

3. Powers and Duties of the University Officers

1. Vice-Chancellor

- (1) The Vice-chancellor shall be the principal executive and academic officer of the University and shall, in the absence of the Chancellor and Pro-Chancellor, preside at the convocation of the University and confer degrees, diplomas or other academic distinctions upon persons entitled to receive them.
- (2) The Vice-Chancellor shall exercise control over the affairs of the University and shall be responsible for the due maintenance of discipline in the University.
- (3) The Vice-Chancellor shall convene meetings of the Board and the Academic Council.
- (4) The Vice-Chancellor shall ensure the faithful observance of the provisions of this Act, the statutes and regulations.
- (5) The Vice-Chancellor shall be responsible for the presentation of the annual financial estimates, annual accounts and balance sheet of the University to the Board.
- (6) In any emergency, which in the opinion of the Vice-Chancellor requires immediate action to be taken, he shall, by order, take such action as he deems necessary and shall at the earliest opportunity report the action taken to such officer or authority or body as would have in the ordinary course dealt with the matter. Provided that no such order shall be passed unless the person likely to be affected has been given reasonable opportunity of being heard.
- (7) Any person, aggrieved by any order of the Vice-Chancellor under sub-section (6) may prefer an appeal to the Board within thirty days from the date on which such order is communicated to him and the Vice-Chancellor shall give effect to the order passed by the Board in such appeal.
- (8) The Vice-Chancellor shall be responsible for the co-ordination and integration of teaching, research and extension education.
- (9) The Vice-Chancellor shall exercise such other powers and perform such other duties as may be prescribed by statutes.

2. Registrar

- (1) The Registrar shall be responsible to the Vice-Chancellor in the exercise of the powers and duties prescribed to him in the Act and shall exercise such other additional powers and duties delegated to him by the Vice-Chancellor with the prior approval of the Board.
- (2) The Registrar
 - (a) shall be responsible for the custody of the records and the common seal of the University.

- (b) shall be responsible for admission of students, for the maintenance of permanent records of each student including his academic accomplishments, conduct, etc;
- (c) shall be responsible for the maintenance of a register of all degrees and diplomas conferred by the University, and a register of graduates and other information as deemed necessary;
- (d) shall make arrangements as prescribed for the conduct of examinations and for the due execution of all process connected therewith
- (e) shall be responsible for making the required arrangements for the promotion of personnel to the promotional posts of non-teaching staff and for the recruitment and appointment of staff and service personnel of all teaching and research posts and for all the first level entrance posts of non-teaching posts in the manner prescribed.
- (f) shall be responsible for the maintenance of the service and leave records of the personnel in accordance with the Regulations and
- (g) shall grant such leave as permissible to the officers and other employees of the University as per the powers delegated by the Vice-Chancellor.

3. Controller of Examinations

- (1) The Controller of Examinations shall be responsible to the Vice-Chancellor in carrying out his duties and responsibilities mentioned in the Statutes and Regulations.
- (2) Controller of Examinations shall
 - (i) be incharge of conduct of examinations of the University for the various degree programmes offered at different campuses of Tamil Nadu Agricultural University and ensure external evaluation and maintain strict secrecy.
 - (ii) with the introduction of external evaluation in the Semester system, the Controller of Examinations will be responsible for preparing the panel of External Examiners for the various subjects offered in the different degree programmes and get it approved by the Vice-Chancellor.
 - (iii) arrange for the conduct of the final theory examination in each semester in all the campuses simultaneously for multi campus degree programme and for the single campus degree programmes depending upon the semester attendance schedule of the particular degree programme.
 - (a) For central evaluation, the answer papers for randomly selected subjects will be sent to one or two external examiners in every semester and arrange to get back the valued answer papers in time so as to prepare the report cards and forward the results to the University for declaration of results of every semester.

