

(4) A copy of every order passed under sub-section (1) or sub-section (2) as the case may be, shall, as soon as may be, after it is so passed, be communicated to the person concerned in the manner prescribed by the regulations.

7. *Act S. 50. — Disputes as to constitution of authorities and Bodies.* — if any question arises whether any person has been duly elected or nominated as or is entitled to be a member of any authority of the University or other body of the University the question shall be referred to the Chancellor whose decision thereon shall be final.

8. *Act S. 51. — Constitution of Committees.* — All the authorities of the University shall have power to constitute or reconstitute committees and to delegate to them such of their powers as they deem fit. Such Committees shall, save as otherwise provided, consist of members of the authority concerned and of such other persons, if any, as the authority in each case may think fit.

9. *Statute 1.* — Employees of the University shall not be eligible for election as a member of any of the University authorities except the Professors of the University as provided in Act S. 24 Class II (3) only.

CHAPTER XIII

THE SENATE

1. * *Act. S. 20. — Composition of the Senate.* — The Senate shall consist of the following persons, namely :-

Class I — Ex-officio Members.

- (1) The Chancellor;
- (2) The Pro-Chancellor;
- (3) The Vice-Chancellor;
- (4) The Director of Collegiate Education;
- (5) The Director of School Education
(in-charge of Higher Secondary Education);
- (6) The Director of Technical Education;
- (7) The Director of Legal Studies;
- (8) The Director of Medical Education;
- (9) Heads of University Departments of Study and Research;
- (10) Principals of all affiliated Colleges;
- (11) The Librarian of the University Library;
- (12) The Director of Physical Education of the University; and
- (13) Members of the Syndicate who are not otherwise members of the Senate.

Class II — Other Members.

- (1) One member elected by teachers of each affiliated College;

(2) One member elected from among themselves by the Secretaries of the College Committees of the Private Colleges, as defined in the Tamil Nadu Private Colleges (Regulations) Act, 1976 (President's Act 19 of 1976) within the University Area;

(3) One member elected by Headmasters of Higher Secondary Schools in each revenue district within the University Area;

(4) Two members elected by registered graduates in each revenue district within the University area from among themselves;

(5) Two members elected by the Members of the Tamil Nadu Legislative Assembly from among themselves, and one member elected by the Members of the Tamil Nadu Legislative Council from among themselves;

(6) Not more than eight members nominated by the Chancellor representing

- (i) recognised Research Institutions;
- (ii) recognised Cultural Associations;
- (iii) Chambers of Commerce;
- (iv) Industries;
- (v) Authors;
- (vi) Journalists;
- (vii) Lawyers;
- (viii) Sports; and

(7) Six members nominated by the Pro-Chancellor of whom not less than three shall be nominated to secure the representation of the Scheduled Castes and Scheduled Tribes not otherwise adequately represented.

* Amendment: Chapter XIII The Senate

Section 1 Act S.20 - Composition of the Senate - Class II - Other members (7)(b)

The expression "and such members shall be eligible for election or nomination for not more than another period of three years" --- omitted.

(b) the first proviso shall be omitted.

Act S.7 :- "Restriction for election or nomination to Senate, Syndicate and Standing Committee on Academic Affairs. - (1) Notwithstanding anything contained in sections 20, 23 or 24, any person who has completed two terms of three years each, continuously in any one or two of the following authorities of the University, namely:-

- i) the Senate
- ii) the Syndicate; and
- iii) the Standing Committee on Academic Affairs,

shall be eligible, after a period of three years has elapsed from the date of his ceasing to be such member, for election or nomination to any of the above mentioned authorities.

Provided that for the purpose of this sub-section, if a person was elected or nominated to one authority and such person became a member of another authority by virtue of the membership in the first mentioned authority, the period for which he held office in the first mentioned authority alone shall be taken into account.

