

**BHARATHIDASAN UNIVERSITY, TIRUCHIRAPPALLI****INFORMATION PROVIDED AS PER Section 4(1)(b) OF RTI ACT 2005**

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**BHARTHIDASAN UNIVERSITY
TIRUCHIRAPPALLI - 620 024**

I. Particulars of its organization, functions and duties:-

Head Quarters Address :-

**Bharthidasan University
Palkaliperur,
Tiruchirappalli – 620 024
Telephone No: 0431-2407072
Fax No : 0431-2407045
Email Id : reg@bdu.ac.in
Website : www.bdu.ac.in**

Details of Statutory Officers:

The University shall consist of the following officers namely:-

- (1) The Chancellor:
- (2) The Pro-Chancellor:
- (3) The Vice-Chancellor:
- (4) The Registrar:
- (5) The Finance Officer:
- (6) The Controller of Examinations

The Chancellor:

The Governor of Tamil Nadu shall be the Chancellor of the University. He shall, by virtue of his office, be the head of the University and shall, when present, preside at any convocation of the University and confer degrees, diplomas or other academic distinctions upon persons entitled to receive them.

**Hon'ble Thiru. Banwarilal Purohit
Governor of Tamil Nadu**

- From: 06-10-2017

The Pro-Chancellor:

The Minister in-charge of the portfolio of Higher Education in the State of Tamil Nadu shall be the Pro-Chancellor of the University.

Hon'ble Dr. K. Ponmudi - **From: 07-05-2021**
Hon'ble Minister for Higher Education Dept.,
Government of Tamil Nadu

The Vice-Chancellor:

Every appointment of the Vice-Chancellor shall be made by the Chancellor from out of a panel of three names recommended by the Committee referred to in sub-section (2). Such panel shall not contain the name of any member of the said Committee

Dr. M. Selvam, Vice-Chancellor - **From 05-02-2021**

1	Dr. G. Gopinath	Registrar i/c	From 13-12-2020
2	Dr. S. Srinivasa Ragaven	Controller of Examinations i/c	From 31-01-2020
3	Thiru. S. Karunanithi	Finance Officer	From 01-03-2021
4	Dr. A. Edward William Benjamin	Director, Centre for Distance Education	From 08-01-2021

Former Vice-Chancellors

1	Prof. P.S. Mani Sundaram	04-02-1982-11-03-1985
2	Prof. A. Gnanam	13-03-1985-12-03-1988
3	Prof. S. Muthukumaran	14-03-1988-13-03-1994
4	Prof. VR. Muthukkaruppan	03-06-1994-02-06-1997
5	Prof. P. Jagadeesan	08-10-1997-07-10-2000
6	Prof .Muthiah Mariappan	09-10-2000-08-10-2003
7	Prof. C. Thangamuthu	09-06-2004-16-05-2007
8	Prof. M. Ponnaivaikko	11-07-2007-10-07-2010
9	Prof. K. Meena	16-07-2010-15-07-2013
10	Prof. V.M. Muthukumar	13-06-2014-12-06-2017
11	Prof. P. Manisankar	08-01-2018-04-02-2021

Former Registrars

1	Dr.A.Arunachalam	1982-1985
2	Thiru.K.Swaminathan, (in-charge)	1985-1985
3	Dr.P.Manickavelu	1985-1987
4	Prof.T.S.Shanmuga Sundaram	1987-1992
5	Dr.C.Thangamuthu (in-charge)	1992-1995
6	Dr.C.Thangamuthu,	1995-1998
7	Dr.P.Subash Chandra Bose (in-charge)	09-04-1998 – 25-06-1998
8	Dr.M.Jayaprakash	26-06-1998 – 04-04-1999
9	Dr.V.Ayothi (in-charge)	05-04-1999 – 09-07-2001
10	Dr.V.B.Athreya (in-charge)	09-07-2001 – 12-04-2002
11	Dr.M.Selvaraju	12-04-2020 – 29-09-2003
12	Dr.K.V.Krishnamoorthy (in-charge)	30-09-2003 – 07-11-2003
13	Dr.V.Rajagopalan (in-charge)	10-11-2003 – 18-02-2004
14	Dr.V.Ayothi (in-charge)	18-02-2004 – 11-09-2004
15	Dr.Radha Chellappan (in-charge)	11-09-2004 – 31-08-2005
16	Dr.V.Radhakrishnan	01-09-2005 – 31-08-2008
17	Dr.N.Ramanujam (in-charge)	01-09-2008 – 25-09-2008
18	Dr.T.Ramaswamy	25-09-2008 – 24-06-2012
19	Dr.S.Aruchamy (in-charge)	24-06-2012 – 11-07-2013
20	Dr.A.Ramganesh (in-charge)	11-07-2013 – 10-11-2014
21	Dr.M.Ravichandran (in-charge)	10-11-2014 – 25-06-2015
22	Dr.A.Selvam (in-charge)	25-06-2015 – 17-11-2015
23	Dr.C.Thiruchelvam	18-11-2015 – 17-11-2016
24	Dr.R.Babu Rajendran (in-charge)	17-11-2016 – 12-12-2017
25	Dr.G.Gopinath	13-12-2017 – 12-12-2020

