

**STATUTES OF THE TAMIL NADU FISHERIES UNIVERSITY
WITH THE APPROVAL OF THE CHANCELLOR
UNDER THE TAMIL NADU FISHERIES UNIVERSITY ACT**

[G.O. Ms. No. 227, Animal Husbandry, Dairying and Fisheries (FS-2), 12th November 2014, Aippasi 26, Jaya, Thiruvalluvar Aandu-2045.]

No.II(2)/AHDF/687(a)/2014.

In exercise of the powers conferred by sub-section (2) of Section 51 read with Section 40 of the Tamil Nadu Fisheries University Act, 2012 (Tamil Nadu Act 21 of 2012), the first Vice-Chancellor of the Tamil Nadu Fisheries University hereby makes the following Statutes of the Tamil Nadu Fisheries University with the approval of the Chancellor as shown in appendix. 2.

It shall come into force from 12th November, 2014.

(Updated with Amendments up to Nov. 2022)

**CHAPTER - I
GENERAL**

1. Short title and commencement

- (1) These Statutes shall be called the Statutes of Tamil Nadu Fisheries University;
- (2) They shall come into force from the 12th Nov. 2014 and shall be published in the Tamil Nadu Government Gazette; and
- (3) Unless the context otherwise requires, the words and expressions used in these Statutes shall be interpreted to have the same meanings as they have in the Act.

2. Definitions

- a) **“Act”** means the Tamil Nadu Fisheries University Act, 2012 (Tamil Nadu Act 21 of 2012);
- b) **“Appointing Authority”** means the Authority competent to make appointments to the posts of the University;
- c) **“Centre”** means a body within the University where a specified activity pertaining to research and/or production / policy making / or any particular aspect is carried out towards fulfilling the objectives of the University;
- d) Deleted (USO No. 088/B2/TNJFU/XXV BOM/2022 & Rc No. 5647/B2/TNJFU/XXV BOM/2021, dt. 02.02.2022)
- e) **“Clause”** means a subdivision of the Statutes;

- f) “**Department/ Unit**” means the primary unit of administration under the School
- g) “**Emoluments**” mean pay, special pay, grade pay, leave salary or subsistence grant and will include any allowances or remuneration;
- g) (i) “**Para Professional Institute**” means an Institute established in the University as per Section 5 (h) of the Act to impart education on the second level professional education to Fisheries Science or B.F.Sc. degree (Inserted as per USO No. 088/B2/TNJFU/XXV BOM/2022 & Rc No. 5647/B2/TNJFU.XXV BOM/2021, dt. 02.02.2022)
- h) Deleted (USO No. 088/B2/TNJFU/XXV BOM/2022 & Rc No. 5647/B2/TNJFU.XXV BOM/2021, dt. 02.02.2022)
- i) “**Section**” means a section of the Act;
- j) “**TNFU**” means Tamil Nadu Fisheries University established by the Act 21 of 2012 of the Tamil Nadu Government; and
- k) “**University Officer**” means an Officer of the University as defined in Section 8 of the Act.

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

CHAPTER – II

AUTHORITIES OF THE UNIVERSITY

3. Board of Management

(1) Powers of the Board

In addition to the powers laid down in section 20 of the Act, the Board shall exercise the following powers:-

- (a) May establish a new Faculty /Institute /School/ Centre based on the recommendation of the Academic Council;
- (b) Approve the institution of all the technical posts of the University of the level of Assistant Professor and above on the recommendation of the Academic Council;
- (c) Create technical and non-technical posts with a minimum basic pay and grade pay of Assistant Professor and above, not covered under sub - section (e) of Section 24 of the Act;
- (d) Abolish or retrench such posts contemplated under (b) and (c) on the recommendations of the Vice- Chancellor;
- (e) Submit to the Government legislative proposals which it may consider necessary, for the betterment of Fisheries Sciences;
- (f) Publish an Annual Report containing the review of the progress made in different spheres of activities of the University;
- (g) May effect the modifications in the pay, special pay and allowances and other service conditions of the University employees covered by UGC Scales of pay in order to meet the statutory requirements of UGC / ICAR; and
- (h) May constitute new authorities of the University based on the needs.

(2) Meetings of the Board

- (a) The Board should meet at least once in three months as stipulated in the Section 21 (1) of the Act. The annual meeting shall be held in the first / second quarter of the succeeding financial year. In the annual meeting, the annual report, annual accounts, audit report along with the remarks of the

University and annual financial estimates shall be presented. The Board may also meet at such other times as it may determine.

- (b) The Board shall normally meet at its main campus or at its other campuses as decided by the Vice-Chancellor in consultation with the Board.
 - (c) The quorum for the Board meeting is 50% of the total approved strength. In case, there is no quorum in a meeting, a second meeting shall be convened by giving 15 days notice in advance, and no quorum is required for such a meeting.
 - (d) The official Members of the Board shall draw daily and travelling allowances as per the rules governing them in their parent body. Other members of the Board shall be paid daily and travelling allowances on par with Grade I Officers of the State Government.
 - (e) The proceedings of the Board shall be recorded by the Registrar and within seven days after the meetings, the minutes shall be circulated among its members after approval by the Vice-Chancellor or the Presiding Officer, as the case may be.
 - (f) In consultation with the Board, the Vice Chancellor may invite any person with special knowledge and practical experience to attend the particular Board Meeting as stipulated in sub-section (4) of the Section 21 of the Act.
- (3) If no exception is taken by any member who was present at the meeting, to the correctness of the minutes, within seven days of sending the same, they shall be deemed as correct. If exception be taken within the time aforesaid by means of a letter addressed to the Registrar definitely specifying the points which require correction in the minutes, the minutes shall be brought forward at the next meeting of the Board for confirmation of correctness by such of the members as were present when the business was transacted to which the minutes refer.

4. Academic Council

- (1) In addition to the powers and duties mentioned in section 24 of the Act, the Academic Council shall have the following powers:

- (a) to make recommendations to the Board to conduct convocations for the conferment of degrees/ diplomas;
 - (b) to make recommendations to the Board for the conferment of Honorary degree of Doctor of Science and other academic distinctions;
 - (c) to make recommendations for the creation of additional Faculties/ Institutes/ Centres when found necessary, for the approval of the Board;
 - (d) to make recommendations to the Vice-Chancellor to modify the regulations regarding admission of students into the University, provided the modifications are made in conformity with the rules and regulations of the Government that are already in force and that may be issued from time to time in this regard;
 - (e) to make recommendations for the approval of the Vice-Chancellor regarding the fixation, payment and receipt of fees and penalty for non-payment in time by the students of the University;
 - (f) to constitute Committees for the institution of endowments, scholarships, fellowships, studentships, medals, prizes, grant-in-aid, etc, and to formulate Regulations for such awards from time to time;
 - (g) to decide the admission strength for various disciplines;
 - (h) to prescribe the subjects of study for each Faculty/ Institute based on the recommendations of the Board of Studies of the concerned Faculty;
 - (i) to refer to the Board of Studies any academic matter regarding the Faculty / Institute as it may deem fit for discussion; and
 - (j) to approve the establishment of a new Department / abolition / sub-division or otherwise reconstitution of existing Departments based on the recommendation of the Board of Studies of the concerned faculty.
- (2) The Academic Council should meet at least once in six months or as and when necessary at the discretion of the Chairman by giving 15 days notice. One-third of the members of the Council 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.

- (3) In the absence of the Vice-Chancellor, the Academic Council may elect one of the members present as the Chairman for that meeting.
- (4) All questions at any meeting of the Academic Council shall be decided by a majority of votes of the members present and in the case of an equality of votes, the Vice-Chancellor or the member presiding, as the case may be, shall exercise a second or casting vote.
- (5) The proceedings of the Academic Council shall be recorded by the Registrar and circulated among the members after approval by the Vice-Chancellor or the Presiding Officer, as the case may be.
- (6) If no exception is taken by any member who was present at the meeting to the correctness of the minutes within seven days of sending of the same, they shall be deemed as correct. If exception be taken within the time aforesaid by means of a letter addressed to the Registrar definitely specifying the points which require correction in the minutes, the minutes shall be brought forward at the next meeting of the Academic Council for confirmation or correction by such of the members as were present when the business was transacted to which the minutes refer.