(b) Save as otherwise provided, elected and nominated members of the Senate shall hold office for a period of three years, and such members shall be eligible for election or nomination not more than another period of three years:

Provided that where a member is elected or nominated to the Senate to a casual vacancy, the period of office held for not less than one year by any such member shall be construed as a full period of three years for the purpose of this clause;

Provided further that where an elected or nominated member of the Senate is appointed temporarily to any of the offices by virtue of which he is entitled to be a member of the Senate ex-officio, he shall, by notice in writing, signed by him and communicated to the Vice-Chancellor, within seven days from the date of his taking charge of his appointment, choose whether he will continue to be a member of the Senate by virtue of his election or nomination, or whether he will vacate office as such member and become a member ex-officio by virtue of his appointment, and the choice shall be conclusive. On failure to make such choice, he shall be deemed to have vacated his office as an elected or nominated member.

(c) When a person ceases to be a member of the Senate, he shall cease to be a member of any of the authorities of the University of which he may happen to be a member by virtue of his membership of the Senate.

2. *Act S. 21. — Powers and functions of the Senate.* — Subject to the other provisions of the Act, the Senate shall have the following powers and functions, namely :-

(a) to review, from time to time, the broad policies and programmes of the University and to suggest measures for the improvement and development of the University;

(b) to advise the Chancellor in respect of any matter, which may be referred to it for advice; and

(c) to exercise such other powers and perform such other functions as may be prescribed by the Statutes;

3. *Statute 1.* — Subject to the provisions of the Act, the Senate shall also

(a) consider Ordinances framed by the Syndicate when submitted to it;

(b) consider Regulations framed by the Standing Committee on Academic Affairs when submitted to it;

(c) consider the Annual Report of the University prepared by the Syndicate;

(d) consider the Annual Accounts of the University when audited and placed before it at its annual meeting;

The Resolutions passed by the Senate after considering the matters mentioned in items a, b, c and d above shall be taken note of by the Syndicate and it may take action as it deem fit. The Syndicate may either accept or reject the proposal contained in the resolution.

4. *Act S. 22 (1) Meetings of the Senate.* — The Senate shall meet at least twice every year on dates to be fixed by the Vice-Chancellor. One of such meetings shall be called the annual meeting. The Senate may also meet at such other times as it may, from time to time, determine.

Act S. 22 (3). — The Vice-Chancellor may, whenever he thinks fit, and shall, upon a requisition in writing signed by not less than fifty per cent of the total members of the Senate, convene a special meeting of the Senate.

Statute 2. — Such requisition must be forwarded to the Registrar together with a copy of any resolution or resolutions to be moved at the meeting together with the name of the proposer of each resolution.

5. Statute 3. — Notice of Ordinary Meeting — The Registrar shall, under the direction of the Vice-Chancellor, give not less than six weeks notice of the date of an ordinary meeting. Along with the notice of the annual meeting he shall also send to each member copies of the annual report, and the annual accounts as audited.

6. Statute 4. — Notice of Special Meeting. — Not less than fifteen days notice shall ordinarily be given of a special meeting convened under Law 4, paragraph 2, by the Vice-Chancellor or on a requisition by members of the Senate; but in case of urgency, the Vice-Chancellor may convene a special meeting at shorter notice.

Along with the notice of the meeting, the Registrar shall also send to each member a statement of the business to be transacted at the special meeting convened by the Vice-Chancellor and a copy of the resolution or resolutions with the name of the mover of each resolution to be moved at the special meeting convened on a requisition by members.

7. Statute 5. Date of forwarding resolutions at ordinary meetings. — Any member who wishes to move a resolution at an ordinary meeting shall forward a copy of the resolution to the Registrar so as to reach him not less than thirty clear days before the date of the meeting.

A member who has forwarded a resolution may, by written intimation, which shall reach the Registrar not less than two days before the date fixed for the despatch of the Agenda paper, withdraw the resolution.