Former Controller of Examinations

1	Dr.(Tmt.) Susila Clements	1982- 1985
2	Dr.V.Sethu	1985- 1992
3	Dr.C.Purushothaman (in-charge)	1992- 1992
4	Dr.S.Nagarajan	1992- 1998
5	Dr.P.Subash Chandra Bose	19-01-1998 – 25-09-2001
6	Dr.K.Raja (in-charge)	26-09-2001 – 30-05-2002
7	Dr.V.Rajagopalan	01-06-2002 – 08-07-2004
8	Dr.K.Raja (in-charge)	09-07-2004 – 13-07-2005
9	Dr.R.Balasubramanian	13-07-2005 – 28-03-2008
10	Dr.K.Raja (in-charge)	11-03-2008 - 00-12-2008
11	Dr.A.Ganesh (in-charge)	21-04-2012 – 12-11-2012
12	Dr.A.Selvam	09-11-2012 – 08-02-2016
13	Dr.R.Thirumurugan (in-charge)	08-02-2016 – 31-01-2018
14	Dr.K.Duraiarasan	31-01-2018 – 30-01-2020

Former Finance Officers

01	Thiru.M.R.Narayanan	1983 – 1986
02	Thiru.G.Ramachandran	1986 – 1987
03	Thiru.G.Kandasamy (in-charge)	1987 – 1988
04	Thiru.A.Ramaswamy	1988 – 1989
05	Thiru.G.V.Seetharaman	1989 – 1990
06	Thiru.M.Srinivasan	1990 – 1994
07	Thiru.K.Thiruneelakandan (in-charge)	1994 – 1996
08	Thiru.K.Vishwak Shenan	1996 – 1997

09	Thiru.L.Jayanandan	1997 – 1998
10	Thiru.A.K.Natarajan	1998 – 2002
11	Thiru.R.Hariharan	2002 – 2004
12	Thiru.S.Thirunavukarasu	2004 – 2007
13	Thiru.S.Suburathinam	2007 – 2009
14	Thiru.N.Gopalaswamy	2009 – 2010
15	Thiru.S.Ramamoorthy	2010 – 2011
16	Thiru.A.Natarasan	2011 – 2014
17	Dr.A.Ramganesh (in-charge).	2014 – 2014
18	Thiru.K.Balakrishnan	2014 – 2016
19	Dr.C.Thiruchelvam (in-charge)	2016 – 2016
20	Dr.R.Babu Rajendran (in-charge)	2016 – 2017
21	Thiru.J.Rajaram	2017 – 2018
22	Thiru.S.Mahendran	2018 – 2019
23	Dr.G.Gopinath (in-charge)	2019 – 2019
24	Dr.L.Ganesan (in-charge)	2019 – 2021

Former Directors, Centre for Distance Education

1	Dr. V. Sethu, Special Officer	01.06.1992 - 14.07.1994
2	Dr. M.A. Akbarsha (in-charge)	15.07.1994 - 18.05.1998
3	Dr. V. Ayothi (in-charge)	19.05.1998 – 05.04.1999
4	Dr. S. Lakshmi (in-charge)	06.04.1999 - 05.10.1999
5	Dr. V. Ayothi (in-charge)	06.10.1999 - 14.12.1999
6	Dr. Premakumari Marshall (in-charge)	15.12.1999 - 30.06.2003
7	Dr. V. Rajagopalan (in-charge)	01.07.2003 - 15.12.2003

8	Dr. A. Ganapathy (in-charge)	16.12.2003 - 10.06.2004
9	Dr. V. Arumugam (in-charge)	11.06.2004 - 23.05.2006
10	Dr. P. Sivakumar (in-charge)	24.05.2006 - 11.09.2006
11	Dr. N. Baskaran	12.09.2006 - 10.09.2009
12	Dr. K. Raja (in-charge)	11.09.2009 - 19.12.2009
13	Dr. V. Arumugam (in-charge)	20.12.2009 - 31.10.2013
14	Dr. K. Anandhan (in-charge)	01.11.2013 - 03.09.2014
15	Dr. M. Ravichandran (in-charge)	04.09.2014 - 12.11.2014
16	Dr. N. Rajendran (in-charge)	13.11.2014 - 24.07.2015
17	Dr. P.K. Manoharan	25.07.2015 - 22.07.2016
18	Dr. R. Babu Rajendran (in-charge)	23.07.2016 - 07.03.2017
19	Dr. V. Vinod Kumar (in-charge)	08.03.2017 - 12.12.2017
20	Dr. S. Arumugam	13.12.2017 - 12.12.2018
21	Dr. G. Gopinath (in-charge)	13.12.2018 - 21.12.2018
22	Dr. A. Ilangovan (in-charge)	22.12.2018 - 07.01.2021

Functions and Duties

The Bharathidasan University has been established through Bhathidasan University Act 1981 (Tamil Nadu Act 2 of 1982) and functioned with effect from 04th February 1982. The Bharathidasan University's mandate is to exercise the powers conferred on it, and to perform the functions assigned to it under the Act. The Powers and Functions of the Bharathidasan University are laid down in Act and Statutes of Bharathidasan University.