5. Faculties

In accordance with the Section 18 read with Section 25 of the Act, Faculties shall be created with the approval of the Board; and

- (a) Each faculty shall be responsible to develop close co-operation, collaboration and co-ordination among University Officers and Heads of Departments regarding faculty improvement programmes concerning education, research and extension of the concerned Faculty.
- (b) The Faculty Dean of the concerned Faculty shall be responsible for the improvement programmes of the concerned Faculty. All proposals to the Academic Council shall be put forth by the respective Faculty Dean. (Modified as per USO No. 088/B2/TNJFU/XXV BOM/2022 & Rc No. 5647/B2/TNJFU.XXV BOM/2021, dt. 02.02.2022)
- (c) The subjects of study for each Faculty shall be prescribed by the Academic Council from time to time on the recommendations from Board of Studies of the concerned Faculty.

6. Board of Studies

- (1) As prescribed in Section 26 of the Act, each Faculty shall have a Board of Studies with the following members:-
- (a) Dean of the Faculty - as Chairman of the Board of Studies;
 - (b) Other Deans within the University;
 - (c) All Directors of the University
 - (d) Controller of Examination
 - (e) Deleted (USO No. 088/B2/TNJFU/XXV BOM/2022 & Rc No. 5647/B2/TNJFU.XXV BOM/2021, dt. 02.02.2022)
 - (f) Heads of the Departments of the concerned Faculty;
 - (g) Six elected representatives of two each from Professors, Associate Professors and Assistant Professors of the Faculty; and
 - (h) Two experts in the concerned subject from outside the University to be nominated by the Vice-Chancellor.
- (2) The term of office of the elected members and the experts outside the University shall be for three years with provision for another term. During the pendency of a term, if an elected member vacates the post in which he/ she was elected (Associate Professor/Asst. Professor), he/ she shall cease to be a member and the consequential vacancy shall be filled through by-election for the remaining term.
- (3) It shall be the duty of the Board of Studies:-
- (a) to propose to the Academic Council, the courses of study for the various programmes of instructions offered in respective Faculty of the University;
 - (b) to propose to the Academic Council, the curricula of the University and advise the Academic Council in regard to all questions referred to it regarding the syllabi for various Under Graduate, Post Graduate degree, and Diploma programmes and all other functions referred to it by the Academic Council;
 - (c) to recommend to the Academic Council, the establishment of new School/ Department, abolition / sub-division / or otherwise reconstitution of existing School/ Department; and
 - (d) to exercise such other powers and to perform such other duties as directed by the Academic Council.

- (4) The Board of Studies should meet at least twice a year or as and when necessary at the discretion of the Chairman

7. Planning Board

(1) In addition to the powers and duties mentioned in Section 27 of the Act, the Planning Board shall have the following responsibilities:-

- (a) Shall provide guidelines to the perspective Annual Plan of the University in accordance with the State / National Plan;
- (b) Shall review the progress of different schemes and performance of the Faculties once in a year and recommend modifications / deletions to be carried out;
- (c) Quinquennial updating of the Master Plan of the University.

(2) The Secretary of the Planning Board shall be nominated from among the members of the Planning Board by the Board of Management.

(3) The Secretary of the Board shall maintain a library containing Statistics, Reviews, Bulletins, Monographs and Reports of Fisheries Sciences with special reference to Education, Research and Extension as well as Plans of the past and for the future.

(4) The Planning Board shall meet at least twice a year for recommending the financial aspects to the Finance Committee and the University Annual Plan for approval and implementation.

8. Finance Committee

(1) In accordance with section 18 of the Act, the Finance Committee shall be an Authority of the University and the members of the Finance Committee shall be as prescribed in the Section 35 (1) of the Act

(2) In addition to the responsibilities prescribed in sub-section 4 of Section 35 of the Act, the Finance Committee shall have the following responsibilities:

- (a) Shall recommend the revision of financial powers of the University Officers and other drawing officers considering the escalation of cost once in five years.
- (b) Meet once in three months to review the financial matters of the university

9. Board of Examinations

(1) In accordance with Section 18 of the Act, the Board of Examinations shall be an Authority of University and shall have the following members:-

- (a) Vice-Chancellor
- (b) Registrar
- (c) Dean of Faculty
- (d) Deans of Colleges
- (e) Deleted (USO No. 088/B2/TNJFU/XXV BOM/2022 & Rc No. 5647/B2/TNJFU.XXV BOM/2021, dt. 02.02.2022), and
- (f) Controller of Examinations

(2) The Vice-Chancellor shall be the Chairman and the Controller of Examinations shall be the Secretary of the Board of Examinations.

(3) The duties of the Board of Examinations shall be,

- (a) to organize and supervise the conduct of the University Examinations;
- (b) to appoint internal and external examiners, wherever necessary;
- (c) to review and moderate results, wherever necessary, as per the Rules prescribed from time to time for the purpose under external evaluation system and to review the results under the internal assessment system;
- (d) to provisionally declare the results of the University Examinations and to recommend to the Academic Council and Board of Management for their approval of the award of degree / diploma of the University; and any other duties as prescribed by the Board of Management.

(4) The Board of Examinations shall meet at least twice a year or as and when necessary at the discretion of the Chairman.

10. Research Council

(1) In accordance with the Section 18 of the Act, the Research Council shall be an Authority of the University.

(2) The Research Council shall be the policy making body on research in the Faculties and Research Centres / Stations of the University.

(3) The constitution of Research Council shall be as follows:

- (a) Vice-Chancellor - Chairman

- (b) Registrar
 - (c) Director of Fisheries or his/ her nominee
 - (d) Director of Research – Member Secretary
 - (e) Deans and Directors of the University
 - (f) Deleted (USO No. 088/B2/TNJFU/XXV BOM/2022 & Rc No. 5647/B2/TNJFU.XXV BOM/2021, dt. 02.02.2022)
 - (g) Heads of all Research Centres/ Stations
 - (h) Project Co-ordinators of all State / ICAR / Other agencies sponsored research schemes.
 - (i) Two Professors on rotation every year from each of the College/ Institute nominated by the Vice-Chancellor.
 - (j) Two specialists or eminent persons in the field of fisheries from outside the university to be nominated by the Vice-Chancellor for their specialized knowledge.
 - (k) Three progressive entrepreneurs specialized in fish farming / post harvest technology to be nominated by the Prochancellor on the recommendations of the Vice-Chancellor.
 - (l) Representatives of the sponsoring agencies by the invitation of the Vice-Chancellor from time to time.
- (4) The Research Council shall consider and make recommendations in respect of,
- (a) Formulation of research programmes and projects undertaken or to be undertaken by the University in the field of Fisheries Sciences and allied sciences with a view to promote effective co-operation;
 - (b) Physical and fixed facilities required for implementing research projects;
 - (c) Integration of research, extension education and teaching and participation of research workers in teaching and extension education;
 - (d) Orientation of research to meet the needs of fisheries sector;
 - (e) Review of the reports of on-going research projects/ schemes, and acceptance of the completed research schemes by the scientists concerned;

- (f) Any other matter pertaining to fisheries research which may be referred to them by State / Board of Management / Vice-Chancellor or any other authorities of the University.

(5) The term of office of the nominated members shall be three years, and may be extended by another term by the Vice-Chancellor.

(6) The Research Council shall meet at least once in six months or as and when necessary at the discretion of the Chairman to identify research priorities, to approve the research programmes, and to review the research activities of the University.

11. Extension Education Council

(1) In accordance with section 18 of the Act, the Extension Education Council shall be an Authority of the University.

(2) The Extension Education Council shall formulate the policies and broad outlines of Extension Education activities to be carried out by the University in co-operation with the concerned government departments.

(3) The Extension Education Council shall consist of the following members,

- (a) Vice-Chancellor - Chairman
- (b) Registrar
- (c) Director of Fisheries or his/her nominee
- (d) Director of Extension Education - Member Secretary
- (e) Deans and Directors of the University
- (f) Deleted (USO No. 088/B2/TNJFU/XXV BOM/2022 & Rc No. 5647/B2/TNJFU.XXV BOM/2021, dt. 02.02.2022)
- (g) Regional Joint Directors of Fisheries of the three regions nearer to the place of the Council meeting, viz., Chennai, Nagapattinam and Thoothukkudi, as the case may be invited by the Vice-Chancellor.
- (h) Two Professors of the University to be nominated by the Vice-Chancellor for particular meeting according to the requirements of the agenda.
- (i) Heads of the Dept. of Fisheries Extension of the Colleges/ Institutes.

