.6.11. Earnest Money Deposit (E.M.D)**

In every case of limited tender and open tender, EMD at 1% of the value be obtained from the tenderer, except from the following cases:

- (i) Firms which have been exempted from furnishing EMD by the orders of the State Government.
- (ii) The Vice-Chancellor may by general or special order dispense with collection of EMD in the case of firms of repute, in accordance with the provision under item 37 of Appendix XIV of TNFU Regulations. The EMD accounts should be maintained properly.
- (iii) In engaging Security Services on contract basis for Colleges/Research Farms etc., a security deposit shall be collected from every successful tenderer as follows:
  - (a) College(s) : Rs.1.00 lakh (Rupees one lakh only)
  - (b) All Research Farms/Stations etc : Rs.50,000 (Rupees fifty thousand only)

#### **6.6.12. Finalisation of agency**

The covers received by the Head of the Office or any other person authorised on this behalf should initial with date and time and kept under safe custody.

The covers shall be opened in the presence of the tenderers or their authorised agents at the prescribed time if available.

The officer who opens the covers should initial the tenders/ quotations with date and time. He should announce the rates to the attending bidders.

After the formalities are over, a comparative statement should be prepared. It should always be the endeavour to obtain maximum value for the money to be spent.

## ***TNFU Rules***

---

The reasonableness of the rates may be ascertained by keeping track of the local market trends. For this purpose, they can ascertain the rates informally and confidentially from the local firms/parties.

The competent authority who has to select a tender for acceptance should take into account the financial status of the tenderers. If other conditions are equal, the lowest tender should be accepted. When the lowest tender is not accepted, the reason should be recorded and technically justified. The general remarks such as the item will or will not suit our purpose, etc., should not be recorded in the comparative statement. There should be specific technical reasons for selecting or accepting an offer. Similarly, reasons must be recorded for rejecting the other lower offers if any in the comparative statement itself.

All relevant records should be made available to the Audit Officer during his local inspection of the accounts of the office. The acceptance or rejection of a tender is a matter entirely within the discretion of the competent officer to sanction and responsible for the purchase of the materials and his decision is final. No tenderer has any right to be told the reasons for rejecting his tender and the reasons for rejections should not be communicated to any tenderer. No tender should be accepted from any person directly or indirectly connected with the University service. If any collusion is detected between a tenderer and University employee, it should be dealt with severely.

**Note:** If a contract for supplies is placed on a higher tenderer, in preference, to the lowest acceptable offer in consideration of offer of earlier delivery, the contractor will be liable to pay to the University the difference between the contract rate and that of the lowest acceptable offer in case of failure to complete the supplies in terms of such contract within the date of delivery specified in the tender and incorporated in the contract.

In some cases, the firms may offer a different set of models and it is likely that the Head of an Institution may prefer them to the other models given earlier. If there is any material deviation from the specifications like capacity, size, etc. between the items specified in the tender schedule and offered they shall not be purchased without calling for a fresh or re-tender.

### **6.6.13. Security deposit**

In case of acceptance of tenders, and agreements are entered into a security deposit at 5% of the value of the order subject to a maximum of Rs.10,000/- should be deposited by the accepted tenderer.

The above conditions can be waived in case of firms which have been exempted from the deposit by the State Government.

### **6.6.14. Agreements for the supply of stores**

When a tender is accepted for the supply of stores, the successful tenderer should be required to execute an agreement in regard to supply in the Form Number VIII. A fixed price for each article is essential, and no agreement should provide for a price fluctuating with the market price. Except when, in special cases, partial payment is to be made before delivery, the

agreement should provide that the payment will not be made until the stores have been received and examined. No order should be given for any stores without obtaining at least a written statement from the supplier as to the price, if not a formal written contract.

The suppliers should be advised to execute the agreement in bond papers or at least in thick papers, which may last long and not on thin papers like manifold sheets, etc.

Special Non-Judicial adhesive stamp to the value of Rs.20/- should be affixed to the agreement. If special adhesive stamps are not available, the agreement may be got executed on non-judicial stamp paper worth Rs.20/-.

The agreement should be signed at the bottom of all the pages with full signature by both the parties.

Full details of the materials ordered should be entered in the schedule to the agreement, as mentioned in the supply order.

Signature of witnesses with their addresses should be obtained in the agreement by both the parties.

The corrections if any, in the agreement should be attested with full signature of the supplier under his/company's seal, if any.

The agreements should be got executed by the suppliers before effecting any payment to them.

In all agreements, the jurisdiction of the court must be in favour of University unless insisted otherwise by a firm located outside Tamil Nadu which can be accepted only in exceptional cases.

The authorities empowered to sanction the purchase of the stores and equipments are competent to enter into agreement with the suppliers. In cases of sanction accorded by the Board / Vice-Chancellor, the Finance Officer will sign the agreement.

#### **6.6.15. In case of Government units exempt from Earnest Money Deposit / Security Deposit (EMD/SD)**

Though the Government undertakings are exempted from Earnest Money Deposit and Security Deposit, necessary agreements should be obtained in the usual form with the following additional clauses:

- (i) The unit should pay as penalty an amount equivalent to the amount fixed as Security Deposit in the event of non-fulfillment or non-observance of any of the conditions stipulated in the contract.
- (ii) In the event of any dispute arising out of the contract the dispute should be sorted out at a meeting of the concerned Secretaries to Government. If they do not agree, the matter should be referred to the second Secretary or the Chief Secretary for a final decision.

## ***TNFU Rules***

---

### **6.6.16. In case of other units exempt from Earnest Money Deposit / Security Deposit (EMD/SD)**

The units exempted from furnishing EMD/SD should execute proper agreement including an additional clause to the effect that in the event of non-fulfillment or non-observance of any of the conditions stipulated in the contract, the unit shall pay as penalty an amount equivalent to the EMD/SD or an amount equal to the loss incurred by the University consequent on such breach of contract, whichever is less.

### **6.6.17. Stores required to be imported from abroad**

The import of stores from foreign countries depend on the Government of India (G.O.I.) Export - Import policy. Hence, the instructions issued by the University from time to time should be followed.

### **6.6.18. Supply order**

The supply orders shall be issued in the prescribed form, viz. Form No.VI for consumable stores and Form No.VII for capital items.

In the case of supply order to outstations, wherever necessary the orders should be despatched only by Registered post with Acknowledgement due, and the return of the Acknowledgement form and the receipt of the order of acceptance from the firm should be promptly watched.

The full address of the consignee with pincode number and the Railway Station/Parcel Office which the consignment has to be booked, etc. should be clearly mentioned under "Delivery-Despatch instructions" in the supply order.

### **6.6.19. Payments / drawal of advance**

Except where it is stated otherwise as a general rule, stores should not be paid for until the receiving officer has taken delivery and checked the quantity of the stores supplied and found them satisfactory in every respect and according to specifications. Provision for payment should be made accordingly in all contracts as a rule. In every exceptional cases, when the application of this rule might cause hardship, as, for example when costly stores are ordered from a distant firm and delay in payment is anticipated, a part of the cost of consignment may be paid in advance on receipt of the railway receipt given for the articles on despatch, provided that the contractor or firm is of well-known standing and that an agreement is taken from the contractor or firm beforehand so as to secure the University against all risk of loss in the event of articles supplied being found to be short or defective.

100% advance payment can be made to TANSI towards purchase of their products.

Advance payment/drawal of money can be made in the following cases in addition to the cases already mentioned under Clause 42(5) of the Regulations:

- (1) For the purchase of petroleum products from the oil corporations.
- (2) For opening the Letter of Credit for the import of equipment from abroad.



- (3) Towards purchase of books and publications, magazines, periodicals and newspapers, etc. for one month, three months or one year as the case may be.
- (4) For payment of taxes and duties.
- (5) For purchase of coal/molasses.
- (6) For purchase of seeds, seedlings, fertilizers, pesticides, stationery, garlands, gifts, refreshments, items etc. where the firms insist advance payment.
- (7) For purchase of tyres and tubes and for retreading.
- (8) Purchase of experimental animals.
- (9) Purchase of imported goods from customs sales counter/ Customs approved notified stores/Co-operative stores.
- (10) Purchase of uniforms from Co-operative Institutions/ KhadiKrafts.
- (11) Repair of University vehicle.
- (12) To enter into service contracts.
- (13) Repair, service of computer/Fax/Duplicators/Xerox machine other electric and electronic equipments/machineries.
- (14) Any purchase from Central / State Government Organisations / Undertakings / Universities/ Corporations / Cooperative Institutions.
- (15) Renewal of Insurance Premium.
- (16) To take delivery orders of consignments especially imports.
- (17) Materials procured from the shops registered under TNGST for petty construction and repairs to be carried out departmentally without entrusting to contractors.

#### **6.6.20. Taking delivery of goods**

Whenever goods are delivered by the Railways, proper care should be taken to see that the materials are cleared in time.

- (1) As soon as the intimation regarding the despatch of the equipments is received from the firm, the Railways/parcel office concerned should be contacted regarding the arrival of the consignments.
- (2) If the consignment has not reached the destination the initial of the goods clerk or the person in-charge of parcel office, should be obtained in the Railway Receipt/Way Bill regularly.
- (3) If the consignment has not reached the destination within the reasonable time from the date of despatch, a complaint should be lodged with the railways or the parcel office. The fact of non-receipt of the goods at the destination should also be reported to the firm concerned by registered post with acknowledgement due.
- (4) The firm may also be requested to find out from the booking station/the whereabouts of the consignments and intimate the result.

## ***TNFU Rules***

---

- (5) In the case of documents negotiated through Bank, the Bankers should be contacted in writing as well as through phone or personally regarding the receipt of the despatch documents immediately on receipt of the intimation regarding the despatch of the documents through bank and without waiting for the intimation from the Bankers.
- (6) The documents must be returned with least delay and the consignment taken delivery of without incurring any demurrage.
- (7) The consignee will be responsible for verifying at the time of taking delivery, that the stores have been received in tact without loss or damage.
- (8) If there is any evidence of loss or damage, prompt action should be taken to secure necessary certificates from the appropriate railway officials before taking delivery, by demanding open delivery, if necessary.
- (9) The loss or damage should be promptly reported to the suppliers.

### **6.6.21. Testing**

All materials which are to be tested before acceptance by the Stores are to be tested at the earliest opportunity with great care.

- (1) (a) The Stores received at the Office should be verified and tested within one week from the date of receipt by the Office;
  - (b) If an equipment is to be tested in a laboratory before it is taken to stock, the equipment is to be handed over to the laboratory concerned under acknowledgement to fix the responsibility for any loss in the course of testing.
- (2) If there is any damage or defect in the equipment or if it is found that the specifications mentioned in the supply order do not tally, the fact should be reported to the suppliers and also to the competent authority immediately (by Registered Post with Acknowledgement Due) and the firm requested to rectify the defects or to replace the items as the case may be.
- (3) If it is not possible to test the equipment for want of power connection or other obvious reasons, an interim reply should be sent to the firm stating that the stores have not been tested and that a report will be sent to them shortly.
- (4) In any case, the equipment should be tested within a fortnight from the date of receipt by the office.

### **6.6.22. Livestock & fish seeds**

Purchase of all experimental / farm animals for work or research or otherwise, shall be made by a Committee to be nominated by the authority competent to sanction the purchase and shall include the concerned Head of Station or his nominee for whom the purchase is proposed. Purchase from open market shall be made based on the need and necessity. District Livestock Farms of Animal Husbandry Department or the Research Farms of TANUVAS may be contacted for the supply of suitable animals.

Fish seeds for stocking in various farms of the University can be purchased from Govt run seed farms and private seed farms based on the availability and distance to be transported. The nearest source shall be preferred for preventing loss in the transport.

#### **6.6.23. Insurance**

Unless otherwise specified normally, no University property is to be covered by Insurance. However, in exceptional cases sophisticated equipment and animals of superior germplasm can be insured with the approval of the Vice-Chancellor.

The Motor vehicles of the University shall be insured under comprehensive policy.

Stores imported from abroad should be fully insured.

#### **6.6.24. Printing and binding**

To the maximum extent possible all works pertaining to printing and binding shall be done by the University press. For printing outside, a certificate of inability should be obtained from the Officer in-charge University Press. In cases, where authorisation for getting the printing works done with outside agencies, the following procedure shall be allowed.

Printing of forms, registers and books of varied descriptions may be entrusted to any press upto Rs.10,000/- at a time without quotation and when it exceeds Rs.10,000/- , the work may be entrusted to more than one local press after observing due formalities such as obtaining quotations/tenders as the case may be and necessary negotiations for standard rates. Lowest rate consistent with the work style and execution may be chosen with appropriate recordings in the comparative statement. For printing of matters of confidential nature *viz.* question papers, mark lists, grade sheets relating to examination etc., an agreement in the form prescribed from time to time should be obtained from the selected press. Rules of getting competitive quotations/tenders will not apply in this case.

Where binding alone is to be done, the work may be entrusted to any press or binder without obtaining competitive quotation if the cost does not exceed Rs.2000/-, where the cost exceeds Rs.2000/- competitive quotations/tenders should be called for.

#### **6.6.25. Repairs to equipment, etc.**

All equipment and machinery shall be kept in good condition. Repairs to electrical and electronic equipment and gadgets may be given to the agency which has supplied and erected the equipment or their authorised agents without any competitive quotation. In case of costly and sophisticated equipment, service contract can be entered into with the prior sanction of the University Officers concerned so that the equipment will be maintained in good condition throughout the year.

Common repairs to other stores required then and there should be arranged with the outside agency when there is no facility in the office/campus itself. Necessary competitive quotations shall be obtained when the repair costs over Rs.2000/- excluding the cost of materials replaced.

## **TNFU Rules**

---

### **6.6.26. Stock account**

The Head of the Office or the University employee who is entrusted with the receipt and storage of stocks of any kind, should take special care in arranging for their safe custody. He should also maintain stock accounts and inventories for the stock held in his custody, with a view to preventing losses to the University through theft, fraud, negligence or accident and to make it possible for easy check of the actual balance with the book balance and the amount of expenditure incurred on stores at any time.

- (1) Whenever a new item is received, the person-incharge of the stores shall verify the articles newly purchased, take it into stock account, and certify to that effect on the bill mentioning at the same time, the particulars of entry in the Stock Register folio, etc., for purposes of easy reference.
- (2) When articles are received by rail or post or otherwise, and payment is made in advance, the person-incharge of the stores and stock account, should verify the stock on receipt and furnish a certificate of verification quoting at the same time, the folio number, etc., of the stock register in the adjustment bill.
- (3) The stock entry certificate should be furnished if the goods are received in good condition, irrespective of the fact that the payment for the same is made either at 90% or 100%.
- (4) When stock is received and invoice is not received, such stock should find an entry in a temporary stock register. When invoice is received, this should be transferred to appropriate stock register. No invoice can be passed without proper entry in the appropriate permanent stock register.