The Registrar shall place all such resolutions before the Vice-Chancellor, who shall direct him to include such resolutions in the Agenda, provided that no resolution shall be admissible which does not comply with the following conditions :-

(i) It shall be clearly and precisely expressed and shall raise substantially one definite issue;

(ii) It shall not raise issues which do not fall within the powers of the University and the Senate;

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

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

8. Statute 6. Business of Special Meeting. — At a special meeting convened by the Vice-Chancellor on his initiative, no business other than that brought forward by the Syndicate or Vice-Chancellor shall be transacted. At a special meeting convened on a requisition by members, the resolution or resolutions given notice of by members and

amendments thereto and such urgent business as may be brought forward by the Syndicate or the Vice-Chancellor shall alone be transacted.

9. *Statute 7. Inclusion of resolutions in agenda paper.* — The Registrar shall include in the agenda paper of the meeting, all resolutions of which due notice has been given, which have not since been withdrawn in accordance with Statute 5 or directed by the Vice-Chancellor not to be included in the agenda under Statute 5.

When any resolution is not included in the agenda paper under the direction of the Vice-Chancellor on any of the grounds mentioned in Statute 6 above, the Registrar shall intimate the fact to the member stating the objective.

10. *Statute 9. Resolutions on Ordinance and Regulations.* — Notwithstanding the notice for resolutions prescribed in Statute 5 any member who wishes to move a resolution on any report or statement by the Syndicate included in the agenda paper, or on any Ordinance or Regulation placed before the Senate under sections 36(2) and 37(2) of the Act 2nd included in the agenda paper may do so by giving notice of the resolution, which shall reach the Registrar not less than nine clear days before the date of the meeting, provided that no such notice will be necessary in the case of resolution relating to urgent business brought forward by the Syndicate or the Vice-Chancellor but not included in the agenda. Regulations, of which due notice has been received by the Registrar under this statute, shall be included in the amended agenda paper.

11. *Statute 9. Date for despatch of agenda paper.* — The Registrar shall under the direction of the Vice-chancellor issue to every member of the Senate an agenda paper, not less than 21 clear days before the date of an ordinary meeting and not less than 15 clear days before the date of a special meeting. The agenda shall specify the day, time and place of the meeting and the business to be brought forward before the meeting. The Syndicate or the Vice-Chancellor may bring any business, which in its or his opinion is urgent before any ordinary or special meeting with shorter notice or without placing the same on the agenda paper. Non-receipt of the agenda by any member shall not invalidate the proceeding.

12. *Statute 10. Notice of Amendment.* — Any member who wishes to move an amendment to a resolution on the agenda paper of any ordinary or special meeting of the Senate shall forward a copy of the same to the Registrar so as to reach him not less than nine clear days before the day of the meeting at which the resolution is to be moved.

Provided that in the case of a special meeting convened by the Vice-Chancellor with less than 15 days' notice, the Vice-Chancellor may accept amendments on shorter notice.

13. *Statute 11. Amended agenda paper.* — The Registrar shall, under the direction of the Vice-Chancellor prepare an amended agenda paper containing all the resolutions and amendments and shall post a copy of it to each member of the Senate not less than three clear days before the date of any meeting, provided that in the case of a special meeting convened by the Vice-Chancellor, the amended agenda paper may be sent at shorter interval or may be placed at the meeting.

14. *Statute 13. Hours of Meeting.* — The Senate shall meet at 10.00 a.m. on the day appointed and close at 5.00 p.m. or earlier if all the items in the Agenda are completed on the same day, with an interval for Lunch from 1.00 p.m. to 2.00 p.m.

Provided further that if at the time mentioned for closure voting is in progress, the meeting shall come to a closure immediately after the voting is completed,

Provided further that on occasions of emergency the chairman shall have the power to suspend or adjourn the meeting.

15. *Statute 13. Chairman of meeting* : — The Vice-Chancellor shall preside at all meetings of the Senate, but if the Vice-Chancellor be not present, the members present shall elect a Chairman from among themselves.

16. *Act S. 22 (2) Quorum*. — One third of the total strength of the members of the Senate shall be the quorum required for a meeting of the Senate,

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

Statute 14. — If at any time during the progress of a meeting any member shall call the attention of the Chairman to the number of members present, he shall within a reasonable time count the number of members present, and if a quorum be not present, he shall declare the meeting dissolved and shall leave the chair. Such dissolution shall be recorded by the Registrar, and the record shall be signed by the Chairman.