- (j) Two eminent persons in the field of extension education from outside the University nominated by the Vice-Chancellor for any particular meeting in accordance with the requirements of the agenda.
 - (k) Three progressive entrepreneurs specialized in fisheries activities to be nominated by the Pro-Chancellor on the recommendations of the Vice-Chancellor.
- (4) The Extension Education Council may consider and make recommendations in respect of,
- (a) Co-ordination of extension education programmes and projects of the University with the Regional Officers of line departments;
 - (b) Co-ordination and co-operation of extension educational activities of various agencies for the improvement of fisheries activities and for the development of rural communities;
 - (c) Development of extension education and advisory service, identification and redressal of field problems and transfer of information;
 - (d) Development of methodology for extension education activities of the region;
 - (e) Integration of extension education with teaching and research in the University and participation of teachers in the field of extension programmes and education in their work; and
 - (f) Any other matter referred to it by the Vice-Chancellor or any other authority of the University.

(5) The term of office of the nominated members referred to in sub-clause 3 (k) shall be three years and may be extended by another term by the Vice-Chancellor with the approval of the Pro Chancellor

(6) The Extension Education Council shall be convened with exclusive session for each Faculty by the Director of Extension Education at least twice in a year or as and when necessary at the discretion of the Chairman.

12. Provision for creating new authorities

The Board shall constitute new authorities of the University as it deem necessary on the recommendations of the Vice Chancellor

CHAPTER III

OFFICERS OF THE UNIVERSITY

13. Vice-Chancellor

(1) The Vice Chancellor shall be,

- (a) Paid a salary of Rs.2,10,000/- per mensem (fixed) along with a special pay of Rs.5,000/- per month and with other allowances as applicable to State Government employees. The salary would be subject to such kinds of revision by Indian Council of Agriculture Research or University Grants Commission, New Delhi as implemented by the State Government from time to time. (Modified as per USO No. 088/B2/TNJFU/XXV BOM/2022 & Rc No. 5647/B2/TNJFU.XXV BOM/2021, dt. 02.02.2022)
- (b) Provided with a car or *in lieu* thereof an allowance of Rs.10,000/- per mensem and with rent free, furnished residential accommodation.
- (c) Entitled to travelling allowance as applicable to the Grade I(a) Officers of the Tamil Nadu Government, for halts and travels in connection with the University business and for reimbursement of other incidental expenses. The Vice-Chancellor shall be paid two times of incidental charges and daily allowance of that of the Grade I(a) Officers of the Tamil Nadu Government for halts and travels in connection with the University business.
- (d) Entitled to 12 days of casual leave and three days of restricted holidays in a calendar year and leave on full pay for one-eleventh of the period spent on duty. If reappointed for a further term as prescribed in the Act, he/ she shall be entitled, in addition to the leave admissible as above, to leave on full pay as may remain to his/ her credit in the previous term of office. The Vice-Chancellor shall also be entitled in case of illness or on account of private affairs, to leave with pay, for a period of not exceeding three months during any three years' tenure of office. The Vice-Chancellor may surrender 15 days of earned leave at his/ her credit once in a year or 30 days once in two years as he/ she prefers and draw surrender leave salary thereof.
- (e) Entitled to medical concessions as prescribed in the Regulations.
- (f) Deputed by the Board on University business or at the request of the Government on Government business or in the public interest to any part of

India or outside India. The period of deputation outside the University shall not exceed three months. The Board shall be competent to make the requisite arrangements for exercising the powers and performing the duties of the Vice-Chancellor during the period of deputation, provided that the arrangements made shall be such as not to entail any additional expenditure to the University.

(2) In addition to the powers and duties mentioned in section 12 of the Act, the Vice-Chancellor shall have / exercise the following powers and privileges:-

- a) To sanction all technical posts / para-technical posts below the level of Assistant Professor Scale of Pay + AGP subject to recommendation of Academic Council and other Authorities of the University;
- b) To sanction the creation of all non – technical posts, which carry a basic pay + GP below that of minimum basic pay + AGP of the post of Assistant Professor;
- c) To abolish or retrench such posts, which are considered superfluous in the University subject to the protection given to the individuals in such posts under section 45 (3) of the Act.
- d) To transfer personnel from one post to another in the interest of the University, without affecting their emoluments and service conditions;
- e) To constitute such ad-hoc committees, subject to the approval of the Board for the purpose of admitting students into the University, selecting certain categories of staff as detailed in the Regulations; for conducting enquiries into the affairs of the University and for such other purposes;
- f) To approve the selection of staff of the University as per the Regulations;
- g) To suspend or punish any employee as per the Regulations of the University and to punish and / or dismiss any student as per the rules of the University;
- h) To issue orders counting the period of extraordinary leave taken by the employees for prosecuting higher scientific and technical studies for the purpose of pension in the University;

- i) To represent the University in Inter-University conferences or associations within the country. To represent outside the country, he/ she shall seek the approval of the Board;
- j) To present at and address at any stage, any meeting of any authority of the University but not to vote there unless he / she is a member / Chairman of the Authority concerned.
- k) To maintain discipline among the staff, the students and the employees of the University and shall have the powers necessary for this purpose.
- l) To inspect all Colleges/ Institutes/ Centres/ Stations of the University and express his/ her views thereon to the appropriate Officer or Authority of the University.
- m) To institute an enquiry in respect of any matter concerning the University.
- n) To change, modify and reallocate the functions and duties of the University Officers and other employees of the University.
- o) In exercise of the powers conferred by the Section 51 (3) of the Act, the first Vice- Chancellor shall constitute a Committee and create an Authority temporarily to form Faculties or any such bodies and shall get it approved by the Board.
- p) The administrative and financial powers of the Vice- Chancellor are defined in the Regulations.

14. Registrar

(1) The Registrar shall be responsible to the Vice-Chancellor in exercising the powers and duties specified in Section 13 (2 c) of the Act and shall exercise such other additional powers and duties delegated to him / her by the Vice-Chancellor with the prior approval of the Board.

(2) The Registrar shall be responsible,

- (a) For admission of students and the maintenance of permanent records of each student including his/ her academic accomplishments, conduct, etc;
- (b) For the maintenance of Registers of Degrees and Diplomas conferred by the University and a Register of Graduates and other information as deemed necessary;

- (c) For making the required arrangements for, the promotion of personnel to the promotional posts of non-teaching staff, the recruitment and appointment of staff and service personnel of all teaching and research posts and all the first level entrance posts of non-teaching staff in the manner prescribed;
- (d) For the maintenance of the service and leave records of the personnel in accordance with the Regulations;
- (e) For the incorporation of updates of the ASR and notify them properly among the offices in the University periodically;
- (f) For granting such leave as permissible to the employees of the University as per the powers delegated by the Vice-Chancellor and as prescribed in the Regulations; and
- (g) The Registrar shall act as State Public Information Officer and the Vice Chancellor as Appellate Authority of the University as provided under Sec. 5 (2) of Right to Information Act

(3) The Registrar shall perform such other duties and functions as may be assigned by the Vice-Chancellor from time to time.

15. Finance Officer

(1) In addition to the duties mentioned in Section 14 of the Act, the Finance Officer shall perform the following duties:

- (a) Shall collect income and fees, disburse payments and be responsible for the day-to-day financial transactions of the University and for the proper accounting thereof and for all incidental matters including correspondences relating thereof, etc;
- (b) Shall sign all contracts made on behalf of the University and exercise such other powers as prescribed by the Act, Statutes and Regulations pertaining to accounts and finance of the University for which he/she shall be directly responsible to the Vice- Chancellor;
- (c) Shall prepare the annual financial estimates before 1st February of every year for the ensuing year;
- (d) Shall receive contributions, grants, gifts and endowments made in favour of or for the purpose of the University, subject to the acceptance by the Board;

- (e) Shall evolve and install suitable system of accounting and business procedure and prescribe an Accounts Manual for use in all University Offices;
- (f) Shall develop and operate an internal audit system so that records of all officers and employees responsible for the receipt and expenditure of moneys are properly audited; and
- (g) Shall prescribe financial forms to be used in the University.
- (h) Shall be responsible to the Vice-Chancellor to ensure that
 - (i) the expenditure not authorized in the budget is not incurred without appropriate sanction;
 - (ii) all moneys belonging to the University are kept in Banks approved by the Board of Management;
 - (iii) all accounts of the University are properly kept accounted and audited;
 - (iv) the budget of the University is prepared and submitted to the Vice-Chancellor and the funds sanctioned are obtained in time; and
 - (v) notices are issued and minutes of all meetings of the Finance Committee are maintained and to conduct official correspondence of the Finance Committee;

(2) The Finance Officer shall perform such other duties as may be prescribed by the Vice-Chancellor from time to time.