- (iv) arrange for setting the Under Graduate theory question papers by the Examiners from Tamil Nadu Agricultural University, and also by the Examiners from other Universities, if necessary.
- (v) keep a list of papers to be set in various subjects and courses and maintain the lists upto date.
- (vi) prepare the panel of examiners for multi campus UG and PG degree programme and for evaluating the answer papers of the final test and conduct central evaluation of the semester final theory papers of the various courses with the panel of examiners. For single campus degree programmes he will identify a panel of examiners consisting of course teachers as well as external examiners in the same discipline, if necessary from other Universities, and conduct central evaluation of the semester final theory papers.
- (vii) arrange to give dummy - numbers for all the answer papers of the semester final examination before the central evaluation is done.
- (viii) monitor the semester practical examinations with the help of course teachers concerned in the respective campuses under the guidance of the Heads of Departments and Deans concerned. The practical examinations will be conducted before the semester final theory examination. The Controller of Examinations will arrange to tabulate the practical and theory marks of the mid-semester as well as final test as the case may be and prepare the report cards for each subject at the end of each semester.
- (ix) be responsible for monitoring the course completion of the stipulated credit hours of the various UG and PG degree programmes and arrange for tabulation of the results and publication after approval by the Vice-Chancellor, Academic Council and Board of Management. The Registrar shall approve in the place of Vice-Chancellor after getting the delegation of powers from the Vice-Chancellor.
- (x) arrange for the conduct of final test for failed students along with the regular stream students and maintain the individual student files for monitoring successful completion of the stipulated credits.
- (xi) be the custodian of records pertaining to examination and to issue all notices, convening meeting of the Board of Examinations and any Committees appointed by the University in connection with the examination.
- (xii) perform such other work as may be from time to time prescribed by the University and generally render such assistance as may be desired by the Vice-Chancellor in the performance of his/her official duties.

4. Dean of the Faculty

- (1) 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 admission of students and for all the admission process from notification to campus allotment and transfer after getting the approval of the Registrar;
 - (c) shall be responsible for the inter campus collaboration, and coordination of the academic functions, maintaining and upholding the academic standards and records, constant review of the educational programmes and progress and in the due observance of the Statutes and other Regulations relating to the Faculty;
 - (d) the Dean of the faculty (Agri.) shall be responsible for admission of students. The concerned Deans of colleges are responsible for the maintenance of permanent records of each student including his academic accomplishment, conduct etc.,
 - (e) shall preside over meeting of the Board of Studies of the Faculty
- (2) The Dean for each Faculty shall be appointed in the following manner

Wherever there is only one Dean in a Faculty, he shall automatically be the Dean of the Faculty. In case there are more than one Dean in a Faculty, the Deanship of the Faculty shall rotate once in three years in order of seniority.

5. Dean (School of Post Graduate Studies)

- (1) The Dean, School of Post-Graduate Studies, shall be directly responsible to the Vice-Chancellor in carrying out his duties and responsibilities mentioned in these Statutes and Regulations.
- (2) The Dean, School of Post-Graduate Studies
 - (a) shall be responsible to the Vice-Chancellor in the execution of the powers and duties in respect of Post Graduate Studies in all Faculties of the University.
 - (b) shall coordinate the entire post graduate programme in collaboration with other Deans/Directors/Heads of Departments.
 - (c) shall administer the fellowships/scholarships for P.G. degree programme in all Faculties.
 - (d) shall coordinate P.G. Studies monitoring, implementing, involving higher studies
 - (e) shall forward the new research projects and to issue administrative orders to the Units within his control.
 - (f) shall constitute committee for selection of Research Associate / Senior Research Fellow / Junior Research Fellow which shall be responsible for the selection and appointment of the candidate

6. Dean of College

- (1) Each College shall have a Dean who shall be responsible to the Vice-Chancellor for all matters concerning his college. The Dean shall exercise such powers and perform such duties as may be prescribed.
- (2) In addition to the duties mentioned above, the Dean shall have the following duties:
 - (a) shall be responsible for the due observance of the Statutes and Regulations relating to the College ;
 - (b) shall supervise the registration and progress of the students in the college;
 - (c) shall formulate and present policies on academic matters pertaining to the college to the Board of Studies for its consideration;
 - (d) shall be responsible for the proper teaching of courses and for the conduct of research and extension education in various departments and administration of the college.
 - (e) 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 College and the Research station attached to the College
 - (f) shall monitor ECF funds, Hostel Funds, Sports Council Funds and NSS Funds etc.
 - (g) shall be responsible for procurement of stores, equipments and such other items as are necessary for the College;
 - (h) shall be responsible for the maintenance and functioning of the hostels and other facilities connected with residential teaching;
 - (i) shall be responsible for performing such other duties as directed by the Vice-Chancellor ; and
 - (j) shall provide for protection against theft fire and other damages
 - (k) shall be responsible for the maintenance of permanent records of each student including academic accomplishment, conduct etc.,
 - (l) shall forward the new research projects and to issue administrative orders to the Units within the college.
 - (m) shall constitute committee for selection of Research Associate / Senior Research Fellow / Junior Research Fellow which shall be responsible for the selection and appointment of the candidate