If at the time appointed for the commencement of the meeting the quorum be not present the Vice-Chancellor shall wait for 15 minutes and if within the time, the quorum be not present, adjourn the meeting to a date and time to be fixed by him.

17. *Statute 15. Business or adjourned meeting*. — Subject to the provisions of other laws, no business shall be transacted at any adjourned meeting other than the business proposed or left unfinished at the meeting which was adjourned. The Vice-Chancellor or Syndicate may bring any urgent business before the adjourned meeting with or without notice.

When a meeting is adjourned for 15 days or more, not less than ten clear days notice of the adjourned meeting and of the business to be transacted at it, shall be given. Save as aforesaid, it shall not be necessary to give any notice of the adjourned meeting or the business to be transacted at the adjourned meeting.

18. *Statute 16 Order of business* — The business to be transacted at a meeting of the Senate shall be placed on the agenda paper in the following order :-

- (i) Business brought forward by the Syndicate and Vice-Chancellor.
- (ii) Business brought forward by the Standing Committee on Academic Affairs.
- (iii) Business brought forward by other University Authorities.
- (iv) Business brought forward by members of the Senate.

The Chairman at his discretion can effect changes in the order of business as he deems fit.

19. *Statute 17. Motions without Notice*. — At any meeting of the Senate the following resolutions may be moved without previous notice.

- (i) At any meeting, the Chairman may, without any formal motion permit the

correction of clerical or typographical mistakes in notices of motions or in any report or statements or other business placed before the meeting.

(ii) Any motion of a complimentary character or condolence nature may without notice, be moved by the Chairman, or may also be permitted by the Chairman to be moved without previous notice.

(iii) A resolution on any item not included in the agenda but brought forward by the Syndicate or Vice-Chancellor under Law 17 of this Chapter may also be permitted to be moved without previous notice, but not so as to interrupt a speech.

20. *Statute 18. Amendments without previous notice.* — At any meeting of the Senate the following amendments may be moved without previous notice:

1. Amendment to a motion remitting any matter to the Syndicate, Standing Committee on Academic Affairs, Faculty or Boards of Studies,

2. Amendments to urgent motions brought forward by the Vice-Chancellor or Syndicate at Special meetings or at ordinary meetings with less than the prescribed days of notice.

3. Amendments to any resolution or amendment on the agenda paper, which in the opinion of the Chairman, have been rendered necessary consequent on any motion already passed by the Senate at the same meeting.

4. Amendments of a purely verbal or formal kind, which in the opinion of the Chairman do not affect the sense or importance of the motion to which they refer.

(ii) Save as permitted in the laws above, no resolution or amendment which is not placed on the agenda paper shall be moved at the meeting.

MOTIONS IN GENERAL

21. *Statute 19. Form of resolution.* — (i) Every resolution to be moved at a meeting shall be affirmative in form and shall begin with the word "Resolved that it be a recommendation to the Syndicate that ..."

(ii) Any resolution or amendment standing in the name of a member who is absent or who declines to move it, may be moved by any other member if permitted by the Chair.

(iii) Every motion at a meeting must be seconded, otherwise it shall drop.

(iv) Any member seconding a resolution may say 'I second the motion'

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

22. *Statute 20. Form of amendments.* — (i) Amendments may be moved at any time after the motion has been stated from the Chair and before it is put to vote. The order in which amendments to a resolution are to be moved shall be determined by the Chairman.

(ii) Amendments to a resolution shall be (a) by leaving out certain words; (b) by inserting or adding certain words; and (c) by leaving out certain words to insert or add others, which shall be clearly expressed, mentioning the word or words for insertion,

deletion or addition.

(iii) No amendment must reduce the original motion to its negative or opposite form. An amendment must be relevant to the resolution to which it is moved and must be so worded that if carried, the question as amended would form an intelligible and consistent whole.

(iv) An amendment must not be virtually an independent proposition.