The Bharathidasan University established in February 1982, and was named after the great revolutionary Tamil Poet, **Bharathidasan** (1891-1964). The motto of the University "**We will create a brave new world**" has been framed from Bharathidasan's poetic words "**புதியதோர் உலகம் செய்வோம்**". The University endeavours to be true to such a vision by creating in the region a brave new world of academic innovation for social change.

The University's main Campus was initially located in a sprawling area of over 1000 acres in Palkalaiperur. However, as years passed on, the South Campus at Palkalaiperur

with the available infrastructure was donated to the newly started Anna University of Technology. Very recently, another portion of the land has been allotted to the Indian Institute of Management (IIM), Tiruchirappalli. Also, the University has a downtown campus at Khajamalai, which housed originally the Autonomous Post-Graduate Centre of the University of Madras at Tiruchirappalli. In addition to the administrative complex, which includes the Vice-Chancellor's Secretariat, Registrar's Office, Finance and Examination offices, most of the academic departments and research laboratories are located in the main Palkalaiperur Campus. Among the academic units in the Palkalaiperur Campus are Schools of Mathematics, Physics, Chemistry, Life Sciences, Basic Medical Sciences, Geosciences, Social Sciences, Marine Sciences and the Schools of Languages. In addition, the Campus also has the Central Library, University Informatics Centre, Hostels, Staff Quarters, Health Centre, Canteen and others. The downtown campus has the Departments of Social Work, Computer Science, the Centre for Remote Sensing, the UGC-Human Resource Development Centre (Formerly UGC-Academic Staff College) and others. Besides these, the Bharathidasan Institute of Management popularly known as BIM (adjudged as one of the top business schools in the country) is located within the BHEL premises, a public sector undertaking at Tiruverumbur.

The University has totally 4 Faculties, 16 Schools, 37 Departments and 29 Specialized Research Centres. There are 263 faculty members catering to 2564 students and scholars in the University. The University Departments/Schools are offering 151 programmes including 40 PG programmes in M.A., M.Sc. and M.Tech. The above programmes are conducted under the Choice Based Credit System (CBCS) in Semesters: 31 M.Phil., 33 Ph.D., 19 P.G. Diploma, 11 Diploma and 10 Certificates. The University's supporting staff strength is 457. In addition to the regular teaching programmes in the Departments and Schools, the University under its Distance Education mode is conducting 15 UG and 26 PG programmes. All the UG and PG programmes are conducted under non-semester system and MCA and MBA programmes are conducted under semester system along with the regular programmes. The MCA and MBA programmes conducted under this mode are very popular.

II. Powers and duties of Officers and employees:

1. The Vice-Chancellor :-

- (1) The Vice-Chancellor shall be the academic head and the principal executive officer of the University and shall, in the absence of the Chancellor and Pro-Chancellor, preside at any convocation of the University and confer degrees, titles, diplomas, or other academic distinctions upon persons entitled to receive them. He shall be a member ex-officio and Chairman of the Senate, Syndicate, Standing Committee on Academic Affairs and the Finance Committee and shall be entitled to be present University but shall not be entitled to vote thereat, unless he is a member of the authority concerned.
- (2) It shall be the duty of the Vice-Chancellor to ensure that the provisions of this Act, the statutes, ordinances and regulations are observed and carried out and he may exercise all powers necessary for this purpose.
- (3) The Vice-Chancellor shall have power to convene meetings of the Senate, the Syndicate, the Standing Committee on Academic Affairs and the Finance Committee.
- (4) (a) The Vice-Chancellor shall have power to take action on any matter and shall by order take such action as he may deem necessary but shall, as soon as may be, thereafter report the action taken to the officer or authority or body who or which would have ordinarily dealt with the matter.

Provided that no such order shall be passed unless the person likely to be affected has been given a reasonable opportunity of being heard;

- (b) When action taken by Vice-Chancellor under this sub-section affects any person in the service of the University, such person shall be entitled to prefer an appeal to the Syndicate within thirty days

from the date on which he has notice of such action. The Vice-Chancellor shall give effect to the order such appeal.