### **6.6.27. Erection of machinery and equipment**

- (1) The equipments received should be installed or erected with the least possible delay and put into beneficial use of the University or its students.
- (2) To enable the expeditious erection of the machinery and equipment on receipt, advance action should be taken to complete the civil and electrical works, if any, before the arrival of the machines.
- (3) Erection of the machinery should not be delayed for flimsy reasons such as want of provision of power mains, purchase of fuel, oil, etc.

### **6.6.28. Completion report**

As soon as the equipment/machinery received is erected and full payment due to the supplier is made and the machine is put to proper use, a completion report should be sent to the competent authority, which sanctioned the purchase.

### **6.6.29. Maintenance of stores**

- (1) The stores shall be classified under certain important categories and kept in separate racks and bins earmarked to each of them.

- (2) Under each classification, a separate serial number shall be assigned to each individual item of stores. The stock ledgers shall be maintained in Form No.IX. The Stock Ledger shall show the receipts and issues at any given time and closing balance at the end of the year.

#### **6.6.30. Stock account of tools, furniture and equipments**

The Stock Account of Tools, Furniture and Equipment shall be maintained in Form Nos.X, XI and XII respectively.

- (1) **Tools, farm implements, etc.:** Issues made for temporary/ permanent use of the workmen of the institutions should not be subtracted from the stock. They should be accounted for in the permanent issue register opened for the purpose and acknowledgement of the workmen concerned for the stock given should be obtained. Whenever the tools become unserviceable, they should be brought into account in the unserviceable articles register and auctioned if feasible or discarded based on the orders of the concerned university officer. The difference in book value and amount realised on auction if any may be written off on the orders of the competent authority.
- (2) **Furniture:** Whenever new articles of furniture are purchased, they should be assigned proper code numbers for identification during stock verification. An inventory or chart of furniture available in each room, should be maintained for easy location of the furniture. The furniture should be maintained properly.
- (3) **Equipment:** Log Books should be maintained for sophisticated equipments costing over Rs.1,00,000/- in Form No.XIII so that these valuable stores can be properly used and maintained.

#### **6.6.31. Verification of stores and stock account**

All stores including dead stock shall be verified once in a year in the presence of the Custodian of Stores. Consumables other than laboratory chemicals and perishable articles shall be verified once in a half-year. Verification should be done by an employee not below the rank of Associate Professor to be nominated by the Heads of Office and who is independent of the employee in charge of stores. In the case of stock in the Central Stores of the campus/station a nominee of University officer shall verify the stocks. Cross verification shall be done once a year by a nominee of concerned University officer.

Verification Officer should write in his/her own handwriting the actuals duly attested in each case. The verification officer, shall, during the course of verification, list out articles which are unserviceable so as to facilitate proper disposal by the concerned authority.

Verification Officer shall furnish a certificate in the following form over his/her dated signature after complete verification of the stores.

“Certified that stores borne in this stock book as verified by me on date(s).....and I have found the actuals agreeing with the book balance and the shortages/excesses noticed have

## ***TNFU Rules***

---

been entered in the Shortage/Excess Register page..... The articles which are unserviceable are listed below:

Signature :

Designation :

Verification Officer shall send a report on the physical verification of stores to the respective Head of Office or University Officer as the case may be, before 31<sup>st</sup> May of the year. The University Officers will send consolidated reports in respect of the Centres under their control to the Finance Officer before 15<sup>th</sup> of June each year.

Notwithstanding the half yearly and annual verification of stores, the authorised employees may make surprise checks of stocks and stores at intervals at least once in a year so as to ensure that the stores are properly maintained and accounted for.

Shortages noticed may be brought to the Shortage Register deducting the same from the main register and action pursued to regularise the shortage. Excesses may be added to the stock in the main register and appropriate action may be initiated.

A deficiency detected during a verification of stores may be due to

- (1) incorrect or careless accounting.
- (2) loss arising from fraud, theft, or negligence.
- (3) an unavoidable cause, e.g., wastage, shrinkage and spilling in the case of stores which are subject to them.

The head of the Office concerned should fully investigate the cause of any deficiency and send a full report on it to the controlling authority along with the verification report. If he holds that any loss caused to the University and deficiency is due to misconduct or culpable negligence on the part of any University employee concerned, he should add his recommendation as to how the loss should be made good by recoveries from them. The Controlling authority should, after such examination and investigation as the importance of the case warrants, issue, or obtain from the competent authority an order to write off the deficiency from the stock accounts. On receipt of this order the deficiency should be charged in the stock accounts with a note quoting the authority. If any recovery is ordered, a note should be recorded in the stock accounts when each amount is actually recovered.

### **6.6.32. Unserviceable stores and write-off of losses**

Stores, which have become unserviceable in the ordinary course or by fair wear and tear may be condemned by the authority competent to sanction the purchase of new stores or to replace them. A register in Form No.XIV shall be maintained. He should record the full reasons for condemning the stores in his order, and add a certificate to the following effect:

“Certified that I have personally satisfied myself that each item written off in these proceedings has become unserviceable in the ordinary course, through proper usage or by fair wear and tear”.

Note: Both the acts of condemnation of the unserviceable articles and writing off their value are intended to be applied together at the same time in the same proceedings of the competent authority. After the depreciation is allowed annually at prescribed percentage and the value of the article at the time of condemnation is shown as ‘NIL’ there is no need to write off the ‘NIL value’ of the article. In respect of articles which have been written down to ‘NIL’ value by the operations of the process of annual depreciation and if such articles are still in use and have some more years and useful life left in them but are lost due to theft, neglect or other calamities such as fire or floods, orders of competent authority writing off such losses would be necessary. If any of the stores so condemned and written off are disposed of in public auction or sold otherwise, their sale proceeds should be credited, in full to the University and the amount, if any written off should be the value of the articles as recorded in the stock accounts minus the amount realised in auction.

- (1) Proposals for condemnation of stores, machinery and equipment shall be made in the Form No.XV.
- (2) In the case of stores machinery and equipments the book value of which is less than Rs.10,000/- , the Head of the Office concerned and competent to purchase such stores is empowered to issue orders of condemnation and write off, provided he is satisfied that the materials have become unserviceable due to normal wear and tear and that the equipments cannot be economically repaired for reuse.
- (3) In the case of machinery and equipment the book value of which is more than Rs.10,000/- - but less than Rs.1,00,000/- - the University Officer concerned may order condemnation after getting a report on the proposal for condemnation in Form No.XV from a Committee appointed by him consisting of two or three senior personnel having knowledge of the equipment.
- (4) In respect of machinery and equipment the book value of which is more than Rs.1,00,000/- per item, the University Officer concerned shall along with one or two other senior staff members chosen by him, inspect the stock to be condemned and send the proposal for condemnation by the University in Form No.XV together with a report of the Committee. The proposal shall be considered by the University and write off ordered. Prior orders of the University are necessary to write off such cases from the accounts.

Note: When the book value is not available the market value as assessed by the above authority/committee may be taken as book value.

- a) When any stores become unserviceable or depreciate otherwise than in the ordinary course or by fair wear and tear their value or the amount of such depreciation as the case may be, should be treated as a loss to the University and action taken accordingly. Proper investigations must be made to fix the responsibility on the

## **TNFU Rules**

---

persons concerned to make good the losses of this kind, if it is not found possible to recover the cost from any source, then the value of such stores should be written off by the competent authority. Preliminary reports of the losses exceeding Rs.10,000/-/- must be sent to the Registrar at once for detailed investigation of the case and for passing final orders as per rules.

Stores which have become unserviceable otherwise than in the ordinary course or by fair wear and tear should never be condemned in the same order along with the stores which have become unserviceable in the ordinary course or by fair wear and tear. Separate orders should be passed dealing with the stores in each of the two classes. Each order should state how the condemned stores are to be disposed of i.e., whether by sale or by destruction, since stores should be condemned only when they cannot be made serviceable by repairs at a reasonable cost. Condemned stores which are quite worthless should be ordered to be destroyed. Other condemned stores should as far as possible, be sold under the orders of the authority competent to write off a loss of cash equivalent to their value. The Head of the Office should record full particulars regarding all condemned store in suitable lists from which their disposal can be checked.

As much as possible all costly equipments (exceeding Rs.5.0 lakhs) shall be insured with minimum premium possible or a collective insurance against loss due to theft, fire, flood, and any other natural calamities.

The following general instructions should invariably be followed for the disposal of stores:

- (i) Where the articles are sold by public auction, the Head of the Office or the University Officer concerned should invariably attend the auction and record the final bids.
- (ii) The Head of the Office or the University Officer concerned, should also be present when the articles sold are released, his presence being most essential when the release of the articles takes place sometime after the auction or when it involves process, such as weighing, etc.

### **6.6.33. Report**

Negative differences of seeds, fertilizers, chemicals, plant protection chemicals, manures, firewood, oils, lubricants due to dryage, wastage, spillage etc. proposals for write off may be sent in half yearly. The percentage of negative difference for each case will be fixed from time to time and communicated.

### **6.6.34. Stock verification**

Value of the books and publications found lost, damaged, unaccounted for or found short during stock verifications. Individual cases must be thoroughly examined and orders passed.

### **6.6.35. Write-off of value of books and publications**

The value of the obsolete books and publications must be written off with reference to financial powers delegated to the employees. The necessity for keeping the books in the stock must be examined thoroughly before condemnation and write off. The mode of disposal of these books must be recorded in the write off orders to be issued.



### **6.6.36. Breakages**

Cost of the glass articles broken by the staff and students: The following glasswares are not accounted for breakages, since they are issued in bulk.

- i) Cover slips of all types.
- ii) Microscope slides for all kinds.
- iii) Test tubes of all kinds.
- iv) Ampules of all kinds.
- v) Vials-all volumes.
- vi) Glass beads.
- vii) Glass wool.
- viii) Freeze drying ampules.
- ix) Glass rods and tubes.
- x) Petri dishes.
- xi) Glass tubing.
- xiii) Flasks and other containers capacity upto 1 litre.
  - xiv) Pipettes of all kinds.
  - xv) Watch glass.
  - xvi) Specimen jars.
  - xvii) Syringes and needles.
  - xviii) Insemination rod
  - xix) Any other item of glasswares declared by University Officer.

Each Head of Office / University Officer / Professor in charge of station and other units should take a list of the articles broken by the staff every month, inform and examine first the reasons for the breakage and the possibility of recovering the cost of the same from the persons concerned in case the breakage is due to carelessness. If not, the value should be written off by the competent authority. Form No.XVI is to be used for this purposes.

In respect of breakages due to willful negligence on the part of the students concerned, the full value of the articles must be recovered. If the breakages have occurred only due to normal course of work and are not due to carelessness on the part of students, the book value of the articles should be written off by the competent authority. Form No. XVI should be used for this write off. In case of breakages they may be written off at the discretion of the Dean/Director.

Note: However, sophisticated glasswares like counting chambers etc., are to be properly accounted.

## **TNFU Rules**

---

### **6.6.37. Auction sales**

Unserviceable articles, livestock and dead stock may be disposed of by public auction. These three groups should be auctioned duly giving wide publicity depending upon the value, etc. at the discretion of the University Officer concerned. The auction notice is to be issued, in Form No. XVII.

An auction Sale Register should be maintained in Form No. XVIII and orders of write off may be issued. After the close of the auction, the particulars of the auction conducted must be recorded in the Auction Sale Register. The approval of the auction sales may be obtained in this register itself. The authority competent to write off the value of the articles shall approve the auction sales. The auction sales must be conducted by the Head of Office or by an employee authorised to do so. If the authority competent to confirm the auction sale desires, re-auction can be ordered for the best realisation of the revenue to the University. The amount realised in the auction is to be credited to the University accounts. The articles auctioned should be released to the bidder only after the auction sale is approved by the competent authority.

### **6.6.38. Packing materials and containers**

The containers of poisonous chemicals and other materials of hazardous nature should be destroyed at frequent intervals at the discretion of competent authority. They should not be put to use. Containers of capacities of one kilogram and below shall not be brought to stock. These shall be destroyed in the presence of responsible employee periodically. Packing cases of wood, plastic and metal, crates, full gunny bags should be accounted for in a separate stock register. The items that are not useful should be sold in auction to the best advantage of the University, at frequent intervals. Paper, polythene and cardboard packs can be discarded.

### **6.6.39. Depreciation in value of stocks**

Annual rates of depreciation in value to be adopted in respect of Dead Stock and other articles are indicated below:

1. Scientific apparatus	5%
2. Furniture and Fittings	7.5%
3. Tarpaulins	10%
4. Gunnies	25%
5. Sprayers, dusters and other Agrl. implements	10%
6. Electrical and Electronic equipments	7.5%
7. Oil Engines	10%
8. Tractors	14.2%
9. Pipe and fittings	10%
10. Other machineries	10%
11. Lorry and Buses	15%

---

12. Jeeps and cars	16.2%
13. Tools and equipments	10%
14. All other items	10%
15. Hostel Utensils:	
Brass and copper vessels	4%
Stainless Steel vessels	4%
	Fixed rate method
Aluminium vessels	30%
Iron vessels	30%

At the time of physical verification the value of all stores should be arrived at after taking into account the above depreciation in order to assess the exact value of stores at the end of each year.

### **6.7. Opening of Letter of Credit**

The Drawing Officers of the University can open internal and external Letter of Credit for the following purchases and execution of works. The Letter of Credit shall be opened in any of the Scheduled Banks.

- a) Import of equipments, machinery and other electric and electronic equipments, spares and other goods.
- b) Import of chemicals, reagents and other consumable/disposable spares.
- c) Purchase of equipments, machinery, electric and electronic equipment, vehicle, body buildings, repairing equipment, machinery etc. within the country.
- d) Purchase of chemicals, reagents and other consumable spares such as medicine, feed supplements, vitamins etc.
- e) Capital works both civil and electrical.
- f) Petty construction and repairs both electrical and civil works.
- g) Purchase of building materials such as iron, wood, readymade building materials, cement.
- h) Purchase of plumbing materials such as pipes, water tanks and other plumbing materials.
- i) Fabricated animal cages as per design.
- j) Printing, binding etc.
- k) Purchase of electrical fittings, spares, wires etc.
- l) Purchase of glasswares, polypropylene-wares, polythene materials.
- m) Purchase of furniture subject to the condition that the agencies agree for the proposal of letter of credit.