(v) The mover of a resolution cannot give an amendment to his own resolution.

23. *Statute 21. Amendments how taken up.* — Not more than one amendment to a resolution shall be before the Senate at one time. If the amendment is negatived or disposed of, other amendments to the original motion may be moved in the order fixed by the Chairman.

Statute 22. Withdrawal of motions. — (a) No motion or amendment shall be withdrawn from the decision of the meeting without its unanimous consent, but this consent shall be presumed if the mover states his wish to withdraw the motion and the Chairman, after an interval during which no dissent is expressed, announces that it is withdrawn.

(b) A motion cannot be withdrawn in the absence of the member who moved it. Where an amendment has been proposed to a resolution, the original motion cannot be withdrawn, until the amendment has been first disposed of.

24. *Statute 23. Ruling out of order resolution or amendment.* — The Chairman may rule a resolution or an amendment out of order at any time before the motion is put to vote.

PROCEDURE ON MOTIONS

25. *Statute 24. Procedure on motion on Ordinance or Regulation.* — A motion on an Ordinance or Regulation placed before the Senate under Section 36(2) and Section 37 (2) of the Act may be for its cancellation or modification. A motion for modification of an Ordinance or Regulation shall be in the form "that the Ordinance or Regulation mentioning it, be modified (followed by the words indicating the modification)".

To a motion for the cancellation of an Ordinance or a Regulation, an amendment may be moved for its modification. To a motion for the modification of an Ordinance or a Regulation, an amendment may be moved for its cancellation or for a different modification to the one proposed in the original motion.

SPEECHES

26. *Statute 25. When speeches allowed.* — A member can speak only when he moves or seconds a motion, except

(i) when offering a personal explanation, or

(ii) when, with the special permission of the Chair, making a statement.

A member in possession of the meeting can speak before moving any motion

which he intends to move, but he shall speak on the motion and shall conclude his speech by finally moving the motion.

Except as otherwise provided a member may not speak more than once on the same motion.

A member who has spoken on the main motion may not move or second an amendment to it or a motion under Statute 17 (iii) during the debate on the same question; but he may speak to any such new question when moved and seconded by other members, if debate is permissible. A member who has moved or seconded an amendment on a motion under Statute 18 may not after such amendment or motion has been disposed of, move or second any other amendment or motion under Statute 18 or speak to the main question; but he may speak or move or second an amendment to any such motion when moved or seconded by other members if amendment or debate is permissible.

Provided that a member may move or second more than one amendment to a main question when the main question relates to the cancellation or modification of Ordinance or Regulations.

A member who complains that his speech has been misunderstood, or that his conduct and character have been impugned in the debate, may be allowed to make a personal explanation.

A member may with the special permission of the Chair make a statement on any matter arising from the debate on any question.

27. *Statute 26. Right of reply.* — When the Chairman, has ascertained that no other member entitled to address the meeting desires to speak, the mover of the resolution may reply upon the whole debate, provided that the mover of a resolution of the kind specified in Statute 17, or of an amendment shall have no right to reply. No member shall speak on a question after the mover has made his reply.

28. *Statute 27. Duration of speeches.* — No speech shall exceed five minutes in duration by the mover of a resolution or of an amendment, after which the Chairman has the power to make him resume his seat, provided further that the Chairman may at his discretion, limit the duration of speeches on any subject at any stage to a shorter period than that specified above.

29. *Statute 28. Order of speeches.* — A member who first rises to speak at the conclusion of a speech has the right to be heard. In case of more than one member rising simultaneously, the Chairman shall decide the priority of speakers and shall limit each to not more than 3 minutes of speech.

30. *Statute 29. Order of speeches.* — The Chairman has the same right of moving or seconding or speaking to a resolution or an amendment as any other member, but he shall vacate the Chair while so engaged and the Chair shall during such time be taken by a member nominated by him. Without leaving the Chair, the Chairman may, however at his discretion or at the request of any member explain to the meeting the scope of any resolution or amendment or make any statement of any matter arising from or connected with the proceedings of the meeting.