- (3) In the absence of the Dean on earned leave, etc. another University Officer/ Head of the Department nominated by the Vice-Chancellor shall act as the Dean.
- (4) The Wardens, Deputy Wardens, Assistant Wardens, Director of Physical Education, Staff Adviser and NSS Co-ordinator will be under the administrative control of the concerned Dean.

7. Director of Research

- (1) The Director of Research shall be responsible for the proper functioning of the research stations and shall coordinate research work in cooperation with the Deans and other officers and shall exercise such powers and perform such duties as may be prescribed.
- (2) In addition to the duties mentioned above, the Director of Research shall have the following duties:-
 - (a) shall be responsible to the Vice-Chancellor in the execution of the powers and duties prescribed in the Act and to exercise such other additional powers and duties delegated to him by the Vice-Chancellor ;
 - (b) shall be the co-ordinator for all the research activities of the University ;
 - (c) shall be the controlling officer of the Research Stations located outside the College Campuses in the regions allotted to him ;
 - (d) shall work in close consultation with the Deans of Colleges, Director Planning and Monitoring, Director, Tamil Rice Research Institute, Aduthurai and the Director of Extension Education and administration in formulating research policies and programmes of the University ;
 - (e) shall formulate and present research policies and projects to the Research Council for its consideration and shall be the Member-Secretary of the Research Council;
 - (f) shall prepare in consultation with the Heads of Research Stations, the budgetary needs of different research stations of the University in the region excluding those attached to the Colleges and
 - (g) shall cause to prepare Research highlights, research bulletins, circulars and articles in scientific journals which summarize research findings of the works carried out in the University in collaboration with other Directors and Deans.
 - (h) shall forward the new research projects and to issue administrative orders to the Units within the region.
 - (i) shall constitute committee for selection of Research Associate / Senior Research Fellow / Junior Research Fellow which shall be responsible for the selection and appointment of the candidate.

8. Director, Tamil Nadu Rice Research Institute, Aduthurai

- (1) The Director, Tamil Nadu Rice Research Institute, Aduthurai shall be directly responsible to the Vice-Chancellor in carrying out his duties and responsibilities mentioned in these Statutes and Regulations.
- (2) The Director, Tamil Nadu Rice Research Institute, Aduthurai shall
 - (a) administer the various Agricultural Research Stations/university Schemes/ICAR and other schemes functioning in the region allotted to him;
 - (b) monitor the various activities undertaken in the Agricultural Research Stations / Schemes in the region in terms of area, manpower planning and placement, budget etc.;
 - (c) effectively plan, implement and monitor the training programmes at the stations in the region;
 - (d) coordinate with the Director of Research at the main campus in the development of research policies and priorities and in documentation of research findings;
 - (e) shall forward the new research projects and to issue administrative orders to the Units within the region.
 - (f) shall constitute committee for selection of Research Associate / Senior Research Fellow / Junior Research Fellow which shall be responsible for the selection and appointment of the candidate;

9. Director of Extension Education

- (1) The Director of Extension Education shall be responsible for the planning of extension work based on the results of research and work in cooperation with the Dean and other officers and shall exercise such powers and perform such duties as may be prescribed.
- (2) In addition to the duties mentioned above, the Director of Extension Education shall have the following duties.
 - (a) shall be responsible to the Vice-Chancellor in the Extension Education Programme of the University as per the provisions in sub-Section (3) of Section 16 and Section 27 of the Act;
 - (b) shall be the Member-Secretary of the Extension Education Council and formulate and present to the Extension Council policies and programmes of extension education activities of the university;
 - (c) shall supervise and control the extension education activities of the University;