## **TNFU Rules**

---

- n) Repair of electrical / electronic equipments, vehicles, machinery etc.
  - o) Such other items as may be decided by the Vice-Chancellor from time to time.
  - p) Purchase of books and periodicals, diskettes and other softwares.
1. The Letter of Credit may be revocable or irrevocable.
  2. Payments from the Letter of Credit can be made in installments based on quality of supplies made/completion of work. The number of installments shall be restricted to four installments.
  3. For opening Letter of Credit, concurrence of Finance Officer is not necessary. However, the purchase should be within the limits of the drawing Officer, If the proposal exceeds the limits, sanction from competent authorities is necessary. All Letter of Credits should be intimated to the Finance Officer and Registrar.
  4. A separate Register for Letter of Credit shall be maintained.
  5. The model of the Register is hereunder:-
  6. With reference to capital works, petty construction etc. or building materials the certificate regarding quality, quantity or quantum of work carried out in capital work / Petty Construction Repair shall be obtained from concerned university engineers / Estate Officer before release of Letter of Credit.
  7. If there is any deficiency or short falls in construction/repairs with reference to capital works or petty construction and repairs, proportionate reduction should be made in the Letter of Credit payment.

Sl. No.	Date	Material	Internal / External	Amount	Bill No.	Cheque No.	Release of L/C Payments	Settlement of Advance	Remarks

### **6.8. Removal of difficulties**

In case any difficulty arises in the implementation of the provisions of these rules, the Vice-Chancellor 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. In the purchase of stores through tender system, Tamil Nadu Transparency in Tenders Rules, 2000 (GO Ms No. 446, dt. 2.09.2000) shall be referred.

## **List of Forms**

<b>Form No.</b>	<b>Details</b>
I	Proposals in respect of consumable stores
II	Proposals in respect of equipments/machinery
III	Inviting quotations
IV	Tender notice
V	Tender form and conditions
VI	Supply order for consumables
VII	Supply order for capital items
VIII	Agreement for supply of stores on tender system
IX	Stock ledger of non-consumable stores
X	Register of tools / implements
XI	Register of furniture XII
	Register of equipments XIII
	Log book for equipments
XIV	Register of condemned articles
XV	Proposals for condemnation of stores / machinery and equipment
XVI	Register showing glasswares broken during the month of .....
XVII	Auction notice
XVIII	Auction sale register
XIX	Consumables stock register

**FORM – I**

**Requisition for the purchase and supply of stores / spares /  
consumables**

1. Name of the Institution / Department / Project :
  
2. Date :
  
3. Name of the stores / spares with description of the specification :
  
4. Balance on hand while putting up this proposal :
  
5. Quantity / Nos. required :
  
6. Purpose – general Lab maintenance / projects :
  
7. Approximate cost :
  
8. Availability of budget : **Head –**  
Sanctioned :  
Utilized :  
Balance :
  
9. Head of Account : SC No.
  
10. Competent Authority for sanction :
  
11. Remarks :

Proposer

Authorized Person

---

## **FORM – II PROPOSALS FOR PURCHASE OF EQUIPMENT**

1. Name of the Institution :
2. Name of the Department/Project :
3. Items proposed to be purchased  
with brief description :
4. Quantity required :
5. Total value inclusive of Duty, Sales Tax,  
Surcharges, Delivery charges etc. :
6. Whether similar equipment is available  
already in the Department and if so, the  
need for buying more of such items :
7. Whether provision exists in the  
Budget Estimate :
  - (a) Head of Account in full
  - (b) Allotment
  - (c) Expenditure so far incurred
  - (d) Commitment standing against University Supply Order
  - (e) Commitment standing against Institution Supply Order
  - (f) Bills on hand
  - (g) Expenditure involved in this application
  - (h) Balance (b minus c to g)
8. Expected time for delivery of  
equipment/machinery :
9. Approximate months during which  
payment is to be made for this supply :
10. Other particulars/remarks :

**Signature of the Head of Office**

**FORM – III**

**Format of letter calling for quotations for procurement**

**TAMIL NADU FISHERIES UNIVERSITY**

From

To

No. \_\_\_\_\_ Dt. \_\_\_\_\_

**Sir,**

Sub: STORES – Quotations – \_\_\_\_\_ - called for – reg.

Quotations in sealed cover are invited for the following item:

<b>Sl.No.</b>	<b>Description of the item</b>	<b>Quantity</b>
1.		

The quotation will be received up to 3.00 p.m. on \_\_\_\_\_ and opened at 3.30 pm on \_\_\_\_\_. The rate offered should be inclusive of packing, forwarding freight, Sales Tax etc., Breakages and leakages will not be accepted and deductions will be made before making payment. The rates offered should be valid at least for six months. The units for rates should be in metric system. The supplier has to make his own arrangements for obtaining import license in case it is required.

TNGST/CST/VAT assessment or TIN should be quoted. The reference number and date of this office should be noted on the cover of the carrier and to be sent to the address of \_\_\_\_\_

The quotations should be superscribed as No., \_\_\_\_\_ Dt. \_\_\_\_\_

**Signature of the Officer**



---

**FORM – IV**

**TENDER NOTICE**

**TENDER FOR SUPPLY OF ..... TO THE  
TAMIL NADU FISHERIES UNIVERSITY.....**

Sealed Tenders are invited from firms of standing who are actual manufacturers, accredited distributors of such manufacturers for the supply of .....

Tender forms and documents can be had from .....  
on payment of Rs.....(Rupees.....) by money order/cash addressed to the .....  
The last date for the receipt of requisition for the supply of tender forms will be ..... No  
postal order will be accepted.

Sealed covers superscribed as “Tender for the supply of .....should be  
addressed to “The .....” so as to reach him on or before .....and will be opened at  
..... in the presence of such of those tenderers or their authorised representatives as may  
be present.

Note: Full and complete address should be given in BLOCK LETTERS in the money  
order coupon for prompt delivery of the Tender form and document.

**DESIGNATION**

**FORM – V**

**TAMIL NADU FISHERIES UNIVERSITY TENDER FORM AND  
CONDITIONS**

No.

Dated:

**I. GENERAL:**

Last date for submission of Tender is \_\_\_\_\_ Date of opening of tender is on \_\_\_\_\_ at \_\_\_\_\_ A.M. Tenderers should state in the body of their letter whether they are:

- i) Manufacturers
- ii) Manufacturer's authorised agents
- iii) Holders in stock of the stores tendered for

**II. DEVIATION FROM SPECIFICATION:**

The tenderers are requested to study the specification stated below:

Tender for the supply of \_\_\_\_\_ are invited

**SPECIFICATION:**

**NUMBER REQUIRED:**

**SERVICE CONDITION:**

Guarantee period and after sales service conditions to be mentioned.

In case of deviation or alteration the same should be brought out boldly and prominently in the offer made.

**III.** Any terms or conditions not brought out in the body of the offer will not be considered.

**IV.** In case any condition or terms of contract applicable in the invitation of Tender is not acceptable to the Tendering firm they should specifically state deviation therein from the body of their Tender.

**V.** In the body of the letter, the tenderer should specifically state that he agrees for sole arbitration by the Finance Officer, Tamil Nadu Fisheries University, Chennai.

**VI. Price :** a) Prices must be in terms of Rupees and paise.

- b) The unit prices should be for the equipment as indicated in the schedule of tender enquiry and not for any other equipment.

- c) Prices quoted should be for delivery at site, as specified in the supply order inclusive of charges such as packing and forwarding.
- d) Discount if any, should be indicated prominently.
- e) Prices quoted shall be firm in all respects and for each equipment.
- f) Tenders with price variation basis will not be accepted.
- g) The offer should be kept valid for six months from the date of tender and supply expected before \_\_\_\_\_

**VII.** The Tenderer is solely responsible for the equipment till delivered and demonstration of the equipment to be conducted.

**VIII. Earnest Money Security Deposit and Execution of Agreement :**

\* Each tender should be accompanied by an Earnest Money Deposit equivalent to 1% of the purchase value in the form of Demand Draft drawn in favour of the Drawing Officer concerned, Tamilnadu Fisheries University, Nagapattinam failing which the tender will not be considered. Cheques will not be accepted. If for any reason the tenderer withdraws the tender before or after being selected or before being rejected by the competent authority, the Tamilnadu Fisheries University reserves the right to forfeit the deposit in part or in full. The Earnest Money deposited will be refunded to the unsuccessful tenderers. In the case of successful tenderer, the amount will be adjusted towards Security Deposit.

The successful tenderer (hereinafter referred to as contractor) shall also furnish a security deposit of not less than 5% of the total value of the contract subject to maximum of Rs.10,000/- within 15 days from the date of intimation of the acceptance of the tender. The Security deposit will be inclusive of the Earnest Money Deposit, already remitted.

The security deposit will be refundable only after the expiry of a period of ONE YEAR from the date of handing over the stores in working conditions/completion of the work to the full satisfaction and upon the Tamil Nadu Veterinary and Animal Sciences University issuing a certificate that no amount is due from the contractor under the agreement and that the contractor executed an agreement on a non-judicial stamp paper of the value to be fixed incorporating the terms and conditions of the contract within one month from the date of intimation of the acceptance of the tender. In case of default of these conditions i.e. remitting security deposit and executing agreement within the time allowed, the earnest money deposit will be forfeited without prejudice to any other right of the University service. The university will also be entitled to make other arrangement for obtaining these items from others and recover from the contractor any excess expenditure or cost incurred by the University over the contract price together with all charges, expenses and damages attending to such purchase, provided the Finance Officer, Tamil Nadu Fisheries University, in specific application from the contractor grant extension of time in specific circumstances in the matter of payment of security deposit and execution of agreement

## ***TNFU Rules***

---

- IX. Delivery:** The supplies shall be subject to inspection and acceptance or rejection by the Finance Officer, Tamil Nadu Fisheries University, or such other person as the Finance Officer, TamilnaduFisheries University, shall from time to time name and appoint for the purpose, the said person to be named and appointed being hereinafter referred to as the Inspection Officer.

The supplies made by the tenderer which in the opinion of the Finance Officer, Tamil Nadu Fisheries University, or the Inspecting Officer are in bad order, unsound in quality or description or not in accordance with specifications as have been prescribed in that behalf or otherwise faulty or unfit for use, shall be rejected.

The supplies so rejected shall be removed by and at the expenses of tenderer within 15 days after he has been given notice of the rejection. If not taken away, the Finance Officer, Tamil Nadu Fisheries University, may cause the goods to be removed and disposed off in the manner he may deem fit and recover from the tenderer the expenses incurred in such removal and disposal.

The substitution of supplies which have been rejected by the Finance Officer, Tamil Nadu Fisheries University, or the Inspecting Officer in whole or in part under the provisions herein before contained the tenderer shall and will within the time permitted by the Finance Officer, Tamil Nadu Fisheries University, or the Inspection Officer after such rejection shall have been notified to him as aforesaid supply and delivery without causing any extra cost of expenditure. If not so supplied and delivered by the tenderer or substitution as aforesaid and also in case of failure by the tenderer to supply and deliver supplies demanded from him under this tender within the period prescribed for supply and delivery, the Finance Officer, TamilnaduFisheries University, or the Inspecting Officer shall have power to purchase from others in lieu of rejected or not delivered goods and any excess expenditure or cost incurred by the University over and above the tenderer price together with all charges and expenses attending to the purchase shall be recoverable from the tenderer. Nothing herein contained shall prejudice any other right of the University in that behalf under the tender or otherwise.

- X.** A guarantee towards the supply of spare parts if any when required on the agreed basis for an agreed price.
- XI. The Tenderer shall furnish the following guarantee:** A guarantee to the effect that articles supplied shall be of the best quality and workmanship and shall be in with such quantities and such price. A guarantee for a period of one year or more from the date of handing over the equipment for the proper functioning of the equipments and systems and any defects in their proper function during the guarantee period should be rectified by the tenderer free of charge. If during the guarantee period, the supplies are found not to the description and quality offered, the University will be entitled to reject the articles and the supplier shall replace or pay the University such damages as may arise including the replacement of cost and towards delay and damages. Nothing herein contained shall prejudice any other right of the University in that behalf under the tender or otherwise.

**XII. Transfer of supply:** The tenderer shall not transfer or assign the supply or any part there or any interest therein directly or indirectly to any person or persons whomsoever without the written consent of the University.

**XIII.** If the supply order is placed on a higher tenderer as a result of inability of the tenderer then he will be liable to pay the University the difference between the supply rate and that the lowest acceptable tender. This is in addition to and without prejudice to other rights under the terms of the tender.

**XIV. Installation and testing:** All deliveries of goods should be accompanied by invoice bills in triplicate to the officer at site to whom the goods are supplied.

- a) The time allowed for completion of supply and delivery as prescribed including demonstration under the conditions of the tender is the essence of the tender.
- b) Without prejudice to other rights under the terms of this tender or otherwise.
  - i) If the tenderer fails in the due performance of his supply within the time fixed in the supply order or any extension thereof, the tenderer is liable to pay as liquidated damages up to 2% per month of the supply value of such portion of the materials as have not been delivered, installed and commissioned and having been delivered, installed and commissioned cannot in consequence of the delay be used efficiently during each month between the appointed or extended time as the case may be and the actual time of delivery installation.

The tenderer is not entitled for any enhancement of the rates once accepted. It shall be lawful for the purchaser to set off any loss or expense or cost of damages sustained or incurred by the purchaser by reason of the cancellation of the tender form and out of nominees for the time being payable or due to the tenderer from the University otherwise apart from forfeiting the security deposit furnished by their tenderer.

All sums found due to the University under or by virtue of these presents shall be recoverable from the tenderer in any manner as the University may deem fit.

**XV.** Any notice or communication to the tenderer shall be deemed to be sufficiently served if given or left in writing at his usual or last known place of abode.

**XVI.** All questions, disputes or differences arising under out of or in connection with the supply, if not concluded shall be subject to the exclusive jurisdiction of the place from which the acceptance of the tender is issued, is situated.

**Signature :**

**Designation :**

**FORM – VI**

**SUPPLY ORDER FORM FOR CONSUMABLES  
TAMIL NADU FISHERIES UNIVERSITY**

**From**

**To**

No:

Sir,

Sub: STORES – supply of..... - order placed – reg.

Ref: Your Quotation No. ...., dt.

The rates offered for the following item in your above referred quotation are accepted as noted against them.

<b>Sl.No.</b>	<b>Name of the work</b>	<b>Quantity</b>	<b>Rate in Rs</b>
1.			

Please arrange to supply immediately the quantity noted against them each. The bill of cost in triplicate may be addressed and sent to ..... for settlement. Pre-receipted invoices (Bills) may be sent to avoid delay in settlement of the bills.

**Note:**

Revenue stamp should be affixed in the original copy of the bill, if the amount of the invoice exceeds Rs.5000/-

The rates are F.O.R. destination inclusive of packing, forwarding railway freight and Insurance charges, Breakages and damaged will not be accepted and deductions will be made before making payment.

**The consignment should be booked to .....**  
and Railway Receipt sent. Packing slips should be sent along with consignment duly indicating the supply order No. and date. Consignments received without proper slip will be returned to the consignor under freight 'TO – PAY'.

Each case booked should contain separate packing slip and the duplicate copy of the Packing slip should be attached to the relevant bill.

Bills for the goods booked, should be sent immediately at any cost not later than a week from the date of booking of the goods.