(3) The qualification, salary and service conditions of the Finance Officer shall be as prescribed by the Vice-Chancellor with the approval of the Board.

16. Dean of the Faculty

- (1) In accordance with the Section 25 (2) of the Act, the Dean of the Faculty,
 - (a) Shall be the Head of the Faculty, responsible to the Vice-Chancellor for its academic activities;
 - (b) Shall be responsible for the inter-campus collaboration and co-ordination of the academic functions, maintaining and upholding the academic standards, for the constant review of the educational programmes, their progress, and in the due observance of the statutes and other regulations relating to the Faculty;

- (c) Shall formulate and present policies to the Board of Studies for its consideration, on matters relating to the Faculty; and
 - (d) Shall preside over the meeting of the Board of Studies of the Faculty.
- (2) In the absence of the Dean of the Faculty on leave or for any other purpose, an Officer of the University / Chair of the School / Head of the Department nominated by the Vice-Chancellor shall act as the Dean.
- (3) The Dean for each Faculty shall be appointed as follows:

Wherever there is only one Dean in a Faculty, he/she shall automatically be the Dean of the Faculty. In case where there is more than one Dean in a Faculty, the Dean of the Faculty shall be on rotation once in three years in the order of seniority, as approved by the Vice-Chancellor.

17. Deans of University Campuses

- (1) In accordance with the Section 15(4) of the Act, the Dean of the University Campus shall have the following duties:-
- (a) The Dean of the Campus shall be the Dean of the College offering UG Programme (s)
 - (b) He / she shall be responsible for the due observance of the Statutes and Regulations relating to the campus.
 - (c) He / she shall supervise the registration of courses and progress of the students in the College.
 - (d) He / she shall formulate and present policies on academic matters pertaining to the UG programme(s) of the College to the Board of Studies for its consideration.
 - (e) He / she shall be responsible for the proper teaching of courses and for the administration of the College.
 - (f) He / she shall be responsible to the Vice-Chancellor for the use and maintenance of lands, buildings, laboratories, libraries, campus development and such other properties of the Campus and Research Centres/ Stations present in the Campus, if any.

- (g) He / she shall be responsible for procurement of stores, equipments and such other items as may be necessary for the Campus, as prescribed in the Regulations.
- (h) He / she shall be responsible for the maintenance and functioning of the hostels and other facilities connected with residential teaching.
- (i) He / she shall provide for protection against theft, fire and other damages of the University properties in the Campus.
- (j) He / she shall prepare the budget for the development and maintenance of the Campus.
- (k) He/ she shall submit reports to the Vice-Chancellor on the work in the Campus regarding education.
- (l) He / she shall be responsible to the Vice-Chancellor for maintenance of discipline, law and order in the Campus and in the discharge of his/ her duties, he/ she may award suitable punishments to students for acts of misbehavior as per Regulations prescribed. and
- (m) He / she shall be responsible to the Vice-Chancellor for maintenance of discipline among the staff working in the Campus.
- (n) He / she shall be responsible for performing such other duties as directed by the Vice-Chancellor.

(2) In the absence of the Dean on leave or for any other purpose, an Officer of the University / Chair of the School / Head of the Department nominated by the Vice-Chancellor shall act as the Dean.

(3) The qualifications, salary and service conditions of the Dean shall be as prescribed by the Vice-Chancellor with the approval of the Board.

(4) The Deans of the Faculties and Campuses of the University are eligible for Special Allowances as per UGC Regulations and ICAR Guidelines and prescribed in the Regulations of the University.

18. Deleted (USO No. 088/B2/TNJFU/XXV BOM/2022 & Rc No. 5647/B2/TNJFU.XXV BOM/2021, dt. 02.02.2022).

19. Director of Research

(1) In accordance with the Section 29 (2) of the Act, the Director of Research shall have the following duties and responsibilities.-

- (a) He / she shall co-ordinate all research in the University in co- operation with Deans/ Directors/ Heads while his/ her dealing would be mainly with the staff concerned with the Departments of Colleges / Institutes.
- (b) He/she shall be directly responsible to the Vice-Chancellor for the initiation, guidance and co-ordination of the research programmes of the University.
- (c) He / she shall be the Controlling Officer of Research Centres/ Stations and Institutes specifically attached to him/ her by the Vice-Chancellor.
- (d) He / she shall be the cause to regularly publish Research Bulletins, which summarise the research findings of the works carried out in the University, including the list of research articles published in the scientific journals by the staff of the University.
- (e) He/ she shall supervise and control the research activities of the University.
- (f) He / she may represent, under the direction of the Vice-Chancellor, the University in Conferences/ Meetings regarding research.
- (g) He / she shall be the Principal Liaison Officer for dealing with the Grants-in-aid Agencies such as ICAR, UGC, DST, DBT, NFDB, CSIR, DOD, MoFPI, MoEF, NABARD, etc., and other government and private agencies;
- (h) He/ she shall be the authorized Officer for signing the MOUs on behalf of the University under the direction of the Vice-Chancellor, with other Government/ Private Universities/ Institutes/ Agencies.
- (i) He/ she shall be the authorized Officer of the University for filing patents/ IPRS under the direction of the Vice-Chancellor, by utilizing the services of the legal advisor for patents/ IPRS, as approved by the Vice-Chancellor.
- (j) He/ she shall establish the Research Corpus Fund (RCF) of the University based on the direction of the Vice-Chancellor, for encouraging the research activities among the young faculty members of the University. The grant for

the RCF, and the utilization of the fund is as per the prescribed Regulations and Rules.

- (k) He / she shall work in close consultation with the Deans of Colleges and the Director of Extension Education in formulating research policies and programmes of the University;
- (l) He / she shall be the Member Secretary of Research Council, formulate and present research policies and projects to the Research Council for its consideration;
- (m) He / she shall be responsible to the Vice-Chancellor for the use and maintenance of lands, buildings, laboratories and such other properties of the Directorate of Research;
- (n) He / she shall be responsible to the Vice-Chancellor for maintenance of discipline among the staff working in the Directorate of Research; and
- (o) He / she shall exercise such powers and perform such duties in the research activities as may be directed by the Vice-Chancellor from time to time.

(2) In the absence of the Director of Research on leave or for any other purpose, an Officer of the University / Chair of the School / Head of the Department nominated by the Vice-Chancellor shall act as the Director of Research.

(3) The qualifications, salary and service conditions of the Director of Research shall be as prescribed by the Vice-Chancellor with the approval of the Board.

(4) The Director of the Research is eligible for Special Allowances as per UGC Regulations and ICAR Guidelines and prescribed in the Regulations.

20. Director of Extension Education

(1) In accordance with the Section 16 (4), the Director of Extension Education shall have the following duties and responsibilities:

- (a) He / she shall plan and execute all extension programmes and activities in close consultation and co-operation with the Deans/ Directors/ Heads.
- (b) He / she shall be directly responsible to the Vice-Chancellor for effecting close collaboration and co-ordination of the extension work based on the record of the University with various State and Central Government agencies and NGOs.

- (c) He / she shall be, under the direction of Vice-Chancellor, the Principal Liaison Officer for dealing with such agencies that are concerned in the matter of extension education.
- (d) He / she shall guide and supervise the working of the communication centre dealing with publications, bulletins, popular articles, etc., audio visual aids, radio, press and other materials directed towards the successful implementation of the extension education programmes.
- (e) He / she may represent the University in Conferences/ Meetings regarding extension education.
- (f) He / she shall supervise and control the extension education activities of the University.
- (g) He / she shall be in close consultation with the concerned Government Departments and be responsible to provide them with the important research findings of the University and shall further, in consultation with the concerned Government Departments, cause to publish extension bulletins, circulars, news articles and press releases which summarise important research findings for the benefit of the stakeholders of the fisheries sector.
- (h) He / she shall be Member Secretary of the Extension Education Council and formulate policies and programmes of the Extension Education of the University and present to the Extension Education Council.
- (i) He / she shall be responsible to the Vice-Chancellor for the use and maintenance of lands, buildings, laboratories and such other properties of the Directorate of Extension Education;
- (j) He / she shall be responsible to the Vice-Chancellor for maintenance of discipline among the staff working in the Directorate of Extension Education;
- (k) The Director of Extension Education shall exercise such powers and perform such duties in extension education, as may be directed by the Vice-Chancellor from time to time.