- (d) shall be in close consultation with the concerned Government Departments and be responsible to provide them with the improved 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 summarize important research findings of benefit to the farming community; and
- (e) shall exercise such powers and perform such duties as may be directed by the Vice-Chancellor.
- (f) shall forward the new research projects and to issue administrative orders to the Units within the region.
- (g) shall constitute committee for selection of Research Associate / Senior Research Fellow / Junior Research Fellow which shall be responsible for the selection and appointment of the candidate

10. Director –Centre for Plant Breeding and Genetics

- (1) The Director, Centre for Plant Breeding and Genetics, shall be directly responsible to the Vice-Chancellor in carrying out his duties and responsibilities mentioned in these Statutes and Regulations.
- (2) The Director, Centre for Plant Breeding and Genetics shall be
 - (a) responsible to the Vice-Chancellor in the exercise of the powers and duties delegated by the Vice-Chancellor from time to time.
 - (b) responsible for Plant Breeding and Genetics research in the Coimbatore campus
 - (c) responsible and controlling officer for all the Departments of Agricultural Botany and Department of Seed Science and Technology at Coimbatore campus.
 - (d) shall forward the new research projects and to issue administrative orders to the Units within his control.
 - (e) shall constitute committee for selection of Research Associate / Senior Research Fellow / Junior Research Fellow which shall be responsible for the selection and appointment of the candidate.

11. Director, Centre for Agricultural and Rural Development Studies

- (1) The Director, Centre for Agricultural and Rural Development Studies shall be directly responsible to the Vice-Chancellor in carrying out his duties and responsibilities mentioned in these Statutes and Regulations.
- (2) The Director, Centre for Agricultural and Rural Development Studies shall be

- (a) responsible to the Vice-Chancellor in the execution of the powers and duties delegated to him by the Vice-Chancellor;
- (b) responsible for research in Social Sciences (Agricultural Economics, Agricultural Extension and Rural Sociology and Agricultural Rural Management) at Coimbatore campus, and this responsibility is assigned to the concerned Deans in all other campuses.
- (c) Controlling officer of the Departments of Agricultural Economics, Agricultural Extension and Rural Sociology and Agricultural Rural Management in the Coimbatore campus.
- (d) shall forward the new research projects and to issue administrative orders to the Units within his control.
- (e) shall constitute committee for selection of Research Associate / Senior Research Fellow / Junior Research Fellow which shall be responsible for the selection and appointment of the candidate.

12. Director, Soil and Crop Management Studies

- (1) The Director, Soil and Crop Management Studies, shall be directly responsible to the Vice-Chancellor in carrying out his duties and responsibilities mentioned in these Statutes and Regulations.
- (2) The Director, Soil and Crop Management Studies shall
 - (a) integrate and co-ordinate the research on soil and crop management in the disciplines of Agronomy, Soil Science and Agricultural Chemistry, Crop Physiology, Agricultural Meteorology, Environmental Sciences, Animal Husbandry and Central Farm Unit;
 - (b) identify field problems on soil and crop management in the different agro climatic regions of Tamil Nadu;
 - (c) design on integrated experimental approach for solving the field problems;
 - (d) formulate a comprehensive soil and crop management technology with emphasis on location specific approach.
 - (e) shall forward the new research projects and to issue administrative orders to the Units within his control.
 - (e) shall constitute committee for selection of Research Associate / Senior Research Fellow / Junior Research Fellow which shall be responsible for the selection and appointment of the candidate.

13. Director, Centre for Plant Protection Studies

- (1) The Director, Centre for Plant Protection Studies shall be directly responsible to the Vice-Chancellor in carrying out his duties and responsibilities mentioned in these Statutes and Regulations.
- (2) The Director, Centre for Plant Protection Studies shall
 - (a) identify constraints in the existing pest and disease control practices; development of environmental control strategy for pests, diseases and insects, development of pest and disease resistant varieties, exploitation and augmentation of natural pathogens and parasites;
 - (b) to improve pest surveillance and damage assessment methods; to develop pest management systems; to develop operational research projects and accelerated use of pest management systems;
 - (c) to strengthen facilities for teaching and training at different level and to coordinate research efforts in regional stations towards fruitful uses of resources.
 - (d) shall integrate and co-ordinate research programmes in Agricultural Entomology, Plant Pathology, Nematology and Sericulture at Coimbatore campus.
 - (e) shall forward the new research projects and to issue administrative orders to the Units within his control.
 - (f) shall constitute committee for selection of Research Associate / Senior Research Fellow / Junior Research Fellow which shall be responsible for the selection and appointment of the candidate.