The reference No. & Date of Supply Order of this office should be noted clearly in the Invoice as well as in all the correspondence for the early settlement.

All supply orders made from this office should not be clubbed in one packing and each supply order should be complied with separately. However several packings may be in one case.

The consignment should be packed properly providing materials inside and the case with iron bands outside.

The consignments should be booked by passenger or goods train under FREIGHT PAID. If booked 'TO – PAY' it may be clearly understood that the consignment will not be taken delivery of. If it is sent by road, it should be sent only through a recognized Lorry Service. In such cases, the full and clear address of the Lorry Service, at the consignees headquarters should invariably be intimated.

This order is valid only 10 days from the date of receipt of this order beyond which it is subject to confirmation.

Cheque will be issued only in favour of the name given in the Invoice or Bill.

Change of name in the cheque WILL NOT BE considered for any reason.

**Authorized Signatory**

**FORM – VII**

**SUPPLY ORDER FORM FOR CAPITAL ITEMS**

From

To

Supply Order No..... dated.....

Sir,

Sub :

Ref :

Your offer for the supply of the stores described in the schedule to this order is accepted at the rates noted against each item.

The prices mentioned in the schedule are not subject to variation in whatsoever manner.

The prices mentioned in the Schedule are F.O.R. Destination/ Ex-works..... and are exclusive of sales tax which will be paid in addition, at the current rate at the time of delivery.

Delivery: The stores ordered are to be delivered at \_\_\_\_\_ within the delivery period as stipulated in the schedule to this order. The bill of cost together with the relative parcel way bill/R.R. should be sent to \_\_\_\_\_

\_\_\_\_\_ this office by Registered post Acknowledgement Due. A valid current income-tax clearance certificate should be enclosed to your bill for perusal and return. If the goods ordered are not delivered at the \_\_\_\_\_ within the stipulated delivery period or such extended period as are granted at your request, this supply order is liable to be cancelled without any notice.

The stores are to be normally despatched by goods train under railway risk and should not be insured at purchaser's cost unless specifically instructed otherwise.

Payment:- Ninety percent of the cost of the stores will be paid within a reasonable period after the receipt of the stores in good condition and in accordance with the specification mentioned in the schedule. The balance 10 percent of the cost will be paid after the goods are tested and found to be working satisfactorily subject to the fulfillment of all the conditions in



the supply order including the execution of the agreement payment against shipping documents will be made.

Guarantee: You should undertake to repair or replace free of charge any part found defective due to faulty design or bad workmanship during the period of one year from the date of delivery of the equipment/stores to the \_\_\_\_\_. Delivery of free replacements or repaired parts should be effected free of charge at \_\_\_\_\_ within a reasonable period stipulated by the College/ University.

Test Certificate: A certificate from the manufacturer detailing the composition of the materials and the nature of the test(s) conducted at the Workshop shall be furnished.

Literature: You should also supply one set of technical literature, catalogues, instruction books, spare parts lists, circuit diagram, etc. free of cost.

Agreement: For the due fulfillment of the order, you are requested to execute an agreement either in the form enclosed, after affixing special Non-judicial adhesive stamps to the value of Rs.2.50 or on a non-judicial stamp-paper of the Government of Tamilnadu of value Rs.2.50 and forward the same to this office for acceptance.

Penalty Clause: The delivery should be guaranteed by you under the penalty clause mentioned hereunder:

- (i) Should delivery be delayed by strikes, lock-outs, fire, accidents, or any cause whatsoever, beyond the reasonable control of the contractor, and whether such delay or impediment occurs before or after the time or extended time for despatch or completion, a reasonable extension of time shall be granted.
- (ii) If the contractor fails in the due performance of his contract within the time fixed by the contract or any extension thereof the contractor is liable at the discretion of the purchaser, to a penalty upto 4 percent per month of the contract value or such portion only of the materials as could not be supplied in consequence of the delay, be used during each month between the appointed or extended time as the case may be and the actual time of acceptance, and such penalty shall be in full satisfaction of the contractor's liability for the delay but shall not in any case exceed 25 percent of the contract value or such portion of the materials.

Please communicate your acceptance of the order under the above terms by return of post.

**Yours faithfully,**

Encl: Schedule and Specimen Agreement Form

**FORM – VIII**

**AGREEMENT FOR SUPPLY OF STORES ON TENDER SYSTEM**

An agreement made this..... day..... between.....(herein after called ‘Seller’ which expression shall, where the context so permits, include his heirs, executors, legal representatives and assignees) on the one part and the FINANCE OFFICER, Tamil Nadu Veterinary and Animal Sciences University (hereinafter called ‘the Buyer’ which expression shall, where the context so permit include his successors in office and assignees) on the other part.

WHEREAS the seller agrees to sell and the buyer agrees to purchase upon the terms and conditions hereinafter set forth ..... described in the Schedule hereunto written.

Now this agreement witnesseth and the parties hereto mutually agree as follows:

**CONDITIONS**

1. This agreement shall be in force on and from the first day of ..... and .....

But in the event of any breach of agreement on the part of the seller the agreement shall be terminable at any time by the buyer without any compensation to the seller. The agreement may be terminated at any time by the buyer upon giving thirty day’s notice to the seller.

2. Any employee of the Tamil Nadu Fisheries University duly authorised by the buyer in this behalf, shall place indent with the seller, by Registered Post Acknowledgement Due. The employees shall place the indent during the period specified in condition 1 above and in any case not later than the.....

3. The seller hereby warrants that the goods or materials delivered by him under this agreement will be suitable and may be used for the purpose for which the buyer is purchasing the same and in every respect equal and answerable to the pattern or samples tendered already for the test by the University. If it is found at any time that the ..... delivered by the seller are not up to the specifications already approved by the University or defective or substandard, such ..... shall be removed by and at the expense of the seller within seven days after the receipt of notice by him of such rejection. If the rejected goods or materials are not removed within the period specified above, the indenting employee shall cause the goods to be returned or rebooked and charge the seller with all expenses including the cost of transportation. The seller shall replace such rejected goods by fresh goods which shall also be subject to inspection and acceptance or rejection and other conditions of delivery.

4. All indents placed with the seller be delivered free on rail destination to any place in Tamil Nadu State Railway Station as specified by the buyer. Packing, forwarding, insurance and other incidental charges will be borne by the seller.

5. All ..... delivered shall be booked by Passenger Train or recognised Roadways well packed to avert any damages during transit. The seller shall be held responsible for any damages during transit and damages shall be replaced.

6. All indents placed with the seller by the Indenting Officers shall be despatched within the delivery time noted below:

- a. Items that are ordinarily available in the market and manufactured in India
- b. Imported items

Failure to supply the items ordered as per the delivery period noted above may entail a penalty of 1 to 2 percent at buyer's discretion depending upon the period of delay. The above penalty may be waived by the buyer at his discretion if the seller seeks for extension of delivery time with adequate reasons justifying such extension. But in any case the supplies shall be completed before ..... The cut prescribed above shall be deducted from the bills of the seller. The buyer shall be at liberty to terminate this agreement on the grounds of undue delay in getting the articles and purchase the same elsewhere in which case the seller shall be liable to pay all the loss incurred in purchasing the goods elsewhere, including the difference in price. Such sum as may be found due on this account may be deducted from the Caution Deposit.

7. The cuts imposed under condition 6 shall be deducted from the Caution Deposit at the time of refund, if not already deducted while settling the bills.

8. Undue delay in supplying the articles ordered shall result in cancellation of the indents at the buyers discretion and removal of name of the seller from the approved list besides forfeiture of Caution Deposit in full. For failure to supply the items in full as per Agreement executed or for the failure to supply major portion of the items as per orders placed the Caution Deposit will be forfeited in full. In other cases, proportionate cut will be effected in the Caution Deposit at the discretion of the buyer on the merit of the case.

9. This agreement or any part thereof shall not be transferred or assigned by the seller directly or indirectly to any person or persons whomsoever without the written consent of the buyer whose decision on all matters shall be final. The buyer reserves the right to reject in full or in part during the course of the agreement the tender offered without assigning any reason therefore. In any case of any dispute or difference of opinion on any matter relating to the agreement the decision of the buyer shall be final and binding on the seller and shall not be

## ***TNFU Rules***

---

subject to question on any ground either in the form of appeal in any court of law or otherwise.

10. Any notice to the seller shall be deemed to be valid and sufficient if given or left in writing at his usual or last known place of business.

11. Upon the complete fulfillment of this agreement by the seller to the satisfaction of the buyer or any officer duly authorised by him, the sum of Rs..... (Rupees.....) deposited as caution money by the seller shall be returned to him after deducting the amount if any due to the buyer. The caution deposit will be refunded only after six months from the

closure of contract viz., after verifying the supply position. The Caution Deposit shall not bear any interest.

### **THE SCHEDULE**

<b>Sl.No.</b>	<b>Description of article</b>	<b>Quantity</b>	<b>Quality and specification</b>	<b>Rate of price in figures &amp; in words</b>
<b>1</b>		<b>2</b>	<b>3</b>	<b>4</b>

In witness whereof Thiru..... and the Finance Officer of Tamil Nadu Veterinary and Animal Sciences University, Chennai acting for and on behalf of and by the orders and direction of the Tamil Nadu Veterinary and Animal Sciences University have hereunto set their hands.

Signed by Thiru.....in the presence of .....

SIGNATURE

**WITNESS:**

- 1.
- 2.

The Common Seal of the Company hereunto been affixed in the presence of.....

**WITNESS:**

- 1.
- 2.

Signed by Thiru.....in the presence of.....

**WITNESS:**

- 1.
- 2.

**SIGNATURE**



# FORM – IX

## STOCK LEDGER OF NON-CONSUMABLE LABORATORY STORES

(Instruments, apparatus, etc.)

TNFU Rules

Sl. No.	Date of receipt	Description of article	Number received	Rate Rs.P.	Total Cost Rs.P.	Number disposed off and method of disposal	Balance	M-Maker's and S-Supplier's name	Laboratory identification number allotted	Location in the Laboratory	Remarks and initial of the official attesting the entry
1	2	3	4	5	6	7	8	9	10	11	12

[392]

# FORM – X

## REGISTER OF TOOLS / IMPLEMENTS

Description of the Tool .....

Purchase Order No. and Date	Supplier's Name with Invoice No. and Date	Date of receipt	Number/ quantity received	Initial of the official attesting the entry	Value	Progressive total	Initial of the Head of the Department	Written Off		Initial of the stock verifying Officer	Remarks
								Quantity	Authority		
1	2	3	4	5	6	7	8	9	10	11	12

[ 393 ]



**FORM – XI**  
**REGISTER OF FURNITURE**

TNFU Rules

Name of the Office / Department

Sl. No.	Indent No. and date	Description	Number of the articles	Quantity	Date of receipt	Name of the Supplier/ transferer	Invoice No. manufacturer or supplier/ reference No. for transfer	Cost	Location and Date	Signature (indicate project to which they relate and note their disposal if any)	Signature	Remark
1	2	3	4	5	6	7	8	9	10	11	12	13

## FORM – XII

### REGISTER OF EQUIPMENTS

Name of the Article/Equipment \_\_\_\_\_

Name of the / Office / Department \_\_\_\_\_

Purchase order No.	Description including Model No.	Date of Receipt	Supplier's name with invoice No. and date	Number and quantity of items received	Value	Written Off		Initial of the stock verification officer	Remarks
						Authority	Quantity		
1	2	3	4	5	6	7	8	9	10

[395]

### LOG BOOK FOR EQUIPMENT

Date of Purchase \_\_\_\_\_

Cost Rs. \_\_\_\_\_

Name of the Manufacturer / Supplier \_\_\_\_\_

**FORM – XIII**  
**LOG BOOK FOR EQUIPMENT**

Name of the Equipment \_\_\_\_\_

Date of Purchase \_\_\_\_\_

Cost Rs. \_\_\_\_\_

Name of the Manufacturer/Supplier \_\_\_\_\_

TNFU Rules

Sl. No.	Date	Name and Designation of the user	Purpose	Charges (if any) Collected	Signature
1	2	3	4	5	6

## FORM – XIV

### REGISTER OF CONDEMNED ARTICLES

Sl. No.	Reference to main Stock register	Description of the articles	Quote authority sanctioning condemnation of the article	Book Value	Replacement Value	Amount realised on disposal		Initial of the Official attesting the entry	Remarks
						Nature of Disposal	Amount		
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)

# FORM - XV

## PROPOSAL FOR CONDEMNATION OF STORES / MACHINERY AND EQUIPMENT

TNFU Rules

Sl. No.	Number of Articles	Name of the articles and description	Date of purchase of the article with authority sanctioning its purchase	Cost at the time of purchase	Reasons for condemnation	Date of condemnation	Replacement value	Method of disposal	Signature of the Head of the Department
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)

[398]

Signature of the Members of the committee with their designation

## FORM - XVI

### REGISTER SHOWING GLASSWARE BROKEN DURING THE MONTH

Name of the Department / Station .....

[398]

Sl. No.	Name of Glass wares Broken	Stock the book Page No.	Date of Brea-kage	Number Broken	Value of Glass- wares broken	Name of the persons responsible for breakage	Designation of the person responsible	True reason for the breakage	Reasons as to why the cost should not be recovered from the persons responsible	Total value of glasswares broken during the previous month	In case of increased cost the reasons for the same	Steps taken to reduce breakage in future	Re- marks
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(ii)	(12)	(13)	(14)

**Certificate**

1. Certified that the articles were broken in the normal course of work and not due to fraud or theft or gross negligence and nobody could be held personally responsible for the loss.
2. Certified that the value proposed for write off has not been included in any other proposals and was not written off previously.
3. Certified that I have checked each and every item and I am personally satisfied with the reasons for the breakages as stated therein.
4. Certified that this proposals pertain to all the schemes / Main section under my control for the month of ..... and no scheme is left out.

**Signature :**

**Designation :**



**FORM – XVII**

Station:

Dated :

**AUCTION NOTICE**

A Public Auction will be held at .....AM/PM on ..... at the premises of the .....for the sale of the following articles.....

**Condition of auction sale**

Any person or body intending to bid must deposit with the auctioning officer on or before the date of sale a sum of Rs..... as earnest money deposit..... At the close of the auction full bid amount will be paid by the successful bidders who deposited the earnest money. Such persons or body who has not complied with this condition will not be permitted to bid at the auction. The balance of the bid amount should be paid immediately after the confirmation of auction by the successful bidder and the articles are removed without delay. The earnest money of the unsuccessful bidders will be returned on the same day after the close of the Auction Sale.

