

ANNEXURE –A

Authorities of University

The Authorities of University shall be the Board of Management, the Academic council, the Board of Studies of each faculty and such other bodies of the University as may be declared by the statutes to be authorities of the University.

I. CONSTITUTION OF BOARD OF MANAGEMENT

- (1) The Chancellor shall, as soon as may be, after the first Vice-Chancellor is appointed under section 45, constitute a Board of Management,
- (2) The Board shall consist of the following members, namely:

Class I – Ex – officio

- (a) Vice – Chancellor;
- (b) Secretary to Government, Agriculture Department;
- (c) Secretary to Government, Finance Department;
- (d) Director of Agriculture;
- (e) Director of Animal Husbandry;
- (f) Director of Fisheries;
- (g) Chief Conservator of Forests; and
- (h) Registrar

Class II – Other Members

- (a) One agricultural scientist having special knowledge or practical experience in agricultural research teaching and extension education nominated by the Chancellor.
- (b) One crop farmer nominated by the Chancellor;
- (c) One livestock farmer nominated by the Chancellor;
- (d) One representative of the agro-industries nominated by the Chancellor;
- (e) One woman social worker nominated by the Chancellor;
- (f) One educationist nominated by the Chancellor;
- (g) One nominee of the Indian Council of Agricultural Research; and

(h) One member elected by the members of the Legislative Assembly of the State of Tamil Nadu from among themselves; and one member elected by the members of the Legislative Council of that state among themselves;

Provided that no member so elected shall be disqualified for being a member of the Legislative assembly or of the Legislative council.

(3) The Vice-Chancellor shall be the ex-officio Chairman and the Registrar shall be the ex-officio Secretary to the Board.

(4) The term of office of the members of the Board other than the ex-officio members shall be three years and such members shall be eligible for re-appointment for not more than one successive term.

“Provided that a member of the Board, who is elected or nominated in his capacity as, a member of a particular electorate or body, or the holder of a particular appointment, shall cease to be a member of the Board from the date on which he ceases to be a member of a particular electorate or body, or the holder of that appointment, as the case may be”.

(Added as per Act No. 4 of 1994)

(5) No officer or employee of the University, other than the Vice-Chancellor and the Registrar shall be eligible to be member of the Board.

(6) The members of the Board shall not be entitled to receive any remuneration from the University except such daily and traveling allowances as may be prescribed.

(7) The Chancellor may, after giving a reasonable opportunity of being heard, remove any member of the Board other than an ex-officio member from office, if such member, in the opinion of the Chancellor, is incapable of acting as a member or has abused his position as a member so as to render his continuance as such member detrimental to the interest of the University.

Powers and duties of Board

The powers and duties of Board shall be

(a) To consider and review the financial requirements and approve the annual financial estimates of the University;

- (b) To provide for the administration of any funds placed at the disposal of the University for the purposes intended;
- (c) To arrange for the investment and withdrawal of funds of the University;
- (d) To borrow money for capital improvements and to make suitable arrangements for its repayment;
- (e) To acquire, hold and dispose of property on behalf of the University;
- (f) To determine the form, provide for the custody, and regulate the use, of the common seal of the University;
- (g) To appoint such committees, either standing or temporary, as it may consider necessary and specify the terms of reference thereof subject to the provisions of this Act and the statutes;
- (h) To determine and regulate all questions of policy relating to the University in accordance with the provisions of this Act and the statutes;
- (i) To make financial provision for the instruction, teaching, research, advancement and dissemination of knowledge in such branches of learning and courses of study as may be determined by the Academic Council;
- (j) To provide for the establishment and maintenance of colleges, hostels, laboratories, experimental farms and other facilities necessary for carrying out the purposes of this Act;
- (k) to provide for the institution and conferment of degrees, diplomas and other academic distinctions;
- (l) to provide for the institution, maintenance and award of scholarships, fellowships, studentships, medals, prizes and the like;
- (m) to accept trust, bequest, donation and transfer of any movable or immovable property on behalf of the University;
- (n) to enter into contract on behalf of the University; and
- (o) to exercise such other powers and perform such other duties not inconsistent with the provisions of this Act or the Statutes as may be necessary for carrying out the purposes of this Act.

Meetings of Board

(1) The Board shall meet at such times and places and shall, subject to the provisions of sub-sections (2) and (3) observe such rules of procedure in regard to transaction of business at its meetings including the quorum at meetings as may be prescribed.

Provided that the Board shall meet at least once in every three months.