14. Director, Water Technology Centre

- (1) The Director, Water Technology Centre shall be directly responsible to the Vice-Chancellor in carrying out his duties and responsibilities mentioned in these Statutes and Regulations.
- (2) The Director, Water Technology Centre shall be responsible
 - (a) for technical and administrative control of the centre;
 - (b) for monitoring Water Technology research and training in the main campus;
 - (c) for coordination of water management research in the University;
 - (d) shall forward the new research projects and to issue administrative orders to the Units within his control.

- (e) shall constitute committee for selection of Research Associate / Senior Research Fellow / Junior Research Fellow which shall be responsible for the selection and appointment of the candidate.

15. Director, Centre for Plant Molecular Biology

- (1) The Director, Centre for Plant Molecular Biology shall be directly responsible to the Vice-Chancellor in carrying out his duties and responsibilities mentioned in these Statutes and Regulations.
- (2) The Director, Centre for Plant Molecular Biology
 - (a) shall be responsible for monitoring and coordinating the functions of the following Departments:
 - (i) Department of Agricultural Microbiology
 - (ii) Department of Plant Molecular Biology & Bio-technology
 - (iii) Department of Bio-chemistry
 - (b) The Bio-technology oriented schemes functioning in other Colleges, Research Schemes / Departments shall continue to function in those Departments and the Director of the Centre for Plant Molecular Biology will monitor these schemes along with the concerned Technical Director/Dean.
 - (c) shall forward the new research projects and to issue administrative orders to the Units within his control.
 - (d) shall constitute committee for selection of Research Associate / Senior Research Fellow / Junior Research Fellow which shall be responsible for the selection and appointment of the candidate.

16. Director of Students Welfare

- (1) The Director of Students Welfare shall be directly responsible to the Vice-Chancellor in carrying out his duties and responsibilities mentioned in these Statutes and Regulations.
- (2) The Director, Students Welfare shall be
 - (a) the Chief Co-ordinator to promote student welfare activities in all the campuses of Tamil Nadu Agricultural University;
 - (b) fully responsible to the University in promoting extra curricular activities such as inter-university sports and games meet, literary, cultural and other fine arts programmes among the students of the University;

- (c) responsible for proper maintenance and controlling officer of University Library, University Cafeteria and Sanitary Section of the Main Campus. Incharge of the placement cell / creation of database for the higher education for the students/ visit companies / arranging campus interviews/ creating job opportunities for students / have linkage with other campuses regarding students activities;
- (d) responsible for all extra-curricular activities including sports, games maintenance of stadium play fields, courts, swimming pool, gymnasium, etc. at the main campus;
- (e) responsible for proper maintenance of students discipline in the hostels, messes and various functions and activities;
- (f) The Deans of the other campuses shall be in overall charge of the extra-curricular programmes including hostel, NSS & NCC activities at the respective campuses. However, Director of Students welfare shall be overall charge of coordinating the students welfare activities in different campuses of the University;
- (g) In Coimbatore campus, Director, Students Welfare shall co-ordinate with the Deans of different colleges for smooth running of the academic and co-curricular activities.
- (h) organize coaching classes for ICAR, All India Service Examinations like IAS/IPS/IFS/ARS and Banking Services examination;
- (i) explore the possibilities through various organizations/agencies for obtaining scholarships/fellowships/endowments/medals, etc.
- (j) co-ordinate the training and placement cells of different faculties and campuses.
- (k) shall forward the new research projects and to issue administrative orders to the Units within his control.
- (l) shall constitute committee for selection of Research Associate / Senior Research Fellow / Junior Research Fellow which shall be responsible for the selection and appointment of the candidate