2. No one will be allowed to bid for other persons unless he/she holds a power of attorney from him/her and produces it for the inspection of the selling officer.
3. The auction sale will be knocked down in favour of the highest bidder, but the right to reject any bid without assigning any reason therefore is reserved to the officer who conducts the auction sale.
4. The auction sale will be conducted either in lots or individually according to discretion of the officer conducting the auction.
5. If sufficient number of bidders are not present at the time of auction, the right of postponing the auction is reserved to the officer who conducts the auction.
6. The auction sale will not be considered as complete unless it is confirmed by the competent authority whose decision shall be final and binding on the successful bidders.
7. Failure on the part of the successful bidder to comply with the condition (1) entail forfeiture of the earnest money deposit and cancellation of the bid. It shall not be incumbent on the selling officer to give notice of such cancellation or resale to the defaulting bidder. Resale under these conditions will be at the risk of the defaulting bidder who shall have no claim



***TNFU Rules***

---

in the profit, if any, on account of such resale, and who in the event of loss will be required to make good to the University the difference between the bid amount payable by him and the **total amount payable by the successful bidder at the resale. The defaulter shall not be** eligible to bid at the resale. The articles sold in the auction shall be removed within a week's time from the date of receipt of the order of confirmation of the sale by the undersigned authority; otherwise they shall be resold at the risk of the purchaser and the money deposited by him shall be forfeited.

To

All Local Dealers

copy to

SIGNATURE

DESIGNATION

**FORM – XVIII**

**AUCTION SALE REGISTER**

**Particulars of Auction Sale Conducted on ..... office of .....**

1. Name of bidders participated and their address:
2. E.M.D. collected. Bill No. and date of remittance to be specified.
3. Date of the Auction conducted and by whom the auction was conducted.
4. Name of the highest bidder.
  - i) If separate lots are auctioned the bidders name will be noted in each cases.
  - ii) Whether S.T. has been collected, if not the reasons may be furnished

<b>Sl. No.</b>	<b>Name of articles/ quantity</b>	<b>Book value</b>	<b>Write off proceedings No. &amp; date</b>	<b>Amount realised</b>	<b>Sales tax</b>	<b>Bill No.&amp; date of remittance</b>	<b>Remarks</b>
<b>(1)</b>	<b>(2)</b>	<b>(3)</b>	<b>(4)</b>	<b>(5)</b>	<b>(6)</b>	<b>(7)</b>	<b>(8)</b>

Amount Realised      Rs. \_\_\_\_\_

Sales Tax              Rs. \_\_\_\_\_

Total                    Rs. \_\_\_\_\_

“Certified that the amount realised in the auction is reasonable and any resale will not fetch higher than Rs.....”

**Signature**

**Designation**

# FORM – XIX

## CONSUMABLES STOCK REGISTER

Page No.

Date	Opening Balance		Receipt		Sl.No. of Indent Register	Total		Initials of the Store keeper	Quantity issued		Sl. No. of issue Register / to whom issued	Balance		Initials of the Store keeper	Remarks	
	No.	Value	No.	Value		No.	Value		No.	Value		No.	Value			No.

[Note: For each item of consumable store separate page should be used]

[403]

## **CHAPTER – 7 OTHER ORGANISATION RULES**

In exercise of powers conferred under Clause 66 of the Tamil Nadu Fisheries University Statutes, the Vice-Chancellor of Tamil Nadu Fisheries University hereby makes the following rules. The provisions of these rules shall take effect from

These rules are subject to modifications from time to time by the Vice-Chancellor / Authorities of the University / State Government, subject to the provision that the rules are not inconsistent with the Tamil Nadu Fisheries University Act, Statutes and Regulations.

### **7.1. Short title and commencement**

1. These rules shall be called “Rules of other Organisations of the Tamil Ndu Fisheries University.
2. They shall come into force from the
3. Unless the context otherwise requires the words and expression used in these rules shall be interpreted to have the same meaning as they have in Act, Statutes and Regulations.

### **7.2. Farm management**

In exercise of powers conferred under Clause 66 of the Tamil nadu Fisheries University Statutes, the Vice-Chancellor formulated the following rules with regard to farm management. These rules are subject to modification from time to time.

#### **7.2.1. Farm Management Committee (FMC)**

- (1) The duties and responsibilities of FMC are as follows:
  - (a) To make recommendations to the University with regard to the mode of functioning of farms / of the University.
  - (b) To give suggestions to the University for creation of new facilities in the farms.
  - (c) To recommend to the University the kind of farm training for the field staff.
  - (d) To suggest and recommend to the University the guidelines for functioning of Mobile laboratory, and other farm technical Services to the farmers outside the University farms.
  - (e) To make recommendations to University to train staff working in farm and hatchery for advanced training in recent techniques in farm and seed production either in India or abroad.
  - (f) The Committee shall formulate standing instructions to University for the purchase of chemicals and medicines, antibiotics, probiotics, bioremediating agents, Chemo-therapeutic agents, Hormones, Vitamins and other essential items from manufacturer or sole distributors without competitive quotations or tenders.

- (g) The Farm Management Committee shall perform such other duties as prescribed by the Vice-Chancellor.
- (2) The Committee shall meet at least once in six months.
- (3) The decisions of the committee shall be recorded by the Director, Directorate of Centre for Sustainable Aquaculture, and presented to the Vice-Chancellor. The Committee shall go round the various farms of the University once in a year, if necessary.

#### **7.2.2. Farm and staff pattern**

The University shall have all the three types of farms, viz., freshwater, brackish water and seawater farms manned by Unit Officers (Associate Professor / Assistant Professor) with sufficient supporting staff for each unit from respective discipline and specialization..

#### **7.2.3. Service of the staff**

All the technical, para-technical and non-technical supporting staff working in the farms are essential employees of the University and as such they should not absent from Headquarters for more than 24 hours without prior permission of the controlling Officer.

#### **7.2.4. Invitation of experts**

The Professors of different subjects with working knowledge in aquaculture (Experts) can visit the farms on invitation for offering suggestions for improvements and

proper functioning of the farm. . However, they should not involve in the administration of the farms and also the regular duties of the staff.

The unit officers in-Charge of the farms can invite experts according to their need and choice and discuss with them any hurdles and hinges in the regular operation of the farms. Nevertheless, the Director should be informed of such invitation and interference of the experts in advance by the unit officers.

### **7.3. Fisheries Production**

#### **7.3.1. Fisheries Production Committee**

The duties and responsibilities of Fisheries Production Committee shall be as hereunder:

- (1) The Fisheries Production Committee shall formulate guidelines for integrated research programme on Fisheries Production including product development, quality certification, fishing related operations, etc.
- (2) It shall prepare bulletins, leaflets for model production units and transfer of need based appropriate technologies to benefit rural fisherfolk and entrepreneurs.
- (3) It shall work in close collaboration with Fisheries Department and other agencies concerned with fisheries production.
- (4) The Committee shall meet at least once in three months.
- (5) The Committee shall carryout other functions as and when prescribed by the Vice-Chancellor.

## TNFU Rules

### 7.3.2. Fisheries Farms

- (1) The University farms should follow specific instructions / guidelines issued by the Farm Management Committee of Tamil Nadu Fisheries University from time to time.
- (2) The list of registers and returns to be maintained by farm are furnished in the Annexure-1a, 1b,.
- (3) The rules for valuation of animals are furnished in the Annexure-II.
- (4) The rules for culling of brooders / animals are furnished in the Annexure-III.
- (5) The permissible level of mortality of fish and other cultivable organisms in the farms shall be as follows:

a.	Mortality during transit loss from hatchery to farm	10% - under normal conditions 50% under extraordinary unforeseen conditions that happened on road
b.	Mortality during nursery rearing in the farms (PL to Juvenile for crustaceans and Fry to Fingerlings for fishes)	40% max irrespective of species
c.	In grow-out ponds (Juvenile to table size for crustaceans and Stock size to table size for fishes)	20% max irrespective of species

Note: Mortality in hatcheries and other situations is not covered under the above rule. The situations have to be ascertained by the Director under whom the hatchery functions and suitable proposals have to be sent to the University for write-off, based on the financial powers given in Annexure XIV of TNFU regulations.

- (6) The University farm animal should be given adequate animal health cover by way of preventive vaccination, periodical deworming and other prophylactic measures as recommended by the Animal Husbandry Practitioners from time to time. The culling of animals in the integrated farms shall be based on the certificate issued by the animal husbandry practitioners serving in the government.
- (7) The rules for fixation of prices for Farm Animals / Farm Animal produces shall be fixed by a Committee as outlined in the Annexure.
- (8) The wastage and breakage, spillage, dryage and spoilage of farm produce and fishery products shall be as prescribed by the Fisheries Production Committee from time to time.
- (9) Purchase of compounded feed and feed ingredients can be effected without competitive quotations/tenders from the following sources:
  - (a) Apex Co-operative Federations.

---

(b) Government/University and other State/Central Government Organisations / Corporations.

(10) Purchase of feed ingredients can be effected without competitive quotations within the limits prescribed hereunder:

(a) Apex Co-operative body of State/Central Government - No limit.

(b) District Co-operative Supply & Marketing Societies Rs.50,000/- (Rupees fifty thousand only) at a time.

(c) Co-operative Societies at a time Rs.10,000/- (Rupees ten thousand only).

(c) Private Agencies at a time Rs.5,000/- Rupees five thousand only).

#### **7.3.4. Leave rules of casual labourers on consolidated pay**

The leave rules of casual labourers on consolidated pay employed in farm / Research Station / Centre are as applicable to State Government contingent paid menials employed in farm.

#### **7.3.5. Farm work - turn off system**

The turn off system in farm is furnished below:-

The works in the Farms / Research stations are onerous and continuous in nature and therefore require regular manpower. In order to deploy the available manpower of all employees, the system of "Turn Off" be adopted in all the Farms/Research Stations upto the level of Farm Managers / Sub-Inspector of Fisheries and Fishery Assistants. . The turn-off list should be prepared for every month in advance. Persons taking leave against duty days, as per the turn-off list, even if they are declared holidays by the Government/University may be treated as leave to which he/she is eligible and not as permission leave. However, the employees engaged in the farm and fisheries production centres should inform their controlling officers of their movements and be available on call at any time based on the emergency.

#### **7.4. List of registers to be maintained in the farms**

1. Fish stock register.
2. Disposal register
3. Mortality register (Page allocation for each variety )
4. Farm produce register.
5. Feed register
6. Register of auction sales
7. Muster roll of coolies employed at the farm for the week ending
8. Part-I - Muster roll of labour employed in the during
9. Feed indent

## **TNFU Rules**

---

10. Fish/shellfish seed stock register.
11. Fish seed production stock register.
12. Diesel engine log book register.
13. Feed register for fish & shellfish.

### **7.5 Valuation of animals**

1. All the Livestock including birds in the integrated farm should be valued as on 1<sup>st</sup> of April every year. This does not apply to the experimental animals kept in small research units and Institutes.
2. The valuation and culling of large animals in the integrated farms of the University shall be done by taking an expert opinion from the animal husbandry practitioner.
3. The Committee shall complete the work before 15<sup>th</sup> of April every year.
  - a. The Director, Directorate of Centre for Sustainable Aquaculture is the competent authority to approve the valuation.
  - b. For fishes and other aquatic organisms the Farm / Station head will fix the value with the following committee:-
    - a. Director, DCeSA - Chairman
    - b. Farm / Station head - Member Secretary
    - c. Nearest station head - Member
    - d. Officer from Fisheries Dept - Outside Member

### **7.6. Disposal of experimental animals**

The experimental animals, both large and small animals including birds, used for models and farm research are consumables and need not be written off.

### **7.7. Competent Authorities**

The competent authorities for approval of the culling proposal of the University animals shall be as follows

- (1) For proposals within the write off value of the concerned heads of Farms / Stations, such heads of the Farms / Stations shall be the approving authority, based on the recommendations of the animal husbandry practitioner.
- (2) For proposals over and above the write off value of the concerned head of the Farm/ Stations, the approval shall be done by the University Officer who is above the Head of the Farm / Station who sends proposals.



---

**7.8. Aquatic Disease Diagnosis and Surveillance Committee (ADDSC)**

In order to fulfill the requirements for contemplating the objective given in Section 4 (h) of the TNFU Act, the Vice-Chancellor constitutes a Committee named, "Aquatic Disease Diagnosis and Surveillance Committee". The duties and responsibilities of the Committee shall be as hereunder:

- (1) The ADDSC shall formulate guidelines for protocol for disease diagnosis and monitoring / surveillance in the State.
- (2) It shall work in close collaboration with Fisheries Department and other agencies concerned with disease surveillance.
- (3) It shall prepare bulletins, leaflets and advisory services for management of diseases based on appropriate research and technologies to sustain fisheries production in the state.
- (4) The Committee shall meet at least once in three months.
- (5) The Committee shall carry out other functions as and when prescribed by the Vice-Chancellor.

**7.9. Building Committee**

As per the provisions in the Clause 24 (3) (h), there shall be a Building Committee constituted by the Vice-Chancellor. The Committee shall be as follows:

- |                   |   |  |
|-------------------|---|--|
| 1. Chairman ----- | } | Estate Officer                         |
| 2. Member 1 ----- |   |  |
| 3. Member 2 ----- |   |  |
| 4. Member 3 ----- |   | To be nominated by the Vice-Chancellor |

The duties and responsibilities of building committee shall be as shown below:

- (1) The Building Committee shall formulate proper guidelines for new construction / reconstruction / repair and maintenance of University buildings.
- (2) It shall prescribe guidelines for upkeep / maintenance / condemnation and disposal of University buildings.
- (3) It shall meet once in three months or as and when required.
- (4) It shall carry out other duties and works prescribed by the Vice-Chancellor apart from reviewing the progress of work of approved proposals.

**7.10. Sports Committee**

In exercise of powers conferred under Clause 66 of the Statutes of TNFU, the Vice-Chancellor formulates the following rules for efficient functioning of Sports Committee.

The Committee shall be as follows:

## TNFU Rules

---

1. Chairman -----	Dean of the College
2. Member 1 -----	} To be nominated by the Vice-Chancellor
3. Member 2 -----	
4. Member 3 -----	
5. Member 4 -----	} Games Secretary
6. Member 5 -----	Students' Representatives 2 nos

- (1) The Sports Committee shall meet atleast once in six months by giving 15 days notice. One third of the members of the Committee shall form the quorum. In case, there is no quorum in a meeting, a second meeting shall be convened by giving 15 days notice and no quorum is required for such a meeting. The Committee shall suggest/recommend various welfare measures and means to improve the sports activities in the jurisdiction of the University. This Committee shall review the sports activities periodically for effective implementation of the recommendations.
- (2) The Committee shall recommend for the purchase of sports materials and other related articles; provided the cost of each item of articles is over Rs.10,000/- at a time.
- (3) The Committee shall recommend the fixation of fees to be collected for the following purposes:
  - (a) Sports fees from the students.
  - (b) Rent for hiring the ground and coaches.
- (4) The Committee is empowered to:
  - (a) Appoint and fix wages for markers, ground boys and picker boys.
  - (b) Purchase of Sports goods and other items related to sports.
  - (c) Maintain the ground.
  - (d) Meet the refreshment charges for players and judges during tournament only.
  - (e) Conveyance charges, T.A. and D.A. to the umpires, managers, coaches, players as recommended by the Sports Council of Tamilnadu.
- (5) The Committee shall recommend the conduct of Inter-Collegiate and Inter-University games and sports events.
- (6) The Committee shall recommend the condemnation of worn out and unserviceable sports items each worth of Rs.10,000/- and above.