- (5) The Vice-Chancellor shall give effect to the orders of the Syndicate regarding the appointment, suspension and dismissal of the teachers and the other employees of the University.
- (6) 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.
- (7) The Vice-Chancellor shall be responsible for the co-ordination and integration of teaching and research, extension education and curriculum development.
- (8) The Vice-Chancellor shall exercise such other powers and perform such other duties as may be prescribed by statutes.

2. The Registrar :-

- (1) The Registrar shall be a whole-time salaried officer of the University appointed by the Syndicate and the terms and conditions of service of the Registrar shall be as follows:
 - (i) The holder of the post of Registrar shall be an academic not lower in rank than that of professor of a college affiliated to any University;
 - (ii) The Registrar shall hold office for a period of three year;
 - (iii) The emoluments and other terms and conditions of service of the Registrar shall be such as may be prescribed;
 - (iv) When the office of the Registrar is vacant or when the Registrar is by reason of illness, absence or any other cause, unable to perform the duties of this office, the duties of the office of the Registrar shall

be performed by such person as the Vice-chancellor may appoint for the purpose.

- (2) (a) The Registrar shall have power to take disciplinary action against such of employees excluding teachers of the University and academic staff, as may be specified in the orders of the Syndicate and to suspend them pending inquiry, to administer warnings to them or to impose on them the penalty of censure or withholding of increments;

Provided that no such penalty shall be imposed unless the person concerned has been given a reasonable opportunity of showing cause against the action proposed to be taken in regard to him;

- (b) An appeal shall lie to the Vice-Chancellor against any order of the Registrar imposing any of the Penalties specified in clause (a);
- (c) In any case where the inquiry discloses that punishment beyond the powers of the Registrar is called for the Registrar shall, upon conclusion of the inquiry, make a report to the Vice-Chancellor along with his recommendations:

Provided that an appeal shall lie to the Syndicate against an order of the Vice-Chancellor imposing any penalty;

- (d) No appeal under clause (b) or clause (c) shall be preferred after the expiry of sixty days from the date on which the order appealed against was received by the appellant.
- (3) The Registrar shall be the ex-officio Secretary of the Senate, the Syndicate, the Faculties and the Boards of Studies, but shall not be deemed to be a member of any of these authorities.
- (4) It shall be the duty of the Registrar:-

- (a) to be the custodian of the records, the common seal and such other property of the University as the Syndicate shall commit to his charge;
 - (b) to issue all notices convening meetings of the Senate, the Syndicate, the Faculties, the Boards of Studies, the Boards of Examiners and of any committee appointed by the authorities of the University;
 - (c) to keep the minutes of all proceedings of the meeting of the Senate, the Syndicate, the Faculties, the Boards of Studies, the Boards of Examiners and of any committee appointed by the authorities of the University;
 - (d) to conduct the official correspondence of the Syndicate;
 - (e) to supply to the chancellor, copies of the agenda of the meetings of the authorities of the University as soon as they are issued and the minutes of the proceedings of such meetings; and
 - (f) to exercise such other powers and perform such other duties as may be specified in the statutes, the ordinances or the regulations or as may be required, from time to time, by the Syndicate or the Vice-Chancellor.
- (5) In all suits and other legal proceedings by or against the University, the pleadings shall be signed and verified by the Registrar and all processes in such suits and proceedings shall be issued to, and served on, the Registrar.

3. The Controller of Examinations :-

- (i) The Controller of Examinations shall be a whole time officer of the University appointed by the Syndicate for such period and on such terms and conditions as may be prescribed.
- (ii) The Controller of Examinations shall exercise such powers and perform such duties as may be prescribed.

1. Mode of Appointment: The Controller of Examinations shall be appointed by the Syndicate on the recommendation of a Selection Committee consisting of the Vice-Chancellor as Chairman, one member of the Syndicate on one nominee of the Chancellor from outside the University, for a period of three years. He shall be eligible for reappointment for another term of three years on the specific recommendation of Vice-Chancellor.
2. The holder of the post of the Controller of Examinations shall be an academician not lower in rank than that of a professor of an affiliated college.
3. The emoluments and other terms and conditions of service of the Controller of Examinations shall be such as may be prescribed by the ordinances:

Provided that the Controller of Examinations shall retire on attaining the age of 58 or on the expiry of the period specified by the Syndicate whichever is earlier.

4. When the office of the Controller of Examinations is vacant, or when the Controller of Examinations is, by reasons of illness, absence or any other cause, unable to perform the duties of his office, the duties of the office of the Controller of Examinations shall be performed by such person as the Vice Chancellor may appoint for the purpose.