17. Director of Open and Distance Learning

- (1) The Director of Open and Distance Learning shall be directly responsible to the Vice-chancellor in carrying out his duties and responsibilities mentioned in these Statutes and Regulations.
- (2) Director of Open and Distance Learning shall
 - (a) be incharge of the University Printing press at Coimbatore and co-ordinate the printing works of the other Colleges and Research Stations, if any;

- (b) coordinate the printing of Valarum Velanmai, Seithi Madal, News Letter, Annual Report, Research Highlight and such other publications as required by the University;
- (c) be incharge of Distance Education programme in the University;
- (d) arrange to publish the Research Bulletin (quarterly) and Research Annual. These two publications would bring out important research findings of the University;
- (e) arrange to edit and publish the lessons of the contact programmes of correspondence courses and Farm Schools of All India Radio as books;
- (f) publish the books and Technical Bulletins written by University Scientists;
- (g) arrange for the contact programmes as and when they are approved by the Academic Council and Board of Management;
- (h) shall forward the new research projects and to issue administrative orders to the Units within his control.
- (i) shall constitute of committee for selection of Research Associate / Senior Research Fellow / Junior Research Fellow which shall be responsible for the selection and appointment of the candidate.

18. Director of Planning and Monitoring

- (1) The Director of Planning and Monitoring shall be directly responsible to the Vice-Chancellor in carrying out his duties and responsibilities mentioned in these Statutes and Regulations.
- (2) The Director, Planning and Monitoring shall
 - (a) prepare comprehensive long term plan for the growth and development of University based on the requirements of the State in terms of teaching, research and extension activities.
 - (b) assist the University in manpower planning of the State/Country and to plan for realizing the targets.
 - (c) work out efficient systems for better utilisation of resources available with the University.
 - (d) monitor and evaluate the growth and development of individual Institutions and suggest special scheme, which will improve the research and resources of the University.
 - (e) publish the University Annual Report for submitting to the Government of Tamil Nadu.

- (f) to plan for getting new schemes from different funding sources for different departments and to work out the cost benefit analysis of the proposed programme.
- (g) act as a Co-ordinating Officer for the University and State Government
- (h) shall forward the new research projects and to issue administrative orders to the Units within his control.
- (i) shall constitute committee for selection of Research Associate / Senior Research Fellow / Junior Research Fellow which shall be responsible for the selection and appointment of the candidate.

19. Comptroller

- (1) The Comptroller shall be responsible to the Vice-Chancellor for all accounting matters of the University including the preparation and presentation of the annual financial estimates, annual accounts and balance sheet. The Comptroller shall advise the University in regard to its financial policy.
- (2) The Comptroller shall
 - (a) ensure that no expenditure not authorized in the annual financial estimates as approved by the Board is incurred by the University; and
 - (b) disallow any expenditure unwarranted by the terms of any statute or for which provision is required to be made by a statute but has not been so made.
- (3) In addition to the duties mentioned above, the Comptroller 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 all incidental matters including correspondence relating thereto;
 - (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 finances of the University for which he shall be directly responsible to the Vice-Chancellor;
 - (c) shall prepare before 1st February the annual financial estimates for the ensuing year and
 - (d) shall perform such other duties as may be prescribed or required by the Vice-Chancellor to be carried out.

20. Estate Officer

- (1) The Estate Officer shall be directly responsible to the Vice-Chancellor in carrying out his duties and responsibilities mentioned in these Statutes and Regulations.
 - (2) The Estate Officer shall
 - (a) maintain buildings and other physical facilities of the University and finalise the civil works contracts by following due procedures as prescribed in ASR
 - (b) plan and direct the construction and /or alteration of University buildings and grounds as ordered by the Vice-Chancellor
 - (c) provide and supervise the supply of electricity, water, telephone and other services
 - (d) provide for the installation, use and maintenance of University equipment in co-operation with other officers of the University.
 - (e) to develop masterplans for new campuses / research stations.
 - (f) be responsible for safety in electrical installations.
 - (g) perform such other duties as may be directed by the Vice-Chancellor for the proper functioning of the physical facilities of the University.
- The method of appointment, terms of appointment, Administrative powers, Financial powers, and powers to sanction advances by various authorities / Officers are specified in TNAU Acts, Statutes and Regulations.