(2) In the absence of the Director of Extension Education on leave or for any other purpose, an Officer of the University / Chair of the School / Head of the Department nominated by the Vice-Chancellor shall act as the Director of Extension Education.

(3) The qualifications, salary and service conditions of the Director of Extension Education shall be as prescribed by the Vice-Chancellor, with the approval of the Board.

(4) The Director of Extension Education of the University is eligible for Special Allowances as per UGC Regulations and ICAR Guidelines and prescribed in the Regulations.

21. Director of Sustainable Aquaculture (Modified as per USO No. 088/B2/TNJFU/XXV BOM/2022 & Rc No. 5647/B2/TNJFU.XXV BOM/2021, dt. 02.02.2022)

(1) In accordance with the Section 4 & 29 (1) of the Act, the Centre for Sustainable Aquaculture shall be established in TNFU to carry out research on aquaculture production under coastal and inland farming for which Stations shall be established in different parts of the State.

(2) The Director of Sustainable Aquaculture shall have the following duties:-

- a) He / she shall be responsible for the due observance of the Statutes and Regulations relating to Farms and Stations under TNFU.
- b) He / she shall monitor the Stations and Farms that will be established in the State under TNFU for the research and production purposes.
- c) He / she shall be responsible for the maintenance and continuous operation of farms and production units and extending the facilities for research, teaching and training.
- d) He / she shall provide the facilities for students' internship or experiential learning programmes, and the services of the staff shall be spared for monitoring the students.
- e) He / she shall supervise the research output from the stations.
- f) He / she shall formulate and present policies on farm issues related to purchase and disposal of the goods for the farms and farm operation.
- g) He / she shall be responsible to the Vice-Chancellor for the use and maintenance of lands, buildings, laboratories and such other properties of the Centre.
- h) He / she shall be responsible for procurement of stores, equipments and such other items as may be necessary for the Centre.

- i) He / she shall be responsible for the maintenance and functioning of the hostels and other facilities connected with residential learning in the Stations.
- j) He / she shall provide for protection against theft, fire and other damages.
- k) He / she shall prepare the budget of the Centre and take up the matter with the Vice Chancellor for getting necessary approval from the appropriate authorities.
- l) He/she shall submit reports to the Vice-Chancellor on the work done in the Centre all over the State regarding production, research and other similar activities.
- m) He / she shall be responsible to the Vice-Chancellor for maintenance of discipline among the staff working in the Centre; and
- n) He / she shall be responsible for performing such other duties as directed by the Vice-Chancellor.

(3) In the absence of the Director on leave or for any other purpose, an Officer of the University / Head of the Department nominated by the Vice-Chancellor shall act as the Director of Sustainable Aquaculture.

(4) The qualifications, salary and service conditions of the Director of Sustainable Aquaculture shall be as prescribed by the Vice-Chancellor with the approval of the Board and notified through the Regulations and Rules.

(5) The Director of Sustainable Aquaculture of the University is eligible for Special Allowances as per UGC Regulations and ICAR Guidelines and prescribed in the Regulations.

22. Director of Incubation and Vocational Training in Fisheries (Modified as per USO No. 088/B2/TNJFU/XXV BOM/2022 & Rc No. 5647/B2/TNJFU.XXV BOM/2021, dt. 02.02.2022)

- (1) In accordance with section 4 and subsection (1) of section 29 of the Act, the Directorate of Incubation and Vocational training in Fisheries shall be established in Tamil Nadu Dr.J.Jayalithaa Fisheries University with its Headquarters at Ariyaman Beach, Ramanathapuram Dt., to fulfil the following objectives:-

- (a) To offer awareness programme short term and long term training programmes to the personnel involved in traditional and mechanised fishing sectors on Deck / Engine related aspects to ensure sustainable fishing in the coastal zone.
 - (b) To conduct certificate Diploma / Advanced diploma and B.Voc., degree courses generate manpower to work on board the Fishing Vessels on Deck side and engine side, Marine electronics and communication of offshore / Deep sea fishing vessels and manpower to work in all kinds of Fish processing plants in order them to develop qualified for examinations of reputed agencies of Government of India and them.
 - (c) To undertake field level research and disseminate the outcomes in the field of Fishing Technology and Fish processing Technology either through external funding or collaboration with other Institutes related to Fishing Technology and Fish Processing Technology.
- (2) The Director of Incubation and Vocational Training in Fisheries shall have the following duties:-
- (a) He shall be responsible for the curriculum development of various Certificate / Diploma / Advanced diploma and B.Voc., (Degree Courses) to be offered by the Directorate.
 - (b) He shall be responsible for bridging the extension gap prevailing in the field of Fishing Technology in the state through organising Meetings / Seminar / Workshops / Trainings.
 - (c) He shall be responsible for bridging the research gap prevailing in the field of fishing technology through university funded / external funded projects through himself / staff of his Directorate.
 - (d) He shall analyse the development in the field of Fishing Technology (Both Marine and Inland) in the state and support the Government in evolving suitable policies for future development.
 - (e) He shall be responsible to the Vice-Chancellor for maintenance of discipline among the staff working in the Directorate and its regional Centres / Institutes.

- (f) He shall be responsible for the due Observance of the Statutes and Regulations relating to the Directorate and Regional Centres / Institutes under Tamil Nadu Dr.J. Jayalalithaa Fisheries University.
- (g) He shall be responsible to the Vice-Chancellor for the use and maintenance of lands, buildings, Laboratories and such other properties of the Directorate and Regional Centres / Institutes.

He shall be responsible for performing such other duties as directed by the Vice-Chancellor from time to time.

(3) In the absence of the Director on leave or for any other purpose, an Officer of the University / Head of the Department nominated by the Vice-Chancellor shall act as the Director of Incubation and Vocational Training in Fisheries.

(4) The qualifications, salary and service conditions of the Director Director of Incubation and Vocational Training in Fisheries shall be as prescribed by the Vice-Chancellor with the approval of the Board and notified through the Regulations and Rules.

(5) The Director of Incubation and Vocational Training in Fisheries of the University is eligible for Special Allowances as per UGC Regulations and ICAR Guidelines and prescribed in the Regulations.

22A. Director, Directorate of Incubation and Vocational training in Aquaculture

- (1) In accordance with section 4 and sub-section (1) of section 29 of the Act, the Directorate of Incubation and Vocational Training in Aquaculture shall be established in Tamil Nadu Dr.J.Jayalalithaa Fisheries University with its Head Quarters at Muthukadu, Chennai to fulfil the following objectives:-
 - (a) The Director shall offer paraprofessional under graduate programme(s) in Industrial Aquaculture. He shall supervise the registration of courses and progress of the students in the paraprofessional Institute of Aquaculture
 - (b) He shall be responsible for the due observance of the Statues and Regulations relating to the campus and skill development.

- (c) He shall formulate and present policies on academic matters pertaining to the paraprofessional courses in Aquaculture to the Board of Studies for the consideration.
- (d) He shall be responsible to the Vice-Chancellor for the use and maintenance of lands, buildings, laboratories, libraries, campus development and such other properties of the campus and other constituent units present in the Directorate, if any.
- (e) He shall be responsible for procurement of stores, equipment and such other items as may be necessary for the campus and running the courses.
- (f) He shall be responsible for the maintenance and functioning of the hostels.
- (g) He shall provide for protection against theft, fire and other damages of the university properties in the campus.
- (h) He shall prepare the budget for the development and maintenance of the campus.
- (i) He shall submit reports to Vice-Chancellor on the works in the campus regarding education. He shall conduct one or two year diploma programmes in Aquaculture if needed
- (j) He shall be responsible to the Vice-Chancellor for maintenance of discipline, law and order in the campus and in the discharge of his duties, he may award suitable punishments to students for acts of misbehaviour as per the regulations prescribed.
- (k) He shall conduct short term and long term training programmes in aquaculture.
- (l) He shall provide certain Aquaculture facilities on incubation for incubates on certain terms and conditions
- (m) He shall utilize the constituent units for the upgradation of technology with innovative interventions
- (n) He shall be responsible to the Vice-Chancellor for maintenance of discipline among the staff working in the campus.
- (o) He shall be responsible for performing such other duties as directed by the Vice-Chancellor.

(2) He shall be responsible to collaborate with fisheries industries for conducting problem solving research for the benefit of farmers, entrepreneurs and students.