The Controller of Examinations shall –

- (a) be responsible for the conduct of all University Examinations as prescribed by the authorities of the University and it shall be his duty to arrange with prior approval of the Vice Chancellor the Schedule for the preparation, for all University Examinations and all other matters connected with University Examinations.
 - (b) He shall be responsible for the safe custody of all papers, documents, certificates and other confidential files connected with the conduct of all University Examinations.
 - (c) He shall keep the Minutes of Meeting of Boards of Examiners and all committees appointed by the said Boards.
 - (d) He shall countersign the Travelling Allowance Bill and remuneration bills of Examiners and paper-setters and all other bills relating to examinations.
6. Appointment of Examiner: The Examiners and Question paper-setters shall be appointed by the Controller of Examinations with the prior approval of the Vice-Chancellor, from a panel of names approved by the Syndicate.
 7. He shall arrange to publish the results of all University Examinations with the approval of the Vice-Chancellor/the Syndicate.
 8. The Controller of Examinations shall, in the exercise of the powers and the duties of his office, be subject to the immediate direction and control of the Vice-Chancellor and shall carry out his orders and render such assistance as may be required by the Vice-Chancellor in the performance of his duties.

9. Ineligibility for membership of any Authority: The controller of Examinations shall not be eligible for nomination or election as a member of any of the University Authorities.
10. Resignation / Reversion : The Controller of Examinations may by writing inform the Vice-Chancellor his intention to resign or revert back to his parent department after giving three months notice and it shall be competent for the Syndicate, on the recommendation of the Vice-Chancellor, to accept his resignation or reversion.
11. It shall be in the power of the Syndicate to dispense with the services of the Controller of Examinations at any time on payment to him of six months' salary and it may at any time discharge him from its services without notice or compensation in the event of misconduct on his part or of a breach by him of any of the conditions on which he was engaged. In the case of Controller of Examinations appointed on deputation from other services, the Syndicate is competent to revert him to his original department when it deems fit to do so.

4. The Finance Officer

- (1) The Finance Officer shall be a whole-time salaried officer of the University appointed by the Syndicate for such period as may be specified by the Syndicate in this behalf.
- (2) Every appointment of the Finance Officer shall be made by the Syndicate from out of panel of three names recommended by the Government.
- (3) The emoluments and other terms and conditions of service of the Finance Officer shall be such as may be prescribed by the ordinances.

- (4) The finance Officer shall retire on attaining the age of fifty-eight years or on the expiry of the period specified by the Syndicate under sub-section (1) whichever is earlier.

Provide that the Finance Officer shall, notwithstanding his attaining the age of fifty-eight years, continue in office until his successor is appointed and enters upon his office or until the expiry of a period of one year, whichever is earlier.

- (5) When the office of the Finance Officer is vacant or when the Finance Officer is, by reason of illness, absence or any other cause, unable to perform the duties of his office, the duties of the Finance Officer shall be performed by such person as the Vice-Chancellor may appoint for the purpose.
- (6) The Finance Officer shall be the ex-officio Secretary of the Finance Committee, but shall not be deemed to be member of such Committee.
- (7) The Finance Officer shall:
 - (a) Exercise general supervision over the funds of the University and shall advise the University as regards its financial policy; and
 - (b) Exercise such other powers and perform such other financial functions as may be assigned to him by the Syndicate or as may be prescribed by the states or the ordinances:

Provided that the Finance Officer shall not incur any expenditure or make any investment exceeding such amount as may be prescribed without the previous approval of the Syndicate.

- (8) Subject to the control of the Syndicate, the Finance Officer shall:
 - (a) Hold and manage the property and investments of the University including trust and endowed property;

- (b) Ensure that the limits fixed by the Syndicate for recurring and non recurring expenditure for a year are not exceeded and that all moneys are expended on the purposes for which they are granted or allotted.
- (c) Be responsible for the preparation of annual accounts, financial estimates and the budget of the University and for their presentation to the Syndicate;
- (d) Keep a constant watch on the cash and bank balances and of investments;
- (e) Watch the progress of the collection of revenue and advise on the methods of collection employed;
- (f) ensure that the registers of buildings, land, furniture and equipment are maintained up-to-date and the stock checking is conducted, of equipments and other consumable materials in all offices, special centres, specialized laboratories and colleges maintained by the University;
- (g) Bring to the notice of the Vice-Chancellor any un-authorized expenditure or other financial irregularity and suggest appropriate action to be taken against persons at fault; and
- (h) call from any office, centre, laboratory and college maintained by the University any information or returns that he may consider necessary for the performance of his duties.
- (9) The receipt of the Finance Officer or of the person or persons duly authorized in this behalf by the Syndicate for any money payable to the University shall be sufficient discharge to payment of such money.