### **7.10.1. Other duties and functions of Sports Committee shall be as follows:**

- (1) The Sports Committee, (SC) shall recommend resources of training for students in sports and games.

- (2) It may assist the University in selection of University teams for various sports events.
- (3) It shall prescribe guidelines for purchasing sports goods.
- (4) It shall programme for conducting University tournaments.
- (5) It shall recommend measures for the development of permanent measures for sports and games.
- (6) The Sports Committee shall perform such other duties as prescribed by the Vice-Chancellor.

**7.11. Students Welfare Committee**

In exercise of powers conferred under Clause 66 of TNFU Statutes, the Vice- Chancellor formulates the following rules for monitoring conduct, health and welfare measures of the students.

The Committee shall be as follows:

- |                   |   |
|-------------------|---|
| 1. Chairman ----- | One Dean nominated by the Vice - Chancellor |
| 2. Member 1 ----- | }   |
| 3. Member 2 ----- |   |
| 4. Member 3 ----- |   |
| 5. Member 4 ----- | To be nominated by the Vice - Chancellor    |
| 6. Member 5 ----- | One Students' Association Secretary         |
|                   | Students' Representatives 2 nos             |

- (1) The Student's Welfare Committee shall meet atleast once in three months by giving 15 days notice. One third of the members of the Committee shall form the quorum. In case, there is no quorum in a meeting, a second meeting shall be convened by giving, 15 days notice and no quorum is required for such a meeting. In case of emergencies it can be convened at short notice. The Committee shall take active role in implementing the following welfare measures:-
- (2) To look into the formation of "The Students Association" for each college and its function and shall also guide and supervise the activities and help to develop their extra curricular activities.
- (3) To help to organize various cultural programmes at College/Inter-College/University level to develop their talents.
- (4) To suggest/organise coaching class for the students for the various competitive examinations like, ICAR Fellowship, ARS, IAS, IPS, etc.
- (5) To explore the possibility of forming a placement cell to help the students for employment/overseas studies.
- (6) To look into the creation of a "Medical Check-up Unit" for upkeep of the health of the students.

## ***TNFU Rules***

---

- (7) To co-ordinate with the Programme Officer of N.S.S. of different colleges and organise literacy campaign, tree planting, blood donation, social and other fisheries developmental activities in the villages.
- (8) To suggest measures for making the students employable on graduation.
- (9) To suggest University Placement Cell to suitably arrange for the annual placement camp with potential employers
- (10) To look into different students welfare measures in the university to chart out programmes for their development, harmony, character building and personality development.

### **7.12. Students Association**

- (1) There shall be a Students Association for each college of the University. All the students of the College shall become members.
- (2) The subscription of the Association shall be prescribed from time to time by the University.
- (3) The management of the Students Association vests with a committee consisting of official and student members as follows:

#### **7.12.1. Official Members:**

- (a) Dean of the College shall be the Ex-Officio President of the Students Association.
- (b) A Senior Professor nominated by the Dean shall be Vice- President of the Association.
- (c) A Professor/Associate Professor nominated by the Dean as Staff-Editor.
- (d) A Professor/Associate Professor nominated by the Dean shall be sports secretary.
- (e) Assistant Director of Physical Education.

#### **7.12.2. Student Members:**

- (f) General Secretary
- (g) Secretary – Tamil Peravai
- (h) Secretary – Sports (Sports activities of the students)
- (i) Secretary for each club (Special activity by a group of students) like NSS, Science Club, Blood donation club, Music Club, etc.
- (j) Student Editor.
- (k) The Under Graduate Class representatives shall be one / two depending upon the students strength. If the student strength is below 100, one representative and if the strength is above 100, two representatives shall be nominated / elected. One class representative from M.F.Sc and one class representative from Ph.D.
- (l) One Lady representative from Under Graduate classes of each year. The General Secretary shall be from among representatives of the Final Year / Pre-final Under-

Graduate class. The General Secretary shall be nominated by the Dean/elected by the class representatives. The Committee meeting will be held as and when required but atleast once in three months. One half of the members shall form quorum. The Vice-President and the Student General Secretary will arrange for the meeting.

- (4) The Assistant Director of Physical Education with the guidance of Sports Secretary will select captains of various teams like foot ball, volley ball, hockey, cricket and other games for which facilities are available in the College. Inter Collegiate / Inter University sports tournaments shall be conducted in Co-ordination with the Chairman of the University Sports Committee under the guidance of Sports Secretary with intensive coaching by Assistant Director of Physical Education.
- (5) The Secretary, Tamil Peravai, Secretary – Sports, Secretaries of other Clubs and Student Editor will be nominated by the Dean on the advice of the Vice-President / Staff Editors / Sports secretary. The representatives of the classes shall be nominated by the Dean / elected by the students of the respective classes. The members of the Editorial board of the College annual Magazine shall be nominated by the President. The Vice-President, Sports Secretary, Student Secretaries, class representatives and other student representatives shall hold office for one academic year (normally July to June). The Committee of Students Association shall be formed during the beginning of each academic year.

**NOTE:** A student who has not secured the minimum overall Grade Point Average of 6.0 out of 10.0 under Semester system or has been punished earlier in either college or hostel shall not be eligible for election or nomination for holding of office in any of the student body / organisations.

- (6) The General body of the Students Association shall consist members of the Association and the meeting will be presided by the President or in his absence by the Vice-President. All matters relating to election/nomination of office bearers, passing of budget, changing of rules and acceptance of prizes, etc. donated by students or private bodies to the Student Association shall be subject to approval of general body. Prizes and nature of rolling trophies shall be in the custody of the Dean. The rules governing rolling trophies shall be formed by the donor and acceptable to the General body. The decision of General body shall be subject to approval by the President.
- (7) The management of sports and games shall be the responsibility of Secretary Sports assisted by the captains of various games.
- (8) The finance for the Association is derived from
  - (a) The fees collected for Association including social service league and college magazine from students.
  - (b) The sports fees collected from the students.
  - (c) Donation from officers and others.
  - (d) Annual University grant not less than one third of the total collection.
  - (e) Sale of unserviceable sports materials.

## **TNFU Rules**

---

- (f) Sale of old papers.
  - (g) Receipts by way of donations.
- (9) The accounts of the Association shall be maintained in the office of the Dean under guidance of the Vice-President and Sports Secretary for expenditure with regard to Association fees including social service fees and fee for college magazines and sports fees respectively. The accounts are subjected to audit by the local fund audit.
- (10) Annual college and sports day will be conducted. Prizes and medal shall be awarded to winners in literary and cultural competitions conducted between Inter Classes and Inter Colleges. Colours (Special badges) will be awarded to the students who have secured a first place in athletic and sports and to members of cricket, hockey, foot ball, tennis and minor games such as basket ball, volley ball, badminton and table tennis who have played regularly and who have in the opinion of the official members of the committee attained a standard which merits recognition.

### **7.13.Grievances Committee**

In exercise of the powers conferred under Clause 66 and of Tamil Nadu Fishereis University Statutes, the Vice-Chancellor hereby makes the following Rules of Grievances Committee as

- 1) The duties and functions of the Grievances Committee shall be as follows:
  - a) It shall look into the grievances received from teachers, other employees of the University and recognised service associations of the University.
  - b) It shall meet at least once in three months or as and when necessity arises by giving seven days notice.
  - c) At least fifty percent of the Committee Members (including Chairman) shall form the quorum. In case there is no quorum in the meeting, a second meeting may be convened by giving seven days notice and no quorum is required for such a meeting. In case of emergencies, it can be convened at short notice.
  - d) It shall take effective steps for redressal of grievances, subject to approval by the Vice-Chancellor.
  - e) The teachers, other employees and recognised service associations of the University shall represent their grievances to the grievances Committee in writing and copies of such representations should be sent to the immediate controlling officer, University Officer and Registrar. When there is delay of more than three months, the employees and others can send representations of their grievances to the Grievances Committee, after exhausting normal mode of redressals in writing to University Officer / Registrar.
  - f) The Chairman, Grievances Committee shall acknowledge the receipt of the grievances within seven working days.
  - g) The Grievances Committee can forward the photocopies copy of the grievances to the respective controlling officers / University Officers and seek his / her opinion

/ remarks. The controlling officers / University Officers should offer his / her remarks within seven working days from the receipt of the communication from the Chairman, Grievances Committee.

- h) The Committee shall consider the representation along with the remarks of the controlling officer / University Officer and send its recommendations to the Vice-Chancellor for approval.
- 2) The Grievances of the University employees shall be confined only to official matters.
- 3) The committee shall take into consideration of the provisions of the Act, Statutes, Regulations, Rules and other guidelines prescribed by the University from time to time while sending recommendations to the Vice-Chancellor.
- 4) The Chairman can request the concerned employee to appear before the Grievances Committee in person if found necessary. Such person / persons are not eligible for Travelling Allowance and Daily Allowance. The Chairman shall send all correspondence with reference to grievances by name cover under certificate of postings / registered post. The final recommendations of the Committee shall be sent through the Registrar with a copy to the Vice-Chancellor.
- 5) The grievances petitions should be examined and disposed off within three months from the receipt of the petitions. Due to administrative reasons, if the grievances could not be settled within the stipulated period, specific permission for extension of time from the Vice-Chancellor is necessary.

#### **7.14. Price Fixation Committee for all farm produce**

Committee for Institute farms

**CHAIRMAN** : A Senior Professor from the Production subject preferably Head of the Dept.

**MEMBERS** : Two Professors in the related subjects

Similar arrangements for the price fixation can be made by the University Officer concerned in the units of TNFU under their administrative control where farm produces are to be sold.

The prices recommended by the Committee shall be approved by the concerned University Officers and adopted for the period to be specified in the recommendations.

The prices once fixed shall be in force until there is a dire need for modification.

A separate Committee can be constituted for fixing the prices of analytical charges which will be headed by the concerned Prof. & Head.. Prices for analytical charges in the disease diagnostic laboratories, water quality laboratories and other laboratories of the University shall be uniform in the University unless otherwise justified with reasons. The Price Fixation of the analytical charges shall be approved by the Registrar and given for adoption in the respective laboratories.

#### **7.15. Visaka Committee & SC /ST Committee**

These committees shall be formed as per the guidelines of the Government of Tamil Nadu for these Committees and notified vide University Orders

## **CHAPTER – 8 SERVICE RULES FOR TEACHING STAFF (REVISED) \***

In exercise of powers conferred under Clause 66 of the TNFU Statutes, the Vice-Chancellor of the University hereby makes the following rules for implementation of the provisions given under Regulation 9. The provisions of these rules shall take effect from 23.06.2021.

These rules are subject to modifications from time to time by the Vice-Chancellor / Authorities of the University, subject to the provision that the rules are not inconsistent with the Tamil Nadu Fisheries University Act, Statutes and Regulations.

### **I Service Rules for Regular Faculty Staff**

#### **8.1. Short title and commencement**

- (1) These rules shall be called “**Service Rules for Teaching Staff of the Tamil Nadu Dr J Jayalalithaa Fisheries University**”.
- (2) Unless the context otherwise requires, the words and expression used in these rules shall be interpreted to have the same meaning as they have in Act, Statutes and Regulations
- (3) These rules are applicable to all those are recognized teachers appointed against the vacant post of faculty and drawing regular salary.

#### **8.2. Service Conditions:**

- (a) All the teaching staff of the University shall be governed by the service conditions given under Regulation Chapter IV of TNFU Regulations.
- (b) In addition to the provisions given under Regulation 11 for Probation, the rules given in The Fundamental Rules of the Tamil Nadu Government shall be applicable in matters related to declaration of probation and entitlements for probationers.
- (c) In consonance with Regulation 13 (7) of the TNFU Regulations, the rules given in The Fundamental Rules of the Tamil Nadu Government shall be applicable in matters related to increments to the staff.
- (d) The rules for the additional leave that are applicable to the teaching staff have been prescribed separately in Chapter 11.

#### **8.3. Pension, Gratuity, PF, SPF and FBF:**

- (a) Teaching staff who were recruited before 01.04.2003 are governed by the old pension scheme in vogue and the staff recruited after that date shall be governed by “Contributory Pension Scheme” (CPS) (G.O.Ms.No.259, Finance (Pension) Department, dated: 06-08-2003)
- (b) The rules and orders as given by the Government then and there on the matters related to Pension and Gratuity shall be followed *mutatis mutandis* in the University.
- (c) The rules and regulations for PF, SPF and FBF shall be as that of the State Govt employees.

#### **8.4. Academic duties:**

- (a) During one academic year, every Assistant Professor / Associate Professor working in the College and Institutes should have at least one Under Graduate course with credit load not less than 2 credits (1+1 / 2+0 / 0+2).



- (b) During one financial year, every Assistant Professor / Associate Professor working in the outstations / Centres should have conducted at least one training programme of 3 days duration and two training programmes of 1 day duration in lieu of teaching.
- (c) Whenever possible, the staff working in the outstations shall be given the responsibility of teaching in the nearby Institutes of the University for the courses of their specialization as the case may be with the consent of the University Officer in control of the outstation staff.
- (d) Every Assistant Professor / Associate Professor must have had one Teaching / Practical Manual for the course he / she is teaching and the manual should be updated periodically.
- (e) One copy of the Manual thus prepared / revised / updated should be placed in the Library of the respective Institute / College.
- (f) The Professor in the Dept / Head of the Dept shall ensure that the Teaching / practical Manuals are made by the staff and updated regularly.
- (g) Every Assistant Professor / Associate Professor who is taking classes for the students must periodically self-evaluate their performance with suitable questionnaires for the improvement of his / her teaching and handling students.
- (h) The Professor & Head of the Dept should review the evaluation annually before countersigning the performance appraisal form of the staff for Vice Chancellor's annual review.
- (i) All Heads of Departments must check attendance registers maintained by the staff in the dept and countersign at the close of the semester.
- (j) All attendance condonations must be signed by the Head of the Dept. additionally to ensure the correctness of the attendance.
- (k) All classes should be handled as per the Academic Regulations and Academic Rules. Non adherence of regulations and rules should be dealt by the Head of the Dept and the matter has to be reported to the University Officer concerned.
- (l) Assistant Professor with doctoral degree should attach himself in any research project either as Co-Principal Investigator or submit and get research project as Principal Investigator within a reasonable period of One Year of his / her joining the post.
- (m) Every person working as a teaching staff in the University should have held an additional responsibility like Students' Coordinator / Warden / Dy Warden / Sports' Secretary / NSS or NCC Officer etc.
- (n) Every person appointed as a teaching staff in the University should have at least one research project at each stage of their career in the University. Institutional and non-competitive grant projects shall not be considered as research project for this purpose in the case of staff in the teaching institutions. However, shall be considered for outstation staff.
- (o) The concerned teaching staff should have been the Principal Investigator for the project.
- (p) Every Head of Dept should handle at least one UG course in any of the Semesters
- (q) Assistant Professor / Associate Professor, who is in service, can be without a research project only for a maximum period of One Year during which period he / she should find a platform for getting the research project for himself / herself.
- (r) All teaching staff in the position of Professor must have operated at least 2 research projects during their career.