(3) In the absence of the Director on leave or for any other purpose, an Officer of the University / Head of the Department nominated by the Vice-Chancellor shall act as the Director of Incubation and Vocational Training in Aquaculture.

(4) The qualifications, salary and service conditions of the Director of Incubation and Vocational Training in Aquaculture shall be as prescribed by the Vice-Chancellor with the approval of the Board and notified through the Regulations and Rules.

(5) The Director of Incubation and Vocational Training in Aquaculture of the University is eligible for Special Allowances as per UGC Regulations and ICAR Guidelines and prescribed in the Regulations.

23. Controller of Examinations

(1) In accordance with the Section 17 (2) of the Act, the Controller of Examinations shall have the following duties and responsibilities:

- (a) He / she shall be responsible for the maintenance of all academic records pertaining to examinations.
- (b) He / she shall be responsible for fixing up the dates, examiners, verification of mark lists, etc. under the semester pattern of education.
- (c) He / she shall be responsible to make arrangements for the conduct of examinations and for the due execution of all process connected therewith
- (d) He / she shall be responsible for the verification of all report cards, transcript cards and other related records.
- (e) He / she shall be responsible for the co-ordination with the examination committee of the University for the Under-graduate and Post-graduate degree, and Diploma programmes.
- (f) He / she shall be responsible for the due observance of the Statutes and Regulations relating to the conduct of examinations in TNFU;
- (g) He / she shall be responsible for performing such other duties as directed by the Vice-Chancellor from time to time.

(h) He / she shall be the Member Secretary of the Board of Examinations

(2) In the absence of the Controller of Examinations on leave or for any other purpose, an Officer of the University / Chair of the School / Head of the Department nominated by the Vice-Chancellor shall act as the Controller of Examinations.

(3) The qualifications, salary and service conditions of the Controller of Examinations shall be as prescribed by the Vice-Chancellor with the approval of the Board and notified through the Regulations and Rules.

(4) The Controller of Examinations is eligible for Special Allowances as per UGC Regulations and ICAR Guidelines prescribed in the Regulations.

24. Estate Officer

(1) Under the provisions of item (11) of the Section 8 of the Act, the Estate Officer of the University shall be an Officer of the University and he / she shall be directly responsible to the Vice-Chancellor in carrying out duties and responsibilities mentioned in these Statutes and Regulations.

(2) The Estate Officer shall be a whole time salaried Officer of the University and shall be appointed by the Vice-Chancellor with the approval of the Board.

(3) The duties and responsibilities of the Estate Officer shall be as follows:

- (a) To maintain buildings and other physical facilities of the University;
- (b) To plan and direct the construction or alteration of University buildings and grounds as ordered by the Vice- Chancellor;
- (c) To provide and supervise the supply of electricity, water, telephones and other services;
- (d) To provide for the installation, use and maintenance of University equipment in co-operation with other Officers of the University;
- (e) To develop master plans for new Campuses/Research Stations;
- (f) To be the custodian of the properties of the University;
- (g) To be responsible for safety in electrical installations;
- (h) To be the Chairman of the Building Committee; and
- (i) To perform such other functions as directed by the Vice-Chancellor from time to time.

(4) In the absence of Estate Officer on leave or for any other purpose, an Officer of the University / Chair of the School nominated by the Vice-Chancellor shall act as the Estate Officer.

(5) The qualifications, salary and service conditions of the Estate Officer shall be as prescribed by the Vice-Chancellor with the approval of the Board and notified through the Regulations and Rules.

25. Campuses of the University (Modified as per USO No. 088/B2/TNJFU/XXV BOM/2022 & Rc No. 5647/B2/TNJFU.XXV BOM/2021, dt. 02.02.2022)

(1) In accordance with Section 5 (a), (h), (j), (p) and (q) of the Act, the University shall establish the following campuses and any other campus that will be approved as University campus by the Board:

- i. The Tamil Nadu Dr J Jayalalithaa Fisheries University Campus, Nagapattinam;
 - ii. The Tamil Nadu Dr J Jayalalithaa Fisheries University Campus Campus, Thoothukudi;
 - iii. The Tamil Nadu Dr J Jayalalithaa Fisheries University Campus Campus, Ponneri;
 - iv. The Tamil Nadu Dr J Jayalalithaa Fisheries University Campus, Thalainaiyiru;
 - v. The Tamil Nadu Dr J Jayalalithaa Fisheries University Campus, Madhavaram; and
 - vi. The Tamil Nadu Dr J Jayalalithaa Fisheries University Campus, Vaniyamchavadi, Chennai.
- a) The Tamil Nadu Dr J Jayalalithaa Fisheries University Campus, Nagapattinam shall have the University Headquarters, College of Fisheries Engineering and any other constituent unit approved by the Board.
 - b) The Tamil Nadu Dr J Jayalalithaa Fisheries University Campus, Thoothukudi shall have Fisheries College & Research Institute specified in the Statues and any other constituent unit approved by the Board.

- c) The Tamil Nadu Dr J Jayalalithaa Fisheries University Campus, Ponneri shall have Dr. M.G.R. Fisheries College & Research Institute and any other constituent units approved by the Board.

26. Other Constituent Units of the University

- (1) Deleted (USO No. 088/B2/TNJFU/XXV BOM/2022 & Rc No. 5647/B2/TNJFU/XXV BOM/2021, dt. 02.02.2022)
- (2) As per the Schedule of the Act (Part II), the Fisheries Institute of Technology and Training (FIIT), Chennai shall function as a constituent unit of the University with mandates as prescribed by the Board.
- (3) The above Institute shall be headed by the Director, who will be appointed by the University following the Regulations and Rules prescribed.

27. Self – financing units of the University

The University shall set up self-financing units for undertaking research and extension services in collaboration with industrial units (public / private). Guidelines for operation of these units shall be prescribed by the Vice Chancellor subject to the approval of the Board..

28. Special Allowance for the University Officers (Modified as per USO No. 088/B2/TNJFU/XXV BOM/2022 & Rc No. 5647/B2/TNJFU/XXV BOM/2021, dt. 02.02.2022)

Notwithstanding anything contained above, the University Officers of TNFU are eligible for special allowances as per the UGC and ICAR regulations and prescribed in the Regulations and governed by the Rules.

CHAPTER IV ACADEMIC ACTIVITIES OF THE UNIVERSITY

29. Faculties and their functions

(1) In accordance with the Section 25 (1 & 4) of the Act, the following shall be the faculties of the University:-

- (a) Fisheries Sciences;
- (b) Basic Sciences;
- (c) Information Technology;
- (d) Fisheries Engineering; and
- (e) Food Science and Nutrition

(2) Faculty of Fisheries Sciences shall include, (Modified as per USO No. 088/B2/TNJFU/XXV BOM/2022 & Rc No. 5647/B2/TNJFU.XXV BOM/2021, dt. 02.02.2022)

- (a) Fisheries College and Research Institute, Thoothukudi
- (b) Dr M.G.R. Fisheries College & Research Institute, Ponneri
- (c) College of Fisheries Engineering, Nagapattinam; and
- (d) Any other constituent units established for imparting education with the approval of the Board

(3) Additional Faculties shall be created as and when found necessary, with the recommendation of the Academic Council and approval of the Board.

(4) Each Faculty shall consist of Colleges/ Departments / Units which shall undertake teaching, research and extension education as recommended by the Academic Council, Research Council and Extension Education Council.

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

30. Deleted (USO No. 088/B2/TNJFU/XXV BOM/2022 & Rc No. 5647/B2/TNJFU.XXV BOM/2021, dt. 02.02.2022)

31. Deleted (USO No. 088/B2/TNJFU/XXV BOM/2022 & Rc No. 5647/B2/TNJFU.XXV BOM/2021, dt. 02.02.2022)

32. Departments / Units

Different Departments / Units of the Faculty shall be recognized and the Head of the Department / Unit shall be appointed by the Vice-Chancellor. The Department / Unit shall be the primary unit of administration for the purpose of Education / Research / Extension in the particular field of knowledge.

33. Head of the Departments / Units / Research Centres/ Stations

(1) The Head of Departments / Units / Research Stations shall be appointed by the Vice Chancellor. He/ she shall be a person in the rank of a Professor or an Associate Professor / Assistant Professor (in the case of Research Centres/ Stations only). In the case of Departments, where there is more than one Professor or Associate Professor, the Vice-Chancellor shall appoint the Head of the Department from one among them. The term of office of the Head of the Department shall be three years and shall be on rotation among the Professors and Associate Professors of the same Department subject to the periodical review.