5. The Director, Center for Distance Education

1. To keenly care all the Administrative activities (Account Section, Establishment Section, UG/PG Section, MBA Section, MCA/PGDCA Section, Book Section, B. Ed. Section, Tapal Section, Computer Section and Reception/Enquiry Section) of the Centre for Distance and Online Education at the head quarters and the Learners Support Centres.
2. Monitoring all the academic activities of the Counseling class Programmes offered by the Centre for Distance and Online Education at the head quarters and the Learners Support Centres.
3. Administering the Progress of the work executed by the Staff members working in the Centre for Distance and Online Education in each section.
4. Attending the grievances of the Learning Support Centres and the Students of CDOE throughout the year.
5. Managing the preparation of self learning materials starting from conducting Board of Studies to printing materials to all the subjects offered by the CDOE.

III. Procedures followed in Decision Making Process, including channels of supervision and accountability

As per Section 1 (3) under Chapter-I of Bharathidasan University Act 1981, the general superintendence, direction and management of the affairs of Bharathidasan University is applied to all colleges and institutions situate within the University area and affiliated to, or approved by the University in accordance with the provisions of the Act or the Statutes, Ordinances and Regulations and also to all colleges and institutions deemed to be affiliated to or approved by the University.

IV. Norms set for discharge of functions in Bharathidasan University

The University shall have the following objects and powers, namely:-

- (1) to provide for instruction and training in such branches of learning as it may determine;
- (2) to provide for research and for the advancement and dissemination of knowledge;
- (3) to institute degrees, titles, diplomas and other academic distinctions;
- (4) to hold examinations and to confer degrees, titles, diplomas and other academic distinctions on persons who- (a) shall have pursued an approved course of study in a University college or laboratory or in an affiliated or approved college unless exempted there from in the manner by the statutes and shall have passed the prescribed examinations of the University; or (b) shall have carried on research under conditions prescribed;
- (5) to confer degrees, titles, diplomas and other academic distinctions on persons who shall have pursued an approved course of study in an autonomous college;
- (6) to hold examinations and to confer degrees, titles, diplomas and other academic distinctions on persons, who shall have pursued an approved course of study by correspondence whether residing within the University area or not and to provide such lectures and instructions for persons not being residents within the University area under conditions prescribed;
- (7) to confer honorary degrees or other academic distinction under conditions prescribed;
- (8) to institute, maintain and manage institutes of research, University colleges and Laboratories, libraries, museums and other institutions necessary to carry out the Objects of the University;
- (9) to affiliate colleges to the University as affiliated, professional or post-Graduate colleges under conditions prescribed and to withdraw affiliation from Colleges;
- (10) to approve colleges providing courses of study for admission to the Examinations for titles and diplomas of the University under conditions Prescribed and to withdraw such approval;
- (11) to designate any college as an autonomous college with the concurrence of the Government in the manner and under conditions prescribed and to cancel such designation;

- (12) to institute lecturerships, readerships, professorships and any other teaching post required by the University and to appoint persons to such lecturerships, headerships, professorships and other teaching posts;
 - (13) to institute and award fellowships, travelling ellowships, scholarships, studentships, bursaries, exhibitions, medals and prizes in accordance with the statutes;
 - (14) to establish, maintain and manage hostels, to recognise hostels not aintained by the University and to withdraw recognition there from;
 - (15) to exercise such control over the students of the University through the colleges as will secure their health and well-being and discipline;
 - (16) to hold and manage endowments and other properties and funds of the University;
 - (17) to borrow money with the approval of the Government on the security of the property of the University for the purposes of the University;
 - (18) to fix fees and demand and receive such fees as may be prescribed;
 - (19) to make grants from the funds of the University for the maintenance of a National Cadet Corps;
 - (20) to institute and maintain a University Extension Board;
 - (21) to institute and provide funds for the maintenance of (a) a publication bureau; (b) an employment bureau; (c) students' unions; (d) University athletic clubs; and (e) other similar associations;
 - (22) to encourage co-operation among the colleges, laboratories and institutes in the University area and cooperate University with other Universities and other authorities in such manner and for such purposes as the University may determine;
 - (23) to recommend to the Government the recognition of any area within the University area as a University Centre; and
 - (24) generally to do all such other acts and things as may be necessary or desirable to further the objects of the University.
5. Colleges not to be affiliated to any

V. List of rules/regulations/instructions held in Bharathidasan University for discharging its functions :-

1. [The Bharathidasan University Act 1981](#)
2. [The Bharathidasan University Statutes](#)

VI. A Statement of categories of documents maintained in the Bharathidasan University

(i) REGISTRAR OFFICE

- Service Register of Staff
- Increment Register of sanction of Increment to staff
- Fuel Register for the vehicles of Bharathidasan University
- Stationery stock Register
- Suit Register
- List of affiliated colleges/approved institutions
- List of Projects submitted to funding agencies

(ii) CONTROLLER OF EXAMINATIONS OFFICE

1. List of candidates appeared for examinations from all affiliated colleges
(Semester wise/year wise)
2. Marks Statements of all candidates
3. List of Degrees conferred in each Convocation

(iii) FINANCE SECTION

1. Grants received from UGC, Government of Tamil Nadu and other funding Agencies
2. Payment of salary to all employees
3. Cheque Register
4. Undisbursed payment Register

Periodicity of Preservation:-

1. Decisions of Syndicate and Senate of Bharathidasan University shall be Retained permanently
2. List of Degrees conferred in each Convocation shall be retained Permanently

VII. Academic Activities:

[Click here to see the academic activities of the University Departments.](#)

VIII. Directory of Bharathidasan University

ADMINISTRATION:

The administration system of University has been complied with the following Sub-ordinate officers.