### **II. Service Rules for Assistant Professor (Contractual)**

There shall be Assistant Professors, who can be engaged on **contractual basis** against the vacant posts of Assistant / Associate Professor in the University to handle the courses and conduct exams in the respective courses. This is an interim/temporary/ provisional arrangement to handle the courses and to avoid any overloading of regular staff who have been operating research schemes and also involved in the University general works.

The following Rules are made by the Vice Chancellor to be adopted when suitable persons are engaged as **Assistant Professor (Contractual)** in the University. These rules are applicable to all those who are engaged as **Assistant Professor (Contractual)** in different units of the University including self-finance Institutes

#### **8.5. Guidelines for appointment**

- (a) Candidates must possess M.F.Sc. / Ph.D. qualification in relevant field for appointment in the respective dept. NET qualified candidates are preferable.
- (b) Interview should be conducted with the prior permission of the University by the Deanor the University Officer concerned who would act as Chairman and HoD as members for appointing **Assistant Professor (Contractual)** under the supervision of the Registrar, TNJFU and the selection order be issued by the University.
- (c) There should be properly conducted interview and the panel should be prepared for the department based on which subsequent **Assistant Professor (Contractual)** can be engaged.
- (d) There shall be appointment orders specifically stating the temporary appointment and with all clauses that have been prescribed by the University.
- (e) Prior approval of the University for engaging the **Assistant Professor (Contractual)** is mandatory before going for the interview or engagement.
- (f) After engagement, extension of their engagement if needed, should be justified with proper reasons by allocating their work load or with the University's approval.

#### **8.6. Service Conditions:**

- (a) **Assistant Professor (Contractual)** are not eligible for any kind of leave other than Causal Leave i.e. 1 day per calendar month. Attendance on Saturdays is compulsory.
- (b) **Assistant Professor (Contractual)** possessing M.F.Sc. qualification are meant only for UG teaching & PG practical classes handling. Those with PhD qualification can be entrusted with PG Courses
- (c) Attendance register should be maintained at the relevant department and should be produced every month marking a copy to Dean for making the payment.
- (d) The remuneration payable to **Assistant Professor (Contractual)** is subject to revision periodically as per the discretion of the University. Enhanced payment for the **Assistant Professor (Contractual)** in self-financing Institutes of the University shall be as per the decision of the Authorities.
- (e) Work done report should be submitted to HoD every month marking a copy to Dean

- (f) The payment made to the **Assistant Professor (Contractual)** is liable for Professional Tax every year based on their pay received during the working period as per the Rules for Professional Tax deduction.
- (g) Fresh graduates / M.F.Sc. or Ph.D. graduates without any prior teaching experience shall not be permitted to independently handle UG courses. They can serve only as Course Associate for a minimum period of 6 months /1 semester except under extraordinary circumstances.
- (h) **Assistant Professor (Contractual)** are liable to be placed at any constituent units of the University either by posting or transfer and they can be involved in Department research.

### **8.7. Eligibility criteria for handling PG courses**

- (a) In order to handle PG courses, experienced faculty should alone be outsourced and appointed who could be paid on hourly basis
- (b) In case of appointing **Assistant Professor (Contractual)** to handle PG courses, a minimum of 3 years of teaching experience in relevant field is mandatory

### **III Rules for (engaging) Adjunct Faculty, Adjunct Professors and Visiting Professors**

In our pursuit for academic excellence, it is important that we integrate the creative talent and intellectual resources available within the country that is not formally connected to the university education system. It is imperative that the expertise and experience of such individuals, who are outside the main stream academic system, flows into our universities. This would enhance, strengthen and improve the quality of teaching, training and research. It is felt that faculty resources be augmented by utilizing the services of superannuated academics, reputed scientists, engineers, industrialists including skilled professionals, both serving and retired. It is also essential that such faculty is hired with the same degree of rigour as adopted for full-time or part-time faculty so that right type of candidates is identified for such assignments. It is also necessary to have clear guidelines for the process of hiring Adjunct Faculty, Adjunct Professor and Visiting Professor.

### **8.8. Definitions:**

There shall be three categories of hiring experts for Teaching and Research. They are, (a) Adjunct Faculty, (b) Adjunct Professor and (c) Visiting Professor.

**(a) Adjunct Faculty:** Academicians / Industrialists / Technicians / Progressive farmers / Civil servants / linguistic or other experts who are hired for serving the university at their free will and convenience either honorary or on payment of honorarium.

**(b) Adjunct Professor:** Academicians / Researchers, especially the retired faculty of Universities / institutes who are hired on a regular basis and would serve as full time employees in most aspects for a consolidated salary.

**(c) Visiting Professor:** Academicians either the retired faculty or serving faculty in other institutes or free-lancer who are hired on a part-time or hourly basis for a prescribed remuneration on need basis.

## **TNFU Rules**

---

### **8.9. Objectives:**

- (a) To develop a useful and viable collaboration between institutions and industry and enhancing quality of education and skills by involvement of academicians, scholars, practitioners, policymakers and skilled professionals in teaching, training, research and related services on regular basis;
- (b) To attract distinguished individuals who have excelled in their field of specialization in Fisheries and allied areas to enrich the overall learning processes by bringing external perspectives to regular teaching. Such interactions are expected to foster trans-disciplinary approach and synergize the outside 'real world' experience with the inside intellectual pursuits in the University;
- (c) To promote the interaction of skilled professionals with the learners and facilitate the imparting of industry relevant standards in skills, acceptable nationally, which could fulfill the need for skilled workforce and also to undertake R&D in the areas related to skill education & development, entrepreneurship and employability *etc*;
- (d) To enable higher educational institutions to access the eminent teachers and researchers who have completed their formal association with the university / college, to participate in teaching, to collaborate and to stimulate research activities for quality research at masters and doctoral levels; and to play mentoring and inspirational role;

### **8.10. Target Groups:**

Professionals, experts, officials and managers having experience of working in:

- (a) Teaching and research organizations supported by bodies like ICAR, ICSSR, CSIR, ICMR, DRDO, Central and State Universities, *etc*.
- (b) Central and state public sector undertakings (PSUs), business corporations, NGOs and professional associations.
- (c) Civil servants (IAS / IPS / officials from Central and Provincial Services) and professionals & officials from professional councils and statutory bodies like UGC and
- (d) Skilled profession as working in organized and unorganized sectors known for their hands - on skilling techniques and expertise.

### **8.11. Engagement Modalities:**

#### **(a) Qualifications:**

Candidate for adjunct faculty / adjunct professor / visiting professor should satisfy the following norms: -

- Should have the minimum qualifications as prescribed in the regulations framed by UGC/ respective statutory councils from time to time. **OR**
- A person of eminence with or without a post graduate or Ph.D. qualifications. **OR**
- Should be an accomplished professional / expert in his chosen field of discipline and may not necessarily possess qualifications prescribed under UGC regulations. **OR**
- Should be a certified professional, for teaching and training on National Occupational Standards under NSQF, by the Sector Skills Council for teaching respective trade / job role.

They are also expected to have an understanding of industry requirements, National Occupational Standards (NOSs) and Assessment & Certification for skills.

In addition to the above, it is expected that the adjunct faculty / professor would be an accomplished scholar in his area of specialization and his association would add value to the academic programmes he is associated with.

**(b) Selection Criteria:** Adjunct Faculty will be appointed by the competent authority based on the recommendation of a Committee. Period of empanelment will vary from 1 to 3 years as decided by the Institution on mutually agreed terms and conditions. It is expected that any application for adjunct faculty is first discussed at the department / Institute level. The department may forward the application with comments specifying the suitability of such candidate(s) in the department / institution level academic activities. If the department / institute recommends a case for adjunct faculty, the same should be examined by a Committee comprising of following:

- i) Registrar (Chair).
- ii) Dean (Academics).
- iii) Faculty Dean
- iv) Director of Research

If the committee recommends the case, the same would be forwarded to the competent authority for consideration and necessary approval. The strength of Adjunct Faculty may not exceed 25% the sanctioned strength of faculty at any time.

**(c) Roles and Responsibilities:** The empanelled adjunct faculty / adjunct professor / visiting professor is expected to undertake following assignments:

**(i) Teaching:**

- **Conventional Higher Education Courses:** Adjunct faculty will be expected to teach courses directly related to his specific expertise and professional experience or the areas of his specialization. He may also contribute to the institution's activities developing new course (s) and pedagogical improvements.
- **Skill based Vocational Courses:** The core courses pertaining to specialized skills / trades may be imparted by the adjunct faculty from industry, Sector Skill Councils approved trainers or other persons with appropriate skill proficiency.
- **Research Courses:** Adjunct faculty may also be involved in the M.F.Sc. / M.Tech./ MBA / Ph.D. course work based on his professional and research proficiency adjudged by the concerned institution.

**(ii) Research:** Adjunct faculty is expected to interact with and supervise the research students in the area of his specialization or professional proficiency. However, there should be preferably one core faculty member associated as Chairman or Co-Chairman for smooth induction and coordination of academic procedures. The adjunct faculty may lack a traditional academic background in such case, they are not expected to contribute to the institution's research and creative mission by participating in traditional scholarly activities. Instead, he

## TNFU Rules

---

may participate by advising faculty on their research projects, serving as a liaison between the institutions and industry or government entities to identify research and/or funding opportunities or by working with faculty to identify research projects that would benefit private industry and/ or government entities.

(iii) **Services:** Adjunct faculty is also expected to actively participate in service - related activities, such as sitting on departmental committees, serving as advisors to faculty.

**(d) Costs and Honorarium:**

(i) Adjunct faculty will be provided with travel cost as per entitlement from his / her institution / place of stay and back, maximum 12 times per academic year. He / she will be provided with free lodging and boarding in the guesthouse, if available or will be provided with hotel accommodation and boarding charges as applicable.

(ii) Adjunct faculty will be provided with an honorarium of Rs. 1000/- per lecture hour to a maximum of Rs. 3000/- per day of service. Visiting professor will also be paid at the same rate as adjunct faculty subject to a maximum ceiling of Rs.30,000/- per month. Adjunct Professor shall be paid in the range of Rs.50,000 to 75,000 per month (negotiable) depending upon their experience and expertise as decided by the committee.

(iii) A company / organization / institution may sponsor Adjunct / Visiting Professor to serve in the University. The sponsor may take the responsibility of payment partially / fully. For sponsorship separate MoU needs to be signed by defining the objectives.

(e) **Monitoring:** At the end of assignment, every Adjunct faculty, Adjunct or Visiting Professor will submit a "Performance Report" to the University through the campus officer. Continuation of the service shall have to follow the same procedure as that of new selection.

*Modified from UGC guidelines for Empanelment of Adjunct Faculty in Universities and Colleges (www.ugc.ac.in)*

### IV. Rules for transfer and working arrangement in service

In pursuance of the Chap. IV of the Regulations of TNFU (Service Conditions, Leave Rules and Travelling Allowances, etc) in exercising the powers conferred under Clause 66 of the TNFU Statutes, the Vice Chancellor of the University hereby makes the following rules for the transfer and working arrangements of staff in service in the University.

#### 8.12. General:

- (a) These rules shall be called "*Rules for transfer and working arrangements of staff in the University*".
- (b) These rules shall be applicable to all the regular employees of the University and re-employed persons.
- (c) Transfer of employees on contractual pay shall be at the discretion of the officer employing them.
- (d) The administrative powers with regard to the transfer of different categories of employees shall be as given in Appendix XIII of the Regulations of the University.
- (e) The provisions of these rules shall take effect from 23.06.2021.

- (f) These Rules shall remain in force without any modifications for a period of 3 years, after which this can be reviewed and modified by the competent Authorities with the approval of the Board.
- (g) Unless the context otherwise requires, the words and phrases used in these rules shall be interpreted to have the same meanings as they have in the Act, Statutes and Regulations of the University.

**8.13. Background**

- (a) The transfer rules have been developed for staff to be transferred within Tamil Nadu Dr. J Jayalalithaa Fisheries University.
- (b) The University at its discretion may transfer a staff member from one place to another place or position which could be any of the institutes / Centres / Directorates / Administrative offices within the University in line with FR 15 (a) of the Govt of TN.
- (c) A transfer may be for a defined period or it may be an ongoing arrangement that does not have an end date, except for those staff who are employed on a fixed-term contract of employment under fixed scale of pay.

**8.14. Types of transfers:**

The transfers in the University can be,

- (a) **Routine or regular transfer** - on account of either promotion, skill development, irrelevance to the present post, want of vacancies on return from leave or foreign service, culmination of temporary placement, closure of schemes, abolition of posts, retrenchment, superannuation, and continuous service in one place for more than 3 years.
- (b) **Request and Mutual transfers** – Transfers that can be done based on the request of the employee(s) after careful analysis and evaluation of merits in both the cases.
- (c) **Need based transfers** – Transfer on administrative necessity or dire need or requirements or reasons or to facilitate or as a consequence of disciplinary proceedings.
- (d) **Working arrangements** - This is a temporary arrangement without any time limit for placing the staff for working in a unit without any alterations in his post and budget. This may be *ad hoc* or long term arrangement.