(2) The term of office of the Head of Units / Research Stations shall be three years and it shall be on rotation among the Professors and Associate Professors working in the same Unit / Station subject to the periodical review/ appraisal. In the absence of Professors and Associate professors, the Head of the Unit / Research Station shall be on rotation among the Assistant Professors. The appointment shall be done by the Vice-Chancellor based on the periodical review/ appraisal.

34. Functions of Head of the Department

- (1) The Head of Department in the Colleges and Institutes of the University shall be,
 - (a) Deleted (USO No. 088/B2/TNJFU/XXV BOM/2022 & Rc No. 5647/B2/TNJFU/XXV BOM/2021, dt. 02.02.2022)
 - (b) Responsible to the Director of the Institute. (Modified as per USO No. 088/B2/TNJFU/XXV BOM/2022 & Rc No. 5647/B2/TNJFU/XXV BOM/2021, dt. 02.02.2022)
 - (c) Responsible for reporting the teaching, research and extension education works of the Department to the “Chair of the School” or the Director as the case may be;
 - (d) Responsible for the maintenance of the University property under their control;

- (e) Responsible for providing protection against theft, fire and other damages;
- (f) Responsible for carrying out any further functions as may be directed by the Chair of the School / Dean / Director and the Vice-Chancellor; and
- (g) Responsible for general supervision of the work of students in the Department.

35. Admission to the University

(1) Students shall be admitted to the University in accordance with the Regulations approved by the Academic Council. Any modification to the Regulations shall be made by the Vice-Chancellor on the recommendation of the Academic Council in consonance with the rules of the Government that are in force and that may be issued from time to time by the Government in this regard.

(2) The number of students to be admitted shall be decided by the Board on the recommendation of the Academic Council.

36. Courses of Study

(1) The University shall offer the courses leading to the following Under-Graduate and Post-Graduate degree:-

- (a) Bachelor of Fisheries Science;
- (b) Bachelor of Fisheries Engineering and Technology;
- (c) Bachelor of Food Science and Nutrition;
- (d) Master of Fisheries Science;
- (e) Master of Fisheries Engineering and Technology;
- (f) Master of Food Science and Nutrition; and
- (g) Doctor of Philosophy

(2) The above and other additional Degrees, Diplomas and Certificate courses shall be offered by the University as decided from time to time by the Academic Council. The detailed rules for admission of students, on the courses and curricula, on the method of examination and on the award of degrees shall be as prescribed by the Vice-Chancellor, on the recommendation of the Board of Studies and Academic Council.

37. System of Instructions

The system of instructions shall be as prescribed by the Board on the recommendations of Academic Council and Board of Studies.

38. Student fees and other charges

(1) Fixation, payment and receipt of the University fees shall be determined by the Vice-Chancellor on the recommendation of the Academic Council.

(2) The University fees, other than the hostel fees, shall be classified in the following main categories.-

- (a) Admission fee;
- (b) Tuition fee;
- (c) Laboratory fee;
- (d) Library fee;
- (e) Medical fee;
- (f) Examination fee;
- (g) Registration fee;
- (h) Contributory fee for educational, social and recreational funds as may be prescribed;
- (i) Handbook fees; and
- (j) Any other fees prescribed from time to time.

(3) The amount chargeable under each category or any modifications in such fees at various levels of academic pursuit, as well as the terms of payment and the provision of penalties for non- payment shall be determined by the Vice-Chancellor on the recommendations of the Academic Council.

39. Endowments, Scholarships and Fellowships

(1) Appropriate Committees shall be constituted by the Academic Council for the institution of Endowments, Scholarships, Fellowships, Studentships, Medals, Prizes and the like.

(2) The Award of the Scholarships, Fellowships, etc., mentioned in Sub - Clause (1) above and also the grants-in-aid, loans, etc., shall be as per Regulations formulated from time to time by the Academic Council.

(3) Funds and Endowments for the existing Scholarships, Fellowships, Prizes and Medals etc., administered either by the Government or by the Government departments or by Tamil Nadu Veterinary and Animal Sciences University in respect of the Faculties of Tamil Nadu Fisheries University shall be placed at the disposal of the University and shall be granted by the University as per the rules.

40. Convocation

(1) Convocation shall be held by the University for the conferment of degrees, diplomas and other academic distinctions, as per the recommendations of the Academic Council and Board of Examinations and approved by the Board.

(2) The degree shall be conferred to all eligible candidates either in person or in absentia, irrespective of the fact whether the candidate has applied or not. Whenever a candidate has not applied for the Convocation / applied in person but not turned up for the Convocation wants to receive his/her Degree certificate in person during the subsequent Convocation he / she may be permitted to receive the Degree in person in the subsequent Convocation on specific request and payment of required fee by the candidate. However, the name of such candidate shall not be repeated for the second time in the Registry of Graduates.

(3) The procedure for admission to the Convocation and in respect of the conduct and proceedings of the Convocation shall be as prescribed in the Regulations.

41. Award of Degrees and Diplomas

The Board of Examinations and the Academic Council shall recommend to the Board, the award of Degrees, Diplomas and other academic distinctions, the procedure for which shall be as approved from time to time by the Academic Council.

42. Honorary Degree and other Academic Distinctions

(1) The Honorary Degree of Doctor of Science shall be conferred upon a person on the ground that he/she is, by reason of eminent position and attainments or by virtue of his/ her contribution to learning or eminent services to the cause of fisheries education, fisheries research and development, a fit and proper person to receive such a Degree.

(2) The Board shall, subject to prior approval by the Chancellor, have powers to confer the Honorary Degree and other academic distinctions, on the recommendations of the Academic Council, with at least a two-third majority of the members present at the meeting.

(3) All proposals for the conferment of the Honorary Degree and other academic distinctions shall be made by the Committee consisting of Vice-Chancellor and the Deans whom shall be placed before the Academic Council and the Board for recommendation, before submission to the Chancellor for approval.

(4) The Honorary Degree shall be conferred at Regular Convocation or at a Special Convocation and may be taken in person or in absentia.

(5) The presentation of persons at the Convocation on whom the Honorary Degree is to be conferred shall be made by the Vice- Chancellor, or by a person nominated by the Vice-Chancellor.

43. Recognition of Institutions

The University may recognize certain institutions which are located within the State of Tamil Nadu or outside for purpose of collaboration in teaching and research. Agreements for such collaborative work may also be entered into with relevant Universities. For this purpose, the Vice-Chancellor may recognize the institutions on specific recommendations of the Academic Council or the Research Council, as the case may be.

44. University Library

(1) There shall be a Central University library at the main campus of the University. There shall also be branch libraries at the other Campuses, Centres and Research Stations of the University.

(2) The University library shall be headed by the University Librarian / Professor as Library Officer, who shall be responsible to the Vice-Chancellor for proper maintenance and running of the University Library and its branches.

(3) The detailed procedures for acquisition of books, periodicals and other publications and for loaning them to the members shall be as approved by the Vice-Chancellor and prescribed in the Rules.

45. Graduate Assistantship

In order to attract talent for post- graduate research / leading to Masters' and Doctorate degrees and further to strengthen the faculties of the University, Graduate Assistantship shall be instituted. The terms and conditions governing the Graduate Assistantship shall be as per Rules prescribed.

CHAPTER V

RESEARCH AND EXTENSION

46. Research and Extension Education

Under powers vested in Section 18 of the Act, the following Councils / Committees shall function for the specific purposes for which they are created. They include (a) Research Council; and (b) Extension Education Council.

47. Other Organizations

(1) The following Councils/ Committees shall be created for better functioning of the University by the Authority of the University under the provisions of the Section 56 of Tamil Nadu Fisheries University Act, 2012:-

- (a) Fisheries Production and Management Committee
- (b) Aquatic Animal Disease Review & Surveillance Committee
- (c) Building Committee
- (d) Sports Committee
- (e) Students Welfare Committee
- (f) Grievances Committee
- (g) Purchase Committee
- (h) Vigilance Committee
- (i) SC/ST Committee
- (j) Visaka Committee (to enquire about female sexual harassment in working places)
- (k) Placement Committee
- (l) House Keeping Committee
- (m) Health Committee

(2) They shall function as per rules prescribed from time to time by the Vice-Chancellor.

48. Consultancy assignments

The University shall undertake / lead sponsored research projects, consultancy and related activities. The consultancy rules, terms, conditions and the model of revenue sharing between institutions and consultant teachers shall be as per the Consultancy

Rules prescribed in accordance with the Consultancy procedure followed in IIT / Indian Council of Agricultural Rsearch.