- Deputy Registrar
- Assistant Registrar
- Section Officer
- Assistant Section Officer
- Assistant
- Attender
- Office Assistant
- Technical Staff

The Assistants/Assistant Section Officers are delegated drafting the notes. Section Officers/Assistant Registrars are delegated to monitor the works of concerned sections. The Deputy Registrars are assists the statutory officers to execute the works with overall supervision.

Sl. No.	Category of employees	Method of recruitment	Qualification and Experience	Appointing authority
1	Registrar	As per Act	As per Act	Syndicate
2	Controller of Examinations	As per Statute Explanation	As per Act	Syndicate
3	Finance Officer	As per Act	As per Act	Syndicate
4	Deputy Registrar/ Deputy Controller of Examinations	By direct recruitment/ By promotion from the cadre of Assistant Registrar	Post Graduate degree with five years of teaching/administrative experience 4 years experience as Assistant Registrar	Syndicate
5	Asst. Registrar/ Asst. Controller of Examinations	By promotion from the cadre of Superintendent	At lease Four years of Experience as Superintendent	Syndicate
6	Superintendent	By promotion from the cadre of Assistant	A Degree and pass in Account Test for Subordinate Officers Part-I with not less than five years of service in the cadre of Assistant	Vice-Chancellor

7	Assistant	By promotion from the cadre of Junior Assistant	Atleast three years of service in the cadre of Junior Assistant. Junior Assts. Who are not Graduates shall be eligible for promotion as Assistants. But shall not be eligible to draw increments until they acquire a degree	Vice-Chancellor
8	Junior Assistant	By direct recruitment or by promotion from the cadre of Attender/Record Clerk provided they have the required qualification	Age 30 years. A degree of a University & Typewriting Higher Desirable: Typewriting and Shorthand by higher grade both English and Tamil (Vacancies 4 shall be filled by direct recruitment	Vice-Chancellor
9	Telephone Operator	By direct recruitment	Essential: 1. Pass in 10 th Standard 2. A Certificate in Telephone Operation 3.Age: Should not have exceeded 30 years	Vice-Chancellor
10	Attender/Record Clerk	By direct recruitment or by promotion from the cadre of Basic Servant	Essential: 1. Minimum Educational Qualification 2. Should not exceed 30 years	Vice-Chancellor
11	Basic Servant	By direct recruitment	1. A pass in VIII standard 2. Cycle riding 3. Age: should not have completed 30 years	Vice-Chancellor

12	Drivers	By direct recruitment	<ol style="list-style-type: none"> 1. A pass in VIII standard 2. Possession of licence for driving heavy vehicles 3. Age: Should not have exceeded 30 years 	Vice-Chancellor
13	Sweeper/Scavenger/ Gardener	By direct recruitment	<p>Should read and write Tamil. Age: Should have completed 18 years but not have completed 30 years</p>	Vice-Chancellor
14	Watchmen/Guards	By direct recruitment	<p>VII Standard Cycle riding. Age: between 20 and 35 years</p>	Vice-Chancellor
15	Lift Operator	By direct recruitment	<p>Pass VII Standard and three years experience as Lift operator</p>	Vice-Chancellor
16	Maistry		<p>VII Standard Certificate in Horticulture Age: Not exceeding 30 years</p>	Vice-Chancellor
17	Gust House Caretaker		<p>VII Standard Certificate in Horticulture Age: Not exceeding 30 years</p>	Vice-Chancellor

18	Cook		Able to read and write Tamil Experience in Cooking	Vice-Chancellor
19	Canteen Butler		Able to read and write Tamil Experience in Cooking	Vice-Chancellor
20	Electrician Grade II	By direct recruitment	1 Diploma in Electrical Engineering 2 'C' certificate Licence	Vice-Chancellor
21	Electrician	By direct recruitment	A pass in the National Trade certificate in Wireman's Trade	Vice-Chancellor
22	Plumber	By direct recruitment	Pass in VII std and Three years experience as Plumber	Vice-Chancellor
23	Library Asst.	By direct recruitment	A degree with certificate in librarianship, Typing skills and experience in cataloguing/A Degree in library and Information Science with Typing skills	Vice-Chancellor
24	Cartographer/Draughtsmen	By direct recruitment	Diploma in Civil Engg with knowledge of tracing and drawing	Vice-Chancellor