**8.15. Applicability**

- (a) These rules shall be applicable to all regular and re-employed staff of the University whose employment is covered by the provisions of the Tamil Nadu Fisheries University ASRR.
- (b) Regular staff who are transferred laterally will normally have to work in the new position / place for at least two years before the employee requests for transfer to a new place or back to the original place / position from where he / she was transferred..
- (c) In cases where more employees apply for request transfer, seniority shall be considered. However, staff transferred on promotion shall not seek request transfer before completion of three years.
- (d) Staff member who are transferred to another position will retain all of his /her accrued leave entitlements including compensatory leave in his credit.
- (e) A staff member who is transferred back to a place or position on request after serving for a minimum of two years in a new place shall not in ordinary

## **TNFU Rules**

---

- circumstances be considered for regular or routine or mutual transfer within a period of 3 years.
- (f) The TTA permissible for the employees transferred shall be as per the TN TA/DA Rules and as decided by the University based on the type of transfer defined above.
  - (g) Transfers shall generally be effected at the close of academic year / before the beginning of an academic year; however, the University reserves its right to transfer an employee anytime on need basis.
  - (h) A new Performance Review and Planning process or Academic Performance Review and Planning document and associated Key Performance Objectives shall be developed within six months of the staff member's transfer into the new position.
  - (i) A transfer at the direction of the University may occur.-
    - as part of a change in management process,
    - in order to avoid the need for notification of redundancy,
    - because work in a particular unit is declining or increasing,
    - it may be related to a staff member's capacity to perform some or all of the duties related to her/his position, and/or
    - as part of a developmental strategy.
  - (j) When an operational requirement for a staff member to be transferred to another position is identified, the University shall order for the transfer with the consultation of the University Officers concerned.
  - (k) In case of transfer on working arrangement for an employee without the post (shown against the original post of serving) to another place where the HRA / CCA / other emoluments are different, the employee shall be eligible to claim the emoluments applicable to the place of working.
  - (l) In case of transfer on working arrangements, the controlling officer at the working place has to send the attendance certificate for the employee on the last date of the month to the regular controlling officer and pay drawing officer to disburse his / her pay.
  - (m) In case of transfer on working arrangements, excepting his CL & RHL all other eligible leave (EL, UEL & EoL) will be sanctioned by his original controlling officer based on the recommendations of the working place controlling officer.
  - (n) In case of an employee under working arrangement is transferred to another place, he / she has to get the relief from his working place controlling officer first, based on which the regular controlling officer will relieve the employee.
  - (o) In the event of transfer of an academic staff operating any externally funded research projects / URP obtained on his / her individual effort with the approval of the University, the employee may request the University for operating the project from the new location provided that the station / centre has all basic facility to enable smooth running of the project and the University consents for the shifting of the research project along with the employee.
  - (p) The duration /joining period for both academic and non-academic staff upon transfer is normally as admissible by the Government rules (6 + travel day(s)) and the staff in all possibilities shall complete the stock transfer formalities within the stipulated period. In extraordinary circumstances, the employee may complete the



- stock transfer formalities after joining at the new place, however, the LPC shall be sent only on submission of CTC.
- (q) The following are the factors that shall normally be considered in determining the appropriateness of the transfer of an Academic Staff:
- (i) Academic Staff member's qualifications and specialization,
  - (ii) The potential synergies between the discipline / field of specialization or sub-discipline of an Academic Staff member and those of the position that the University proposes for transfer,
  - (iii) Academic Staff member's possible career paths and/or professional standing,
  - (iv) The staff member's professional development needs;
  - (v) The staff member's performance history.
  - (vi) Whether there is a potential difficulty in recruiting staff to the receiving location;
  - (vii) The staff member's contribution in terms of development in the present location
- (r) However, Under the following conditions, one Academic Staff shall be transferred irrespective of his / her discipline or area of specialization or any other factors that have been listed under Sub-Rule (n):
- i. His / her idle presence in the department without any visible contribution for more than 2 years as assessed in the annual performance review by the Vice Chancellor
  - ii. Without any research projects (external or URP) in the department consecutively for 3 years.
  - iii. Without any publication in the peer reviewed high NAAS rated Journals (NAAS Rating above 6.0)
  - iv. Disinterest in delivering good things and non-participation in the general works for the development of the department or Institute or Station.
  - v. Low score in the annual performance review
  - vi. Rude behavior with the students and fellow staff members
  - vii. Non-participation of any of the official functions organized in the Institute or Station showing deliberate protest behavior.
  - viii. Involvement in malpractices or indecent behavior notified and proved with evidences
  - ix. Disrespecting the orders or directions from the higher authorities and disgracing with written replies and
  - x. Continuously or constantly absenting from duty either on leave or otherwise without any valid reasons.
  - xi. ***Notwithstanding anything contained above from i to x, the University reserves the entire right to transfer any employee to any place within the University without assigning any reason there for.***

## ***TNFU Rules***

---

### **8.4. Removal of difficulties**

In case any difficulty arises in the implementation of the provisions of these rules, the Vice-Chancellor 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, Statutes and Regulations of the University.

## **CHAPTER – 9 RULES FOR ASRR EXAMINATION \*\***

In exercise of powers conferred under Clause 66 of the TNFU Statutes, the Vice-Chancellor of the University hereby makes the following rules for the conduct of the ASRR examination to fulfill the requirements of Regulation 5 (1). The provisions of these rules are deemed to have taken effect from 21.08.2017.

These rules are subject to modifications from time to time by the Vice-Chancellor / Authorities of the University, subject to the provision that the rules are not inconsistent with the Tamil Nadu Fisheries University Act, Statutes and Regulations.

### **9.1.Short title and commencement**

- (1) These rules shall be called “**Rules for the conduct of the ASRR Examination for the entry level staff of the Tamil Nadu Fisheries University**”.
- (2) Unless the context otherwise requires, the words and expression used in these rules shall be interpreted to have the same meaning as they have in Act, Statutes and Regulations.
- (3) These rules are applicable to all those appearing for the ASRR Examination in the University.
- (4) University reserves the right to conduct the ASRR Exam on a convenient date which shall be intimated at least 15 days in advance.

### **9.2. Examination Schedule:**

- (a) ASRR Examination shall be conducted once in six months provided there must be at least 10 candidates to take the examination. However, this examination shall be conducted at least once in two years.
- (b) The examination shall be conducted in one or more venues in the University with the approval of the Vice Chancellor.
- (c) The examination shall be conducted preferably on Sunday or any Holiday without affecting the regular working of the offices.
- (d) Employees can opt for the centre of their choice and appear for the examination at their own cost.
- (e) The conduct of the examination shall be entrusted with the Controller of Examinations.
- (f) He shall prepare the schedule and get the question papers for the conduct of the examination as per the directions and instructions of the Vice Chancellor.
- (g) The Controller of Examination shall maintain strict confidentiality in the question paper setting and maintenance until the release of question papers to the examination venues
- (h) The question paper collected from the question setters shall be issued for the examination after the approval of the Vice Chancellor.
- (i) The Campus Officers in the respective campus shall be the Chief Superintendent for the examination and the functions and duties of the Chief Superintendent shall be same as given under TNFU Rules 1.1.15 (9).
- (j) The Hall Superintendents must check the ASRR Books that are brought by the candidates for the examination for any papers or write-ups.
- (k) Candidates are not allowed to carry any electronic gadgets other than simple electronic calculator.

## ***TNFU Rules***

---

### **9.3. Examination Pattern:**

- (a) The ASRR Examination shall be an “Examination with Book” or “Open Book Examination”.
- (b) The candidates writing the examination will be allowed to bring the ASRR book published by the University. No other document will be allowed with the candidates.
- (c) Each candidate must bear his own ASRR Book and sharing of book is a violation of the code of conduct of the examination.
- (d) ASRR Books brought by the candidates should not contain any loose sheets or working sheets or write-ups.
- (e) Question paper and answer booklet shall be supplied by the University.
- (f) The examination shall be for 3 hours duration and hall discipline for the examination shall be as given under TNFU Rules 1.1.15 (9).
- (g) There shall be only Pass / Fail in the exam and no rank shall be given.
- (h) The examination shall be for 100 marks and minimum marks for Pass shall be 50 out of 100.
- (i) There shall be no limit for appearing for the examination for the employees
- (j) Candidates found violating the code of conduct of the examinations shall be subjected to disciplinary action as per the extant of the Rules for the discipline in examination and code of conduct of employees.

## **CHAPTER – 10 RULES FOR RECOGNITION OF STAFF ASSOCIATION \*\***

In exercise of powers conferred under Clause 66 of the TNFU Statutes, the Vice-Chancellor of the University hereby makes the following rules to fulfill the requirements of Regulation 7 under Appendix VIII. The provisions of these rules shall take effect from 23.06.2021. These rules are subject to modifications from time to time by the Vice-Chancellor/ Authorities of the University, subject to the provision that the rules are not inconsistent with the Tamil Nadu Fisheries University Act, Statutes and Regulations.

### **10.1.Short title and commencement**

- (1) These rules shall be called “Tamil Nadu Dr.J.Jayalalithaa Fisheries University Staff Associations Recognition Rules”.
- (2) Unless the context otherwise requires, the words and expression used in these rules shall be interpreted to have the same meaning as they have in Act, Statutes and Regulations.
- (3) These rules are applicable to all those are recognized teachers and other nonteaching staff appointed against the vacant posts of faculty staff and non-teaching staff posts and drawing regular salary.
- (3) In these rules, unless the context otherwise requires- (a) ‘Staff Association’ means a Federation or a Confederation of Staff Associations. (b) “Teaching staff” means only those who are designated as Assistant Professor, Associate Professor and Professor. (c) Non-teaching staff” persons means who have been appointed by the University and in regular scale of pay.

### **10.2. General conditions for the Staff Associations of the University**

- (a) There shall be separate associations for teaching and non-teaching staff. Membership of the association shall be confined to a distinct class of staff, like teaching staff and non-teaching staff and shall be open to all staff of that class;
- (b) The association shall not, in any way, be connected with any political party or organisation or engage in any political activity;
- (c) The association shall not, in any way, be connected with, or affiliated to any association or federation or any such kind of body outside the University;
- (d) The association shall not issue or maintain any periodical publication except an internal circulation for information or any literary works;
- (e) The association shall not publish any representation on behalf of its members, whether in the press or otherwise in respect of any election to a legislative body whether in India or elsewhere, or to a local authority or body.
- (f) The association shall not pay or contribute towards any expenses incurred in connection with any candidature by a candidate for such election or by any means support the candidature of any person for such election; or undertake or assist in the registration of election or the selection of a candidate for such election;
- (g) The association shall not maintain or contribute towards the maintenance of any member of a legislative body whether in India or elsewhere or of any member of a local authority or body; or pay, or contribute towards the expenses of any trade union

## ***TNFU Rules***

---

which has constituted a fund under section 16 of the Indian Trade Unions Act, 1926 (Central Act XVI of 1926).

**10.3. Conditions for recognition of Staff Associations:** No Staff Association shall be recognized by the University unless such Staff Association satisfies the following conditions, namely: -

- (a) An application for recognition of the Staff Association shall be made with the following particulars:- (i) Title of the Association; (ii) Headquarters of the Association; (iii) The number of members of the Association; and (iv) The names of branches, if any.
- (b) The object of the Staff Association shall be to promote the common Service interests of its members; the activities of the Service / Staff Association shall at no point interfere the administration of the University;
- (c) No person who is not a University staff shall be connected with the affairs of the Staff Association;
- (d) The Staff Association shall not be formed on the basis of any caste, tribe or religious denomination or of any group within or section of such caste, tribe or religious denomination;
- (e) The Association shall at all times function democratically and all its resolutions should be based on debate and consensus;
- (f) Executive functions of the Staff Association shall be vested with one or more of the members who are selected or elected with the approval of all its registered members;
- (g) The Association shall be monitored and guided by an Executive Committee appointed by its members;
- (h) The funds of the Staff Association shall consist exclusively of subscriptions from members and grants, if any, made by the University and these funds shall be applied only for the furtherance of the objective of Staff Associations; Provided that a Staff Association may be permitted by the University to collect funds from its willing members where the rules of the Staff Association provided for Collection of such funds for the purpose of giving succors to the families of its members following the demise of such members or for the purchase of land or building or construction of a building for the Association for official purpose or for any welfare schemes for the members or for their families.
- (i) The Association seeking recognition should have been in existence for a minimum period of one year before it applies for recognition; All the activities during the period of one year must have been democratic and supporting of the general cause of the Association;
- (j) The Association shall have at least a minimum of 30 per cent of the total number of employees eligible to become members of the Association as its members;
- (k) Every Staff Association recognized or deemed to have been recognized under these rules shall comply with the following conditions, namely:-

- (i) All representations by the Staff Association shall be submitted through the proper channel, and shall, as a normal practice, be addressed to the Registrar
- (ii) A list of members and office bearers, an up-to-date copy of the Rules and an audited statement of accounts of the Staff Association shall be furnished to the University annually through proper channel after the general body meeting annually so as to reach the University before the 1st day of July each year.
- (iii) All Staff Associations, whose annual turnover is of the order of Rs.10,000 (Rupees Ten thousand) and above shall have their accounts duly audited by a qualified registered Auditor.
- (iv) Any amendment of the substantial character in the rules of the Staff Association shall be made only with the previous approval of the University and any other amendment of minor charter shall be sent through the proper channel to the University
- (v) The Staff Association shall not do any act or assist in the doing of any act which, if done by a University Staff, would contravene any of the provisions given in ASRR.
- (vi) The Staff Association shall not address any communication to a foreign authority except through the University which shall have the right to withhold it. **(Modified as per USO No. 1151/B1/Edn./TNJFU/2021, Rc. No. 5771/B1/Edn./TNJFU/2021, dated 24.12.2021)**
- (vii) Communications addressed by the Staff Association or by any office-bearer on its behalf to the University or Government or a Government authority shall not contain any disrespectful or improper language.
- (viii) The Staff Association shall not, without the previous approval of the Vice Chancellor permit its proceedings to be open to the Press;
- (ix) The Staff Association shall not use a strike or the threat of a strike against the University as a means of achieving any of the purposes of the Association; and
- (x) The Association shall not adopt a “go-slow” or “work to rule” policy or advice its members to apply for mass casual leave.
- (xi) Any demonstration shall be peaceful and outside the office premises and not during office hours.
- (xii) The Association shall not encourage any unfair labour practice like damage to University property, interference with normal work and insubordination.
- (xiii) The Association can send representation only on common service matters of its members first, direct to the Head of Department concerned, then to the Registrar. In respect of individual case, the

## ***TNFU Rules***

---

affected individual can find remedies by following the statutory rules in existence;

- (xiv) Strike shall be deemed to include any demonstrative fast usually called “hunger strike” with the object of compelling something to be done by the Superior Officers. The Staff Associations shall not, therefore, indulge in hunger strike with the object to achieve some of their demands.
- (l) The University may, if they are of opinion that a Staff Association recognized or deemed to have been recognized under these rules has failed to comply with any of the conditions set out above or for good and sufficient reasons to be recorded in writing, deserves to be derecognized, withdraw the recognition accorded to such Staff Associations, provided that the recognition shall not be withdrawn unless such Staff Association has been given an opportunity of making its representations.
- (m) The University may dispense with or relax the requirements of any of these rules to such extent and subject to such conditions as they may deem fit in regard to any Staff Association or class of Staff Associations.
- (n) If any question arises as to the interpretation of any of the provisions of these rules, it shall be referred to the Vice Chancellor whose decision thereon shall be final.

---

\*\* Added as per the Proceedings USO No. 546/B1/TNJFU/ASRR UPDATE/2021, Rc. No. 2315/B1/TNJFU/ASRR UPDATE/2021, dated 23.06.2021) and Modified as per the Proceedings USO No. 576/B1/TNJFU/ASRR UPDATE/2021, Rc. No. 2315/B1/TNJFU/ASRR UPDATE/2021, dated 05.07.2021