(2) The Vice –Chancellor or in his absence, any member chosen by the members present, shall preside at a meeting of the Board.

(3) All questions at any meeting of the Board shall be decided by a majority of the votes of the members present and voting and in the case of an equality of votes, the Vice-Chancellor or the member presiding, as the case may be, shall have and exercise a second or casting vote.

(a) The Board may, for purpose of consultation, invite any person having special knowledge or practical experience on any subject under consideration to attend any meeting. Such person may speak in, and otherwise take part in the proceedings of such meeting but shall not be entitled to vote.

(b) The person so invited shall be entitled to such daily and traveling allowances as are admissible to any member of the Board.

Powers of board of management

(1) Subject to the provision of section 19 of the Act the Board shall exercise the following powers:

(a) Approve the institution of all the technical posts of the University, on the recommendation of the Academic Council;

(b) Create technical and non-technical posts with a minimum basic pay of Rs. 2200/- and more, not covered under the subsection (e) of section 23 of the Act and abolish or retrench such posts on the recommendation of the Vice-Chancellor.

(2)The Board shall normally meet at its main campus at Coimbatore or at its other

campuses as decided by the Vice-Chancellor in consultation with the Board.

- (3) Six members of the Board shall form the quorum. In case there is no quorum in a meeting, a second meeting shall be convened by giving 15 day notice in advance and no quorum is required for such a meeting.
- (4) The Official Members of the Board shall draw daily and Traveling Allowances as per the Rules governing them in their parent body. Other members of the Board shall be paid Daily and Traveling Allowances on par with Grade I Officers of the State Government or at the rates, admissible under rules governed in their parent body.
- (5) The Proceedings of the Board shall be recorded by the Registrar and within seven days after the meeting shall be circulated among its 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 the minutes, 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 or correction by such of the Members as were present when the business was transacted to which the minutes refer.

II ACADEMIC COUNCIL

Constitution of Academic council

- (1) The Academic Council shall consist of the following members namely
 - (a) Vice-Chancellor
 - (b) Secretary to the Government, Agriculture Department
 - (c) Dean of each College
 - (d) Dean of each Faculty
 - (e) Director of Research
 - (f) Director of Extension Education

- (g) Six members from amongst the Heads of Department to be nominated by the Vice-Chancellor on rotational basis
 - (h) Three persons having special knowledge or practical experience in different aspects of agriculture to be nominated by the Vice-Chancellor, and
 - (i) Registrar
- (2) The Vice-Chancellor shall be the ex-officio chairman and the Registrar shall be the Ex-secretary to the Academic Council
- (3) The terms of the office of the members specified in clauses (g) and (h) of sub-section (1) shall be three years

“ Provided that a member who is nominated in his capacity as the holder of a particular appointment shall cease to be member of the Academic Council from the date on which he ceases to be holder of that appointment” (Added as per Act No.4 of 1994)

Powers and duties of Academic Council

The powers and duties of the Academic shall be

- (a) to exercise general control on teaching and other educational programmes and maintain and promote the standards thereof
- (b) to make regulations and amend or repeal the same
- (c) to make regulations regarding:
 - (i) the admission of students to the University and the number of students to be admitted
 - (ii) the courses of study leading to degrees, diplomas and other academic distinctions and
 - (iii) the conduct of examinations and maintenance and promotion of standards of education
- (d) to advice the Board on all academic matters including the control and management of libraries;
- (e) to make recommendation to the Board for the institution of Professorship, Readership, Assistant Professorship and other teaching posts including posts in research and extension education and in regard to the duties thereof

- (f) to formulate, modify or revise schemes for the constitution or reconstitution of departments of teaching, research and extension education
- (g) to make recommendation to the Board regarding post graduate teaching, research and extension education
- (h) to make recommendation to the Board regarding the qualifications to be prescribed for teaching and extension staff in the University
- (i) to make recommendation to the Board for the conferment of honorary degrees or other distinctions and
- (j) to exercise such other powers and perform such other duties as may be prescribed by the statutes

In addition to the powers and duties mentioned in 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.
- (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 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 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 scholarships, fellowships, studentships, medals, prizes, grants- in- aid. Etc. and to formulate rules for such awards from time to time.
- (g) to decide the admission strength for various disciplines.