IX. Monthly Remuneration of Officers and Employees of Bharathidasan University

Sl. No.	Designation	Pay Matrix With Level (Scale of Pay)	Sanctioned Strength
1	Vice-Chancellor	Rs.210000+5000 (Fixed)	1
2	Registrar	Rs.144200-218200 (L-14)	1
3	Controller of Examinations	Rs.144200-218200 (L-14)	1
4	Finance Officer	On Deputation	1
5	Director (Centre for Distance Education)	Rs.144200-218200 (L-14)	1
6	Director (Students Grievance and Councelling Cell)	Rs.144200-218200 (L-14)	1
7	Director (Council for College and Curriculum Development)	Rs.144200-218200 (L-14)	1
8	Director (Research)	Rs.144200-218200 (L-14)	1
9	Deputy Controller of Examinations	Rs.61900-196700 (L-26)	1
10	Deputy Registrar	Rs. 61900-196700 (L-26)	8
11	Assistant Registrar	Rs. 59300-187700 (L-25)	19
12	Section Officer (SG) Section Officer	Rs. 56100-177500 (L-22) Rs. 36400-115700 (L-16)	54
13	Assistant Section Officer (Spl.G) / (SG) Assistant Section Officer (SG) and Assistant Section Officer	Rs. 56100-17750 (L-22) Rs. 36400-115700 (L-16)	138
14	Assistant (SG) Assistant Junior Assistant	Rs. 20000-63600 (L-9) Rs. 16500-62000 (L-8)	79 (17 Asst. + 62Jr. Asst.)
15	Attender / Lab Attender (Spl. G) Attender / Lab Attender (SG) Attender / Lab Attender	Rs.19500-62000 (L-8)	44
16	Driver (Spl.G) / (SG) Driver	Rs.35900-113500 (L-13) Rs.19500-62000 (L-8)	25
17	Office Assistant (Spl.G) / (SG) Office Assistant	Rs.16600-52400 (L-3) Rs.15700-50000 (L-1)	80
18	Sweeper (Spl.G) / (SG) Sweeper	Rs.16600-52400 (L-3) Rs. 15700-50000 (L-1)	18
19	Gardener (Spl.G) / (SG) Gardener	Rs.16600-52400 (L-3) Rs. 15700-50000 (L-1)	32

X. Facilities available to Citizens for obtaining information, including Library

The Ground and Four Floors are available in administrative block. In the Ground Floor information provided details of all sections and nature of works attending in each section in all floors. Further in each floor has also having the details of section and nature of works dealing in each section concerned.

GROUND FLOOR

1. Hon'ble Governors' Suite
2. Students Counseling and Grievance Cell & Career Development and Counseling Cell
3. Publication Book Stall
4. Directorate of Research (Ph.D)
5. J – Section (Purchase Section)
6. M – Section – SC/ST Cell (Scholarship)
7. Business Development Centre
8. Telephone Operator

FIRST FLOOR

1. Vice-Chancellor's Secretariat
2. Registrar Office
3. A – Section – Syndicate & Senate
4. B – Section – Establishment (Administrative Staff)
5. D – Section - College Affiliation
6. E – Section – Planning & Development
7. G – Section – Public Relations Officer
8. H – Section – Establishment (Teaching Staff)
9. P – Section – Projects and Grants
10. S – Section – Pension
11. e-Governance Section
12. Tapal Section
13. IQAC – Internal Quality Assurance Cell
14. Syndicate Hall

SECOND FLOOR

1. Controller of Examinations Office
2. Confidential Section – I
3. Confidential Section – II
4. Examination Section (M.Phil. Courses)
5. Examination Section (Post Graduate Courses)
6. Convocation Section
7. Tapal Section (Examination Wing)
8. Accounts Section (Examination Wing)

THIRD FLOOR

1. Finance Officer
2. Finance Section
3. Examination Section (Under Graduate Courses)
4. Computer Section (Examination)

FOURTH FLOOR

1. Council for College & Curriculum Development (CCCD)
2. Legal, RTI & Public Information
3. Local Fund Audit

In addition to the above the Bharathidasan University's website (www.bdu.ac.in) provides information and guidelines for the public. Further, "Students Grievance Redressal Cell" at ground floor of Administrative Block has also functioned to assist the public who approach the office for assistance for information.

Working hours

The working hours are between 10.00 a.m. and 05.45 p.m. on all Government working days.

Particulars of special facility

- (i) Ramp facility is provided at administrative block and all departments so as all the Physically Challenged persons easily access to get information.
- (ii) The Bharathidasan University is also provided separate websites to offer information pertaining to Controller of Examinations (www.bdu.ac.in/coe) and Centre for Distance Education (www.bdu.ac.in/cde) for easy access by public.