CHAPTER VI FUNDS AND ACCOUNTS

49. Chairman of the Finance Committee

The Vice-Chancellor shall be the Chairman of the Finance Committee. In the absence of the Vice-Chancellor, any member chosen by the members present shall preside at the meeting of the Committee.

50. Management of Funds

The management of funds and moneys of the University shall be through such Regulations and Rules prescribed from time to time by the University.

51. Other funds

Other funds as per Section 32 of the Act shall include donations from non-Governmental agencies such as private trusts, etc., and individual donations to the University for specific or general purposes. They may be accepted by the University as per the conditions laid down from time to time by the Board.

52. Publication of Accounts

The audited accounts for the University as per details given under Section 37 of the Act shall be published in the name of the Finance Officer with the Authority of the approved auditors.

CHAPTER - VII

CONDITIONS OF SERVICE AND RECRUITMENT

53. Continuance of transferred employees and recruitment of University employees

(1) In accordance with the provisions under Section 45 (3) of the Act,

- (a) All appointments on compassionate ground shall be made by the Vice-Chancellor as per State Government orders issued time to time.
- (b) Such of the posts which remain or fall vacant or are created by the University after the appointed date, shall be filled in through direct recruitment or by transfer from one post to another or by promotion as provided in the Regulations. The decision of the Board shall be final.
- (c) The procedure to be adopted for recruitment of Officers and other employees for appointment to the posts of the University shall be as prescribed in the Regulations.
- (d) Such employees, who are transferred to the University from the State Government and other Universities of the State, who opt to work in the University shall be governed by the service conditions as applicable to the Tamil Nadu Fisheries University employees, provided all the employees who have been working in the University from the appointed date but do not belong to the erstwhile Faculties of Tamil Nadu Veterinary and Animal Sciences University and not recruited specifically for working in these Faculties are given an opportunity for exercising their option as to whether they are willing to serve in the University.
- (e) In case more number of employees exercise their option either to serve in the University or in the Government Department or other Universities than sanctioned number of posts, the absorption will be effected in the order of seniority of the employees in the respective categories as and when vacancies arise whether in the University or in the Government Department or other Universities, as the case may be.
- (f) Communal rotation as well as other reservations as per the Government orders may be followed.

(g) All the employees recruited afresh for the University will be governed by the Contributory Pension Scheme (CPS) of Government of Tamil Nadu (Ref: G.O. Ms. No.430, Finance (Pension) Department, Dated 06-08-2004)

54. Service on deputation

(1) The State, Central, semi and quasi Government employees may be taken on deputation in the University service. The leave salary and pension and or provident fund contributions of such employees, shall be paid, if necessary, by the University to the parent body, as per the terms agreed by the University.

(2) The Vice-Chancellor shall have powers to take in on deputation, Government servants to the University in the same scale of pay for a period up to three years. This will exclude persons in the cadre of the University Officers.

(3) University employees may be permitted to take up temporary appointment in the State or Central Government or under any authorised agencies and such employees shall be considered as on deputation. The leave salary and pension contribution shall be paid in accordance with the terms of the deputation. The period of such deputation shall not ordinarily exceed three years and in any case not more than four years.

55. Service conditions, gratuity, insurance and provident fund

(1) Subject to provisions under Section 38 of the Act and in pursuance of Section 40 (r) of the Act, the service conditions including pension, gratuity, insurance, provident fund, special provident fund, family fund, medical facilities, loans and advances for the employees of the University shall be as prescribed in the Regulations and Rules of the University.

(2) The teaching staff of the University are eligible to the leaves as described in the UGC and ICAR Regulations subject to the approval and sanction by the Vice-Chancellor.

(3) Higher Academic Grade Professorship shall be given effect in the University as described in the UGC and ICAR regulations.

(4) The teaching staff of the University shall be governed by the University Grants Commission scales of pay and allowances as implemented by the State Government from time to time. The non-teaching staff shall be governed by the State Government Pay Commission scales of pay, as revised from time to time. In respect of age of

superannuation of the University Teachers and other allowances including Travelling Allowance, House Rent Allowance, City Compensatory Allowance, Special Allowance, etc and other benefits for the University Teachers, the rules and orders of the State Government / UGC Regulations / ICAR Guidelines shall be followed *mutatis mutandis*. However, the Board may effect modifications with reference to pay and allowances of teaching staff taking into consideration of the statutory provisions contemplated in the UGC and ICAR regulations.

CHAPTER - VIII

MISCELLANEOUS

56. Travelling and daily allowances to non-officials

The travelling and daily allowances for the non-official members, unless otherwise prescribed, and invitees for the University work, shall be as prescribed in the Regulations.

57. Staff housing

The University may procure, construct, own and take on lease or rent any buildings and use them as residential quarters for the University employees, for the proper functioning of the University. The University may provide and operate for the benefit of its employees' health, recreational, schooling and any other ancillary facilities. All such facilities shall be administered as provided in the Rules framed for the purpose.

58. Students' hostels, cafeteria and other accommodations

The University shall provide to the students, to the extent possible, hostel accommodation and other housing facilities within the University campuses. University may permit them to stay with their parents or guardian or stay in any authorized place within a reasonable distance of 8km from the College or Institute. The University shall, for the benefit of students, provide and operate cafeteria, health, recreational, shopping and other ancillary facilities as may be deemed fit. The Regulations in this regard shall be made by the Academic Council.

59. Civil Works

(1) The University may construct, procure, own, take on lease or rent and maintain civil structures such as offices, laboratories, library, farm buildings and other non-residential and residential accommodations for proper functioning of the University.

(2) The execution of civil works related to such of the items under (1) above shall be undertaken by the Estate Officer with the sanction of competent authorities.

(3) The detailed procedure for planning, estimation, approval, construction and mode of execution of the civil works shall be as prescribed in the Regulations.

60. Annual Report

(1) The Annual Report of the University as per Section 52 of the Act shall cover all the Teaching, Research, Extension Education and developmental activities of the

University for the year ending 31st March. It shall also include a brief statement on the finance and accounts of the University and on the University Library. The Heads of each of the institution / wing of the University shall be responsible for the preparation and submission of the Annual Reports pertaining to their responsibilities within such time as directed by the Vice-Chancellor.

(2) The Vice-Chancellor, with the assistance of the Registrar shall finalize the Annual Report and place it before annual meeting of the Board for consideration and forward to the State Government.

61. Powers of Authorities

The powers of the Authorities of the University, not covered by the Act and Statutes shall be as prescribed in the Regulations. Subject to the provisions contained in the Act, the powers of Committees appointed by the Vice-Chancellor shall be as formulated by the Vice-Chancellor.

62. Legal Advisors

The University shall have one or more Legal Advisors to advise the University on legal matters. The remuneration for the advice given may be as decided by the Vice-Chancellor with the recommendations of the Registrar or the concerned Officer of the University. The Vice-Chancellor shall have powers to engage Advocates for University cases, as well as filing patents of the University and sanction the payment of fees.

63. Appellate authority

(1) In accordance with the provisions in Section 12 (6 & 7) of the Act, the Vice-Chancellor is entitled to appoint a suitable Committee consisting of three Officers of the University with one of the Officers as Chairman to be nominated by the Vice-Chancellor in respect of disciplinary cases involving service personnel of the rank of Professors and below. The Vice Chancellor should be appellate authority to whom appeals against the decisions of the Committee should be made.

(2) Cases involving University Officers, appellate authority is Board of Management. In case of disputes covering tenders, civil work and import of equipments and chemicals, the Vice-Chancellor is empowered to appoint a Committee consisting of three Officers of the University to sort out the issues. In matter involving materials / work

higher than the financial powers of the Vice Chancellor, the matter may be referred to the Board.

64. Institutions of the University

Lands and Institutions acquired or transferred after formation of the University vide Act 21 of 2012 shall be incorporated in the Schedule under Statutes.

65. Removal of difficulties

In case any difficulty arises in giving effect to the provisions of these Statutes, the Board may pass such order as necessary for the purpose of removing the difficulty, provided such an order is not repugnant to the provisions of the Act.

66. Rules of the University

For implementing the provisions of the Act, Statutes and Regulations and for other purposes not contained therein, the Vice-Chancellor, shall prescribe the Rules and guidelines which shall be communicated and followed by the employees and students.

Secretary to Government