2. The Academic Council shall meet at least once in six months. 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 day 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 the meeting.
 4. All questions at any meeting of the Academic Council shall be decided by a majority of votes of the members present and voting, and in the case of an equality of votes, the vice chancellor or the member presiding, as the case may be shall have and exercised a second or casting vote.
 5. The proceeding 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 corrections of the minutes, within seven days of sending of the minutes, 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 of correction by such of the Members as were present when the business was transacted to which the minutes refer.
- (1) In addition to the powers and duties mentioned in the Act, the Academic Council shall have the following powers;

- (a) to make remunerations to the Board to conduct Convocations for the conferment of degrees;
- (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 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 scholarships, fellowships, studentships, medals, prizes, grants-in-aid, etc. and to formulate rules for such awards from time to time;

(g) to decide the admission strength for various disciplines.

(2) The Academic Council shall meet at least once in six months. 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 day 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 Board shall be decided by a majority of the votes of the members present and voting and in the case of an equality of votes, the Vice-Chancellor or the member presiding, as the case may be, shall have and exercise a second or casting vote.

(5) The Proceedings of the Board shall be recorded by the Registrar and within seven days after the meeting shall be circulated among its members after approval by the Vice-Chancellor or the Presiding Officer as the case may be.

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III BOARD OF STUDIES

(1) Each faculty shall have a Board of Studies with the following members:

- (i) Deans of the Faculty;
- (ii) Other Deans within the Faculty;
- (iii) Other Deans in other Faculties;
- (iv) Heads of Departments of the concerned Faculty;
- (v) All the Professors of the Faculty;
- (vi) Two elected representatives from among the Associate Professors and four elected representatives from among the Assistant Professors.
- (vii) Two experts in the concerned subjects from outside the University to be nominated by the Vice-Chancellor and;
- (viii) All Directors in the University.

The term of the electen members and the outside experts shall be for three years with provision for another term.

The Dean of the concerned Faculty shall be the Chairman of the Board of Studies.

(2) It shall be the duty of the Board of Studies

- (a) to propose to the Academic Council, courses of study for the various programmes of instruction offered in the respective Faculty of the University; and
- (b) to propose to the Academic Council, the curricula of the University and advise the Council in regard to all questions referred to it regarding the syllabi for

various undergraduate and post graduate programmes; and all other functions referred to it by the Academic Council.

(3) The Board of Studies will meet at least thrice a year.

(4) The Board of Studies shall exercise such other powers and perform such other duties as directed by the Academic Council.

IV BOARD OF EXAMINATIONS

(1) In accordance with section 17 of the Act there shall be an authority of Board of Examinations. The Board of Examinations shall have the following members.

(i) Vice-Chancellor

(ii) Deans of Colleges

(iii) Deans of Faculties

(iv) Registrar

(v) Controller of Examinations

The Vice-Chancellor shall be the Chairman and the Registrar shall be the Secretary of the Board of Examinations.

(2) The duties of the Board of Examinations shall be:

- (a) to organize and supervise the conduct of the University Examinations;
- (b) to appoint the internal and external examiners where necessary;
- (c) to review and moderate results where 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 systems and
- (d) to provisionally declare the results of the University Examinations and to recommend to the Academic Council and to the Board of Management for their approval of the award of degrees of the University

Student's feedback on institutional Governance/ faculty performance

Feed back from students on performance of teachers

Sl. No	Assessment parameters	Gradation			
		Excellent	Very good	Good	Average
		A	B	C	D
1	Delivering subjects				

2	Use of teaching aids				
3	Clarify of expression				
4	Discussion in class				
5	Language				
6	Summarization of previous class lectures				
7	Utilization of available time				
8	Invite questions				
9	Acceptance of suggestions				
10	Impartiality with students				
11	Mannerism and personality				
12	Repeatability and cordiality with students				
13	Punctuality				
14	Motivating students in personnel development				
15	Involvement in student activities				
	Total				

Total scoring: No. of tick marks under column Ax4 + Bx3 + Cx2 + Dx1

GRIEVANCE REDRESSAL MECHANISM FOR FACULTY AND STUDENTS

TWO MECHANISMS CAN BE ADOPTED:

1. Open feed back

The faculty Dean/ HOD can invite open feed back from the staff/ students to address their problems and appropriate action may be provided to solve the issues faced by staff/ students

The student counselors can organize regular meetings with their ward students to understand their problems and important issues faced by the students can be representing to the administration for appropriate remedy.

The student representative may be invited by the head/warden/dean to reveal the inconvenience confronted by them and try to solve the issues.

2. Closed feed back

The problem of faculty and students of a particular college can be sought for addressing it by erecting two suggestion boxes one each for faculty/students of talking necessary development actions as recommended by Director (SW)