31. *Statute 30. Personal explanation.* — Any member may rise to explain any misconception of expression used by him, but he shall confine himself strictly to such

explanation. Such personal explanation may be offered whilst another member is speaking, only if the member who is speaking gives way by resuming his seat.

32. *Statute 31. Point of order.* — Any member may call the Chairman's attention to a point of order even whilst another member is speaking, but he shall confine himself to a statement of the point of order and shall not make a speech on such point of order.

No point of order can be raised while the Chairman is taking the votes on a question or taking a poll, except with his permission and only on a matter arising out of or during the Vote or Poll. The Chairman may deal with the matter immediately, or then the vote or the poll is completed.

33. *Statute 32.* — When a debate on a resolution is concluded or if there is no debate, the Chairman shall put the motion to the vote by saying 'The motion is' followed by the words of the resolution and Senate shall then vote on the motion. Amendments shall similarly be announced and put to vote.

34. *Statute 33. Decision on questions.* — All questions considered at meetings of the Senate shall be decided by a majority of votes of the members present. The Chairman shall be entitled to vote on any question. If the votes be equally divided, the Chairman shall have a casting vote.

35. *Statute 34. Poll.* — On a motion being put to vote, the manner in which the vote of the meeting shall be taken, shall be left to the discretion of the Chairman. If, as soon as the Chairman announces the result of the voting on any motion, any member demands a poll, the same shall be taken. In that case the vote of each member voting shall be recorded and the names of members who abstain from vote shall also be recorded.

GENERAL

36. *Statute 35.* — A member must speak to the question under consideration. The Chairman may direct a member who persists in irrelevant or tedious repetition either of his own arguments or the arguments used by other members, to discontinue his speech.

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

38. *Statute 36. Powers of Chairman on points of order.* — The Chairman shall be the sole judge on any point of order, and may call any member to order and shall have all powers necessary to enforce his decision on all points of order.

39. *Statute 37. Powers of Chairman to maintain order.* — The Chairman may direct any member whose conduct is in his opinion, grossly disorderly, to withdraw immediately from the meeting and any member so ordered to withdraw, shall do so forthwith and absent himself during the remainder of the day's meeting.

40. *Statute 38. Chairman's powers to suspend meeting.* — The Chairman may in the case of grave disorder arising at a meeting suspend the meeting for a time to be specified by him.

41. *Statute 39. Minutes of the meeting.* The minutes of all proceedings of each meeting of the Senate shall be prepared by the Registrar and be signed by the Chairman

of the meeting. The minutes shall record the names of the mover, the seconder and persons participating in the debate on the item and record the decisions thereon. The minutes shall not record the proceedings verbatim, nor be a summary of the debates.

The Registrar shall, within a month after a meeting, send to each member a copy of the minutes of that meeting by post.

42. *Statute 40. Exception to correctness of minutes.* — If no exception is taken by any member who was present at the meeting to the correctness of the minutes within seven days of the sending of the minutes, they shall be deemed to be 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 by the Syndicate at the next meeting of the Senate for confirmation or correction by such of the members as were present at the meeting to which the minutes relate, and the business in question was transacted to which objections have been raised.

CHAPTER XIV

THE SYNDICATE

1. **Act S. 24 (b) Constitution.* — The Syndicate shall, in addition to the Vice-Chancellor consist of the following persons namely :-

Class I. — Ex-officio Members.

- (1) The Secretary to Government in-charge of Education;
- (2) The Director of Collegiate Education;
- (3) The Director of Technical Education;
- (4) The Director of Medical Education and

* Amendment: Chapter XIV The Syndicate

Section 1. Act S.24 (b) Constitution - Class I is modified as follows:

Class I - Ex-Officio members

- 1) The Secretary to Government in-charge of Education;
- 1-A) The Secretary to Government in-charge of Health and Family Welfare;
- 1AA) The Secretary to Government in-charge of Law;
- 2) The Director of Collegiate Education;
- 3) The Director of Technical Education;
- 4) The Director of Medical Education and
- 5) The Director of Legal Studies.